User

K-influencer Academy

K-influencer Academy 2026

User Manual

(2026.06.22)



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K-influencer Academy

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K-influencer Academy

01

K-influencer Academy 2026

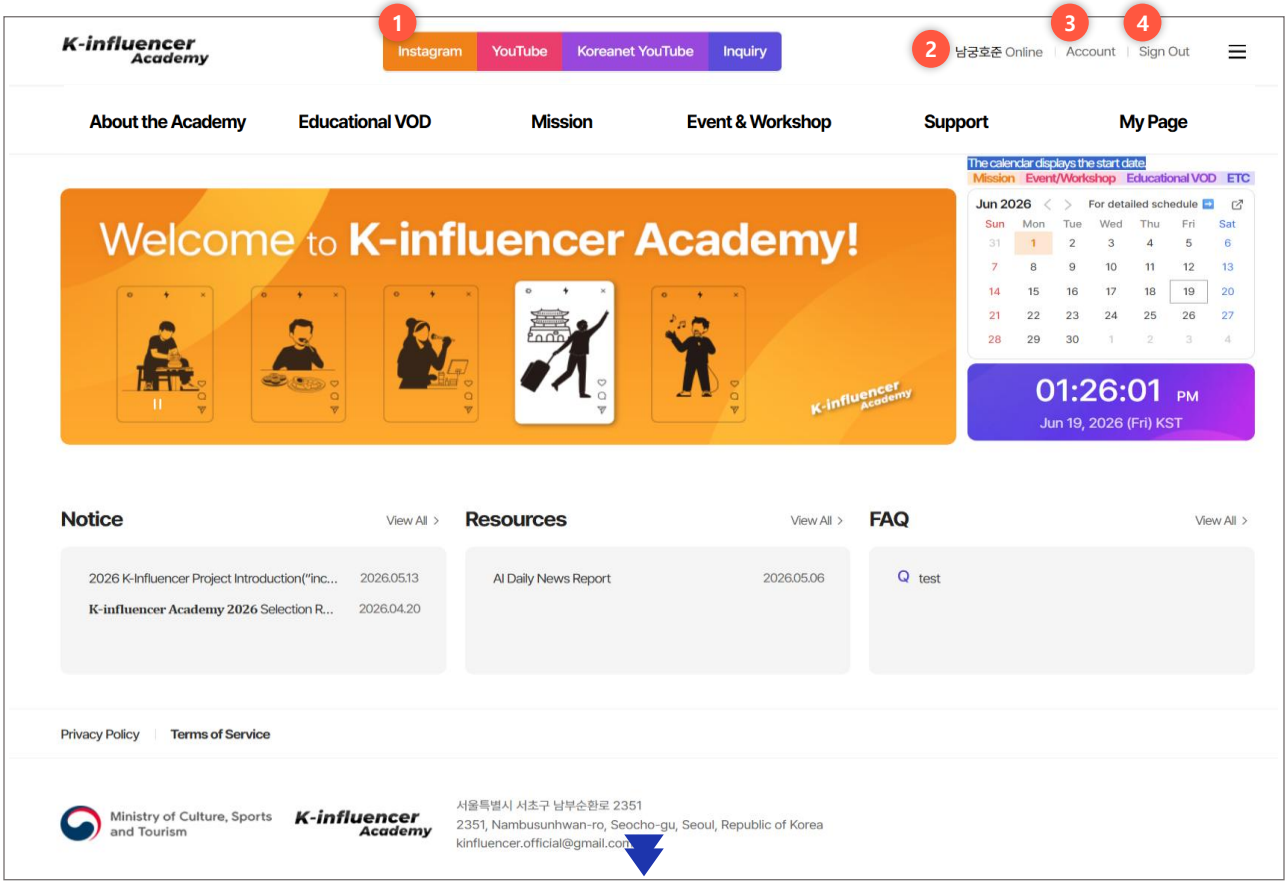
User Manual

Main



Main

Location Home

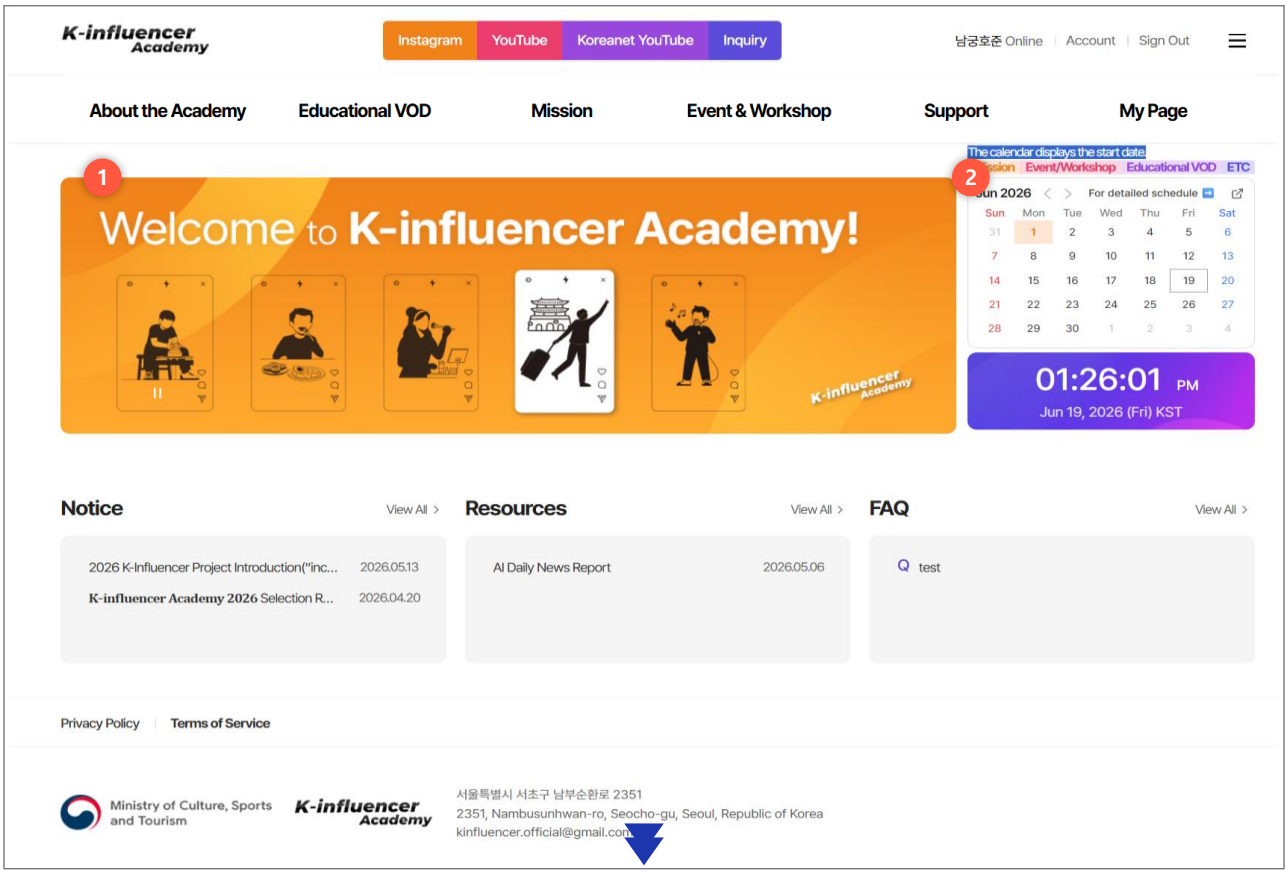


Guidelines

1. Click each section to go to the relevant page.
   - ▶ **Instagram** : https://www.instagram.com/k_influencer_official/
   - ▶ **YouTube** : https://www.youtube.com/@Kinfluencer
   - ▶ **Koreanet YouTube** : https://www.youtube.com/@GatewayToKorea
   - ▶ **Inquiry** : Go to "**Home** > **My Page** > **Inquiry**"
2. The name of the logged-in account is displayed.
3. Click **Account** to go to the profile settings page.
4. Click **Sign Out** to log out.

