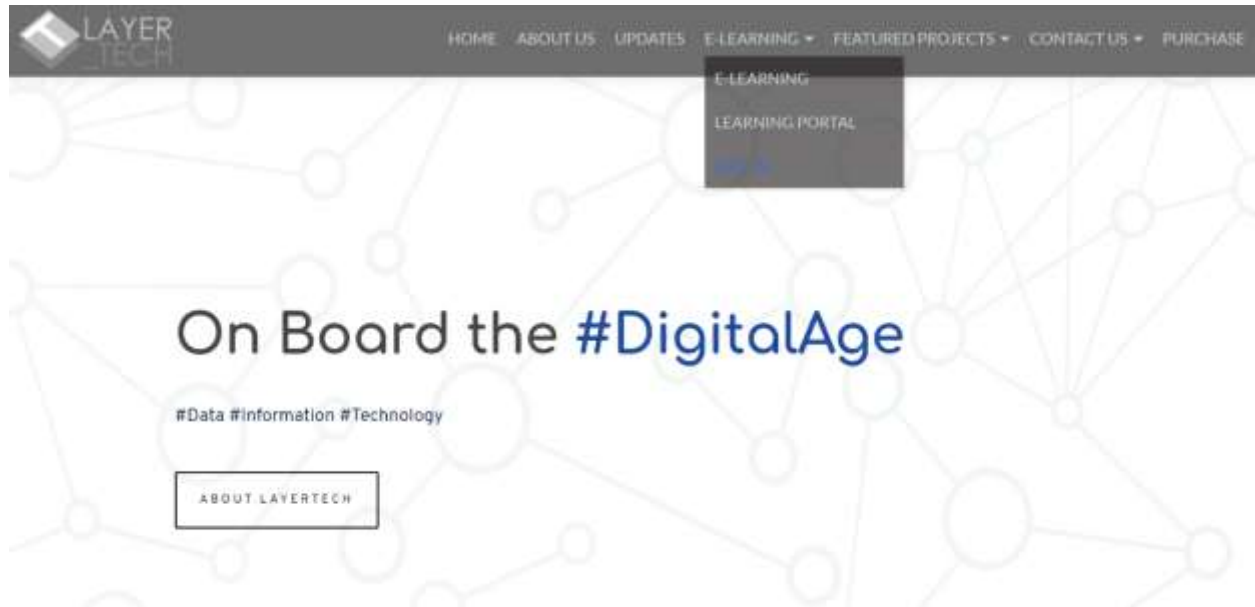


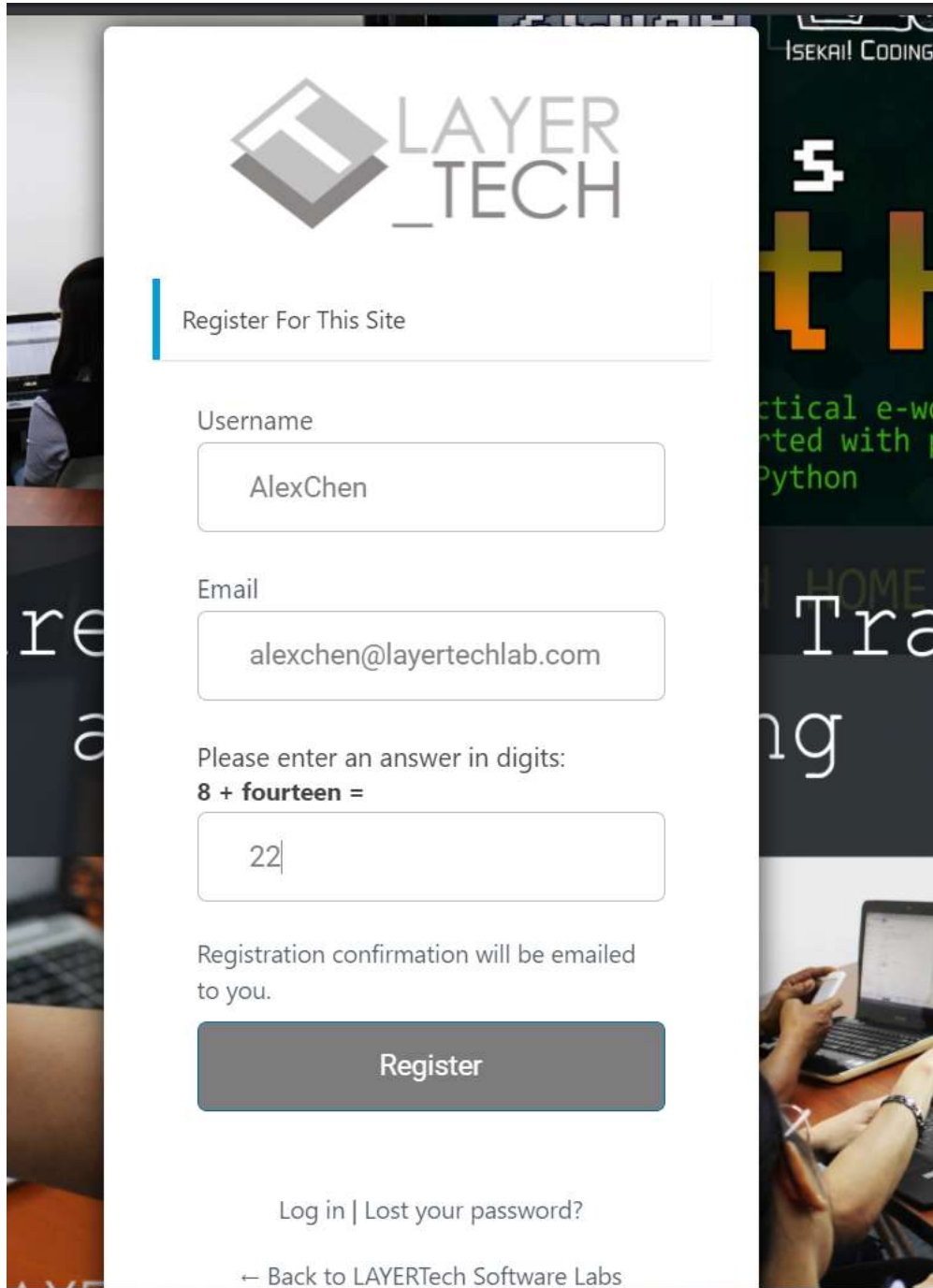
## PART 1 - REGISTERING FOR A NEW ACCOUNT/LOG-IN



