SDS Online - How to Access and Complete Your Course

This guide explains how to log in, find your course, download materials, watch recordings, mark course steps as complete, and download your certificate.

SDS ONLINE - HOW TO ACCESS AND COMPLETE YOUR COURSE 1

1. Logging in to SDS Online 2

2. Resetting your password 3

3. Checking your account details 5

4. Finding your courses 6

5. Opening your course 7

6. Understanding course steps 7

7. Downloading course materials 9

8. Marking steps as complete 10

9. Completing the final test 11

10. Downloading your certificate 13

Important

Courses on SDS Online are divided into steps.
These steps may include course materials, video recordings, tests or certificate confirmation pages.
You must open each step and click **Complete to continue** before the next step will unlock.
If you see a message asking you to mark the previous chapter as complete, please go back to the previous step and click **Complete to continue**.

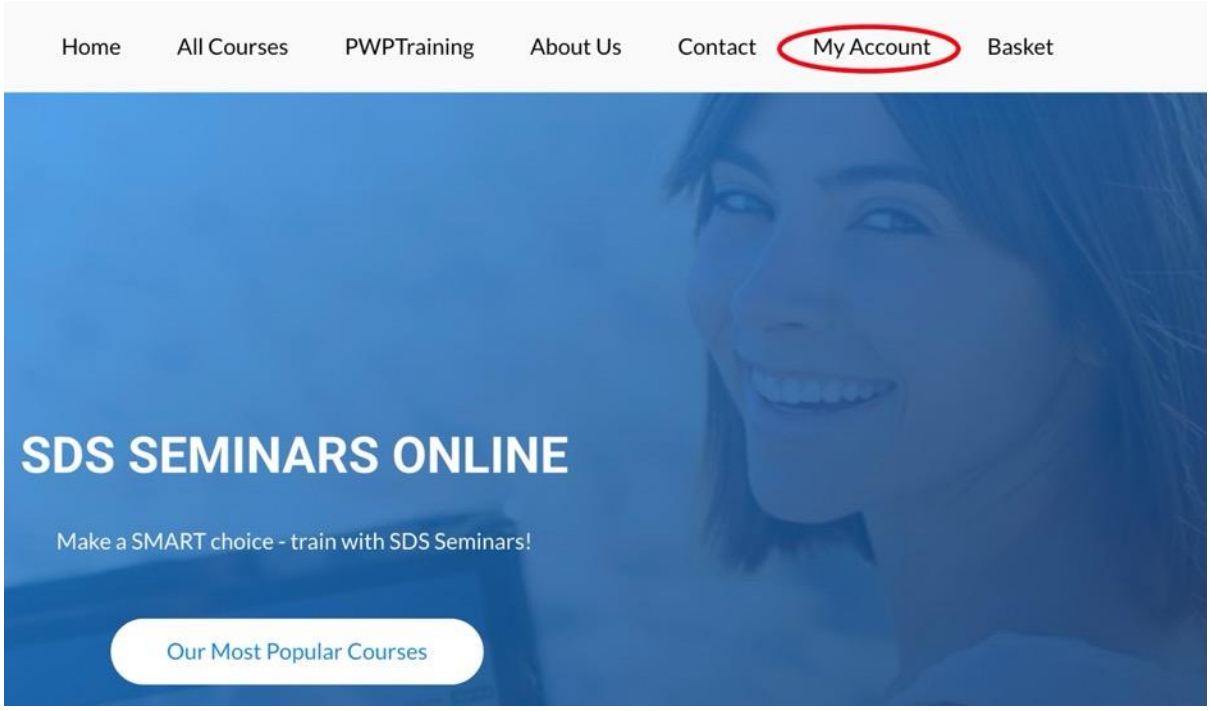
Need help?

If you have any problems accessing your course, please contact us at info@sds-seminars.com.

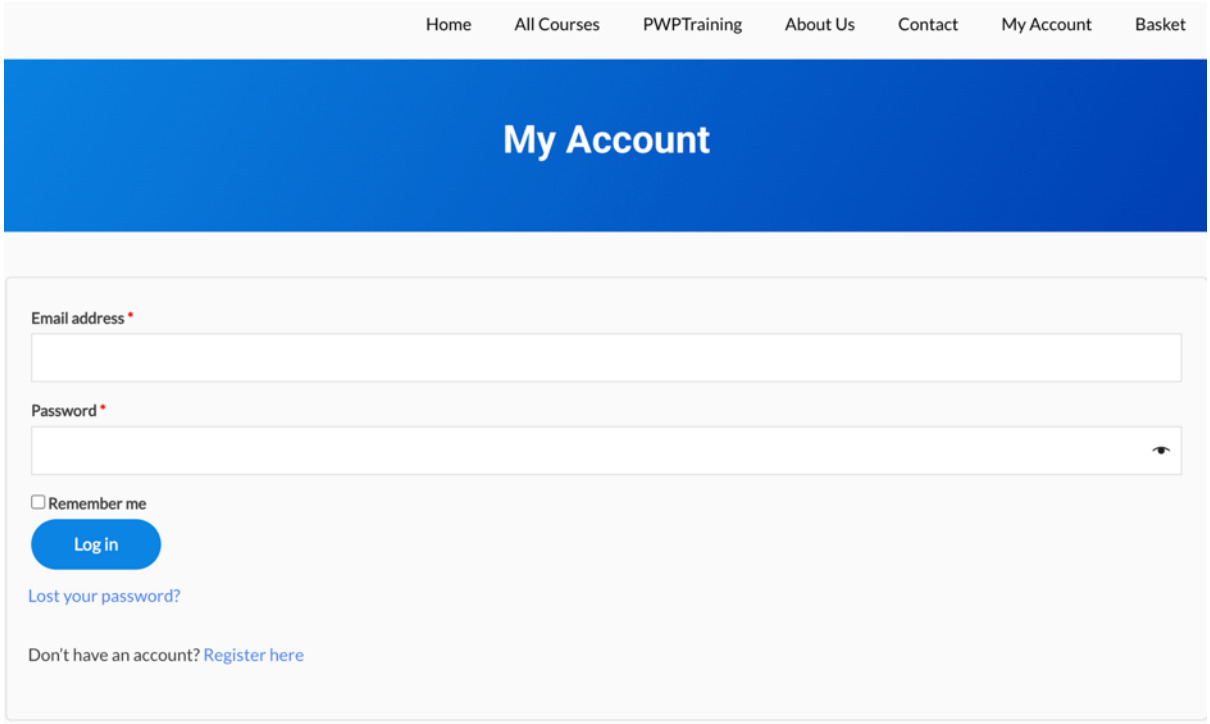
1. Logging in to SDS Online

We recommend using Google Chrome to access SDS Online courses.

Go to SDS Online:
https://sds-seminars.online/
Click **My Account** in the top menu.

