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Academy@  **HR***Reasily*

**USER GUIDE**

*HR Reasily Partner*



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# **OVERVIEW**

# SIGNING UP

1. Register via:  
<https://academy.hreasily.com/registration-hreasily-partner/>
2. Ensure you're on the **Account Registration - HReasily Partner** page
3. Complete all required details in the registration form
4. Once completed, click **Register** to proceed.
5. Once registration is submitted, please wait until the site admin **approves** your registration. You will be notified via **email** after it is approved.

## ACCOUNT REGISTRATION - HREASILY PARTNER

<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"/>

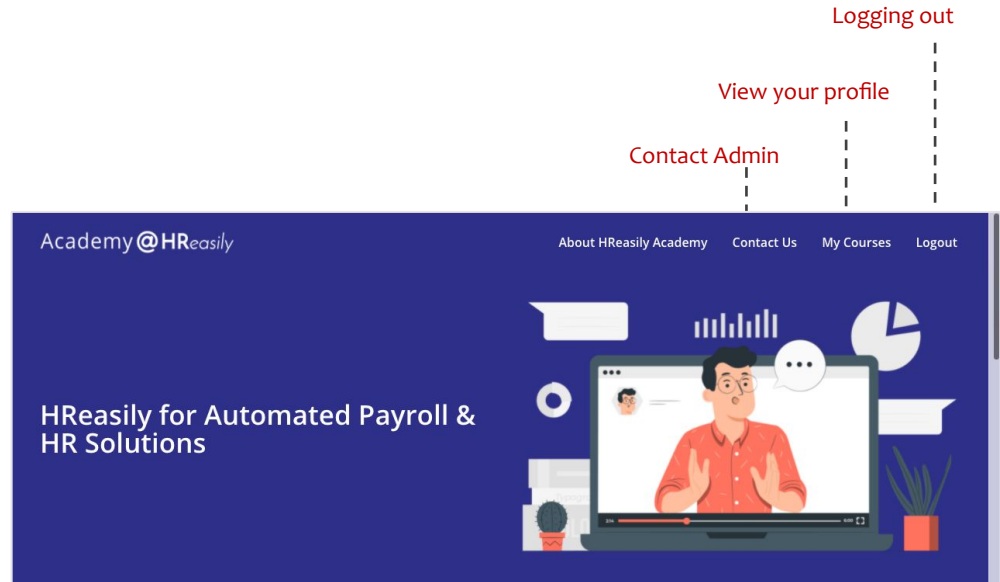
**Acceptance \***  
By registering, I hereby accept the Privacy Policy & Terms and Conditions.

**Register**

[Have an account? Login now.](#)

# CONTROL PANEL

1. Once registration is approved, you will have access to your **courses profile** and **contact our Course Admin** on the top right banner.



# 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

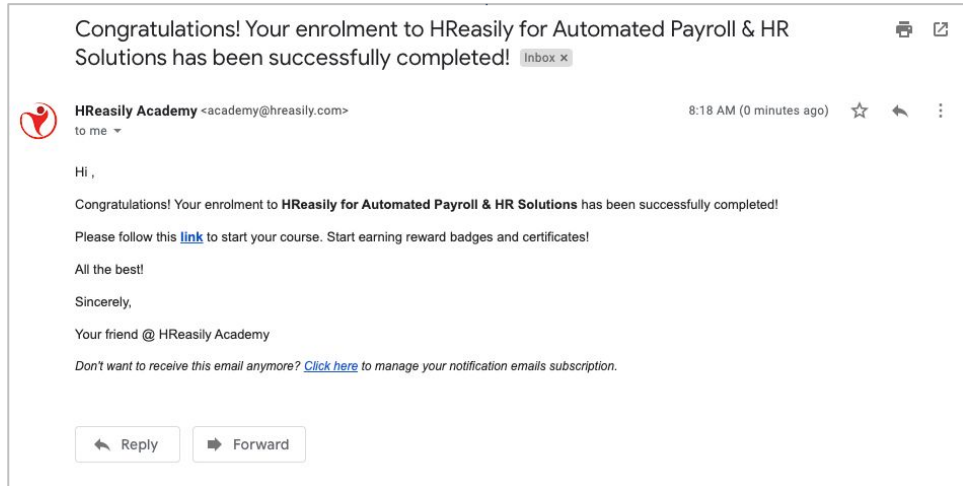
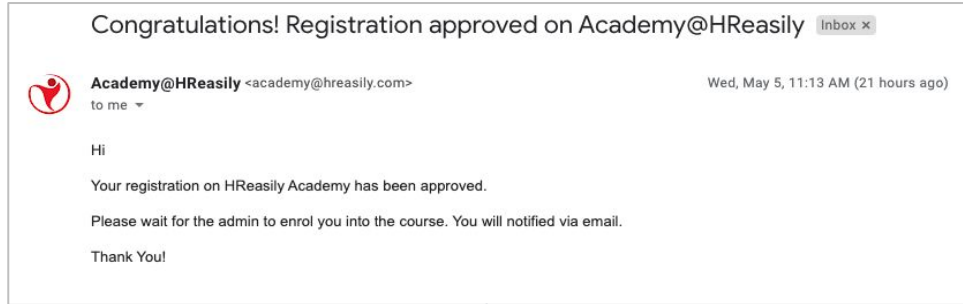
The screenshot displays the HR Reasily Academy dashboard. At the top, a dark blue navigation bar contains the text "Academy@HR Reasily" on the left and "About HR Reasily Academy", "My Courses", "Logout", and "Contact Us" on the right. The main content area is divided into two columns. The left column,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