Go to [www.LAYERTECHLAB.com](http://www.LAYERTECHLAB.com) and go to “LOG IN”



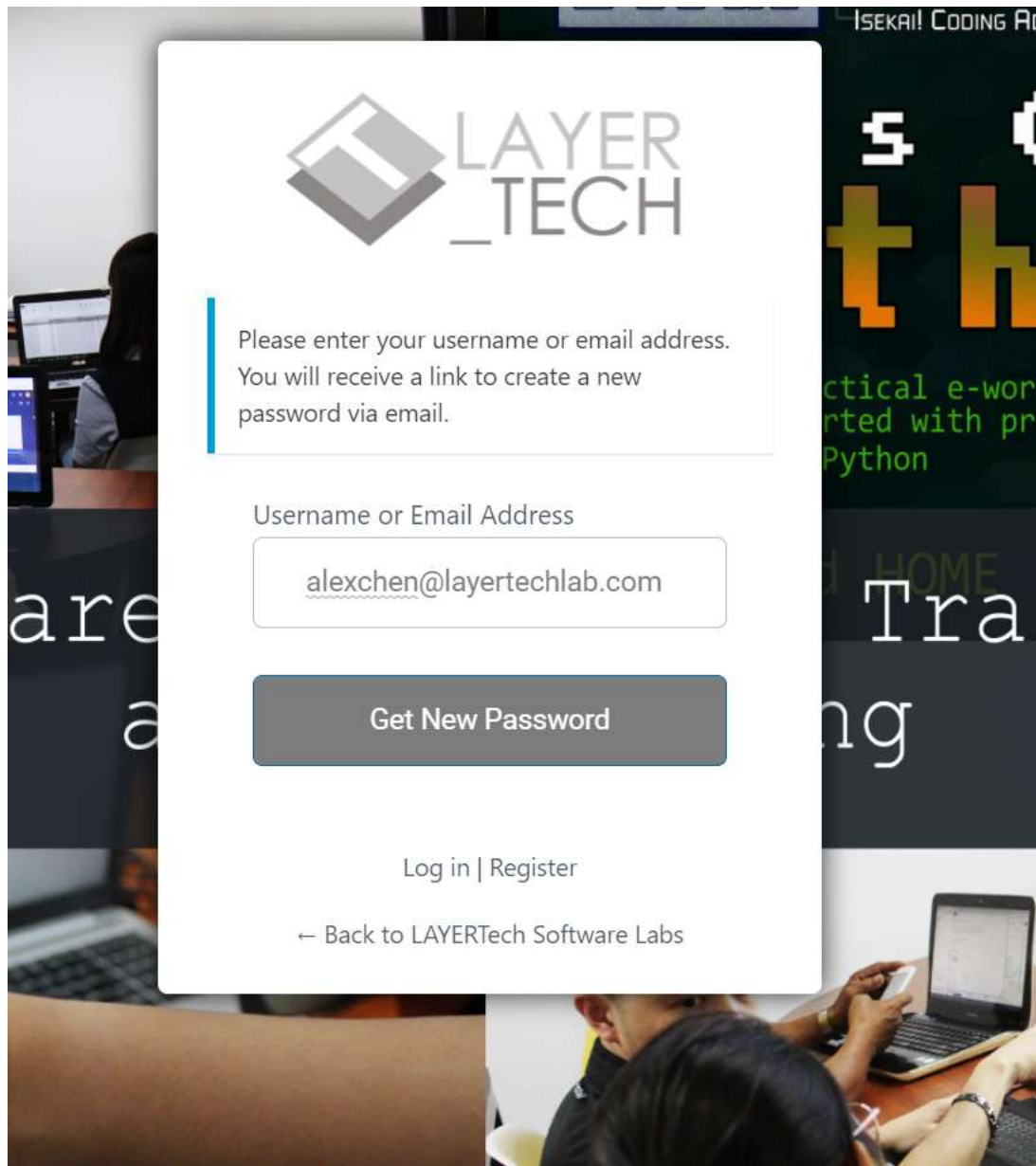
If you already have an account, log-in to the site. Otherwise, click “Register” to create an account.



