

SANA Academy Guide for New Students

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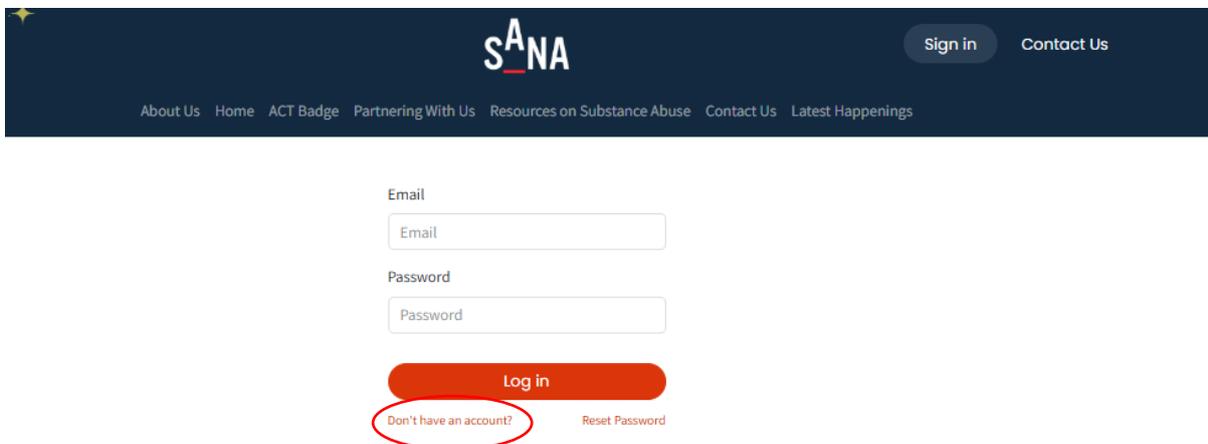
A. Guide for Students

