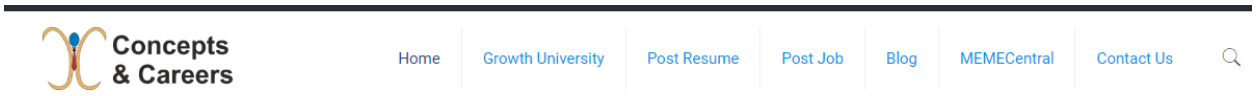
User Manual

How to access Growth University page

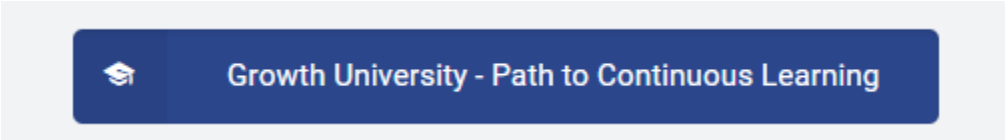
1. You can type https://conceptsandcareers.com/ and access our main page

2. Select one of the following options to access Growth University page

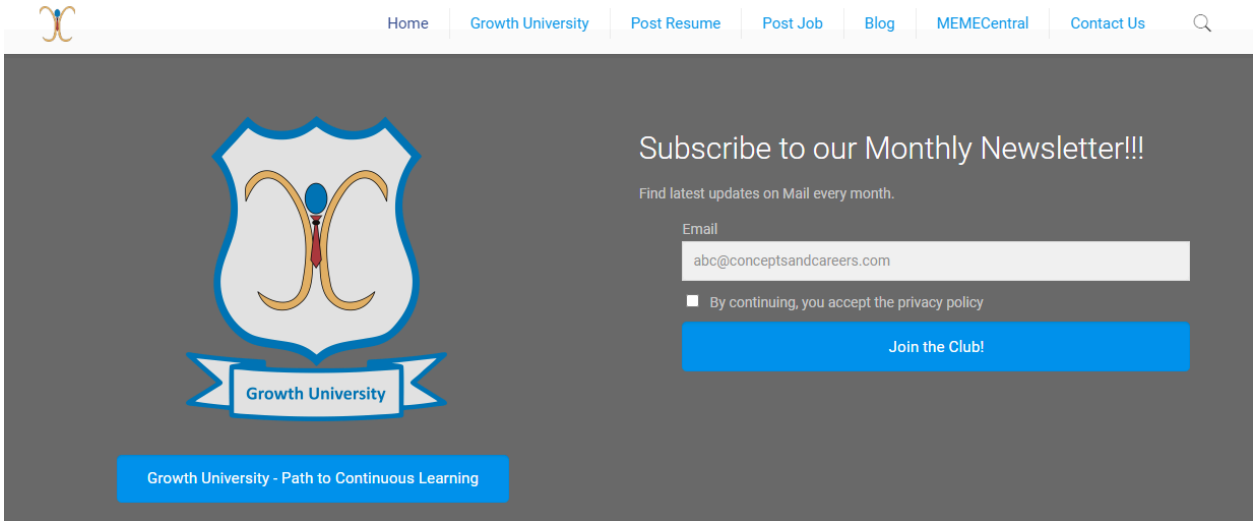
    - Click Growth University button next to Home in the menu



