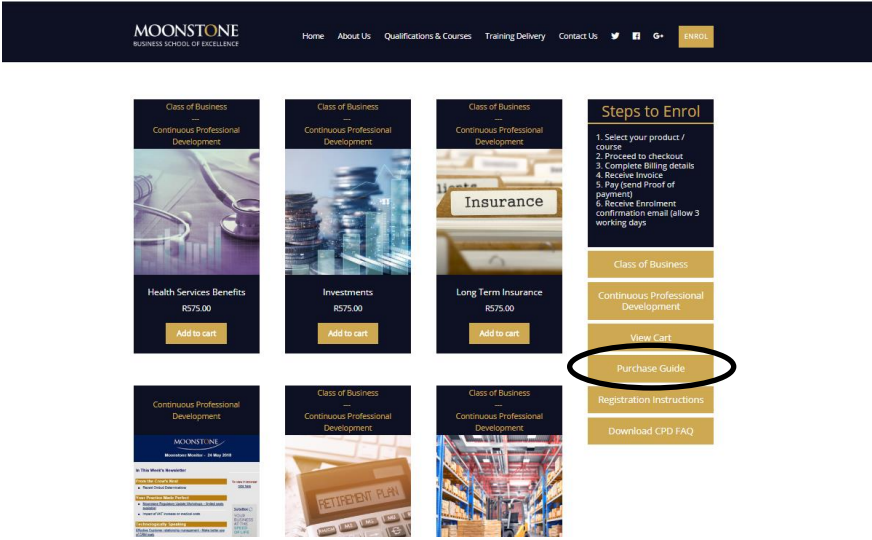
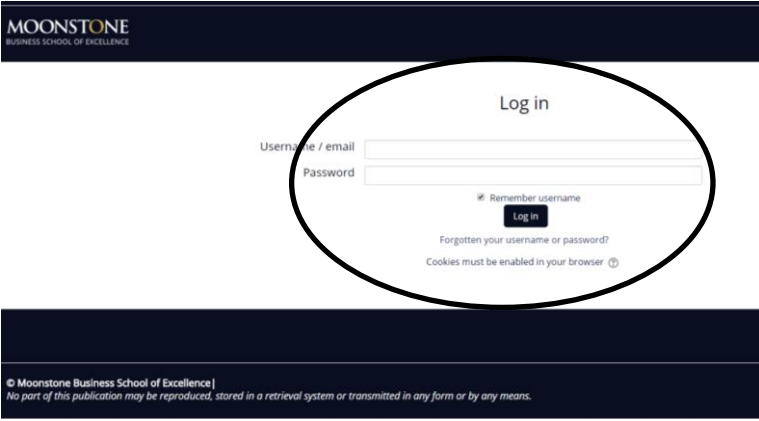
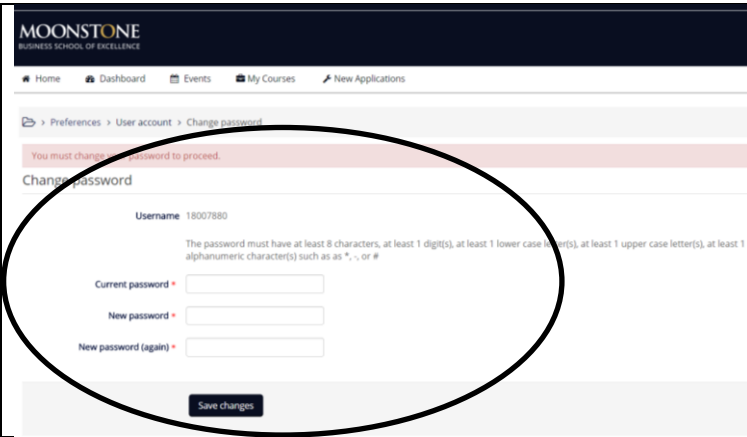