Main

Location Home

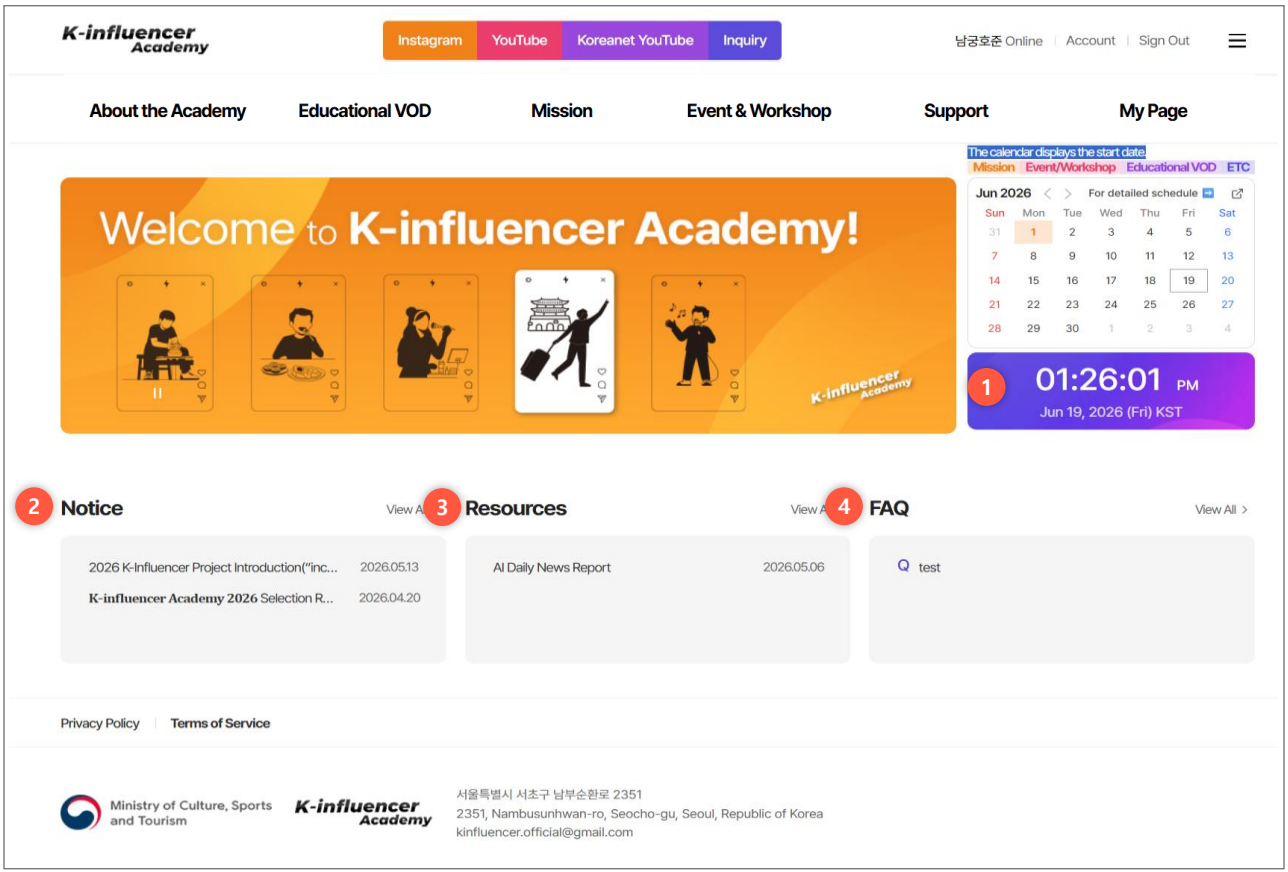


Guidelines

1. The main banner is displayed.
2. The Google calendar of the K-influencer Academy is displayed. Scheduled events are **color-coded** by type:
   ▶ **[Mission]** (Orange) / **[Event/Workshop]** (Pink) / **[Educational VOD]** (Purple) / **[ETC]** (Navy)
   ※ If multiple events are scheduled on the same date, they are displayed in the following order:
   orange, pink, purple, then navy.
   If "**[mission] Mission1**" and "**[vod] test vod**" are scheduled on the same date, the date is colored orange.

Main

Location Home



Guidelines

1. The time and date are displayed based on KST (Korea Standard Time).
2. The **Notice List** is displayed. Click one to view more details.
3. The **Resources List** is displayed. Click one to view more details.
4. The **FAQ** is displayed. Click one to view more details.

