



User Manual

Welcome to *Edusocial Innovative Solutions*, our purpose is to provide you with an education of excellence and a rewarding experience within the innovative terms of technology.

General provisions

As part of the enrolment process for our courses, you must agree to these terms and conditions as follows:

- The online training modules indexed in the web portal: <http://edusocialweb.org/>, which are approved by the Institute of Continuing Education of Social Work Professionals of Puerto Rico (CPTSPR) are identified, for these purposes, the collegiate must pay directly to the Institute of Continuing Education of Social Work Professionals of Puerto Rico (CPTSPR) the cost of the continuing education registration once the module with the evidence of the certificate is completed.
- The participant assumes responsibility for investing in the education offered in the training modules. *Edusocial Innovative Solutions Corp.* We are not responsible for any inconvenience or difficulty you face with your professional board or continuing education institute when renewing your professional license.
- The tuition payment method is through *PayPal*. Transactions must be made individually, one module per transaction. If you are interested in investing in more than one training module you will make payments individually. **Do not use the *refresh* button during the checkout process and do not attempt to make the payment twice for the same training module. The system will charge you twice.**
- Participants will be provided with four (4) opportunities to access final exercise. Every time you access it, it counts as an entry. **Once you complete it and do not pass it, THERE ARE NO DO OVERS NOR RETAKES.** The time limit to complete the module is 20 days from the date you register the registration payment.
- The request for duplicate certificate entails a cost of \$ 10.00, to make the request you must go to the web portal: <http://edusocialweb.org/>.

To register and enroll to take the online modules you must follow the instructions and steps presented below, this will allow you a smooth registration and an ideal and innovative learning experience:

- Step 1- Select the course you are interested in enrolling in.
- Step 2 - Select the option that corresponds to you, register as:
 - New customer

- I am a client.
- Step 3 – Type your first and last name.
 - **Important** – Make sure you write your first and last name correctly, as this information will appear on the course certificate.
- Step 4 – Enter your email address.
- Step 5 – Select what type of customer you are:
 - New user - If you are a new customer, you must create your profile and set your password. Then you will be able to access.
 - Existing User - If you are an existing customer, enter your password to continue (*login*).
- Step 6 - Read and accept the stated terms and conditions to continue.
- Step 7 - Click: Place order, to place your order.
- Step 8 – Process the payment with *PayPal*.
 - **Important** - We only receive payment through *PayPal*, it is necessary to create your account to make the corresponding payment.
- Step 9 – Press: *Go to merchand*.
- Step 10 - Position the pointer over the selected training and presses (*Click*).
- Step 11 - Read the content of the lesson or section.
- Step 12 – Select the exercise according to the topic you just read, located in the left column.
- Step 13 – Select the correct answer on the true and false screen or selection of The best answer.
- Step 14 - When you complete the exercise, make sure you have answered all the items, then press: *Complete*. (**For courses that have the exercise at the end of the lessons, once approved, continue to step 16.**)
- Step 15 - Move on to the next lesson or section, repeat the process until all the lessons contained in the enrolled module.
- Step 16 - You would find a tab to complete if you passed the course and you will automatically download the certificate.

Note: When users are taking the course, once the section and quiz have been taken a checkmark must appear on it, that indicates that it is 100% completed. Then, you can go to the Dashboard section and search in completed courses, it will take them to the main page of the course where on the right side of the course there will be an area where you can download the course certificate.

We encourage you to visit the official page on social networks, be part of the educational innovation with *Edusocial Innovative Solutions Corp*.

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