The image shows a registration form for LAYER\_TECH. At the top left is the LAYER\_TECH logo. Below it is a blue-bordered box with the text "Register For This Site". The form contains the following fields and text:

- Username:** A text input field containing "AlexChen".
- Email:** A text input field containing "alexchen@layertechlab.com".
- Math Question:** The text "Please enter an answer in digits: 8 + fourteen =" is followed by a text input field containing "22".
- Confirmation:** The text "Registration confirmation will be emailed to you." is displayed below the math question.
- Register Button:** A dark grey button with the text "Register" in white.
- Footer:** At the bottom, there are links for "Log in | Lost your password?" and "← Back to LAYERTech Software Labs".

**IMPORTANT:** Check your e-mail and click the verification link to activate your account. You will receive your log-in credentials password (which you can change later on).

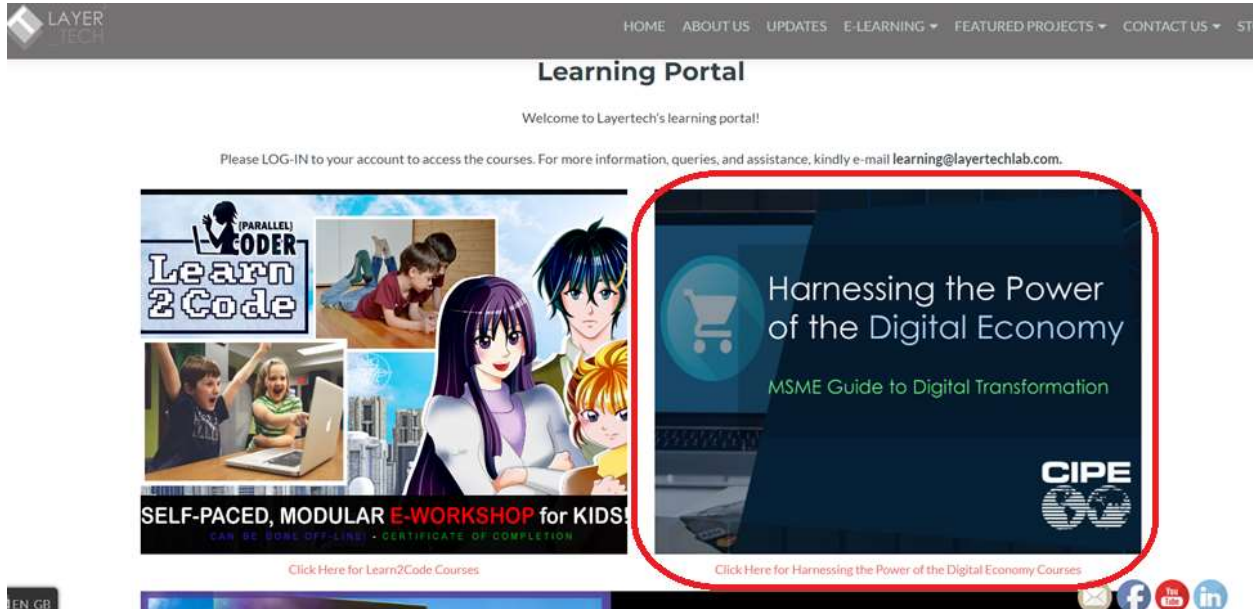


If you've lost your password, just click the "Lost Password" button and type your registered e-mail address. You will receive your temporary new password via e-mail. (If you didn't receive it, please check your SPAM folder, or contact [learning@layertechlab.com](mailto:learning@layertechlab.com) for assistance.)