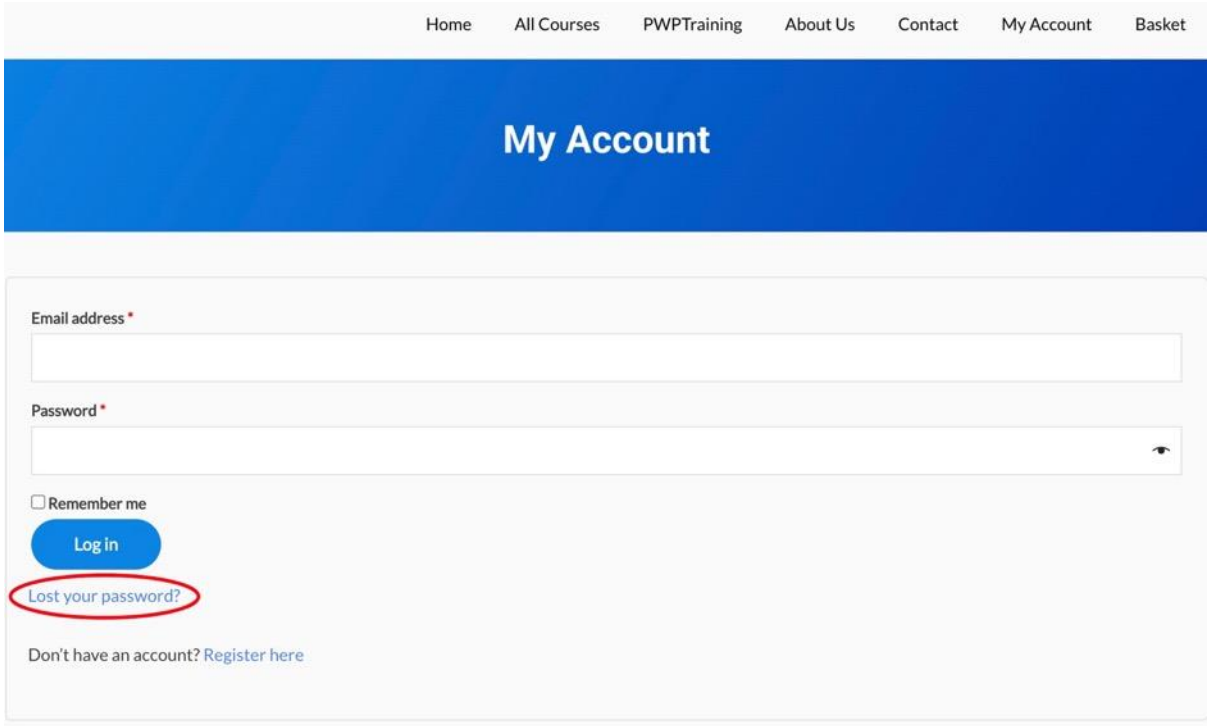


Enter your email address and password, then click **Log in**.

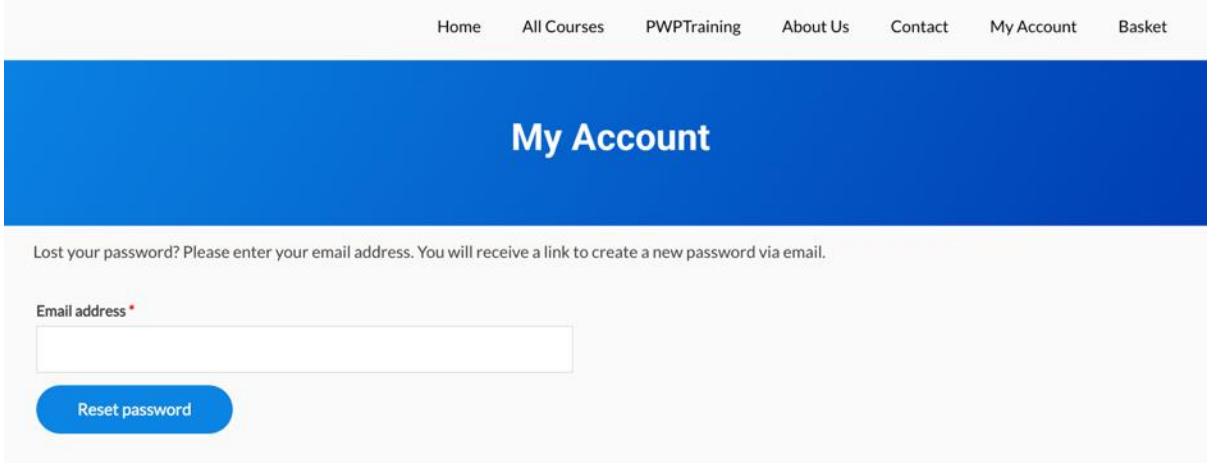


2. Resetting your password

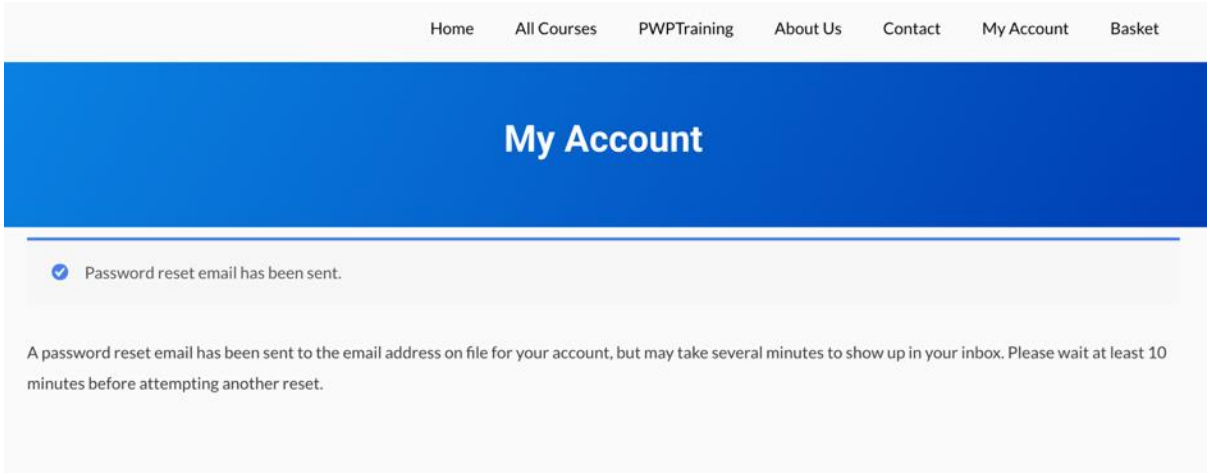
If you do not remember your password, click **Lost your password?** on the login page.



Enter your email address and click **Reset password**.



You will see a confirmation message saying that the password reset email has been sent.



Please check your inbox and junk folder. The email will be sent from **SDS Seminars Online (info@sds-seminars.online)** and the subject line will be 🔐 **Reset Your Password for SDS Online**. Click **Reset Your Password** in the email.

SDS

Reset your password

Dear Michael,

Someone has requested a password reset for your account on **SDS Seminars Online**.

If this was a mistake, simply ignore this email and nothing will happen.

