



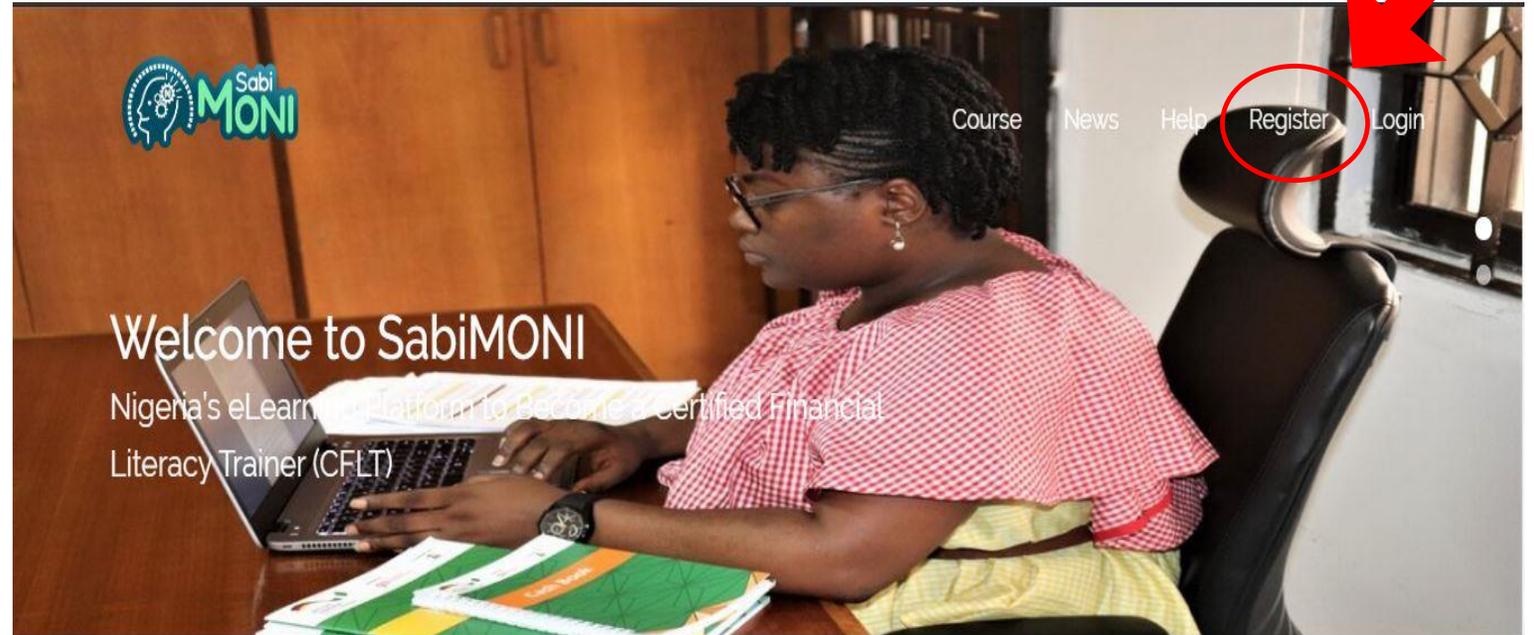
Users' guide

The SabiMONI platform is an online resource that **presents financial literacy learning content accessible** over mobile and desktop/laptop computers while being connected to the internet.

This guide supports first time users in getting access to the SabiMONI platform and starting the course on financial literacy.

SabiMONI platform – registration

To access the platform for the first time, users need to register with their email address and follow the instructions received via email.



SabiMONI platform – login

Each duly registered user needs to present a username and password combination that grants him/her login to the online learning platform for accessing learning materials.



