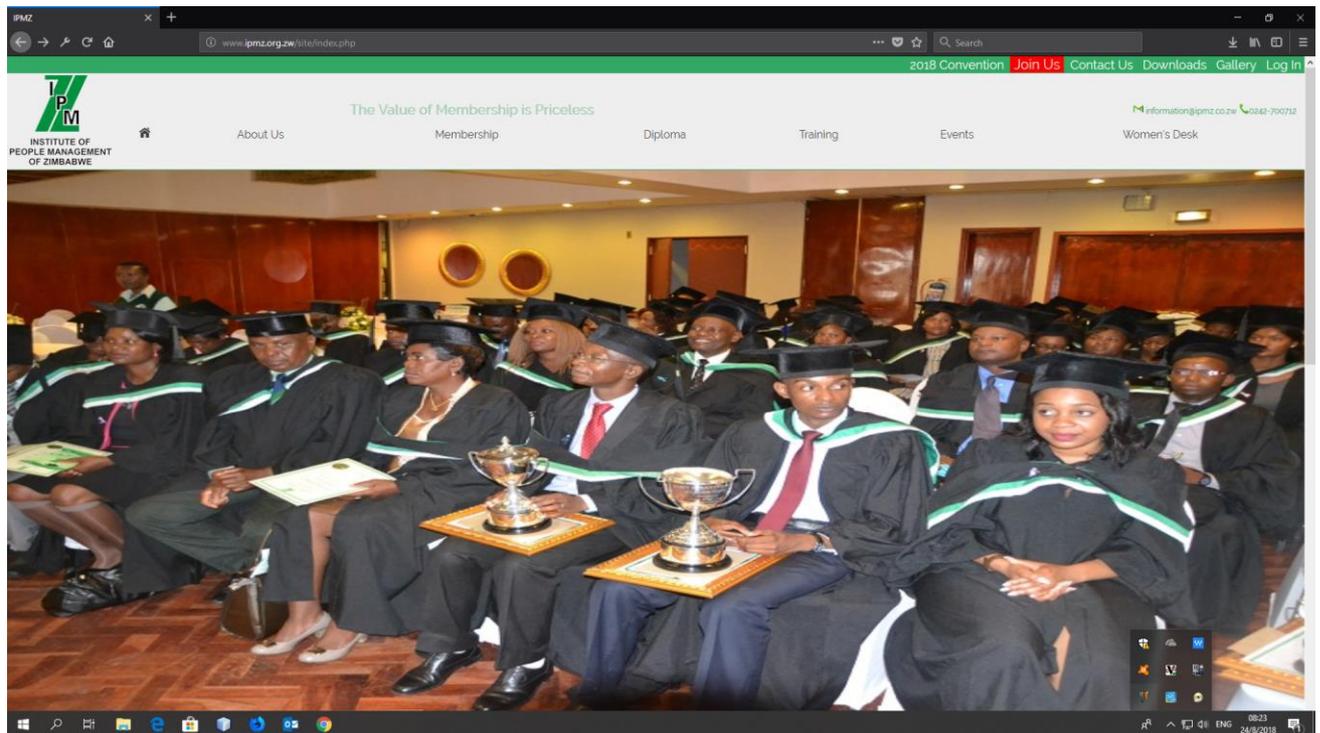
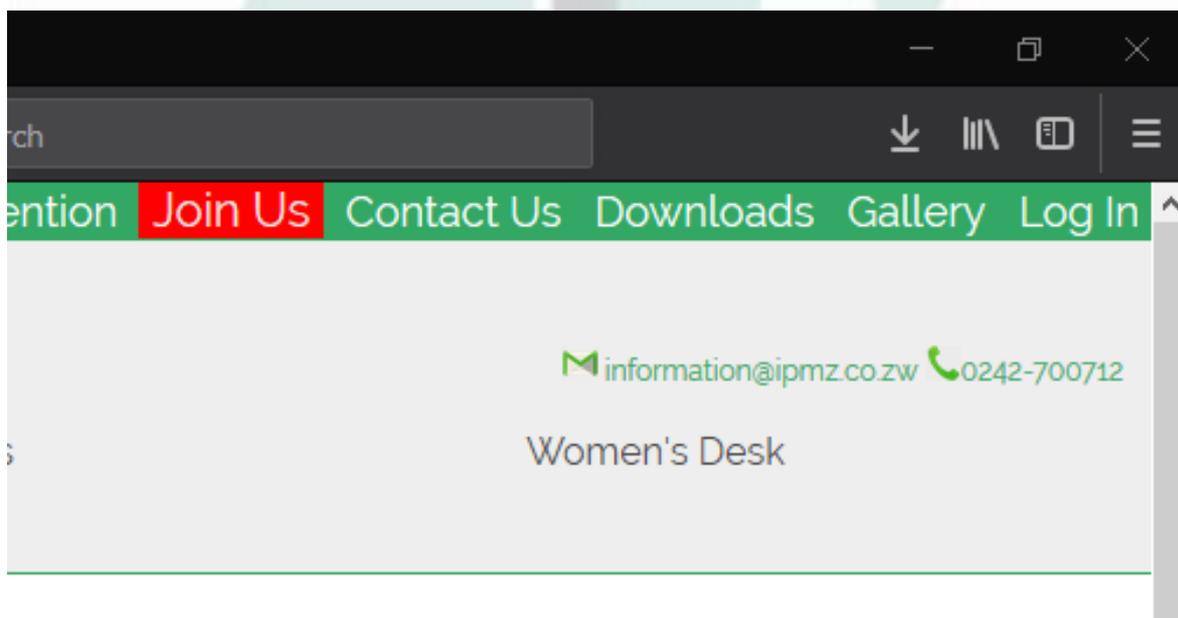