a. How to sign up to the website

i. Open <https://sanaacademy.odoo.com> and click the 'Sign in' button

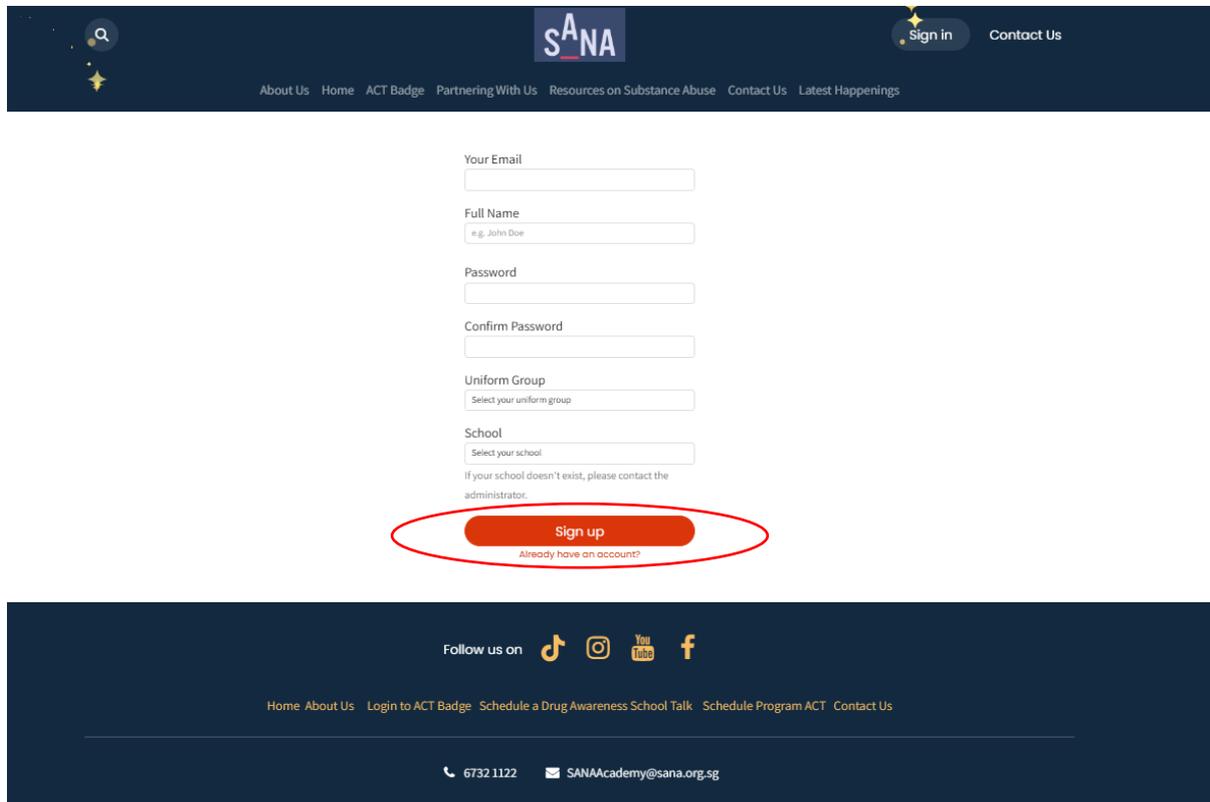


ii. Click "Don't have an account?" link below the Log in button



- iii. Fill your email address, full name, password, confirm password, uniform group, and your school and then click the ‘Sign up’ button

Note: It is important that you remember the **email address & password** which you used to sign up for the SANA Academy. You will need to use the **same email address** to access SANA Academy for both the Bronze & Silver Badge programme. If necessary, you can share the email address you used with your Teacher Officer for record keeping.