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# **ACCESSING YOUR COURSE**

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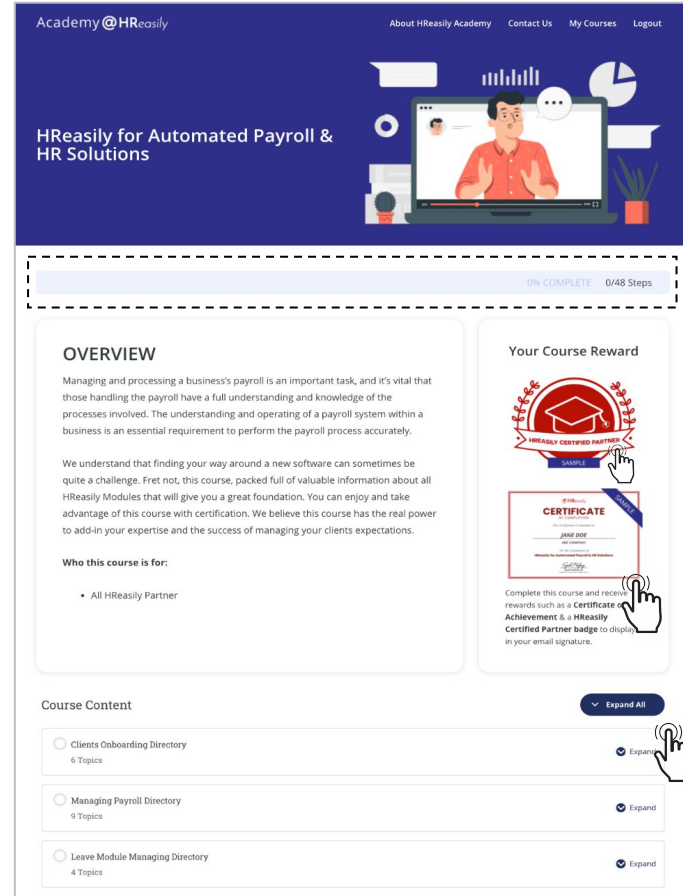
Once registration is approved, please wait until the site admin enroll you into a course. You will be notified via email after it is approved.





# COURSE OVERVIEW

1. Click [\[Expand All\]](#) to find the full topics of the course.
2. Click [\[Course Topic\]](#) to start learning.



The screenshot shows the course overview page for 'Automated Payroll & HR Solutions' on the HReasily Academy platform. The page features a dark blue header with navigation links and a main banner with a video player. Below the banner, a progress bar indicates '0% COMPLETE' out of 48 steps. The 'OVERVIEW' section contains introductory text and a 'Who this course is for' section listing 'All HReasily Partner'. A 'Your Course Reward' section displays a 'SAMPLE' HReasily Certified Partner badge and a 'CERTIFICATE' for 'JANE DOE'. The 'Course Content' section lists three modules: 'Clients Onboarding Directory' (6 Topics), 'Managing Payroll Directory' (9 Topics), and 'Leave Module Managing Directory' (4 Topics), each with an 'Expand' button. Hand icons indicate the location of the 'Expand All' button and the 'Expand' buttons for each module.

Academy@HReasily About HReasily Academy Contact Us My Courses Logout

## HReasily for Automated Payroll & HR Solutions

0% COMPLETE 0/48 Steps

### OVERVIEW

Managing and processing a business's payroll is an important task, and it's vital that those handling the payroll have a full understanding and knowledge of the processes involved. The understanding and operating of a payroll system within a business is an essential requirement to perform the payroll process accurately.

We understand that finding your way around a new software can sometimes be quite a challenge. Fret not, this course, packed full of valuable information about all HReasily Modules that will give you a great foundation. You can enjoy and take advantage of this course with certification. We believe this course has the real power to add-in your expertise and the success of managing your clients expectations.