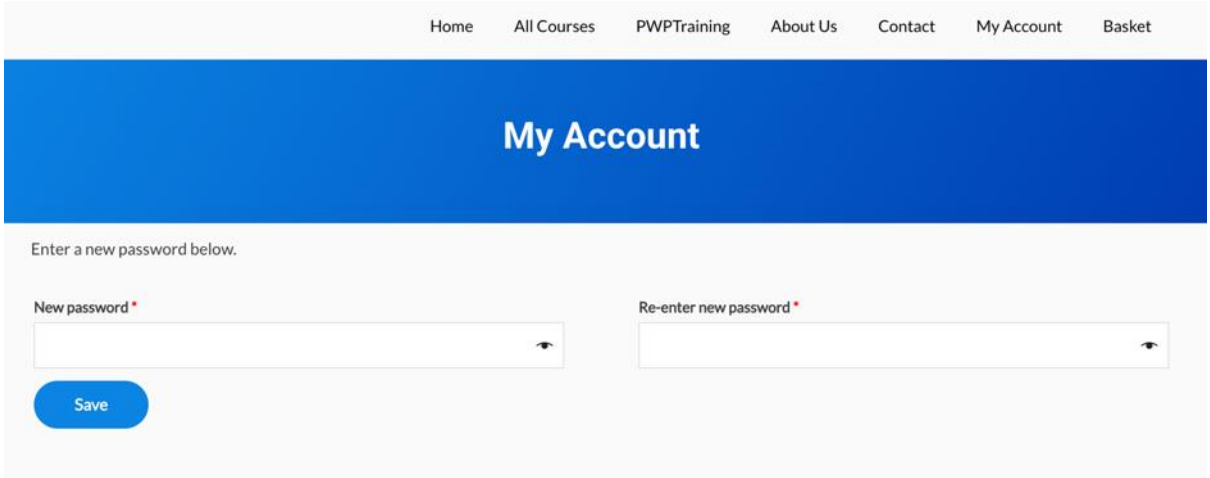
Otherwise, you can reset your password by clicking the button below:

Reset Your Password

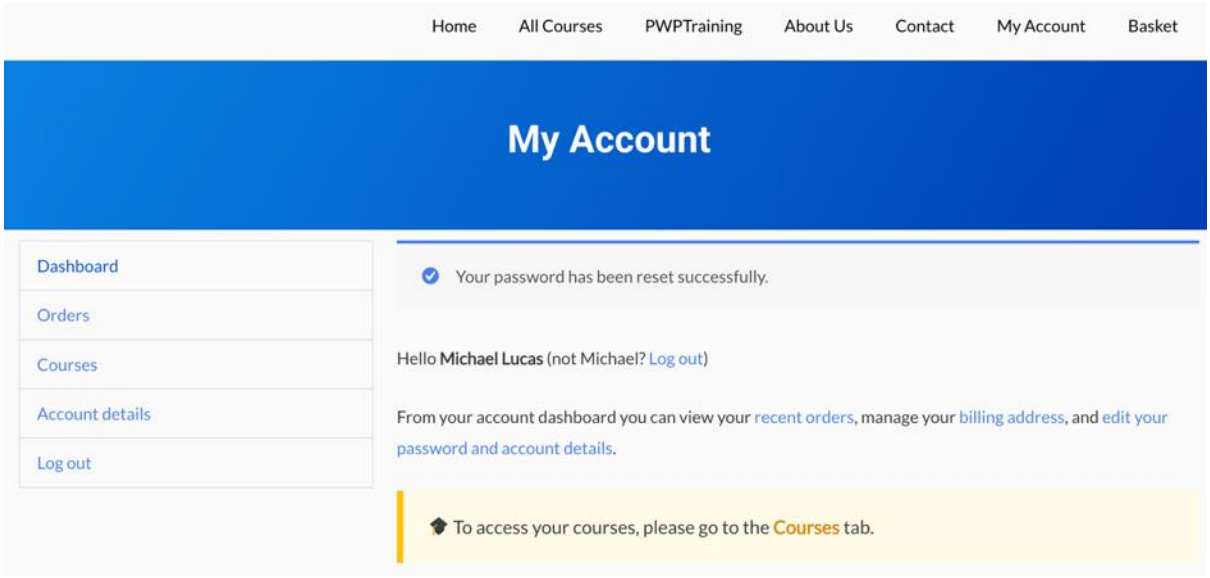
If the button above doesn't work, copy and paste the following link into your browser:

https://sds-seminars.online/my-account/lostpassword/?key=40kZB6z80y6luoRlrTln&login=info%40sds-seminars.com

Enter your new password twice and click **Save**.

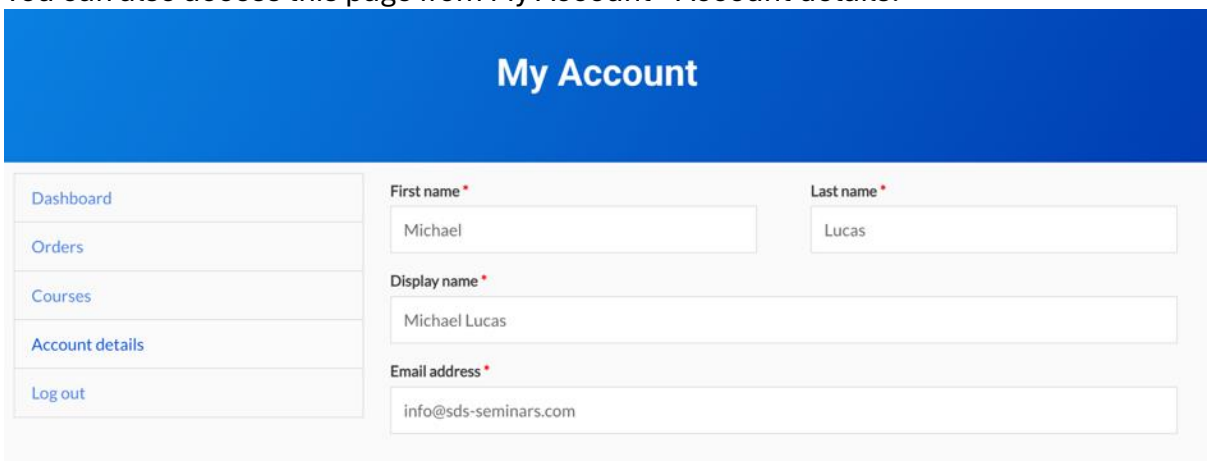


After saving your password, you will be logged in to your account.



3. Checking your account details

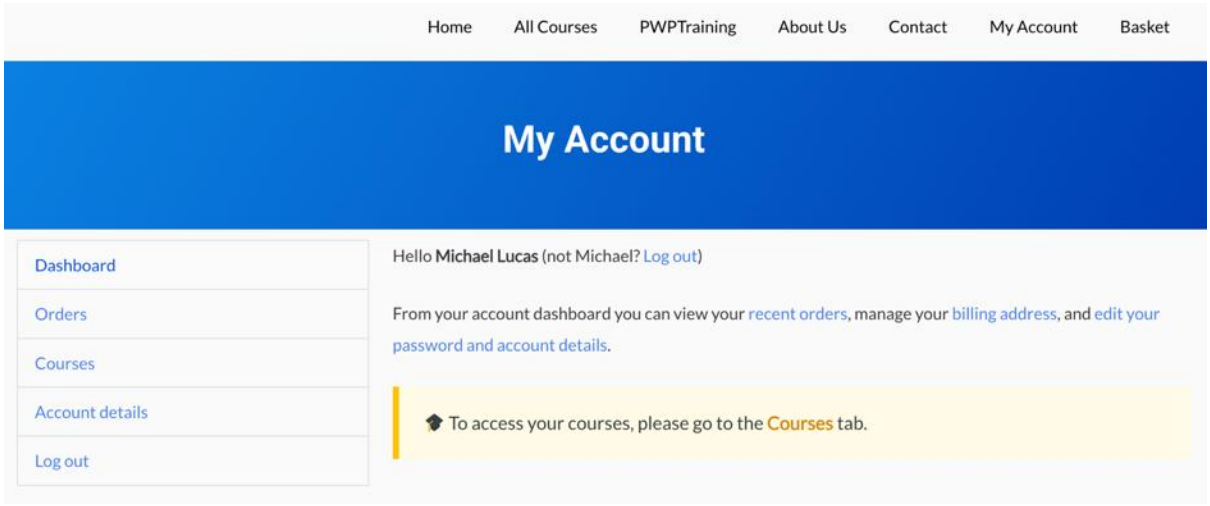
Your certificate will use the name saved in your SDS Online account.
You can check or update your first name, last name and email address here:
https://sds-seminars.online/my-account/edit-account/
You can also access this page from My Account - Account details.