# How to sign up, log in and use Intellectus

Step 1: Go to the IPMZ website [www.ipmz.org.zw](http://www.ipmz.org.zw)

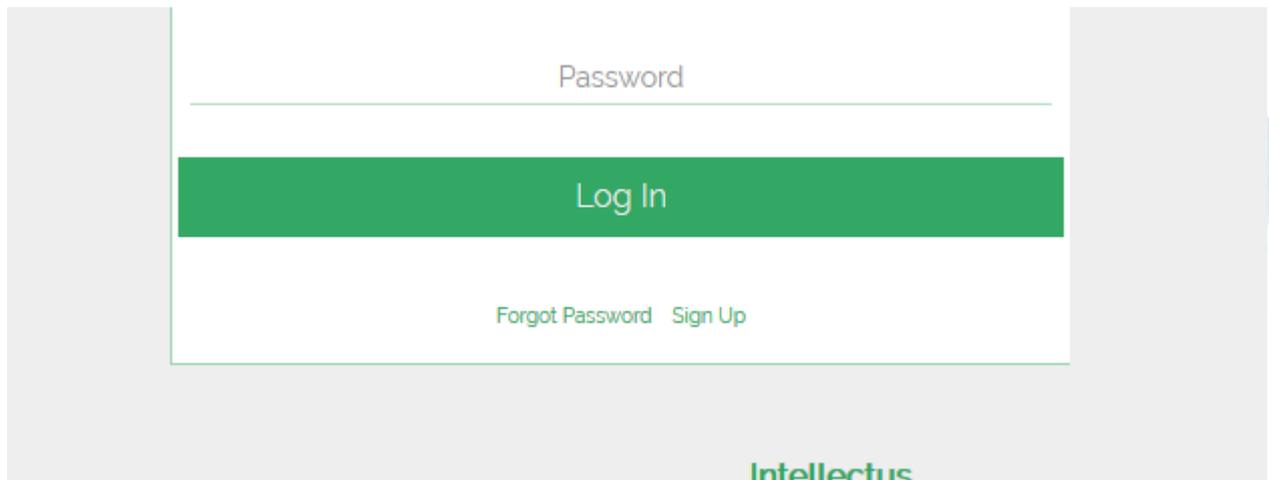


Step 2: Click on login at the top right corner of the screen.