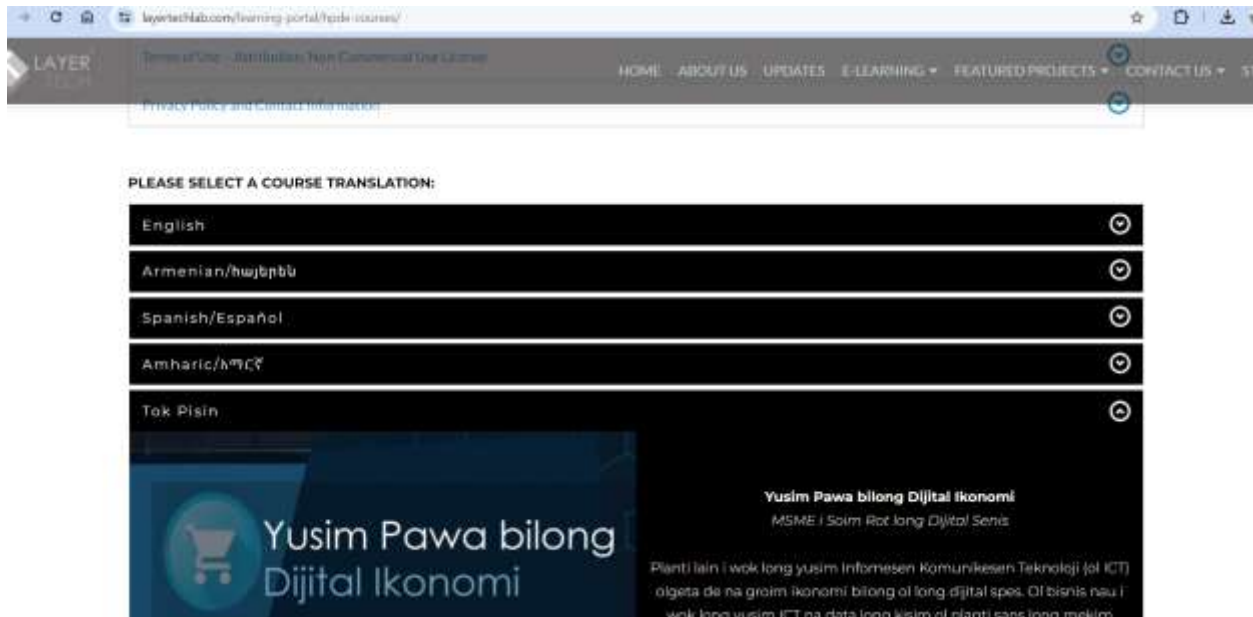
You may use your account to access other Layertech courseware content. 😊

## PART II – ENROLLING IN THE HPDE COURSE

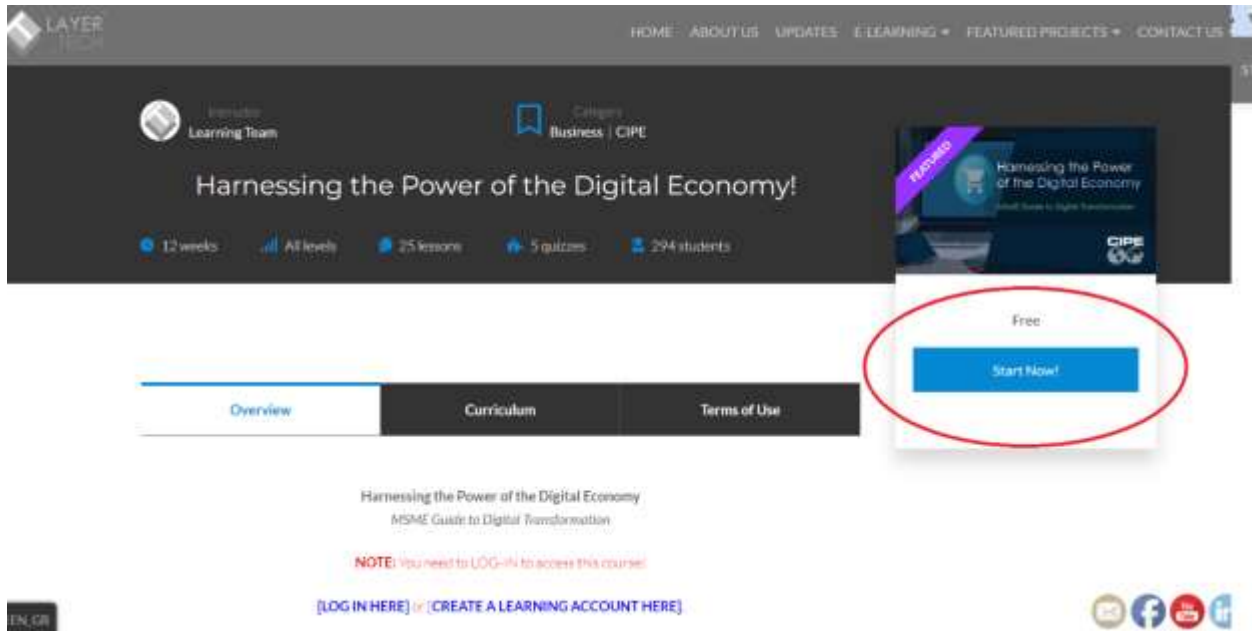
Once logged in, you will be immediately re-directed to Layertech’s Learning Portal. Click the “Harnessing the Power of the Digital Economy” and you’ll be redirected to the HPDE Course Main Page.



