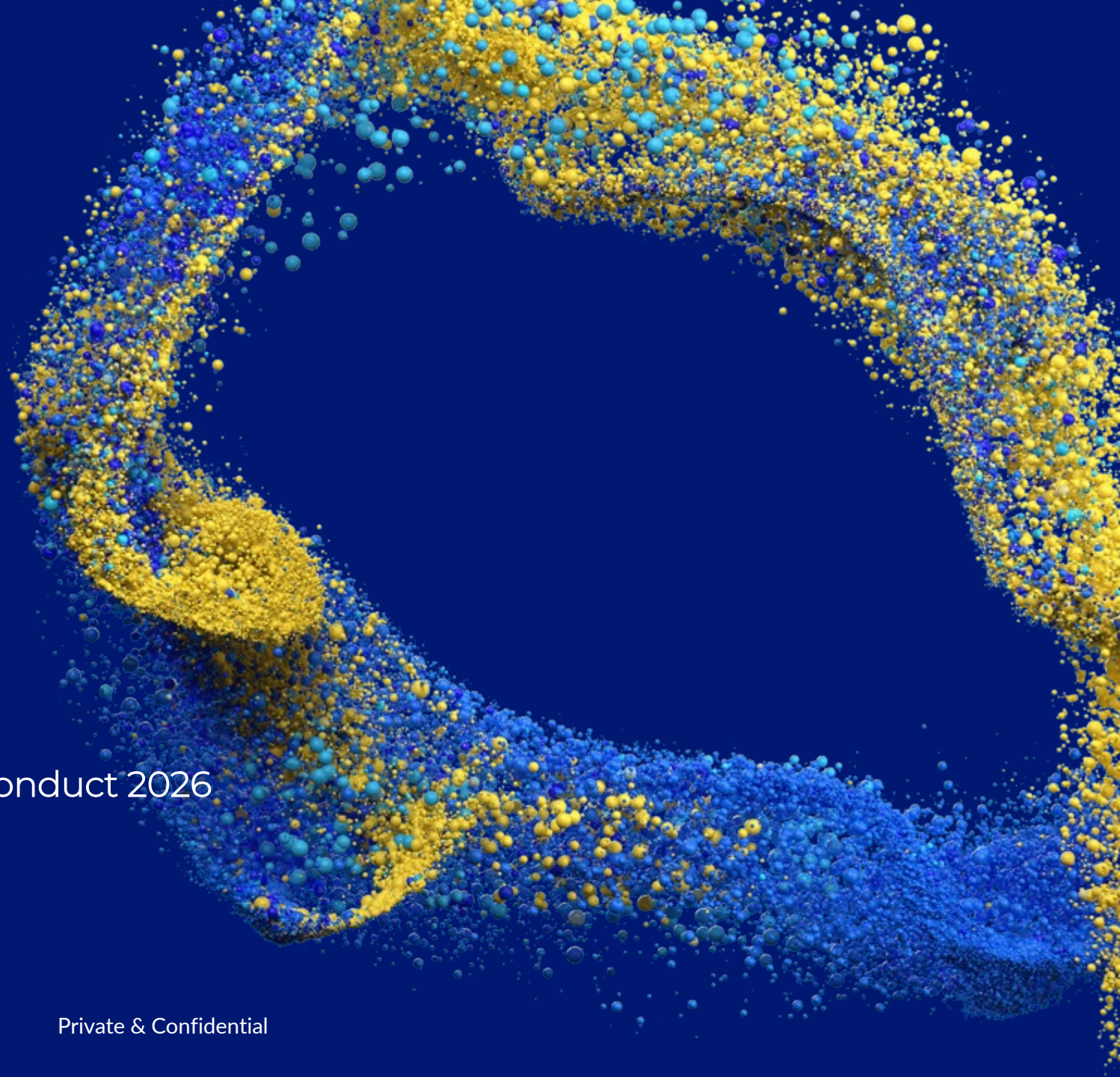


# CD'KET LMS

## User Guide for Compliance: Code of Conduct 2026

Private & Confidential

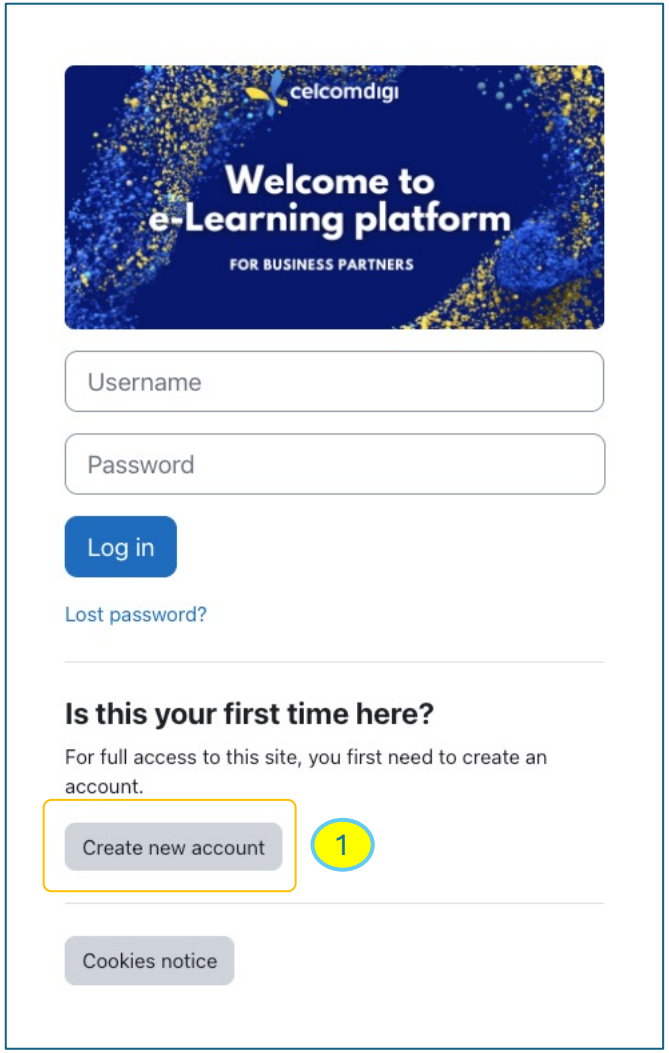
# AGENDA

- User Registration
- User Login
- User Lost Password
- Profile Settings
- Course Guide (How-To)



# User Registration 1/5

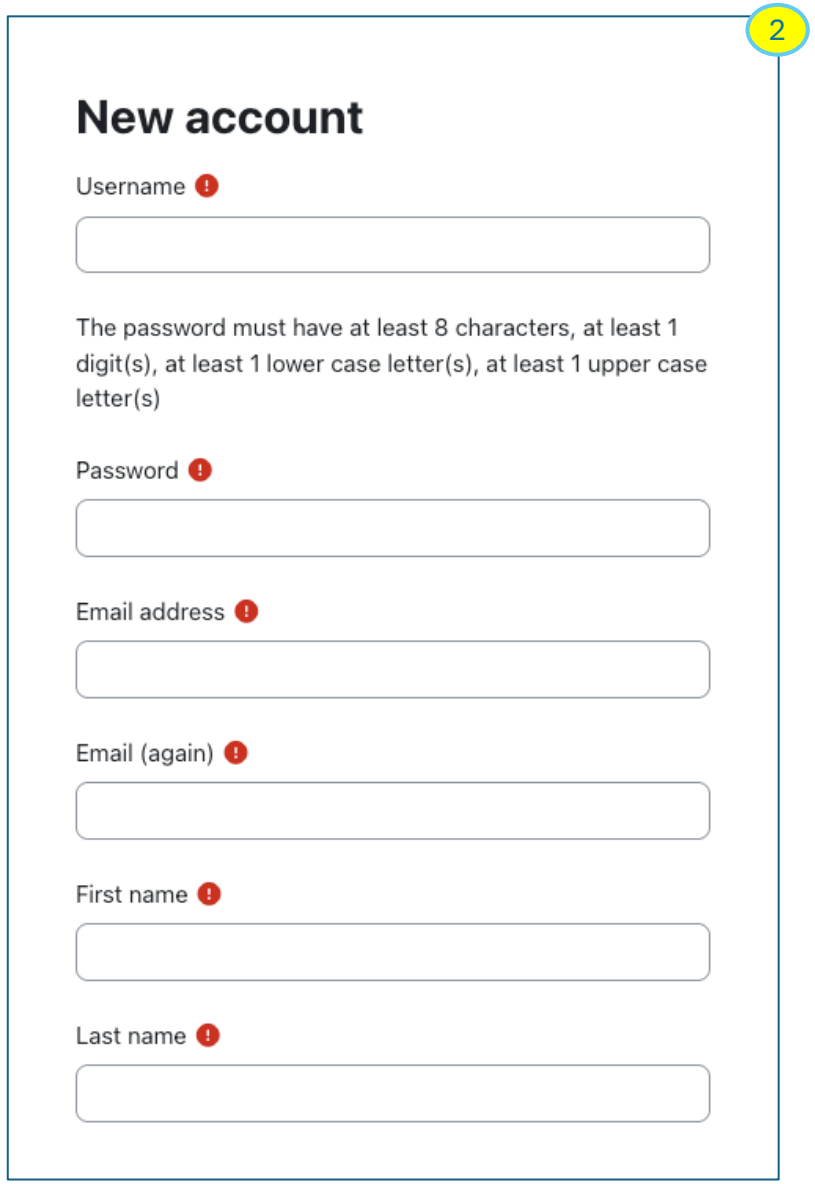
Please use any popular web browser to login to https://cdket.safetyplus.my

