

# Guide to Navigate the QURECA Platform

## INDIVIDUAL - QUANTUM TRAINING

Once you have logged on to your account, you will see the 'Quantum Training' dashboard.

Click on 'learning' to get started.

### 1. YOUR COURSES

If you have already enrolled in a course, you can find your course displayed.

If you have not already enrolled in a course, you will find a list of courses on offer.

Press 'Subscribe' to enrol in a course.

For each course:

At the top, you can find the star rating. This is determined depending on what users who have taken that course have rated it.

Next to the star rating, you can see how many other students are enrolled in the course.

Below this, the course creator and the last date of the course update are provided.

- Overview: If you click the '+' button, you will find the course overview. This outlines the general details of what the course will entail.
- Curriculum: If you click the '+' button, you will find more specific details of what the key learning areas are of the course.
- Instructors: If you click the '+' button, you can see who will be instructing the course and guiding you through it.
- Reviews: If you click the '+' button, you can find reviews from previous course candidates.

To start the course, press the 'start course' button on the right-hand side of the page.

Follow the purchasing process and contact us [info@qureca.com](mailto:info@qureca.com) if you have any remaining questions.

All purchased courses will appear in the Cart under your user icon.

## 2. BESPOKE TRAINING DEVELOPMENT

To further explore the learning section, scroll up to the top of the page and hover your mouse over the 'learning tab', and click on 'bespoke training development'.

In this section, you have the opportunity to request for a specific training course that you are seeking. For example, if you do not see your desired course in the course list, here is where you can request one.

QURECA will endeavour to find a course best suited to your requirements.

Here you should enter your name, email and your course request with detail.

Once you click 'send', we will receive this and begin to work on finding your course for you. Once we have, you will be notified through email.

## 3. EVENTS

Here you will find a calendar with events on offer. You can search for a specific event through the search icon, in the top left corner.

In the top right corner, you can choose how to view the events. This can be in list, month, day, week or map format.

If you scroll to the bottom of the page, you can click 'export events'. This will download the events calendar onto your device.

If you want us to add a specific event, please send us the information to [info@qureca.com](mailto:info@qureca.com)

## 4. WEBINARS

Here you will find dates and timings of all webinars conducted through the QURECA platform.

You can access Webinars replays in our [YouTube channel](#).

## 5. PROFILE

To access your training profile, scroll up to the top of the page and click on 'profile'.

You can locate here:

4. Number of enrolled courses
5. Number of completed courses
6. Number of certificates

## 6. ACCOUNT

To manage your account, scroll to the top of the page and click on the profile icon located at the top right-hand side of the webpage.

Here you can view any notifications and change your settings.

## 7. CONTACT US

If you have any further questions about the website or QURECA, navigate to the top right-hand corner of the page and hover over your icon to click 'contact us'.

You can reach us through email, web form or any of the social media platforms and we will be more than happy to help!

## 8. SEARCH ICON

The magnifying glass allows you to search for any key word or event in the QURECA platform content.