

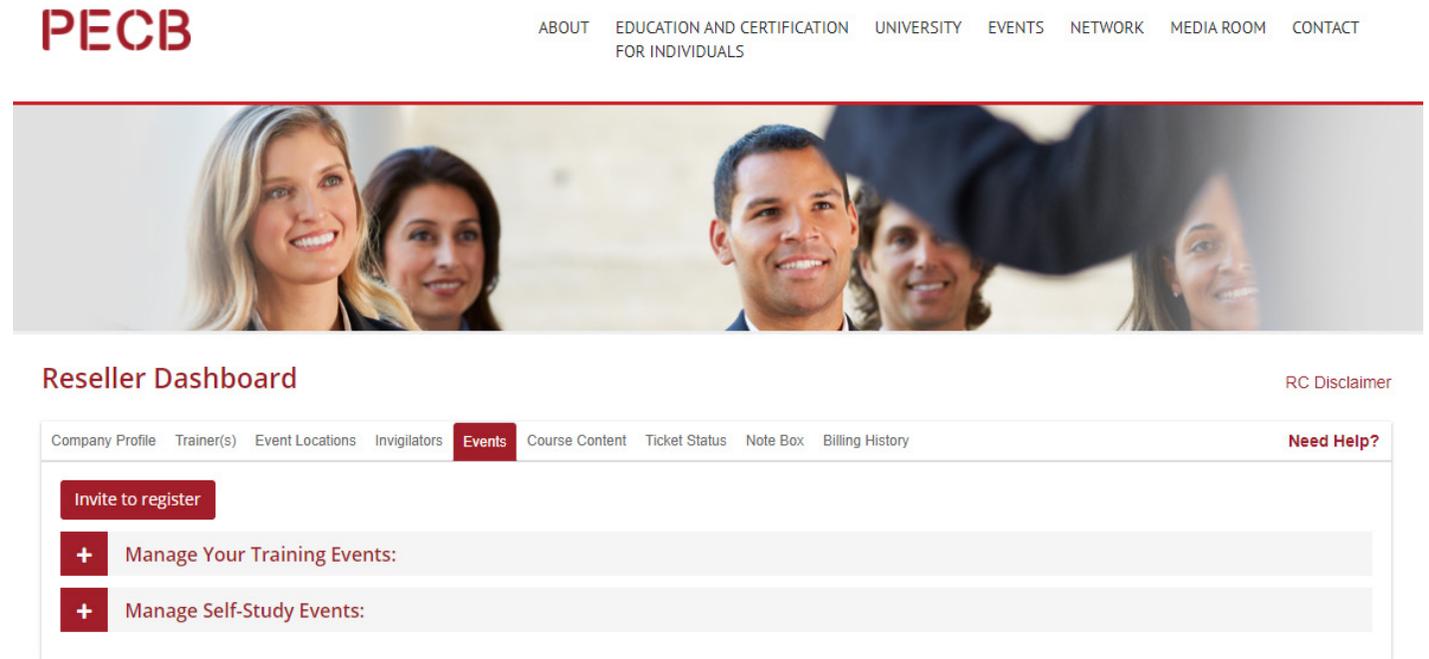
- 1 How to create a self-study course
- 2 How to update the exam type

This is a PECB manual for Resellers describing the process of creating a self-study course on self-study or eLearning format using the Reseller Dashboard. The manual also demonstrates the process of updating the exam type for self-study format courses.



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To organize a self-study course using your Reseller Dashboard, click the **+ Manage self-study** button which can be found under the **Events** tab.



There are two different self-study formats available. You can define the format in the self-study course creation form. The form is demonstrated on the next page of this manual.

Self-study format - The traditional self-study format through which course participant(s) access the course slides embedded in KATE to do the self-studying. Course participants completing a course through this format can decide between taking the exam on paper or online.

eLearning format - A new format that allows the course participant(s) to self-study the course content using prerecorded video sessions completed by PECB Certified Trainers. Course participants completing a course through this format can take the certification exam only through the PECB online examination platform.

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Details on how to complete the form for creating a self-study course.

Fields with * are mandatory.

