**Operation guides**

**Step 1: Find our homepage**

In order to achieve the best browsing effect, it is recommended to use Google Chrome browser. You should enter the website address <http://47.107.108.32/> and the website home page is as follow (picture 1).



Picture 1

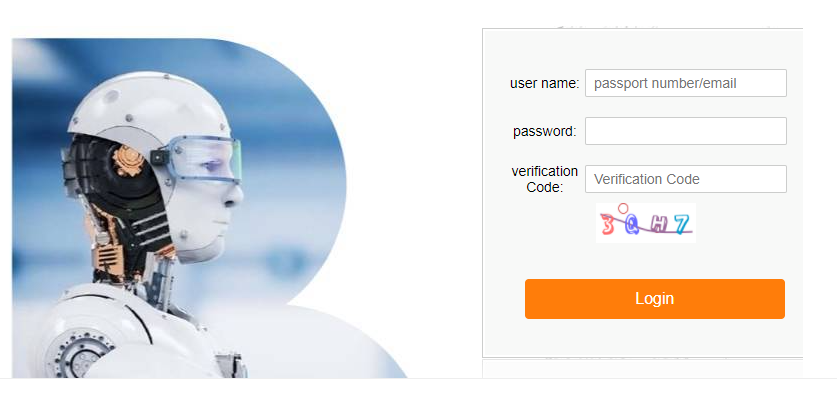
**Step 2: Log in.**

This training course is only open to members whose user name and password has been send through email. Log in before attending the class.