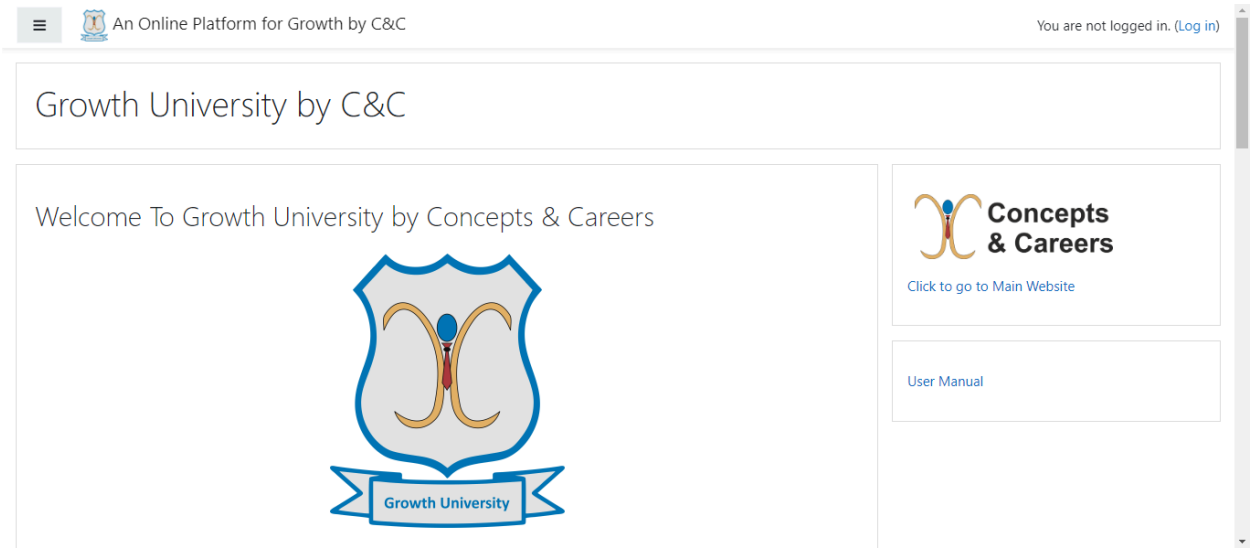
    - Click following button available in the home page



    - Click Growth university button available in the footer



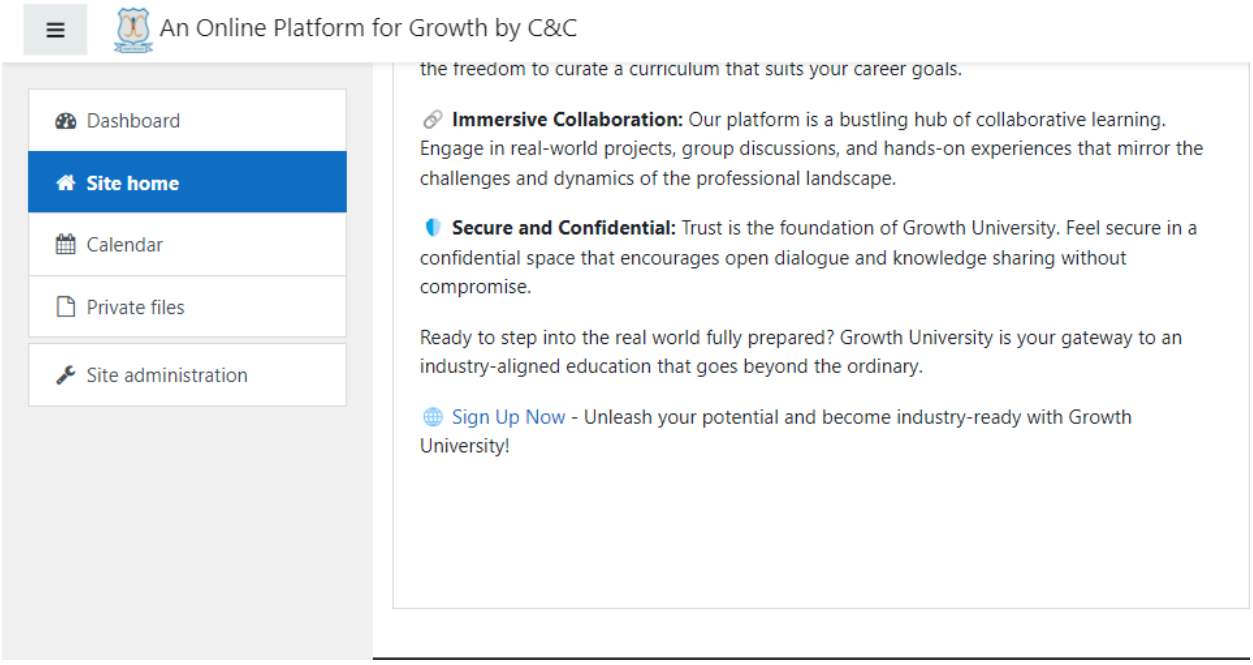
3. You will be navigated to following page (URL: https://conceptsandcareers.com/growthuniversity/)