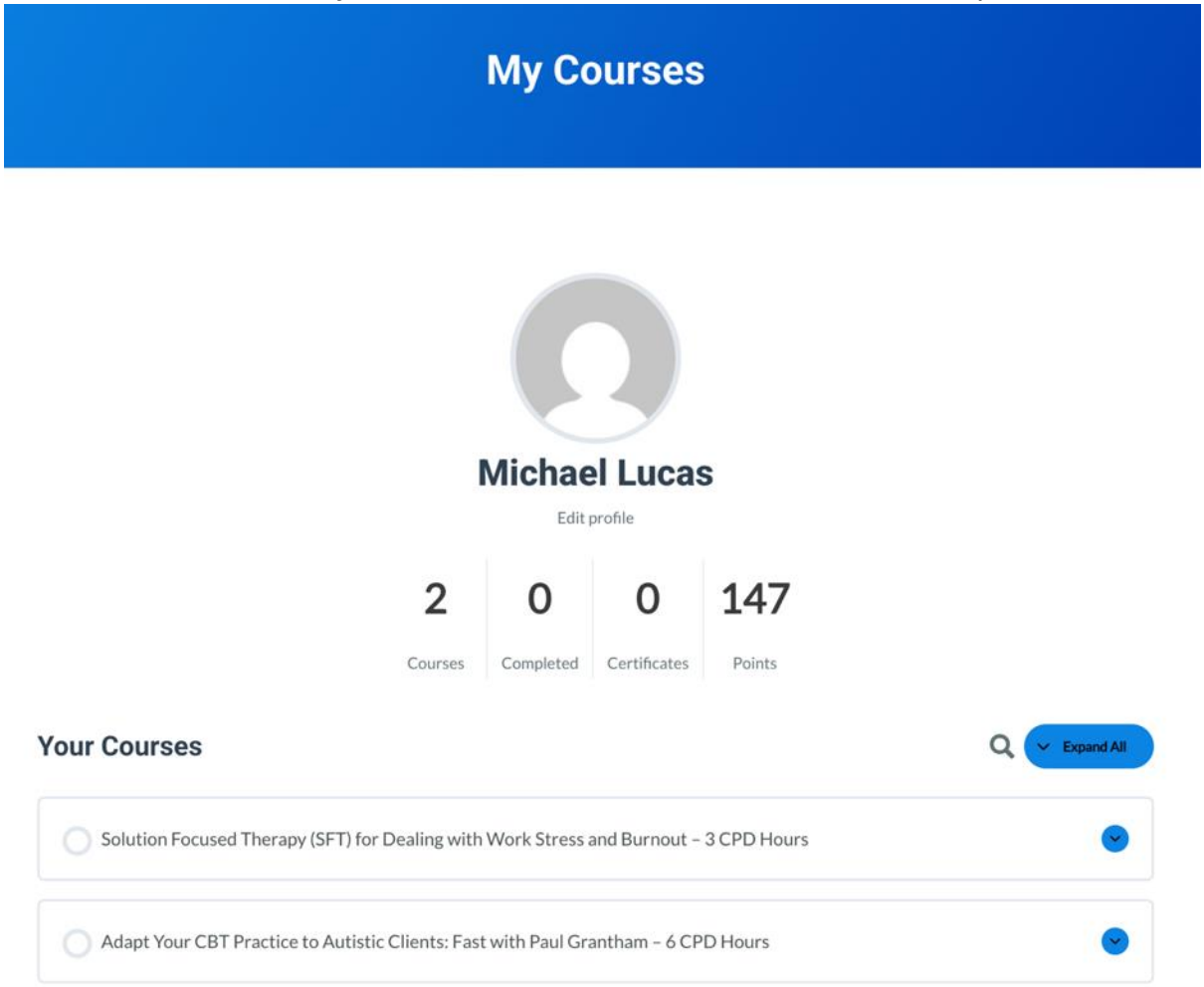
Use Account details to check or update your name and email address.

4. Finding your courses

After logging in, click Courses in your account menu.

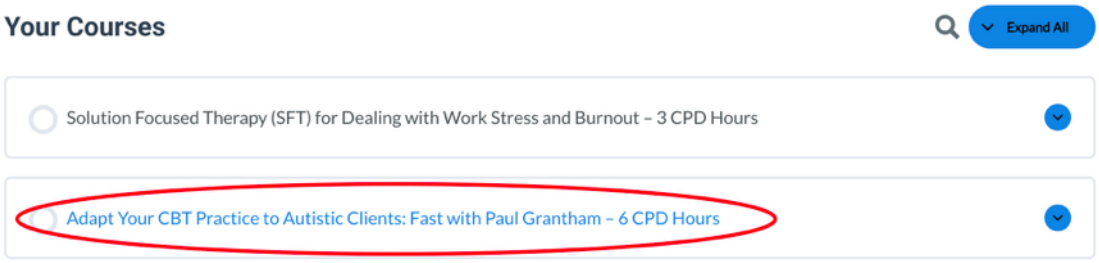


You will see the courses you are enrolled on. Click the course name to open the course.

