

# Your online course guide

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You have received an email with your personal access data. If you click on the corresponding link, you will be taken to our welcome page, where the course procedure will be explained to you via video.

2

If you scroll down further, you will see your unlocked course. In this case, the forklift course "FFZ Training - the forklift license!" is activated. Click on the button "Start course now!" to access the course.

3

Now you are in the course and will receive all the important information about the course. Scroll down until you see the first lesson.

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In the example photo, the lesson is marked in green and there is a small tick at the bottom right. This happens automatically if you have successfully completed the corresponding lesson.

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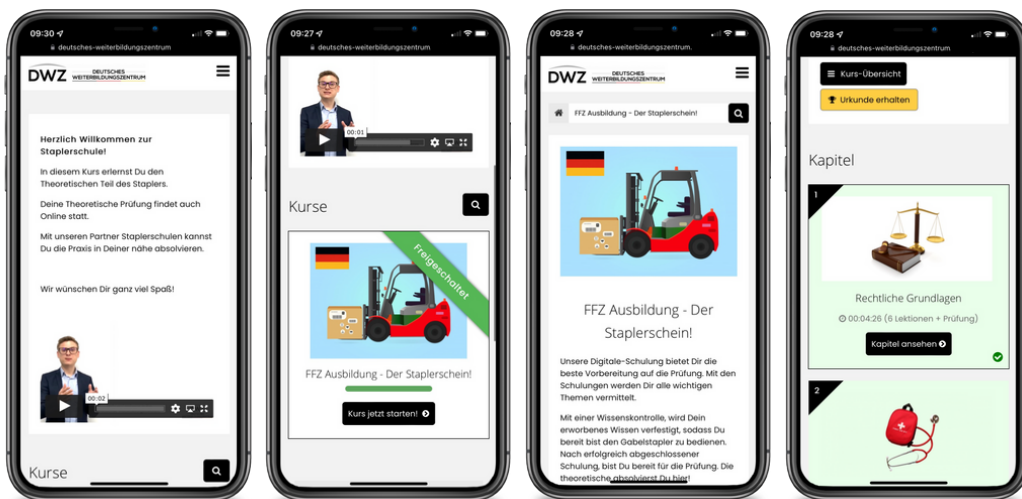
After you have successfully worked through all the lessons, you are unlocked for the final exam. Attention: The final exam can only be taken once. If you do not pass, please contact your contact person.

6

After you have successfully completed the final examination, you will receive confirmation at the top of the examination page that you have passed the theoretical examination.

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Now go back to the main page, click on your course and see the button "Get certificate" at the top, click on it there. Now your personal certificate will be downloaded. Please hand over or send the certificate to your contact person.

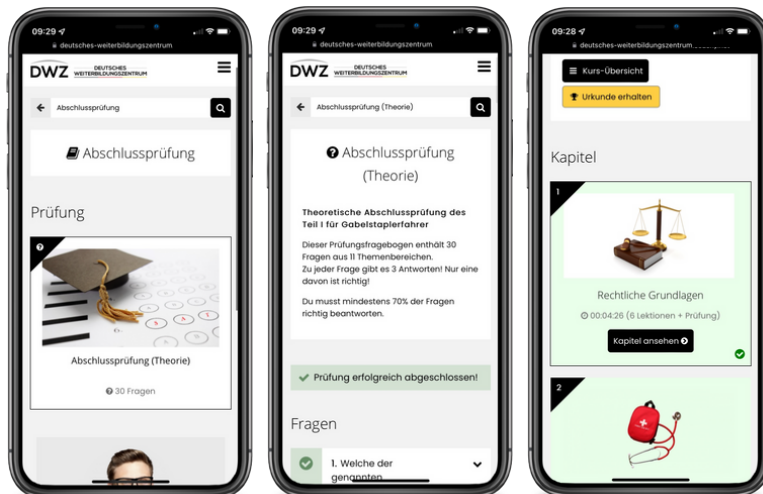


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**Please note:** The screenshots contain the German version of the forklift course. The English course is 1:1 the same, only written in English.