Self Registration

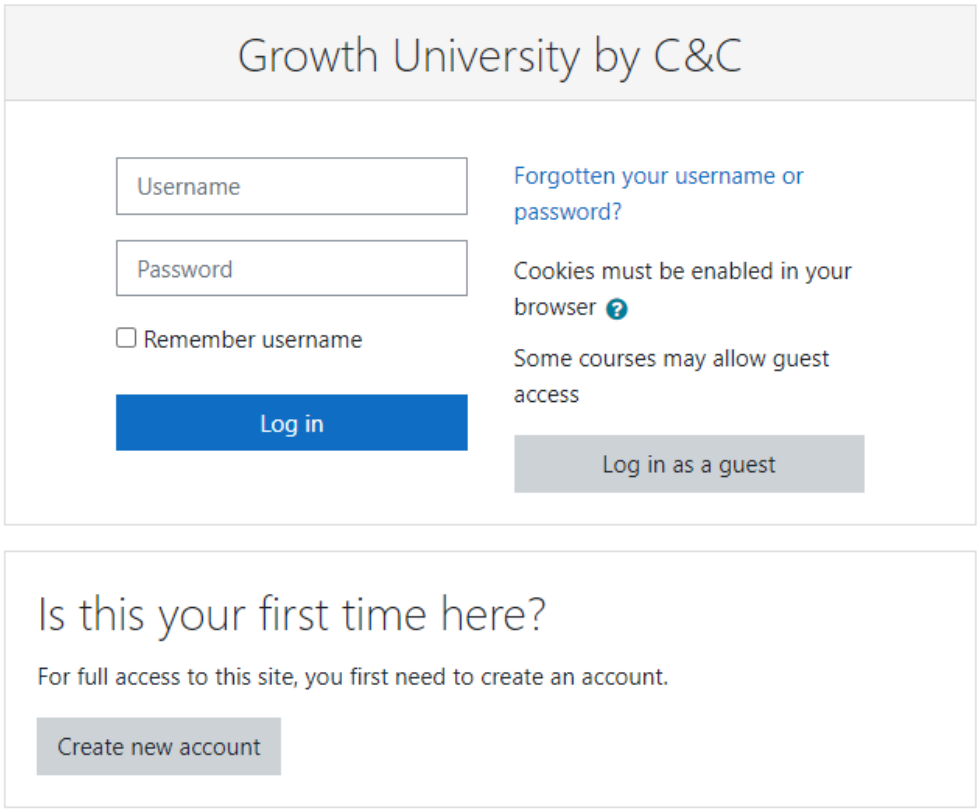
1. Select on of the following 2 options

    - Click Sign Up Now link

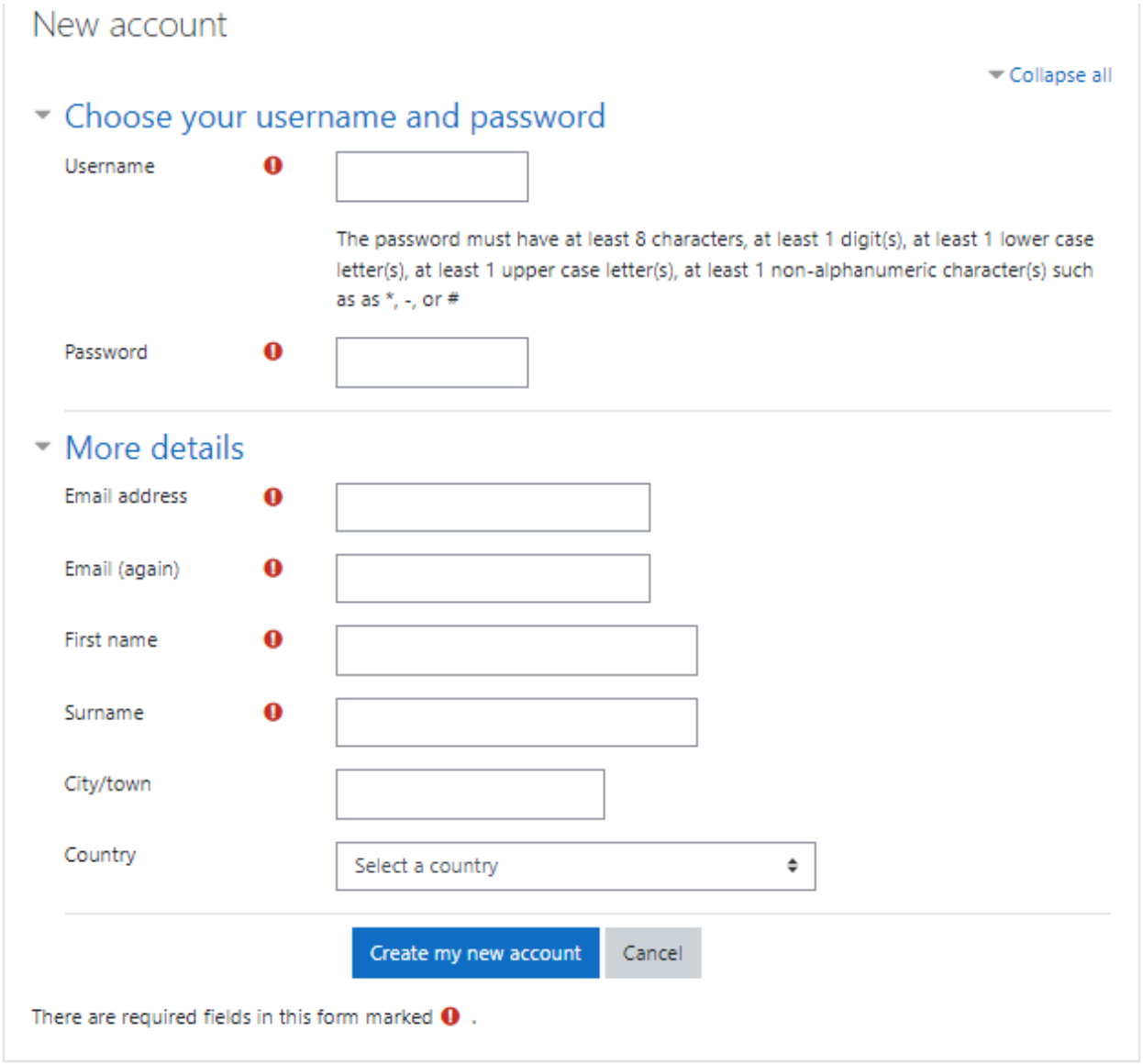


    - Or Click Log in

You will be navigated to login page and select Create new account button



