

➤ How to Register with an Account and Log In

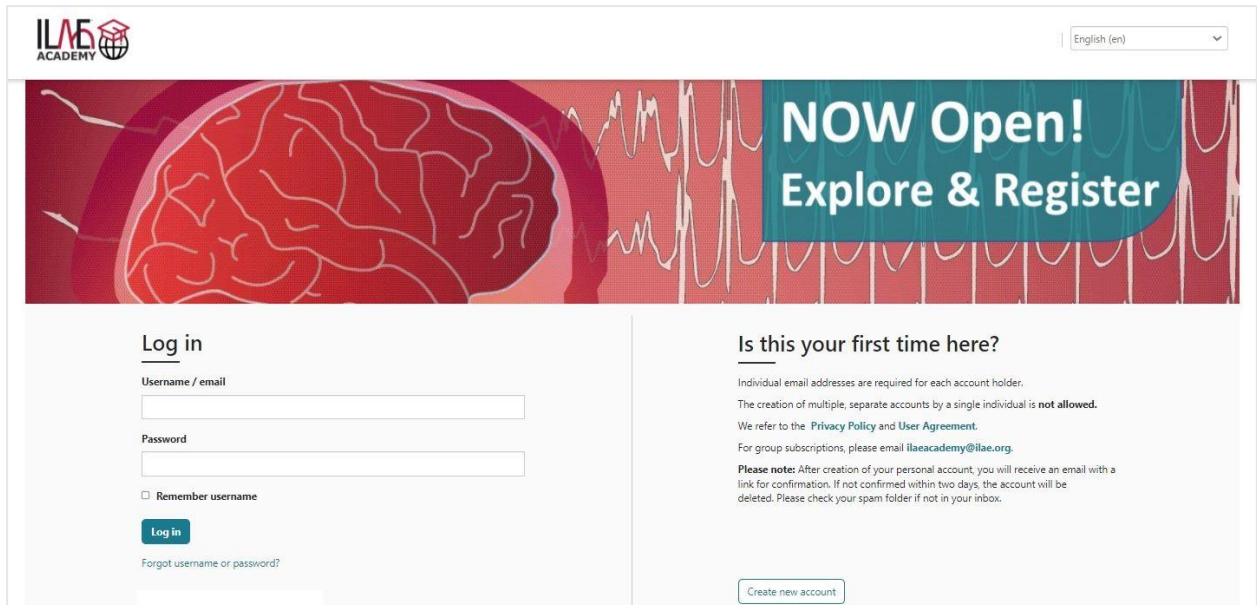
- Go to [ILAE Academy](#)

Note: If you have logged into the ILAE Academy before, please do not create a new account; otherwise your prior activities will not be linked to the new account. If you have forgotten your username or password, or are unsuccessful logging in, select [Forgot username or password?](#) under [LOG IN](#).

Due to the system upgrade, you will need to agree to the new Privacy Policy and User Agreement. Please check the required profile data such as country, profession, academic degree and gender.

If you have never logged into the VIREPA or ILAE Academy before, create a new account.