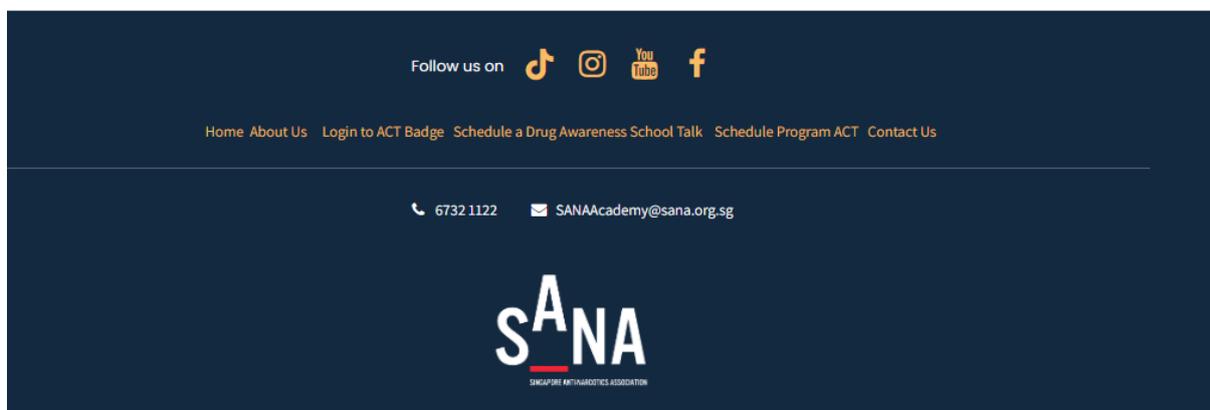


b. How to Sign in

- i. Click on the ‘Sign In’ button



- ii. Fill your email and password, and then click the 'Log in' button

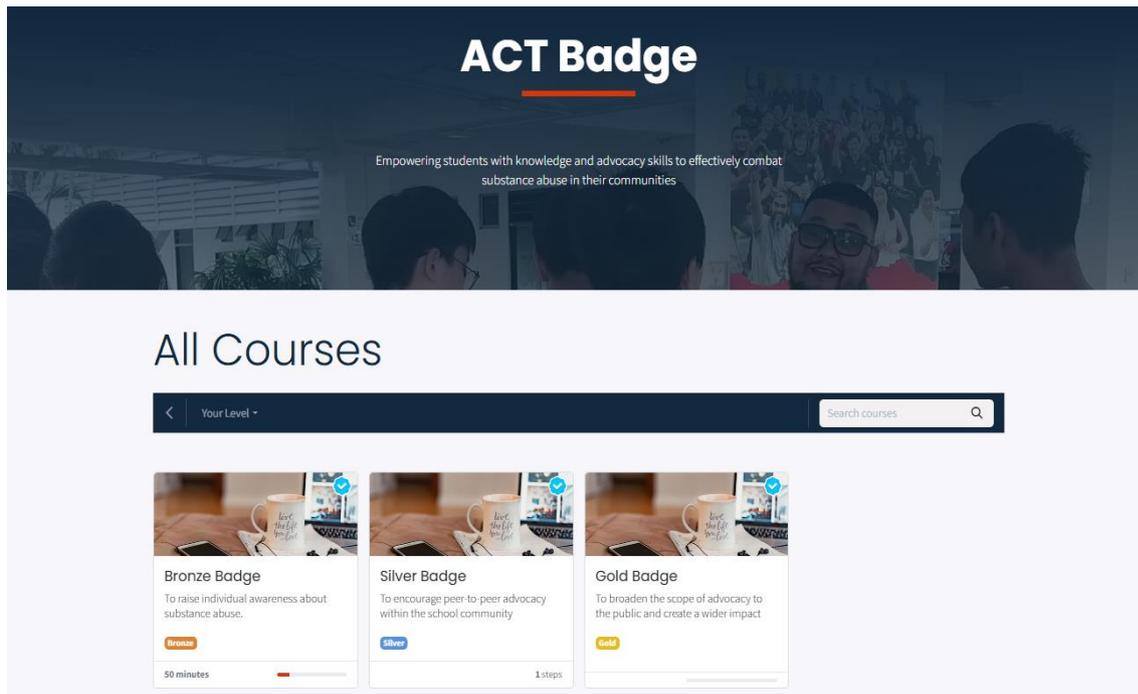


c. How to access ACT Badge

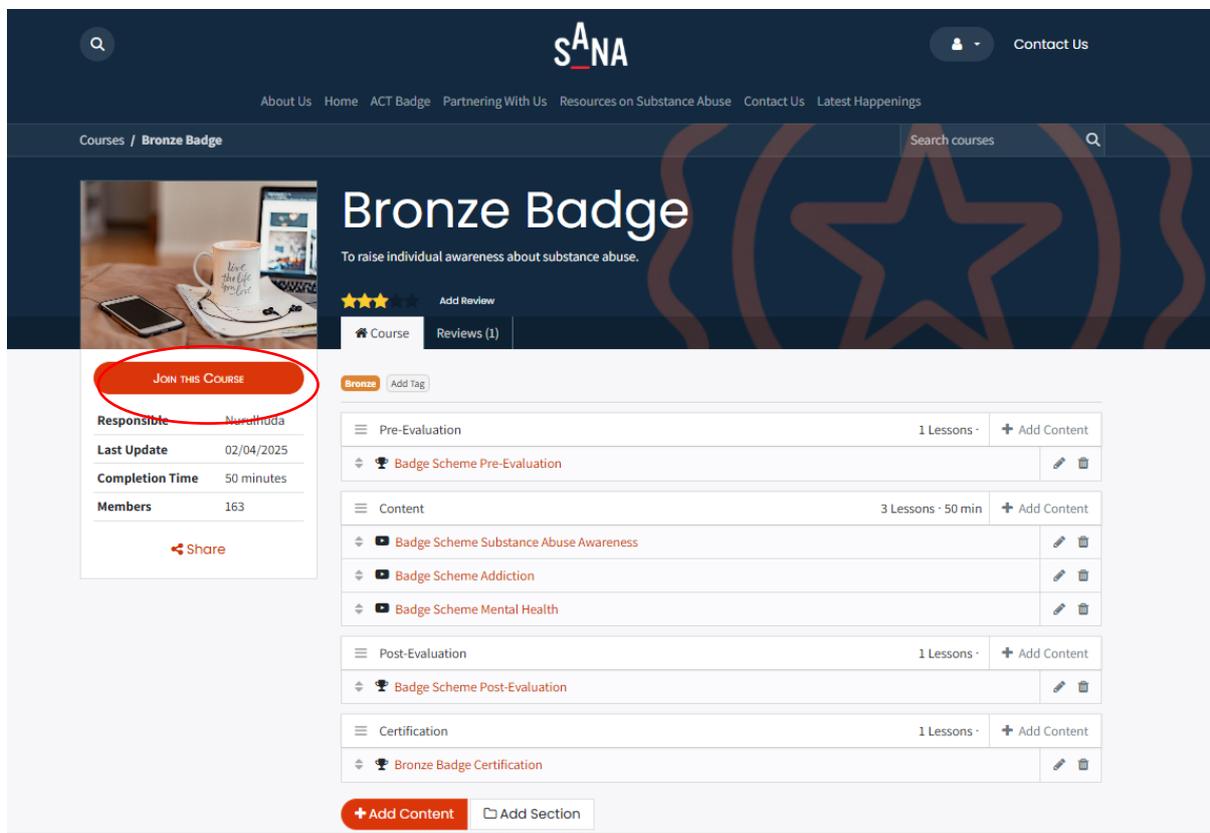
- i. Open <https://sanaacademy.odoo.com> and click the 'ACT Badge' button