K-influencer Academy

02

K-influencer Academy 2026

User Manual

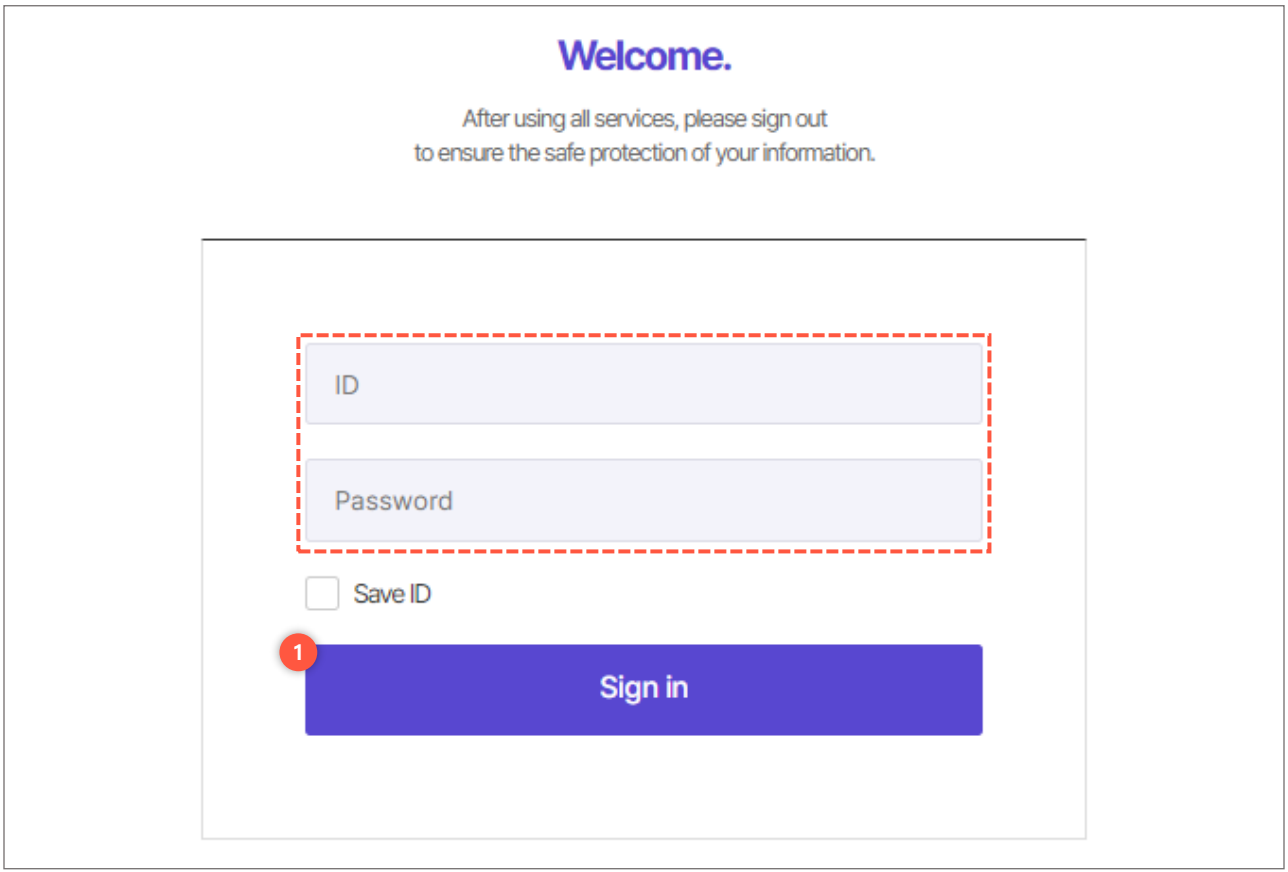
Sign In



2. Sign In

Sign In

Location Home > Sign in



Guidelines

1. Enter the ID and password provided via email and click the **Sign in** button to log in.

K-influencer Academy

03

K-influencer Academy 2026

User Manual

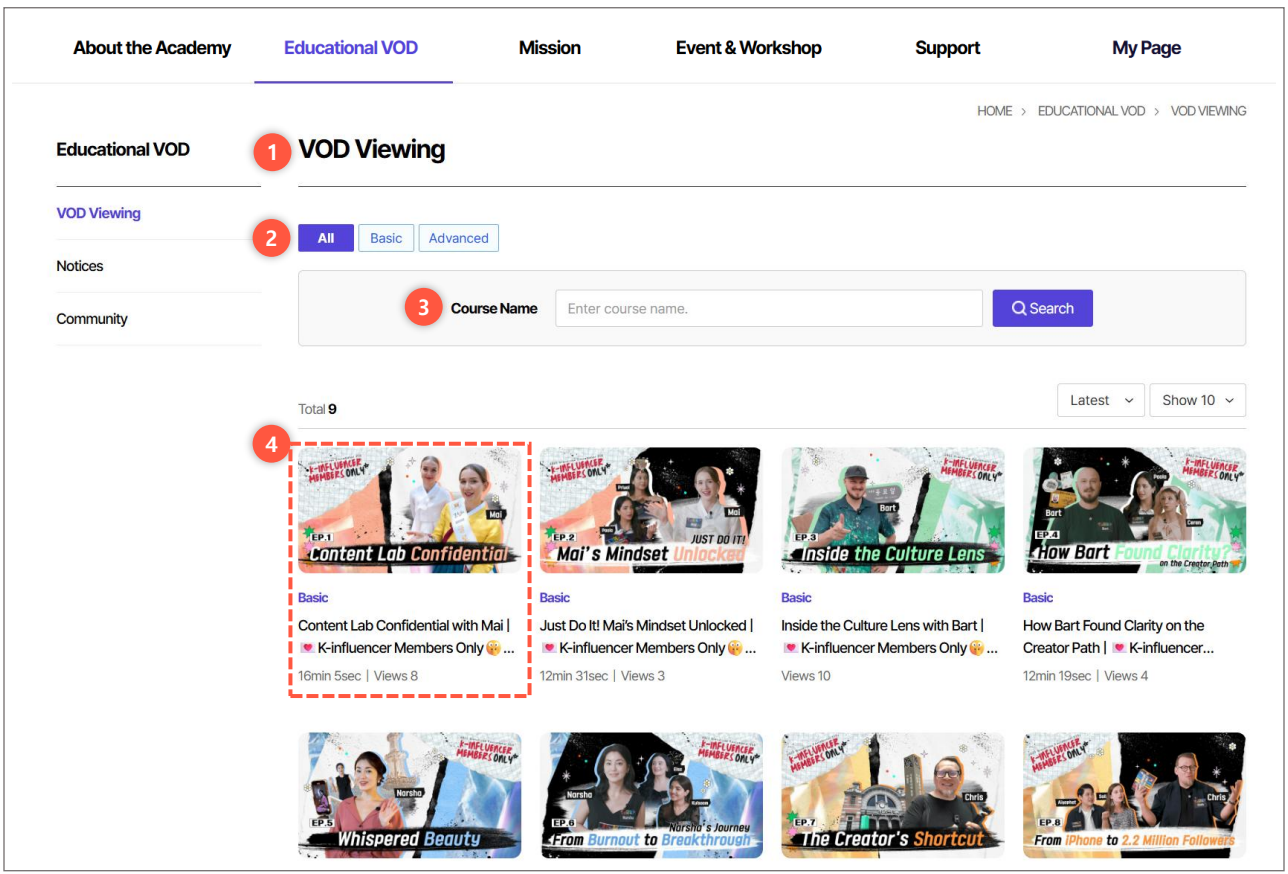
Educational VOD



3. Educational VOD

Educational VOD List