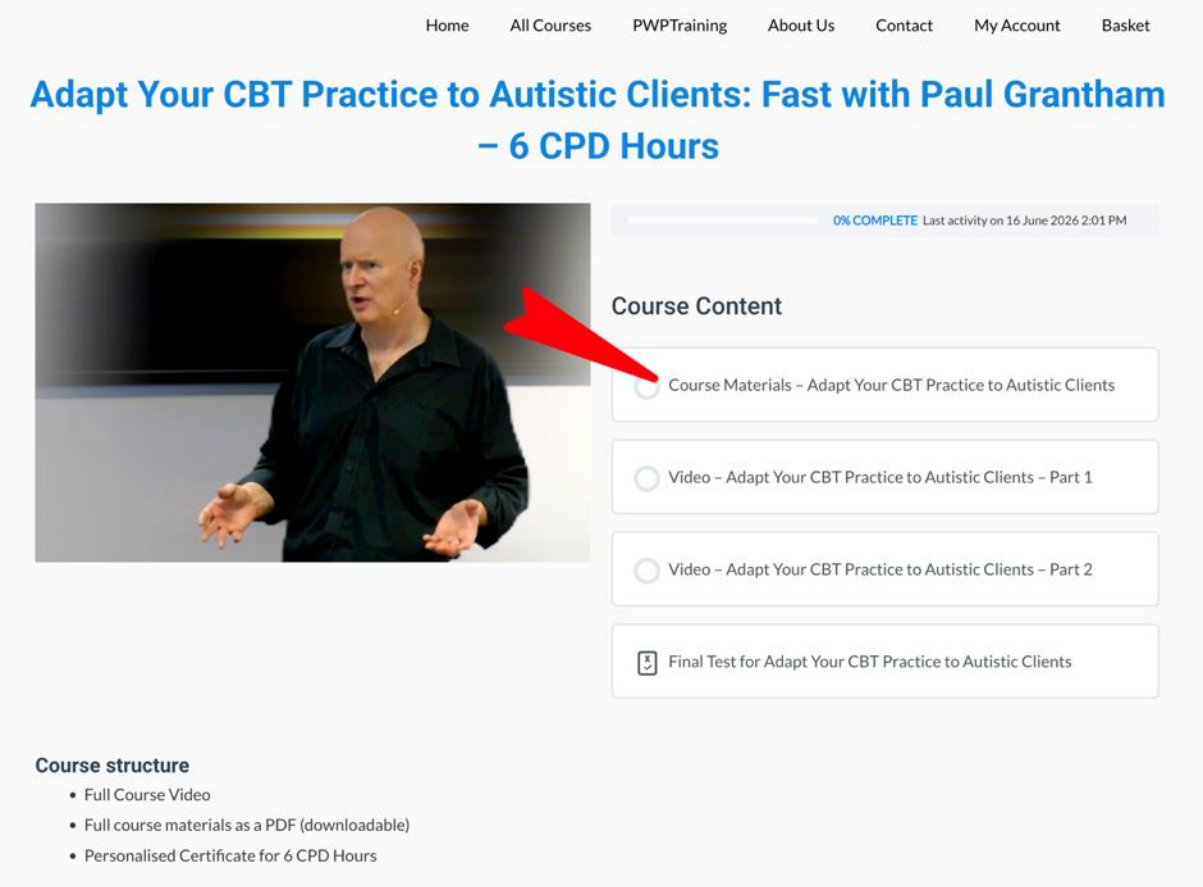


5. Opening your course

Click the **course name** to open the course.



You will then see the course page and the **Course Content** list.
The Course Content list shows the steps included in your course.



Click the first available step in the **Course Content** list to begin.

6. Understanding course steps

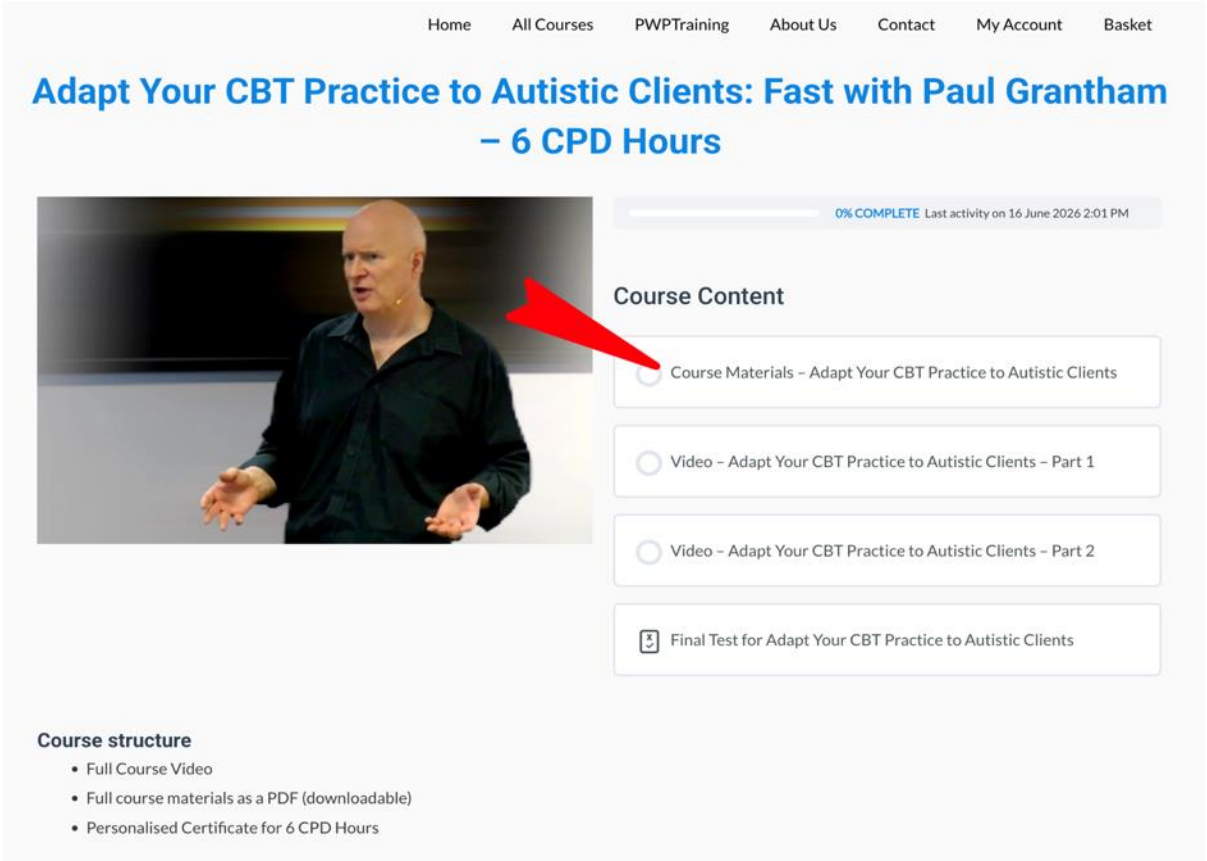
Courses on SDS Online are divided into steps.

These steps may include course materials, video recordings, final tests or certificate confirmation pages.

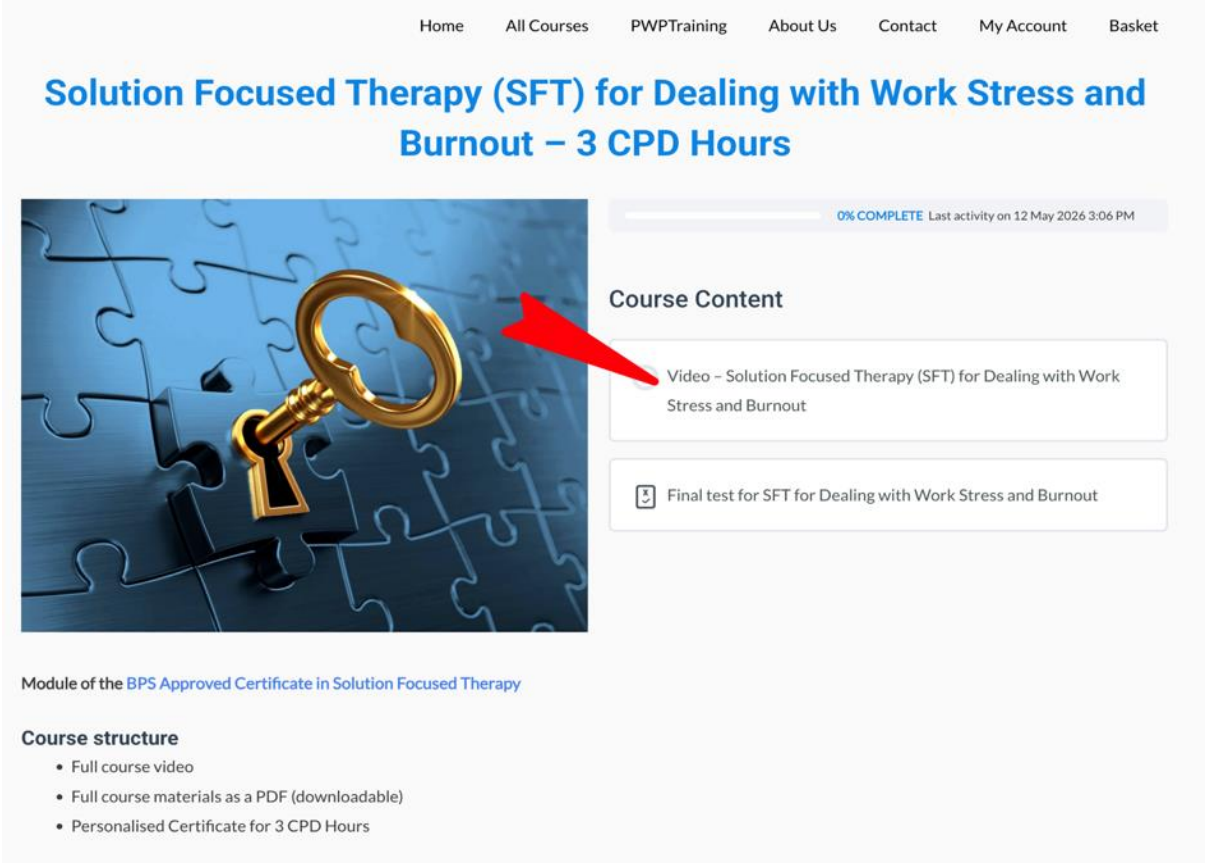
The first step may be a **Course Materials** page, or it may be a **Video** page with materials attached.

