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Academy@  **HR***Reasily*

## **USER GUIDE**

*HR Reasily Customer*



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# **OVERVIEW**

# SIGNING UP


1. Register via:  
<https://academy.hreasily.com/registration-hreasily-customer/>
2. Ensure you're on the **Account Registration - HReasily Customer** page
3. Complete all required details in the registration form
4. Once completed, click **Register** to proceed.

## ACCOUNT REGISTRATION - HREASILY CUSTOMER

<b>Username *</b>	<b>Password *</b>
<input type="text"/>	<input type="password"/>
<b>User Email *</b>	<b>Confirm Password</b>
<input type="text"/>	<input type="password"/>
<b>First Name *</b>	<b>Company Name *</b>
<input type="text"/>	<input type="text"/>
<b>Last Name *</b>	<b>Country *</b>
<input type="text"/>	<input type="text" value="Singapore"/>

**Acceptance \***  
By registering, I hereby accept the Privacy Policy & Terms and Conditions.

**Register**

 **Have an account? Login now.**

# CONTROL PANEL

1. On the top hand banner, you will have access to your **courses profile and contact our Course Admin**.
2. On the bottom right, you will have an access to start enrolling in a course as **a customer**.

The screenshot shows the HR Reasily Academy control panel. At the top right, there are navigation links: "About HR Reasily Academy", "Contact Us", "My Courses", and "Logout". Below these links, there are three red annotations with dashed lines pointing to specific elements: "Logging out" points to the "Logout" link, "View your profile" points to a user profile icon, and "Contact Admin" points to a "Contact Admin" button. The main banner features the text "The Official Guide to Mastering HR Reasily" and an illustration of a man on a laptop screen. Below the banner, there is a table with three columns: "Current Status" (NOT ENROLLED), "Price" (Free), and "Get Started" (Take this Course). A red annotation "Enroll to a course" points to the "Take this Course" button.

Current Status	Price	Get Started
NOT ENROLLED	Free	Take this Course

# DASHBOARD

1. There are some key informations you will find here:
  - a. Edit Your Profile
  - b. Your Courses Progress
  - c. Earned Badge
  - d. Earned Certificate

The screenshot displays the HR Reasily Academy dashboard. At the top, a dark blue navigation bar contains the text "Academy @HR Reasily" on the left and "About HR Reasily Academy", "My Courses", "Logout", and "Contact Us" on the right. The main content area is divided into two columns. The left column, titled "My Course Profile", features a grey profile icon with an "Edit profile" link below it. Below the icon are three statistics: "0 Courses", "0 Completed", and "0 Certificates". Underneath is a "Your Courses" section with a blue "Expand All" button. A yellow warning box at the bottom of this column contains a red exclamation mark icon and the text "No Courses found". The right column, titled "Earned Badge", has the subtitle "Your earned badge will be shown here." and a large red circular graphic containing a trophy icon. A blue button at the bottom of the graphic says "Complete your course to earn you badge".

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# **ACCESSING YOUR COURSE**

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# TAKE THE COURSE

1. Click on the [\[Take this Course\]](#), to start getting access to a Course.
2. You will be directed to Customer courses.

Academy @HR Reasily

About HR Reasily Academy Contact Us My Courses Logout

The Official Guide to Mastering HR Reasily

Current Status	Price	Get Started
NOT ENROLLED	Free	Take this Course



# COURSE OVERVIEW

1. Click **[Expand All]** to find the full topics of the course.

Academy@HR Reasily

About HR Reasily Academy My Courses Logout Contact Us

## The Official Guide to Mastering HR Reasily

0% COMPLETE 0/45 Steps

### OVERVIEW

Are you looking for a course that gives you a high-level overview of Payroll processes? Are you looking for a course that quickly takes you through the HR Reasily Payroll function processes? Then, you are at the right place. This course brings you a bird's eye view of the HR and Payroll process in HR Reasily. In this course, you will learn about the functions that HR Reasily can handle to manage your HR processes smoothly.

So, why wait? Take a tour and get ready to start your journey

Who this course is for:

### Your Course Reward

Qualify for a HR Reasily discount with your badge.

**CERTIFICATE**

A certificate for you to show your achievement.