2. New account page will be displayed and fill all the details and click <Create my new account> button

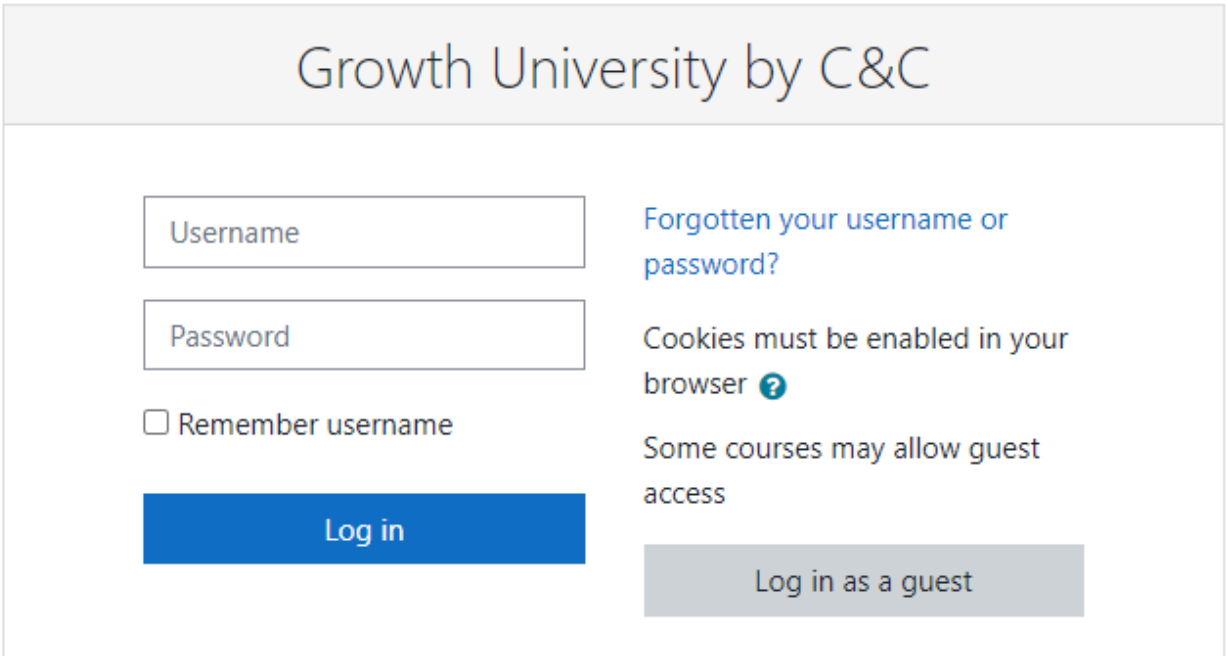


3. Verify inbox of the provided email/ sometimes you have to check spam folder: Check for email from Concepts & Careers

