SANA Academy Guide for New Students

A. Guide for Students

a. How to sign up to the website

b. How to Sign in

c. How to access ACT Badge

d. How to take the certifications

e. How to check your badges

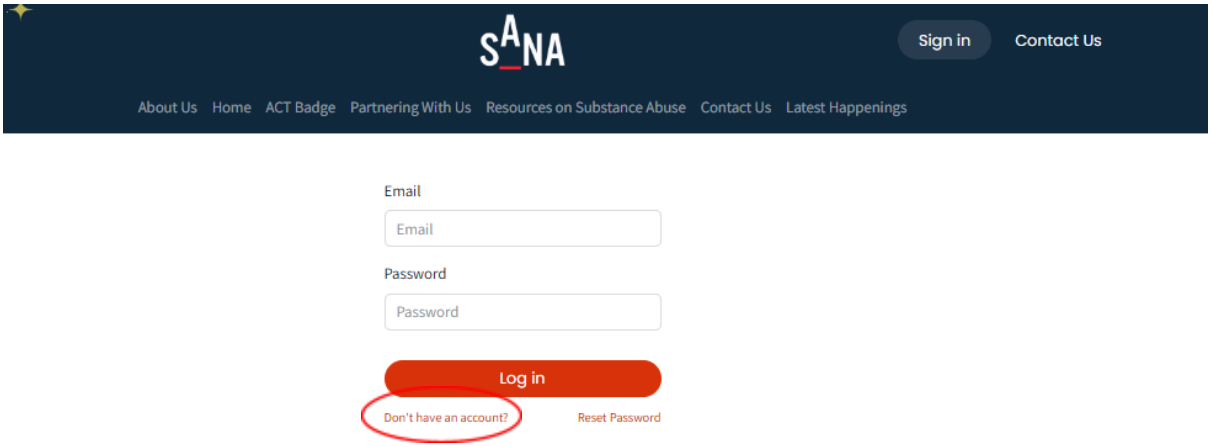
A. Guide for Students

a. How to sign up to the website

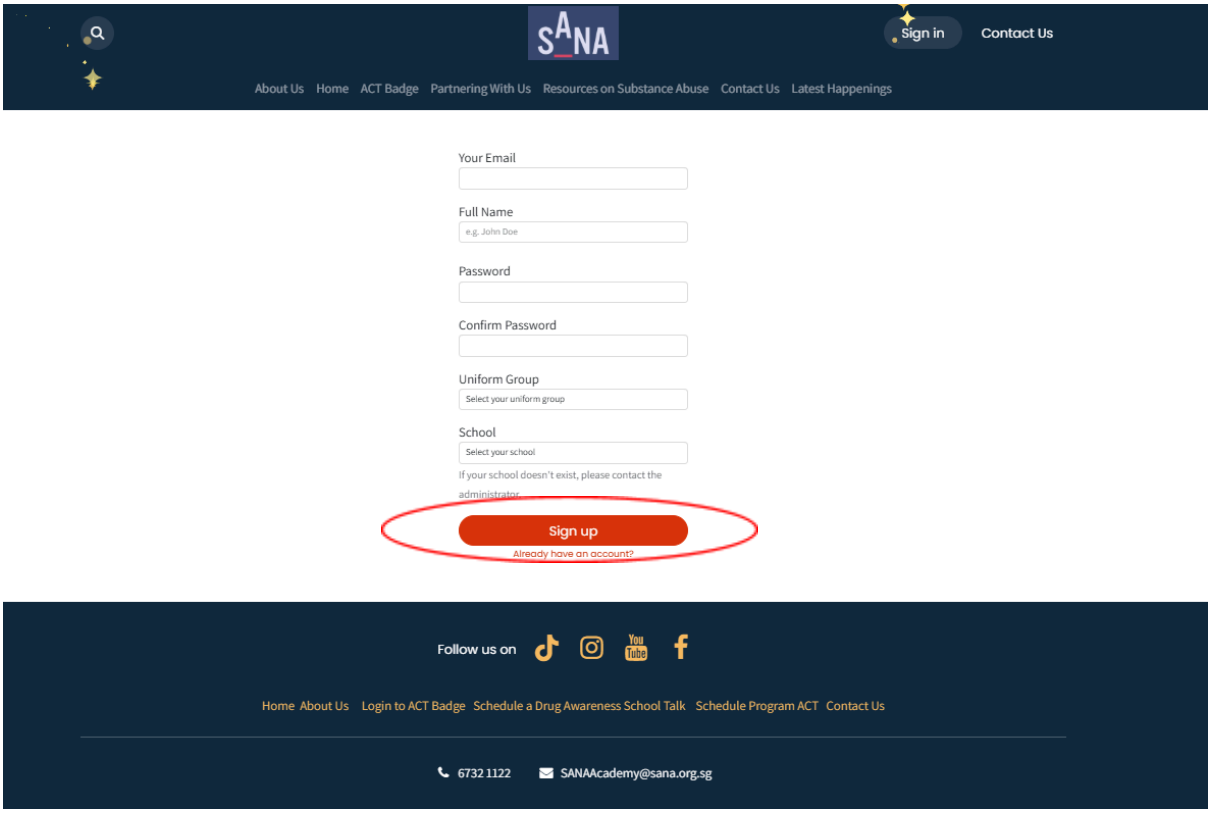
. Open https://sanaacademy.odoo.com and click sign in button