Location Home > Educational VOD > VOD Viewing



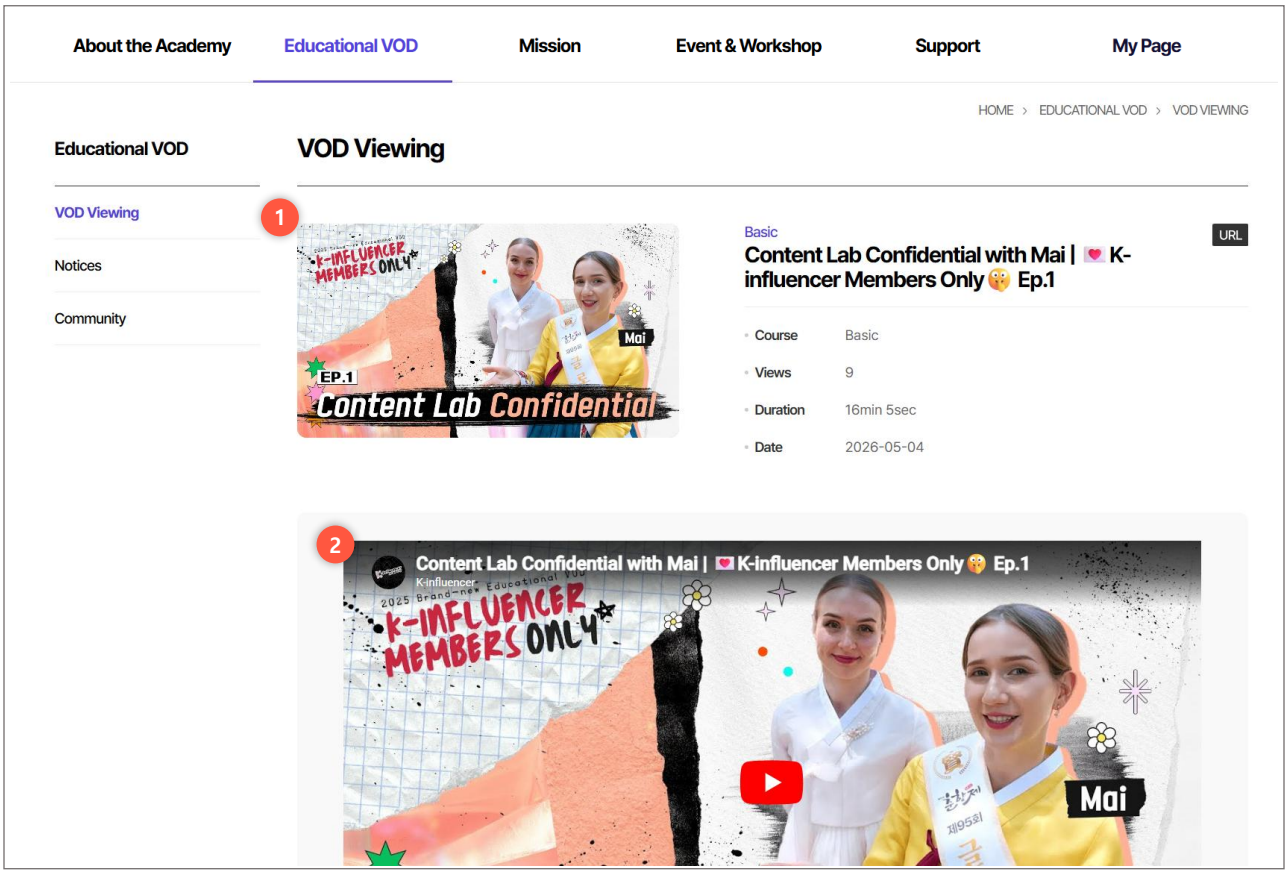
Guidelines

1. Go to "**Educational VOD** > **VOD Viewing**".
2. Then click **All**, **Basic**, or **Advanced** to filter videos.
3. Enter the module's name and click the **Search** button.
4. The thumbnail, course, title, duration, and views of each **Educational VOD** are displayed. Click the thumbnail or title to view more details.

