

## Student's Manual

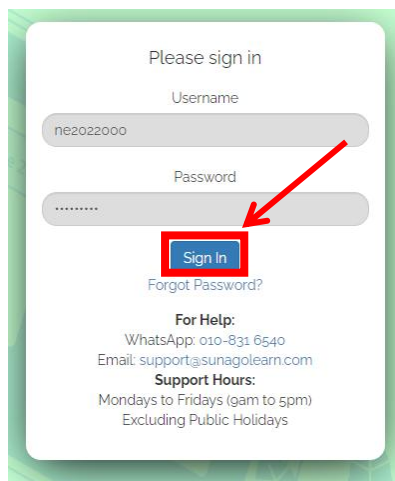
### Introduction

All NEUC students must undergo MOA-approved English courses during their studies, which will be conducted either online or in classes on campus, or a combination of both. Please follow the instructions in this simple manual to ensure that you are able to attend online classes to complete the required course.

- A **working PC** or **Laptop** with a **webcam**, **working headset**, and **microphone**
- **Browser:** the latest version of Chrome (recommended)
- **Internet Connection:** A download and upload speed of **at least 5Mbps** is strongly recommended. To check if you meet the minimum Internet speed requirement, please do a quick speed test at: <https://www.speedtest.net/>

1. First, go to <https://newera.justenglish.com/> .

2. Enter your username and password.



Please sign in

Username  
ne2022000

Password  
.....

**Sign In**

[Forgot Password?](#)

**For Help:**  
WhatsApp: 010-831 6540  
Email: support@sunagolearn.com

**Support Hours:**  
Mondays to Fridays (9am to 5pm)  
Excluding Public Holidays

Then click the "**Sign In**" button. When you try to log in for the first time, your username is "ne+[your STUDENT ID]" e.g. "**ne2022000**" and the password is just your ID: password = "**2022000**".

**3.** Once you log in, you will have to change your password for security purposes.

Password Reminder

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Dear students,

A kind reminder to **CHANGE** your password after you have logged in to the portal.

Please do not share your password with your friends/classmates for whatever reasons.

Password must also consist of min of 8 characters (Alphanumeric).

Thanks!

[Change Password](#)

Once you have changed your password, you need log in again using your new password.

**4.** If you forgot your password, click on **Forgot Password?** at the main login page.

Please sign in

Username


Password

[Sign In](#)

[Forgot Password?](#) ←

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5. Then, key in your username or New Era email address.

 **Password Recovery**

Please enter your username or email address.  
You will receive a link to create a new password via email.

[Submit](#)

6. Check your email to reset your password. After reset, login using your new password.

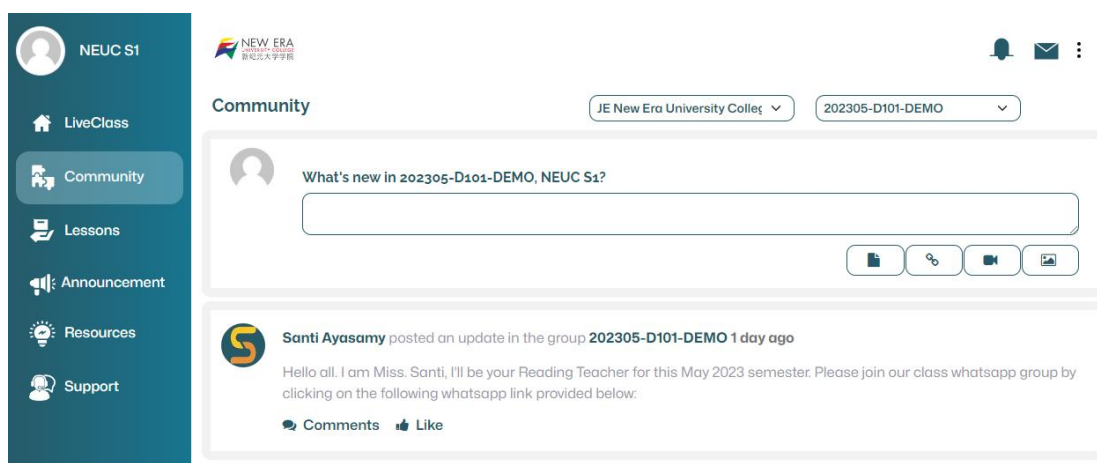
 **Password Recovery**

Check your e-mail for the confirmation link.

