



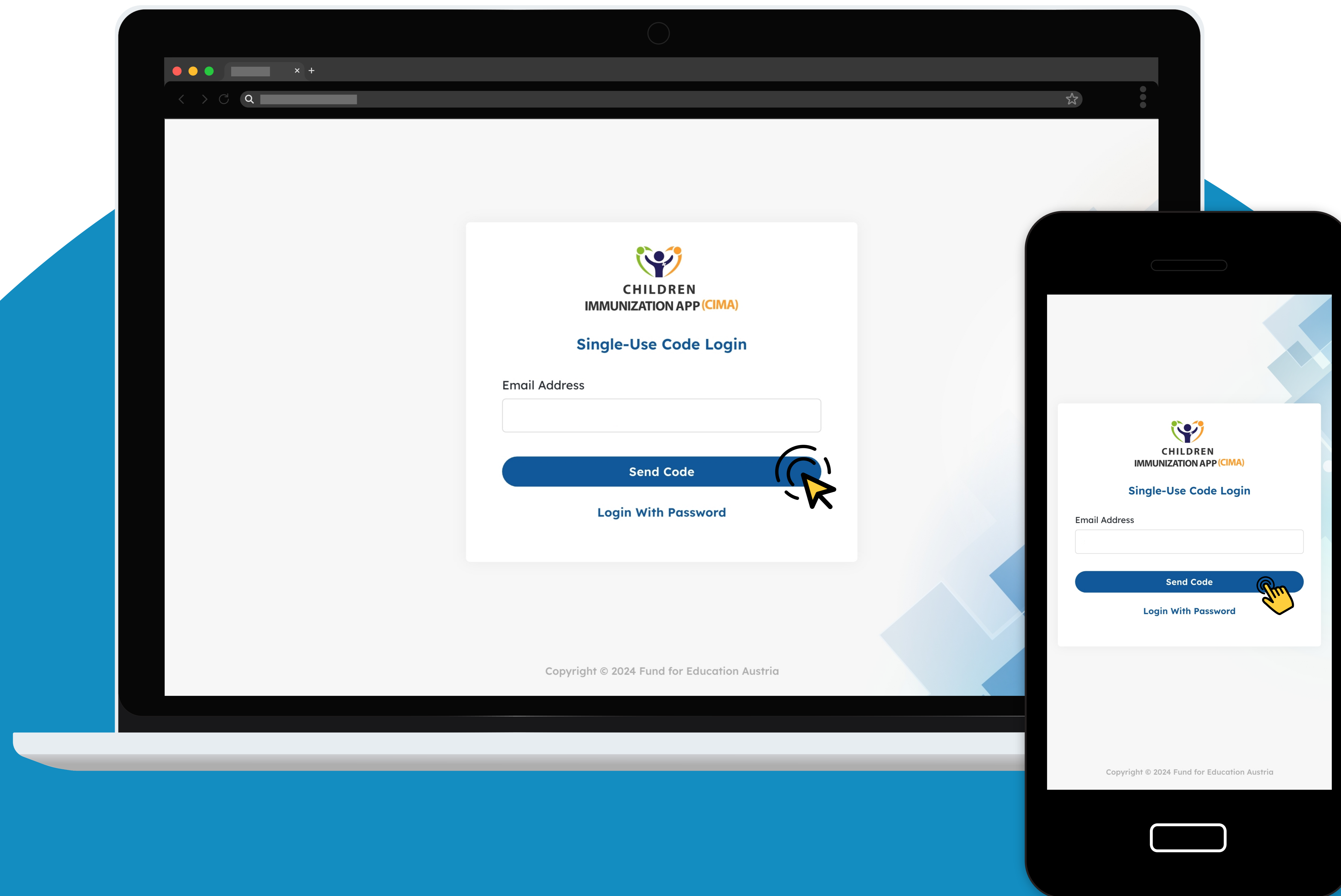
Guide to Successfully Navigating and Completing Courses on Arena

Arena Learning Hub is an intuitive platform designed to provide all the tools and resources necessary for completing online courses. This guide will walk you through each stage, from logging in to completing the final assessments, ensuring a smooth and successful experience.

1 Logging into the Platform

Step 1:

After completing the application form on cima.care, you will receive an email with a link to the CIMA Health Academy. Click the link to be redirected to the login page, then enter the email address you provided in the application form to receive a single-use code for logging in.



1

Step 2:

Check your email for the login code and enter it in the designated field to access the platform.

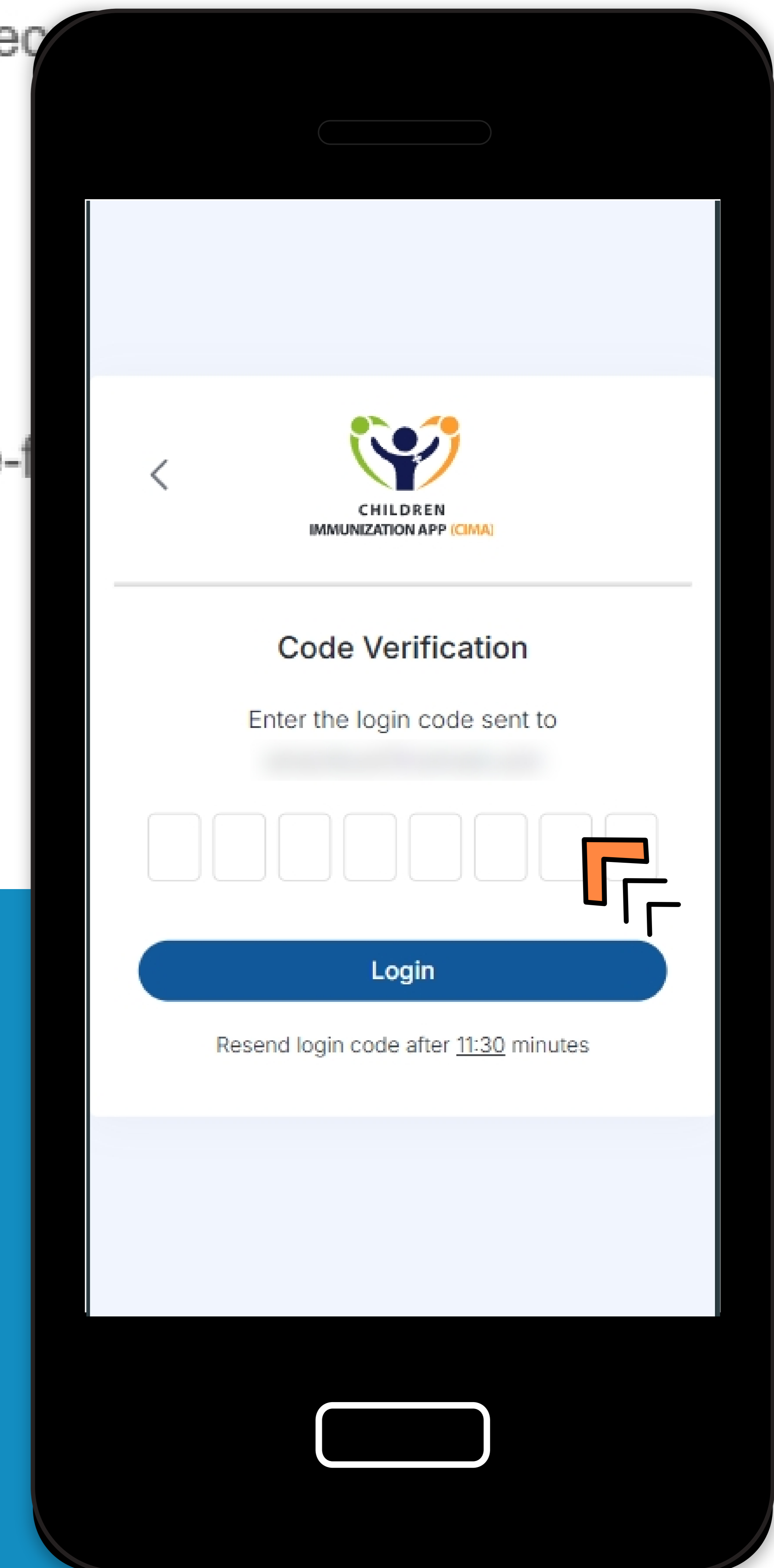
Your request for a single-use code to use with your account has been received.
Your single-use code is:

er5f18nf

To simplify the process, just click the link below — your code will be pre-filled automatically:

[Log in with this link](#)

If you didn't request this code, you can safely ignore this email.



1

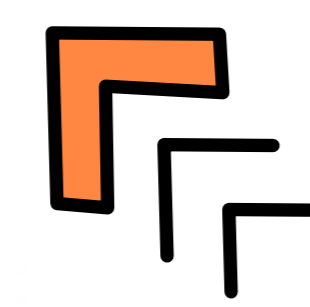
Alternatively, you can click the link in the email, which will open the login page with the code pre-filled.