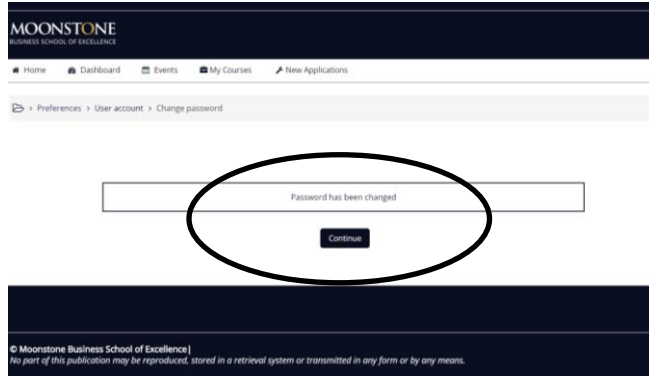
Course Registration Instructions

<p>How do I purchase / register for my Online Course?</p>	<ul style="list-style-type: none"> Navigate to http://mbse.moonstone.co.za/ to select and purchase your online course. Click on the 'Purchase Guide' button to access easy steps for completing the purchase and payment process.  <ul style="list-style-type: none"> Note: on initial registration for an online course, please expect this process to take up to 3 business days.
<p>What happens once I have purchased the Online course?</p>	<ul style="list-style-type: none"> Once your payment has been allocated, you will receive a confirmation email from us, stating your "username" and a temporary "password" in order to login to your profile. Note: These emails may end up in your Spam folder or Junk mail folder due to server proxy settings – please also check these folders.
<p>First-time registration for online course</p>	<ul style="list-style-type: none"> Once you have received the confirmation email, click on the link to the e-learning site contained in the email, or type https://learn.mbse.ac.za/login/index.php into your browser to access the MyMBSE e-learning site and register your profile:  <ul style="list-style-type: none"> Type in the Username provided in the email (or your email address) in the Username / email field and type in the temporary password in the Password field, then select 'Login'.
<p>First-time registration for online course, continued</p>	<ul style="list-style-type: none"> You will be prompted to update your password and save the changes. Please adhere to the password requirements given to you on the page when selecting a new password.



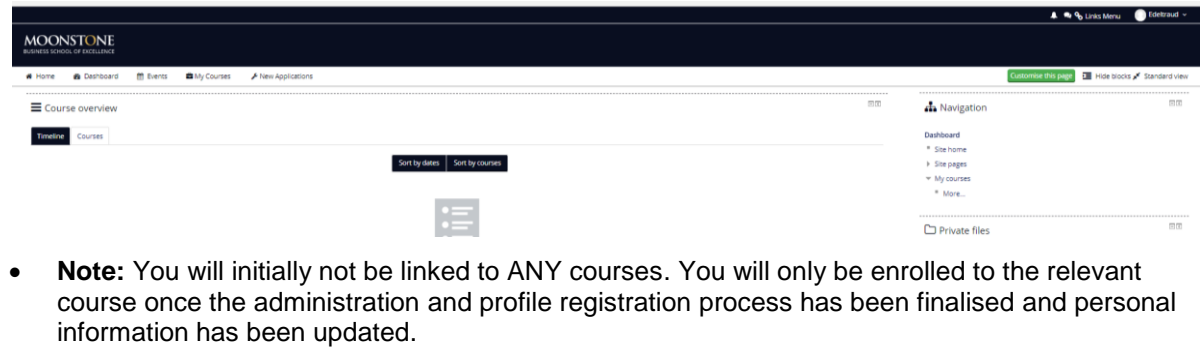
First-time registration for online course, continued

- Click on continue:



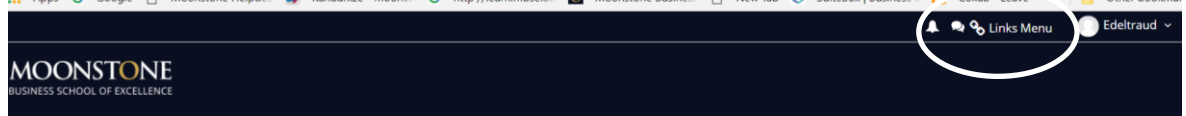
- When you have successfully logged in, you should automatically be taken to the Course Overview page:

First-time registration for online course, continued



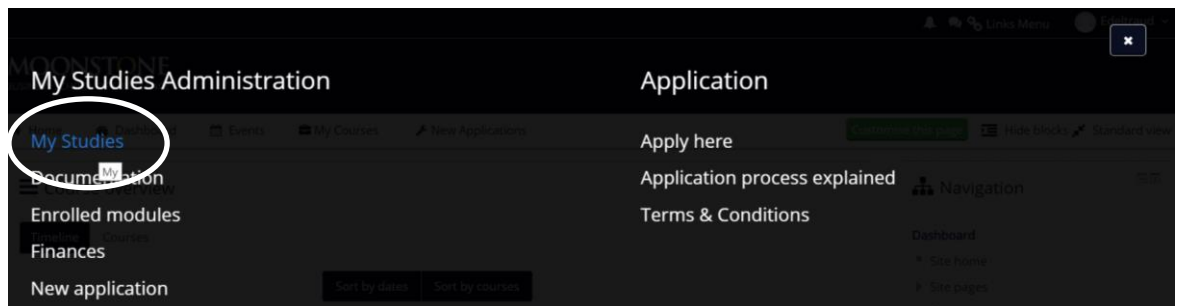
- **Note:** You will initially not be linked to ANY courses. You will only be enrolled to the relevant course once the administration and profile registration process has been finalised and personal information has been updated.