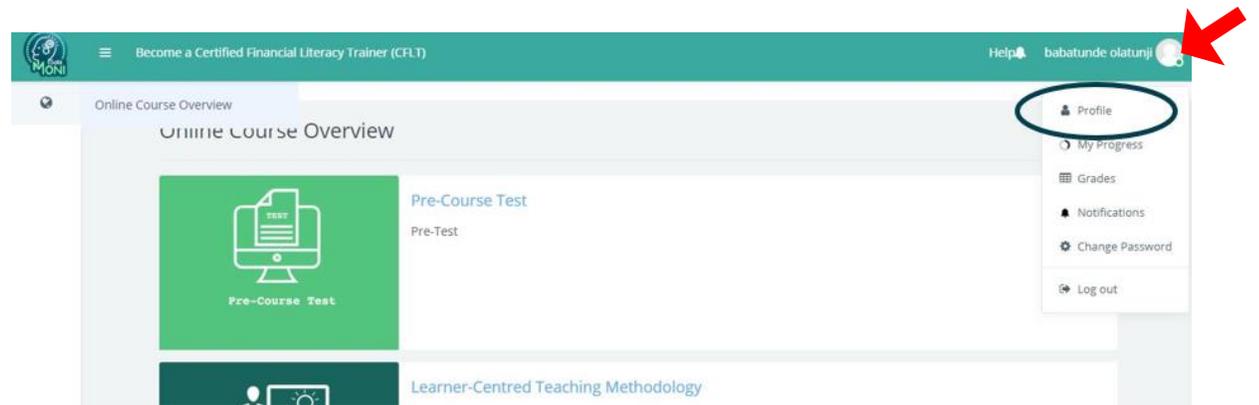
Sign In

Remember username [Forgot Password?](#)

[No Account? Create new account](#)

SabiMONI platform – user profile

- ❖ Before successfully being certified, users need to complete their profile information.
- ❖ Data is kept confidential and is exclusively used for identification and anonymous statistical purposes.
- ❖ Users can choose to hide or display their email address, include a photo or an avatar.
- ❖ Click on '**Username**' in the right upper corner to display a dropdown menu and then '**Profile**'.



SabiMONI platform – select affiliation

- ❖ One of the key information users need to enter before they can start the course is to **'Select Affiliation'** on the profile page.
- ❖ By selecting the affiliation (if applicable), they ensure to get access to the appropriate course.
- ❖ If users are interested in becoming a CFLT and do not belong to any specific programme, they need to select **'Others'**.

Become a Certified Financial Literacy Trainer (CFLT) Help 7 Jenni

Please fill in your profile, your data will remain confidential.

General

First name - Missing given name

Surname - Missing surname

Email address - Required

User Picture

New picture Note: If you can not upload an image, kindly use another web browser. Maximum file size: 100MB