Your request for a single-use code to use with your account has been received.
Your single-use code is:

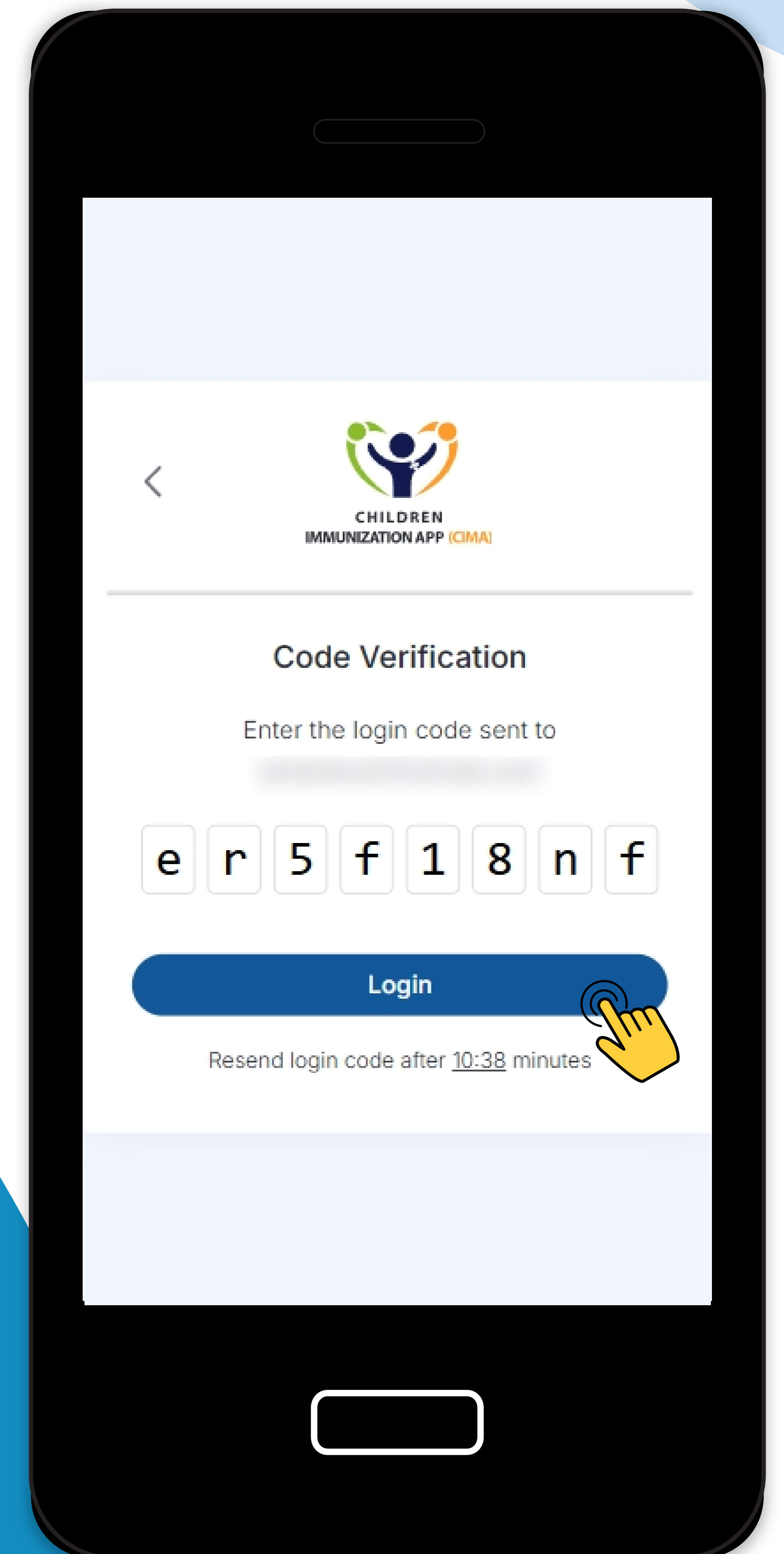
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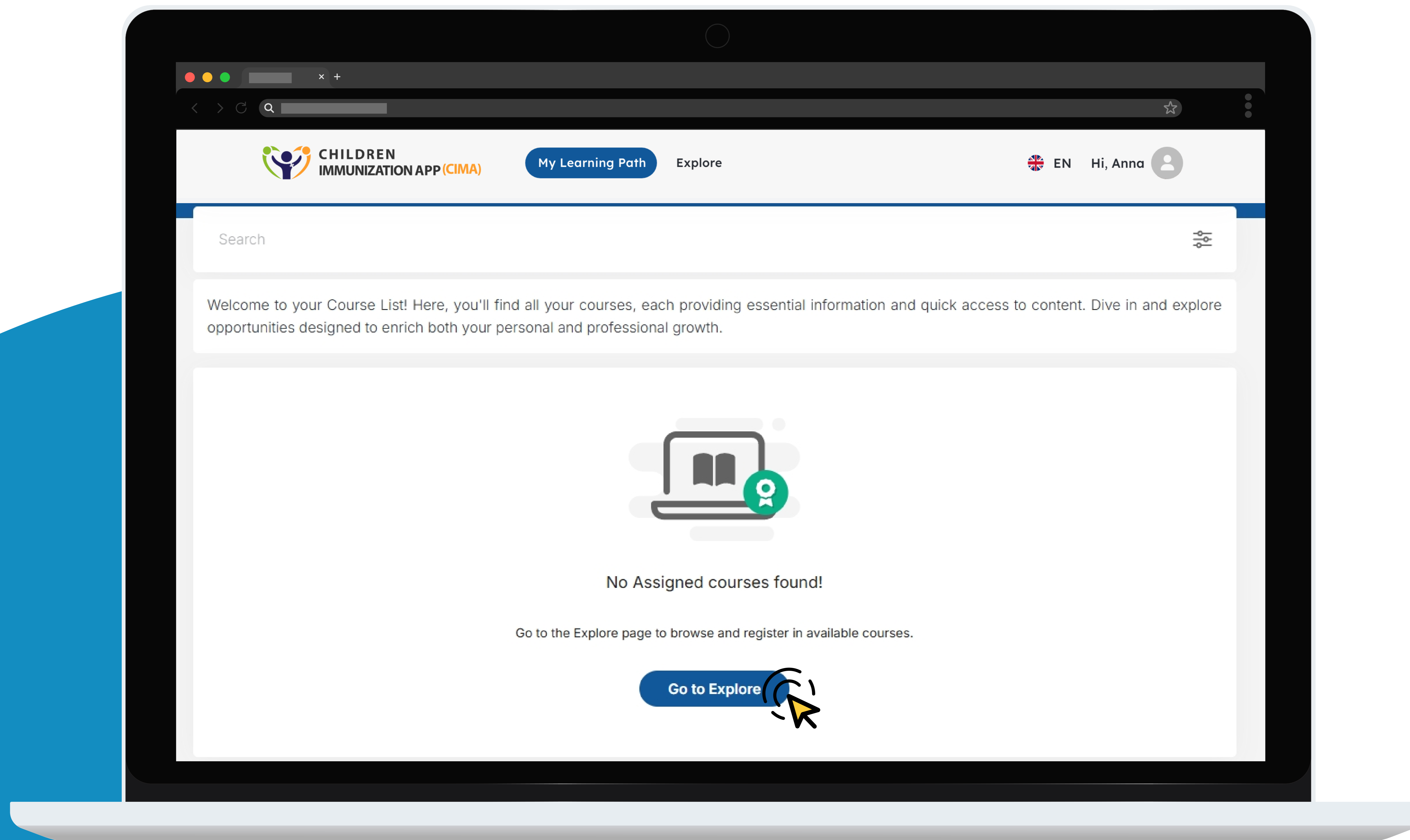
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2 Register for the Course

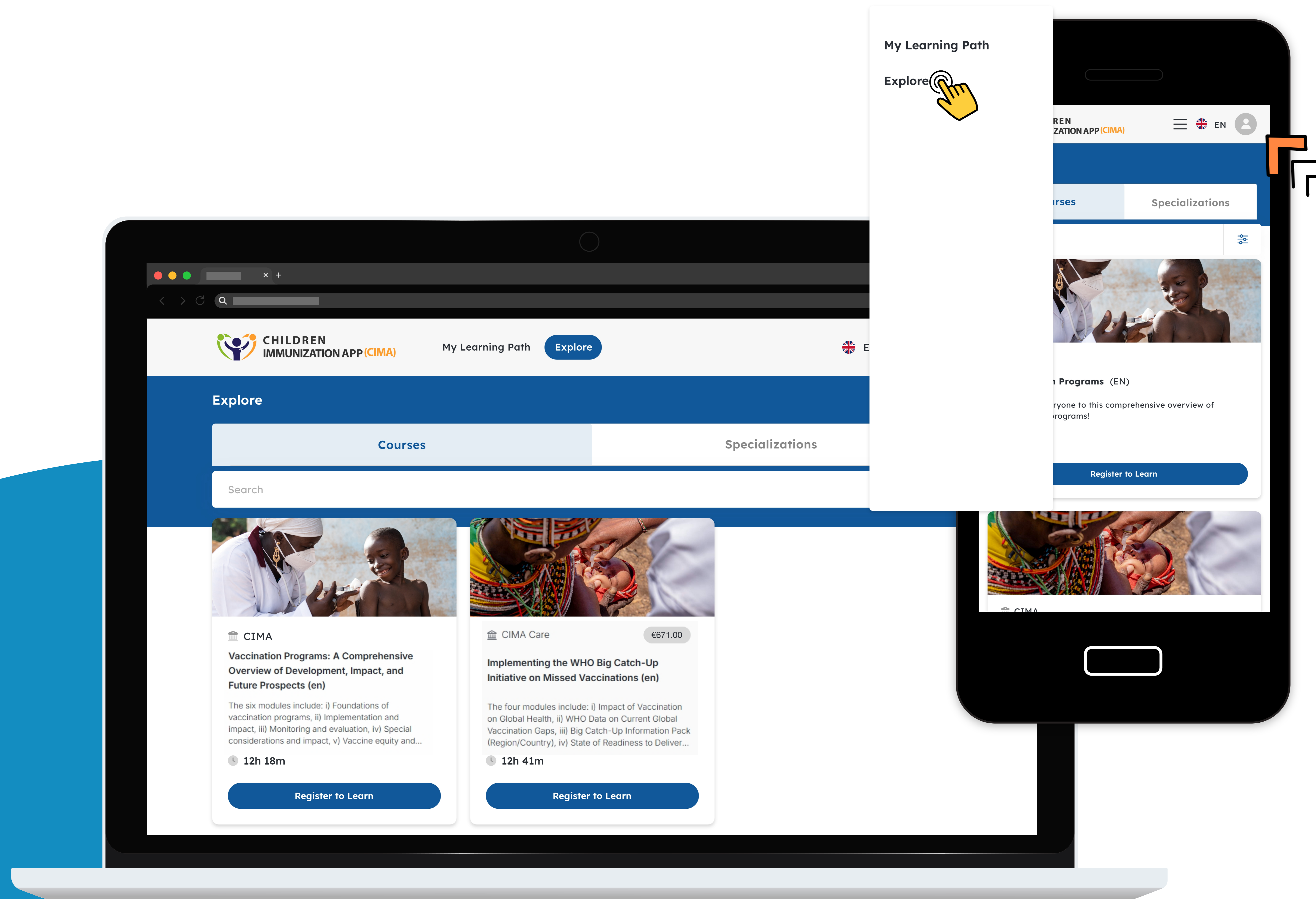
Step 1:

Once you have logged in, navigate to the “Explore” page by simply clicking on "Go to Explore" button at the center of the page.