ii. Click “don’t have an account” button



iii. Fill your email address, full name, password, confirm password, uniform group, and your school and then click “sign up” button

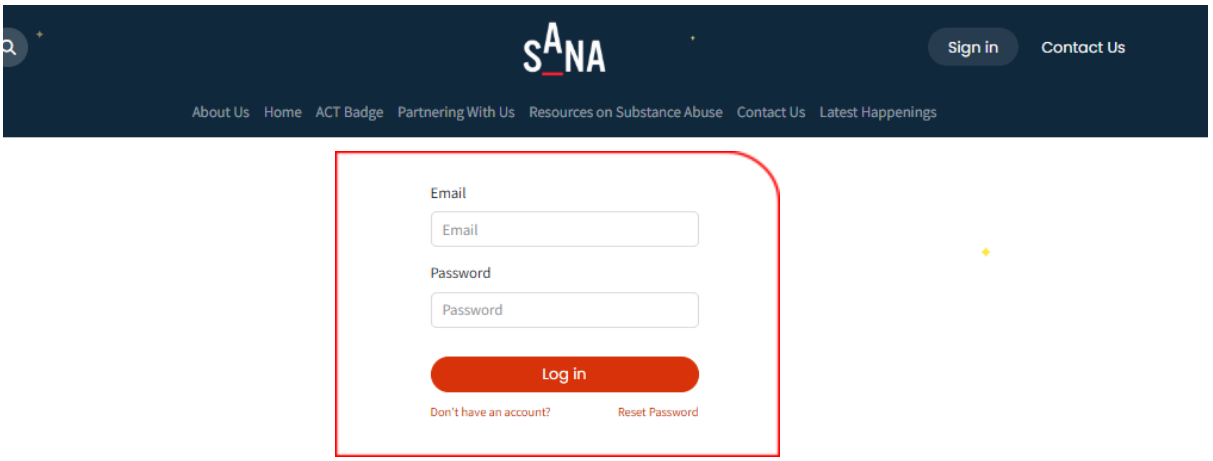


b. How to Sign in

. Click “Sign In” button



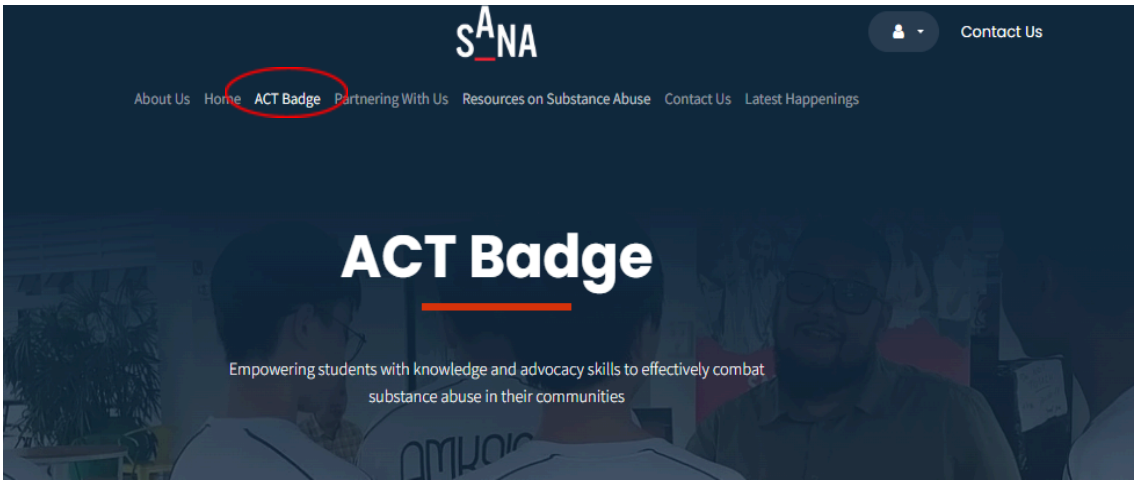
ii. Fill your email and password and then click “login” button