Accepted file types:
.gif .jpe .jpeg .jpg .png .svg .svgz

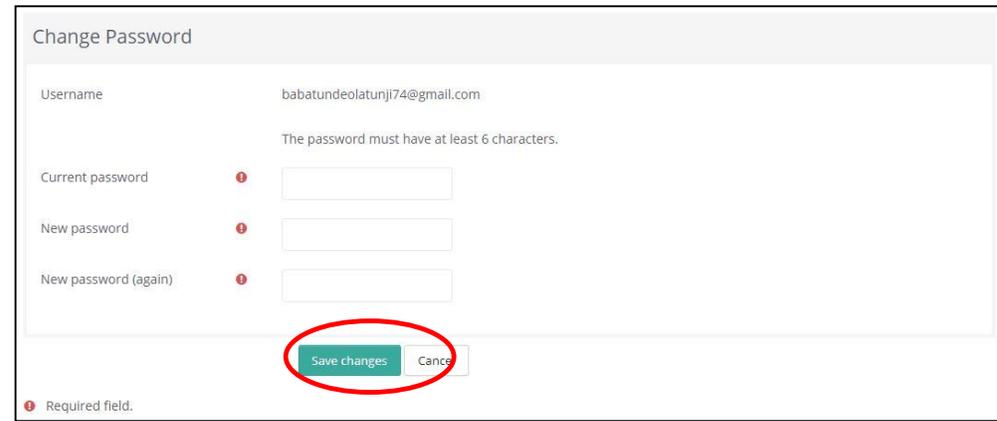
Additional Information

Select Affiliation - Required

Phone Number

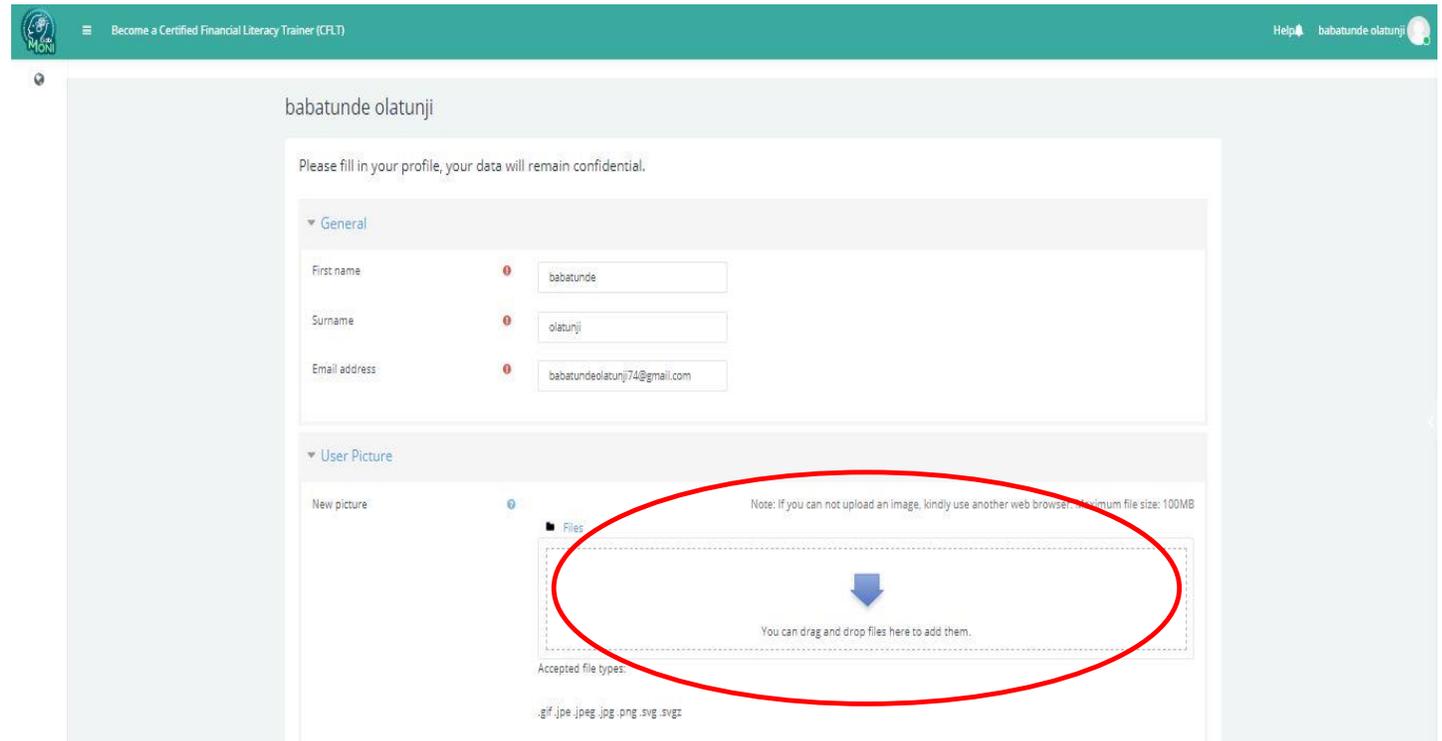
SabiMONI platform – password change

- ❖ Click on '**Username**' in the right upper corner to display a dropdown menu and then '**Profile**'.
- ❖ To change the password click on '**Change Password**'.
- ❖ To save newly created password click on the button '**Save changes**'.

A screenshot of the "Change Password" form. The form has a title "Change Password" and a subtitle "Username babatundeolatunji74@gmail.com". Below the subtitle, there is a note: "The password must have at least 6 characters." The form contains three input fields: "Current password", "New password", and "New password (again)". Each input field has a red exclamation mark icon to its left, indicating a required field. At the bottom of the form, there are two buttons: "Save changes" and "Cancel". The "Save changes" button is circled in red. A legend at the bottom left indicates that the red exclamation mark icon represents a "Required field."

SabiMONI platform – user picture

- ❖ Users may add a profile picture by scrolling down to '**User Picture**' section and select '**Add**'.
- ❖ A file picker window will appear.
- ❖ Select and press the button to locate and upload an image.
- ❖ Scroll down to the bottom of the screen and press '**Update profile**' to finish updating your profile.