**Who this course is for:**

- All HReasily Partner

### Your Course Reward

**HREASILY CERTIFIED PARTNER**

**CERTIFICATE**

Complete this course and receive rewards such as a **Certificate Achievement** & a **HReasily Certified Partner** badge to display in your email signature.

### Course Content

[Expand All](#)

- Clients Onboarding Directory  
6 Topics [Expand](#)
- Managing Payroll Directory  
9 Topics [Expand](#)
- Leave Module Managing Directory  
4 Topics [Expand](#)

Course Progress

# COURSE OVERVIEW

2. You're **not able** to jump to another topic before completing the previous topic.
3. You will also find the Course Progress on the left-hand sidebar

The screenshot displays the HReasily course interface. At the top, the HReasily logo is on the left, and a progress bar shows "0% COMPLETE" and "0/48 Steps". The main content area is titled "A Practical Guide to HReasily" and includes a breadcrumb trail: "HReasily for Automated Payroll & HR Solutions > Clients Onboarding Directory > A Pr...". A blue "IN PROGRESS" badge is visible. Below the title is a video player with a red background and white text that reads "A PRACTICAL GUIDE TO HREASILY". The video player includes a play button, a progress bar showing "0:01 / 5:38", and icons for "Watch later" and "Share". The HReasily logo is also present in the bottom right corner of the video player. To the left of the video player is a sidebar with the title "HReasily for Automated Payroll & HR Solutions". The sidebar lists several topics under "Clients Onboarding Directory": "6 Topics", "A Practical Guide to HReasily" (highlighted with a dashed box), "Guide To: Managing Partner Dashboard", "Guide to: Adding Employees", "Guide to: Managing Multiple Employees", "Guide to: Setting Up Departments", and "Guide to: Adding Appraisal Form". Below these are "Managing Payroll Directory" (with 7 topics), "Leave Module Managing Directory" (with 4 topics), and "Setting Up No Pay Leave Directory" (with 2 topics).

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# **FINAL ASSESSMENT**

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# TAKING THE EXAM

1. Upon completing all video topics, you have to take the Final Assessment to be acknowledged as HReasily Certified Partner.
2. To start taking the exam, click **[Prove Yourself]** located at the last part of the course.
3. The exam can be completed anytime and it's resumable.
4. If you fail in the exam, you may retake the exam until you pass the minimum passing grade.

The screenshot displays the HReasily user interface. At the top left is the HReasily logo. The top right shows a progress indicator: '0% COMPLETE' and '0/48 Steps'. Below the logo is a dark blue header for the course 'HReasily for Automated Payroll & HR Solutions'. A sidebar on the left lists course topics with progress indicators: 'Guide to: Adding Appraisal Form' (0%), 'Managing Payroll Directory' (9 Topics), 'Leave Module Managing Directory' (4 Topics), 'Setting Up No Pay Leave Directory' (2 Topics), 'Claims Managing Directory' (6 Topics), 'Managing Time Attendance Directory' (6 Topics), 'Additional Modules Directory' (7 Topics), and 'Prove Yourself!' (locked icon). The main content area is titled 'Clients Onboarding Directory' and shows a progress bar for 'HReasily for Automated Payroll & HR Solutions > Clients Onboarding Directory' at 'IN PROGRESS'. Below this is a 'Lesson Content' section with a progress indicator '0% Complete | 0/6 Steps'. The lesson content list includes: 'A Practical Guide to HReasily', 'Guide To: Managing Partner Dashboard', 'Guide to: Adding Employees', 'Guide to: Managing Multiple Employees', 'Guide to: Setting Up Departments', and 'Guide to: Adding Appraisal Form'. A hand cursor is pointing at the 'Prove Yourself!' option in the sidebar.

# COURSE REWARDS

1. Upon completing all topics and pass the assessment, you will have access to generate **Course Reward** and share it to **LinkedIn** and/or **Facebook**, such as:
  - Course Badges

**Note:** You may display it in your email signature

  - Certificate of Achievement

The screenshot displays the 'Academy@HR Reasily' user interface. At the top, there is a navigation bar with 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', shows a user profile for 'Salinariza Mohd Salleh' with '1 Courses', '1 Completed', and '1 Certificates'. Below this, a list of courses is shown, with 'The Official Guide to Mastering HR Reasily' marked as 'COMPLETED'. A hand cursor is pointing at the 'COMPLETED' button. The right column, titled 'Earned Badge', shows a badge for 'The Official Guide to Mastering HR Reasily' with a 'Share' button and social media icons. The bottom of the page features a dark blue footer with the HR Reasily logo, social media icons, and a grid of links for 'Get Started', 'Academy', and 'Resources'. The footer also includes the text 'HR Reasily Academy © All rights reserved' and 'Get HR Reasily App'.

# THANK YOU

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## Need More Help?

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



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