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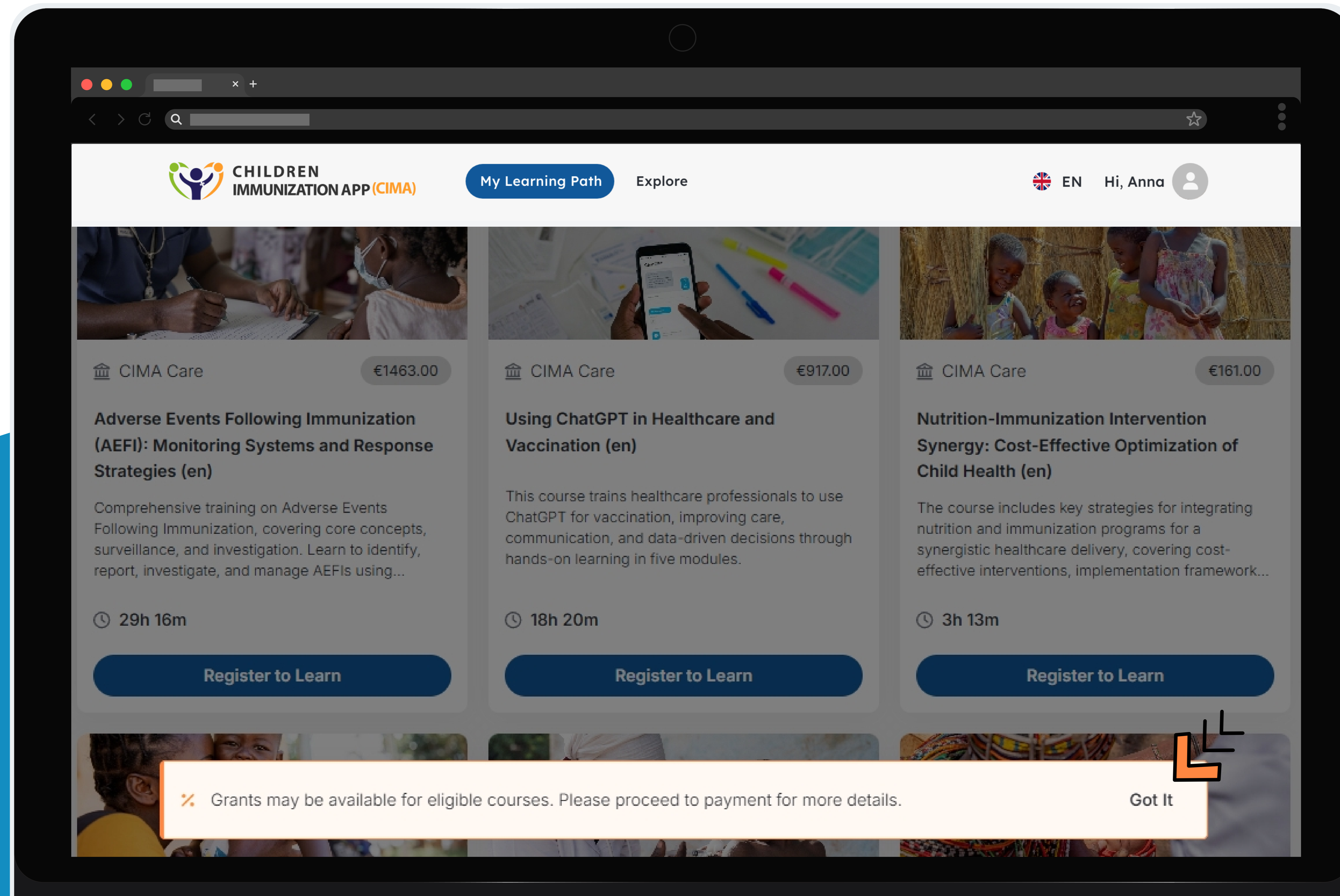
If you are using a laptop or computer, the “Explore” button is also located at the top center of the page. If you are using a cellphone, the “Explore” button can be also found in the top menu on the right. (Refer to the pictures in this slide for details.)



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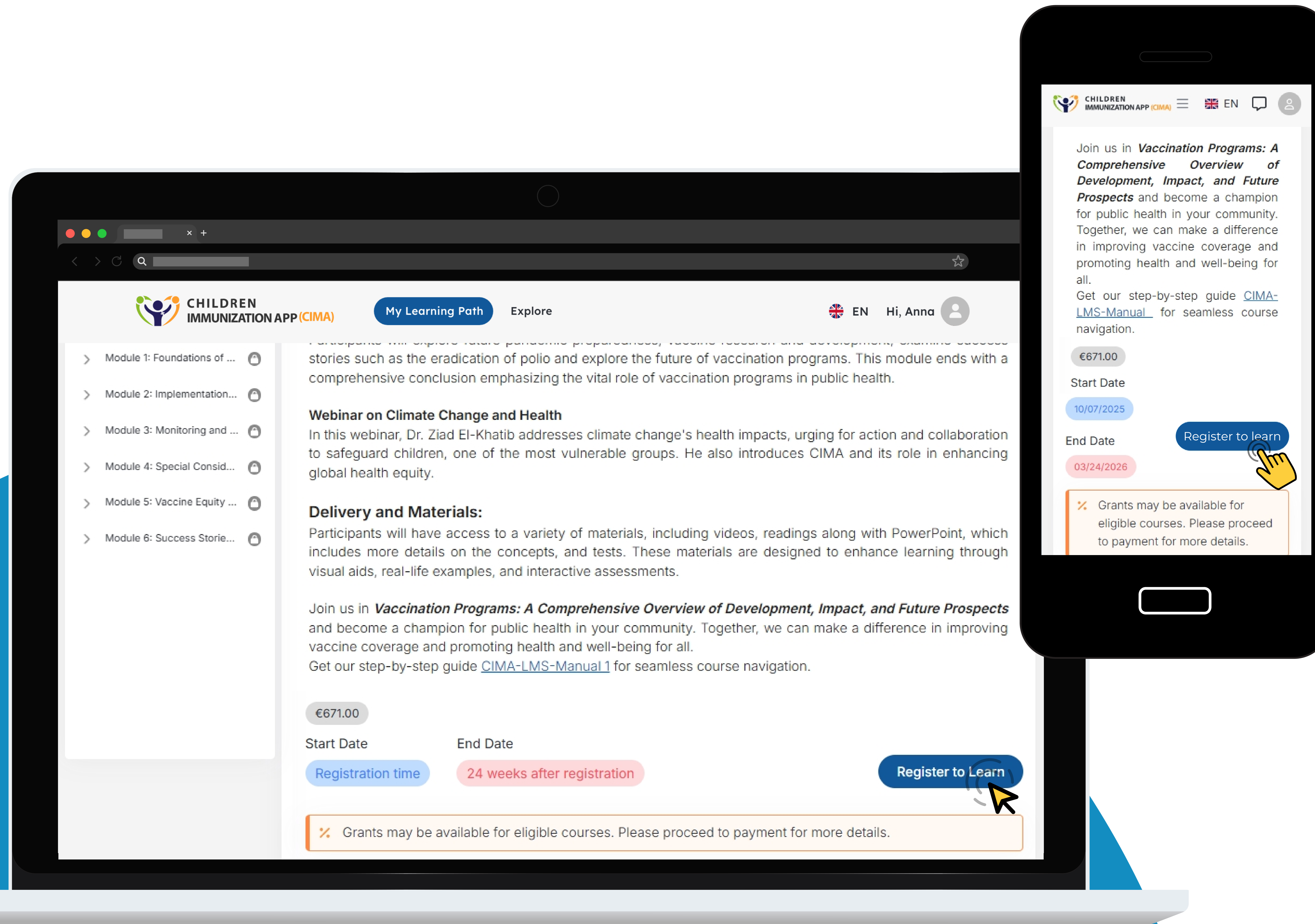
Step 2:

On the Explore page, a popup message will appear informing you that grants may be available for eligible courses. Click on "Got it".



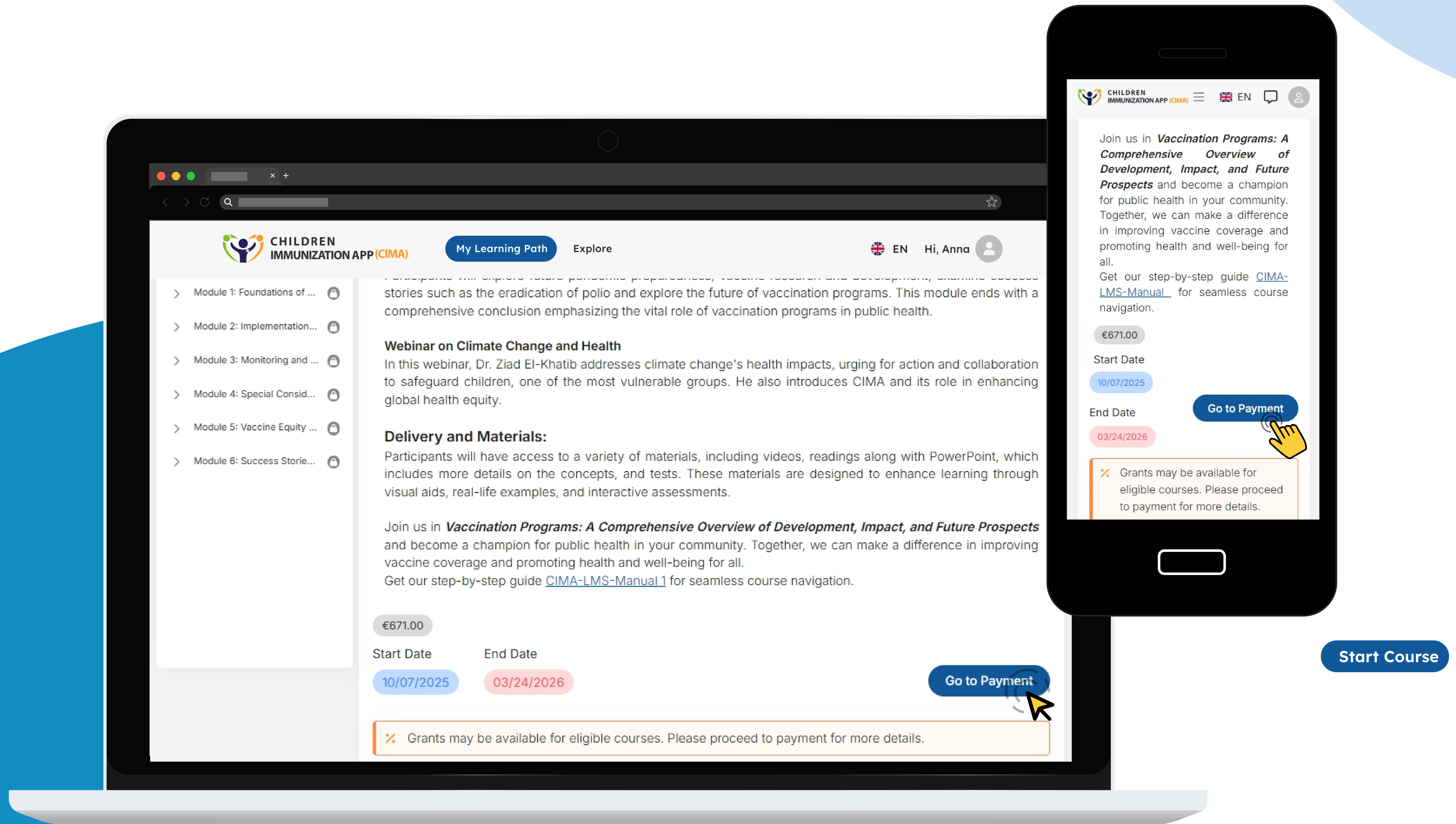
2

Then select the course titled Vaccination Programs and click "Register to Learn" button.