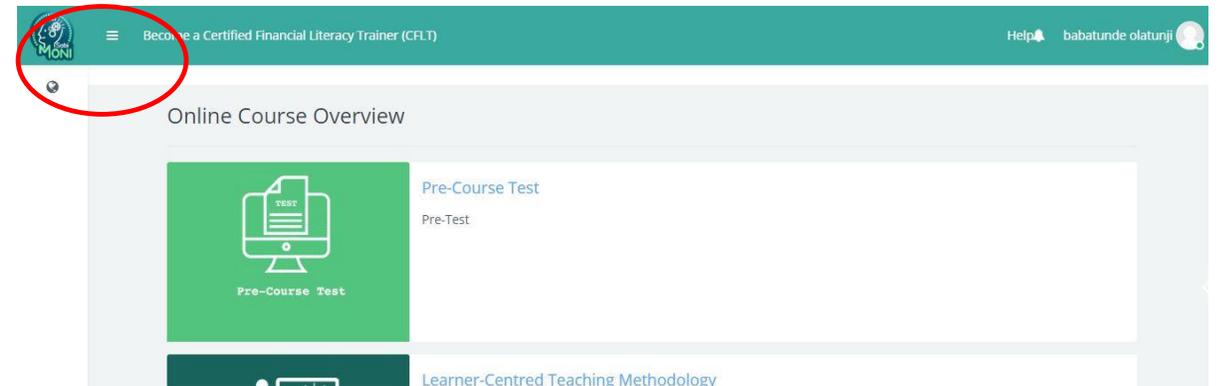


The screenshot shows the SabiMONI user profile page for 'babatunde olatunji'. The page has a teal header with the SabiMONI logo, a navigation menu, and the text 'Become a Certified Financial Literacy Trainer (CFLT)'. In the top right corner, there is a 'Help' icon and the user's name 'babatunde olatunji'. The main content area is titled 'babatunde olatunji' and contains a form with the following sections:

- General**: Fields for 'First name' (babatunde), 'Surname' (olatunji), and 'Email address' (babatundeolatunji74@gmail.com).
- User Picture**: A section for uploading a profile picture. It includes a note: 'Note: If you can not upload an image, kindly use another web browser. Maximum file size: 100MB'. Below this is a file upload area with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' This area is circled in red in the image. Below the upload area, it lists 'Accepted file types: .gif .jpe .jpeg .jpg .png .svg .svgz'.

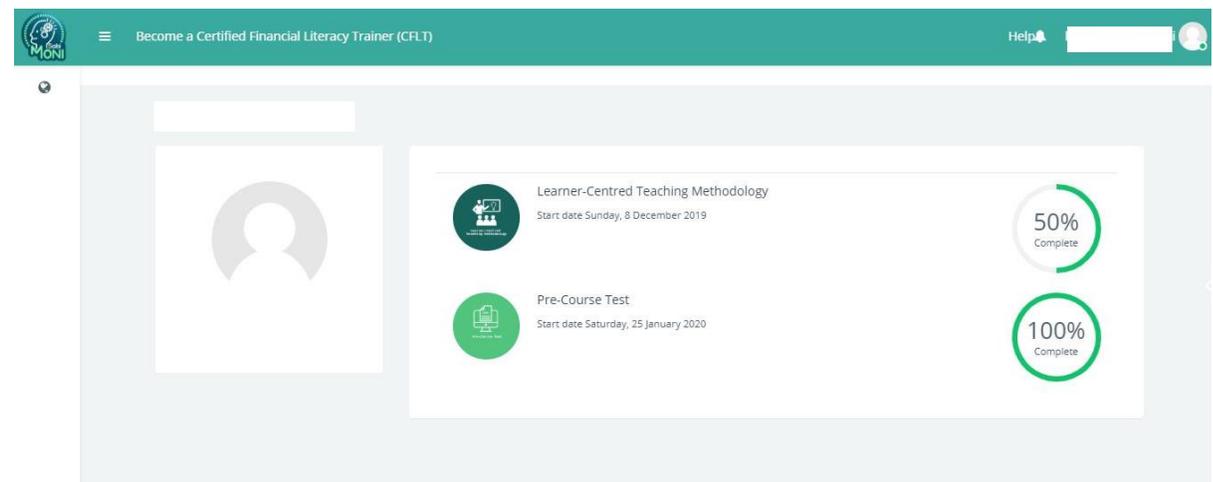
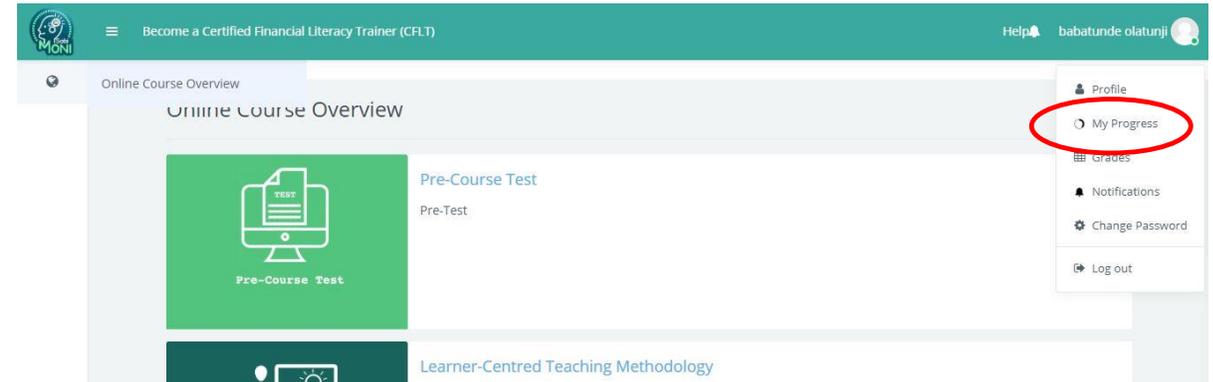
SabiMONI platform – starting the course

After creating a user profile and filling in all required information, users can start the online learning by clicking on the **'Online Course Overview'** or the SabiMONI logo in the left upper corner.