- ii. On the ACT page, you can access the bronze, silver, and gold badge schemes

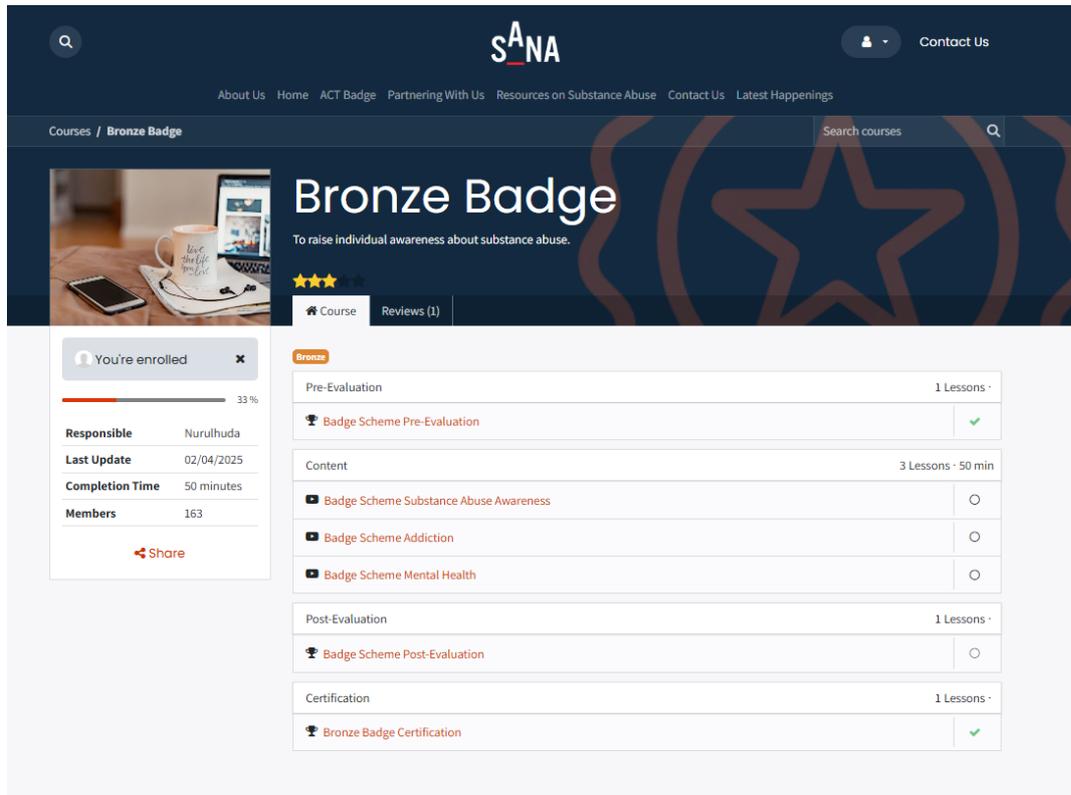


- iii. Here you can access the content and certification of the badge scheme, but first you must click the 'Join this Course' button

