

Academic / Theoretical Distance Certification

System workflow & User Guide

Shalom and welcome my friend. We prepare that user guide for our visitors, who are willing to become a part of our community and to become our students. That user guide will help you to take your first step to your successful security carrier via our **Academic / Theoretical Distance Certification!**

1. USER REGISTRATION

The first thing that you should do, before taking access to pay and start your course, is to make registration in our system. If you have no registration, our system will redirect you to registration page when you try to hit **TAKE THAT COURSE** button placed on all of our courses pages!

1.1 REGISTRATION - Fill required fields in ISA Israel registration form here: <https://securityacademy.com/register/>

After you fill and submit your registration form, the system will send you email for confirmation! (Check in your SPAM folder also! If you do not receive such email after more than 1 hour, contact us.)

1.2 CONFIRMATION - When you receive your confirmation email, you have to click the link inside, so to finish your confirmation process. You will be redirected to our **Academic / Theoretical Distance Certification** page.

2. CHOOSING THE RIGHT COURSE/PROGRAM

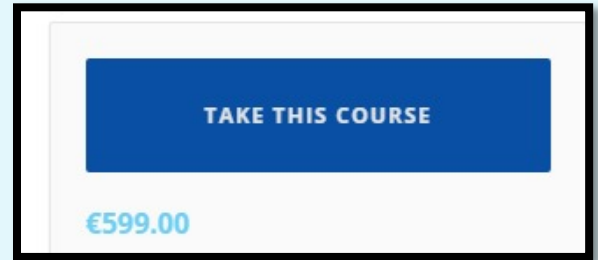
As you already know, we offer our **Academic / Theoretical Distance Certification** via few Programs/Variations.

Regular Programs - Purchase individual stages, according to your own decision and financial capacity

Silver Premium Program - Purchase immediate access to all 30 modules simultaneously for the duration of 1 year and get access to A DISCOUNTED PROGRAM.

You can view and access each program via [Academic / Theoretical Distance Certification](#) page placed on our web site.

When you visit each course, you will find **TAKE THIS COURSE** in top right corner of course page



3. TAKING A COURSE

When you hit TAKE THAT COURSE button you will be redirected to our CHECKOUT page, Wherever you should fill your BILLING DETAILS and to pay for your course. The available options are PAYPAL and BANK TRANSFER. (Contact us if you prefer other method.)

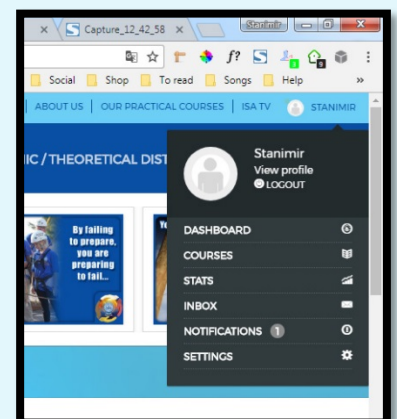
NOTE! After your order is placed, we will start verification process of your profile and will check all details and documents that you provide to us via our REGISTRATION form in STEP 1, and we will give you access after we finish with that verification process.

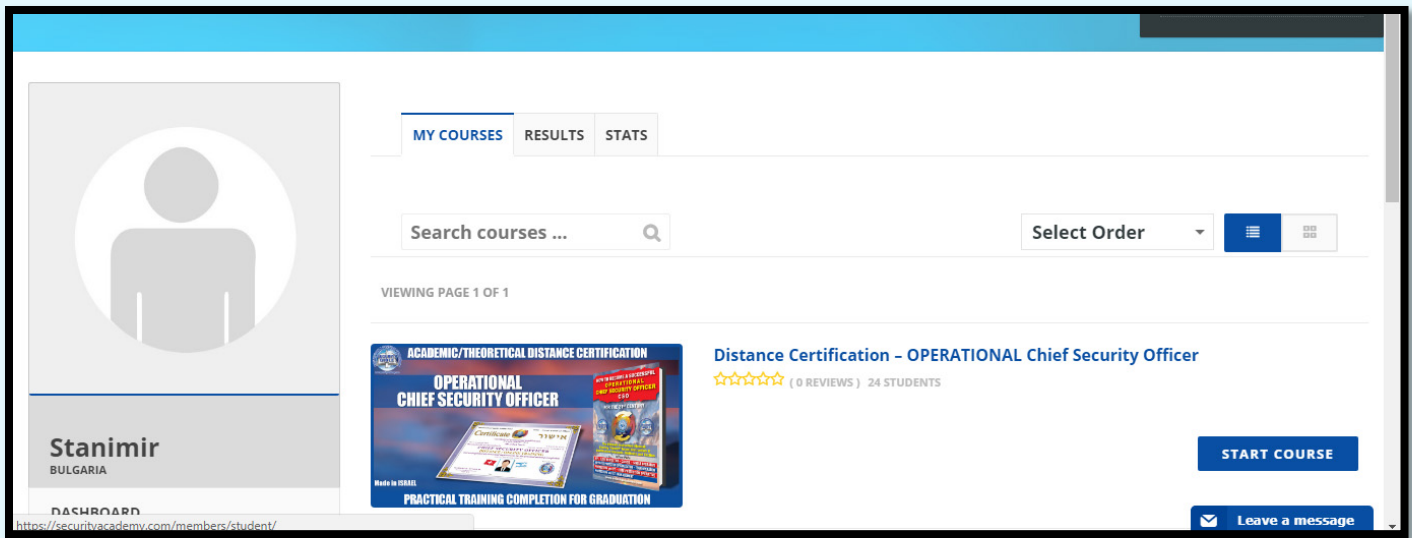
4. STARTING A COURSE

4.1 After our instructor, who is responsible for your course, check and approve your order, you will receive email + notification in your dashboard about that.

You can visit your course page via that notification, via link of your main menu

OR Anyway, each time when you login to your dashboard, first you will see "**MY COURSES**" page and there is all courses that you take





4.2 Now you just have to click on **START COURSE** button (which is placed on both: your profile dashboard course view AND on course page, so you can start the course wherever you want.) And that action open the page with all modules, files and education materials!

If you face any issues or problem during that process, do not hesitate to contact us. **GOOD LUCK!**