SabiMONI platform – progress

- ❖ To check your progress click on '**Username**' in the right upper corner to display a dropdown menu and click on '**Progress Overview**'.
- ❖ The course is organised in a sequence, meaning that you have to start with the '**Pre-Course Test**'. Having finished this test, you are allowed to start with the first module. The next module opens only if you complete the online assessment of the previous module.



SabiMONI platform – grades

- ❖ To view your grades click on '**Username**' in the right upper corner to display a dropdown menu and click on '**Grades**'.
- ❖ This option enables users to view their scores in the modules they have completed successfully. To pass any module successfully, users must achieve a score of at least 60% across all graded questions with 2 or less attempts.

The top screenshot shows the 'Online Course Overview' page. The user's name 'babatunde olatunji' is in the top right corner. A dropdown menu is open, showing options: Profile, My Progress, Grades (highlighted with a red circle), Notifications, Change Password, and Log out.

The bottom screenshot shows the 'Grades Overview' page for user 'babatunde olatunji'. It displays a table with the following data:

Module	Score
Pre-Course Test	-
Learner-Centred Teaching Methodology	-

SabiMONI platform – notifications

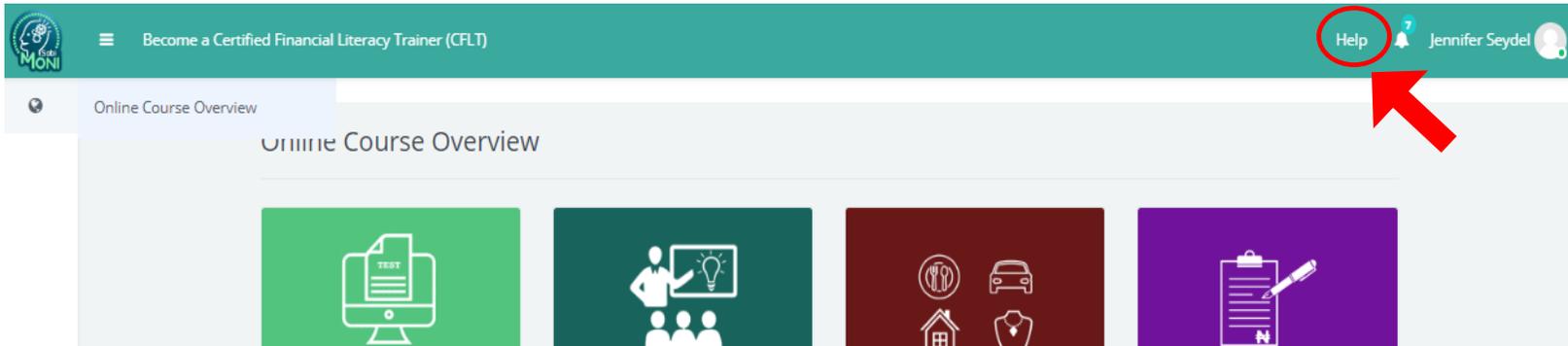
To assess your notifications regarding earned badges, reminder, etc. click on '**Username**' in the right upper corner to display a dropdown menu and click on '**Notifications**'.

The image displays two screenshots of the SabiMONI platform interface. The top screenshot shows the 'Online Course Overview' page for the course 'Become a Certified Financial Literacy Trainer (CFLT)'. The user 'babatunde olatunji' is logged in. A dropdown menu is open in the top right corner, listing options: Profile, My Progress, Grades, Notifications (highlighted with a red circle), Change Password, and Log out. The main content area shows a 'Pre-Course Test' section with a green card and a 'Learner-Centred Teaching Methodology' section.

The bottom screenshot shows the 'Notifications' page for the user 'babatunde olatunji'. The page displays the message 'You have no notifications' and a prompt to 'Select from the list of notifications on the side to view more details'.

SabiMONI platform

Any questions?



In case for further support, click on the '**Help**' button in the right upper corner and state your problem in the '**Contact Us**' form by filling in all required information.

Contact Us

What can we help you with?

Required field.