



TAKING ICPTE COURSES IS VERY EASY. READ THE STEPS BELOW TO CREATE YOUR “USER ACCOUNT”, REGISTER TO AN ICPTE COURSE AND START WATCHING THE COURSE

HOW TO CREATE A “USER ACCOUNT”

- 1) Visit www.icpte.com.
 - 2) Click the button “Login/Sign up”.
 - 3) A box is open. Click the button “Register an Account”.
 - 4) Complete the fields (Username, Email, First Name, Last Name, Password, Confirm Password).
(Note: First Name and Last Name will appear on the certificate)
 - 5) Click the button “Register”.
 - 6) You will receive an email in order if you want to change your password (you may not change your password if you want).
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HOW TO REGISTER FOR A COURSE

- 1) Visit www.icpte.com.
- 2) Click the button “Login/Sign up”.
- 3) A box is open.
- 4) Insert your Username or Email Address and your Password.
- 5) Click the button “Log in”.
- 6) Click on “All Courses” from the Menu to find all the courses. (You can use the search function “Select category” to find the courses in each category)
- 7) Find the course you are interested and click on the “Enroll Now” to open the course’s page.
- 8) Click the “Take this Course”.
- 9) Click “Add to cart”. (If You want to add more courses in Your Cart, click the “All Courses” from the Menu to return to All Courses page and add another course in Your cart, before to move to step 10 below)
- 10) Click “View cart”.
- 11) Click “Proceed to checkout” and complete online the purchase of the course(s). **(In case a discount coupon code is available, insert the coupon code at the “Coupon code” field and click the “Apply coupon” to get the discount, before to click the “Proceed to checkout”)**
- 12) When you have purchased the course(s), you can click on the “My Account” on the Menu to visit your “User Account”, find the course(s) you have purchased and start watching them.



HOW TO START WATCHING A COURSE

- 1) Visit www.icpte.com.
 - 2) Click the button "Login/Sign up".
 - 3) A box is open.
 - 4) Insert your Username or Email Address and your Password.
 - 5) Click the button "Log in".
 - 6) Now you are log-in you can visit your "User Account" if you click the "My Account" on the Menu.
 - 7) You can find your selected course(s) in your "User Account". Click on a course to start watching.
 - 8) The course's page is opened. Scroll down to the course content, click on the course content and start watching.
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HOW TO RESET YOUR PASSWORD

- 1) Visit www.icpte.com.
- 2) Click on the button "Login/Sign up".
- 3) Click on the "Lost Your Password?".
- 4) A message appears to insert your Username or email. Insert any of these two and click the button "Reset password". Wait couple of seconds until to see the below message:
*"Password reset email has been sent.
A password reset email has been sent to the email address on file for your account but may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset."*
- 5) Check in your email inbox to receive the email "Password Reset Request".
- 6) On the reset email you can see the link "Click here to reset your password". Click on this link.
- 7) A page is opened. Enter a new password and re-enter this new password and then click the button "Save".
- 8) A message will appear to log in. Insert your Username or email and the new password to log in.

Contact us for any assistance You might need

Contact us by email at info@icpte.com or call us at **+357 25755911** for any assistance you might need for finding, registering and watching ICPTE courses.