You need to complete each step before the next step will unlock.
To complete a step, click **Complete to continue**.

Example 1: some courses have Course Materials as the first step.



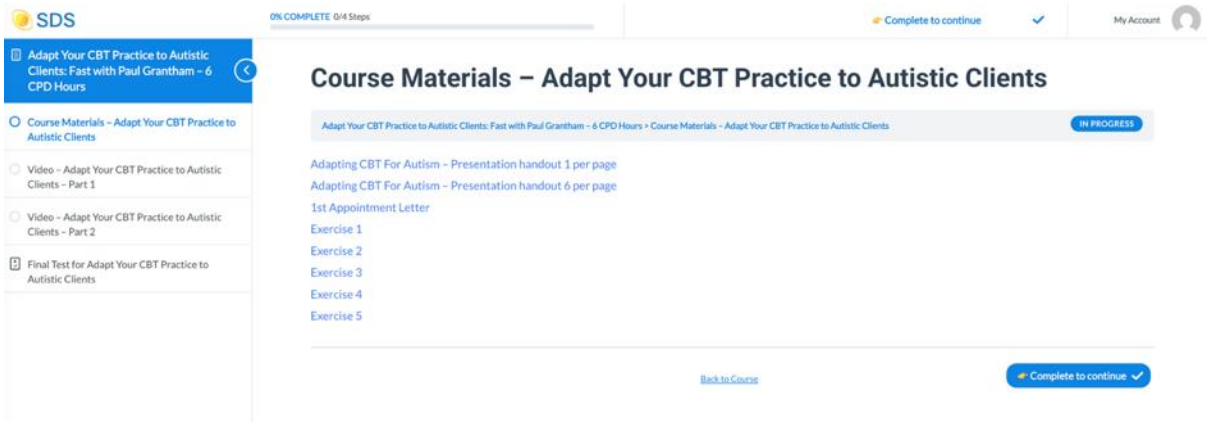
Example 2: some courses start with a Video step. The materials may be attached to the video page.



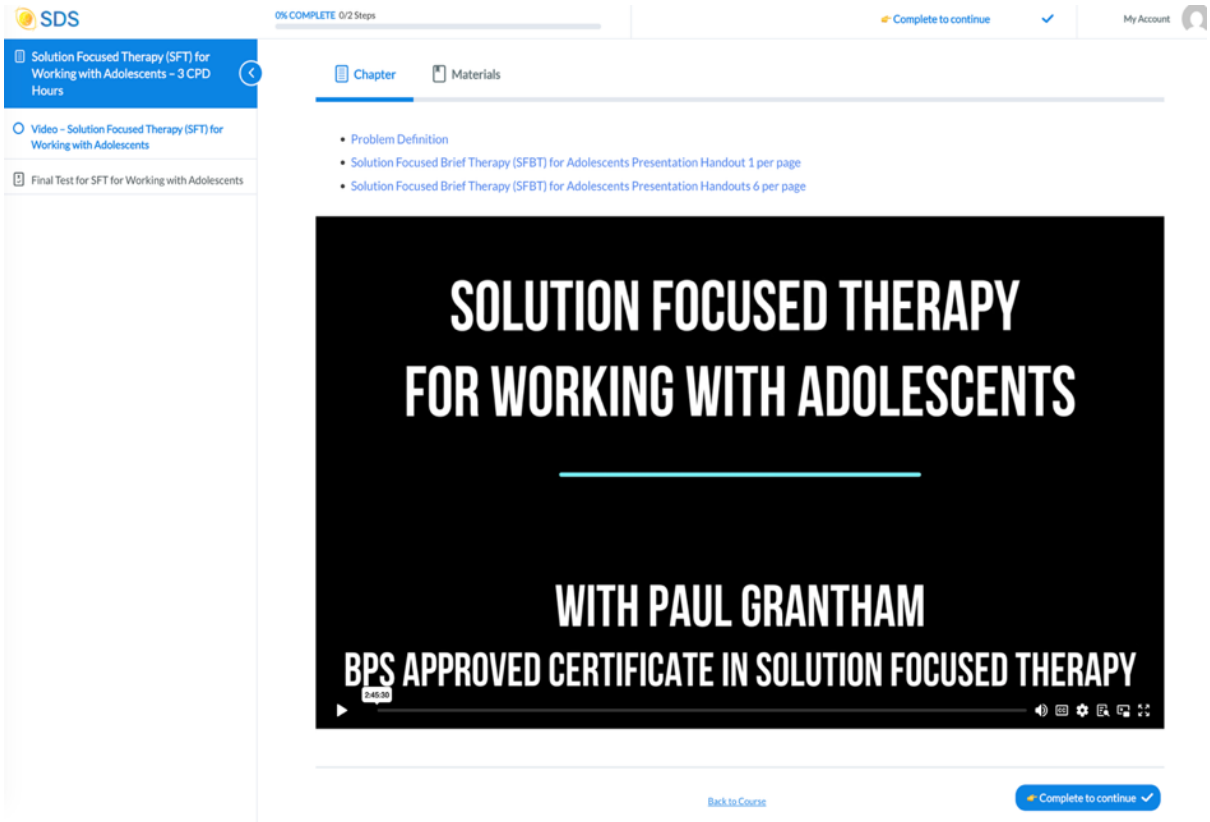
7. Downloading course materials

Course materials may be available in different places, depending on the course structure.
Some courses have a separate **Course Materials** step.
Other courses have materials attached to the video page.
Please download the course materials before watching the recording or completing the course.

If your course has a Course Materials step, open it and click the links to download the materials.