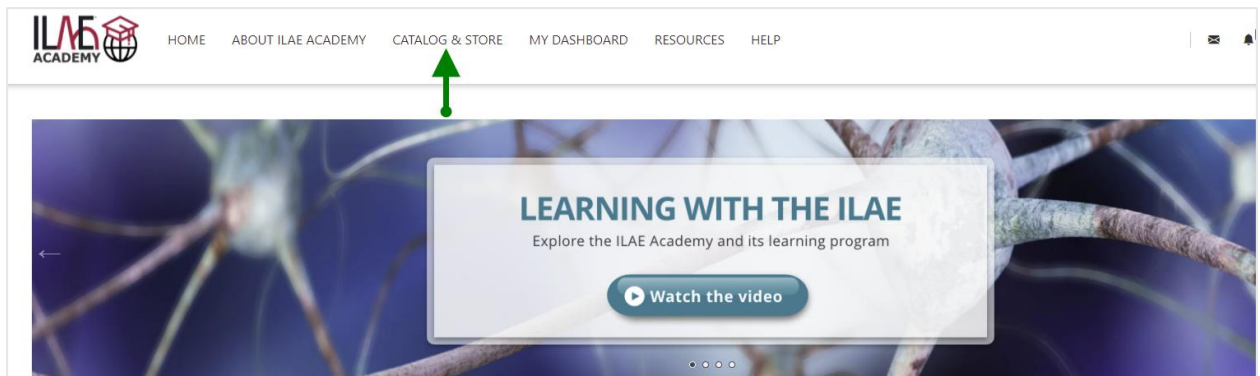
- [LOG IN](#)
- Create new account



- Read the Privacy Policy and Agree to proceed (scroll down)
- Read the User Agreement and Agree to proceed (scroll down)
- Choose a User Name (Latin letters only, one word/no spaces)
- Create your Password
 - at least 8 characters
 - at least 1 digit(s)
 - at least 1 lower case letter(s)
 - at least 1 upper case letter(s)
 - at least 1 non-alphanumeric character(s) such as as *, -, or #
- Add your required personal details
- An email will be sent to your email account. You must open it and click on the link therein to validate your account. **Don't forget to check your spam folder and to whitelist emails from ilaeacademy@ilae.org**

How to Select a Course or Course Package

- Go to [ILAE Academy](#)
- [LOG IN](#) (If you do not have a user account, [you will need to create a new one.](#))
- Click [CATALOG & STORE](#)



- In the Catalog & Store you will see the available ILAE Academy courses and course packages for purchase. Click **Learn More** for detailed information about each available course or course package
 - Level 1 is currently available, to be complemented by Level 2 learning materials at a later date. A free patient case is also available to allow you to sample a course.
 - When purchasing, the country specific discounts will be automatically applied during checkout.
 - If you have previously (prior to December 31, 2021) purchased Academy learning materials, please go to My Dashboard to access these materials.

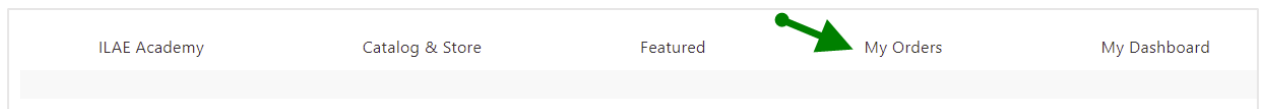
Available Courses and Course Packages

 <p>Level 1 Full Package</p>	<p>Level 1 Full Package - New</p>	 <p>Learn More</p>
	<p>Patient Case: Maria (6 y/o)</p>	 <p>Learn More</p>
 <p>Level 1 Self-Assessment</p>	<p>Self-Assessment Level 1</p>	 <p>Learn More</p>

- Self-paced courses or course packages (except for VIREPA or virtual live webtorials) have a **subscription period**. This subscription period is stated in the details under **Learn More**. At the end of the subscription period, your access to the content will end. However, completion details and certificates are saved in your dashboard. You will receive an email notification four weeks before the expiration date of the current subscription. Once you renew your subscription, you will get back access to the courses.

How to Purchase a Course or Package

- Click **'Add to Cart'**
 - Click **'Checkout'**
 - Complete Invoice Details: All fields with an * are required
 - Select Payment Option, then Proceed
 - **Pay by PayPal** to pay via credit card or PayPal account
 - Select "Debit or Credit Card" to pay by credit card; no PayPal account is required
 - Select "PayPal" to use a PayPal account
 - Enter the required information and complete the transaction
 - You will receive an email with the confirmation of your course order and your enrolment into the course. **Don't forget to check your spam folder and to whitelist emails from ilaeacademy@ilae.org**
 - Within **a few minutes** the course content is available to you in the 'My Dashboard'
 - **Pay by Invoice** to pay via Wire / Bank Transfer
 - Upon completion of your order, you will arrive at the order confirmation page which provides wire transfer instructions
 - You will also receive an order confirmation email with wire transfer instructions. **Don't forget to check your spam folder and to whitelist emails from ilaeacademy@ilae.org**
 - If you do not receive the instructions, please contact ilaeacademy@ilae.org
 - Once your fee is received (allow several days), we will process your order and you will receive an email confirmation that the course content is available to you in the 'My Dashboard'
- **My Orders (in Catalog & Store → My Orders):** Here you will see the payment status of any courses you have ordered or purchased. 'Awaiting Payment' means wire transfer funds have not been received yet.