1. Complete the self-study creation form

Country *	Provide the country where the client(s) resides. Only the list of countries you are authorized to operate as a PECB Reseller will be listed.	
State	Select the course content.	
Course type*	Self-Study	eLearning
Course*	Select the course content.	If the course format select-ed is eLearning, then only the courses available via eLearning will appear.
Trainee's Name*	<p>If the client has an active PECB account, provide the PECB ID or the email address associated with their account.</p> <p>If not, use the Invite to register link to invite the client for creating a PECB account. After the account is created, you can then proceed with completing the self-study registration form.</p>	
Promotional Code	Provide a promotional coupon code if applicable.	
Comment Box	Provide additional course details if applicable.	
Exam type*	Select between paper-based or online.	The only exam type available for the eLearning format is online.
First Attempt or Re-take*	Declare if the candidate is attempting to pass the exam for the first time or if the candidate is retaking the exam.	Not applicable
Exam Date*	Provide the date the candidate will take the paper-based exam.	Not applicable
Exam Language*	Select the exam material language.	Not applicable
Invigilator*	Select the Invigilator for the paper-based exam session.	Not applicable

If there are other participants in the course, click the Add link available beneath the form to provide the details before confirming the event.

This form can be used to create self-study sessions. The form allows you to add multiple candidates for multiple courses.

By submitting such request, the candidates will receive the training materials so they can open them via KATE, and will receive the coupon code to take the exam online and apply for certification for free. In addition, by submitting this form an invoice will be generated that will be sent by PECB or Distributor.

Country *
Please select any location for the event

State
Please select state

Course Type
Please select one of the course types

Course * ⓘ
The list displays all your assigned courses.
Please select any course

Trainee's Name * ⓘ [Invite to register](#)

Promotional code

Comment Box

Exam Type *
Online

[Add](#)

[Confirm](#)

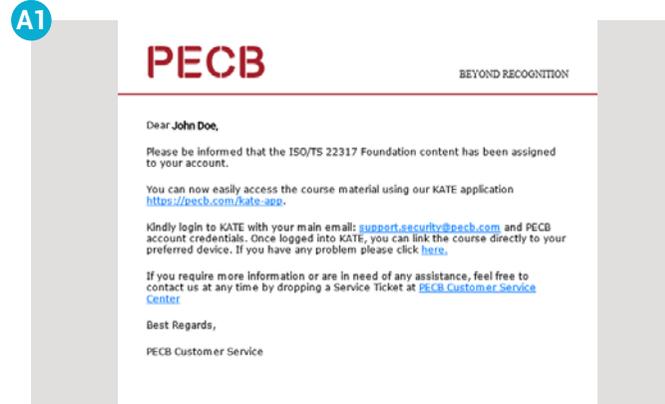
HOW TO CREATE A SELF-STUDY COURSE

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Depending on the course and exam format selected, our system will guide the course participant(s) with different automated messages containing important instructions on how to access the course content, and complete the exam.

If the exam type is online, the candidate(s) will receive two automated messages from the PECB system with:

A1 - Instructions on how to access the course materials using KATE.

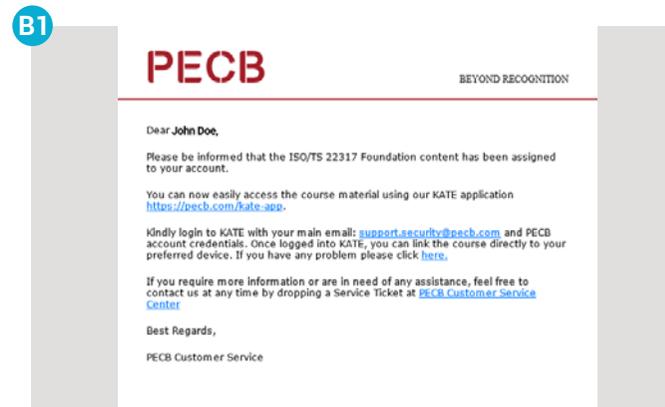


A2 - A coupon code and instructions on how to use the coupon code for scheduling their PECB online exam session.