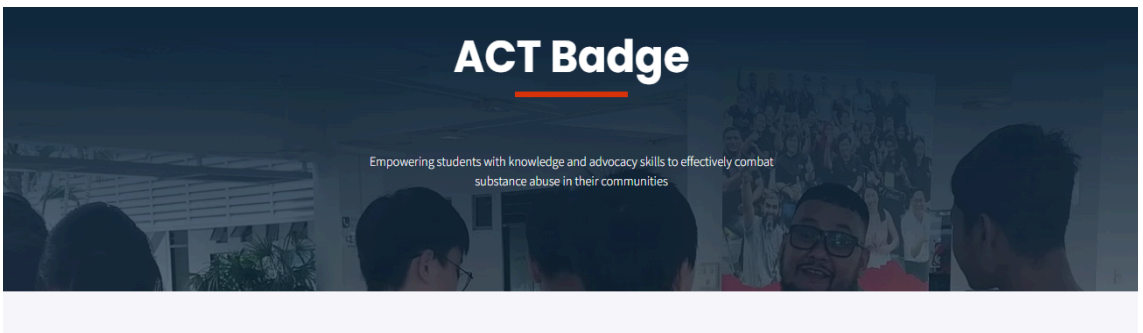


c. How to access ACT Badge

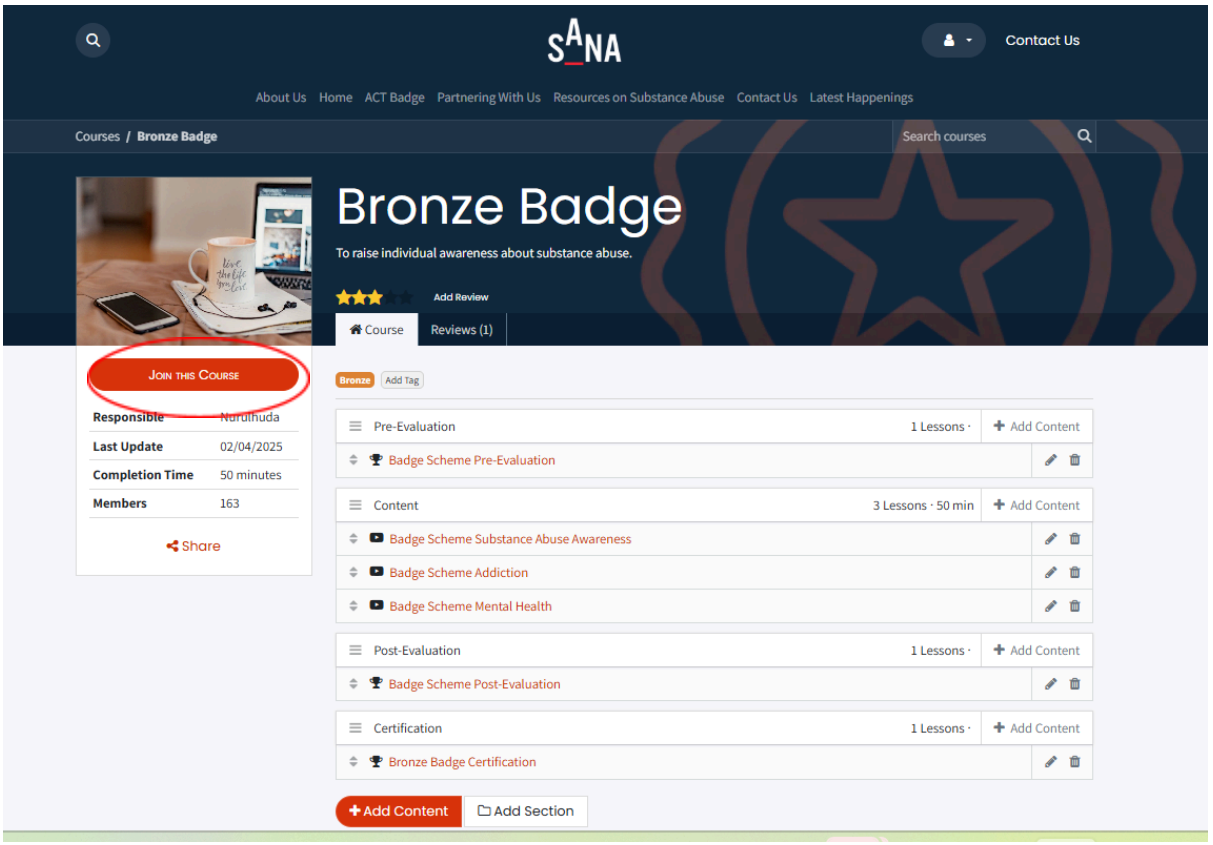
. Open https://sanaacademy.odoo.com and click “ACT Badge” button