4. Verify the email

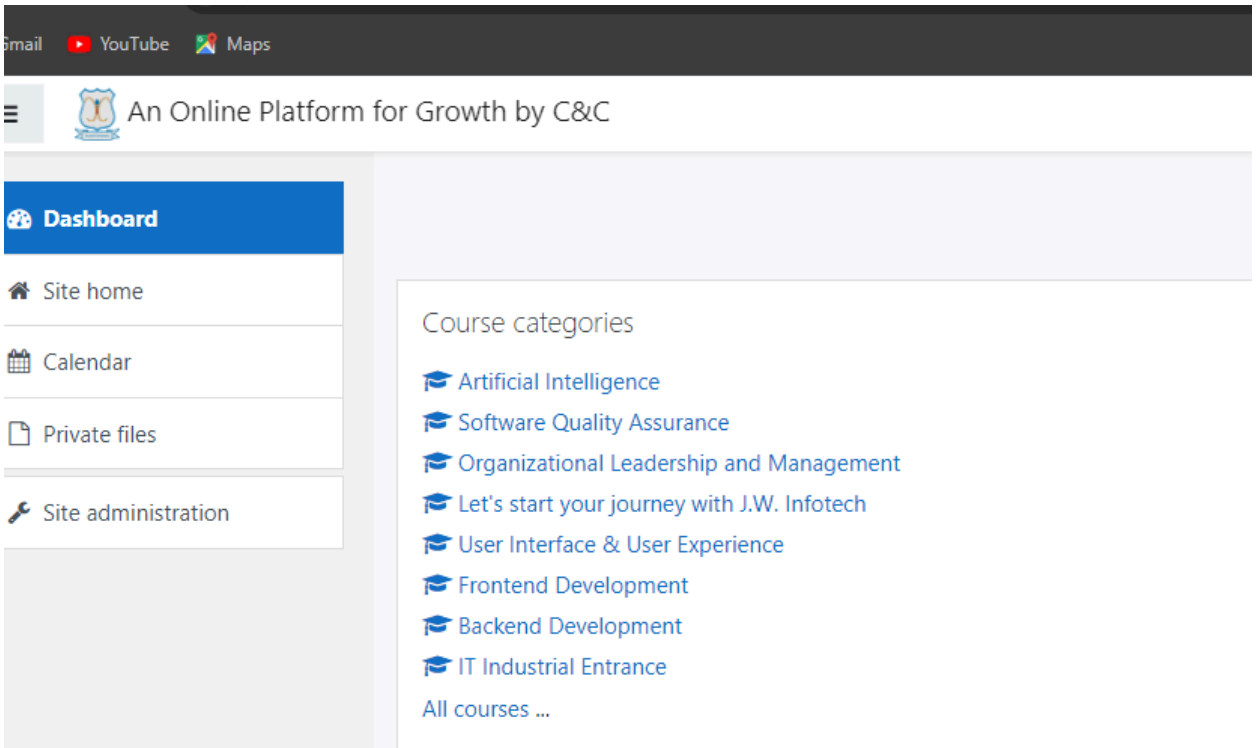
Login to Growth University

1. Enter username and password and click login (Login page url: https://conceptsandcareers.com/growthuniversity/login/index.php)