The HPDE Course main page will show you all available localizations of the HPDE course. Select the translation you prefer.



This course is FREE. Once logged-in, just click the “Start Now!” button, to enroll to the course. **Please make sure that you are LOGGED-IN before enrolling.**  
(Note: You need to answer a very short survey first)

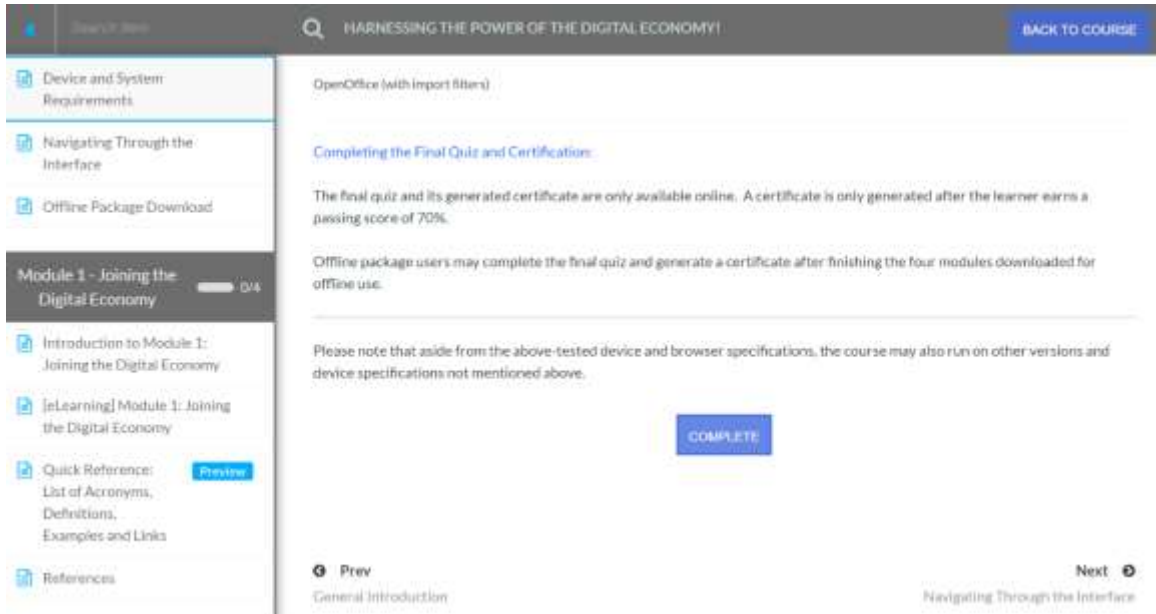


Once enrolled, you may now access the course materials!

