ICPAK Online Learning System Manual

Contents

First Time Registration

When accessing the system for the first time, mandatory one-time registration is required.

1. Visit http://icpak.bafunde.com
2. Click on <Register>
3. Enter your Member No. in the required field

4. You will receive a verification code via SMS and Email

5. When prompted, enter the verification sent to you via SMS and Email

6. After entering the correct verification code, you will be prompted to create a password for your account.

Member Login

To access this area, you must have registered your account. The procedure is covered in the previous section.
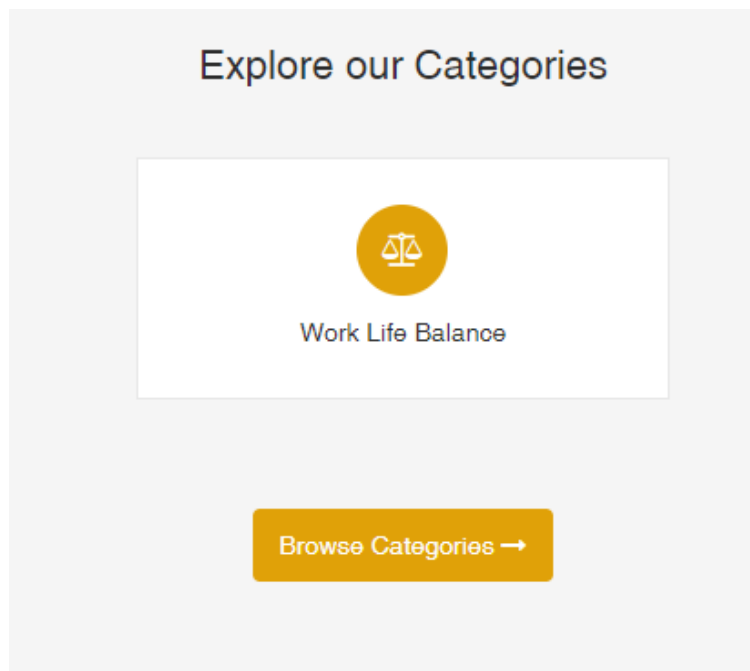
1. Visit http://icpak.bafunde.com
2. Click on <Login>
3. Enter your membership no. and password created during registration

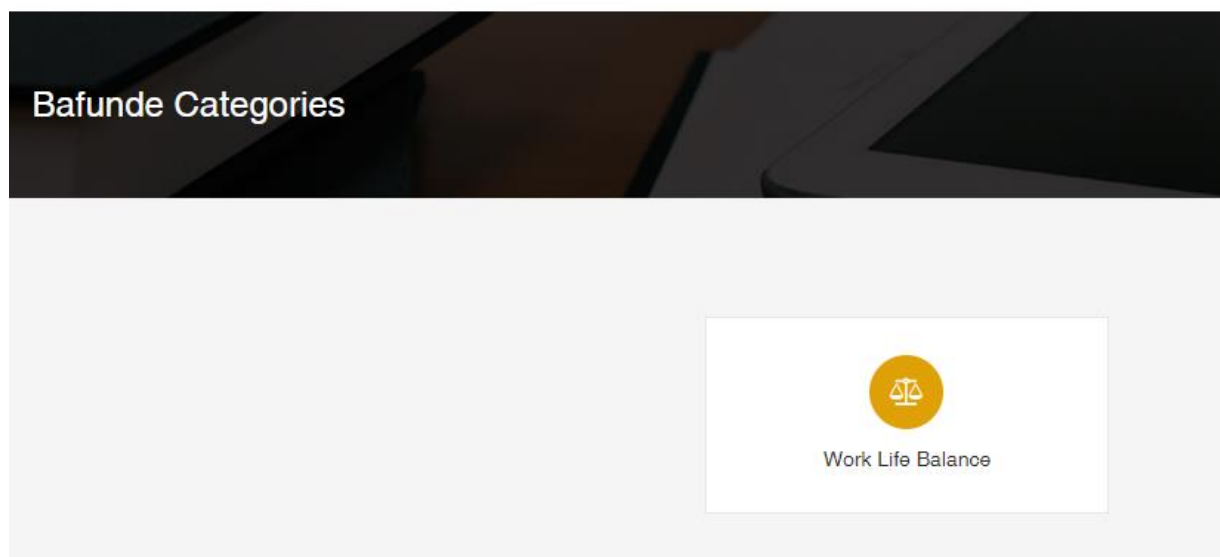## Accessing Online Courses

Courses belongs to course categories

Courses may contain one or more videos / lectures and other reference content

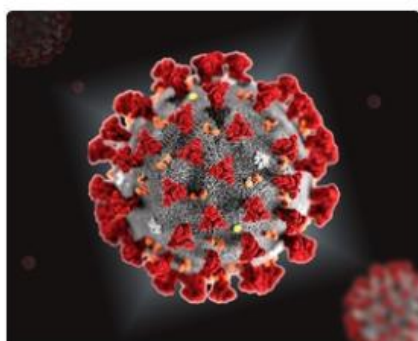1. From the homepage, click on <Browse Categories> button to view all available categories

2. Click on your desired category to access courses within that category

3. Click on <View Course> to access course contents

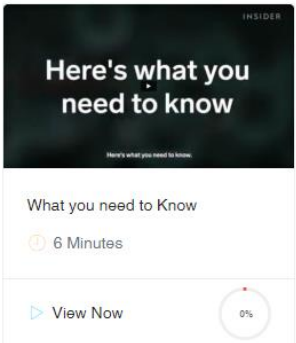4. You will be able to view details about the course e.g. Description, Objectives, Outcomes and Requirements

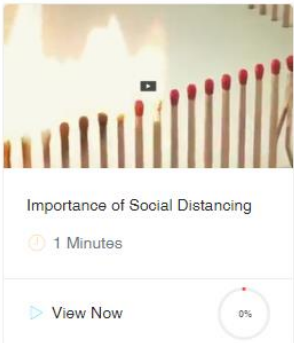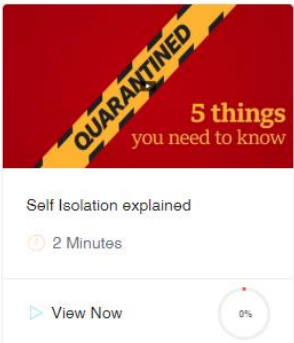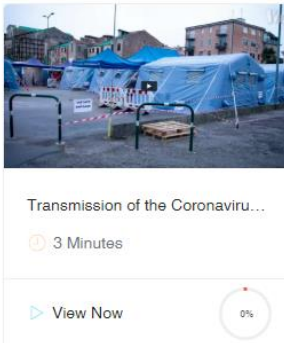5. To view the course content for the course, click on <Access Lectures> at the right-hand side of the page.

NB: If not logged in, you will be promoted to enter your credentials

6. Click on any video of your choice in the Course Series to start watching.
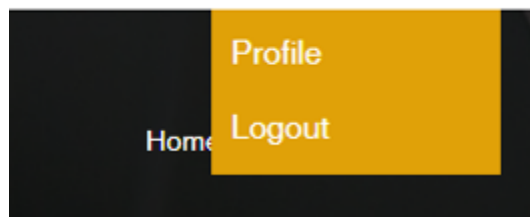
Changing your Password

1. At the top right corner of the page, Hover on the drop-down icon next to <dashboard> and click on <Profile>

2. Enter your old password
3. Enter your new password and confirm the password
4. Click on <Save changes >