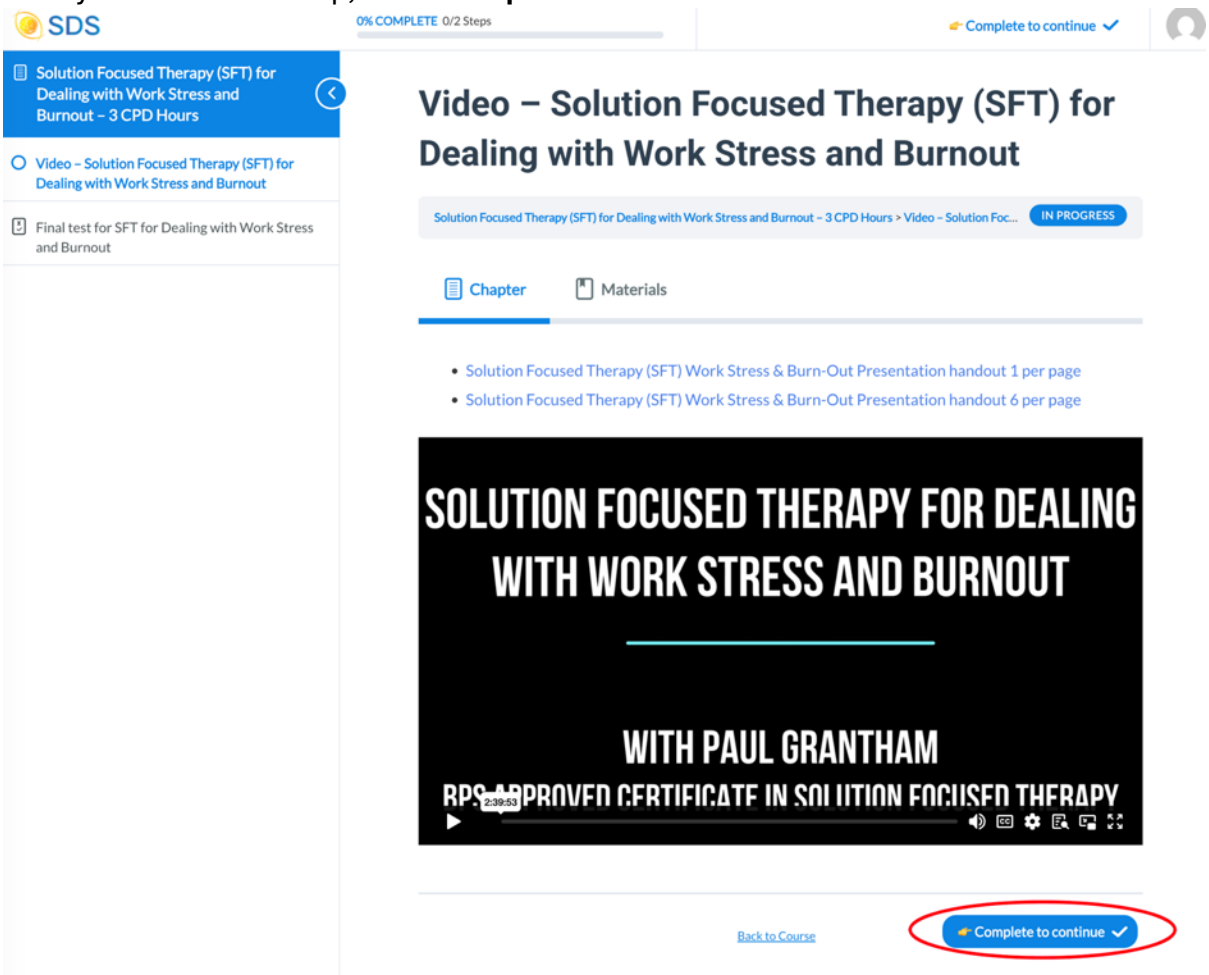
If your course starts with a video, the materials may be available on the video page or under the **Materials** tab.



IMPORTANT: After downloading the materials, click **Complete to continue** to unlock the next step.

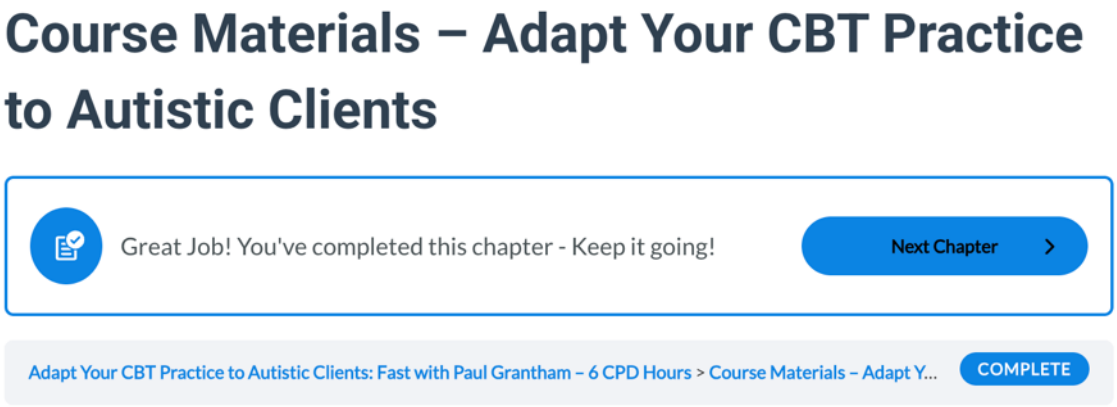
8. Marking steps as complete

After you finish each step, click **Complete to continue**.

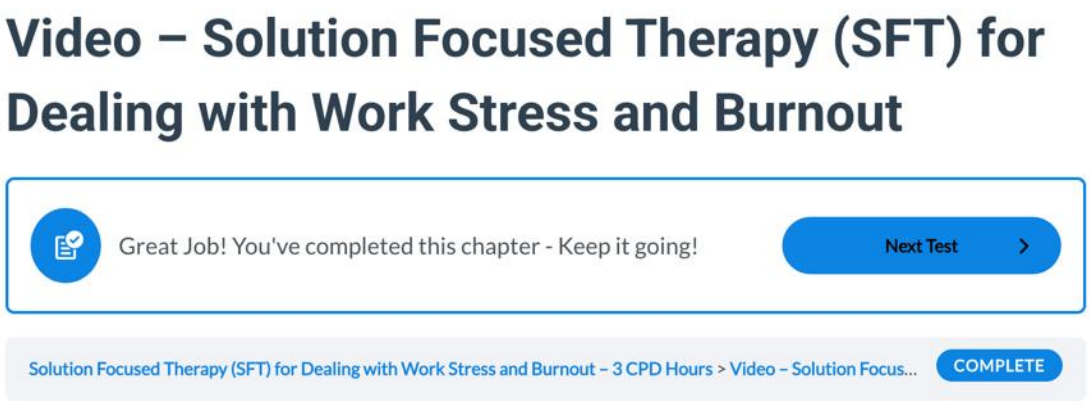


You will then see a confirmation message with a **Next Chapter** or **Next Test** button.

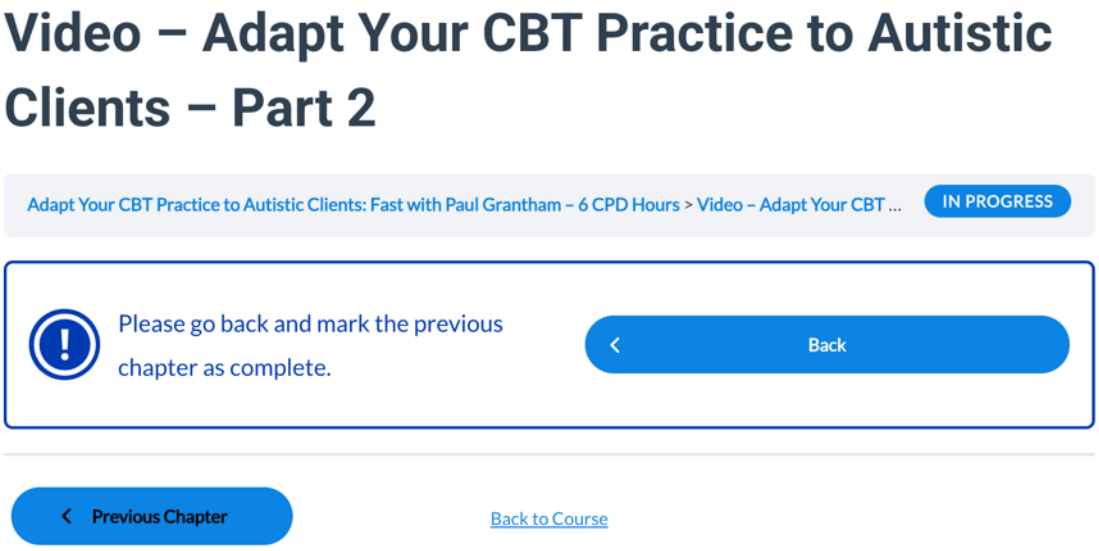
Click **Next Chapter** to continue to the next course step.