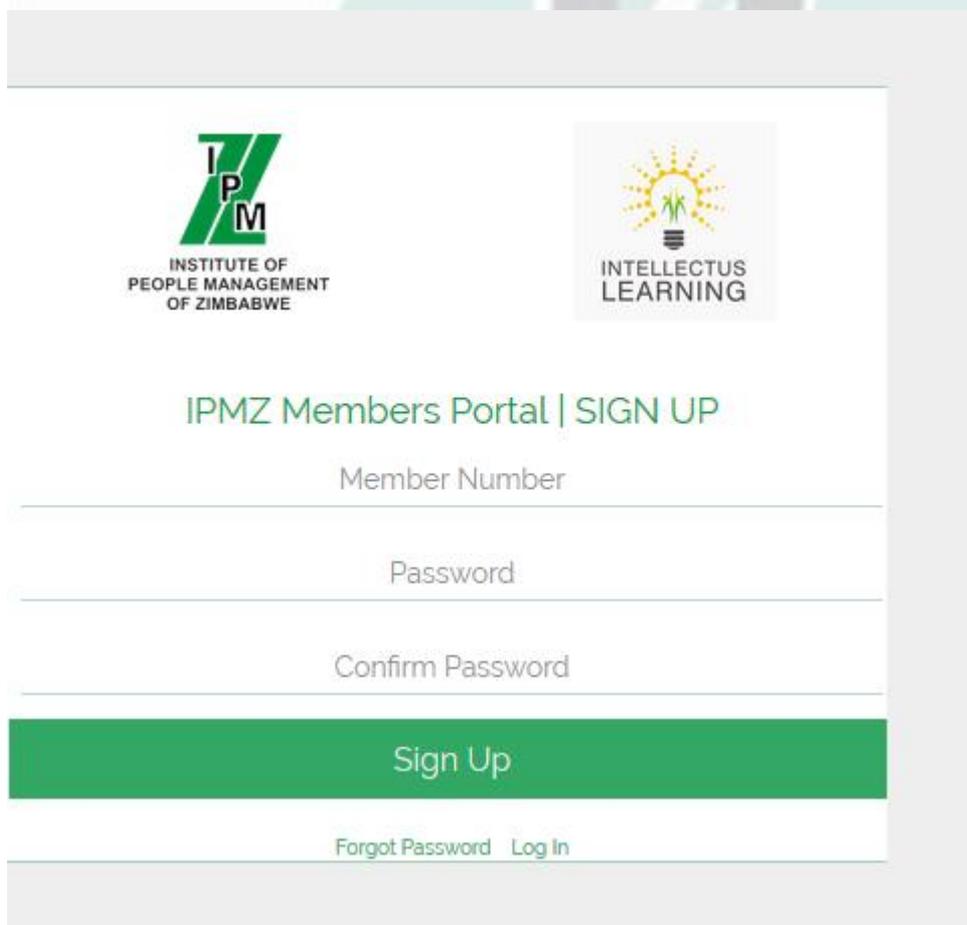
If you have already sign up, go to Step 5 - Log In.

Step 3: Signing Up, click on **sign up** below the green **login** button



A screenshot of a login form. At the top, there is a text input field labeled "Password". Below the input field is a prominent green button with the text "Log In" in white. Underneath the button, there are two links: "Forgot Password" and "Sign Up", both in a smaller green font. The word "Intellectus" is visible at the bottom right of the form area.

Step 4: Enter, **member number, password and confirm password** then click **sign up**.



A screenshot of the "IPMZ Members Portal | SIGN UP" form. At the top left is the logo for the Institute of People Management of Zimbabwe (IPMZ), and at the top right is the logo for Intellectus Learning. The form title is "IPMZ Members Portal | SIGN UP". Below the title are three text input fields: "Member Number", "Password", and "Confirm Password". A large green button with the text "Sign Up" is positioned below the input fields. At the bottom of the form, there are two links: "Forgot Password" and "Log In".