3. Educational VOD

Educational VOD Detailed view

Location Home > Educational VOD > Educational VOD Detailed View



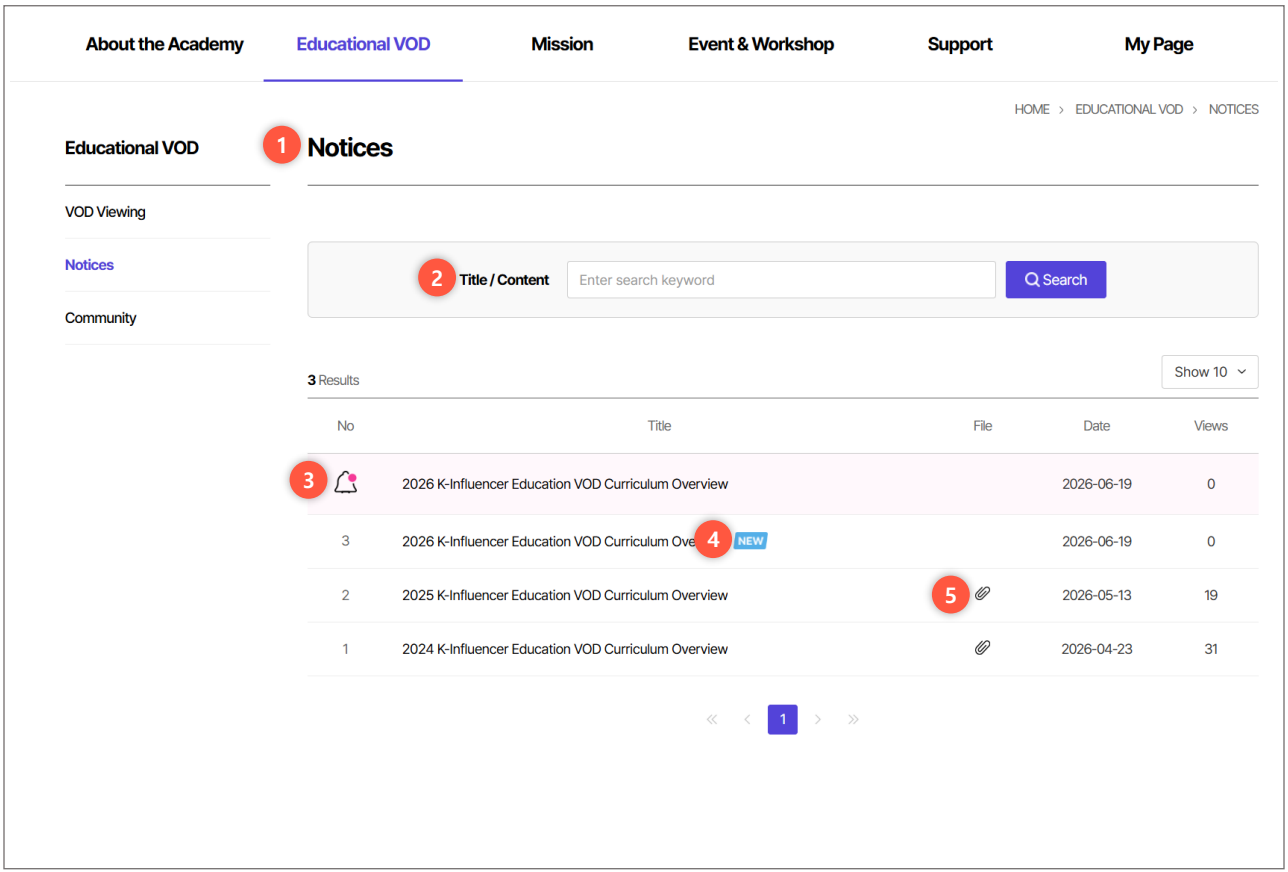
Guidelines

1. The VOD's details are displayed with the thumbnail, course, module's name, views, duration, and date.
2. Click the play button to watch the video.