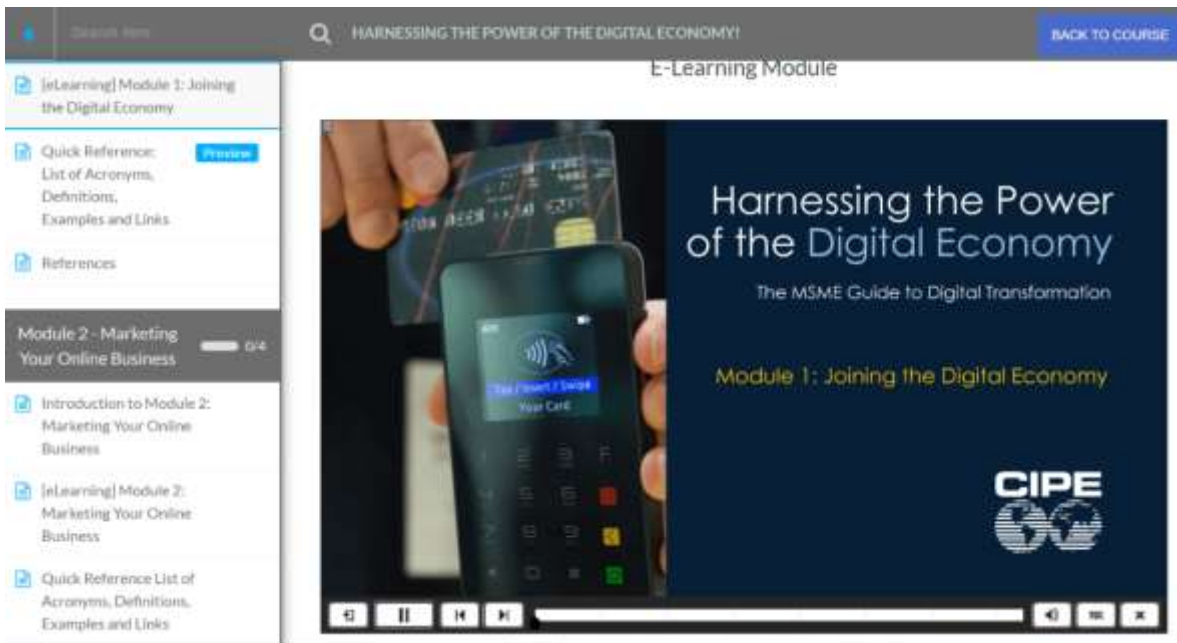




## PART III – Working on the Course Content and Quizzes



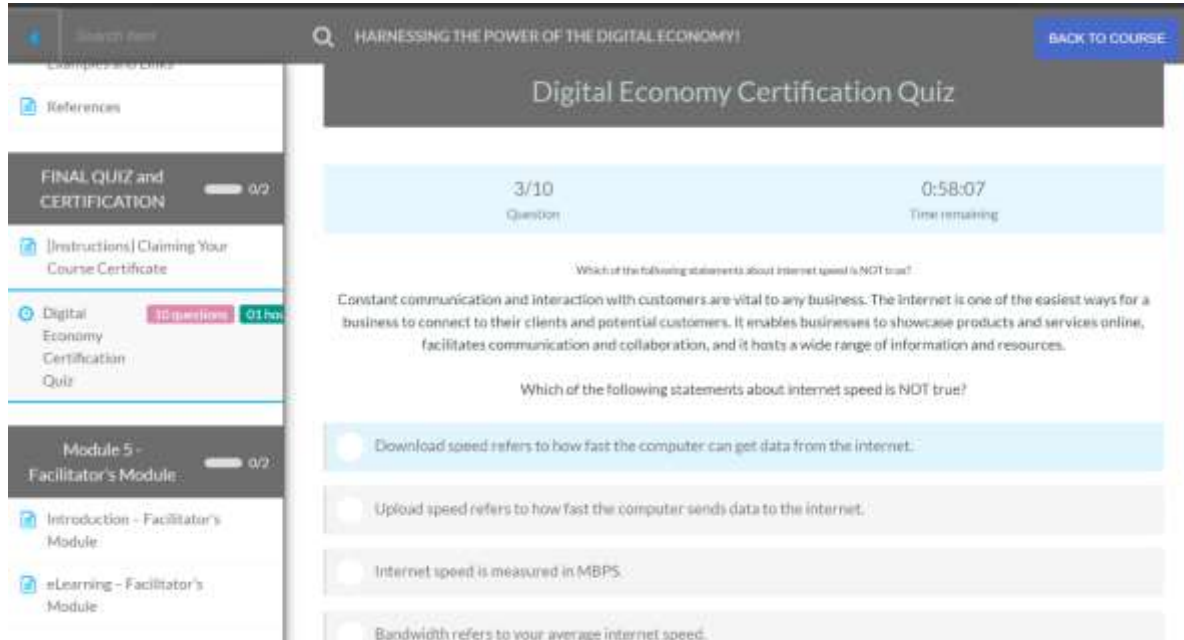
The course has four sections. Start with the introduction, and read the instructions thoroughly. **Make sure to click the “Complete” button, once you are done with the page.**



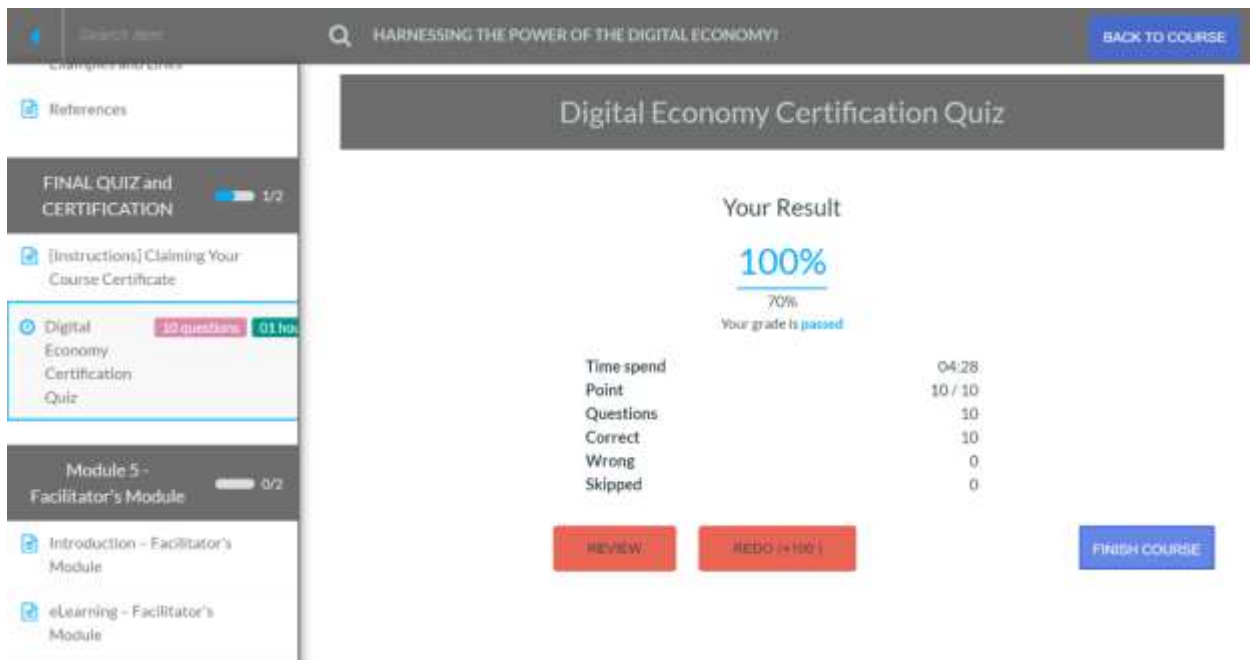
[Elearning] Pages are interactive e-learning modules. These may take a bit more time to load, so please wait for the module to finish loading before you start.