2

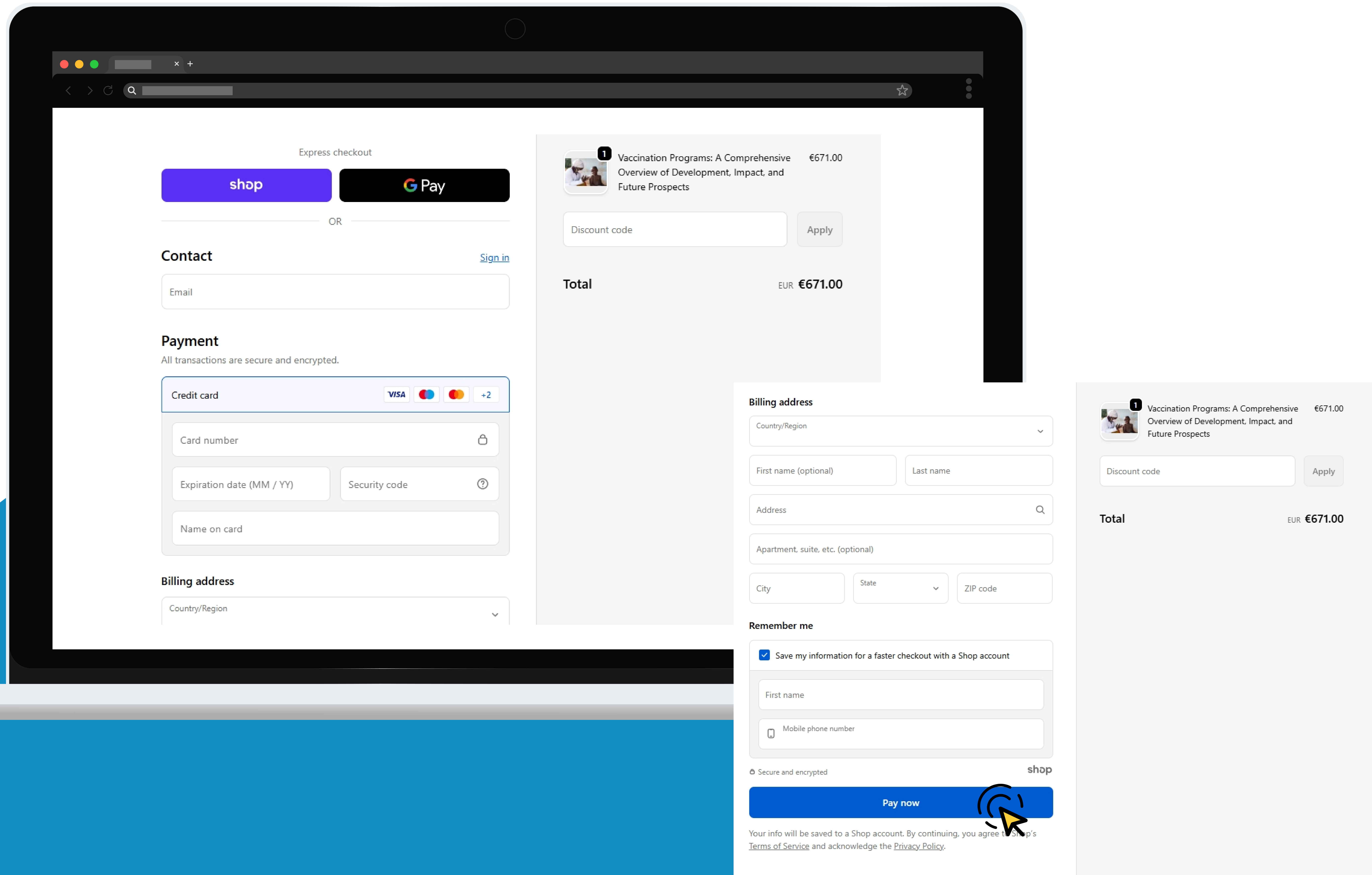
Then click the 'Go to Payment' button to be redirected to the payment gateway.



2

Step 3:

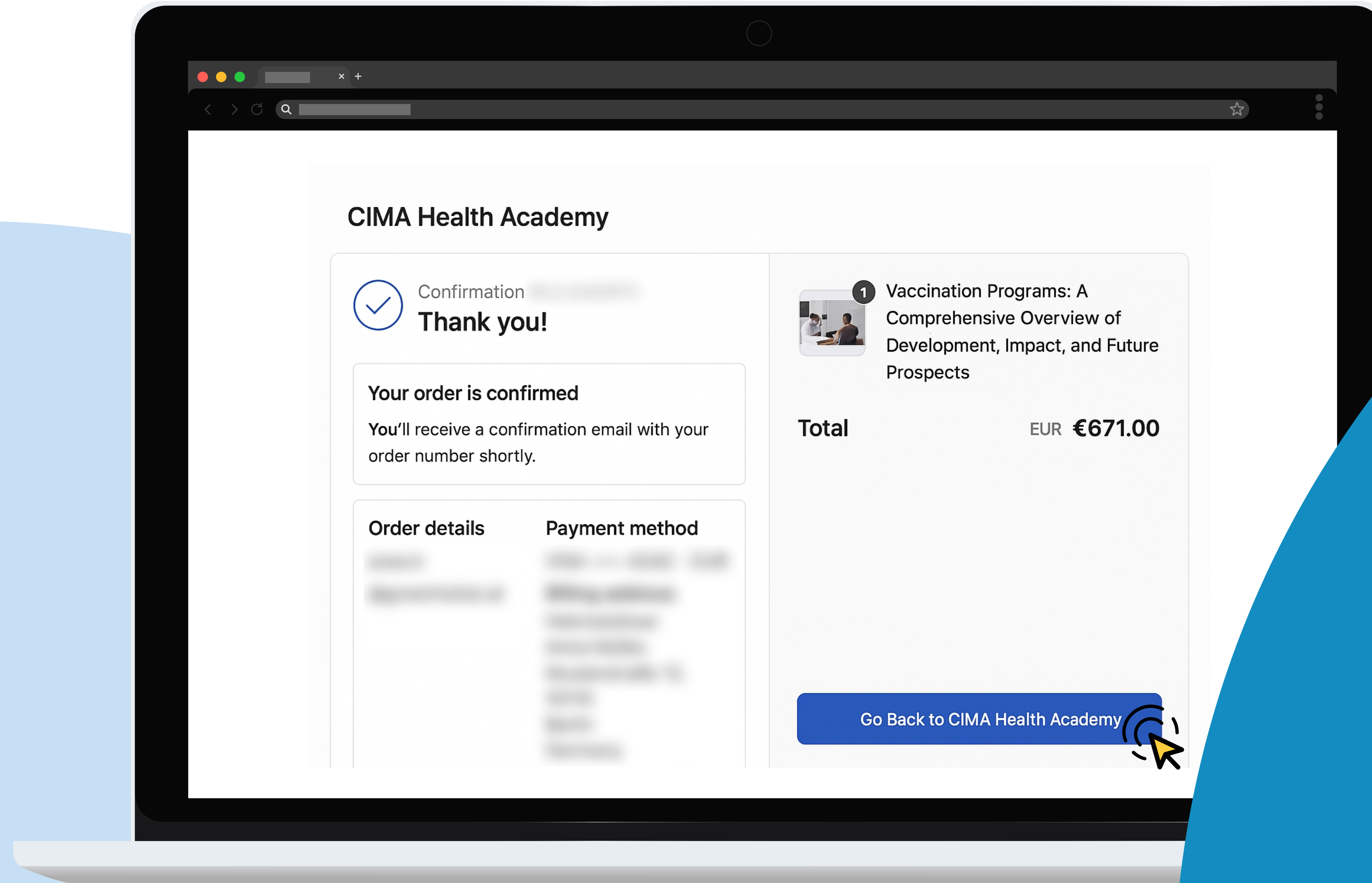
Complete the payment form, enter a discount code if you have one, and click the "Pay Now" button.



2

Step 4:

After a successful payment, click on the "Go Back to CIMA Health Academy" button to return to the platform.



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Step 5:

You can access your course anytime in the My Courses section. Click on it to view the course overview and contents, then start learning by clicking the "Start Course" button.