## IPMZ Members Portal | SIGN UP

47322

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••••

Sign Up

**Account Created**  
[Forgot Password](#) [Log In](#)

Step 5: Now click on **log in** to go back to the login page.



## IPMZ Intellectus | LOG IN

Membership Number

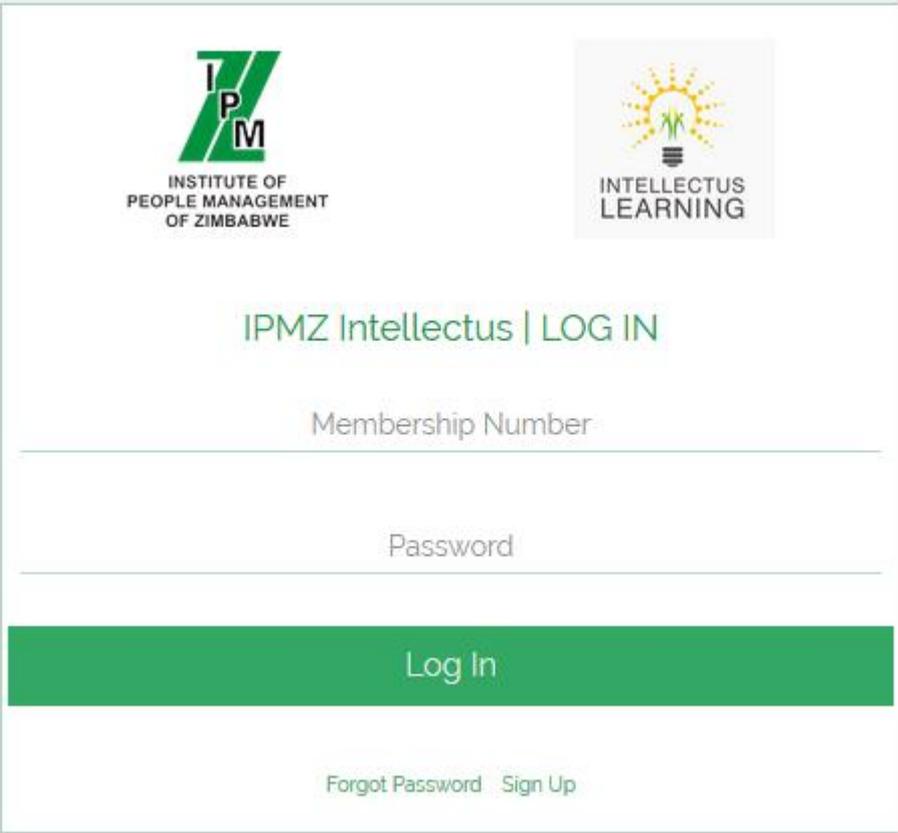
Password

Log In

[Forgot Password](#) [Sign Up](#)

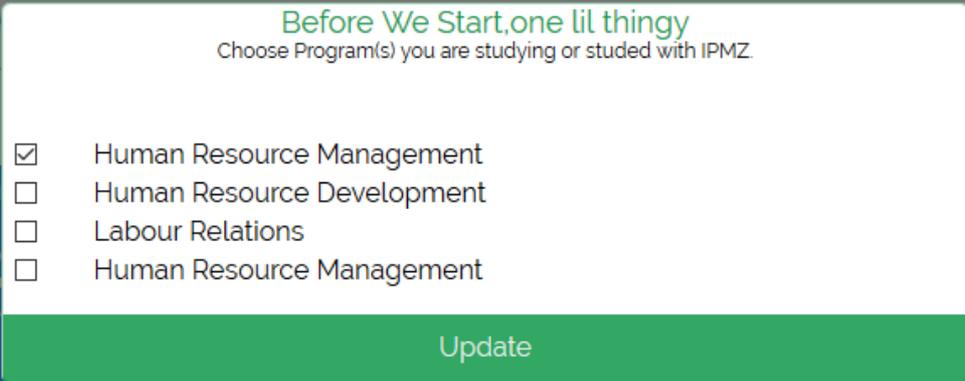
**Intellectus**  
Learning For Professionals