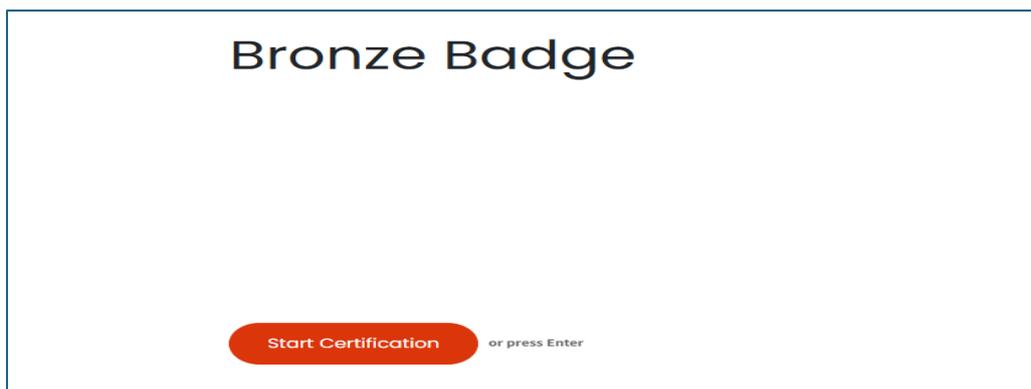
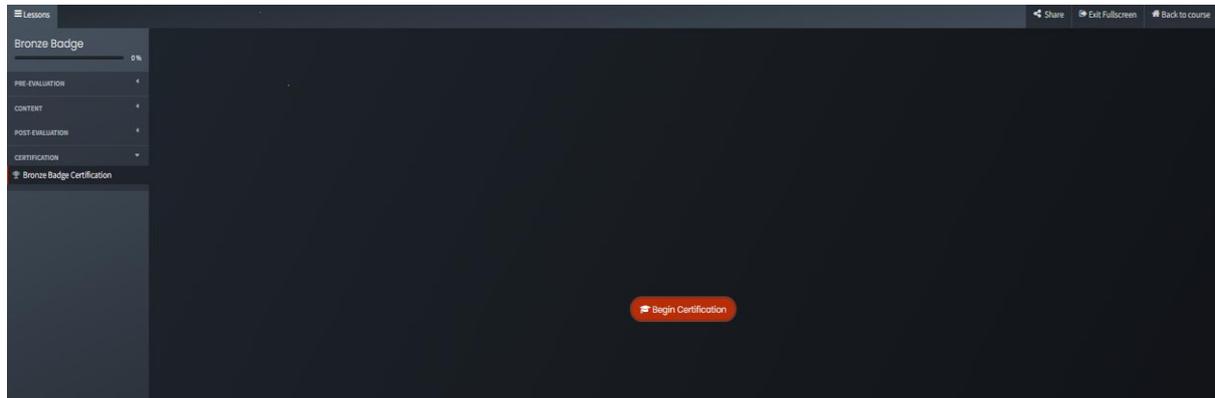


d. How to take the certifications

i. After learning all the contents, you can begin your certification by clicking on the badge certification link