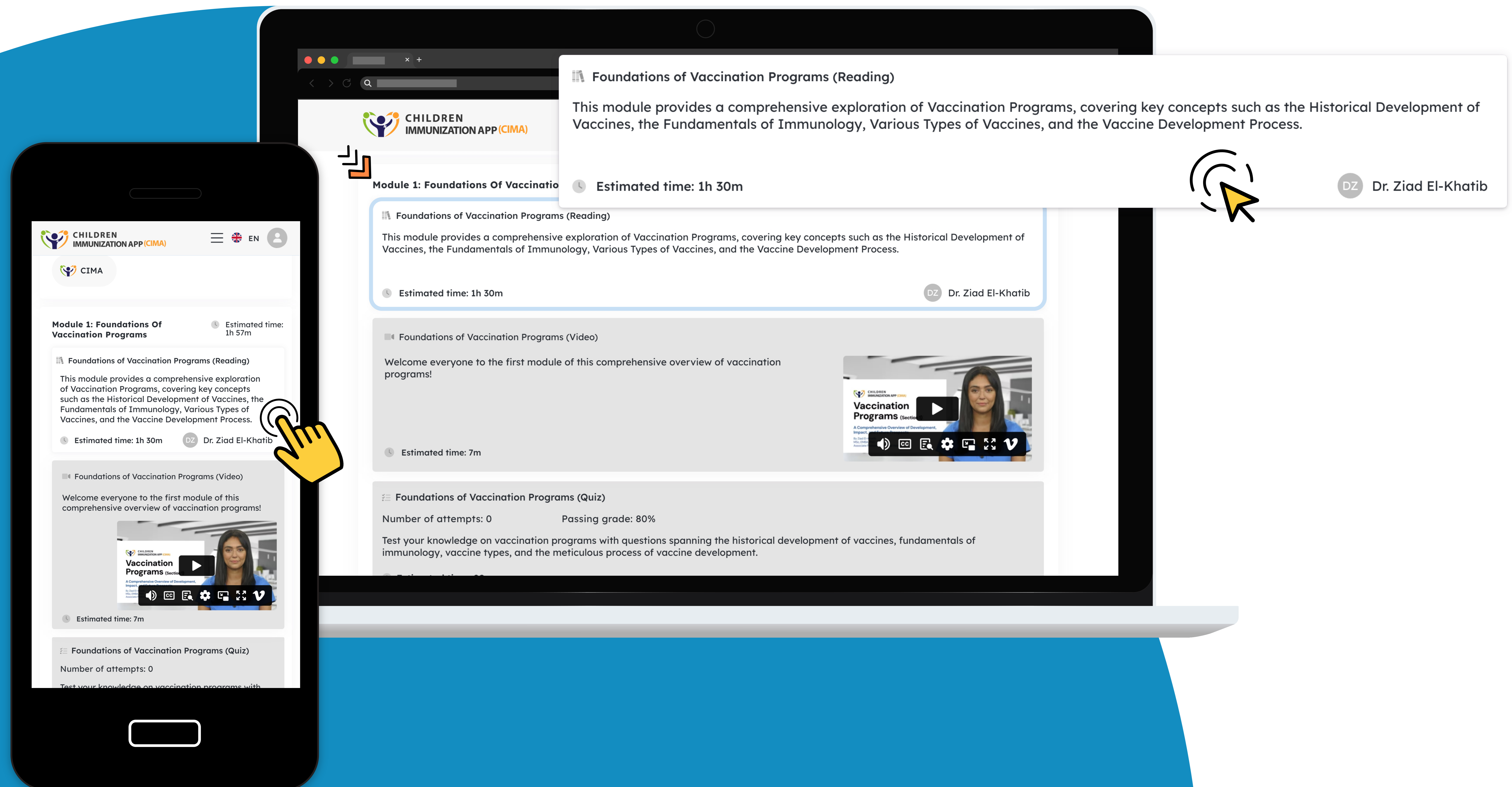
The screenshot displays the CIMA LMS interface. At the top, the logo for CHILDREN IMMUNIZATION APP (CIMA) is visible, along with navigation options like 'My Learning Path' and 'Explore'. The user's name 'Hi, Anna' and language 'EN' are also shown. A welcome message states: 'Welcome to your Course List! Here, you'll find all your courses, each providing essential information and quick access to content. Dive in and explore opportunities designed to enrich both your personal and professional growth.'

The main content area features a course card for 'Vaccination Programs: A Comprehensive Overview of Development, Impact, and Future Prospects (en)'. The card includes a progress bar at 0%, a duration of 13h 25m, and a due date of 03/24/2026. A sidebar on the right provides a 'Course Overview' with a list of modules: Module 1: Foundations of..., Module 2: Implementation..., Module 3: Monitoring and..., Module 4: Special Consid..., Module 5: Vaccine Equity..., and Module 6: Success Storie....

The main content area contains detailed descriptions for Module 6, a webinar on climate change and health, and delivery materials. A 'Start Course' button is prominently displayed at the bottom right. A note at the bottom states: 'Grants may be available for eligible courses. Please proceed to payment for more details.'

3 Module 1 - Reading Material

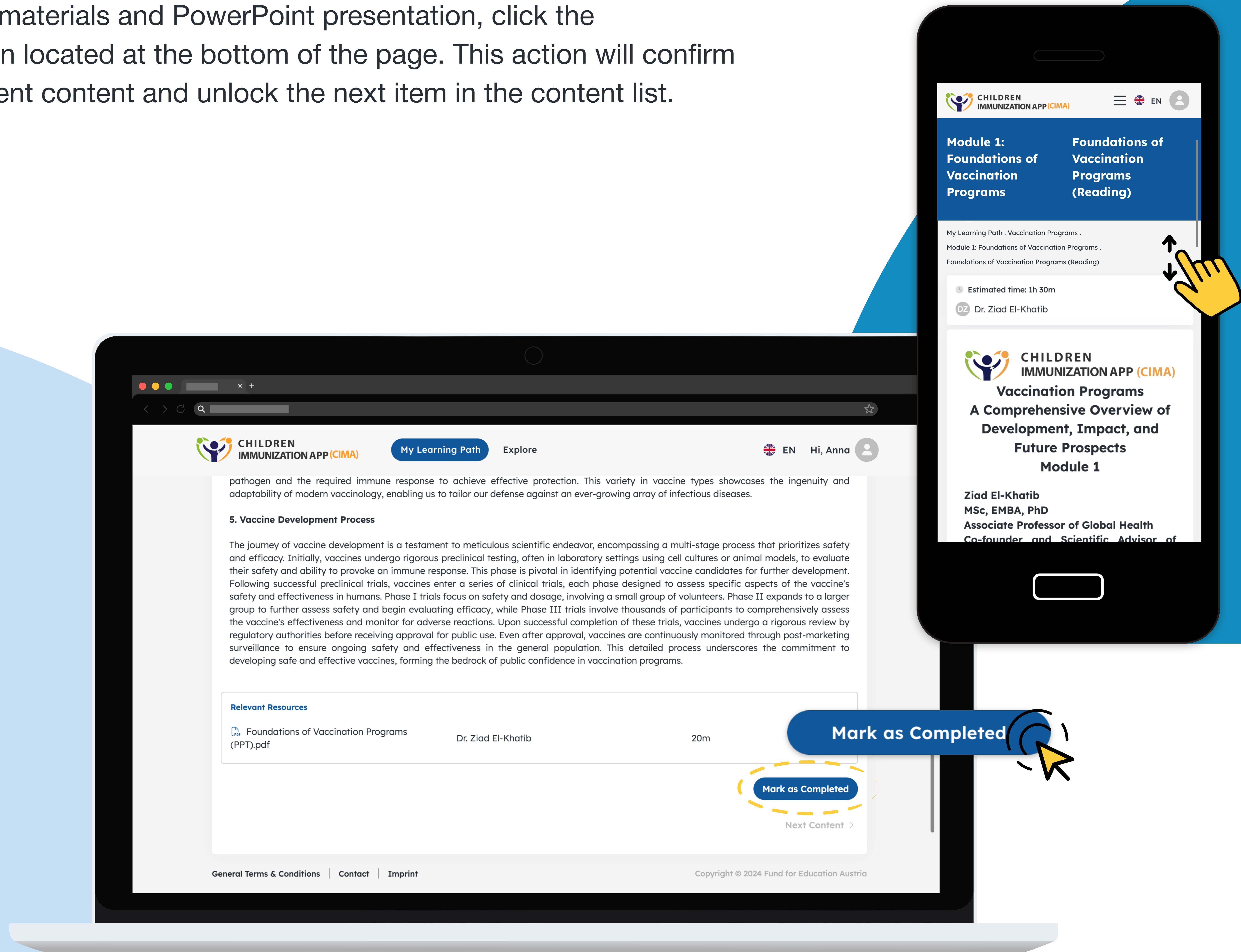
The reading materials for each module are essential for grasping the topics discussed. Thoroughly review these documents to understand the foundational concepts that are crucial for progressing through the course. These materials are carefully aligned with current evidence-based practices, providing you with the latest insights in the field.



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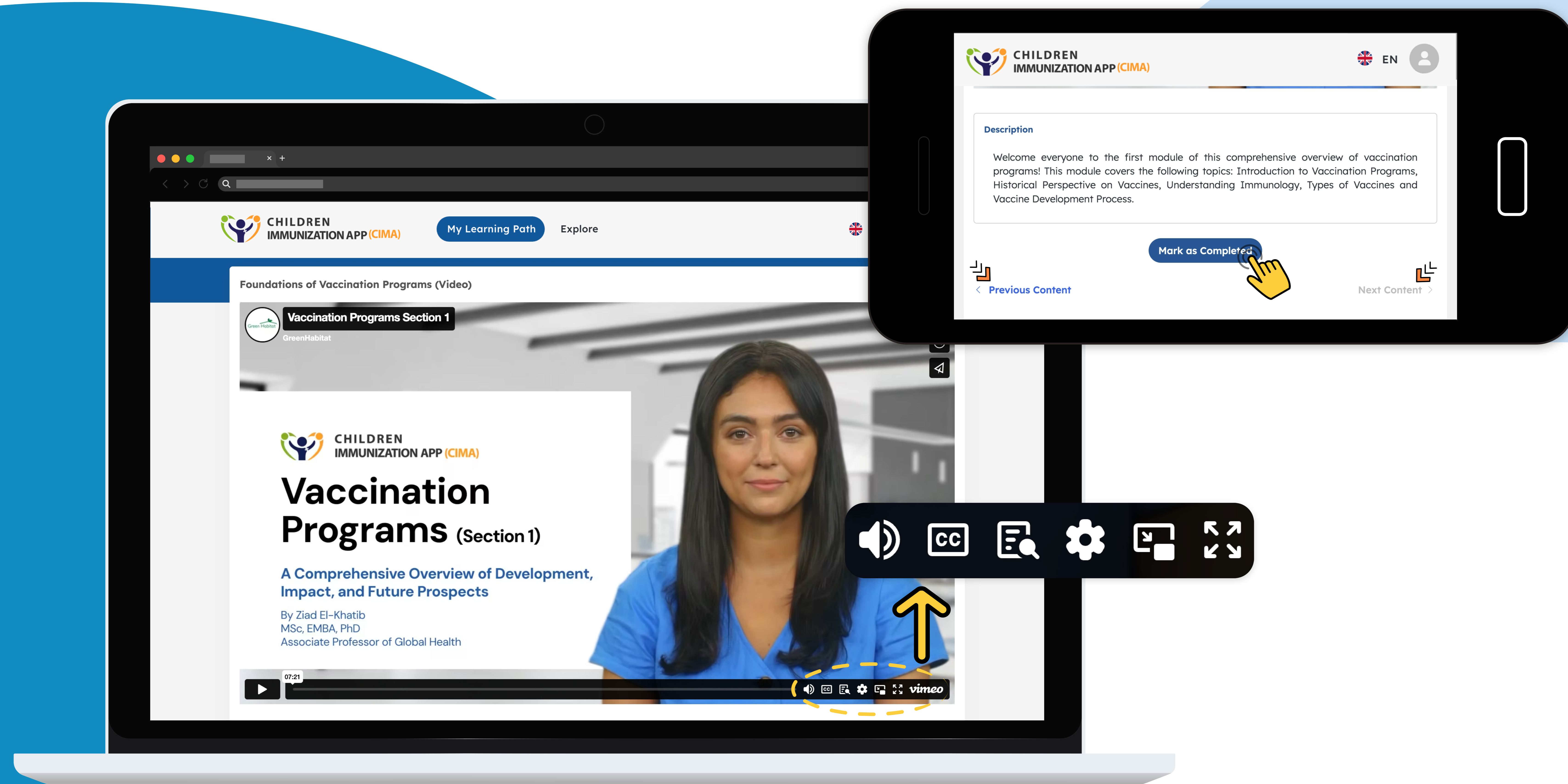
Mark as Completed