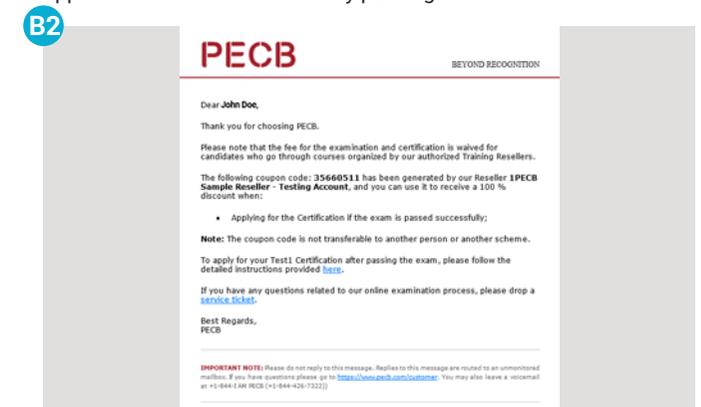


If the exam type is paper-based, the candidate(s) will receive two automated messages from the PECB system with:

B1 - Instructions on how to access the course materials using KATE.



B2 - A coupon code the candidate can use to waive the Certificate application fee after successfully passing the certification exam.



Note: Notification emails are also sent when a self-study event is updated. The email containing the update details is sent to the course participant(s), and the Reseller if the self-study event was created by a PECB Reseller.

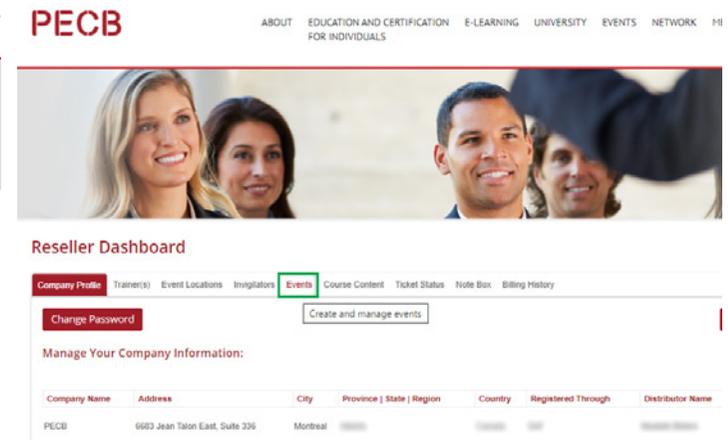
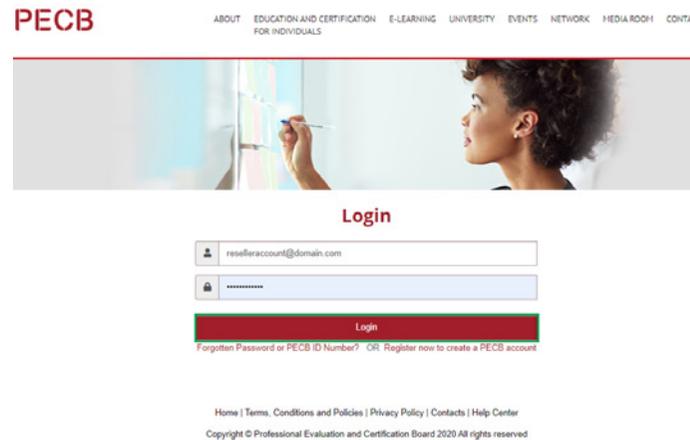
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Note: The exam type can be updated only for courses with the format self-study. The same cannot be done for the eLearning format, for the eLearning format, the only exam type available is online.