- Click on the 'Links Menu' on the right-hand side at the top of the page:

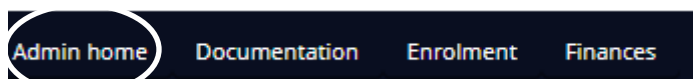


- Select 'My Studies':

First-time registration for online course, continued



- Click on the "Admin home" tab at the bottom left-hand corner of the screen:



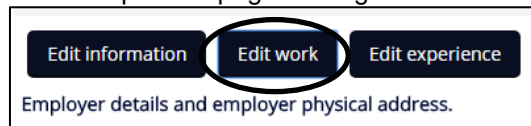
First-time registration for online course, continued

- On the Admin home page, MyMBSE shows the sections of your personal information still outstanding (you might have to scroll down a little bit to see this). Click on each tab and complete your personal details accordingly.

Information required	Completion status
Personal information	✓
Home address	✗
Work detail	✗
Experience	Compulsory for all qualification applications

First-time registration for online course, continued

- For example, on the “Home address” tab you need to complete your home address, as well as your postal address according to domicilium (‘nominated address’) and standards set by STATSSA.
- We have provided you with easy drop-down list boxes which you can use for this purpose. However, bear in mind that aspects such as your street address, area code and contact number(s) are manual fields and must be entered in accordance with the SA Post Office, and ICASA formats.
 - Example (using correct order and Capitalisation): **Unit 62, Flower Power Apartments, 100 John Smith Street, Auckland Park**
- South African area codes are 4 numeric digits: 0000.
- If you are a South African student you may enter your South African contact number as per usual: e.g. 082 000 0000;
- However, if you are an International student using a contact number outside SA you must include the country dialling code as well: +27 82 000 0000. (You should be able to find your country dialling code with a simple Google search).
- Please complete/check your details on all other tabs as well.
- (You may have to look through the additional tabs that will appear at the top of the page when you click on one of the other tabs).
- For example, if you click on “Work detail” you will need to click again on the navigation buttons at the top of the page looking similar to these:



- Once you have successfully updated all of your Personal information, Home address and Work details, your Project Coordinator will communicate with you further and link you to your course.

Existing MBSE student

- If you are an existing student on MyMBSE, or you have already registered your new profile and successfully updated your profile information, you can log into MyMBSE via the link below:
<https://learn.mbse.ac.za/login/index.php>
- The system will prompt you for your Username (Student Number or Email address)
- Please remember that passwords are Case Sensitive.
- Click the “Log in” button. (Checking the “Remember username” box is optional.)

Log in

Username / email | johnsmith@gmail.com

Password |

Remember username

Log in

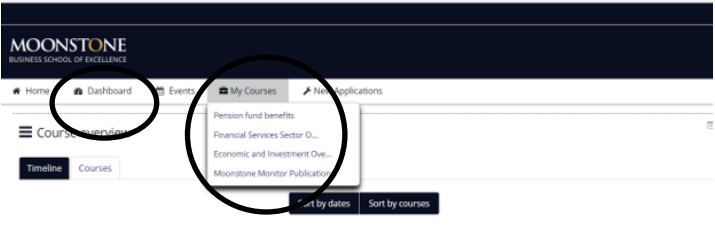
Forgotten your username or password?

Cookies must be enabled in your browser ⓘ

Some courses may allow guest access

Log in as a guest

- Select your online course from the My courses drop-down list, or from your dashboard to enter the course.

	
<p>I forgot my Password, what do I do?</p>	<ul style="list-style-type: none"> If you have forgotten your password or experience any login problems, click on the “Forgotten your username or password?” link in the Log in screen, or navigate to: https://learn.mbse.ac.za/login/forgot_password.php
<p>I forgot my Password, what do I do, continued?</p>	<div data-bbox="320 501 831 757" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Log in</p> <p>Username / email <input type="text" value="johnsmith@gmail.com"/></p> <p>Password <input type="password" value="....."/></p> <p><input checked="" type="checkbox"/> Remember username</p> <p style="text-align: center;"><input type="button" value="Log in"/></p> <p style="text-align: center;">Forgotten your username or password?</p> <p><small>JavaScript must be enabled in your browser.</small></p> </div> <ul style="list-style-type: none"> You should see a screen similar to the below: <div data-bbox="320 835 799 1137" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Search by username</p> <p>Username <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Search"/></p> <p>Search by email address</p> <p>Email address <input type="text" value="johnsmith@gmail.com"/></p> <p style="text-align: center;"><input type="button" value="Search"/></p> </div> <ul style="list-style-type: none"> We recommend using the “Search by email address” block to recover your MyMBSE profile. Please provide the exact email address you last recorded on your MyMBSE profile. If your email address has changed and you forgot your password/struggle to recover your profile, please email your Project Coordinator for further assistance. For POPI Act purposes we will require you to provide positive identification in writing before resetting your profile.
<p>How do I navigate through my course?</p>	<ul style="list-style-type: none"> Your online course consists of various activities, normally listed in order underneath each other. Scroll down the using the scroll function on your mouse, or by using the navigation bar on the right-hand side of your page. You can click on each of the items in the course to view/read information, access study material, play a video, or complete an activity, such as a self-assessment quiz: <p>Example course:</p>