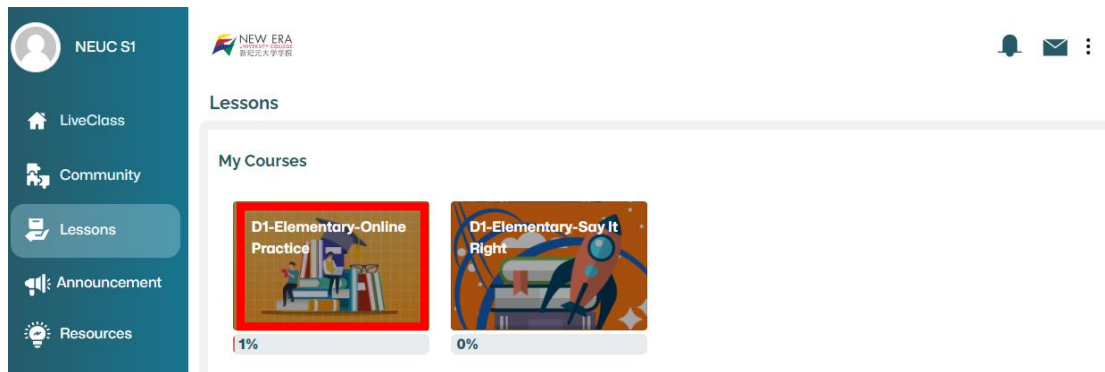
7. You will then be directed to the SunagoLearn platform. Click on the **Community** tab to view your class name.



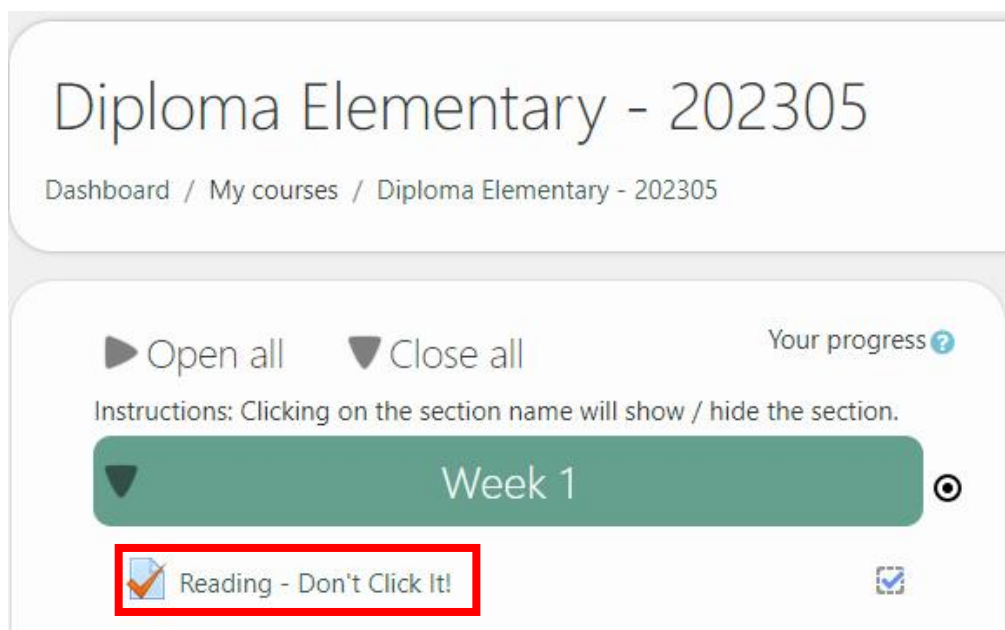
8. In the Community page, your teacher or online coach will write a post, or attach a link, document, video or picture and post them for discussion. Your teacher and fellow classmates will be able to read your post and respond to them by liking or replying to the post, just like in Facebook. The sample below shows a teacher posting a short note:



9. Next, you may click on the **Lessons** tab to view the class that you are enrolled in as shown below, for example. Then, click on the **course** under **My Courses**.



10. You will be directed to a page where you can see and access the contents of your online course from Week 1 to Week 14 of the semester. The following homework and lessons will be opened and be available once you have attended the online class. You must do the work according to the order (or sequence) as shown below:



11. Go through the lesson/activity/content. Then click on the **Attempt quiz now** button.

## Reading - Don't Click It!

Attempts allowed: 2

Grading method: Highest grade

Attempt quiz now

12. Once you have answered all the questions, click on the **Submit** button.

Information  
Flag question

Answer the following True/False questions based on the reading text from today's lesson (DON'T CLICK IT!) on page 2.

Question 1  
Not yet answered  
Marked out of 1.00  
Flag question

Spam emails are some of the most common scams.

Select one:

- True  
 False

Submit

**13. Click on **Finish review**.**

Question **10**  
Not answered  
Marked out of 1.00  
Flag question

According to the passage, the smart thing to do when you receive a message from an unknown source is to report it.

Select one:

True  
 False

**Finish review**

**14. You can view your results here. You may also redo the quiz.**

Reading - Don't Click It!

Attempts allowed: 2  
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Grade / 10.00	Review
2	Finished Submitted Wednesday, 12 April 2023, 4:07 PM	5.00	Review

Highest grade: 5.00 / 10.00.

[Re-attempt quiz](#)

If there are open-ended questions, you need to wait for your teacher to mark your work.

## How to access Skills Grammar and Vocabulary Online Practice:

1. Click on the **Vocabulary** practice.



2. When you have completed the exercise, please don't forget to click on the **Save and Close** button.



3. After completing the lesson(s) instructed by your teacher, you may log out from the system by clicking on the **Log out** tab, as shown below.

