



NEW USER REGISTRATION GUIDE

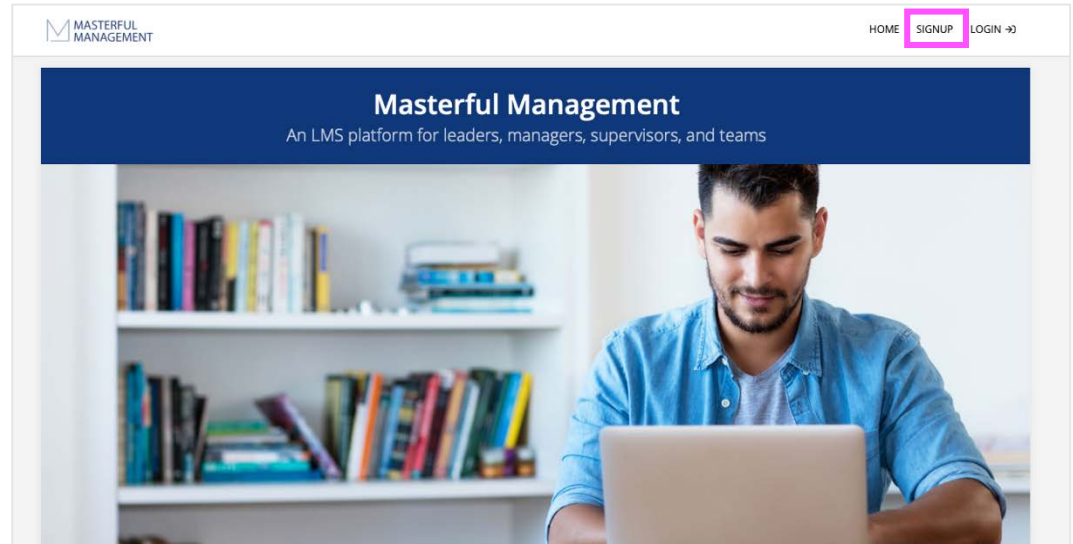
Use this helpful guide to:

- Sign up
- Create your course library
- Access content
- View course activity and stats

Step 1: Sign

To access the registration page:

- Visit:
<https://masterfulmanagement.talentms.com>
- Click on “sign up” in the top right corner of the navigation bar



Step 2: Register

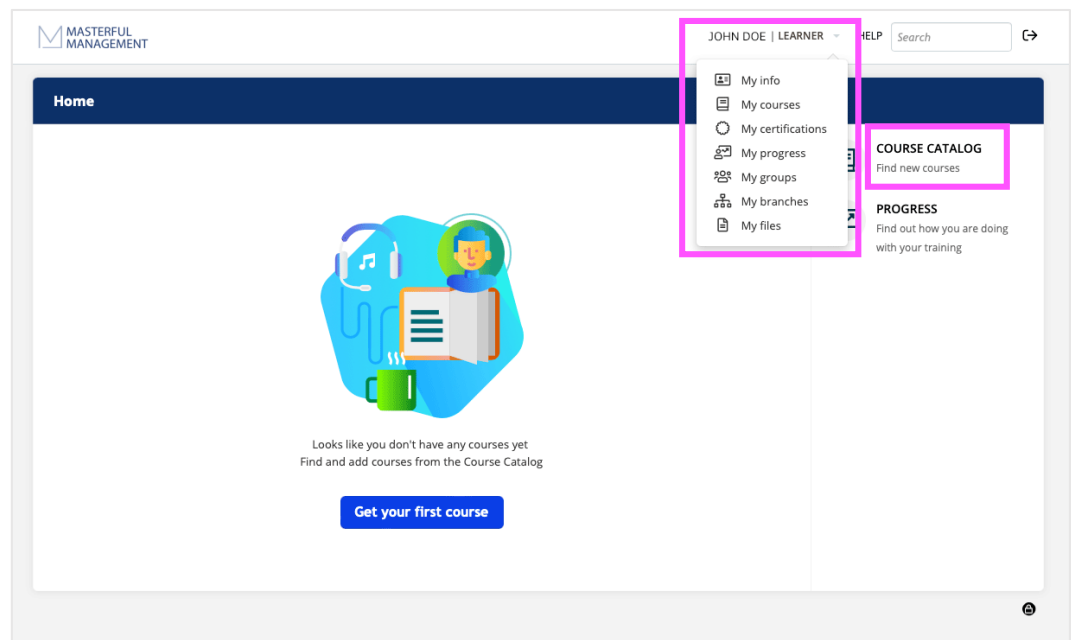
To register:

- Enter your first name, last name, email address, username, password, and company name
- Check the “I’m not a robot” box
- Click “Create account”
- You will receive a registration confirmation email. Please save it for future reference

Step 3: Your Homepage

On completion of the registration process, you will be redirected to your personal Masterful Management homepage:

- Click on your name in the navigation bar to edit your account information
- Click on “course catalog” to explore your course options



Step 4:

Course Catalog

Welcome to the Masterful Management's course catalog:

- View course category options in the menu on the right side of the page
- Click on the "more" button to reveal additional options

The screenshot shows the Masterful Management Course Catalog interface. At the top, there is a navigation bar with the logo, user name 'JOHN DOE | LEARNER', and a search bar. Below the navigation bar, the page title is 'Home / Course catalog'. A search bar is present, along with 'Name' and grid view icons. The main content area displays four course cards, each with a thumbnail, title, category, and a 'Get this course' button. The courses are: 'What is Artificial Intelligence?' (AI01), 'What is Machine Learning?' (AI02), 'Deep Reinforcement Learning' (AI03), and 'What is Adaptive Leadership?' (AL001). On the right side, there is a 'CATEGORIES' list with checkboxes for various topics. The 'more' button at the bottom of the categories list is highlighted with a pink box.

- Check a course category to reveal applicable courses

The screenshot shows the Masterful Management Course Catalog interface after a category has been selected. The navigation bar and search bar are the same. The page title is 'Home / Course catalog'. The search bar and view icons are also present. The main content area displays four course cards, each with a thumbnail, title, category, and a 'Get this course' button. The courses are: 'Developing a Contingency Plan' (BC002), 'Managing Business Resilience' (BC003), 'Dealing With Business Continuity and Disaster Recovery' (BC004), and 'The Incident Manager's Tool Kit' (BC005). On the right side, the 'CATEGORIES' list is updated, and the 'Business Continuity E...' category is selected and highlighted with a pink box.

Step 5: Select a Course

To access a course:

- Click the blue “get this course” button to reveal the course description, trailer, and video

The screenshot shows the Masterful Management website interface. At the top, the logo 'MASTERFUL MANAGEMENT' is on the left, and 'JOHN DOE | LEARNER - HELP' with a search bar is on the right. The breadcrumb trail reads 'Home / Course catalog / Managing Business Resilience (BC003)'. The main content area features a course card for 'Managing Business Resilience (BC003)' under the category 'Business Continuity Essentials'. The card includes a thumbnail image of a green cartoon character at a desk, a 'Get this course' button (highlighted with a pink box), and a brief description: 'Has anyone ever told you to “breathe and count to 10” when a difficult situation that needs you to stay strong and keep a level head comes along? Although it can feel like an impossibility at work sometimes, it’s actually great advice for businesses. Because being resilient in the face of problems will help any organization rise to challenges and thrive.' Below the description is a 'read more' link and a video player for the course trailer. The video player shows the same cartoon character and has a 'Watch on YouTube' button. Below the video player are sections for 'CONTENT' (Managing Business Resilience) and 'COMPLETION RULES' (All units must be completed).