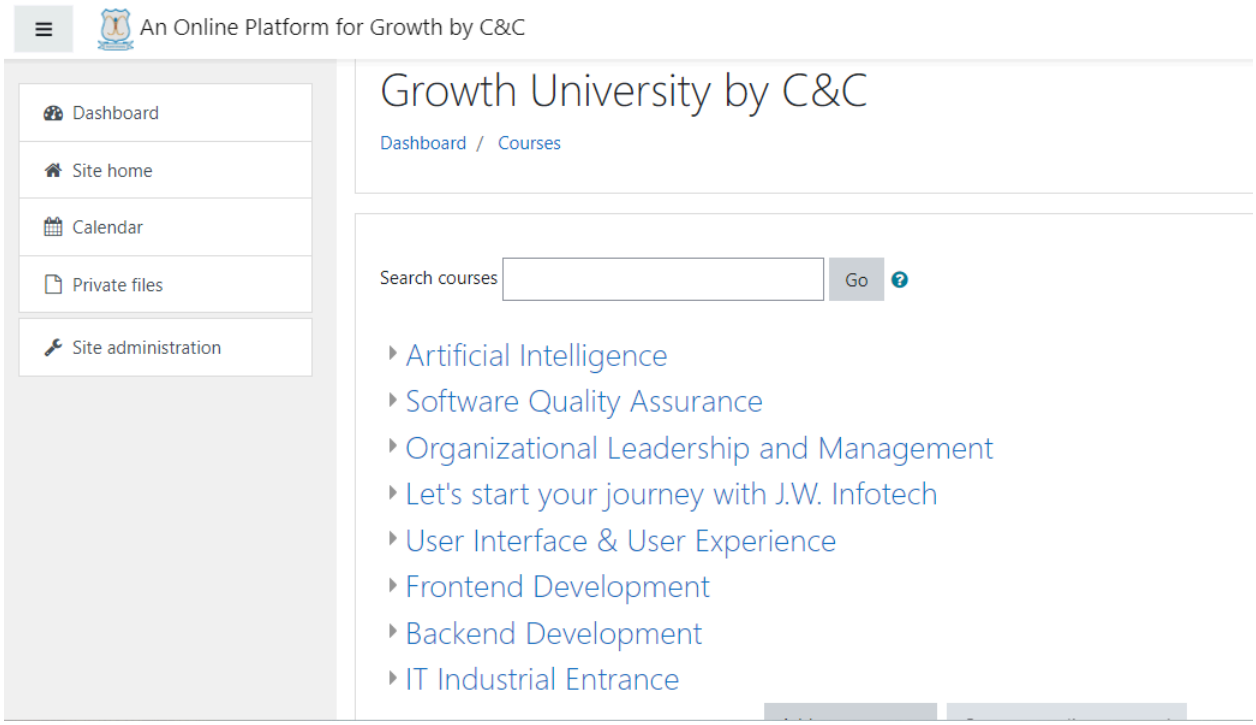


How to pick courses

1. Click Dashboard from left hand side menu

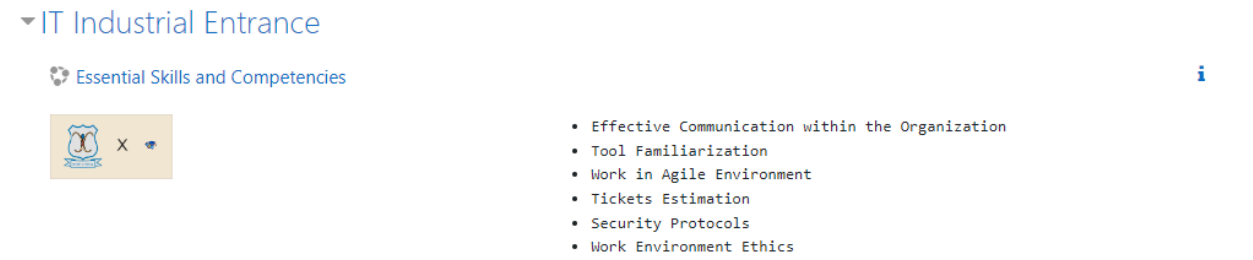


2. Click All courses



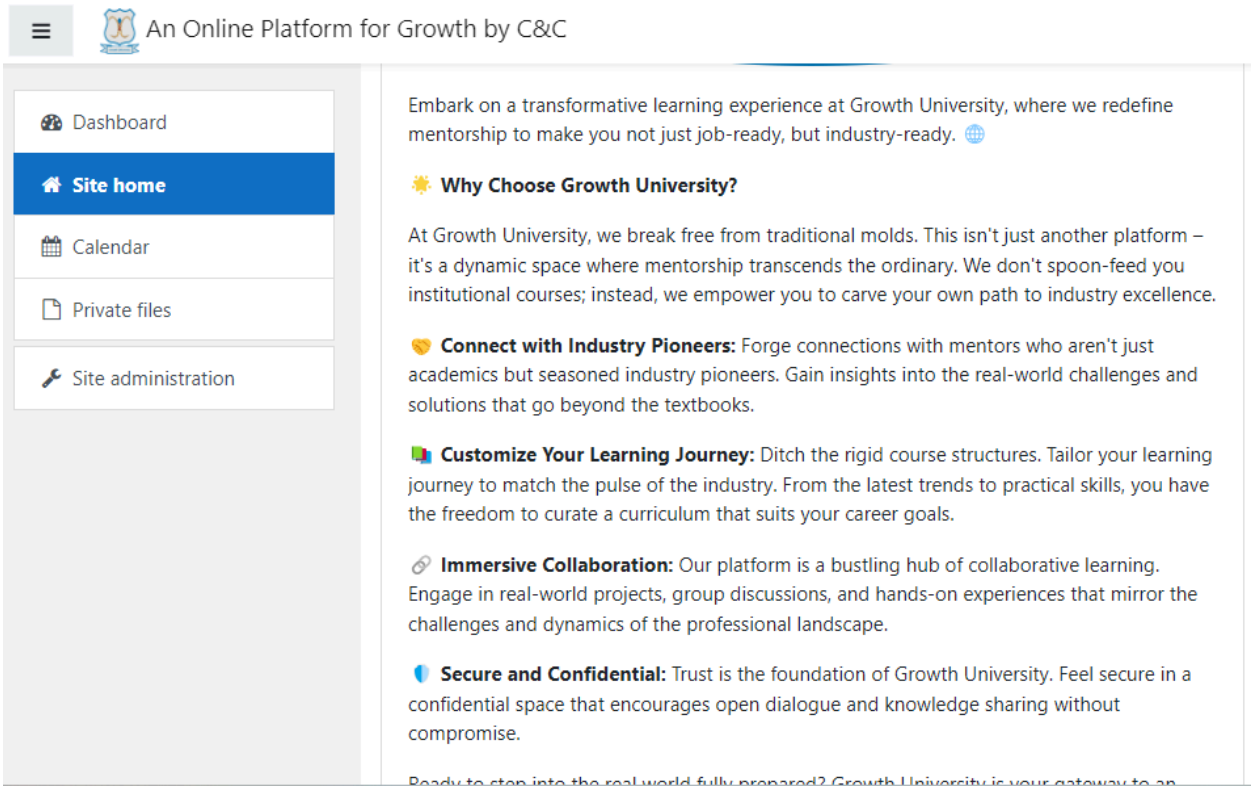
3. Select the category you would like to learn

4. Select the course you want to know details (Click i icon in front of the course); then you will see the course details



Note:

General overview is provided in the site home page. It clearly explains the purpose of designing these courses under the main category. Also one of the main points that you should keep in mind that Growth University does not spoon feed you. *We highlight main areas in each session and you are provided with a pre-training assignment, post-training assignment and post-training quiz for each module.*



Purchase a course

1. Once you select a course you need to email us at info@conceptsandcareers.com, with a request to get enrolled in a particular course. Please mention your field and level of formal education.
2. We will check your eligibility for the enrolment and revert you with a link to make the payment for the enrolment in 24 to 72 hrs.
3. Once the payment is done you can share the receipt at info@conceptsandcareers.com
4. Within the next 24 hrs we will confirm your enrollment and initialize access to the course material.

How to complete a course

Once you purchase a course you are assigned a set of sessions/modules with slide deck(s), pre-training assignments, post-training assignments and post-training quizzes. Growth university team encourages you to complete all assignments for successful course completion.

However, only session slides completion and attendance to all quizzes with minimum of 75% score rate for each quiz (You are eligible for multiple attempts for each quiz and maximum score is taken to the final evaluation) only essential for badge claiming and certificate claiming. Pre-training and Post-training assignments can be manually marked as completed.

Claim Badges and Certificates

Each successful completion provides a unique bag and certificate. Once you complete all the learning materials of each course and score more than 75% for MCQ quiz each session quiz (we take the highest mark from each quiz. Multiple attempts are allowed.); you will be given a course specific badge.

Once you earn a badge, you can claim your certificate for that badge via (enter the email) with your personal details. Please send the name to be printed in clear font.

CERTIFICATE
OF COMPLETION

THIS IS TO CERTIFY THAT

Name of Candidate

has completed the NAME OF COURSE Course on Growth University by Concepts & Careers and has received the "Badge TITLE" badge.

DATE OF COMPLETION

Chief Instructor

Chief Operating Officer