

SYL-WP-ENG-002 Navigation in *My Account*

ShiftYourLife

1. Purpose and Overview

This guide explains the structure and functions available in the **My Account** panel on the shiftyourlife.eu platform.

With this document, Instructors and Users will learn how to:

1. Log in to your account,
 2. Navigate both the User and Instructor sections,
 3. Create a new Program and a Program Bundle.
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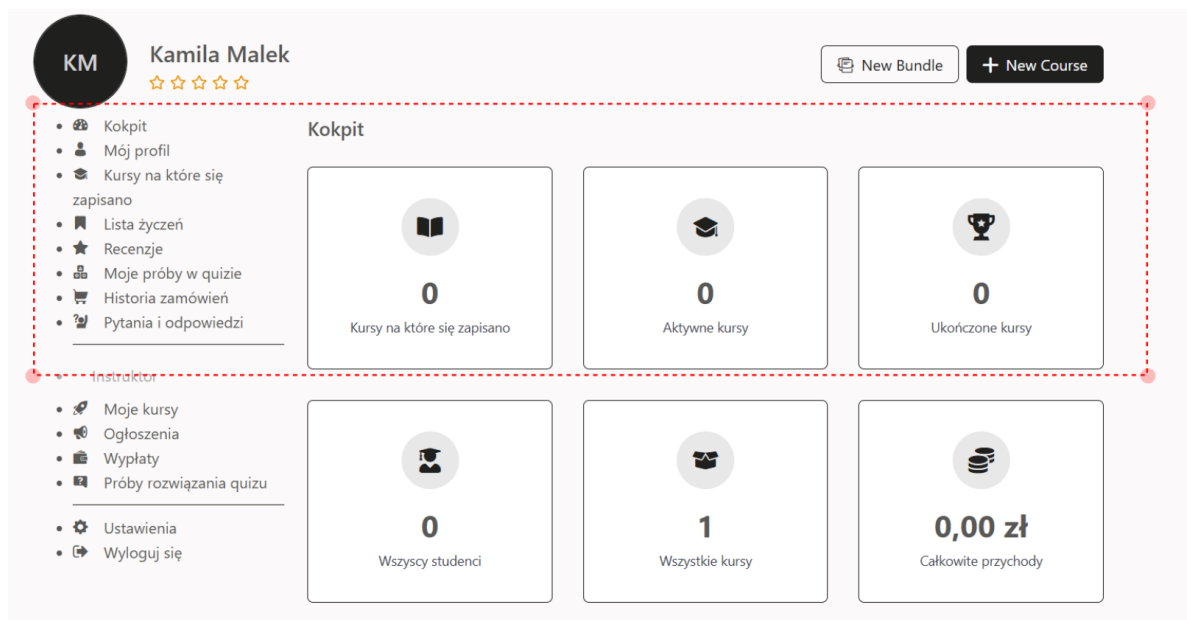
2. Logging In

1. Go to <https://shiftyourlife.eu/login/> and log in with your account credentials.
Open My account



3. Navigating the User and Instructor Sections

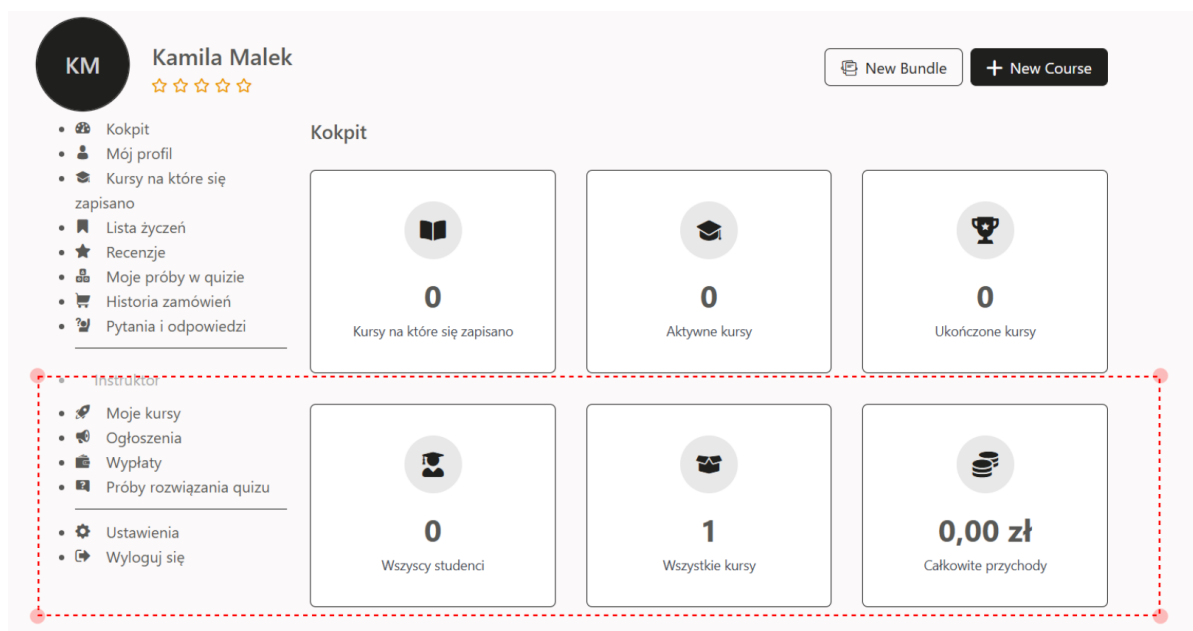
1. The highlighted section reflects your **User Account**, where you can track courses and programs you are enrolled in, completed, or currently working on.



