PETER AKINOLA FOUNDATION
YOUTH CENTRE FOR INDUSTRIAL TRAINING.

USING THE PAF E-LEARNING PLATFORM

Student’s Guide
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THIS CONTENTS CONTAINS BASIC TIPS, ON HOW TO USE THE PAF E-LEARNING PLATFORM, FROM THE COURSE CONTENTS DOWN TO THE STUDENTS’ DASHBOARD. DO GO THROUGH AND IMBIBE THE STEPS
LOGIN INTO THE E-LEARNING PLATFORM

• USE THE LOGIN INFORMATION GIVEN TO YOU TO GET ACCESS TO THE E-LEARNING PLATFORM. E.g. Username paf/2020/001 and ********* as password.

THEN CLICK THE LOGIN BUTTON.
• IF YOUR LOGIN INFORMATION ARE WRONG, EXPECT AN INVALID MESSAGE

INPUT YOUR CORRECT PASSWORD, SENT TO YOU.
This is the student’s dashboard, it is the first interface that displays when you login correctly into the PAF E-learning platform.
When logged in, into the PAF E-learning platform, on your dashboard are list of courses, which include the general courses and also the departmental courses. Preferably, you can access any of the course contents by using the enrolment key of that course you choose. The next slide will show you and give practical steps on how to enrol for a course, using their unique enrolment key.
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Let's take a tour by enrolling for Accounting/Bookkeeping course, which falls under the general course content.

Note that after clicking the access button a new interface will be opened, where you can input the enrol key of your desired course. A wrong enrolment key will not give you access to the course content, so remember the right enrolment key before enrolling for the course.
ENROLLING FOR A COURSE

Insert the right enrolment key for accounting/bookkeeping course.

Then after inserting the right enrolment key, click the “Enrol me” button to get access to the course contents.
This is the accounting/bookkeeping course contents, you can click on first course content, down to the last content. And remember, consume for your learning interest and satisfy your learning needs. This steps are applicable for accessing any other course. Do try them.
VIEWING AND EDITING OF STUDENT’S PROFILE
In view and editing your personal information like, picture, password, email and so on, you need to get familiar with your profile setting, because through the profile setting, all the aforementioned features be applied. And on the profile interface you can view all information about your, course progress, grades and upcoming class or events. It is quite interesting.

Click on the picture icon. A drop down menu will be displayed

Click on the profile button to view and edit your personal info.
VIEWING AND EDITING OF STUDENT’S PROFILE

Click on the “Edit profile” text button to view and edit your profile in details.

Or

Click on the “setting icon” and click on the “edit profile” text button.
You can make necessary changes to your personal information as you desire or want. Just similar to the steps you take, while updating your Twitter, Facebook or WhatsApp account profile.

And do remember to update your profile anytime you make changes to it, by simply clicking on the “update profile” button.

Note: Please do ensure you change your email.
In changing your personal login information like, password or username, there are simple steps you can take to achieve that, here are some basic steps.
Click on the “setting icon” and click on the “Change password” text button.

Fill in your preferred username.

In changing your password, you need to input your current password at the current password box.

Input your desired new password. And ensure your password contains Alpha-Numeric and Symbol e.g. 1as23QWw213///:?.

Renter your desired new password and click on “Save changes” button.
And that change your password and username.

Note: use passwords, that you can easily remember and keep it safe, it is yours and not for others.
DEALING WITH “INVALID LOGIN... TRY AGAIN.”
It is personal, so you have to remember it. But there are steps to recover your forgotten password or Username without the need of stressing your memory... hey we all forget things at times. So these next slides will show you the basic tips and steps in recovering your forgotten password. Hold on.
This message shows that our login information is wrong. Note that when you either input a wrong username or wrong password, this is usually the message you get. Well there is a way out of this...

When you receive such message, showing “Invalid login, please try again”... as result of wrong username or password, you can simply recover your login info. by clicking on the “Forgotten your username or password?” text button. By clicking it, you will be redirected to another interface on the e-learning platform, where you can begin the recovering process. just with simple steps that will do and your login info will be recovered.
From the above picture, there basically two ways to recovering your login information on the PAF E-learning platform, either “Search by username” criteria or “Search by email address”, preferably “search by email address”, can be used. But make sure you have a right email address and it is registered on the PAF E-learning platform. Note this apply also to the “Search by Username” criteria. You get to know the reason why email?... in the next slide.
If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator by sending your mail to elearning@pafcentre.org.

Note: Advisable you change your default email address to the right one to avoid further issues.
GETTING FAMILIAR WITH THE NOTIFICATION AND CHAT ROOM INTERFACE.
The PAF E-Learning platform is also resourced with chat room and notification interface, where students can, socialise with their instructors or trainer, by giving their feedback about the lessons or courses being taught. They can also relate with their course mates and non-course mates. They can also get notification message from their instructors or from the school concerning any upcoming lectures or events.
For you to access your notifications, you need to click on the notification bell icon to see all notifications, about upcoming events, lectures or exams in some cases. We need to be familiar with the notification bell icon in order to stay informed in the PAF E-Learning Platform. Don’t miss the learning train and get use to the notification interface.
In Access the chat room you need to click on the chat icon and the chat interface will be displayed. At the chat interface you view your group chat discussion, your private discussion and also the message sent by you to others. You can click on the “see all” button, to view your chat in detail.
After clicking on the “see all” button, you can now view in details, your chat interface and also your contacts.

You can message, your contact that are online by simply clicking on the “Chat message” icon.
By clicking on the Chat message icon as earlier indicated in the previous slide your chat and message interface will be displayed and you can now send and receive message from your course mate and non course mates. Do try it out, it is quite interesting and amazing.
Do follow this guide and steps, in using the PAF E-learning platform, it will really help you in familiarising your self with the features and tools on the platform. Do have a wonderful and thrilling learning experience @ PAF E-learning platform.