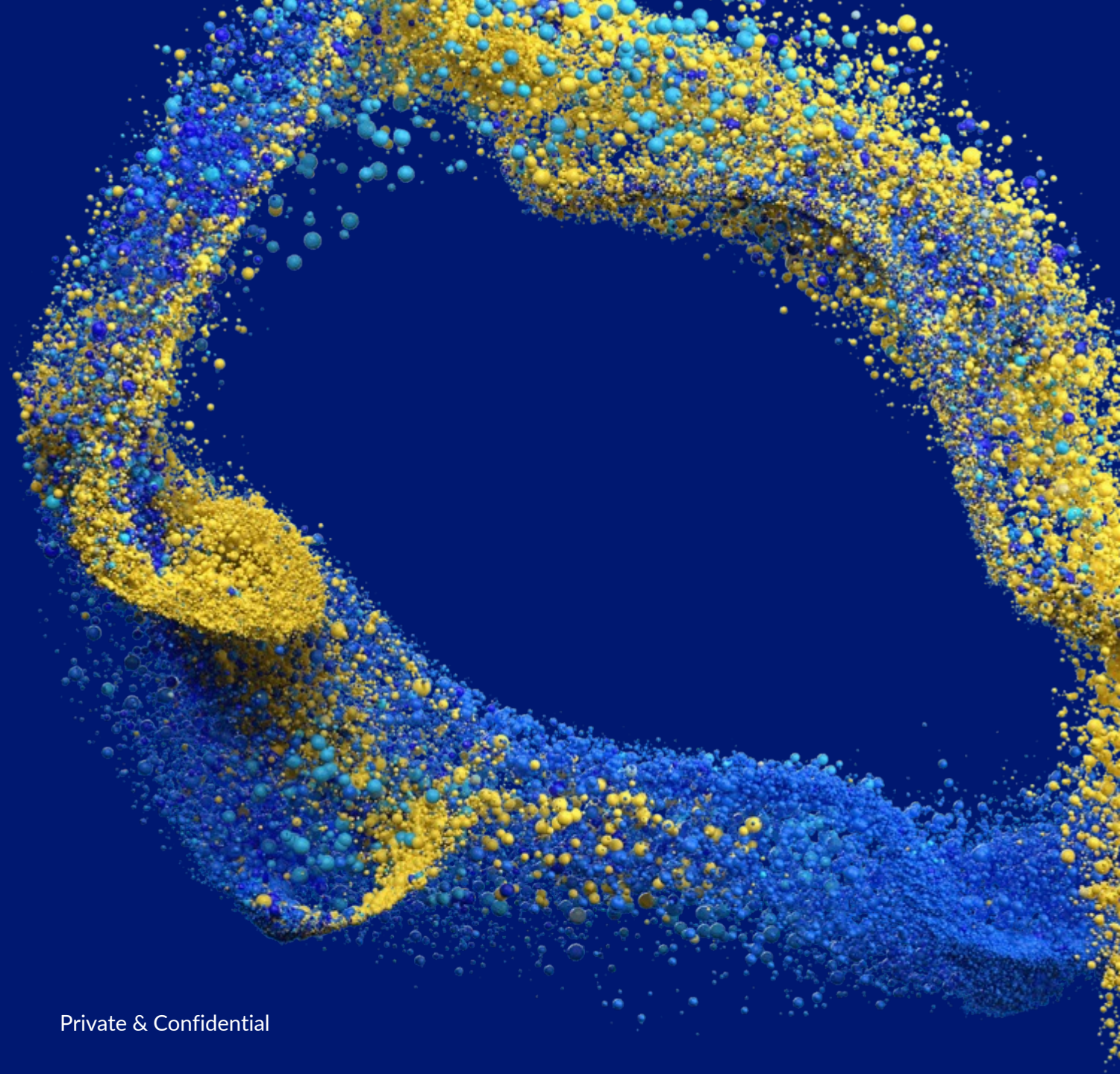


CD'KET LMS

User Guide

Private & Confidential

AGENDA

- What is CD’KET
- Courses and Modules
- User Registration
- User Login
- User Lost Password
- Profile Settings
- Course Guide (How-To)



WHAT IS CD’KET

- CD’KET (CelcomDigi Knowledge Enhancement Tool) is an online learning management system designed for CelcomDigi Business Partners.
- In this Learning Platform, business partners can go through modules, quizzes and obtain certificates.
- CD’KET can be accessed from any web browsers on any devices, PC or mobile phone.

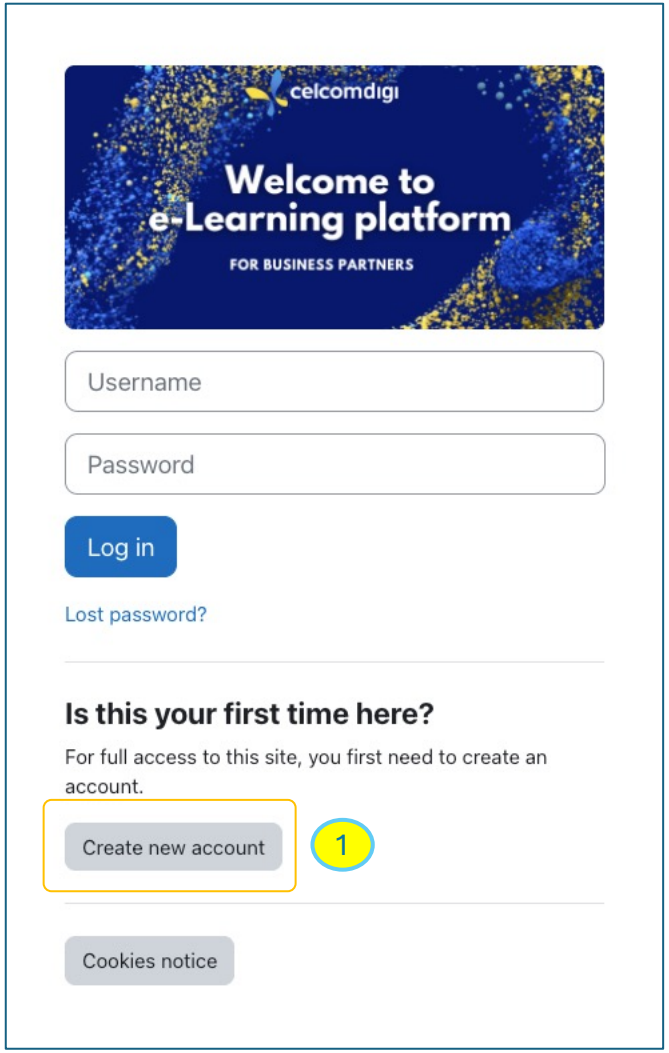
Courses and Modules

These are the current courses with each serving different target participants and different certificates

Target Participant:	High and Medium **Safety** Risk	All Business Partners
Course:	Safety and Business Partner Conduct Principles	Business Partner Conduct Principles
Modules:	Module 1: HSE Requirements Module 2: Business Partner Conduct Principles	Module 2: Business Partner Conduct Principles
Certificates:	Yellow Certificate	Blue Certificate

User Registration 1/5

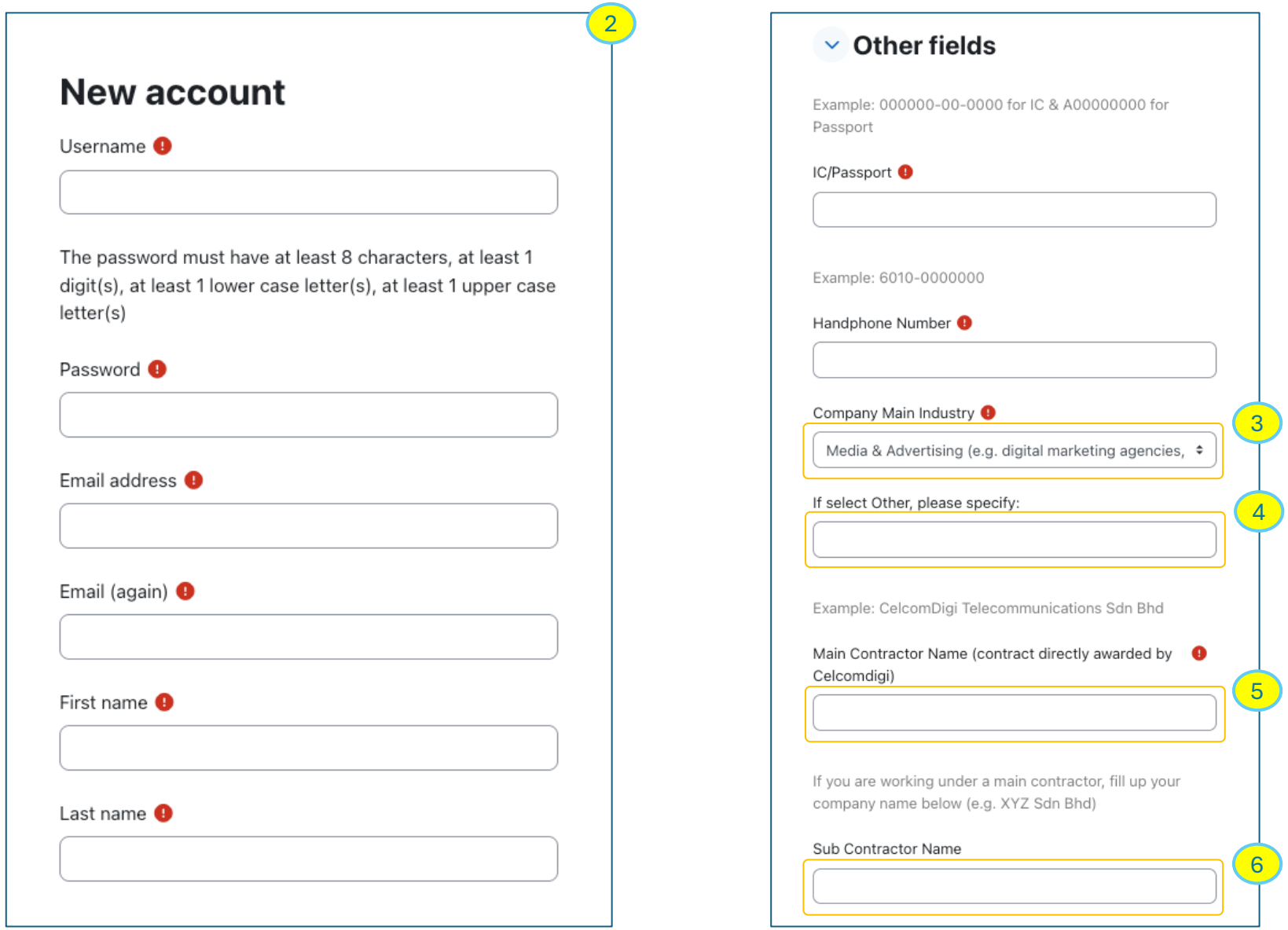
Please use any popular web browser to login to https://cdket.safetyplus.my



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

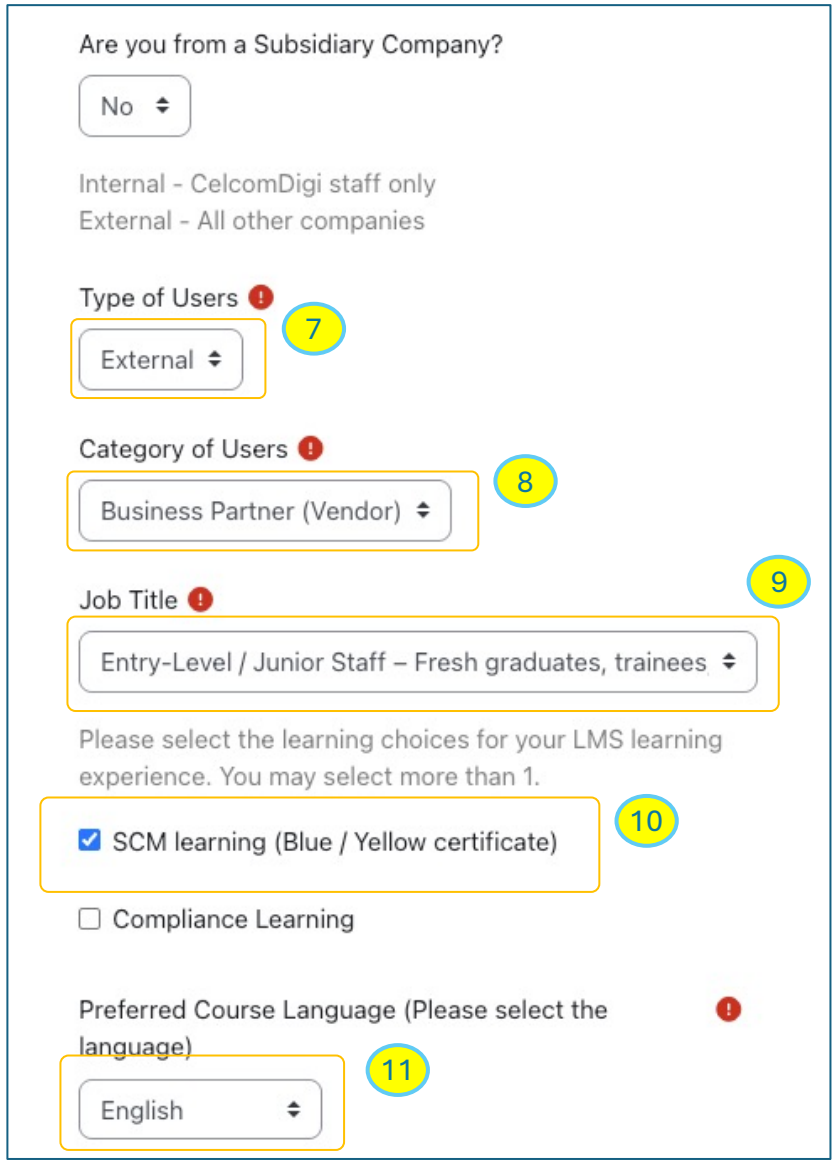
3. Select the Company Main Industry from the dropdown list.

4. (Optional) If select **Other** in dropdown list, please specify in the box.

5. Enter the Main Contractor Name

6. (Optional) If working under Main Contractor, please specify company name in the box.

User Registration 3/5



Steps:

7. Select the Type of Users from the dropdown list.

8. Select the Category of Users from the dropdown list.

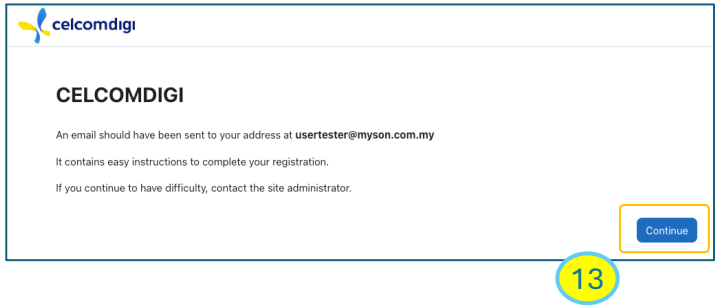
9. Select the Job Title from the dropdown list.

10. Select **SCM Learning**

11. Select the Course Language from the dropdown list.

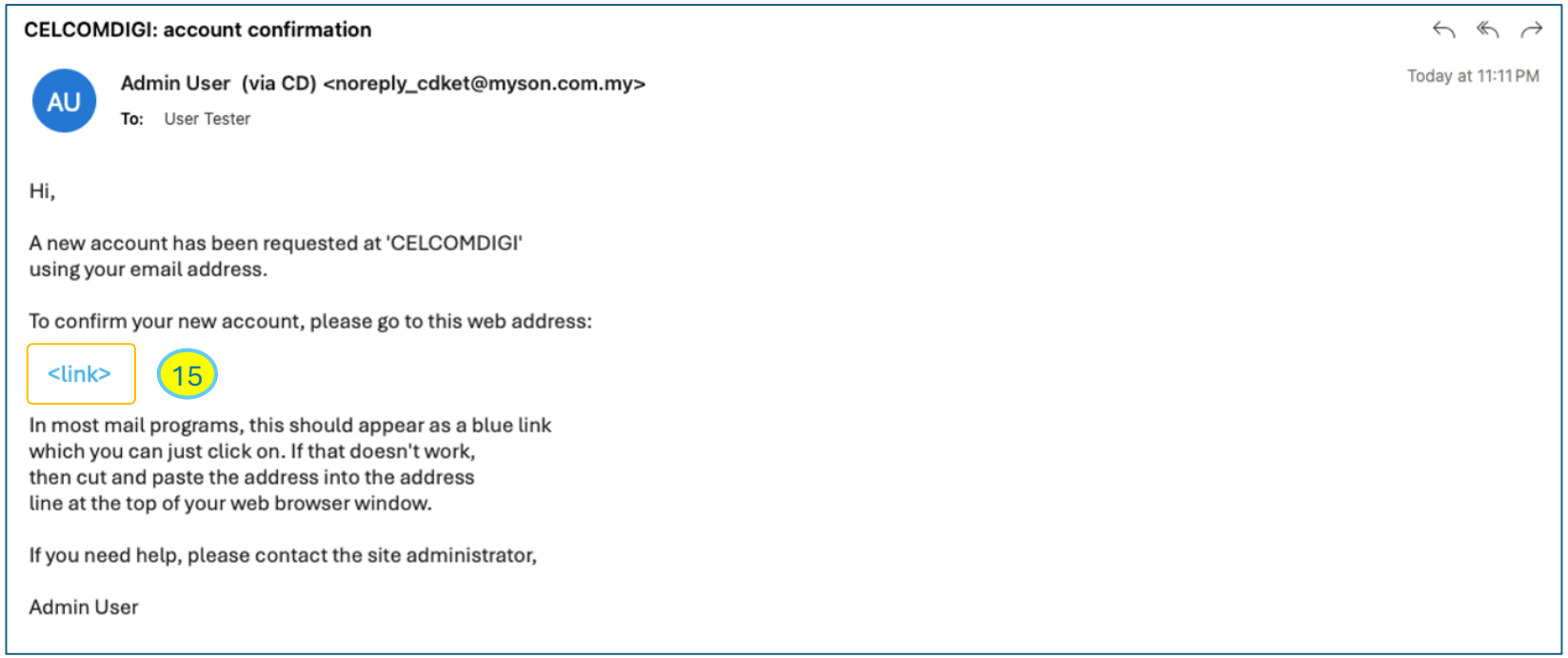
12. Click **Create my new account** to confirm

13. Click on **Continue** to close



User Registration 4/5

14



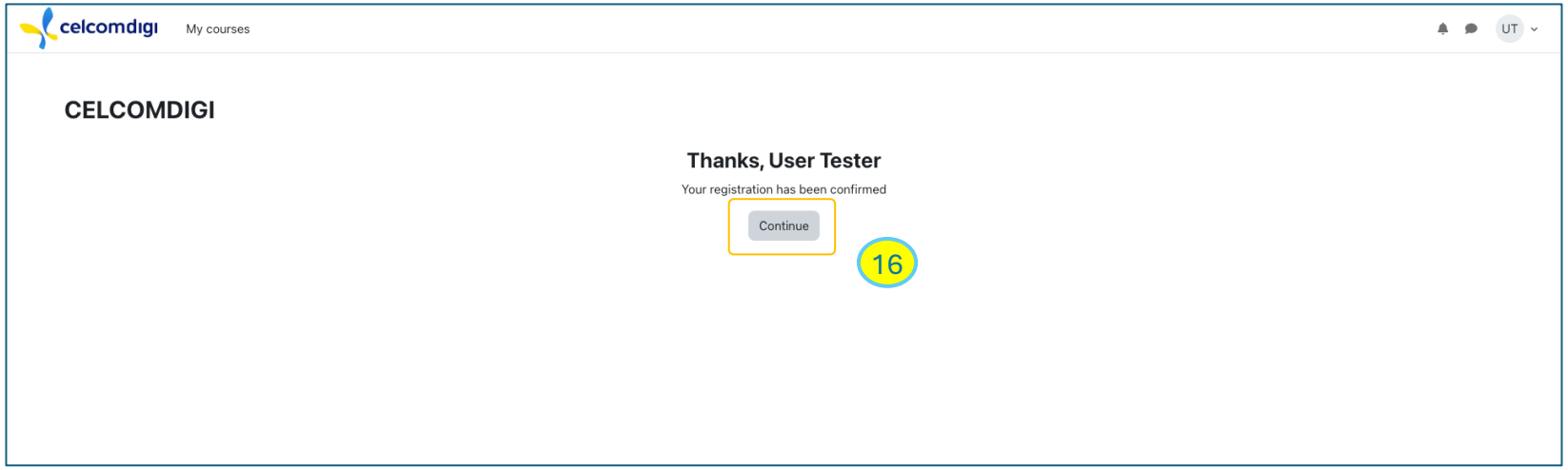
Steps:

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



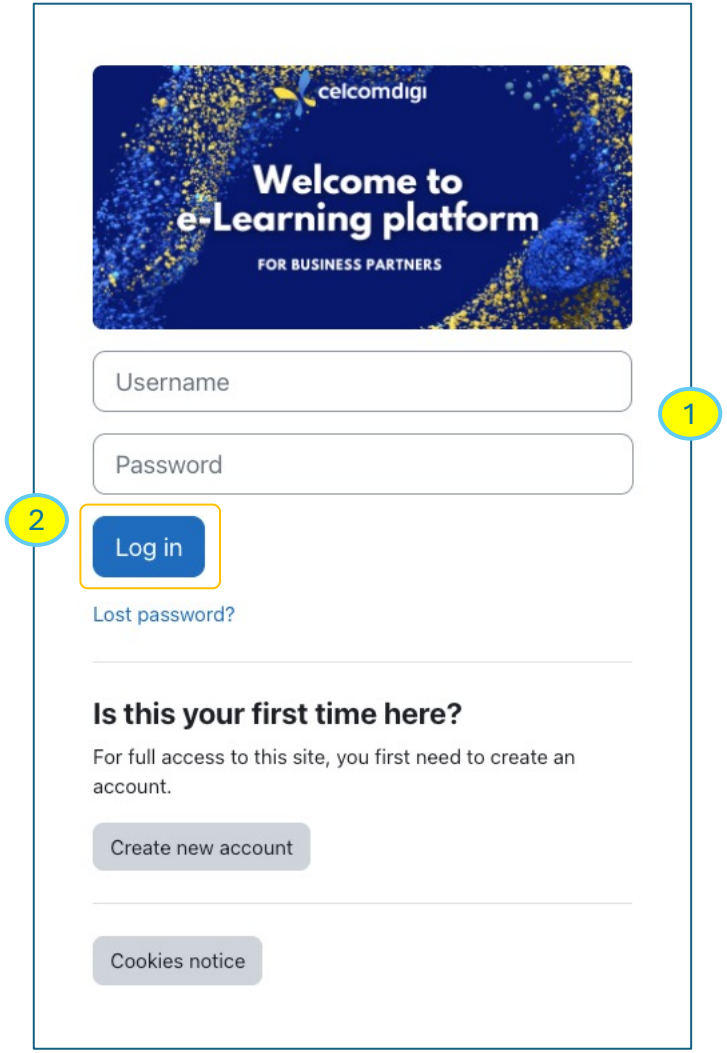
Steps:

16. Click on **Continue** to proceed

User account is successfully created.

User Login

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

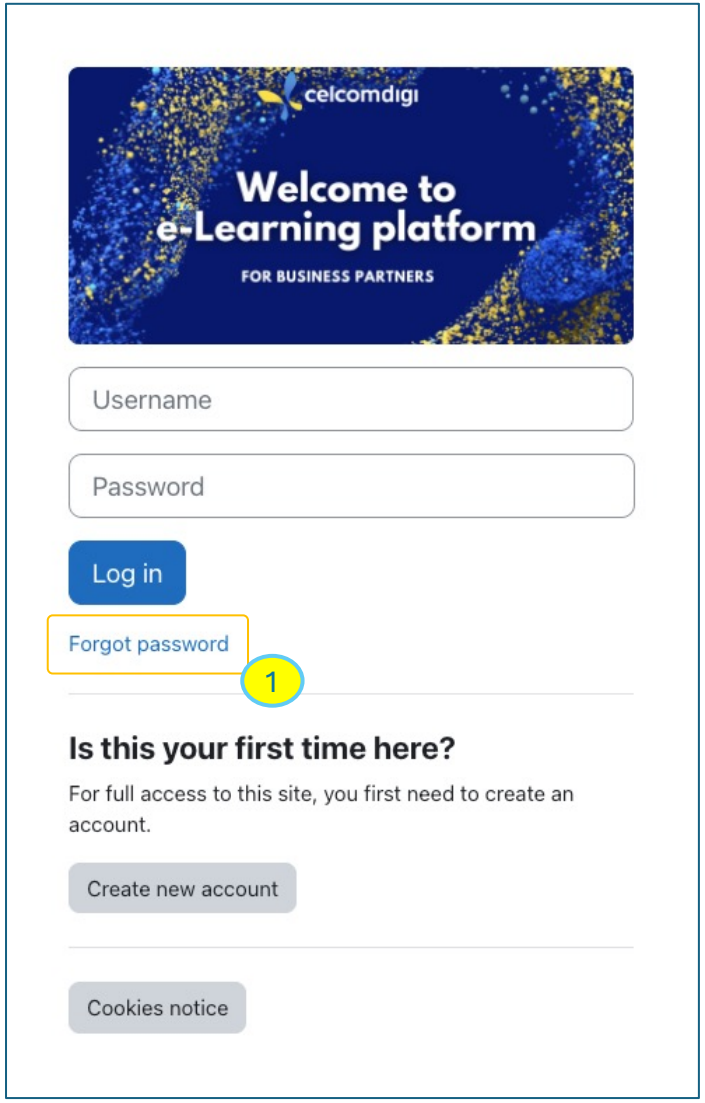


Steps:

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

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

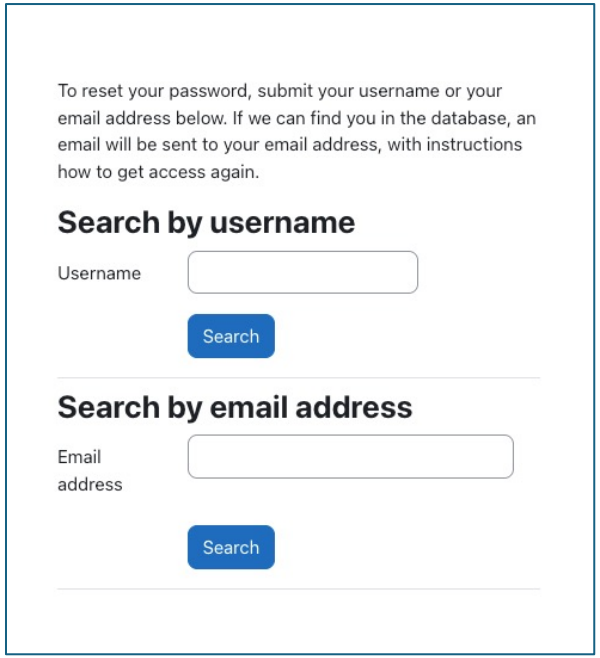
User Lost Password 1/2



Steps:

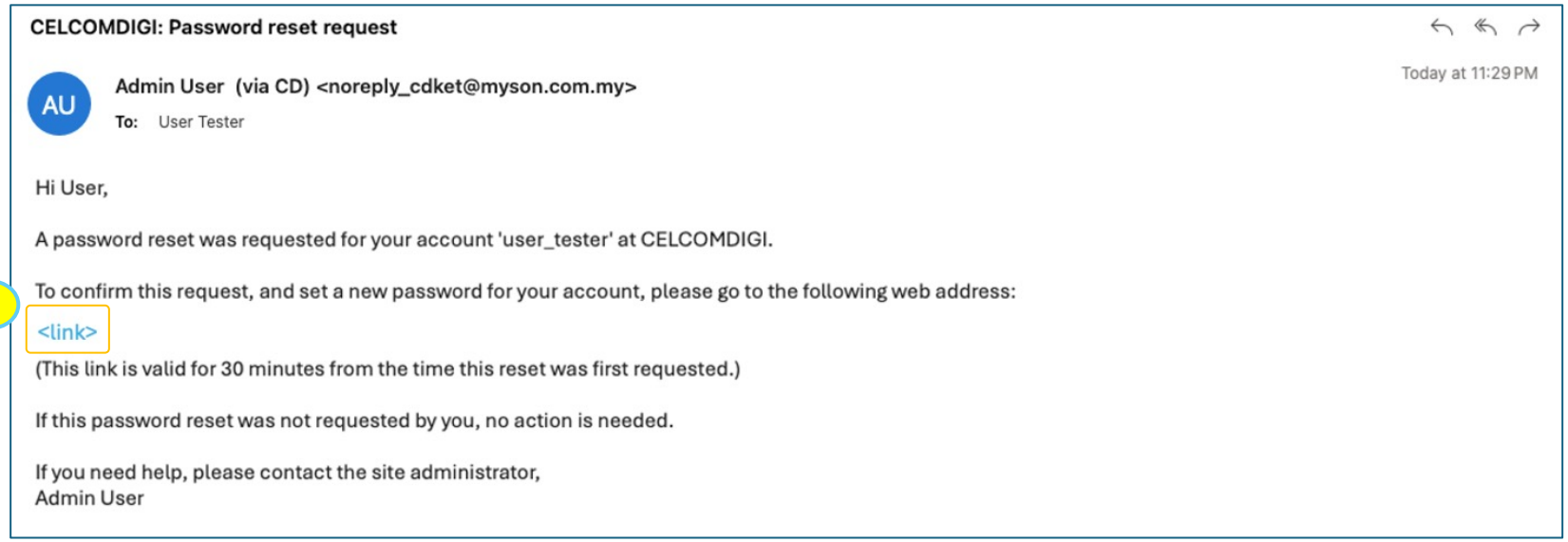
1. If user forgot their password, click on **Lost password?** on login page.

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.

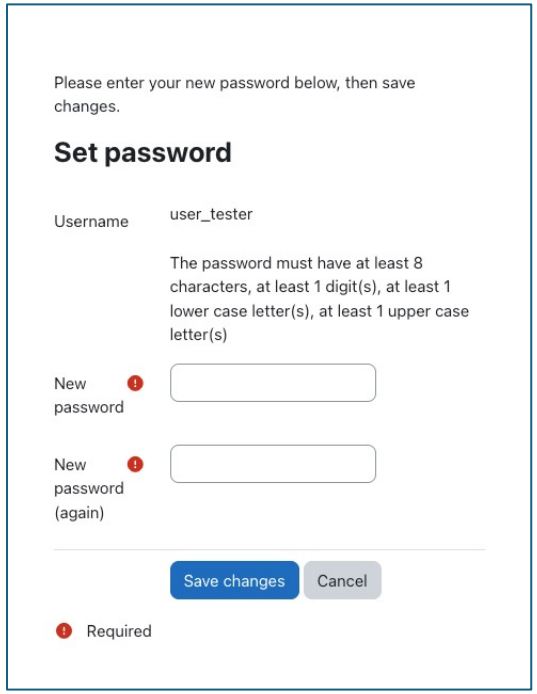
User Lost Password 2/2



Steps:

4. Click on link in the email sent.

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

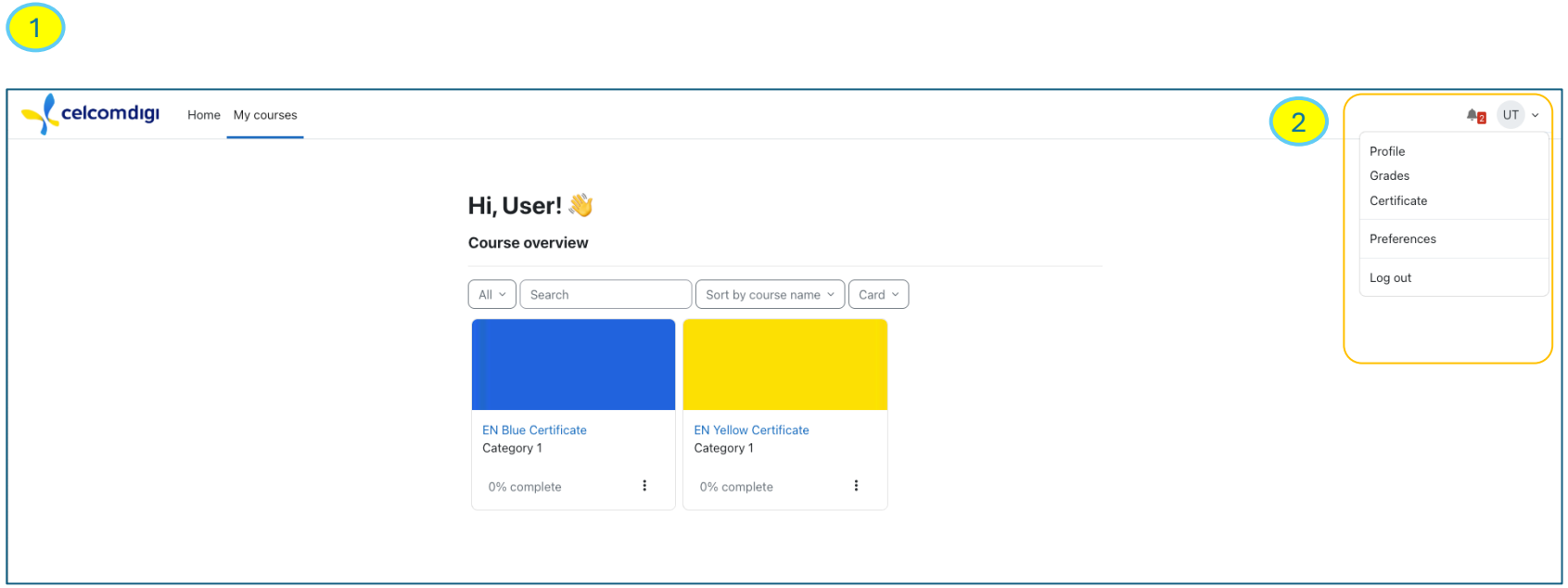


Profile Settings

- Change information
- Change language



Profile Settings – Change information 1/7



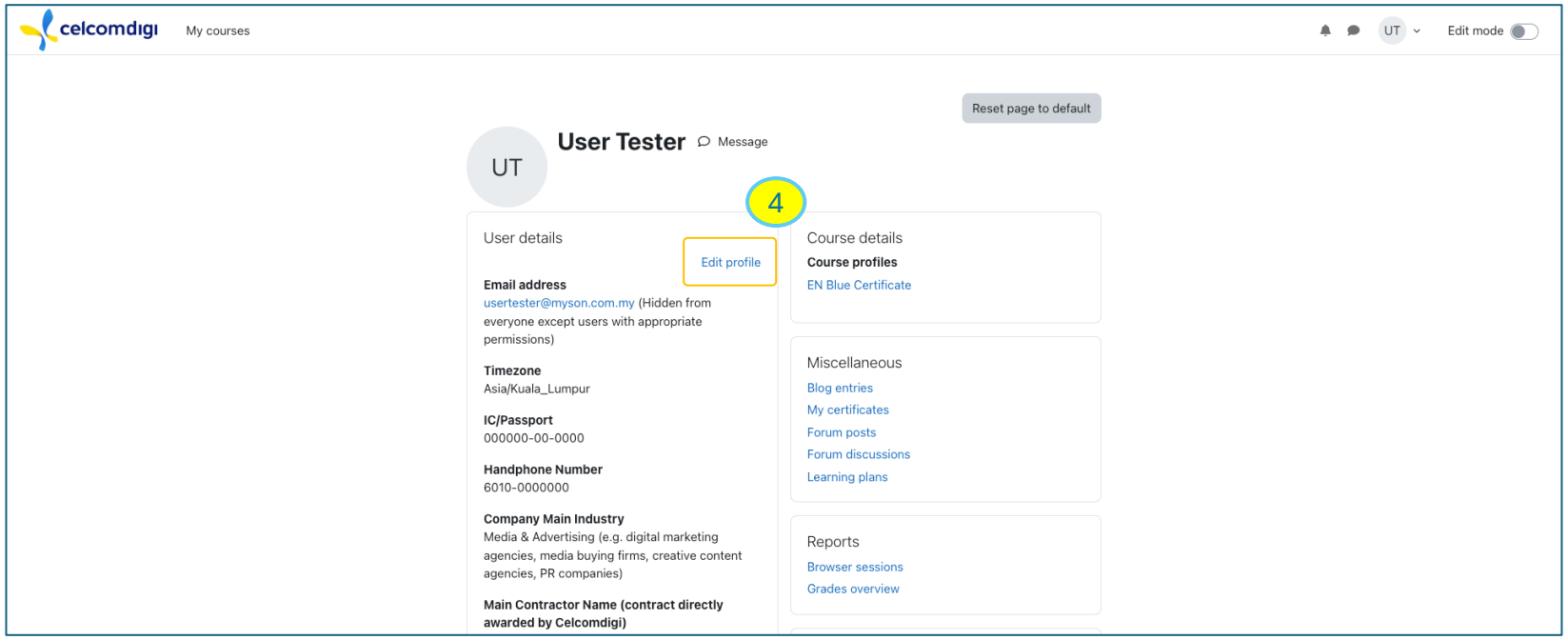
Steps:

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.

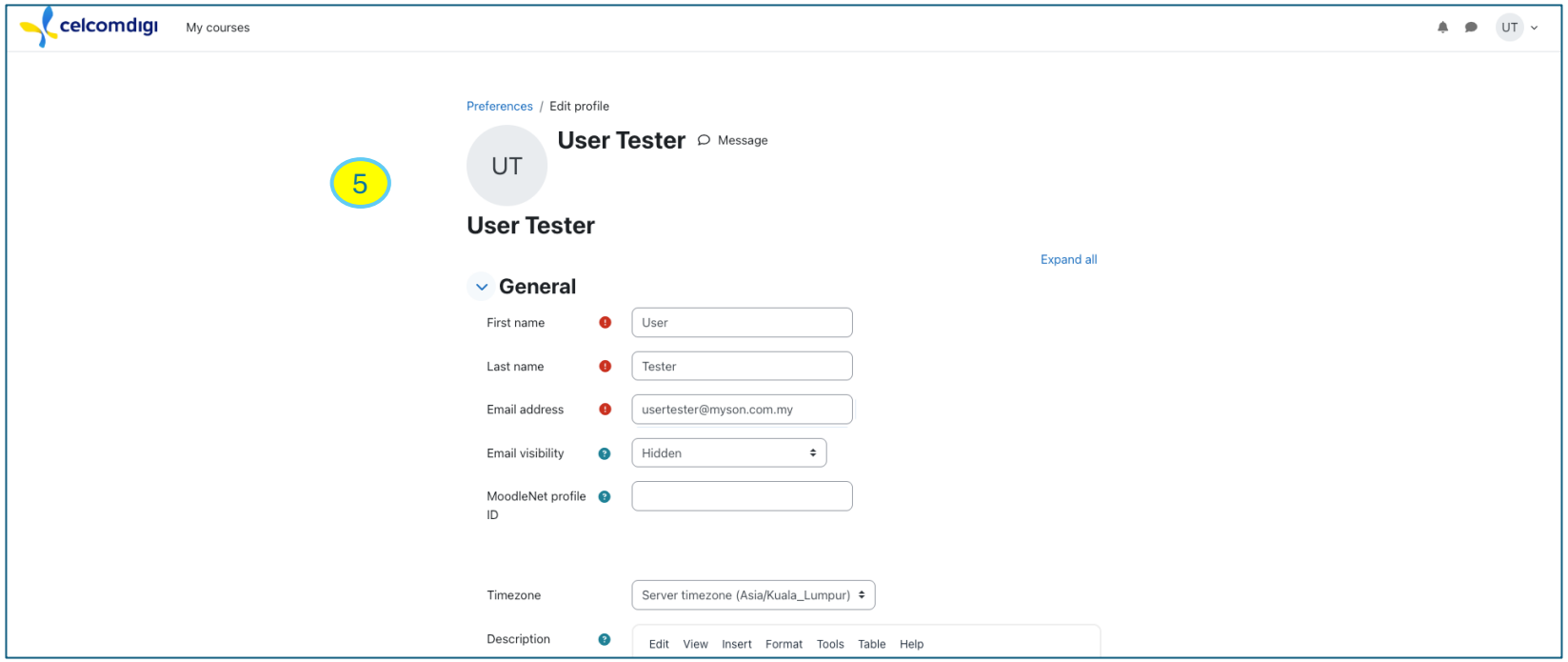
Profile Settings – Change information 2/7



Steps:

4. Click on **Edit profile**

Profile Settings – Change information 3/7

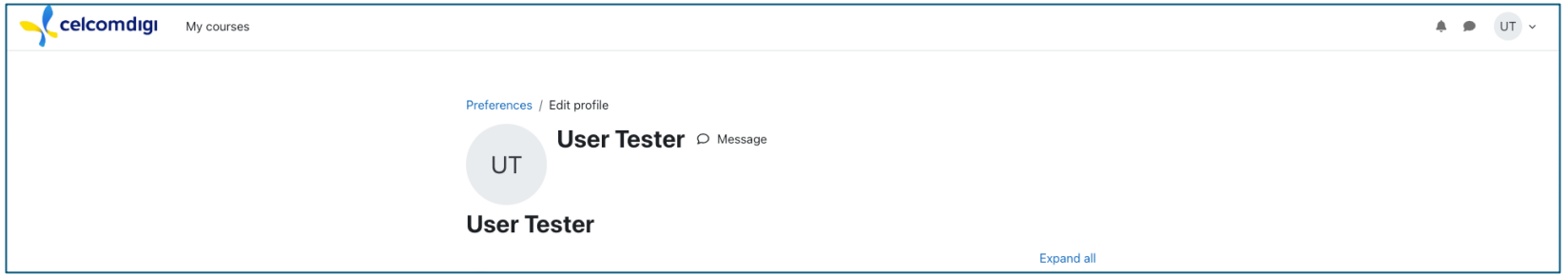


Steps:

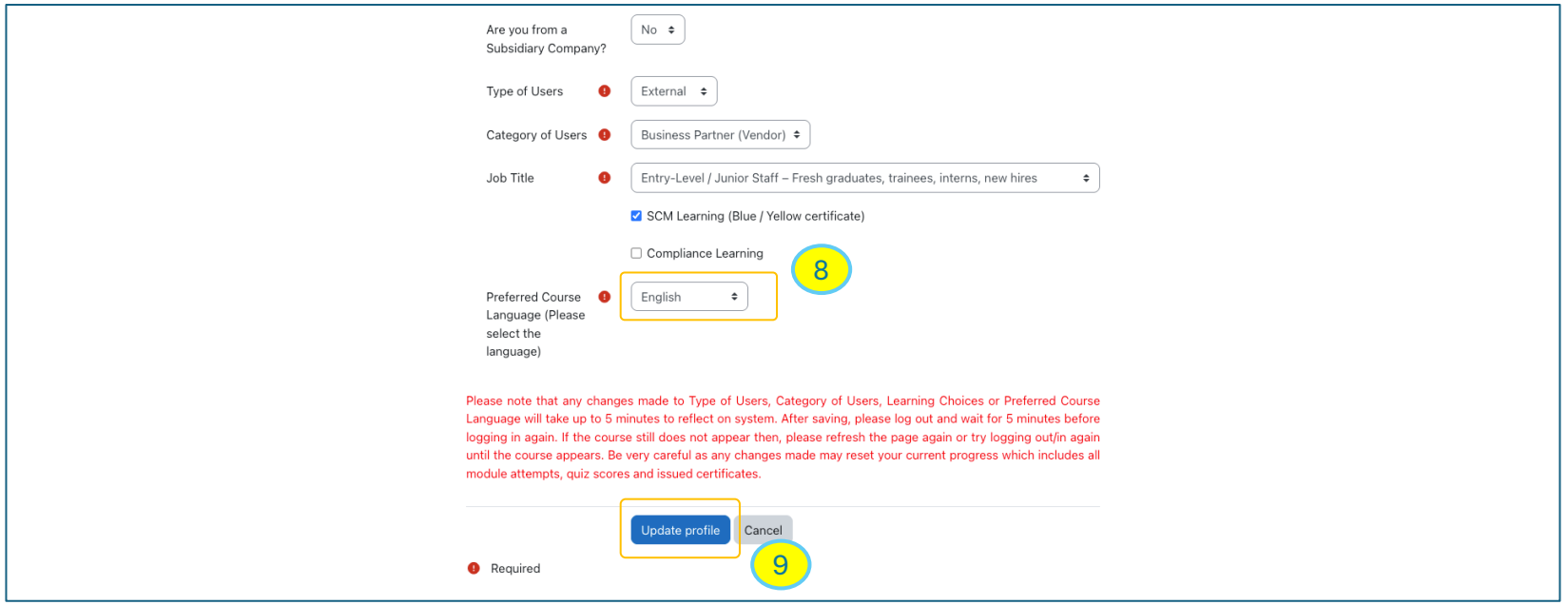
5. **Edit Profile** page will be displayed

6. Edit any profile field to change information

Profile Settings – Change language 4/7



scroll down 7



Steps:

7. To change language, go to **Edit Profile** and scroll down.

8. Select the Course Language from dropdown list to change.

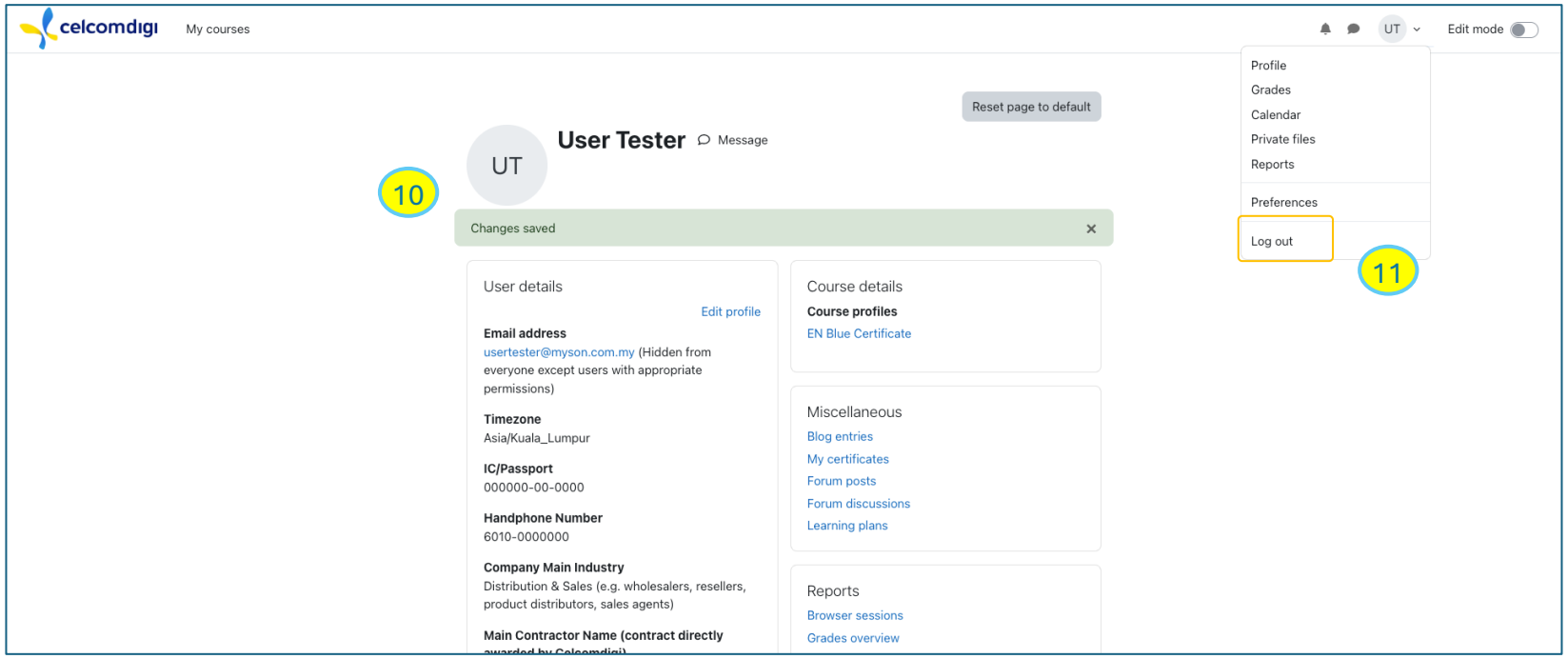
9. Click on **Update Profile** to save

Note: Any changes made to profile must be saved by clicking **Update Profile**.

Warning:

Any changes to Type of Users, Category of Users, Learning Choices or Preferred Course Language may reset your current course progress, do so carefully.

Profile Settings – Change language 5/7

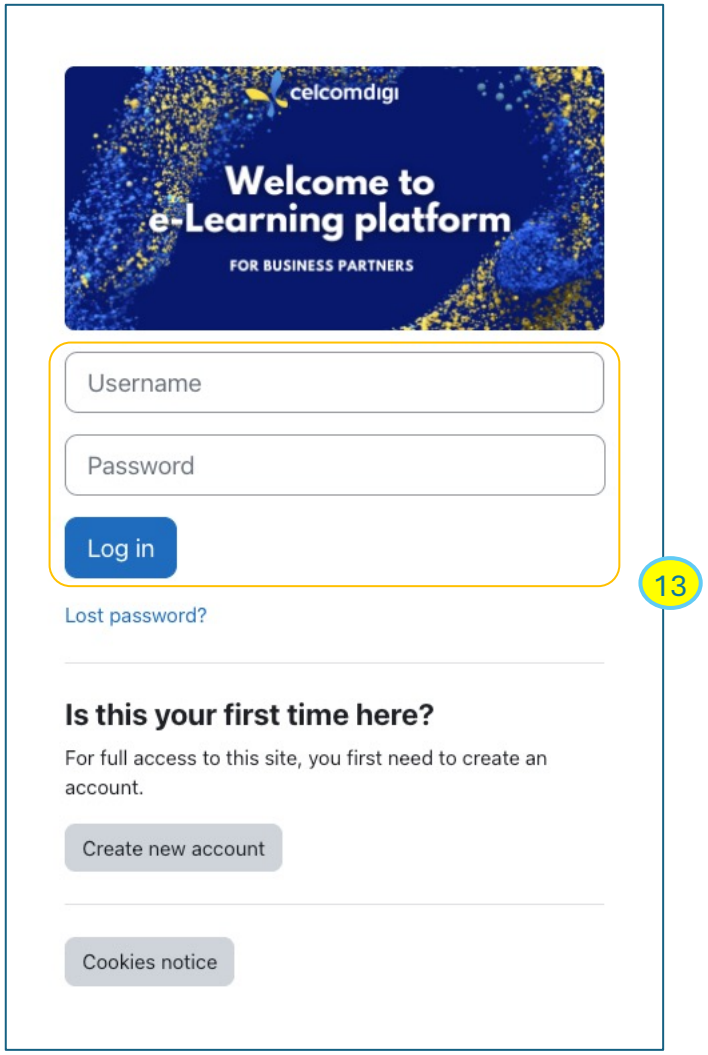


Steps:

10. Saved changes will be shown after saved.

11. Log out of the CD'KET.

Profile Settings – Change language 6/7

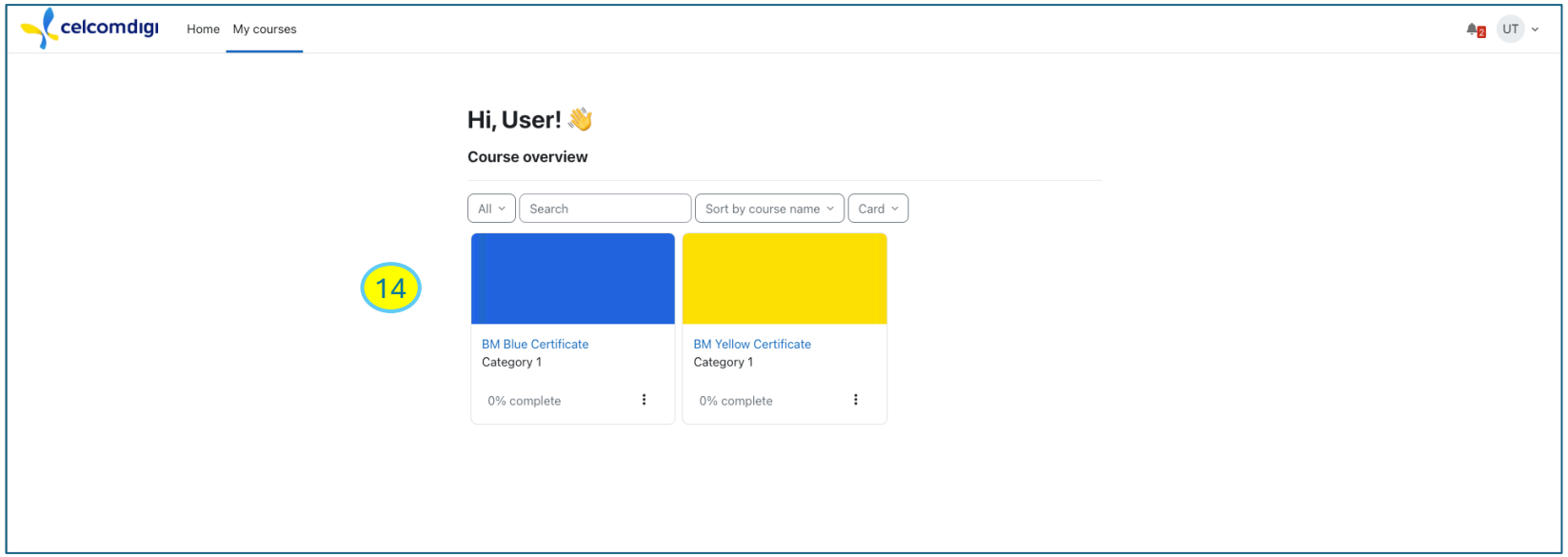


Steps:

12. Please wait for 5 minutes before logging in again.

13. After 5 minutes, log in with username and password.

Profile Settings – Change language 7/7



Steps:

14. The new correct course with selected language will be displayed

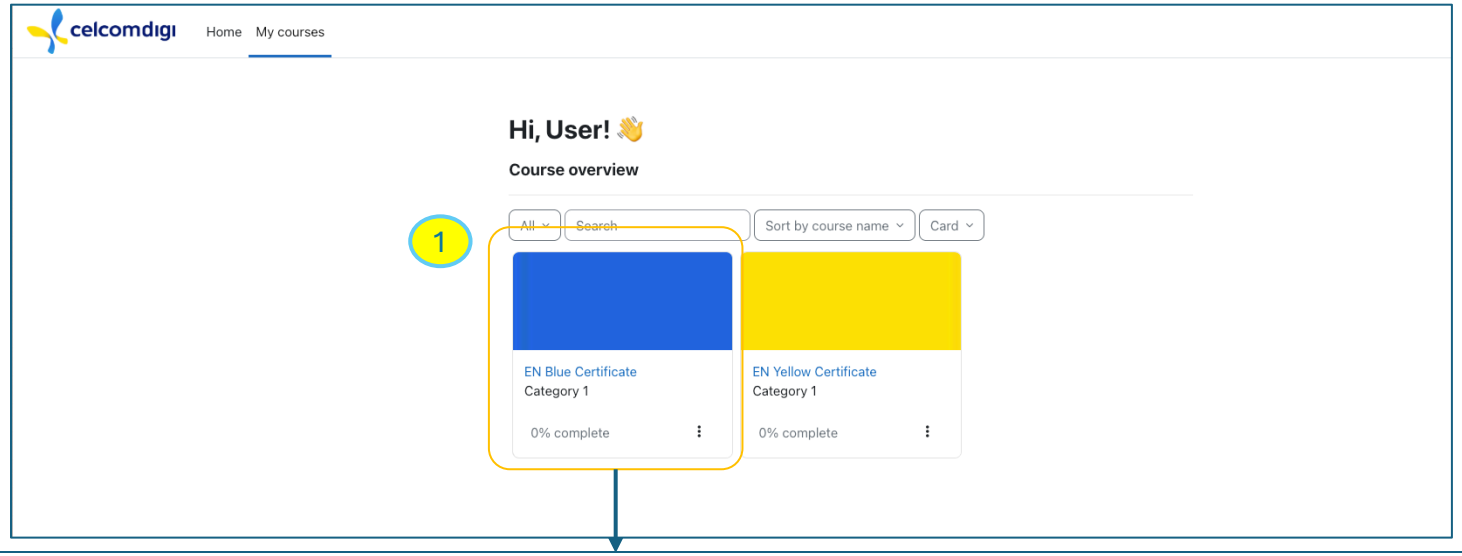
Note: If the course did not appear, please refresh the page or try logging out/in again until the course appears.

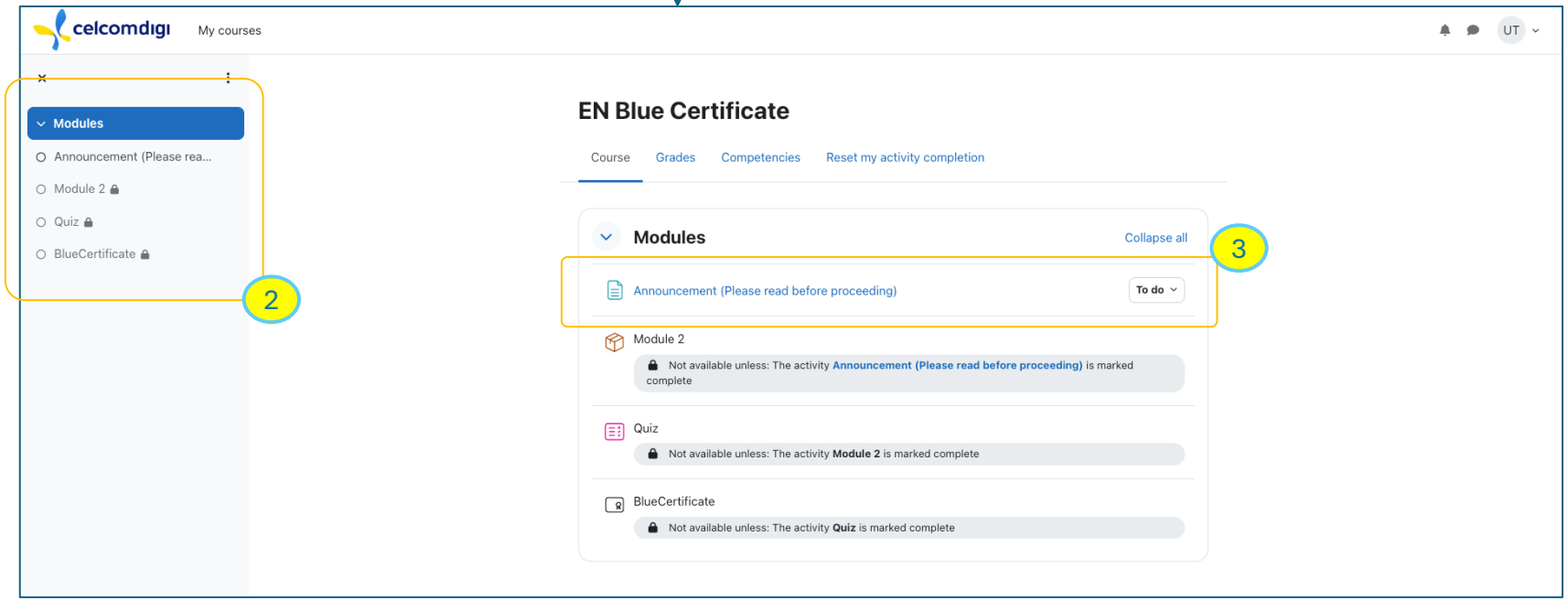
Course Guide (How-To)

- Course basics and navigation
- Module
- Quiz
- Certificate



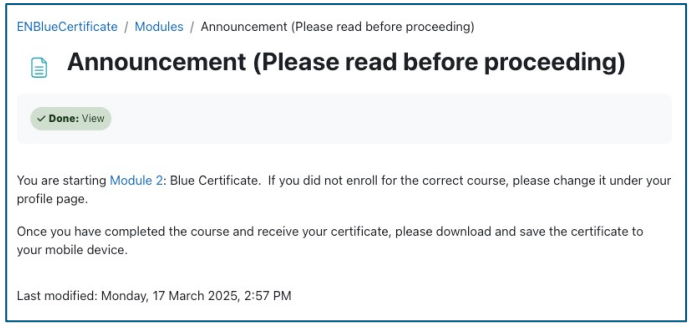
Course Guide – Basics and Navigation 1/12





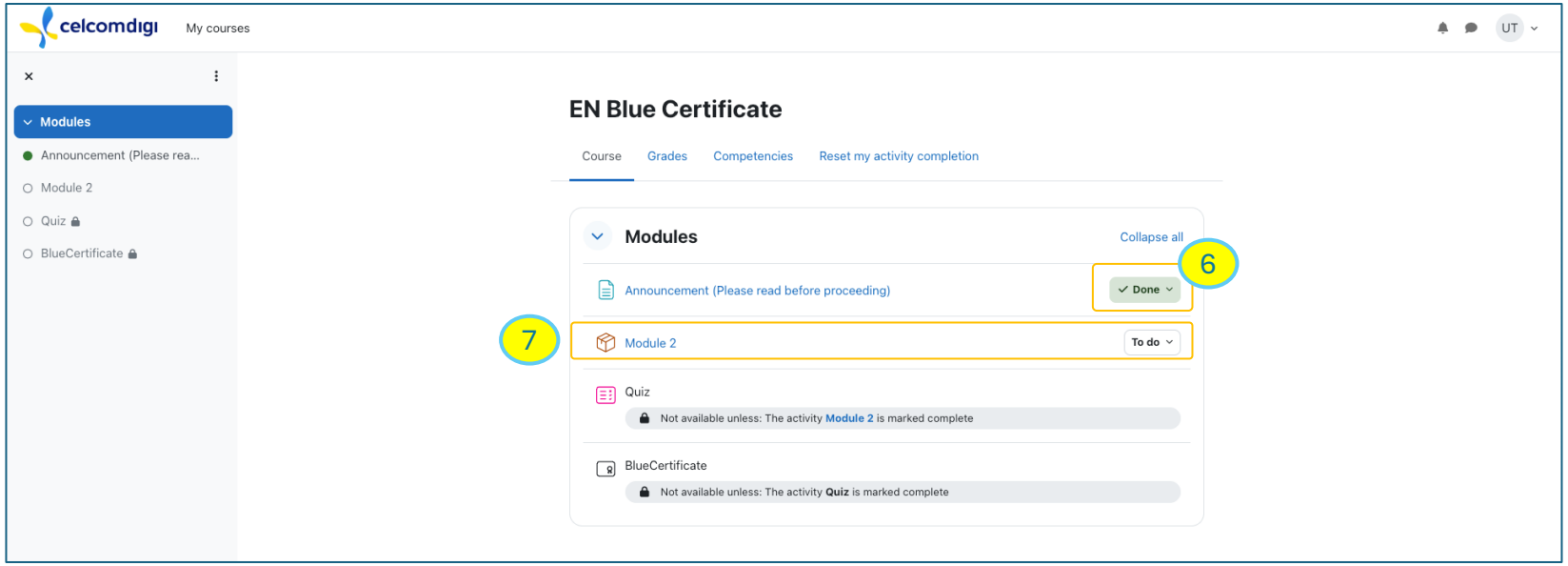
Steps:

1. Click on the course to enter
2. The left-side bar is a navigation bar.
3. Click on the activity to enter.
4. The activity will be opened as shown below:



5. To return, simply just click on the back button available on your browser.

Course Guide – Basics and Navigation 2/12

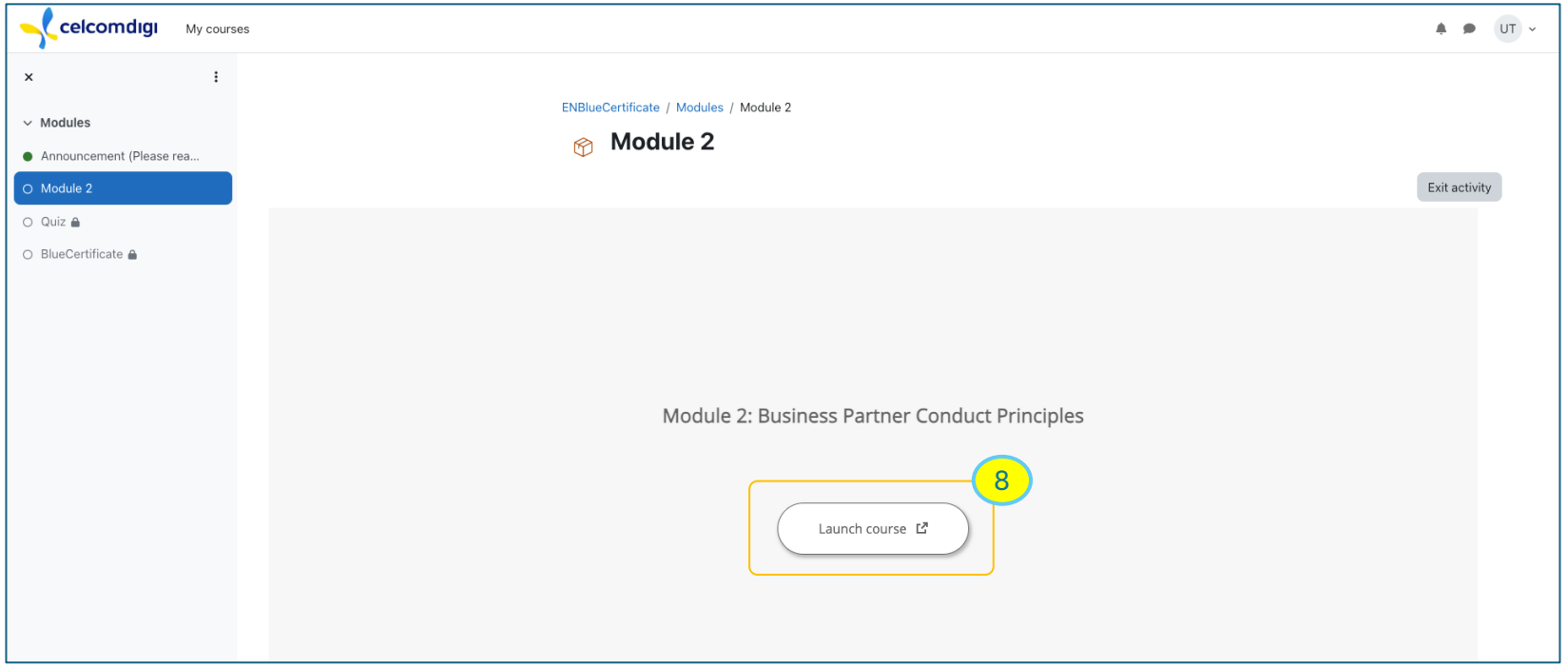


Steps:

6. Once activity is complete, it is shown as **Done**.

7. The next activity is opened once the previous activity is completed.

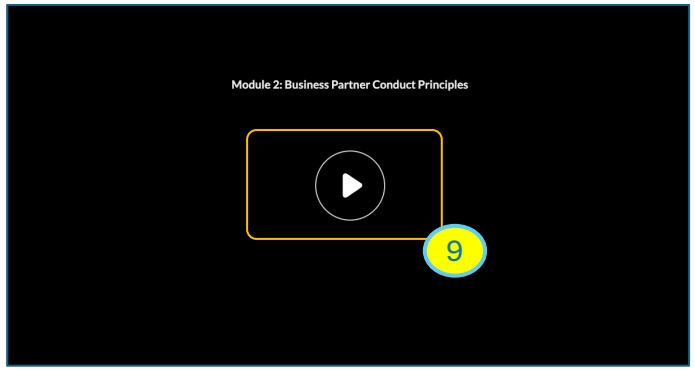
Course Guide – Module 3/12



Steps:

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

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



Course Guide – Module 4/12



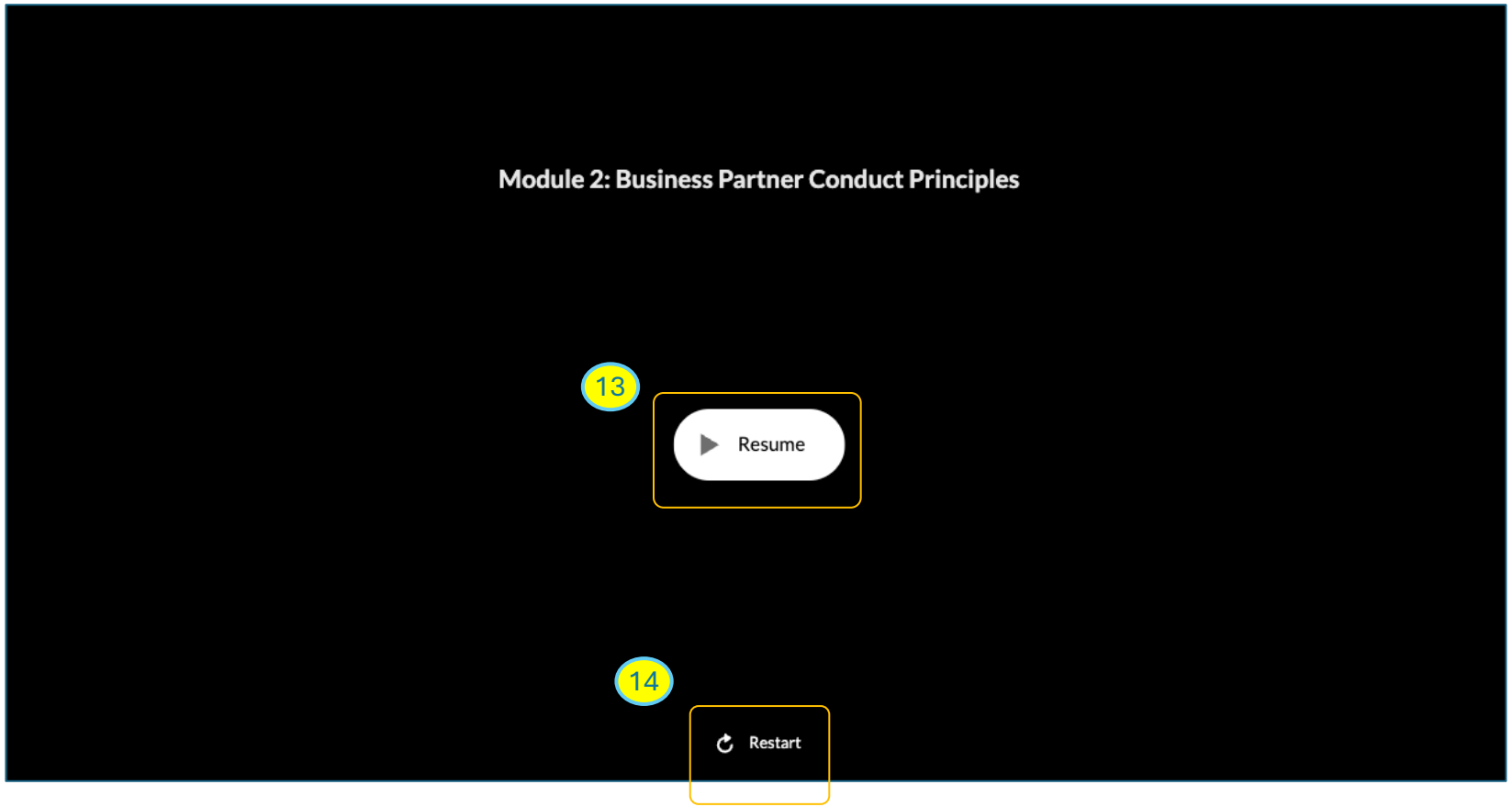
Steps:

These are the functions included in the module player:

10. Progress menu for navigation
11. Player buttons
12. Previous and Next for slide navigation

Note: The module will only be complete if you have gone through until the last slide.

Course Guide – Module 5/12

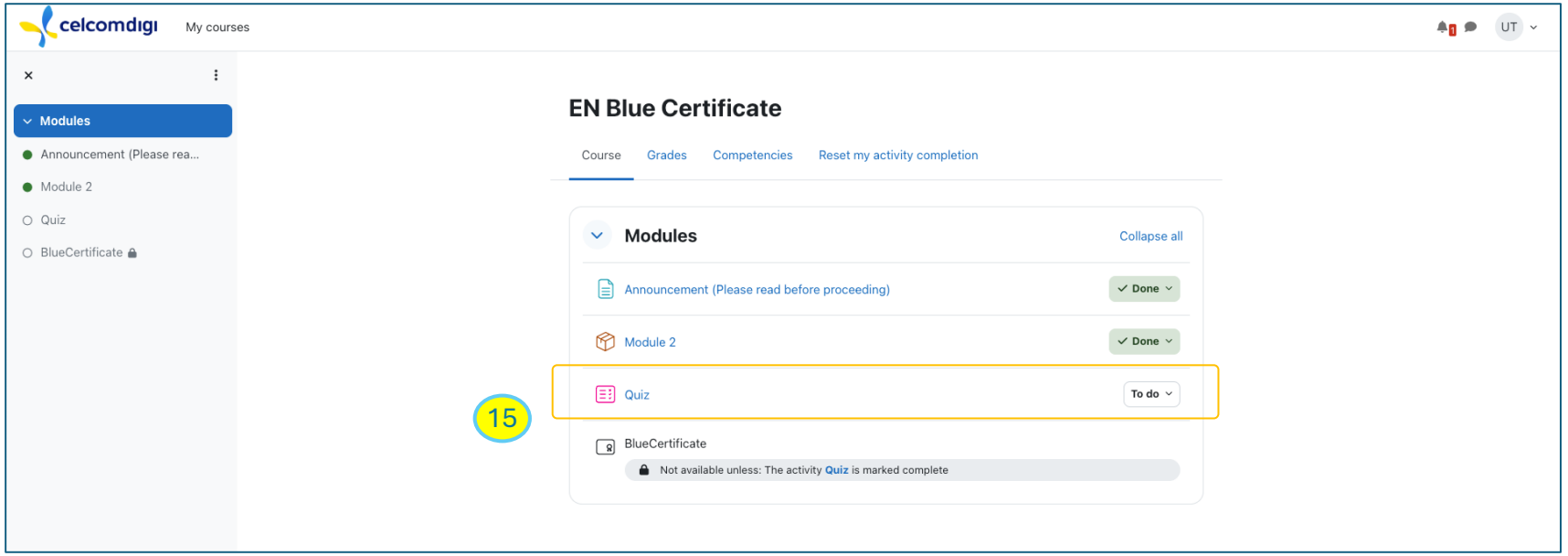


Steps:

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

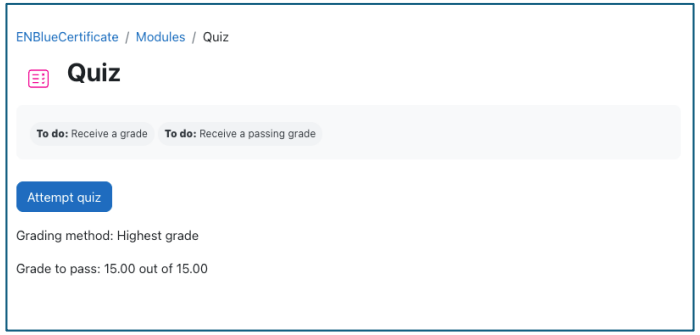
14. You can also restart the module. Be careful as choosing this will restart module from beginning.

Course Guide – Quiz 6/12



Steps:

15. Click on **Quiz** to enter. Quiz will open like below:

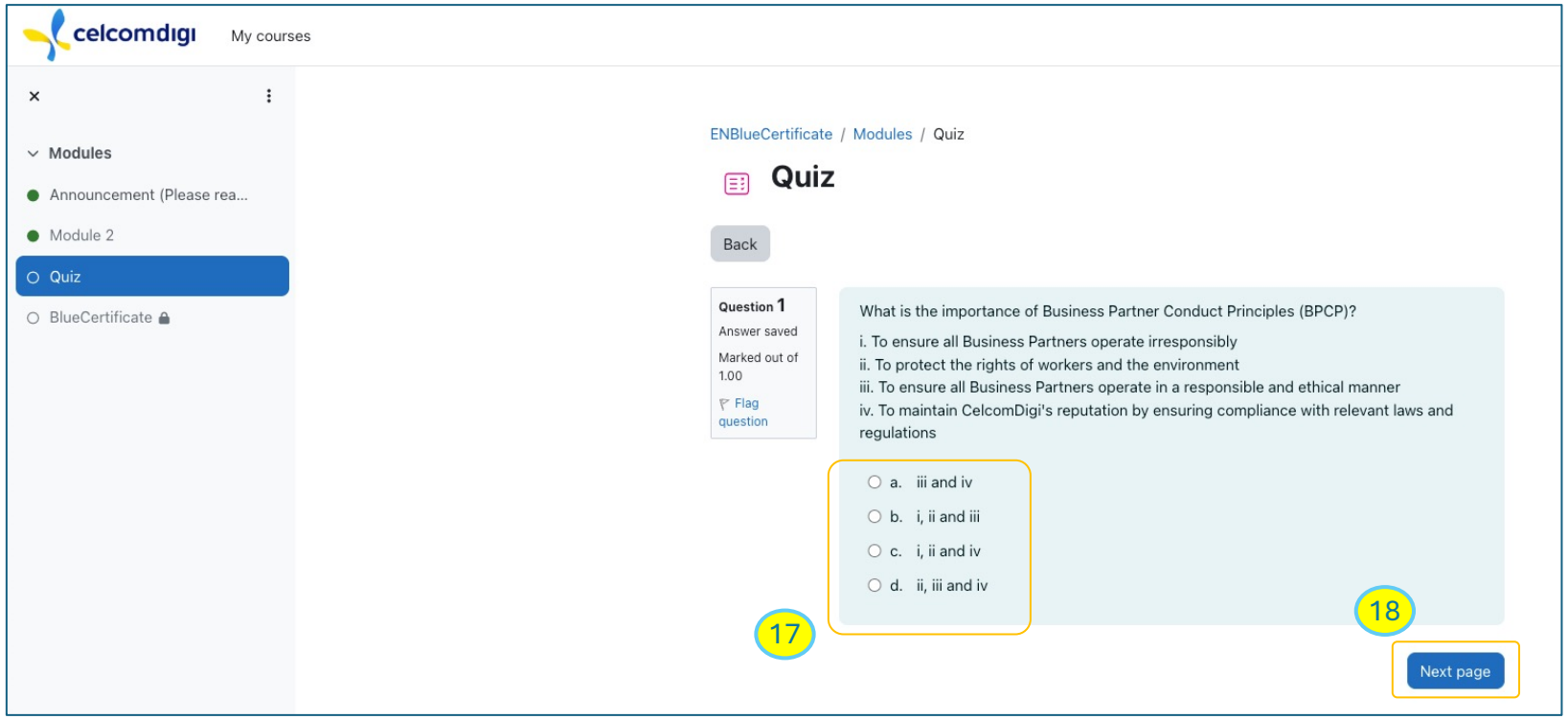


16. Click on **Attempt Quiz** to take the quiz.

Quiz rules:

- You must answer 15 out of 15 questions correct to complete this quiz.
- No time limit for the quiz
- Unlimited attempts on the quiz

Course Guide – Quiz 7/12

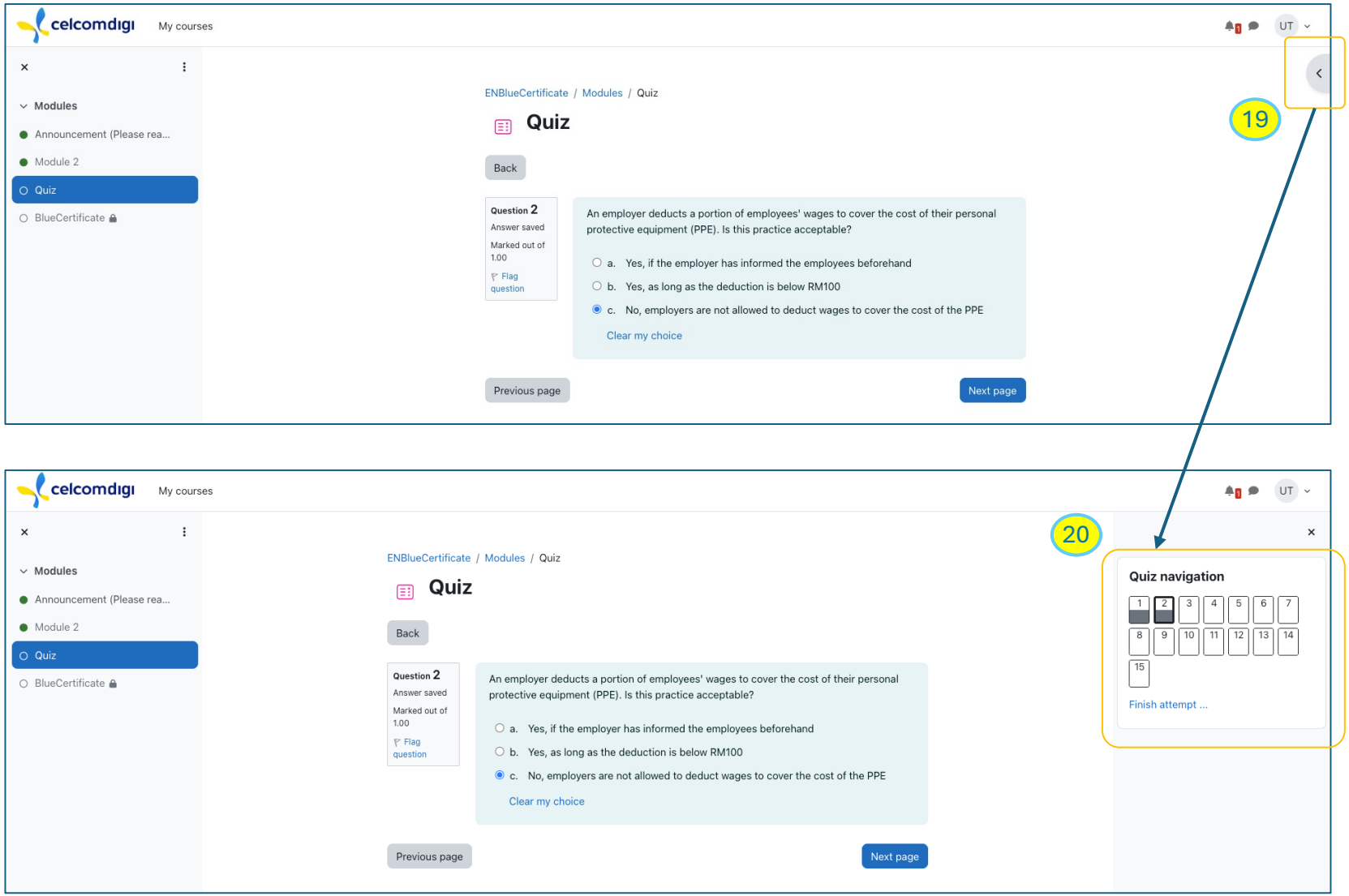


Steps:

17. Tick on the checkmark to select the answer.

18. Click on **Next page** to move to the next question.

Course Guide – Quiz 8/12

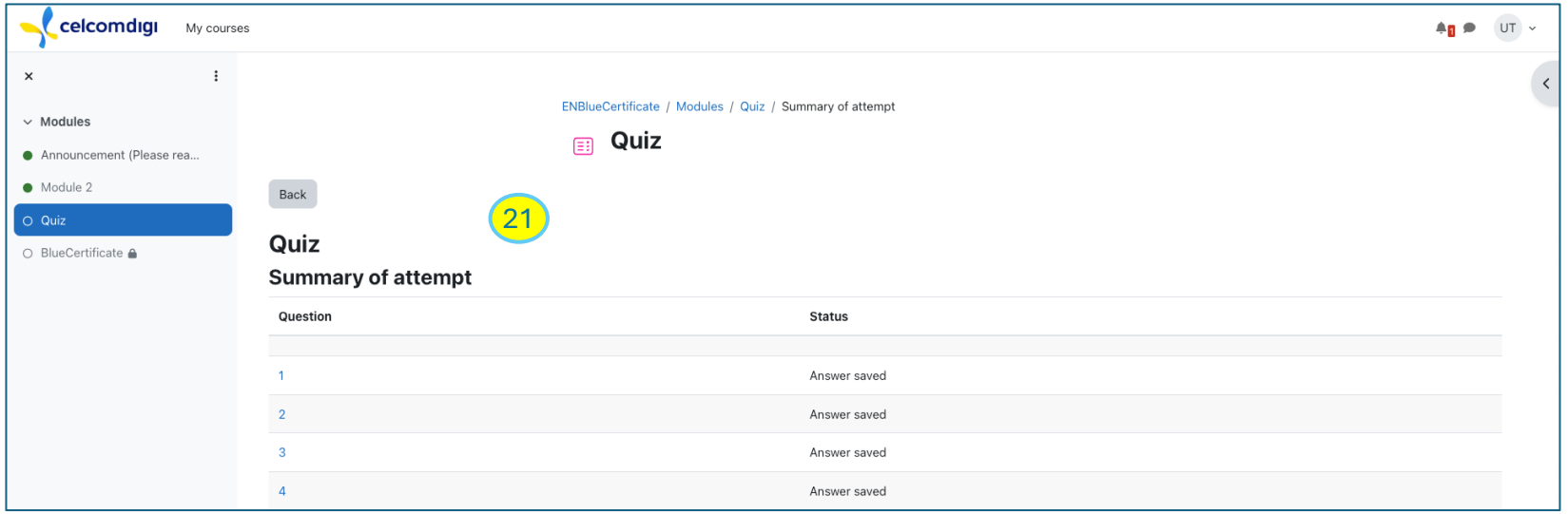


Steps:

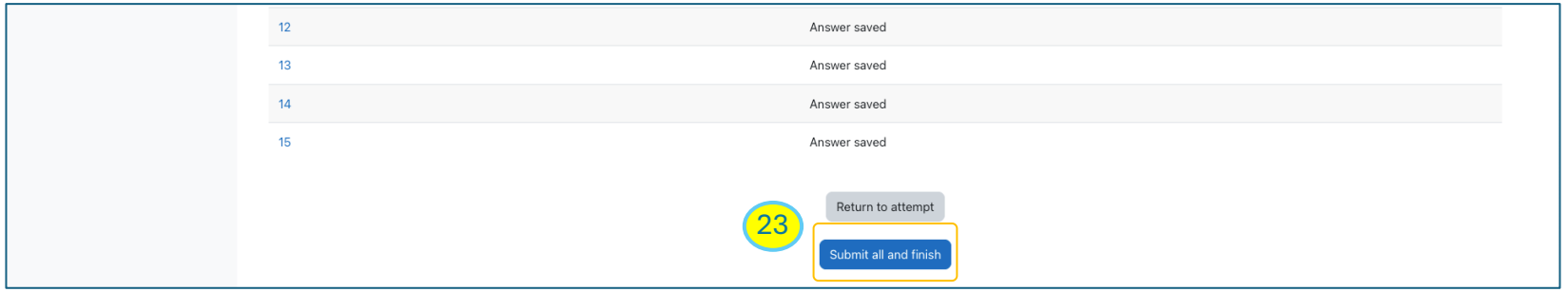
19. To navigate between questions, click on the icon on the right side.

20. Quiz navigation will be displayed. Click on any of the question numbers to move to that question. Clicking **Finish attempt** will bring you to Quiz Summary page.

Course Guide – Quiz 9/12







Steps:

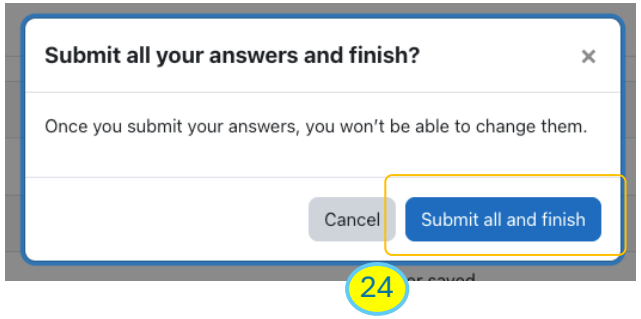
21. After answer all questions, quiz summary will be shown.

Note: Here you can verify if you have attempted all the questions.

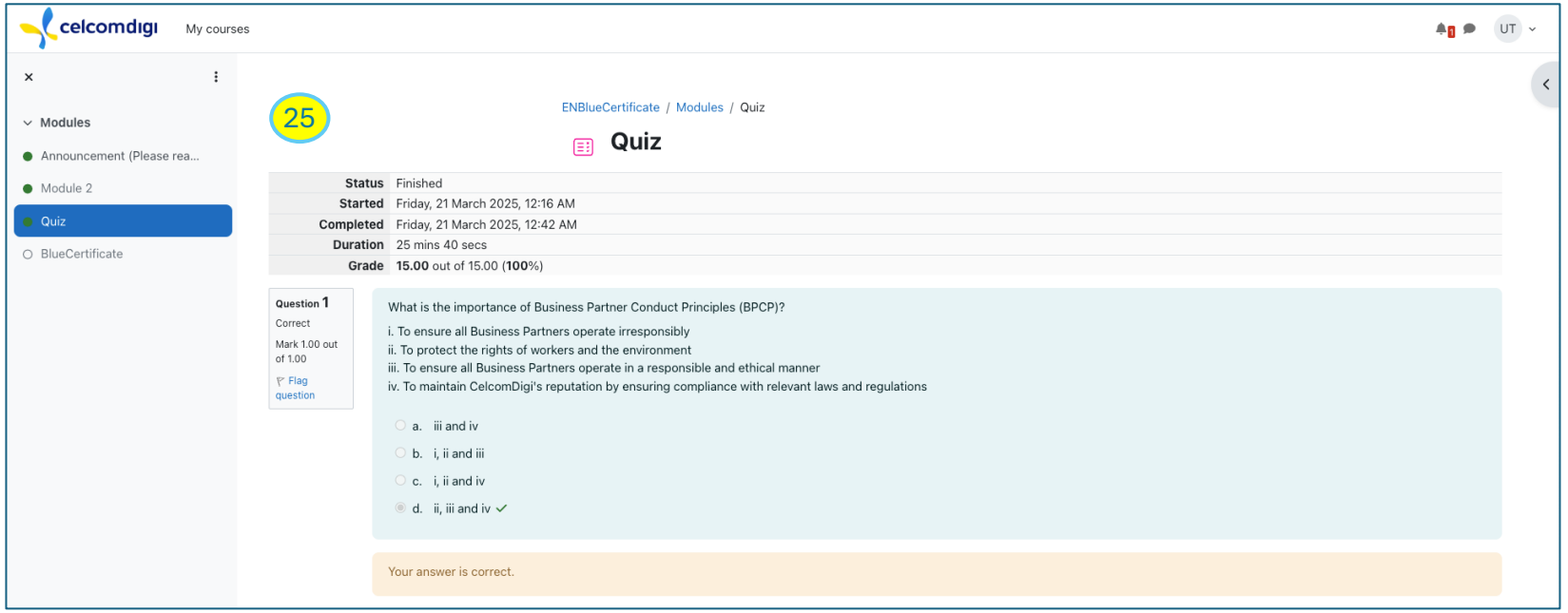
22. Scroll down to bottom

23. Click on **Submit all and finish** to end the quiz.

24. Click on **Submit all and finish** to confirm like below:



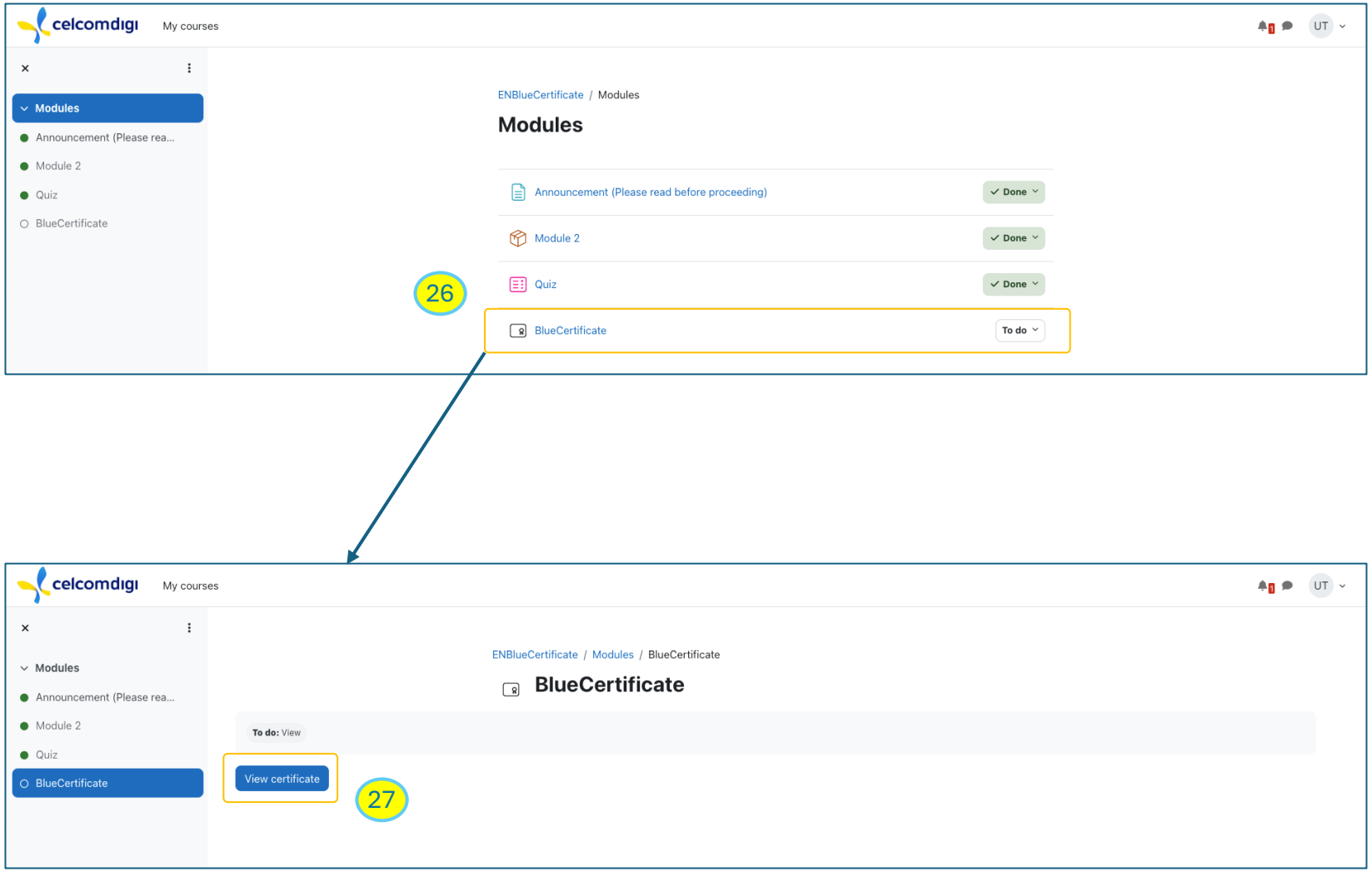
Course Guide – Quiz 10/12



Steps:

25. Quiz marks will be shown. Here you can review your attempts for the quiz.

Course Guide – Certificate 11/12



Steps:

26. Click on **Blue Certificate** to enter

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

Course Guide – Certificate 12/12

28



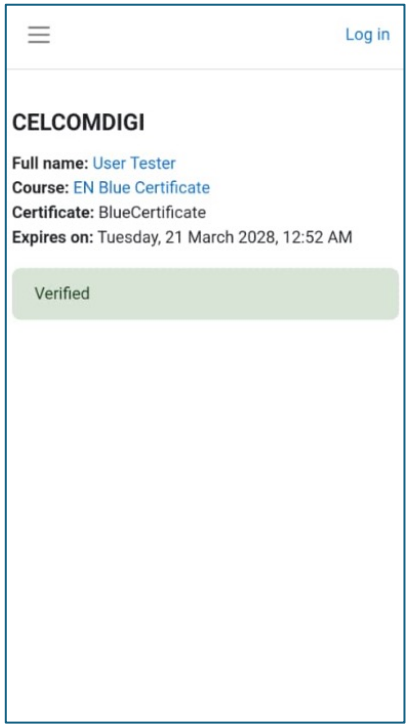
29

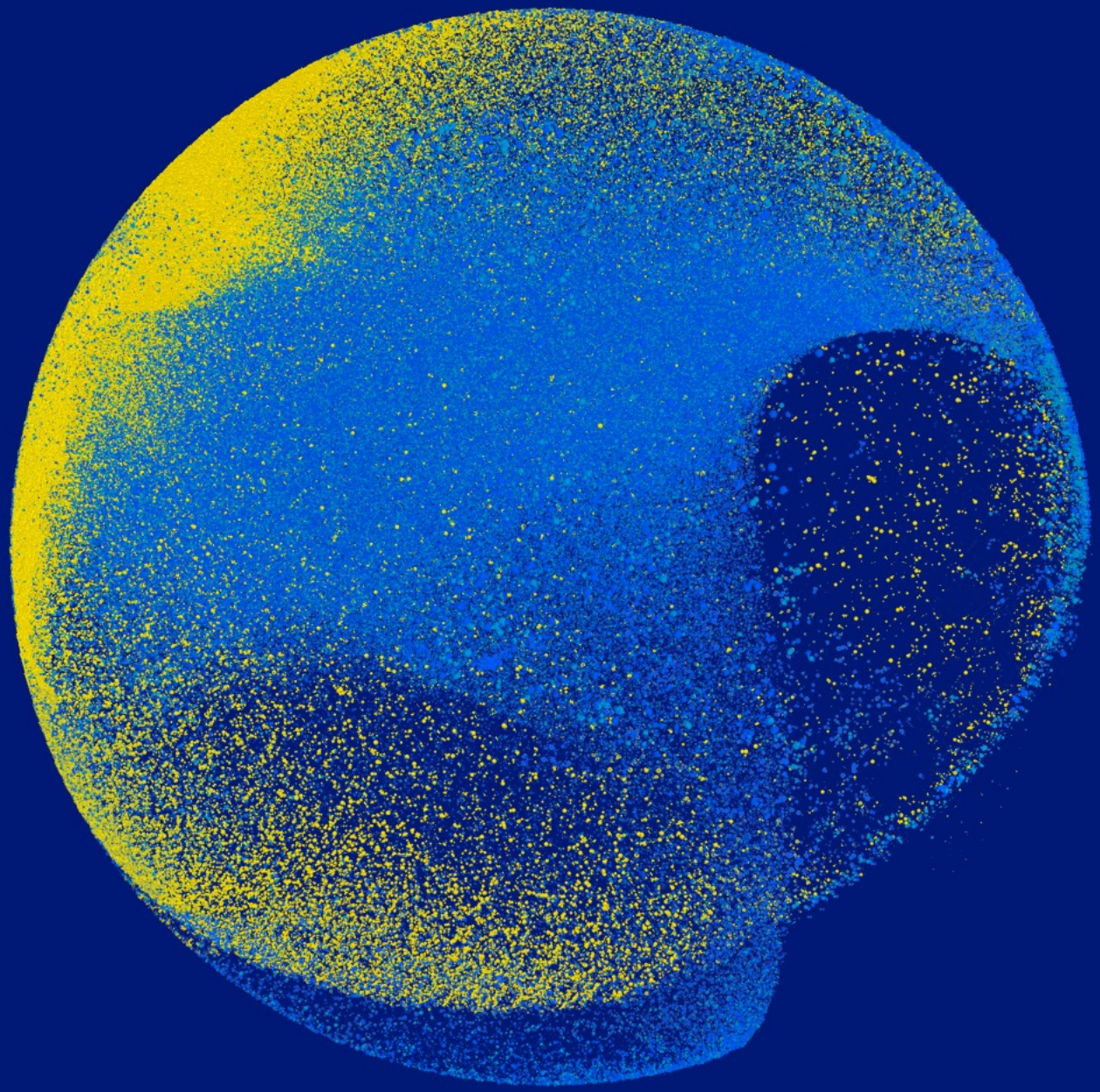
Steps:

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

29. Scan the QR code with your device to verify the certificate.

30. If certificate is valid, it will show verified like below:





Thank you

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