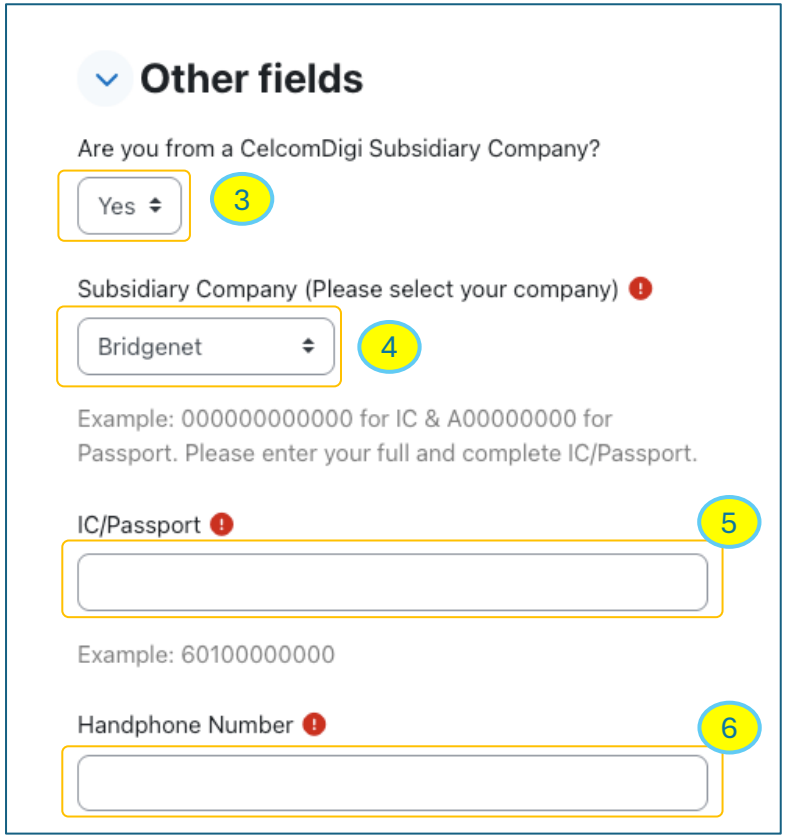



## Steps:

1. For new user registration, please click on **Create new account** as shown.

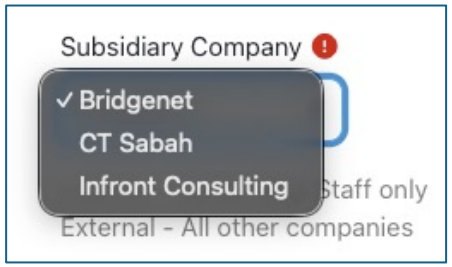
# User Registration 2/5



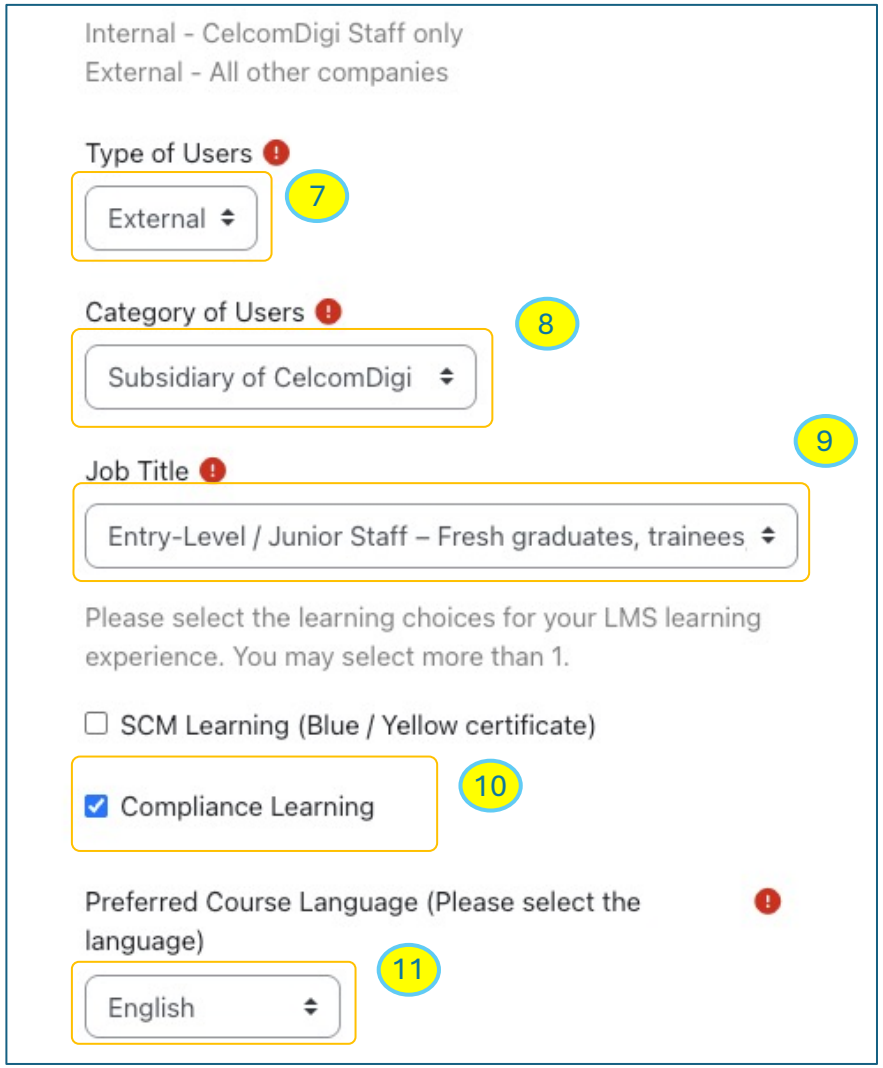

## Steps:

2. Fill-up the information as requested
3. Select **Yes** from dropdown
4. Select company from the dropdown list




5. Enter your IC or Passport Number (Must be full and complete)
6. Enter your Handphone Number

# User Registration 3/5




## Steps:

7. Select **External** from the dropdown list.

8. Select **Subsidiary of CelcomDigi** from the dropdown list.

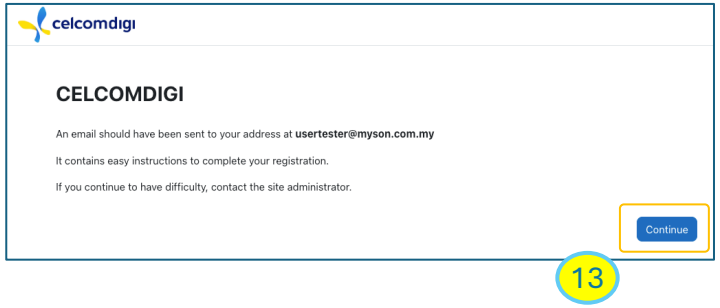
9. Select the Job Title from the dropdown list.

10. Select **Compliance Learning**

11. Select the Course Language from the dropdown list.

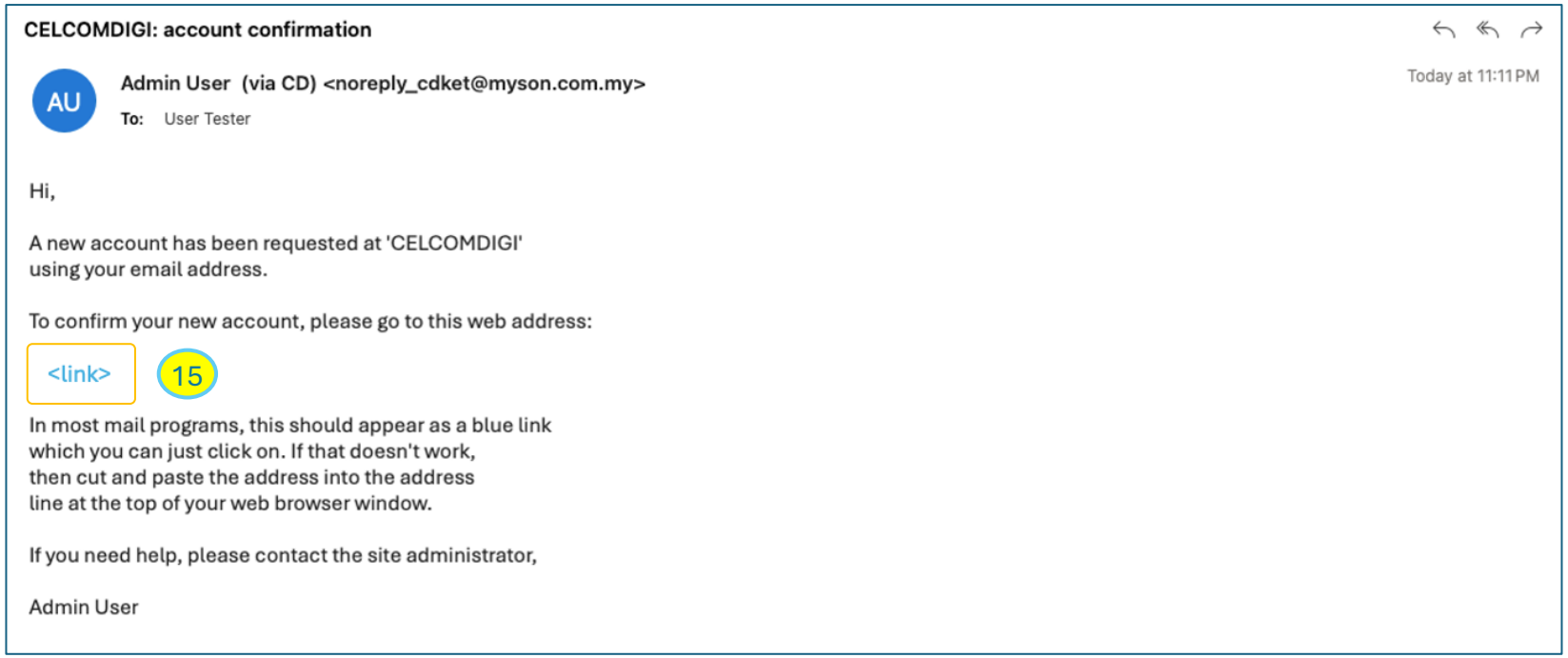
12. Click **Create my new account** to confirm

13. Click on **Continue** to close



# User Registration 4/5

14



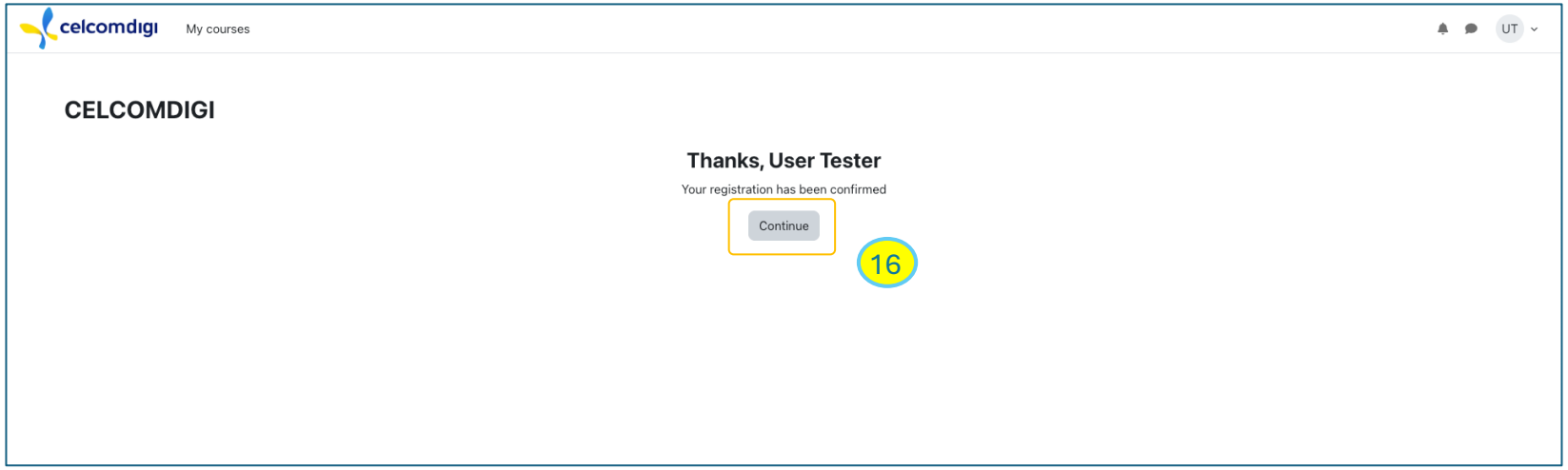

## Steps:

14. Check email inbox for the confirmation email sent

15. Click on the link as shown.

**Notes:** Check your junk mail folder if the email is not found in the inbox folder.

# User Registration 5/5



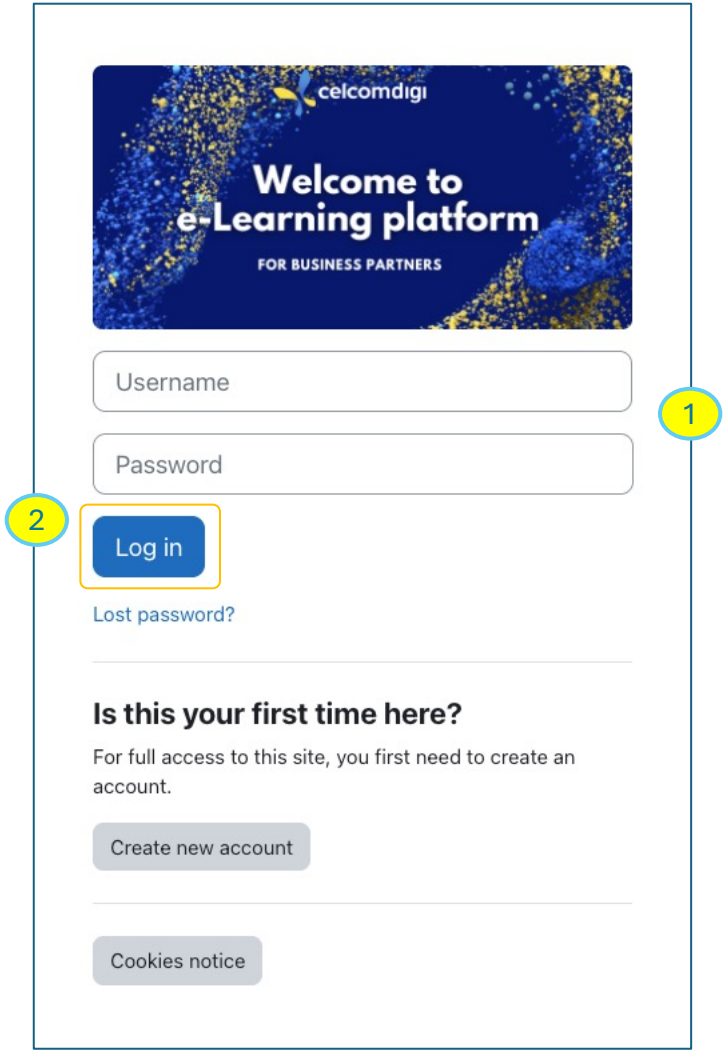

## Steps:

16. Click on **Continue** to proceed

User account is successfully created.

# User Login

Please use any popular web browser to login to <link>

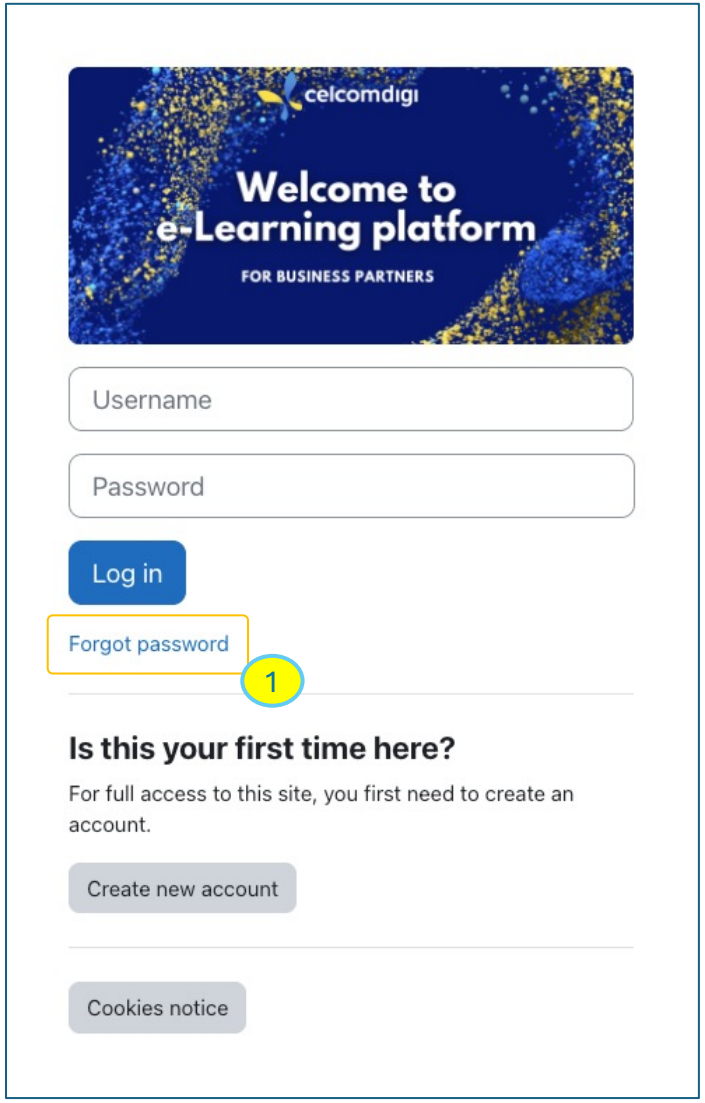



## Steps:

1. For user login, just enter username and password.

2. Click on **Log in** to enter the CD'KET

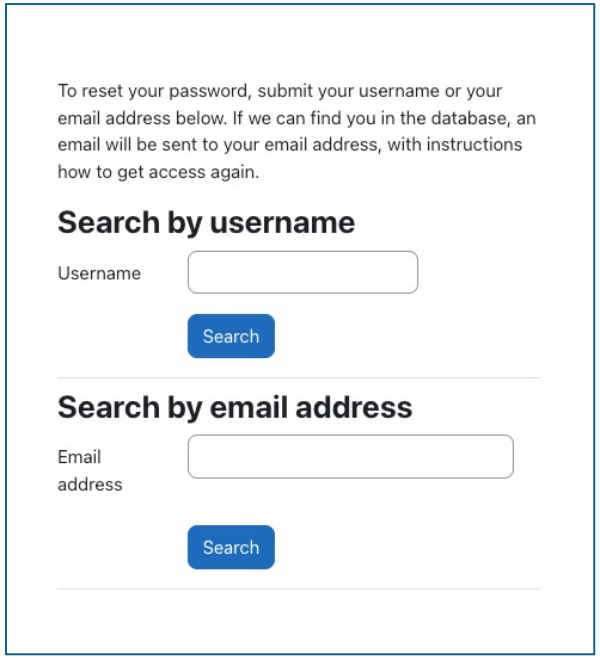
# User Lost Password 1/2




## Steps:

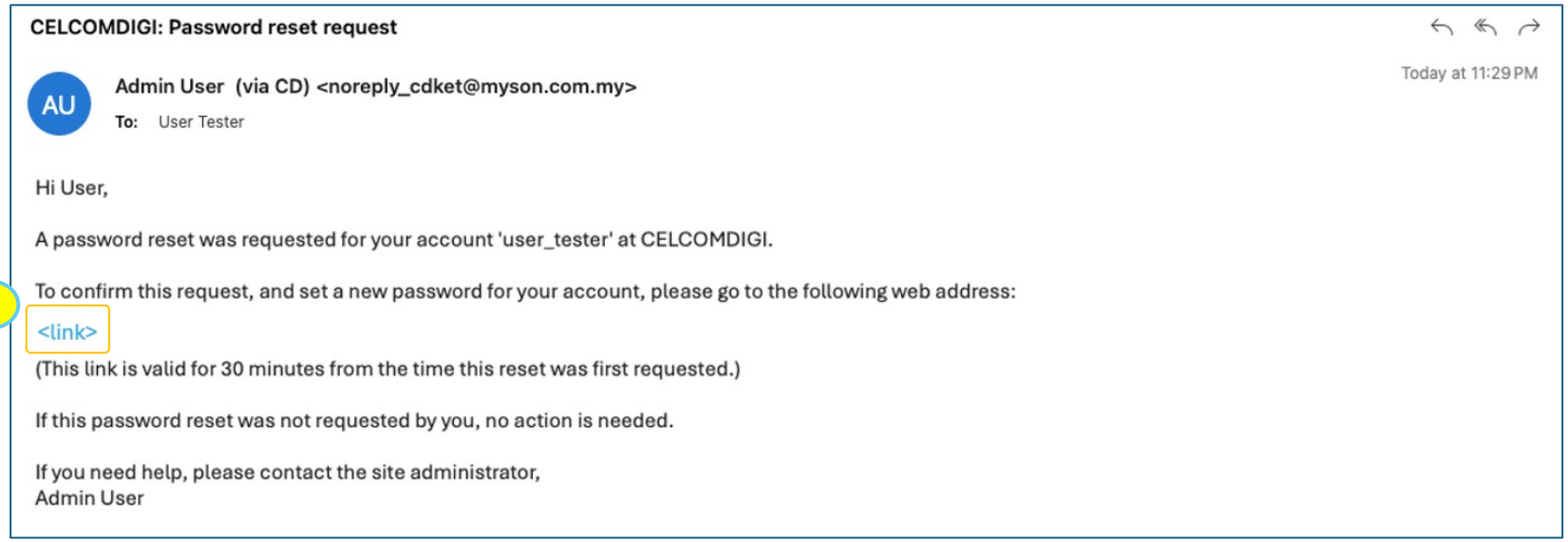
1. If user forgot their password, click on **Lost password?** on login page.

2. Enter the username or email address of the user account and search.




3. If the user account exists in the system, a password reset email will be sent.

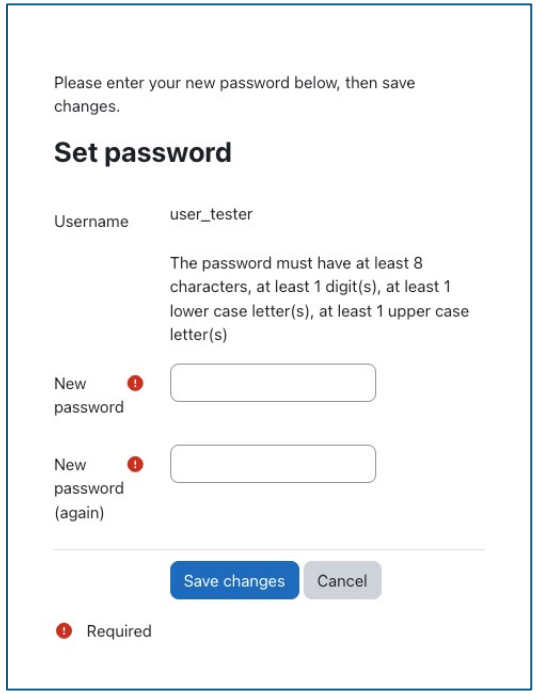
# User Lost Password 2/2




## Steps:

4. Click on link in the email sent.

5. Enter the new password and click **Save changes** to confirm

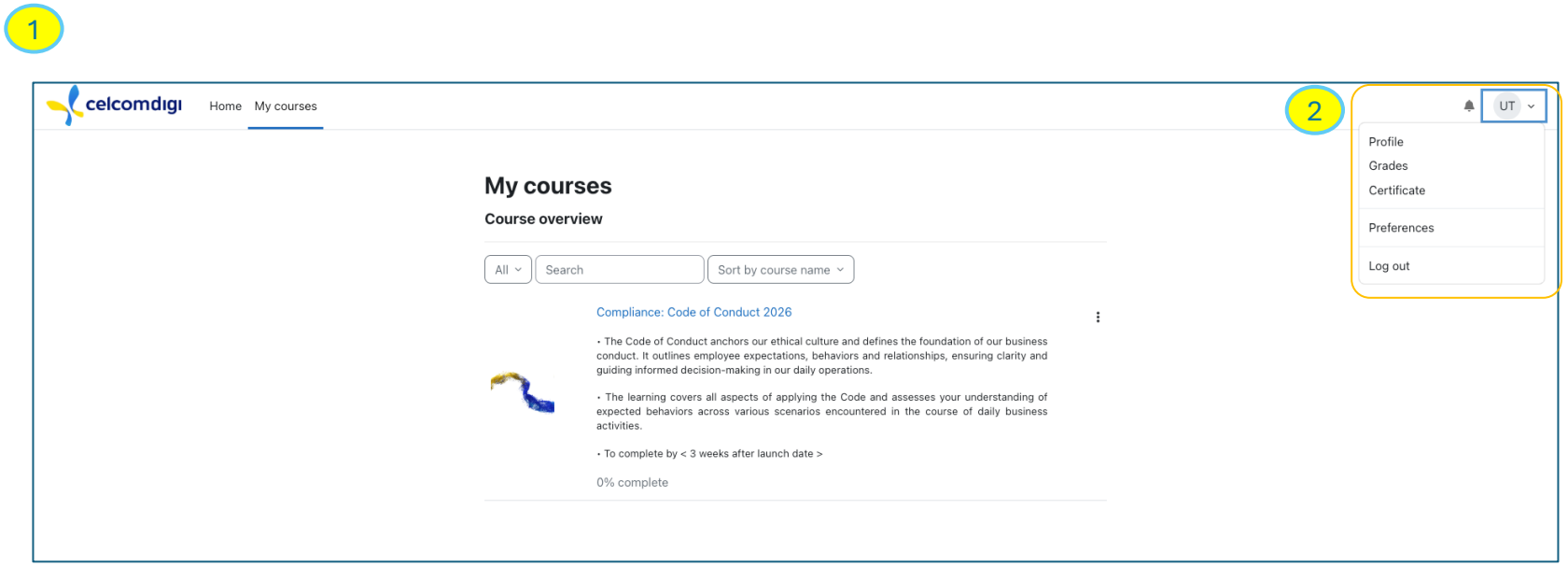


# Profile Settings

- Change information



# Profile Settings – Change information 1/3



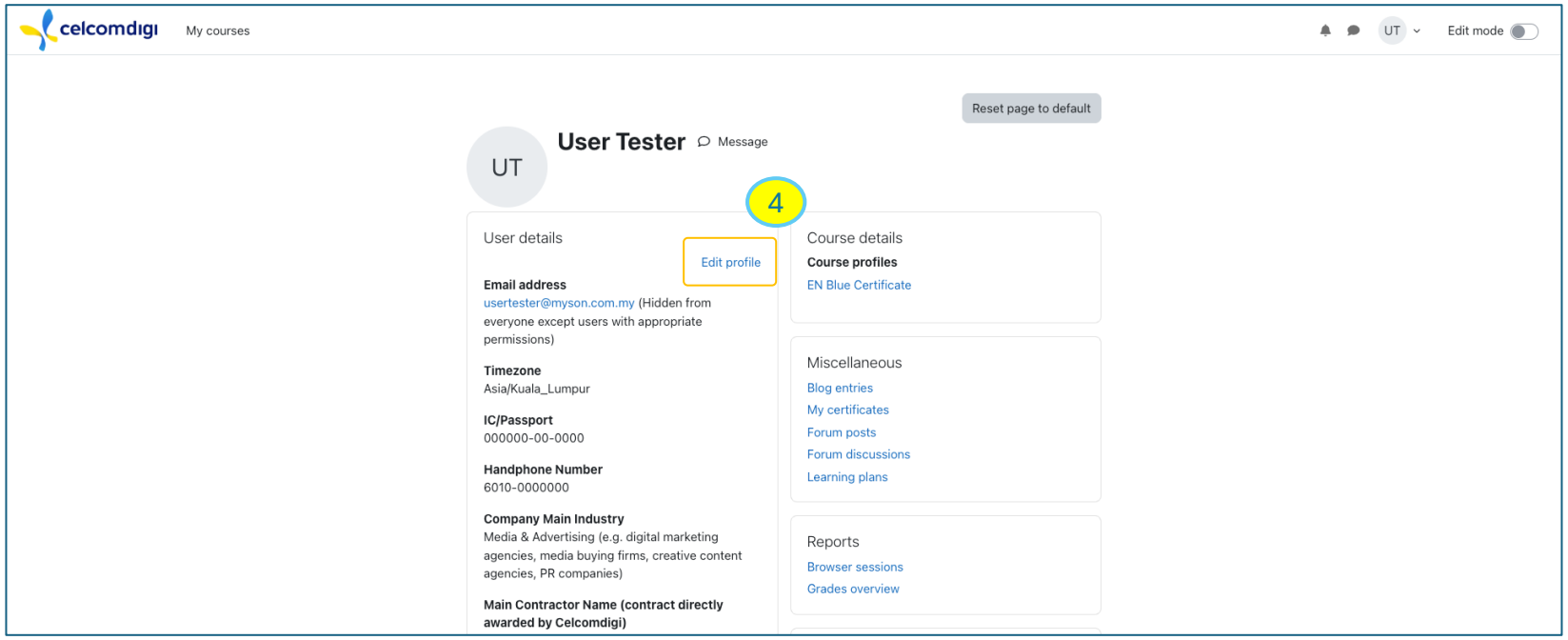

## Steps:

1. After login, user will be brought to **My courses** page