If the next step is a test, click **Next Test**.



If you see a message asking you to mark the previous chapter as complete, click **Back**, return to the previous step, and click **Complete to continue**.



If you see this message, go back and complete the previous step first.

9. Completing the final test

After completing the required course steps, open the **Final Test**.

Some final tests only ask you to confirm that you have watched the course live or as a recording.

Other courses include academic tests to check your understanding of the course materials.

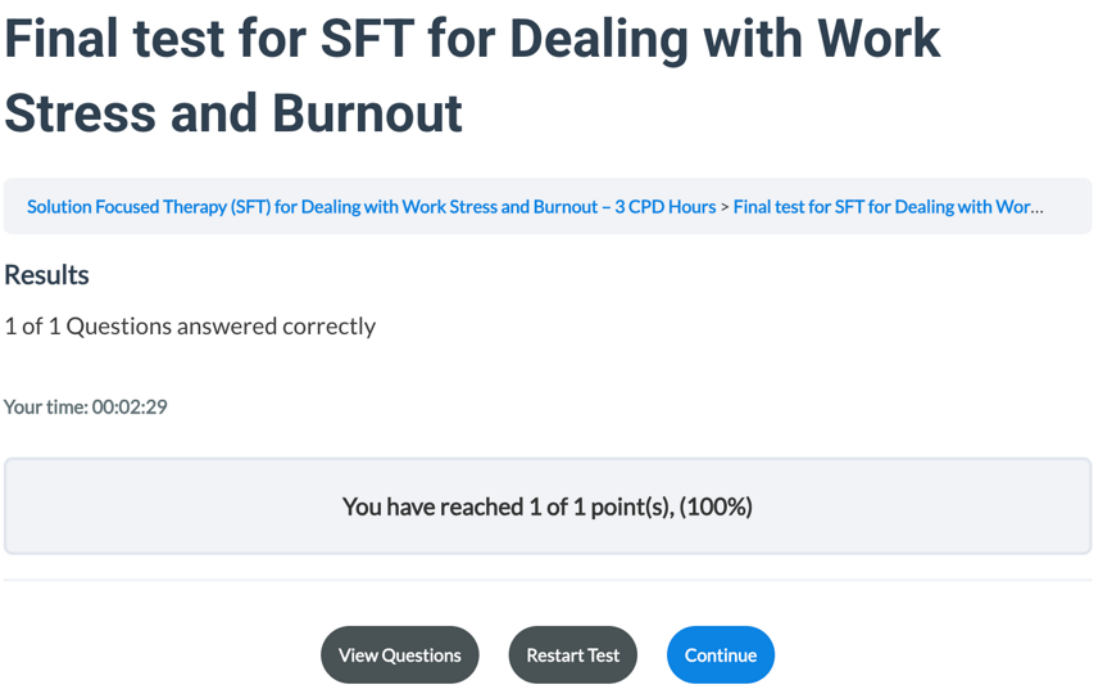
Academic tests may include single choice, multiple choice, sorting, fill-the-gap questions, and other question types.

The pass mark is usually **80%**, unless stated otherwise.

Unless stated otherwise, there is no time limit and no limit on the number of attempts.

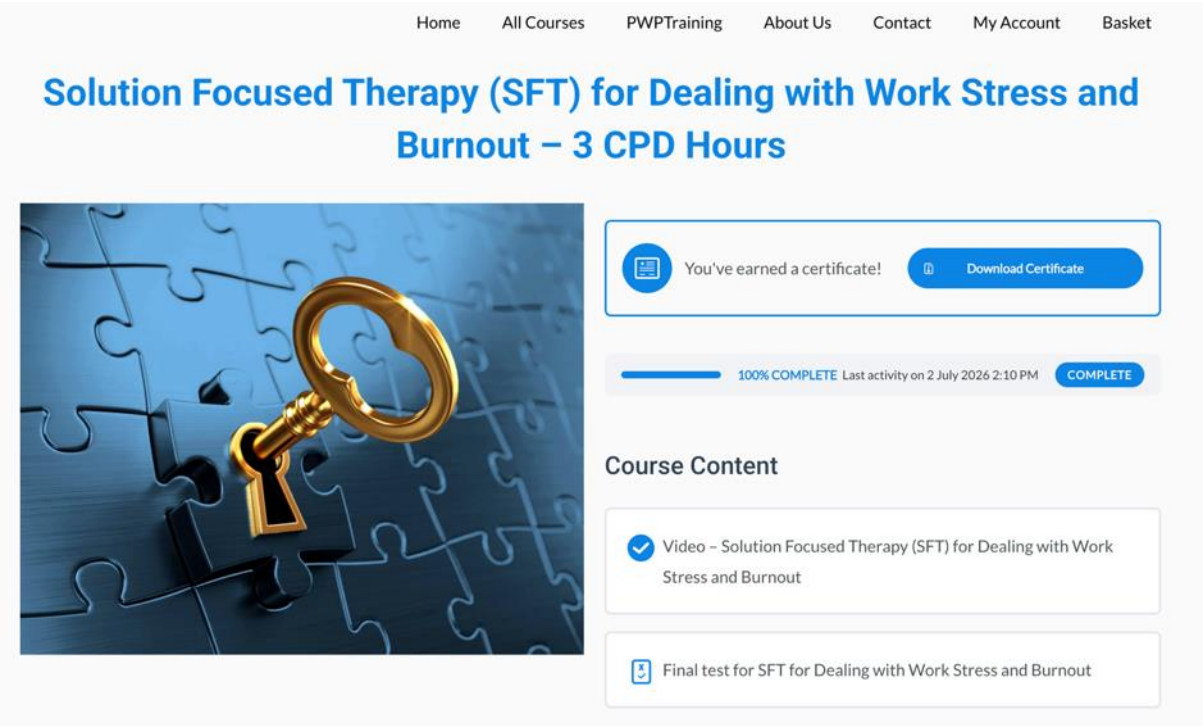
Answer the question or questions, then click **Finish Test**.

After finishing the test, you will see your results.
If you have passed, click **Continue**.



10. Downloading your certificate

After passing the final test and clicking **Continue**, you will return to the course page.
If the course/module includes a certificate, you will see a **Download Certificate** button on the course page.



You will also receive a course completion email with the subject line:
🎓 **Course completion - SDS Seminars Online**

This email contains a button to open the completed course page and download your certificate.

Dear Michael,

Congratulations on completing **Solution Focused Therapy (SFT) for Dealing with Work Stress and Burnout - 3 CPD Hours**.

To download your certificate, please open the completed course page using the button below.

Open Course Page to Download Your Certificate

Please note that certificates are only shown where they apply to the completed course/module.

Alternatively, you can access your certificate by logging in to your SDS Online account and going to **My Account - Courses**:
https://sds-seminars.online/my-account/

Check out our latest bestsellers on SDS Seminars Online, we update them regularly and they might be of interest to you.

Looking forward to seeing you on our further courses.

Best wishes from your
SDS Online Team

Certificates are only shown for courses/modules that include a certificate.