MOONSTONE Economic and Investment Overview
BUSINESS SCHOOL OF EXCELLENCE

Home Dashboard Events My Courses This course New Applications

Courses > 2018 > 2018 Class of Business > Economic and Investment Overview

Your progress

- Announcements → View the announcements
- Disclaimer and plagiarism declaration → Complete the plagiarism disclaimer
- Class of Business Glossary
- Module Introduction
- Q & A → Post any questions in the Q & A discussion forum
- Unit 1 Characteristics of asset classes → Start with Unit 1 of the course
- Unit 1 - Characteristics of asset classes - presentation → View presentation and read through study guide / do activities
- Unit 1 - Characteristics of asset classes - study guide
- Unit 1 - Self-assessment → Complete the self-assessment, or assessment quiz You normally need to pass each self-assessment before being able to continue to the next part of the course.

Unit 2 Risk in the Investment Environment

- Continue with each unit of the course (if applicable), and each unit's self-assessment.
- Complete the Final Assessment after all units and self-assessments have been completed.

What do I do if I am enrolled for Moonstone Monitor or Investment Indicators?

- Every week, the new week's edition of Moonstone Monitor and the related assessment will be available by Thursday afternoon at 15:00.
- Every week, the new week's edition of Moonstone Investment Indicators and the related assessment will be available by Monday afternoon at 15:00.
- The new edition will appear at the top of the list, but you can also access previous editions (and assessments) for as long as you have access to the course.
- Read the articles in the weekly edition, and then take the assessment.
- You need to get 100% correct for the assessment but you can access it as many times as needed to achieve the 100% score.
- You will be able to access weekly editions and assessments for a time period of 100 days, which equals a minimum of 12 editions & assessments.

MOONSTONE Moonstone Monitor Publications
BUSINESS SCHOOL OF EXCELLENCE

Home Dashboard Events My Courses This course New Applications

Courses > 2018 > 2018 Moonstone Monitor Publications > Moonstone Monitor Publications

General

Moonstone Monitor Publications

Moonstone Monitor: 7 June 2018

- Moonstone Monitor 7 June 2018 → Read the articles
- Assessment 7 June 2018 → Take the assessment. You can do this as often as needed to obtain 100%

How do I get my Certificate of completion & CPD confirmation?

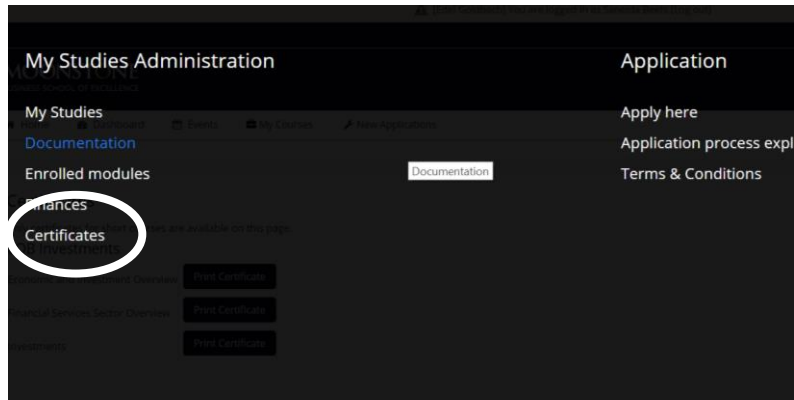
- For online courses, a certificate of completion is available once you have completed the entire course and the Final Assessment.
- For Moonstone Monitor and Investment Indicators, a certificate can be printed out for each successfully completed assessment, per weekly edition.

To access your certificate:

- Click on the Links Menu on the right-hand top in your student profile:

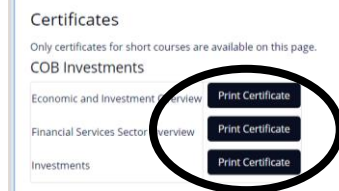
Links Menu

- Click on 'Certificates'



How do I get my Certificate of completion & CPD confirmation, continued?

- Click the 'Print Certificate' button and print out certificates for all the modules that form part of the course.



- Alternatively, click on the link within the course page that says 'Print Certificate' to access your completed courses / assessments and print the certificate/s:

