



POLICY ADMINISTRATION SYSTEM TRAINING

ALPHA E-LEARNING

Digital training is the way of the future and Alpha Insure E-learning is our customised training platform, which will upskill and advance your knowledge regarding Alpha Insure's systems and product specific training.

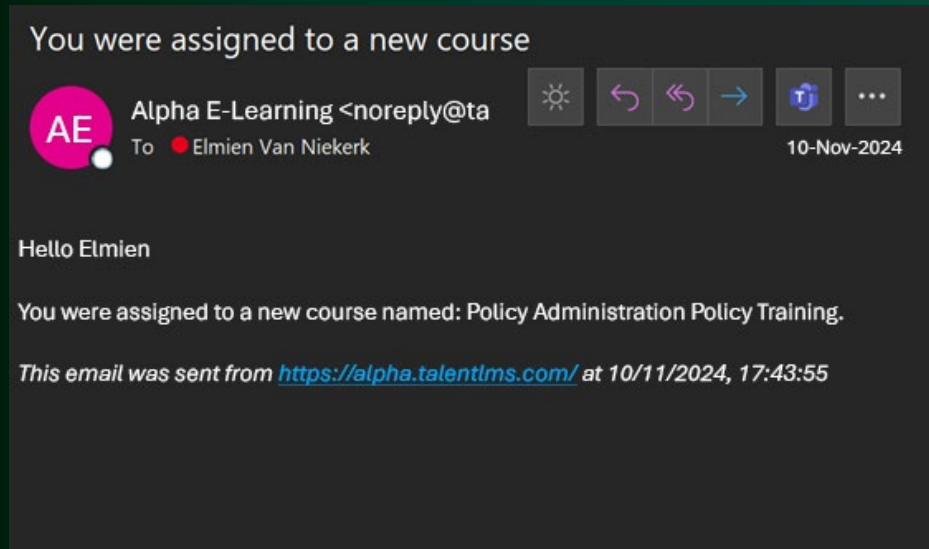
Through using Alpha Insure's E-learning platform, you are empowered to be more productive and efficient, leading to the high-calibre service you are familiar with.



ALPHA
INSURE

Accessing Alpha Insure E-learning

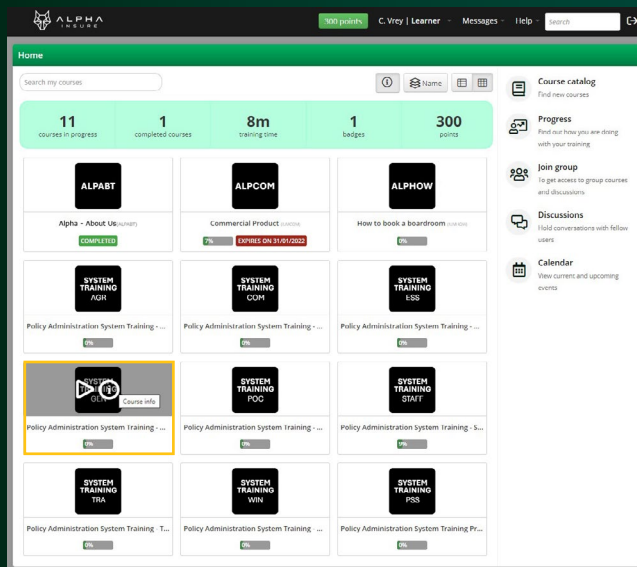
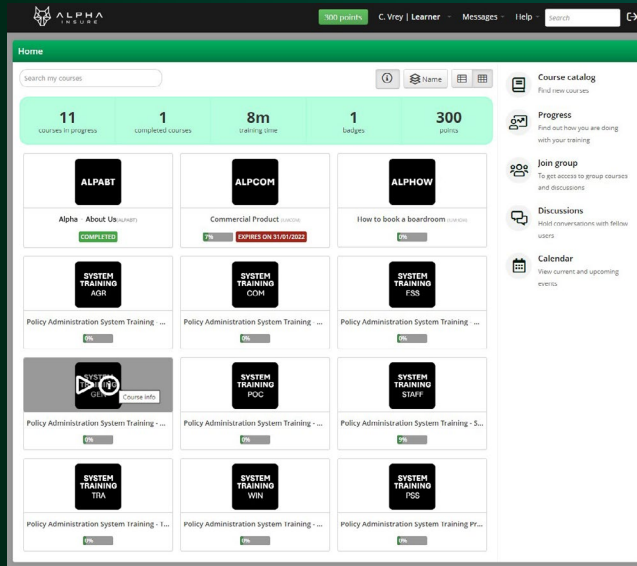
To access the Alpha Insure E-learning portal, you will receive an email from Alpha Insure E-learning to notify you, that you have been assigned to a new course(s). Within the email content there will be a link, by clicking on the link, you will be directed to the Alpha Insure E-learning home page.





Navigating your Alpha Insure E-learning home page

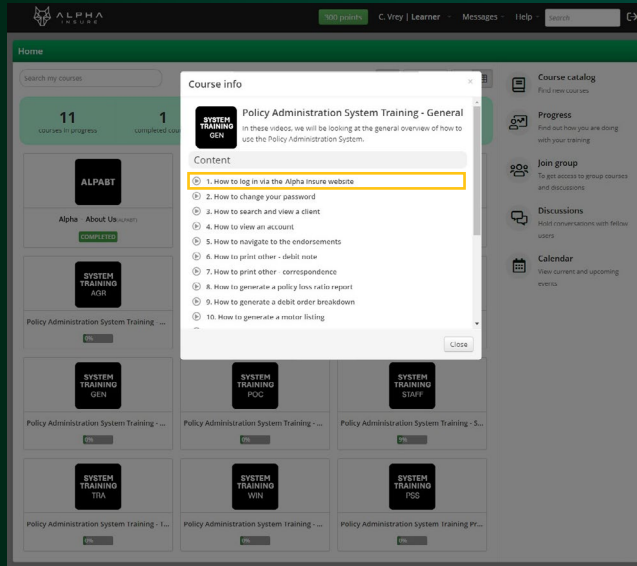
Step 1

You will only see the course(s) that you are enrolled for.



By hovering over the icon, you will have the choice to start with the videos directly or view the list of videos in the course information.

-  Play video
-  Course information



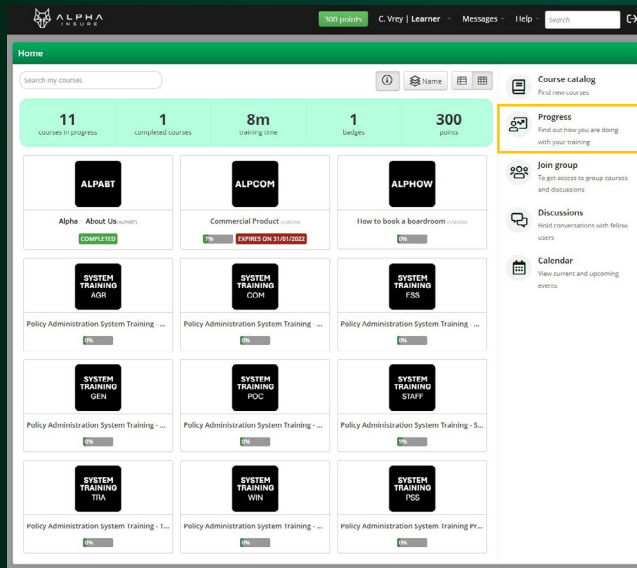
Step 2

If you only want to see a specific video in the course you can choose the video from the course information menu.



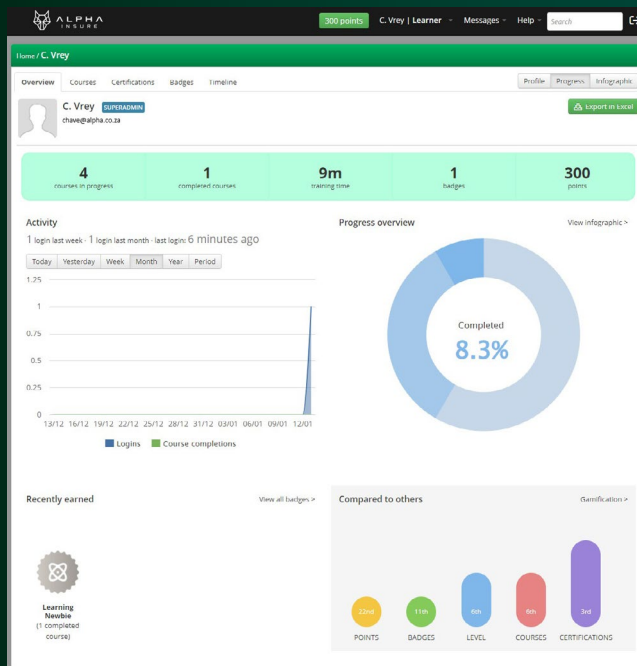
Step 3

When you have selected the video you want to watch, the following screen will appear. When the video is completed, select the “complete and continue” button to continue to the next video. If you do not want to watch the next video but want to select a different video, select the drop-down menu on right hand top corner to select a specific video.



Step 4

If you want to see your progress, you can select the progress button. By selecting the progress button, you will see the percentage of courses completed, badges and certificates received.



The more courses you do the higher your percentage will be, and you will receive more badges and certificates.



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