- **Subscription renewal:** You will receive an email notification four weeks before expiration date of the current subscription as reminder. If you want to renew your subscription, please purchase the respective course or course package again. If you renew your subscription before the expiration date, the new subscription period will extend your current subscription for the respective duration. If you renew after the expiration date, the new subscription period will start from the date of purchase.

ILAE Academy - Cancellation Policy: All order cancellations must be sent in writing including your name and order number via e-mail to Priscilla Shisler at pshisler@ilae.org or via fax at +.860.201.1111. No refunds will be given if participation in the course has begun. Forfeited fees cannot be applied to other courses.

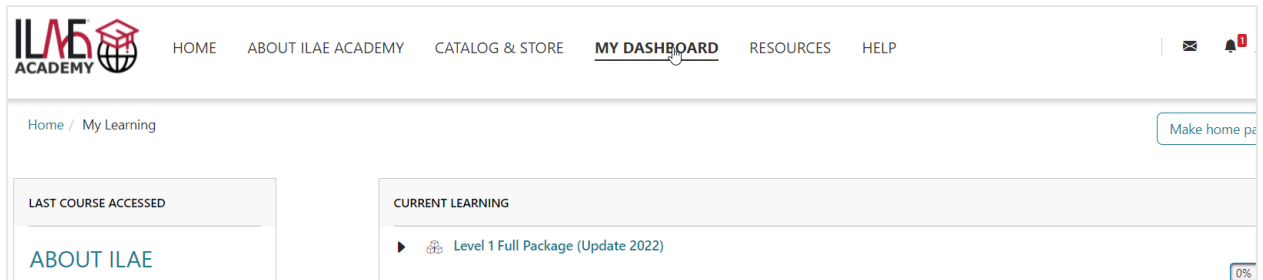
Program Assignment and subscription period: For an overview of your program assignments, the duration of the subscription period, and completion status, please follow these steps:

- **From your dashboard → Block 'Record of Learning' at the left → Click 'Record of Learning' → click the tab 'Programs'**

Program Name	Program assigned	Recurring	Due/Status	Previous completions	Progress	Date assigned
 Level 1 Full Package (Update 2022)	✓	No	August 13 2023, 3:56 PM	0	0%	13 Aug 2022

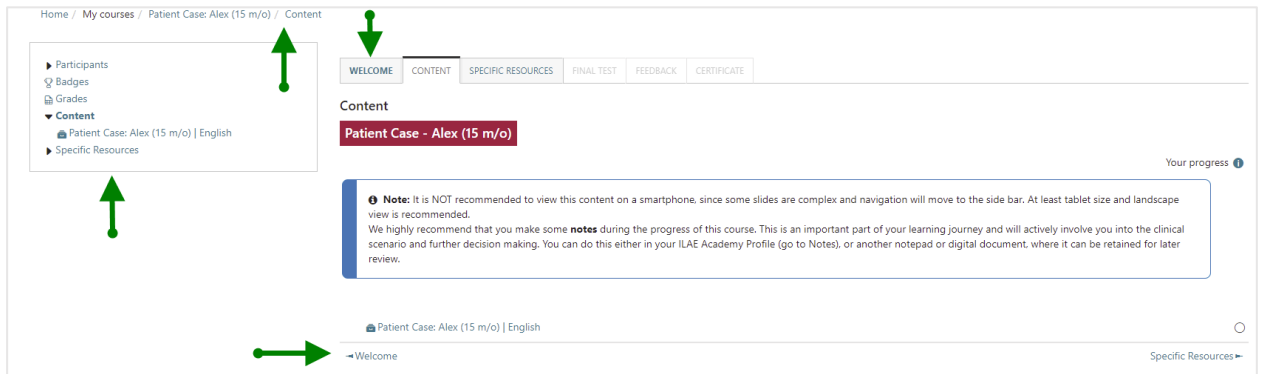
Launch a course: You are enrolled in a course and ready to start

- [LOG IN](#) to the ILAE Academy
- Click [My Dashboard](#)
- Your course will appear in the centre of the page in the block '**Current Learning**':
 1. Standalone course. Click on the name to get to the course content.
 2. Course package. Click on the triangle to the left of the Package name to get to all courses in this package.