2. Click on the profile icon on top-right to display menu.

3. Click on **Profile** from the menu.

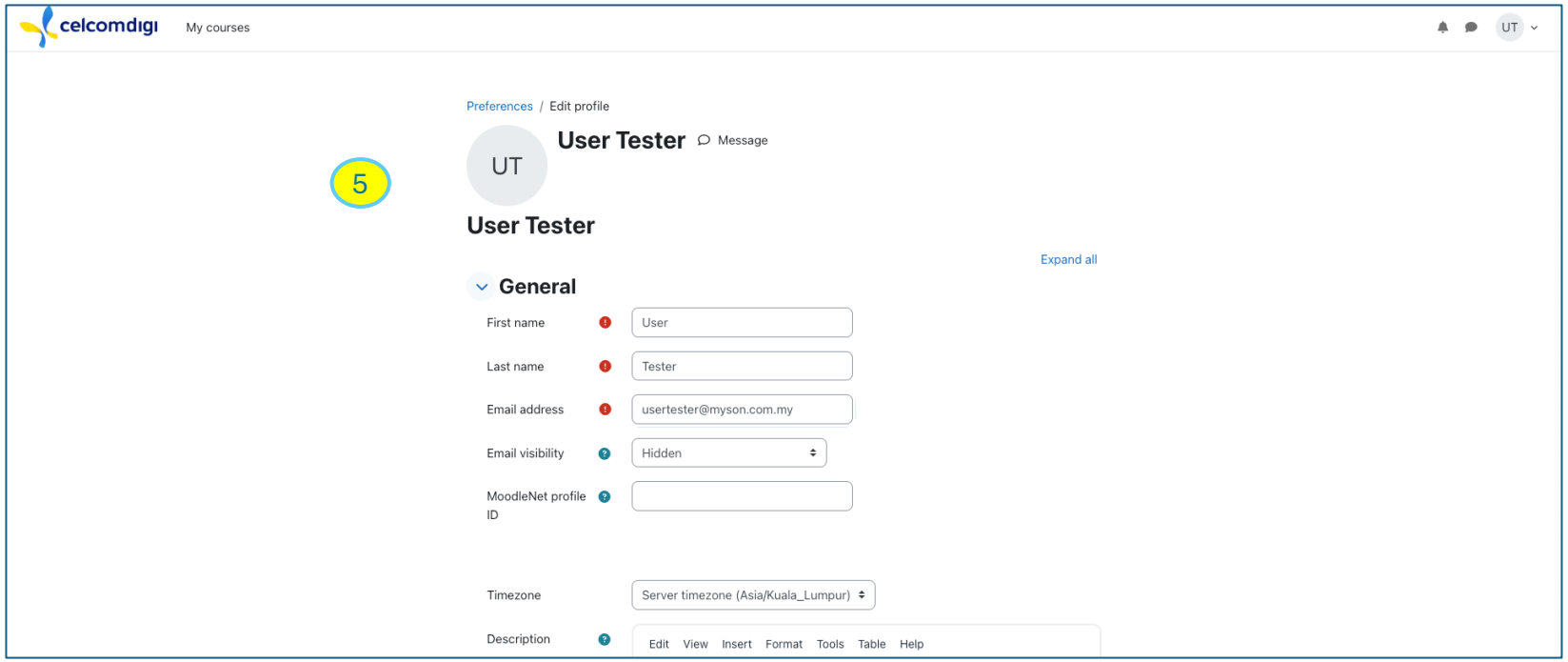
# Profile Settings – Change information 2/3




## Steps:

4. Click on **Edit profile**

# Profile Settings – Change information 3/3




## Steps:

5. **Edit Profile** page will be displayed

6. Edit any profile field to change information

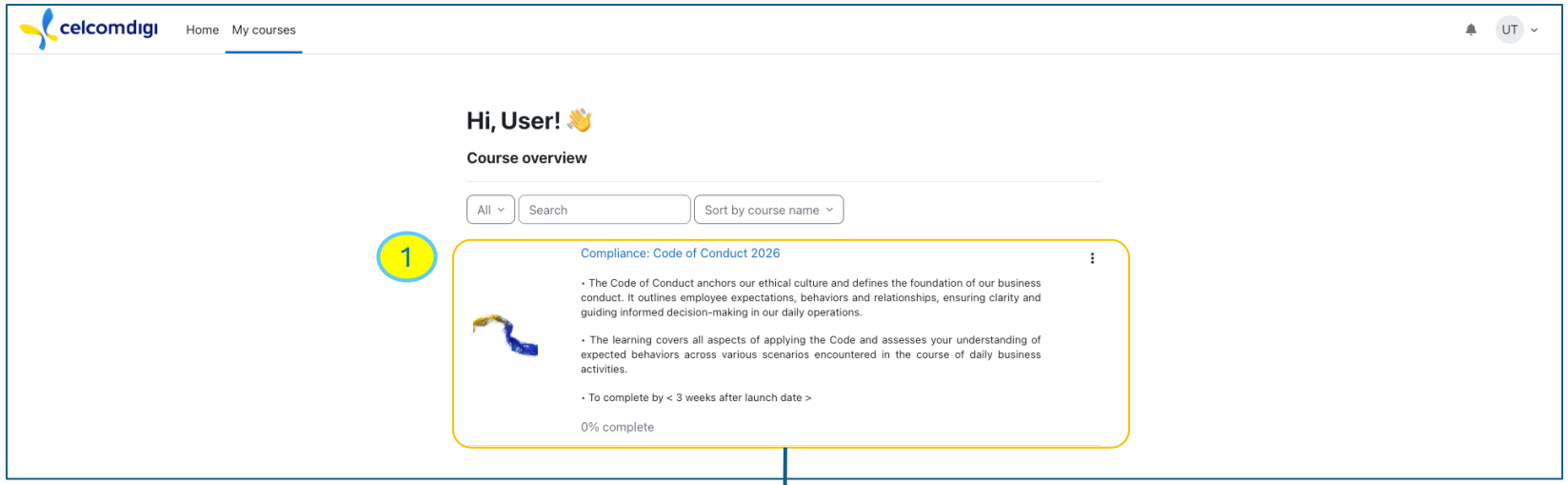
7. Scroll below and click save

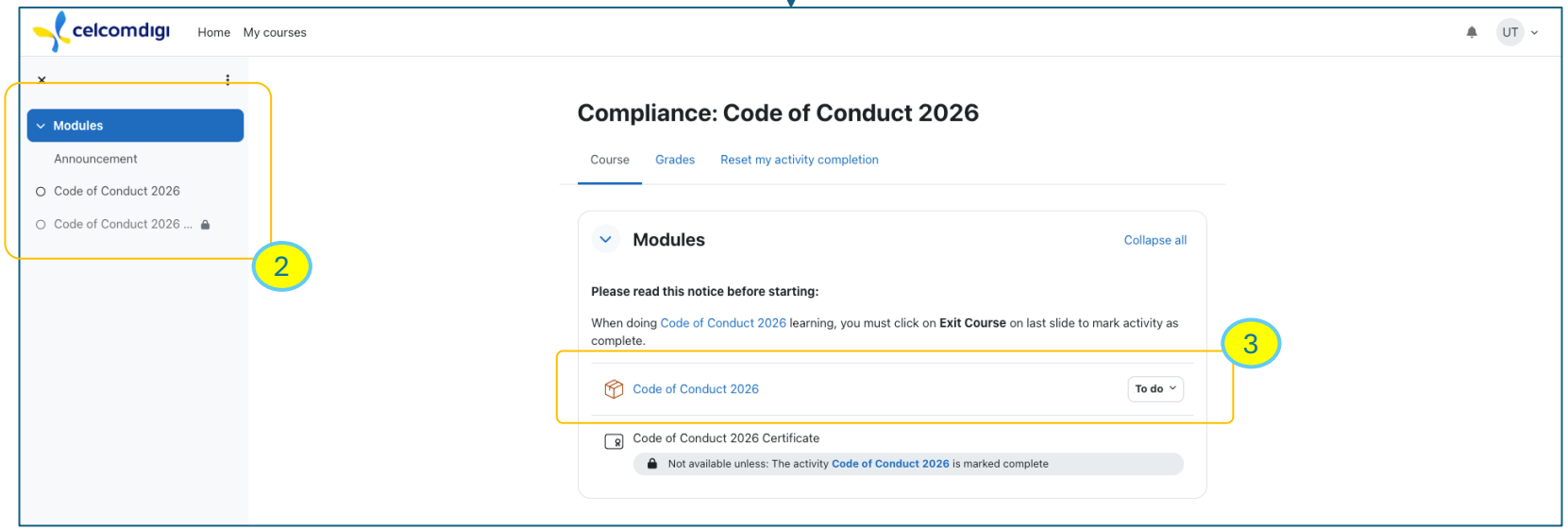
# Course Guide (How-To)