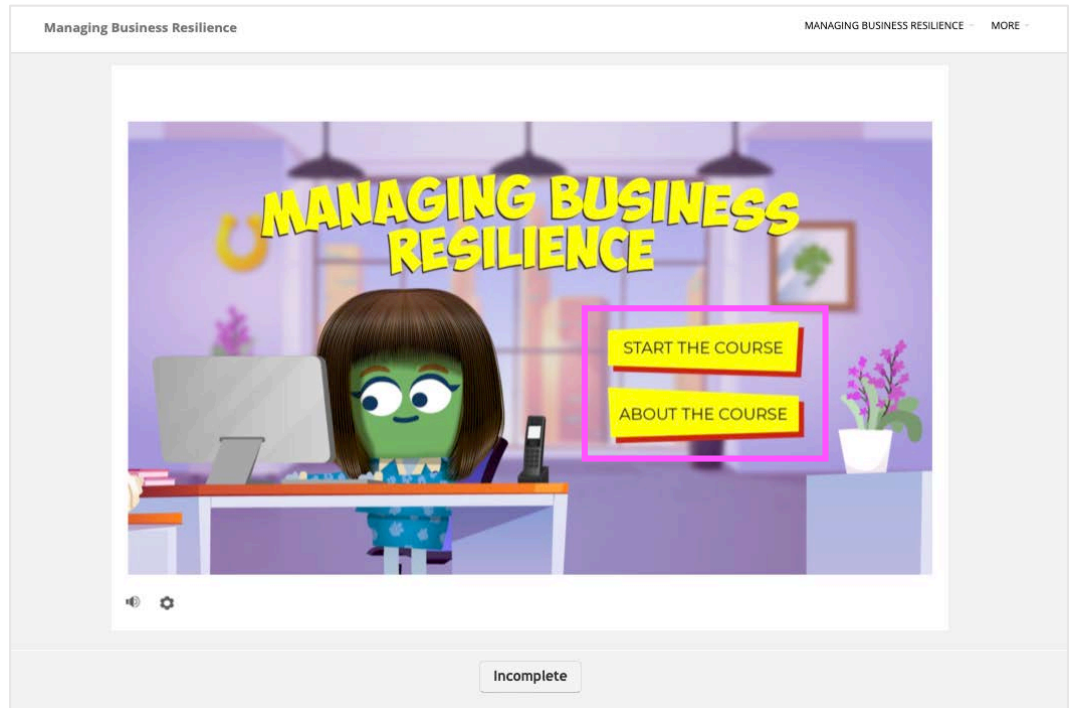
Step 6: Start a Course

To start a course:

- Click the blue “start or resume this course” button to access course videos

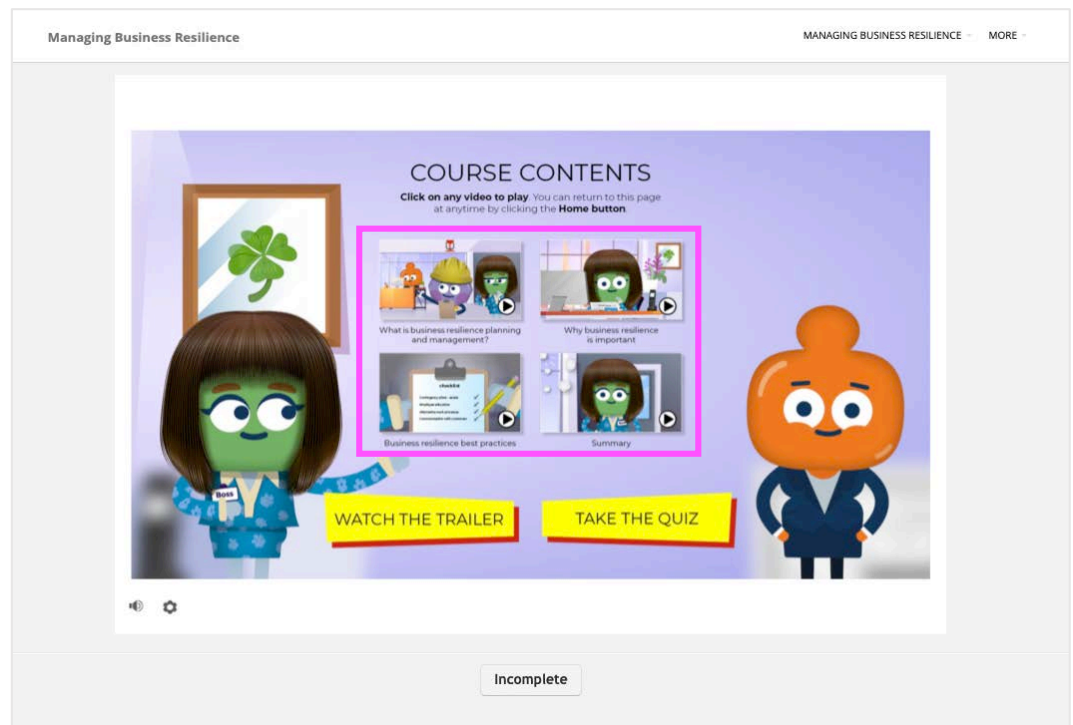
This screenshot is identical to the one above, showing the same course page for 'Managing Business Resilience (BC003)'. However, the 'Start or resume course' button (highlighted with a pink box) is now visible below the course card thumbnail, indicating that the user has successfully accessed the course content.