3. Educational VOD

Notices List

Location Home > Educational VOD > Notices



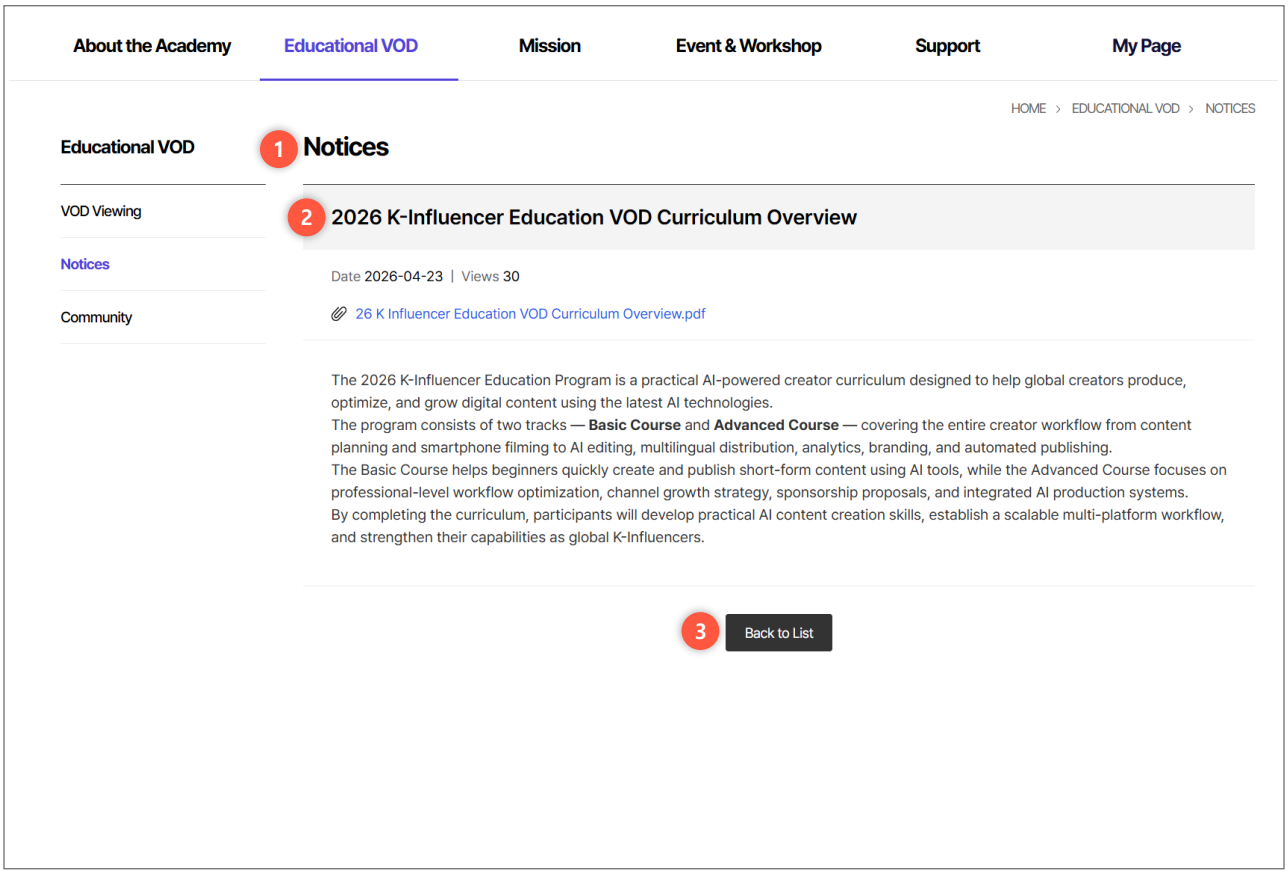
Guidelines

1. Go to "**Educational VOD** > **Notices**".
2. Enter the title or content and click the **Search** button. The search results will be displayed below.
3. Pinned notices are marked with a bell icon. Click the title to view more details.
4. New notices are marked with a **NEW** icon for 15 days.
5. Notices with attachment are marked with a clip icon.

3. Educational VOD

Notices Detailed View

Location Home > Educational VOD > Notices Detailed View



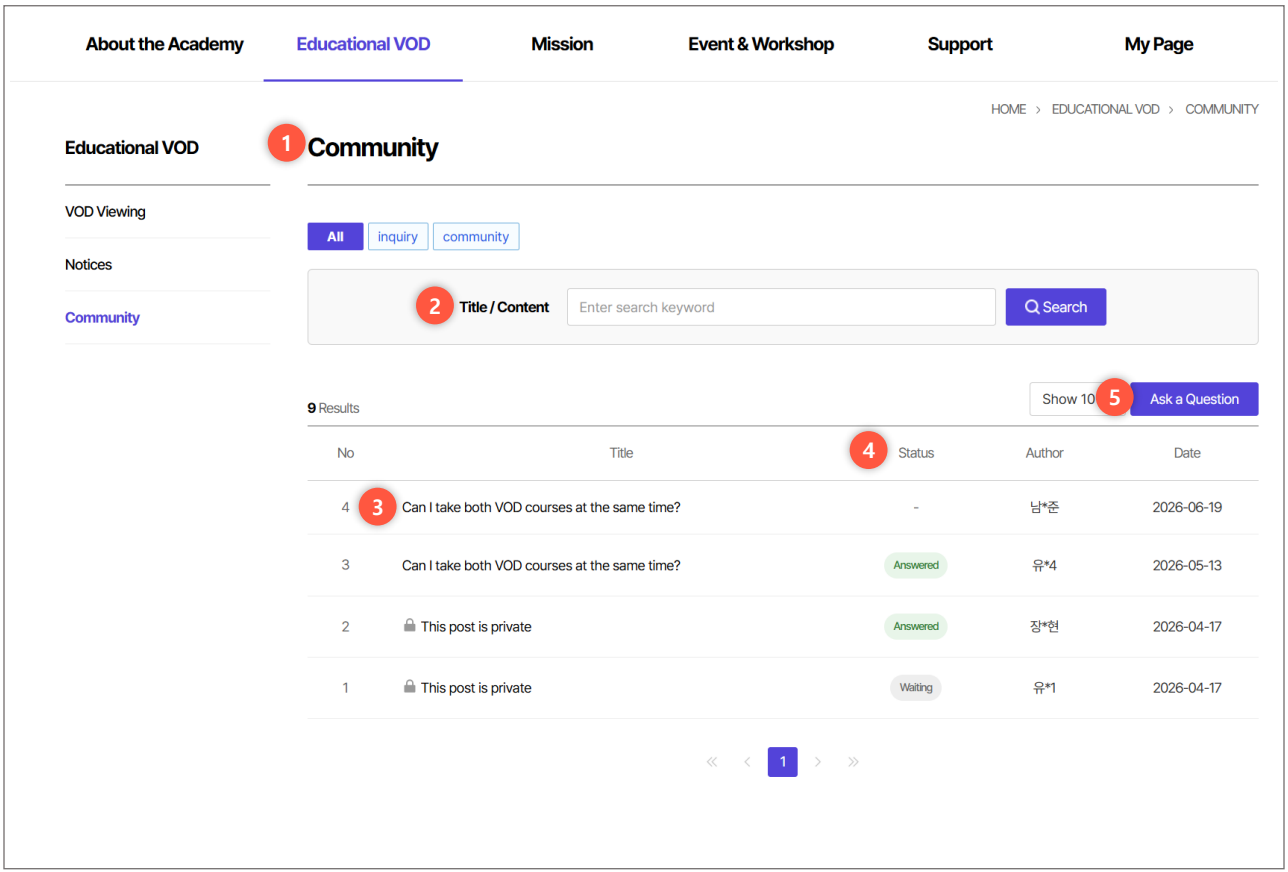
Guidelines

1. This is the detailed view of a notice.
2. The title, date, views, attachment, and content are displayed. Click the attachment to download it.
3. Click the **Back to List** button to go to the list.