Field descriptions:

- **Dashboard (Kokpit)** – the start page with an overview of your courses, students, and revenue.
- **Active Courses (Aktywne kursy)** – courses you are currently participating in.
- **Completed Courses (Ukończone kursy)** – courses you have fully completed.
- **My Profile (Mój profil)**– edit your personal details (name, bio, profile photo)
- **⚠ Do not fill information here, You will be asked to fill it in the Specialist registration.**
- **Enrolled Courses (Kursy, na które się zapisano)**– list of courses you are taking as a user.
- **Wishlist (Lista życzeń)** – courses you want to follow or purchase later.

- **Reviews** (Recenzje) – feedback left by users on courses.
 - **My Quiz Attempts** (Moje próby w quizie) – history of quizzes you have taken.
 - **Order History** (Historia zamówień) – record of purchased courses.
 - **Q&A** (Pytania i odpowiedzi) – section for course-related communication and questions.
2. The lower part of the panel contains information related to the **Courses and Programs you have created as an Instructor**.



Field descriptions:

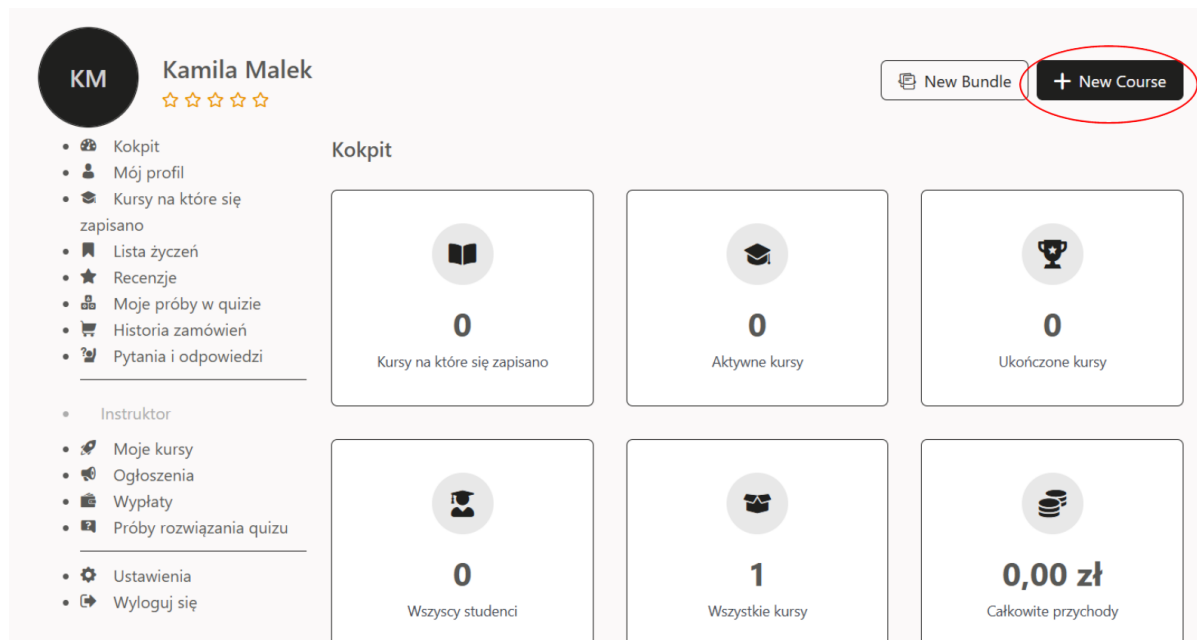
- **All Students** (Wszyscy studenci) – shows the total number of students enrolled in your courses.
- **All Courses** (Wszystkie kursy) – shows the total number of courses you have created.
- **Total Earnings** (Całkowite przychody) – shows your total income from **courses not sessions or events**.
- **My Courses** (Moje kursy) – main tab for creating and editing online courses.

- **Announcements** (Ogłoszenia) – send updates and messages to students enrolled in your courses.
- **Withdrawals** (Wypłaty) – information about your earnings and requested payouts.
- **Quiz Attempts** (Próby rozwiązywania quizu) – view results of quizzes completed by your students.

4. Creating a New Program or Program Bundle

1. To create a new course, click **New Course**.

Before you start building your Program, please review the guide **SYL-WP-004 Creating and Editing Online Courses and Programs**, which contains important details about functionalities and video materials.



2. To create a **Program Bundle**, you must have at least two programs already available.