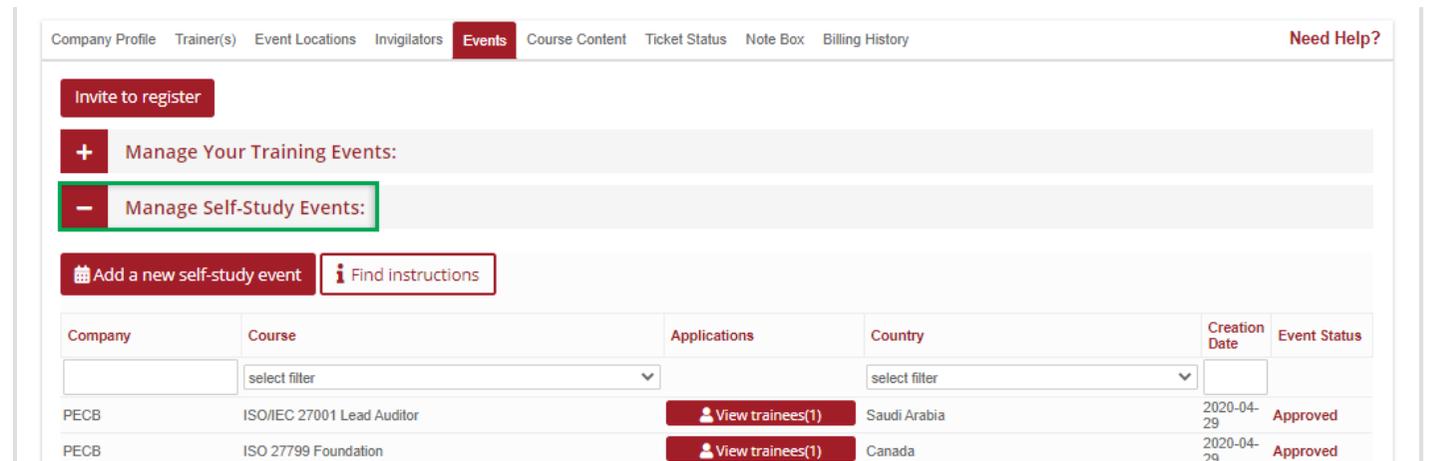
Follow the instructions below to update the exam type on an existing self-study format course:

1. Login to your PECB Reseller Dashboard.

2. Click on the **Events** tab.



3. Click on the + **Manage Self-Study courses** bar.



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4. Click the **View trainees(x)** button by the course you would like to update the exam type for.

+ Manage Your Training Events:

- Manage Self-Study Events:

+ Add a new self-study event **i** Find instructions

Company	Course	Applications	Country	Creation Date	Event Status
	<input type="text" value="select filter"/>		<input type="text" value="select filter"/>		
PECB	ISO/IEC 27001 Lead Auditor	View trainees(1)	Saudi Arabia	2020-04-29	Approved
PECB	ISO 27799 Foundation	View trainees(1)	Canada	2020-04-29	Approved
PECB	ISO/TS 22317 Foundation	View trainees(1)	Kosova	2020-04-27	Approved
PECB	ISO/IEC 27001 Lead Auditor	View trainee	Click here to view the applicant(s) list for this self-study event		Approved
PECB	Lead Customer Satisfaction Manager	View trainees(1)	Kosova	2020-04-	Approved

5. Click the **Update** button.

[Go back](#)

Applicant(s) List For Self-study Training Course

Trainee: John Doe
 Email: john.deo@domain.com
 Phone: +1 234 567 890
 Country: Canada

No.	Course	Language	Exam Type	Invigilator	Sit/Retake	Initial Exam date	Exam date	Exam language	Update
1	ISO/TS 22317 Foundation	English	Online	N/A	N/A	N/A	N/A	N/A	Update

HOW TO UPDATE THE EXAM TYPE

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6. Change the exam type from paper-based to online or vice-versa.

If you switch the exam type from online to paper-based, there will be other details required regarding the session. In order for PECB to support the exam session with an electronic copy of exam materials, details such as first attempt/retake, exam date, exam language, and invigilator are required.

The screenshot shows the 'Update self-study' form. At the top, there is a 'Go back' button. The main form area contains the following fields:

- Exam type:** A dropdown menu currently set to 'Paper based' with a red notification icon.
- First Attempt / Retake:** Two radio buttons, 'First Attempt' (selected) and 'Retake'.
- Exam Date:** An empty text input field.
- Exam Language:** A dropdown menu set to 'Select exam language'.
- Invigilator:** A dropdown menu set to 'Select invigilator'.
- Save:** A red button at the bottom of the form.

7. After providing the required information, click the **Save** button so that PECB is notified of the change and provide the Invigilator with the exam materials.

The screenshot shows the 'Update self-study' form with the following fields filled out:

- Exam type:** 'Paper based'.
- First Attempt / Retake:** 'First Attempt' (selected).
- Exam Date:** '2020-06-11'.
- Exam Language:** 'English'.
- Invigilator:** 'Full name (email@domain.com)'.
- Save:** A red button at the bottom of the form.

Please drop a service ticket at www.pecb.com/help or contact our Customer Service at +1-844-426-7322 if you need additional assistance with creating or updating a course.