Navigate a course: There are three ways

1. Breadcrumbs
2. Menu on top of the course
3. Menu to the left of the course
4. Links at bottom of page



- If content opens in a new pop-up, exit or close this pop-up by clicking **X** in the top right corner. Please follow also instructions given on the specific page.

How to Navigate Course Assessments and Get a Course Certificate

- Courses in the Level 1 portfolio must be completed in the following order to obtain your certificate of completion for this specific course:
 - Content
 - Final Test
 - Feedback Questionnaire
- Once a course component is completed, the progress is expressed by a tick box



Navigate a final test (see screenshot with the marked numbers below):

- Each Final Test (or Quiz) permits either a specific or unlimited number of attempts (1). This is explained together with the passing score for completion in the instructions of each course. Read them carefully for each course, as various course categories have different rules for completion.
- You can access the final test/quiz until the maximum number of attempts allowed has been reached. You can access a final test/quiz as often as attempts are possible.
- Even if you have achieved the passing score and more attempts are allowed, you can attempt again to improve your score.
- Once the passing score is achieved, the system will automatically record your 'Highest grade' (2) on the certificate.
- Once you have reached the last attempt, a 'Back to course' button (3) guides you back to the course overview. If you want to exit before or in case of unlimited attempts, click 'Back To Top' (4) and use the breadcrumbs to navigate back to the course overview.
- After each attempt you can review your answers and will get a feedback regarding correct and incorrect answers. Please be aware, that in some assessments the questions can randomly change in a new attempt. Therefore, read the instructions carefully and repeat the content in case you face knowledge gaps.
- In a new attempt you must answer all presented questions again.
- When you have successfully achieved a passing score, you must complete the feedback questionnaire to obtain your certificate for this specific course. This will allow you to reflect about your learning and help us to improve the course content and usability, and is required for CME accredited educational activities.

Attempts allowed: 3
Grading method: Highest grade

1

Summary of your previous attempts

Attempt	State	Grade / 10.00	Review	Feedback
1	Finished Submitted Saturday, 4 April 2020, 1:46 PM	1.50	Review	Sorry, you have not passed the final test. Please try again. You have 3 attempts. We recommend to look at the case again or reach out for resources.
2	Finished Submitted Saturday, 4 April 2020, 1:58 PM	6.50	Review	Sorry, you have not passed the final test. Please try again. You have 3 attempts. We recommend to look at the case again or reach out for resources.
3	Finished Submitted Saturday, 4 April 2020, 1:59 PM	9.00	Review	Congratulations! You have passed the final test for this case. You will receive your certificate after completion of the course feedback.

2

Your final grade for this quiz is 9.00/10.00

Overall feedback

Congratulations! You have passed the final test for this case. You will receive your certificate after completion of the course feedback.

No more attempts are allowed

3 [Back to the course](#)

4

[▲ Back To Top](#)

Get your Certificate:

- Once you have successfully passed the final test/quiz AND submitted the feedback questionnaire, you will be eligible to get your certificate
- Approach the course section overview and you will see that the certificate section is now visible. Click 'Certificate' and follow the instructions.

Home / My courses / Patient Case: Maria (6 y/o) / Certificate

- ▶ Participants
- 🏆 Badges
- 📊 Grades
- ▶ Content
- ▶ Specific Resources
- ▶ Final Test
- ▶ Feedback
- ▼ **Certificate**
 - 📄 Certificate for Patient Case: Maria (6 y/o) | v2021

WELCOME | CONTENT | SPECIFIC RESOURCES | FINAL TEST | FEEDBACK | **CERTIFICATE**

Certificate

Patient Case - Maria (6 y/o)

⚠ The certificate for this course will only be awarded **once the quiz has been passed least 80% and the feedback form has been completed.**

📄 Certificate for Patient Case: Maria (6 y/o) | v2021

- It is recommended to download your course certificate as a PDF. Additionally, your certificates will be archived in My dashboard in the block 'Certificates' ready for download.

Course completion:

- Once have completed a course – either a standalone course or a course within a package - it will move from the block 'Current Learning' in the block 'Completed Courses ...' in your dashboard.