Academy@ HReasily

USER GUIDE

HReasily Partner

CONTENT

OVERVIEW

SIGNING UP

1. Register via: https://academy.hreasily.com/registration-hreasily-partner/

2. Ensure you're on the Account Registration - HReasily Partner page

3. Complete all required details in the registration form

4. Once completed, click Register to proceed.

5. Once registration is submitted, please wait until the site admin **approves** your registration. You will be notified via **email** after it is approved.

ACCOUNT REGISTRATION - HREASILY PARTNER

Username *

Password *

User Email *

Confirm Password *

First Name *

Company Name *
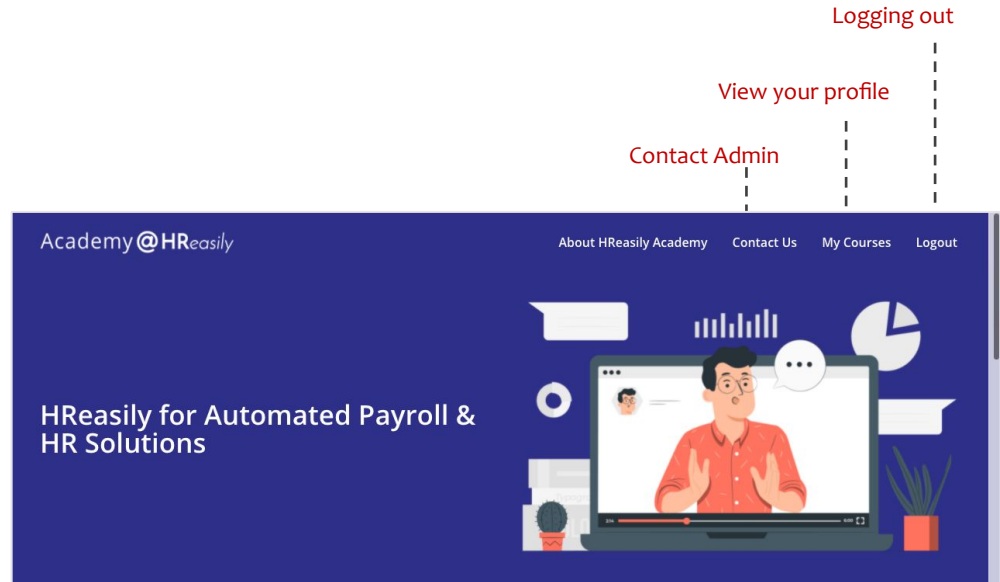
Last Name *

Country *

Singapore

☐ Acceptance *

By registering, I hereby accept the Privacy Policy & Terms and Conditions.

Register

👤 Have an account? Login now.

HReasily

CONTROL PANEL

1. Once registration is approved, you will have access to your courses profile and contact our Course Admin on the top right banner.

Academy @ HReasily

About HReasily Academy   Contact Us   My Courses   Logout

HReasily for Automated Payroll & HR Solutions

HReasily

DASHBOARD

1. There are some key informations you will find here:
   a. Edit Your Profile
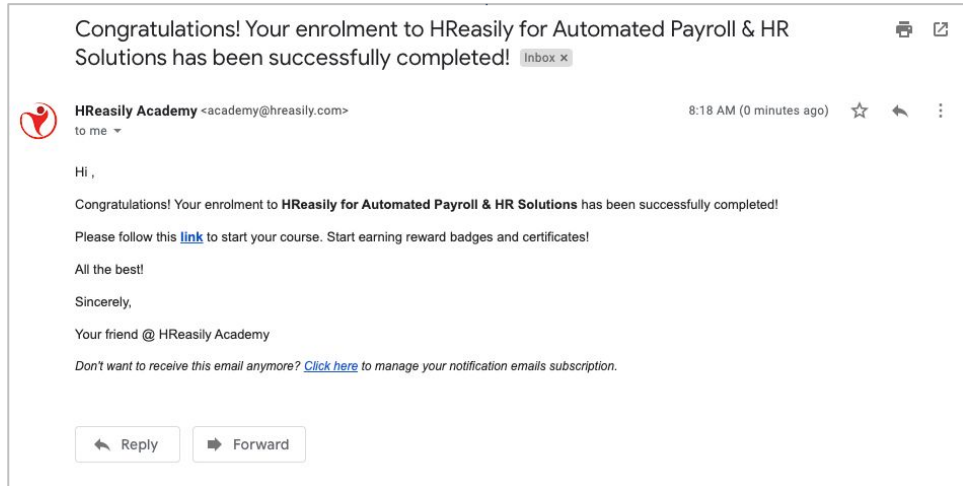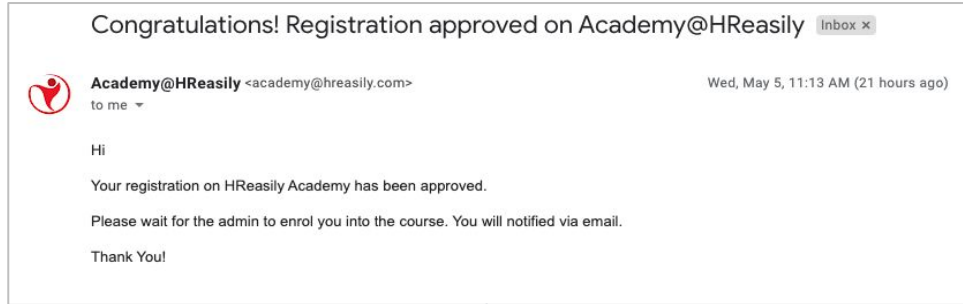   b. Your Courses Progress
   c. Earned Badge
   d. Earned Certificate