After reviewing the reading materials and PowerPoint presentation, click the “Mark as Completed” button located at the bottom of the page. This action will confirm your completion of the current content and unlock the next item in the content list.



5 Module 1: Video

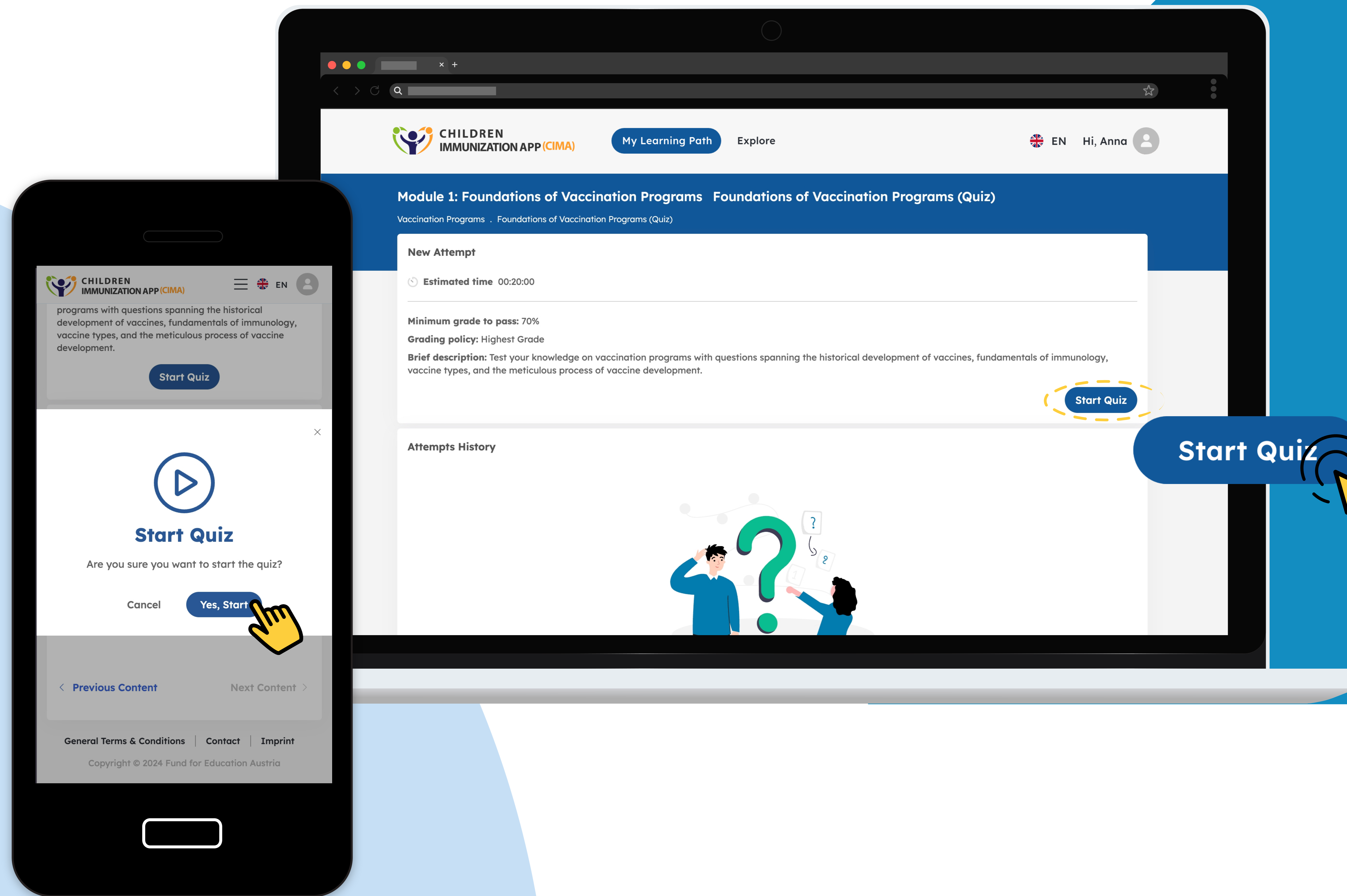
Continue to the next material (video): Use the options displayed with a dashed boundary line, such as “Transcript,” to enhance your learning experience. Additionally, you can adjust the speed of the speech through the settings of the video player. After you have finished watching the video, click the “Mark as Completed” button to enable the next content. You can navigate between contents using the “Previous Content” and “Next Content” buttons located at the bottom of the page.



6 Last Step: Quiz

Step 1: Start Quiz

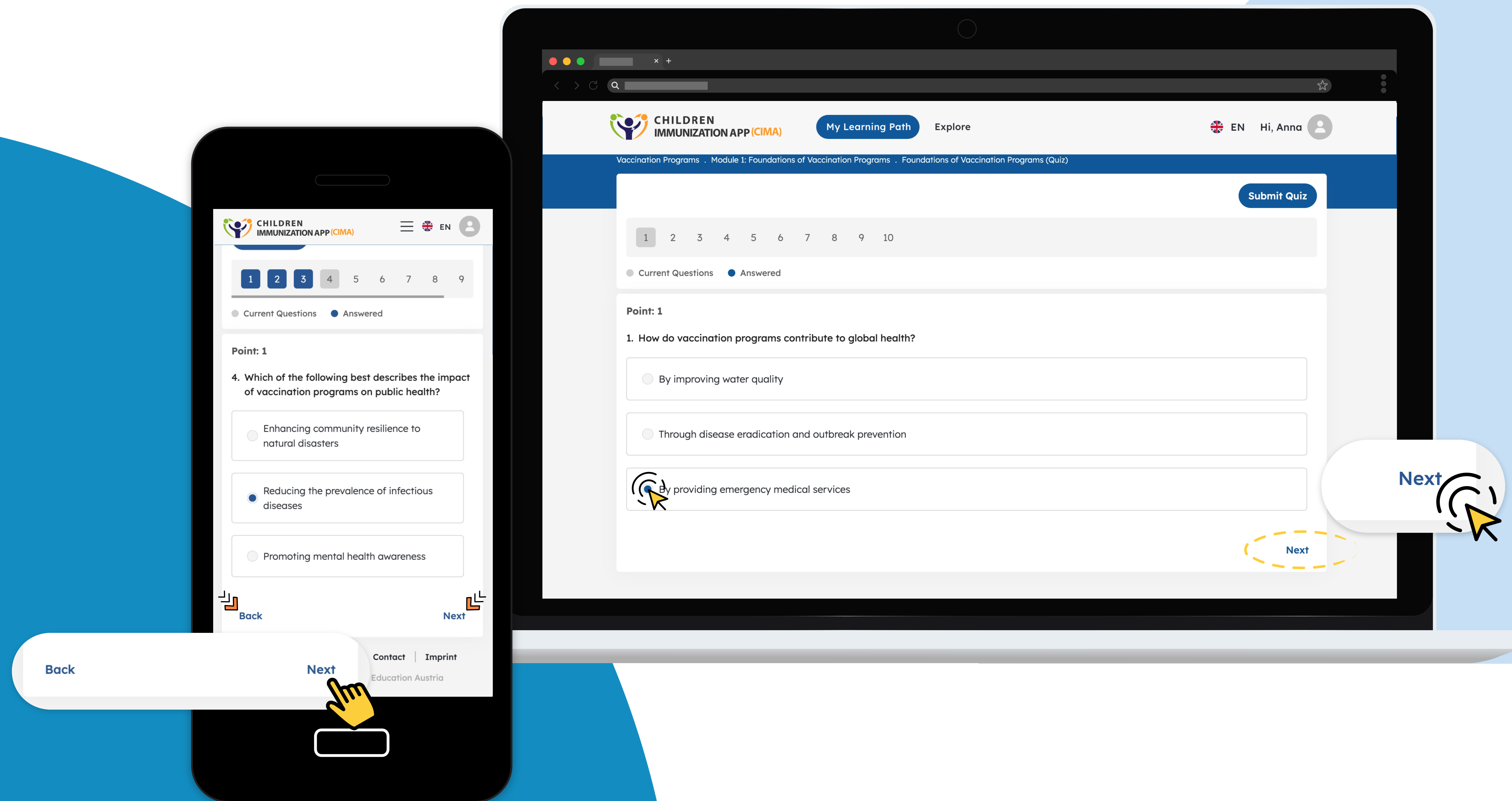
After viewing the module video, you will be prompted to assess your understanding by taking a quiz. Click the “Start Quiz” button to begin.