## PART IV – Final Quiz and Claiming Your Certificate

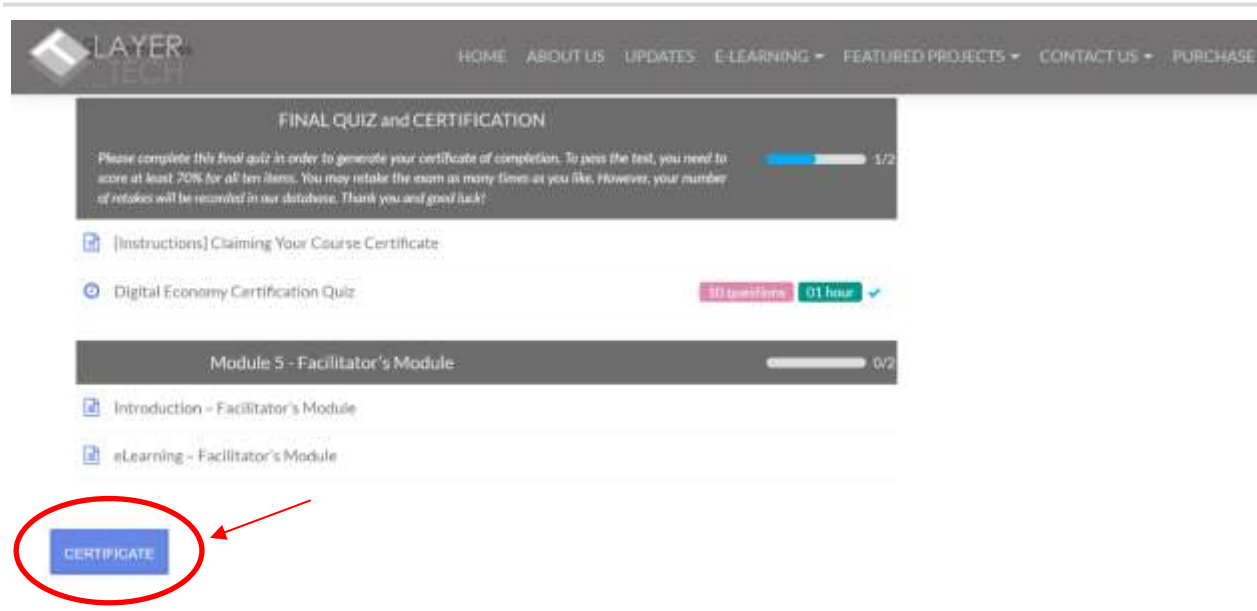
Once you finish all four modules and their corresponding activities and quizzes, you need to take the final exam before you can claim your certificate. The passing grade for the final quiz is 70%.



You have a total of 60 minutes to finish a 10-question quiz.



If you pass the quiz, click “Finish Course”. Scroll all the way down to the course page, and click the “CERTIFICATE” button.



FINAL QUIZ and CERTIFICATION

Please complete this final quiz in order to generate your certificate of completion. To pass the test, you need to score at least 70% for all ten items. You may retake the exam as many times as you like. However, your number of retakes will be recorded in our database. Thank you and good luck!

[Instructions] Claiming Your Course Certificate

Digital Economy Certification Quiz 10 questions 01 hour ✓

Module 5 - Facilitator's Module 0/2

[Introduction - Facilitator's Module

[eLearning - Facilitator's Module

**CERTIFICATE**



**CERTIFICATE OF COMPLETION**

This certificate of completion is awarded to

**Vine Marie Lora**

For successfully completing the four-part online course:

**Harnessing the Power of the Digital Economy!**

COMPLETED ON:  
June 28, 2021

CIPE



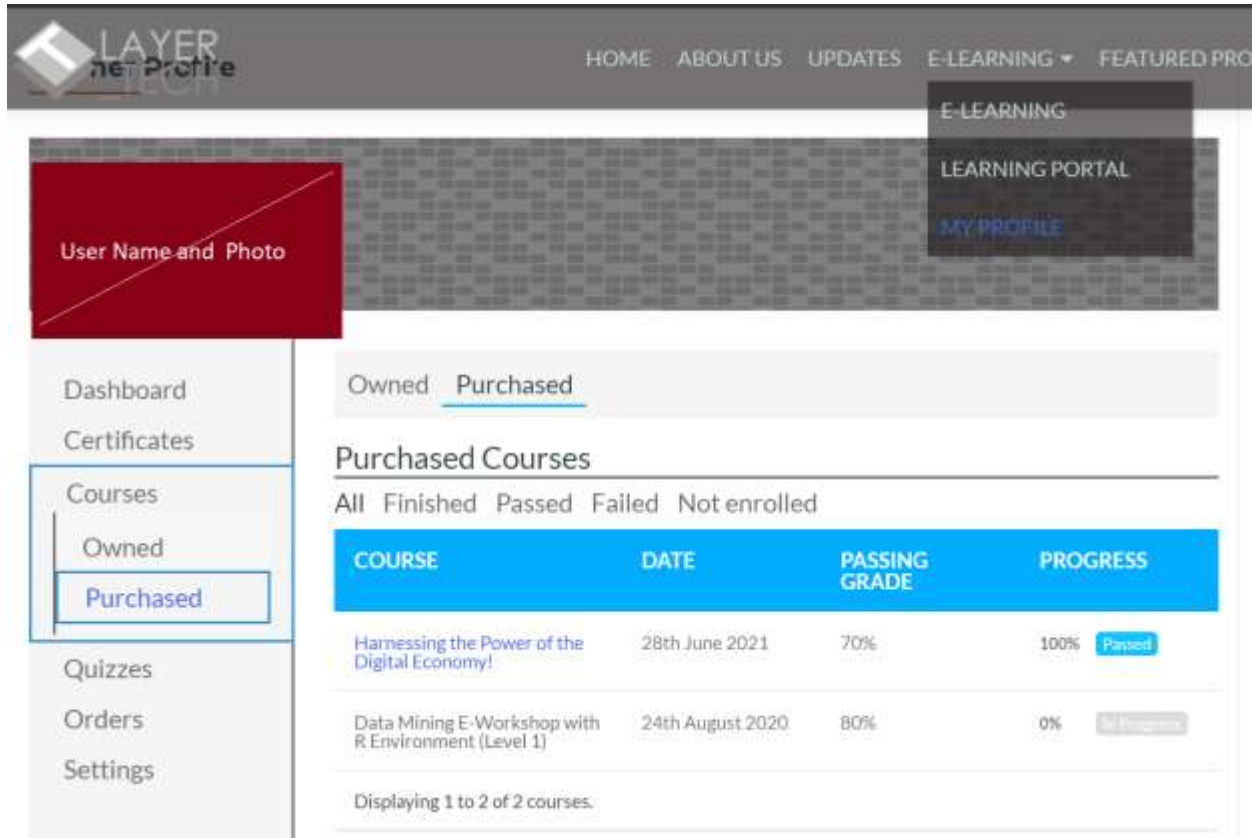
Download your digital certificate!

Your digital certificate is equipped with a unique identifier and QR code. Please note that your account name will be automatically displayed in the certificate.

(To change your account and profile details, please go to the next section).



## EXTRA: Managing Your Learner’s Profile



The screenshot shows the 'My Profile' section of the LAYER TECH website. On the left is a navigation menu with options: Dashboard, Certificates, Courses (with sub-options 'Owned' and 'Purchased'), Quizzes, Orders, and Settings. The 'Purchased' option is selected. The main content area shows tabs for 'Owned' and 'Purchased', with 'Purchased' active. Below this is a table titled 'Purchased Courses' with columns for COURSE, DATE, PASSING GRADE, and PROGRESS. Two courses are listed: 'Harnessing the Power of the Digital Economy!' (70% grade, 100% progress, Passed) and 'Data Mining E-Workshop with R Environment (Level 1)' (80% grade, 0% progress, In Progress). A footer note says 'Displaying 1 to 2 of 2 courses.'

| COURSE  | DATE             | PASSING GRADE | PROGRESS                    |
|---|------------------|---------------|-----------------------------|
| Harnessing the Power of the Digital Economy!        | 28th June 2021   | 70%           | 100% <span>Passed</span>    |
| Data Mining E-Workshop with R Environment (Level 1) | 24th August 2020 | 80%           | 0% <span>In Progress</span> |

If you are logged-in, you may go to the “My Profile” section. In this section, you can view your courses, quiz results, and certificates earned. You may also use this section to edit your profile details and Password.

For questions, clarifications, or suggestions, please reach out to [learning@layertechlab.com](mailto:learning@layertechlab.com).

**END OF DOCUMENT**

Revised 5/23/2024