- Click “about the course” for more information, or “start the course” to reveal course videos

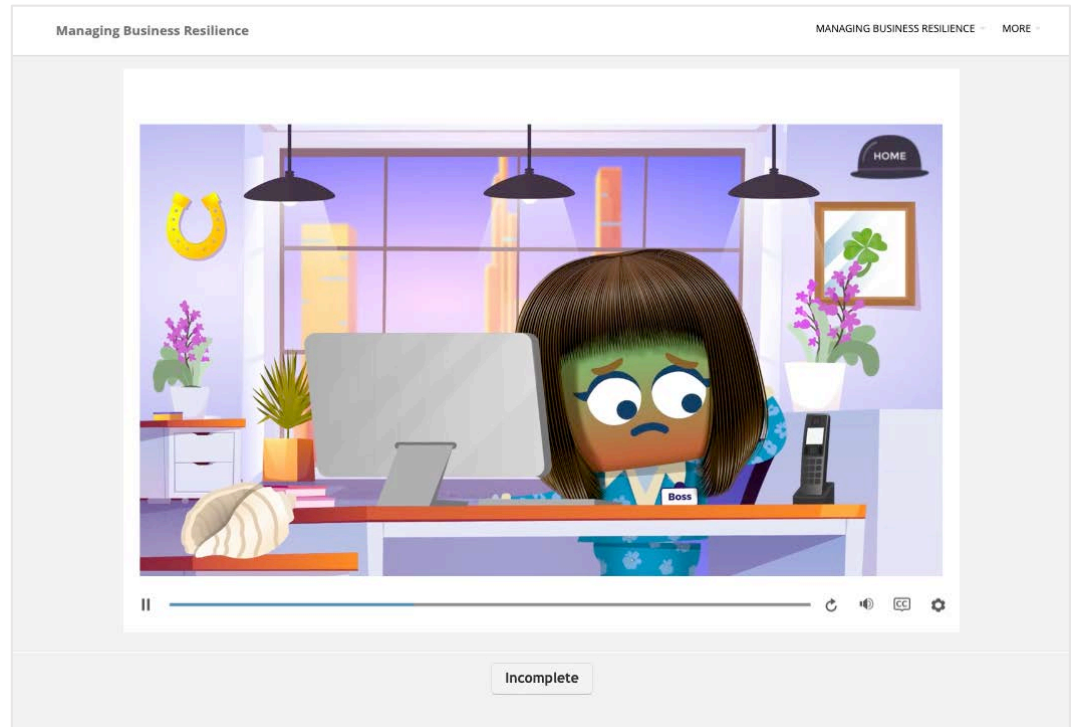


Step 7: Press Play
 Now that you're ready to start the course:

- Click on a thumbnail image to start a video segment



- Watch the video.
- Click “take the quiz” to test learned knowledge on completion of the course



Step 8: Your Homepage

Return to your homepage to:

- Revisit the course catalog
- View your progress