- Course basics and navigation
- Module
- Certificate



# Course Guide – Basics and Navigation 1/6



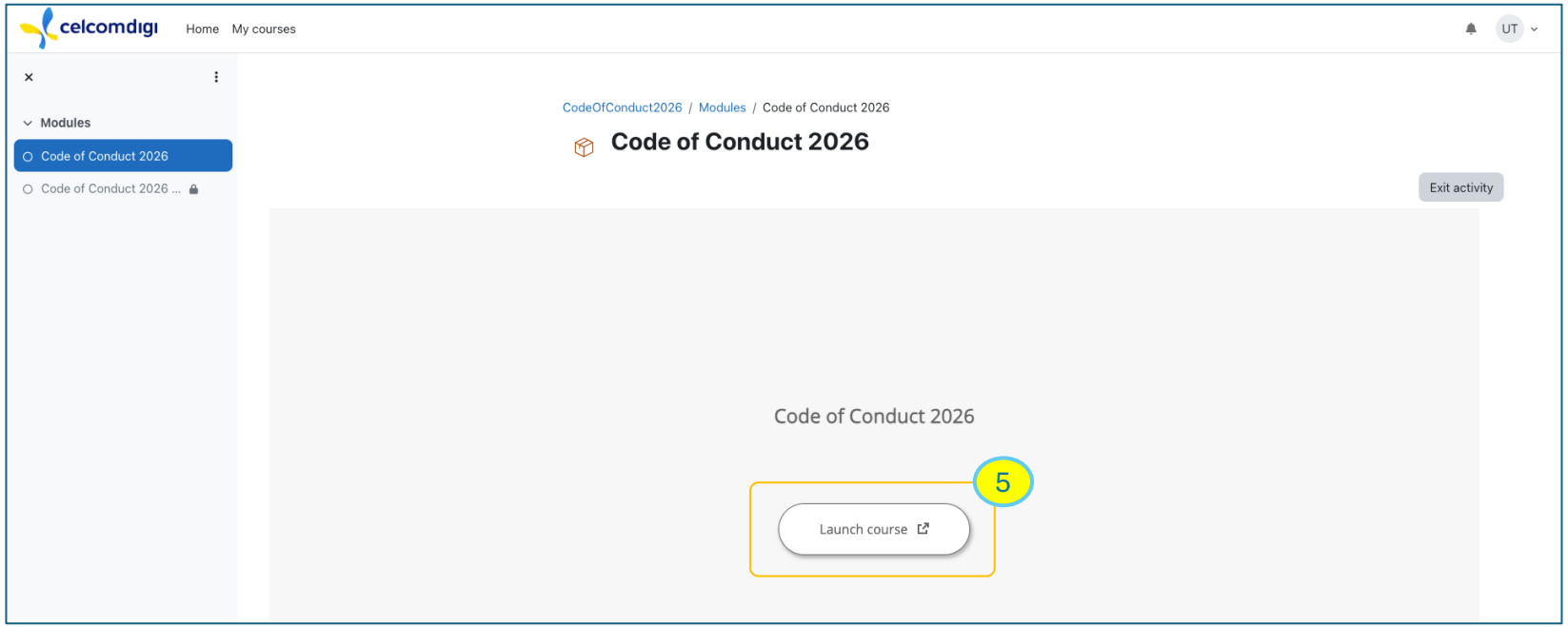




## Steps:

1. Click on the course to enter
2. The left-side bar is a navigation bar.
3. Click on the activity to enter.
4. To return, simply just click on the back button available on your browser.

**Note:** For first-time users, if no courses are displayed upon login, please refresh the page or sign out and sign back in. This will allow the system changes to take effect.

# Course Guide – Module 2/6




## Steps:

5. Click on **Launch Course** button to open the module.

6. The module will open, click on Play button to begin.



# Course Guide – Module 3/6




## Steps:

These are the functions included in the module player:

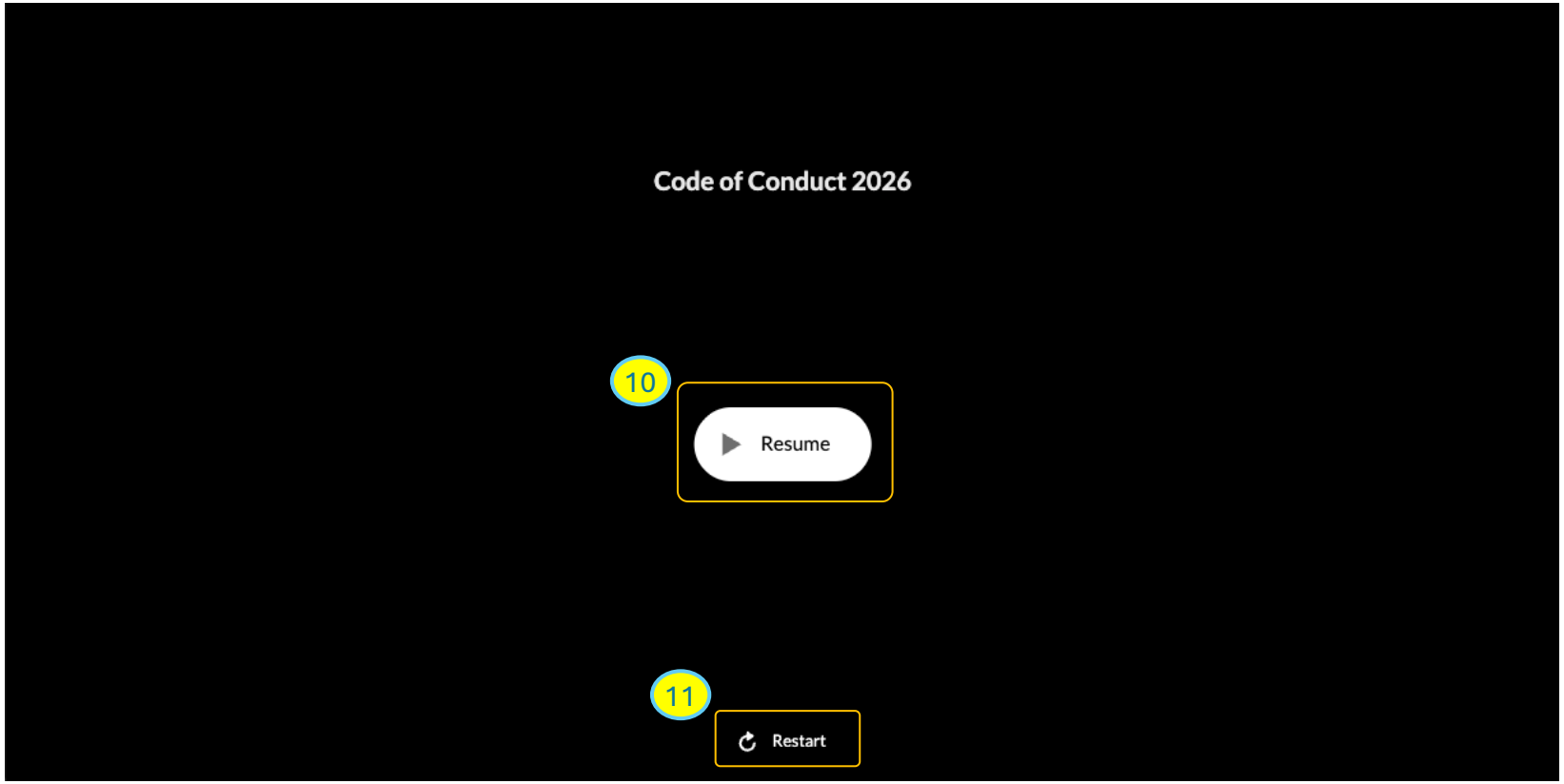
7. Progress menu for navigation

8. Player buttons

9. Previous and Next for slide navigation

**Note:** The module will only be complete if you have gone through until the last slide and click on **Exit Course** button on last slide.