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Step 2: Navigating Quiz Questions

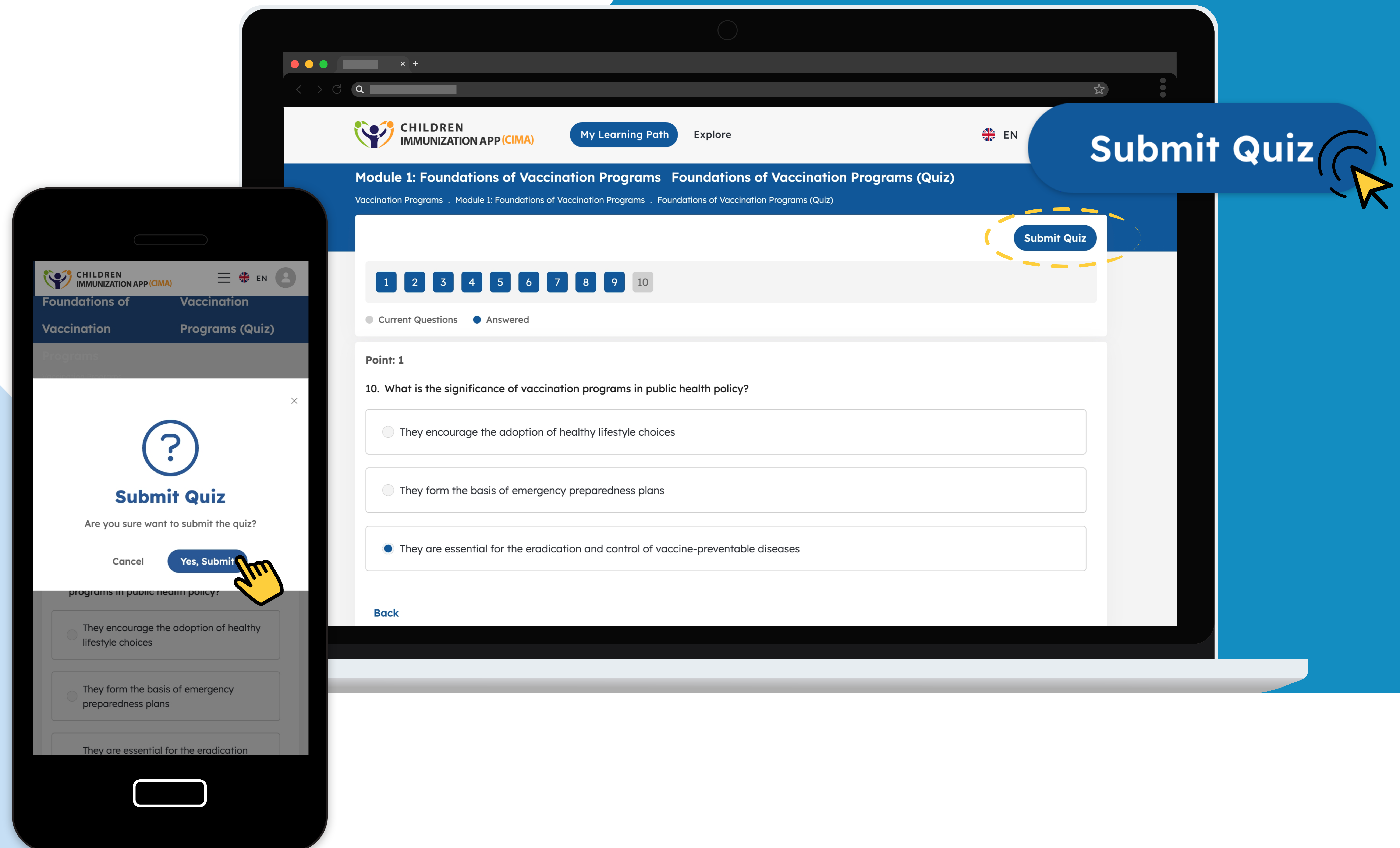
Each quiz question will appear on a new page accompanied by multiple-choice answers. To proceed to the next question, click the 'Next' button. If you need to review or modify your previous answers, use the 'Back' button.



6

Step 3: Submit Quiz

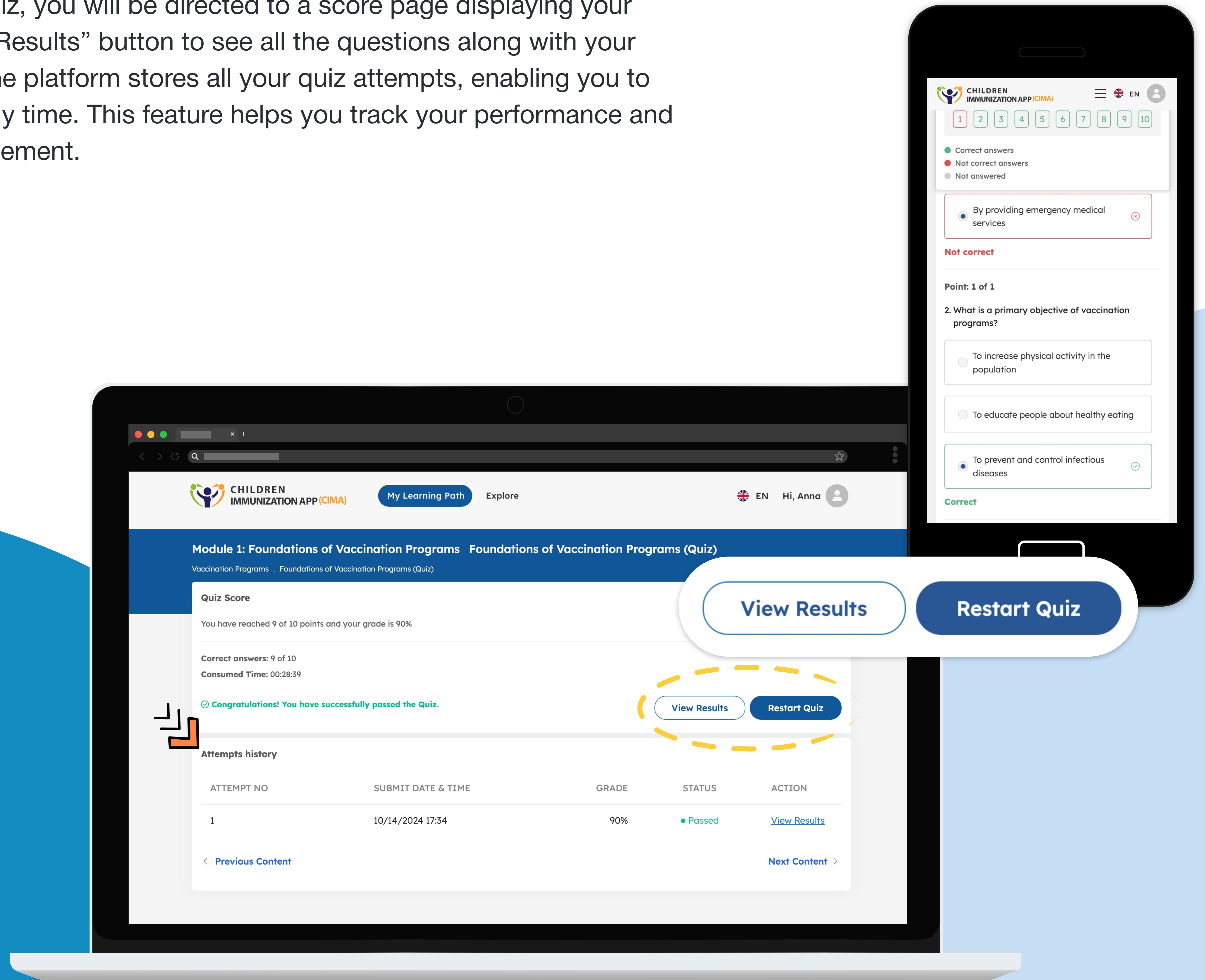
After answering all the quiz questions, click the 'Submit Quiz' button. Upon submission, you will receive immediate confirmation that your responses have been successfully recorded.



6

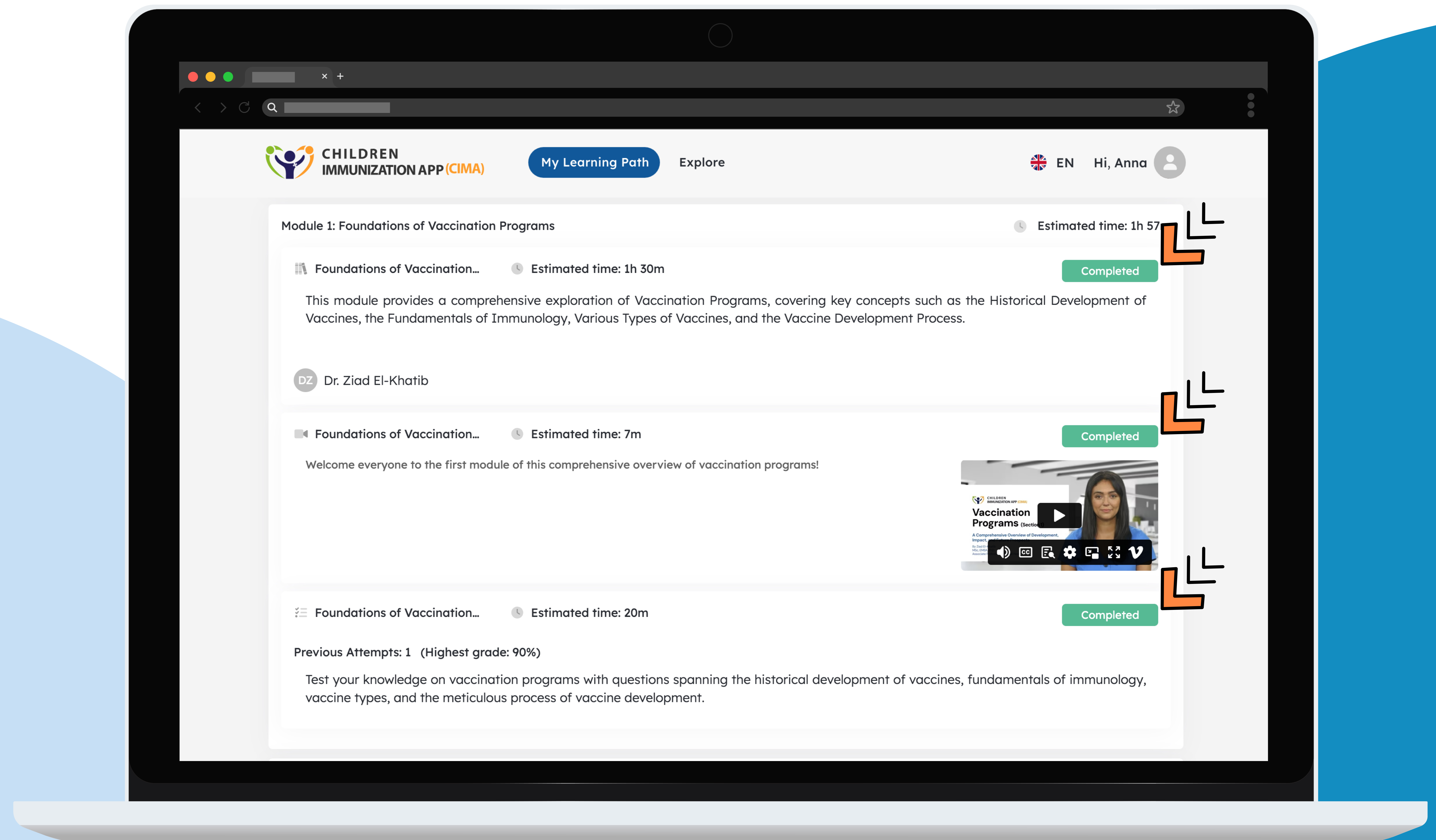
Step 4: Reviewing Quiz Scores and History