As follows: picture 2, picture 3



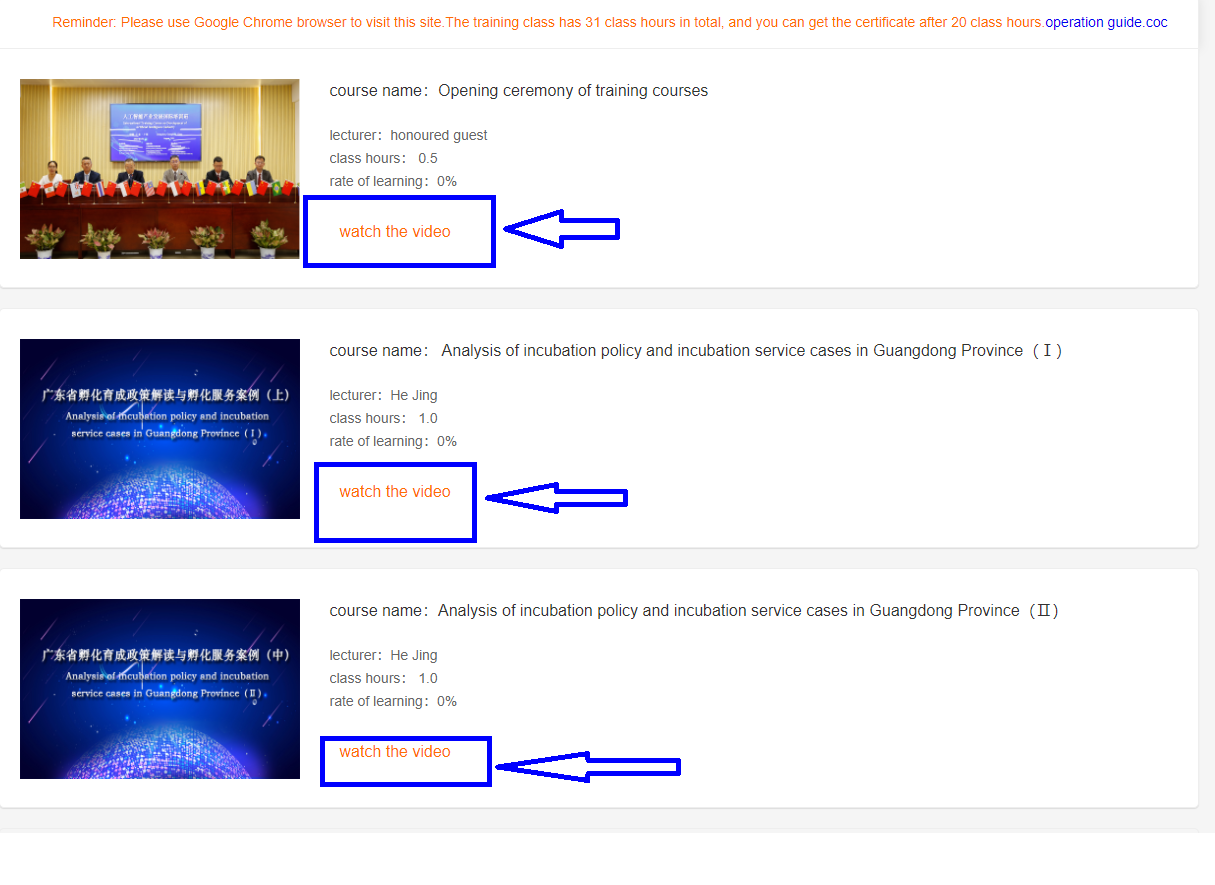
picture 2

 Picture 3

**Step 3：Start learning**

Click "watch the video" to start learning

As follows: picture4, picture 5



Picture 4,



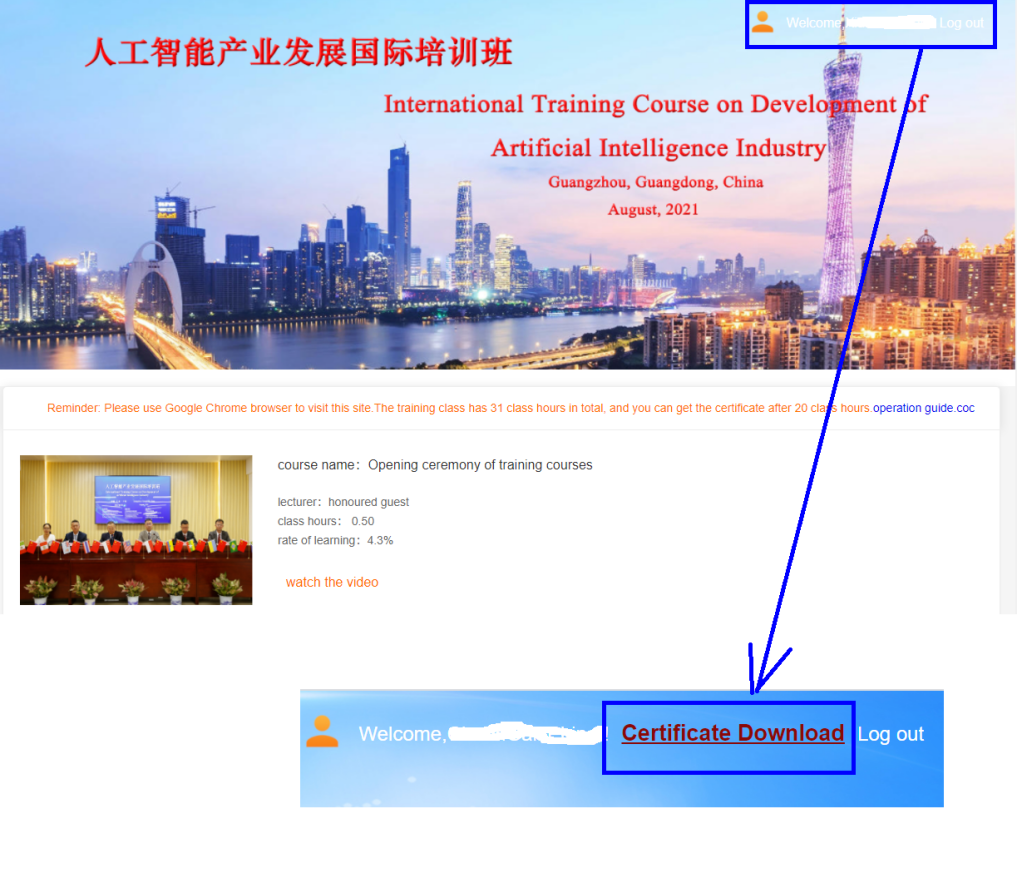
Picture 5

The training class has 31 class hours in total, and you can get the certificate after you have obtained 20 class hours.

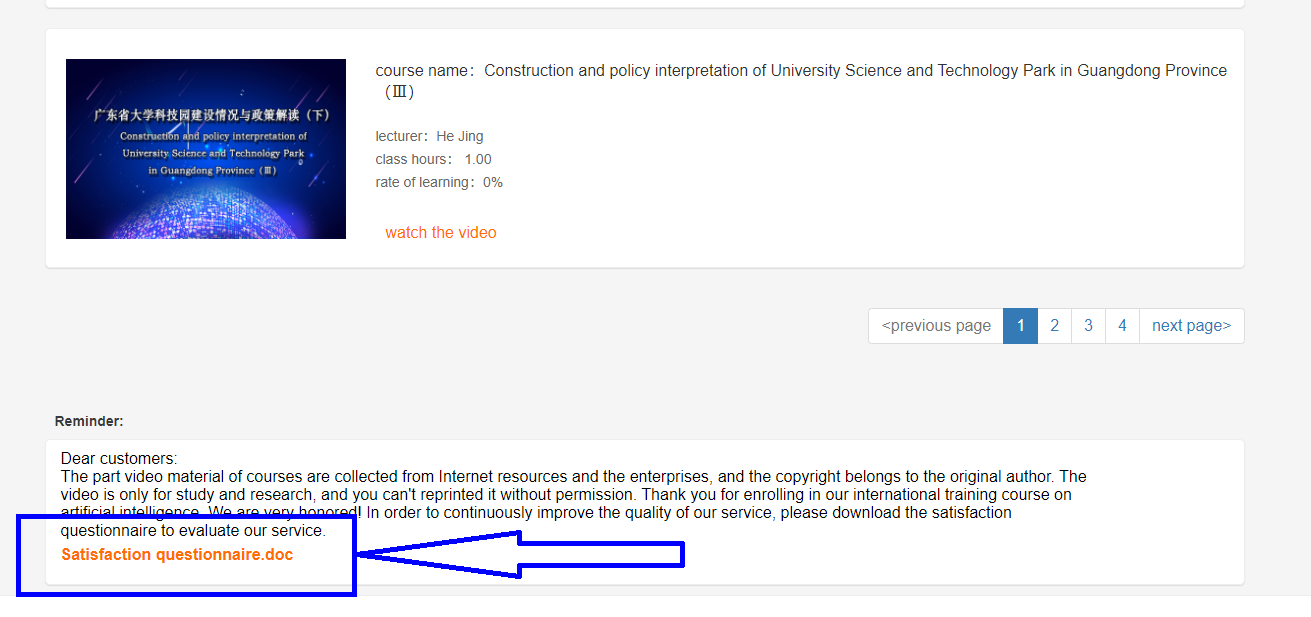
**Step 4: Download “certificate” and “satisfaction questionnaire”.**

When you finishes 20 class hours, the **“Certificate Download”** could generated and then you can download certificate.

As follows: Picture 6, Picture 7.



Picture 6



Picture 7