# Course Guide – Module 4/6

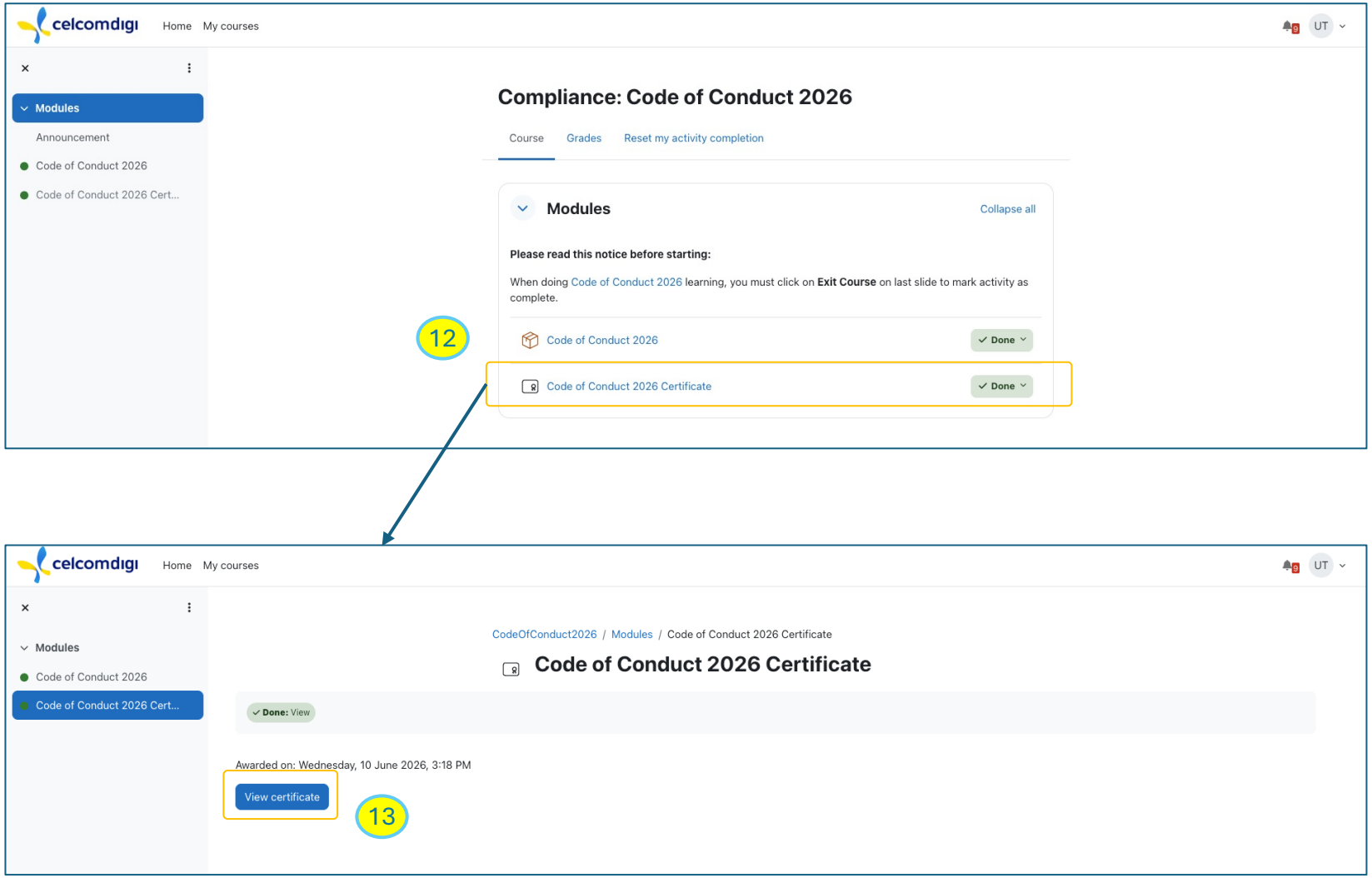



## Steps:

10. When you reopen the module, you can resume.

11. You can also restart the module. Be careful as choosing this will restart module from beginning.

# Course Guide – Certificate 5/6




## Steps:

12. Click on **Code of Conduct 2026 Certificate** to enter

13. Click on **View Certificate** to see the certificate

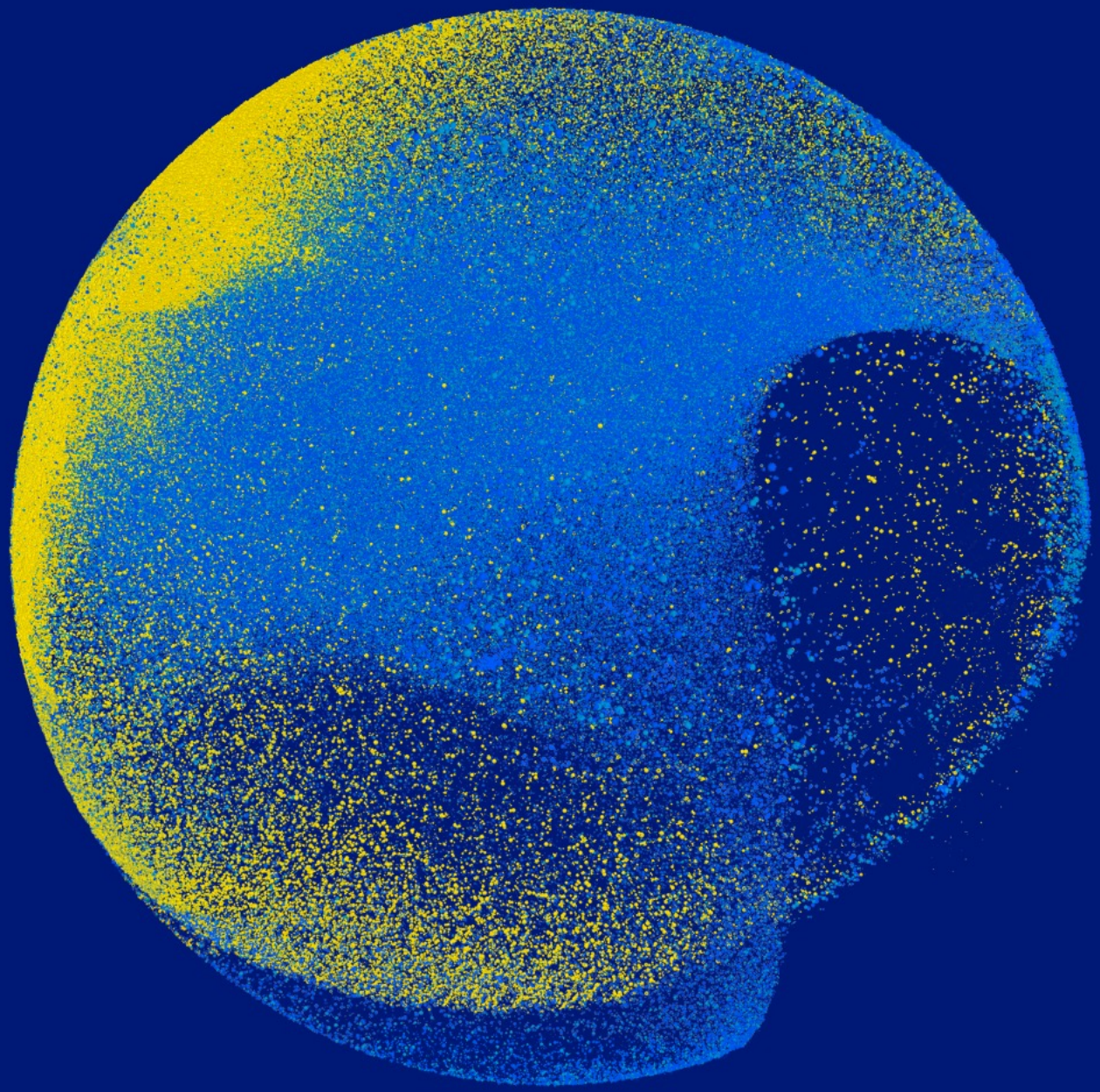
# Course Guide – Certificate 6/6

14




## Steps:

14. The certificate will be displayed. You can download to your device.



# Thank you

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