After submitting your quiz, you will be directed to a score page displaying your results. Click the “View Results” button to see all the questions along with your answers. Additionally, the platform stores all your quiz attempts, enabling you to review past results at any time. This feature helps you track your performance and identify areas for improvement.



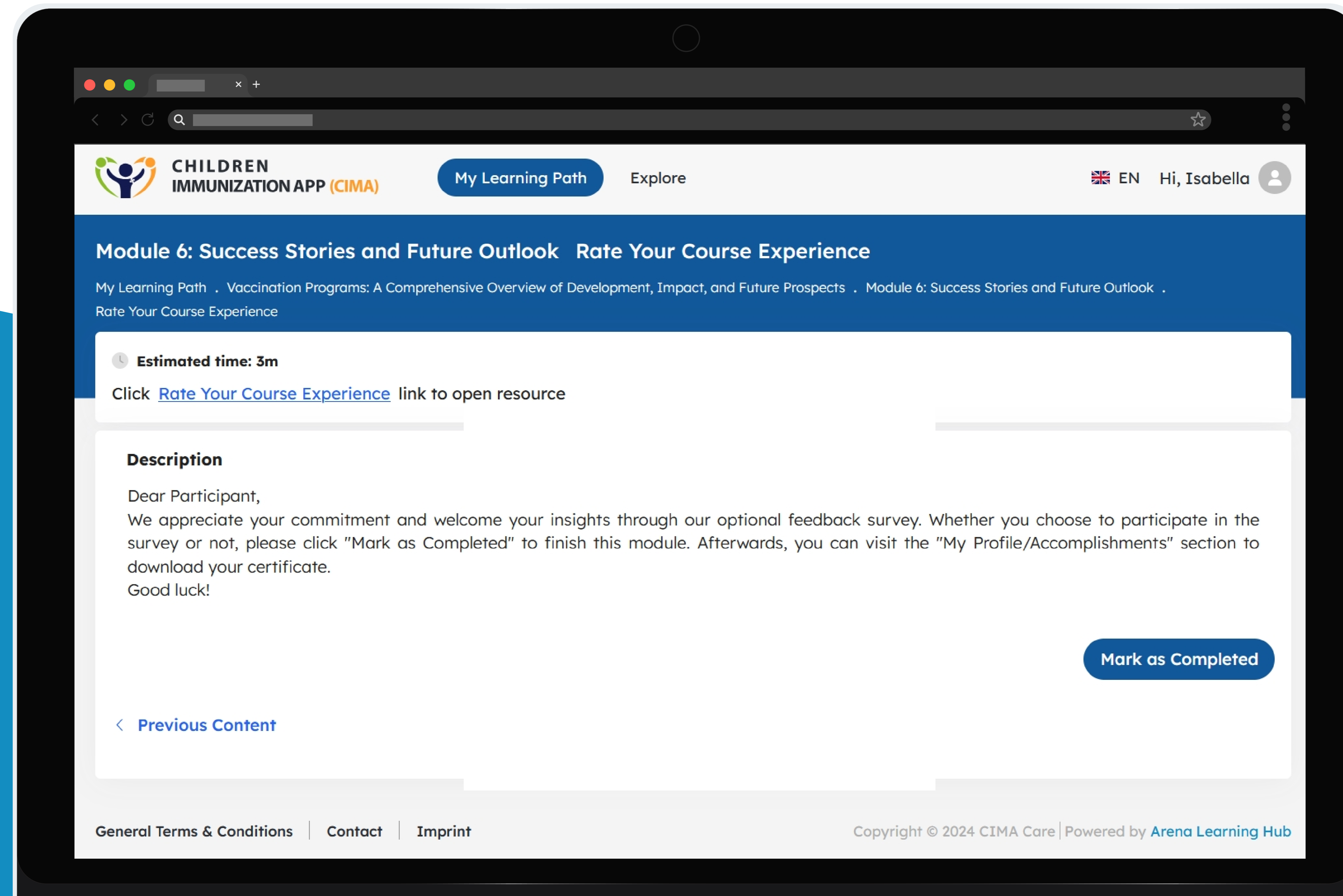
7 Completing the Course

Upon completing all the contents of one module, you may proceed to the next by clicking on the next module. This procedure remains consistent across all modules. Upon completion of all required modules, you have successfully passed the course.



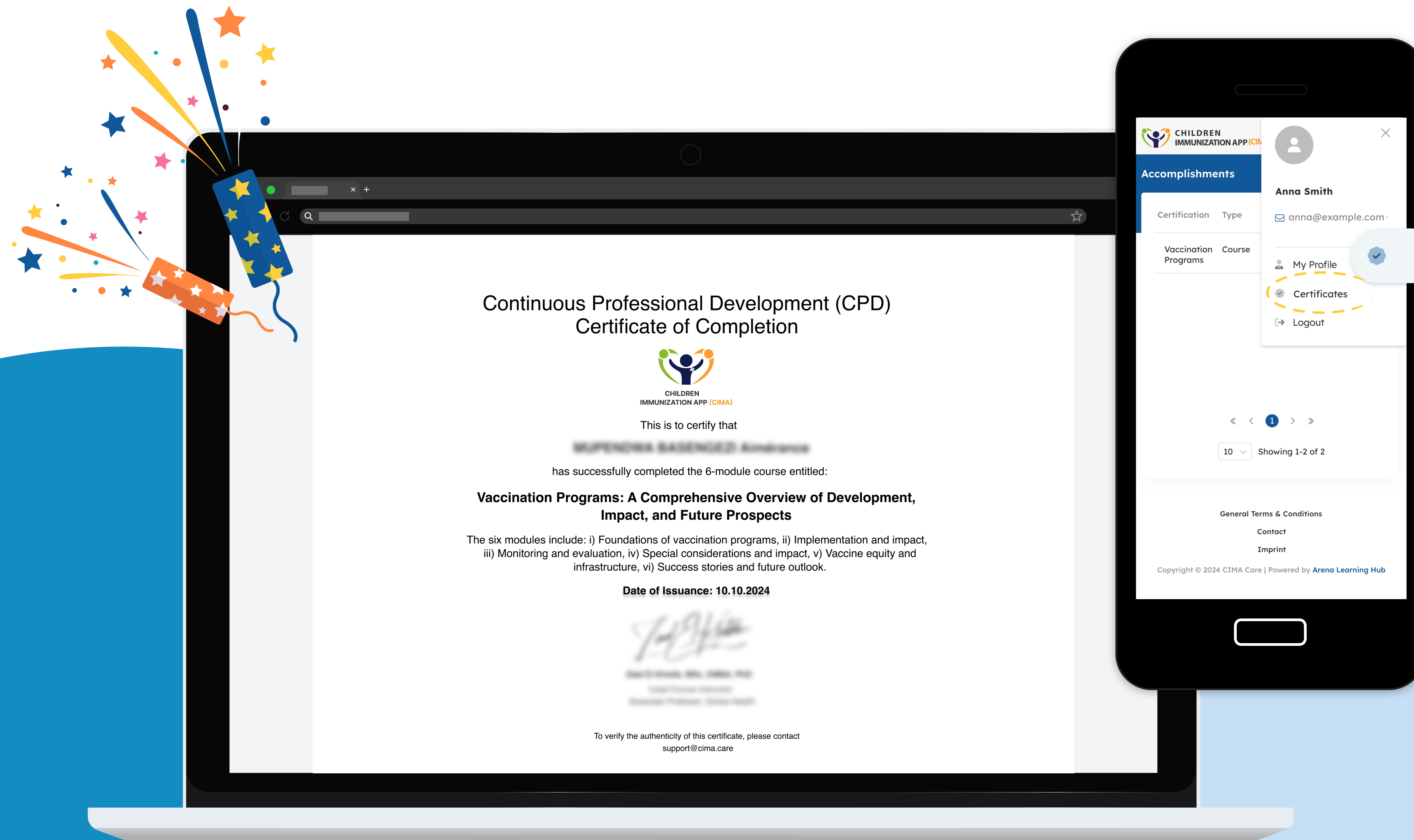
8 Feedback Survey

After completing all sections, we warmly encourage you to share your insights through our optional feedback survey. Regardless of whether you choose to participate in the survey, please remember to click 'Mark as Completed' to finalize this module.



9 Certification

Upon completion of the course, you will receive a certificate of completion, which you can download from the “Certificates” section in Profile menu on the platform. This certificate serves as official recognition of your successful completion and understanding of the course materials





By following these steps, you will be able to navigate the platform efficiently and ensure the successful completion of the course. Should you require further assistance, please do not hesitate to contact support@cima.care.

We wish you a rewarding learning experience throughout this course!

CIMA Training Team

CIMA CARE GmbH

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