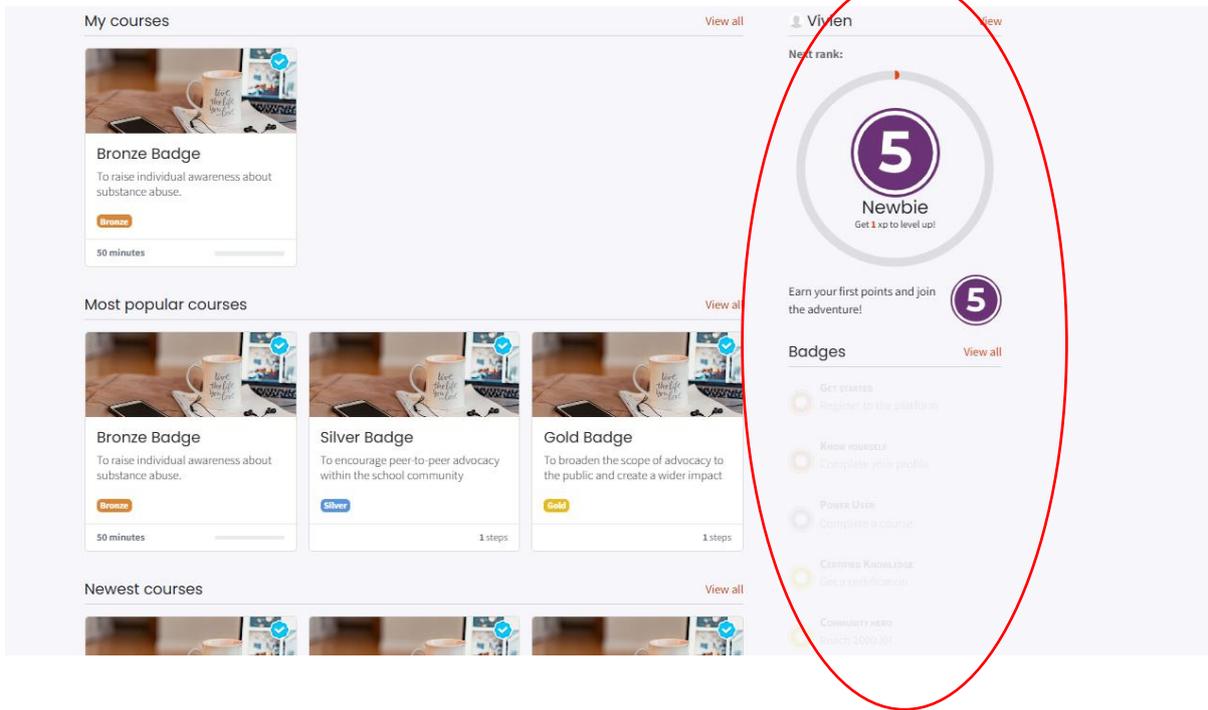


ii. Start the certification by clicking on the 'Begin/Start Certification' button

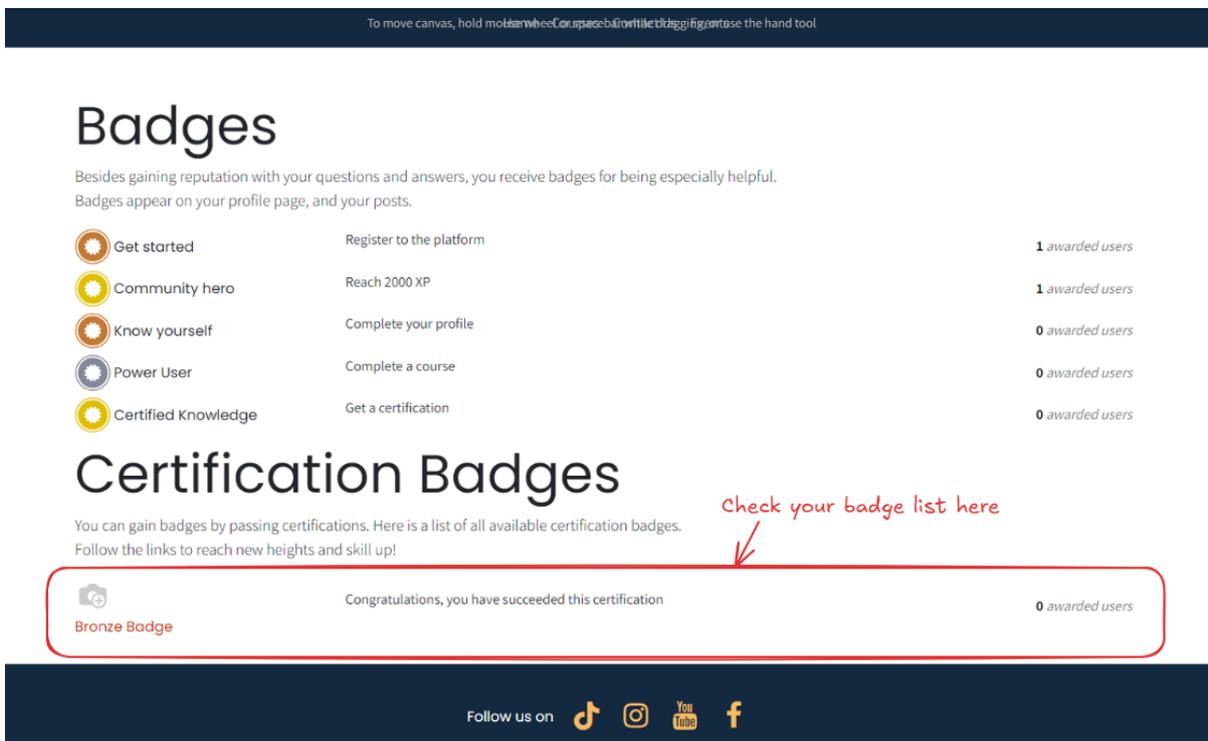


e. How to check your badges

i. Open the ACT Badge page and click 'View all' on the badges list



ii. Check your certification badges here



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