Academy@HR Reasily

About HR Reasily Academy My Courses Logout Contact Us

### Course Content

Expand All

Staff Module 9 Topics Collapse

#### Lesson Content 0% Complete | 0/9 Steps

- Introduction to HR Reasily
- Guide to Adding Employees
- Guide to Managing Multiple Employees
- Guide to Setting Up Departments
- Guide to Managing Company Announcements
- Guide to Resigning Employees

Found All

Expand

Expand

Expand

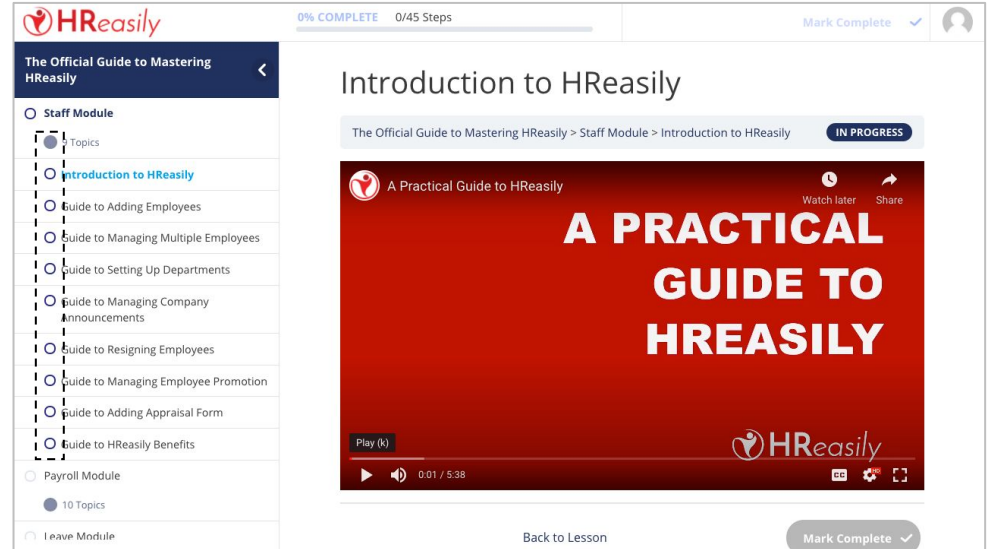
Expand

Expand

Course Progress

# COURSE OVERVIEW

2. Click [\[Course Topic\]](#) to start learning  
**Note:** You're not allowed to jump to another topic before completing the previous guide.
3. You will also find the Course Progress on the left-hand sidebar



The screenshot displays the HR Reasily course interface. At the top, it shows '0% COMPLETE' and '0/45 Steps'. The main content area is titled 'Introduction to HReasily' and includes a video player for 'A Practical Guide to HReasily'. The video player shows a progress bar at 0:01 / 5:38 and includes controls for play, volume, and full screen. The sidebar on the left lists the following topics under the 'Staff Module':

- Topics
- Introduction to HReasily
- Guide to Adding Employees
- Guide to Managing Multiple Employees
- Guide to Setting Up Departments
- Guide to Managing Company Announcements
- Guide to Resigning Employees
- Guide to Managing Employee Promotion
- Guide to Adding Appraisal Form
- Guide to HReasily Benefits

Below the 'Staff Module' are sections for 'Payroll Module' (10 Topics) and 'Leave Module'. The video player also features a 'Watch later' button and a 'Share' icon. The 'Mark Complete' button is visible in the top right and bottom right corners.

# COURSE REWARDS

1. Upon completion, you will have access to generate **Course Reward** and share it to **LinkedIn** and/or **Facebook**, such as:
  - Course Badges
  - Certificate of Completion

The screenshot displays the 'Academy @ HR Reasily' user interface. The top navigation bar includes links for 'About HR Reasily Academy', 'My Courses', 'Logout', and 'Contact Us'. The main content area is divided into two columns. The left column, titled 'My Course Profile', features a user profile for 'Salinariza Mohd Salleh' with 1 course, 1 completed, and 1 certificate. Below this, a 'Your Courses' section lists 'The Official Guide to Mastering HR Reasily' with a 'Details' button. The right column, titled 'Earned Badge', shows a 'Course Completion' badge with social sharing options for Facebook, LinkedIn, and WhatsApp. A footer section contains the HR Reasily logo, social media icons, and navigation links for 'Get Started', 'Academy', and 'Resources'. The bottom of the page includes the text 'HR Reasily Academy © All rights reserved' and a 'Get HR Reasily App' button.

# THANK YOU

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## Need More Help?

Contact Us: [academy@hreasily.com](mailto:academy@hreasily.com)



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