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

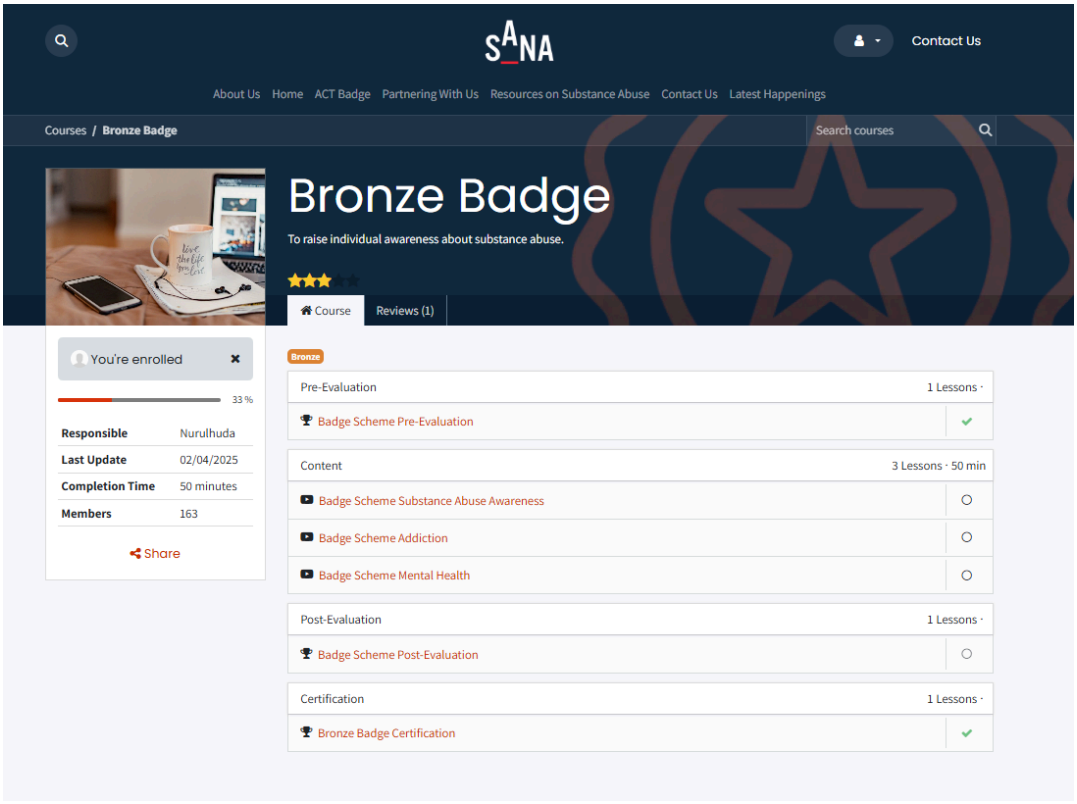


iii. Here you can access the content and certification of the badge scheme but first you must click the “join this course” button.