**Step 6: Enter your **member number** and the **password** you used to sign up and click log in.**



The image shows a login form for IPMZ Intellectus. At the top left is the IPMZ logo (Institute of People Management of Zimbabwe) and at the top right is the Intellectus Learning logo (a lightbulb). The title of the form is "IPMZ Intellectus | LOG IN". Below the title are two input fields: "Membership Number" and "Password". A large green button labeled "Log In" is positioned below the input fields. At the bottom of the form, there are two links: "Forgot Password" and "Sign Up".

**Step 7: After login in for the first time you will see the below screen, asking the program you are studying towards. Click on the program you are studying for and click **update**.**



The image shows a dialog box titled "Before We Start, one lil thingy" with the subtitle "Choose Program(s) you are studying or studed with IPMZ." Below the title is a list of four programs with checkboxes:

- Human Resource Management
- Human Resource Development
- Labour Relations
- Human Resource Management

A large green button labeled "Update" is located at the bottom of the dialog box.

Step 8: On your far left side you will see your menu in the **dark grey area**, on the menu click on the item you want to access.

The screenshot displays the Intellectus IPMZ user interface. On the far left is a dark grey vertical menu with options: Dashboard, Assignments, Results, Payments, Ebrary, and Discussions. The main content area is divided into several sections:

- Profile Section:** User name 'Richard Nyamande', email 'richardnyamande@gmail.com', and fields for phone number, employer, and job title. A green 'Update' button is present.
- Announcements:** Two items with dates and 'View' links.
- Registered Modules:** A grid of six modules with registration and exam dates:

<b>Human Resource Management</b> Registered Date: 09/09/2018 Exam Entrance Number: 10/04/2018 @ 09:00 Next Sitting on: 09/04/2018 @ 09:00	<b>Recruitment and Selection</b> Registered Date: 09/09/2018 Exam Entrance Number: 10/04/2018 @ 09:00 Next Sitting on: 10/04/2018 @ 09:00	<b>Safety, Health and Wellness</b> Registered Date: 07/04/2017 Exam Entrance Number: 2/02/04/18 Sitting Passed: Oct/2017
<b>Reward Management</b> Registered Date: 09/09/2018 Exam Entrance Number: 10/04/2018 @ 09:00 Next Sitting on: 10/04/2018 @ 09:00	<b>Management Development</b> Registered Date: 09/09/2018 Exam Entrance Number: 1/02/09/18 Sitting Passed: Apr/2018	<b>Human Capital Planning</b> Registered Date: 09/09/2018 Exam Entrance Number: 1/02/09/18 Next Sitting on: 02/04/2018 @ 09:00
<b>Industrial Psychology</b> Registered Date: 09/09/2018 Exam Entrance Number: 2/02/04/18 Sitting Passed: Oct/2017	<b>Public Relations</b> Registered Date: 07/04/2017 Exam Entrance Number: 2/02/04/18 Sitting Passed: Oct/2017	
- Performance Chart:** A bar chart titled 'Performance' showing 'Overall Marks' for three courses: Industrial Psychology [C] (approx. 70), Safety, Health and Wellness [C] (approx. 65), and Public Relations [D] (approx. 75).
- HRM Progress:** A circular progress indicator showing 'Diploma Progress 20 % Complete' for 'Human Resource Management'.
- Navigation:** A top navigation bar with 'FENUGREEK SEEDS' and a search icon. A right-side navigation menu lists various subjects like Human Resource Management, Recruitment and Selection, etc.

For further tutorials, click on **Ebrary** in you menu, then change where it says **Search Category: All** to **Intellectus** select intellectus tutorials and click **go** , the screen below will show.

Videos will display on your right side under **Search Results**. These videos will show you how to use the rest of the system.