STUDENT GUIDE

How the E-Learning System works — step by step

Everything you need to know, from registering to holding your certificate. Follow the steps in order, and come back to this guide any time you are unsure what to do next.

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The journey in one line: Register → confirm your email → **sign in** → enrol in the free programme → study the lessons in order → pass the quiz (60% or more) → next course opens → repeat for all five → pay the R1,550 certification admin fee (full or in parts) → **download your certificates**.

Step 1 — Register as a student

You only register once. After that you sign in with the same details.

- Press **Register** (or **Register now** on the home page) and fill in your name, email address, phone number, ID number and a password of your choice.
- Confirm your email address — the system sends you a confirmation email with a link. Open it and press the link to activate your account.
- Once registered, the system creates your **student number** (it looks like JLC-2026-000123). You will see it in your portal, and you can use it to sign in.
- Keep your password safe. JOELEB will never ask you to send your password to anyone.

Step 2 — Sign in any time

You can sign in with your student number, your email address or your ID number, plus your password.

- Press **Sign in** on the home page, choose what you want to sign in with, and enter your password.
- Forgot your password? Press **Forgot password?** and follow the email link to set a new one.
- Your progress is saved on the system — you can sign out and come back later, and continue exactly where you stopped.

Step 3 — Choose your programme

Free programmes are whole journeys: you enrol in the programme, not one course at a time.

- Open **Special programmes** to see what is open for enrolment.
- The FREE OH&S E-Learning — 5 in 1 programme takes you through five courses in a fixed order: Legal Liability → Basic Fire Fighter → Working @ Heights → Confined Space → Hazard Identification & Risk Assessment (HIRA).
- Press **Enrol** once. All five courses appear in your portal as a numbered journey — course 1 available, the rest locked until you pass the course before them.
- Other programmes, such as the Business 3-in-1, will appear as **Coming Soon** until they open. You will be able to enrol when they do.

Step 4 — Study each course, lesson by lesson

Courses open in order. Inside a course, lessons also open in order.

- **Find your current course** — On your portal the journey shows which course is **Available now** (gold play icon). Press **Continue** next to it.
- **Watch the lesson video** — Each lesson has a video. Stay on the page and let it play to the end. The system saves your position, so you can pause and come back.
- **Mark the lesson complete** — When the video finishes, press **Next lesson**. That unlocks the next lesson in the same course.
- **Repeat** — Continue lesson by lesson until the whole course is done. The final lesson unlocks the quiz.

Step 5 — Take the quiz

Every course ends with a short quiz. Read the rules before you start.

- After the last lesson, the **Open quiz** button appears. Press it to see the quiz rules.
- **The rules screen** — Tick the box to confirm you accept the rules, then press **I accept & start quiz**.
- **Stay on the quiz screen** — Once a quiz starts, do not leave the screen, minimise the window or switch tabs. Leaving the screen cancels the attempt and the quiz locks again until you complete the course's lessons once more.
- Answer every question and press **Submit**. You need **60% or more to pass**.
- Did not pass? Review the lessons and try again — **retakes are allowed**.

Step 6 — The next course unlocks automatically

The system opens each next course for you — you never need to ask for access.

- Pass the quiz and the next course in the journey turns **Available now** straight away.
- If a course still shows as locked, it opens automatically once the previous course's quiz is passed. Refresh the page if you do not see it.
- Repeat steps 4 to 6 for every course in the programme.

Step 7 — Pay the certification admin fee

Learning is free. The compulsory certification admin fee is paid at the end.

- The compulsory R1,550 certification admin fee becomes payable once you finish the programme (you may also pay it in parts at any time during your journey).
- Use the payment options shown in your portal under the programme, or ask the office for banking details and send proof of payment.
- Your certificate is only issued once the admin fee is verified as fully paid. If you have paid a part amount, keep paying until the balance is settled.

Step 8 — Download your certificates

When every course is passed and the admin fee is settled, your certificates are ready.

- Every passed course module has its own certificate, plus a certificate for the full course. They appear under your portal's **Certificates** area.
- Each certificate carries your name, student number, the course and module names, completion and issue dates and a unique certificate number.
- Every certificate has a QR code that links to a public verification page, so an employer can confirm it is genuine.
- Download the PDF, print it, or share the verification link directly.

Stuck at any step? Email info@joelebconsulting.org.za or join the programme WhatsApp group and the team will walk you through it. Include your student number in every message.