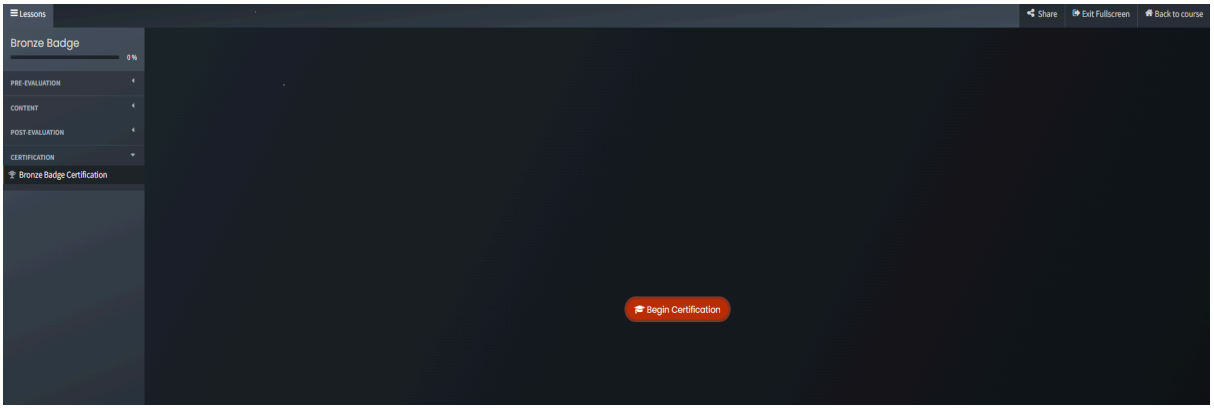


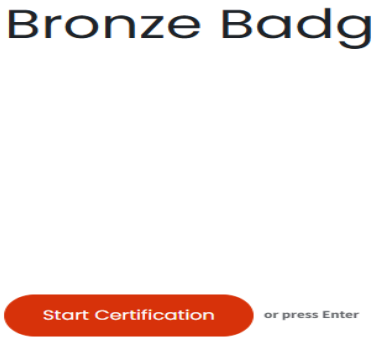
d. How to take the certifications

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



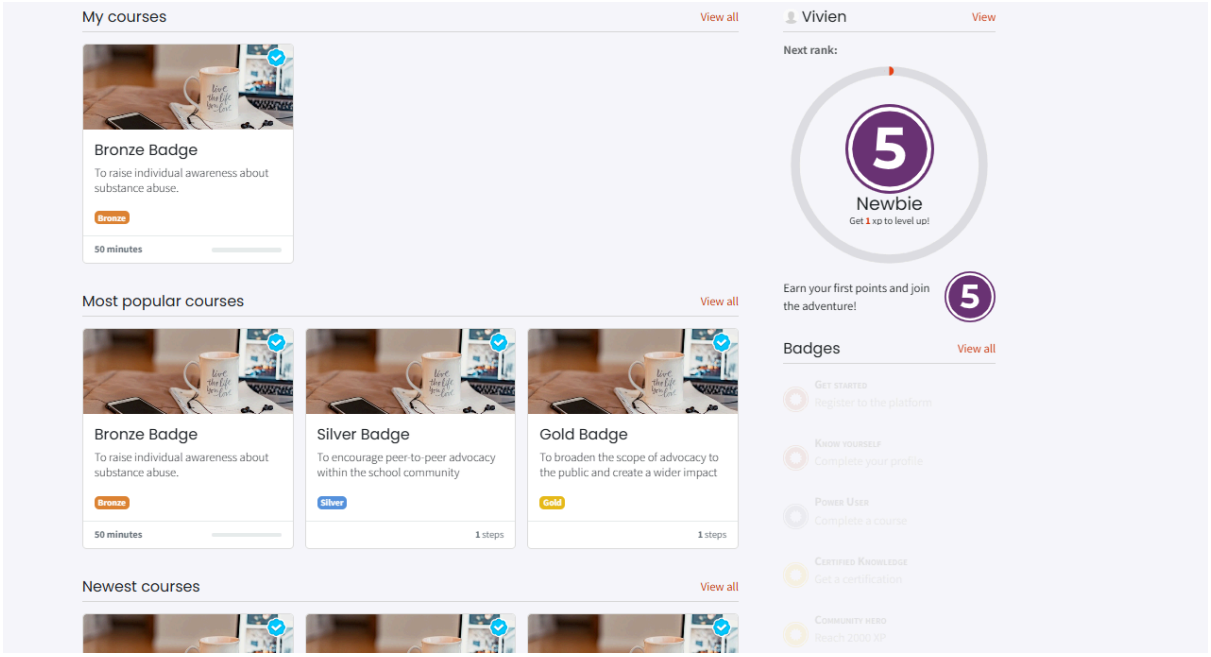
ii. Start the certification by clicking “start certification” button or press enter





e. How to check your badges

. Open the ACT Badge page and click “view all” on the badges list.



ii. Check your certification badges here