Academy @ **HR**easily

About HReasily Academy   My Courses   Logout   Contact Us

My Course Profile

Edit profile

0
Courses

0
Completed

0
Certificates

Your Courses

Expand All

No Courses found

Earned Badge

Your earned badge will be shown here.

Complete your course to earn you badge

HReasily

ACCESSING YOUR COURSE
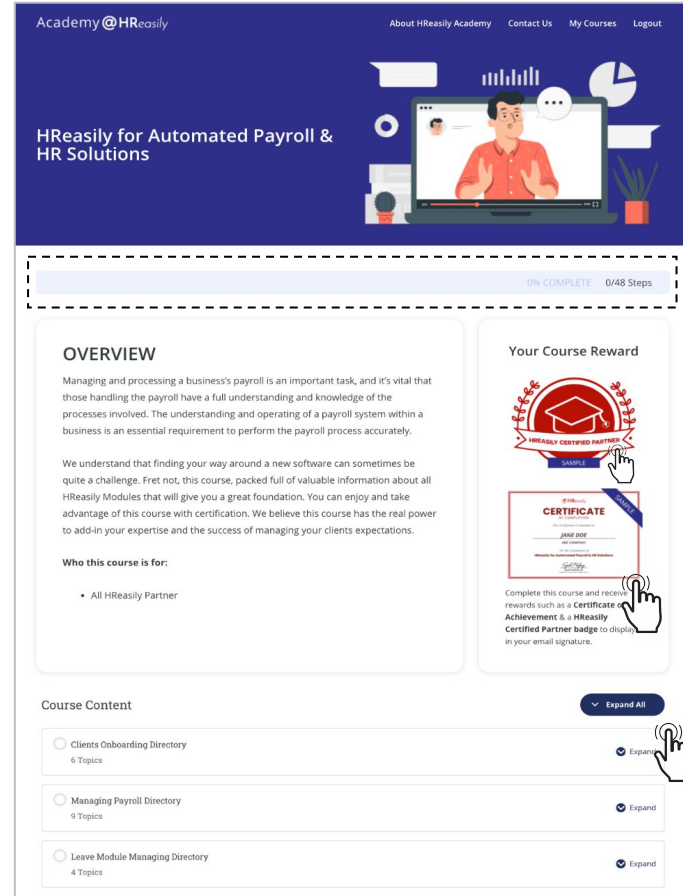
Once registration is approved, please wait until the site admin enroll you into a course. You will be notified via email after it is approved.

Congratulations! Registration approved on Academy@HReasily   Inbox ×

Academy@HReasily <academy@hreasily.com>   Wed, May 5, 11:13 AM (21 hours ago)
to me ▾

Hi

Your registration on HReasily Academy has been approved.

Please wait for the admin to enrol you into the course. You will notified via email.

Thank You!

Congratulations! Your enrolment to HReasily for Automated Payroll & HR Solutions has been successfully completed!   Inbox ×

HReasily Academy <academy@hreasily.com>   8:18 AM (0 minutes ago)
to me ▾

Hi ,

Congratulations! Your enrolment to **HReasily for Automated Payroll & HR Solutions** has been successfully completed!

Please follow this **link** to start your course. Start earning reward badges and certificates!

All the best!

Sincerely,

Your friend @ HReasily Academy

Don't want to receive this email anymore? Click here to manage your notification emails subscription.

↩ Reply   ➡ Forward

COURSE OVERVIEW

1. Click [Expand All] to find the full topics of the course.

2. Click [Course Topic] to start learning.

Course Progress

COURSE OVERVIEW

2. You're **not able** to jump to another topic before completing the previous topic.

3. You will also find the Course Progress on the left-hand sidebar

FINAL ASSESSMENT

TAKING THE EXAM

1. Upon completing all video topics, you have to take the Final Assessment to be acknowledged as HReasily Certified Partner.

2. To start taking the exam, click [Prove Yourself] located at the last part of the course.

3. The exam can be completed anytime and it's resumable.

4. If you fail in the exam, you may retake the exam until you pass the minimum passing grade.

COURSE REWARDS

1. Upon completing all topics and pass the assessment, you will have access to generate Course Reward and share it to LinkedIn and/or Facebook, such as:

   - Course Badges

     Note: You may display it in your email signature

   - Certificate of Achievement

THANK YOU

Need More Help?

Contact Us: academy@hreasily.com

@HREASILY   @HREASILY   @HREASILYASIA   HREASILY.COM