3. Educational VOD

Community

Location Home > Educational VOD > Community



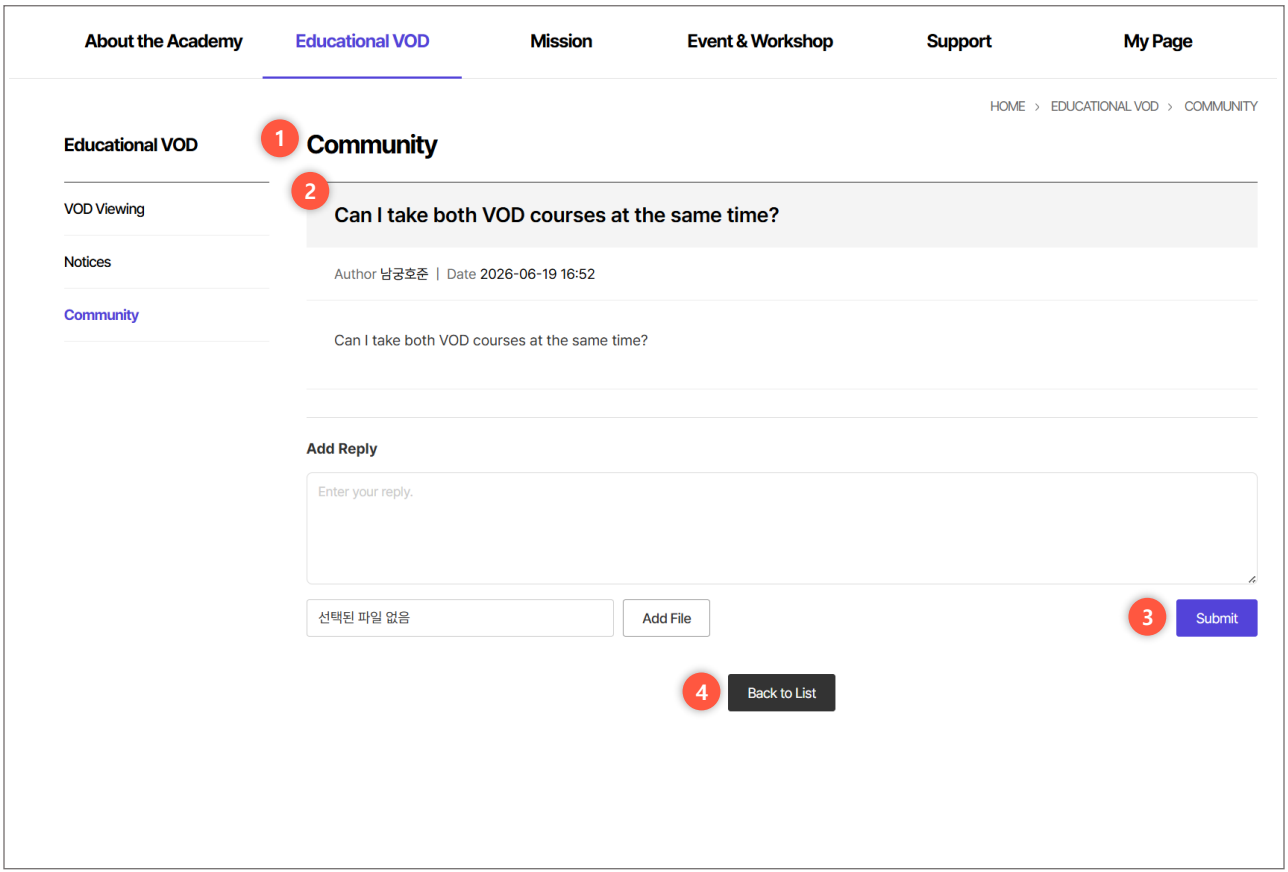
Guidelines

1. In **Community**, users can ask questions and communicate about the **Educational VOD**.
2. Enter the title or content and click the **Search** button. The results will be displayed below.
3. Click a title to view the details.
   If the post is set to private, a lock icon is displayed.
   Its title is displayed as "**This post is private**" and only the author can view the post.
4. Status is displayed; "**Waiting**" for unanswered questions, "**Answered**" for answered questions, and "**-**" for general posts, not questions.
5. Click the **Ask a Question** button to submit questions.

3. Educational VOD

Community Detailed View

Location Home > Educational VOD > Community Detailed View



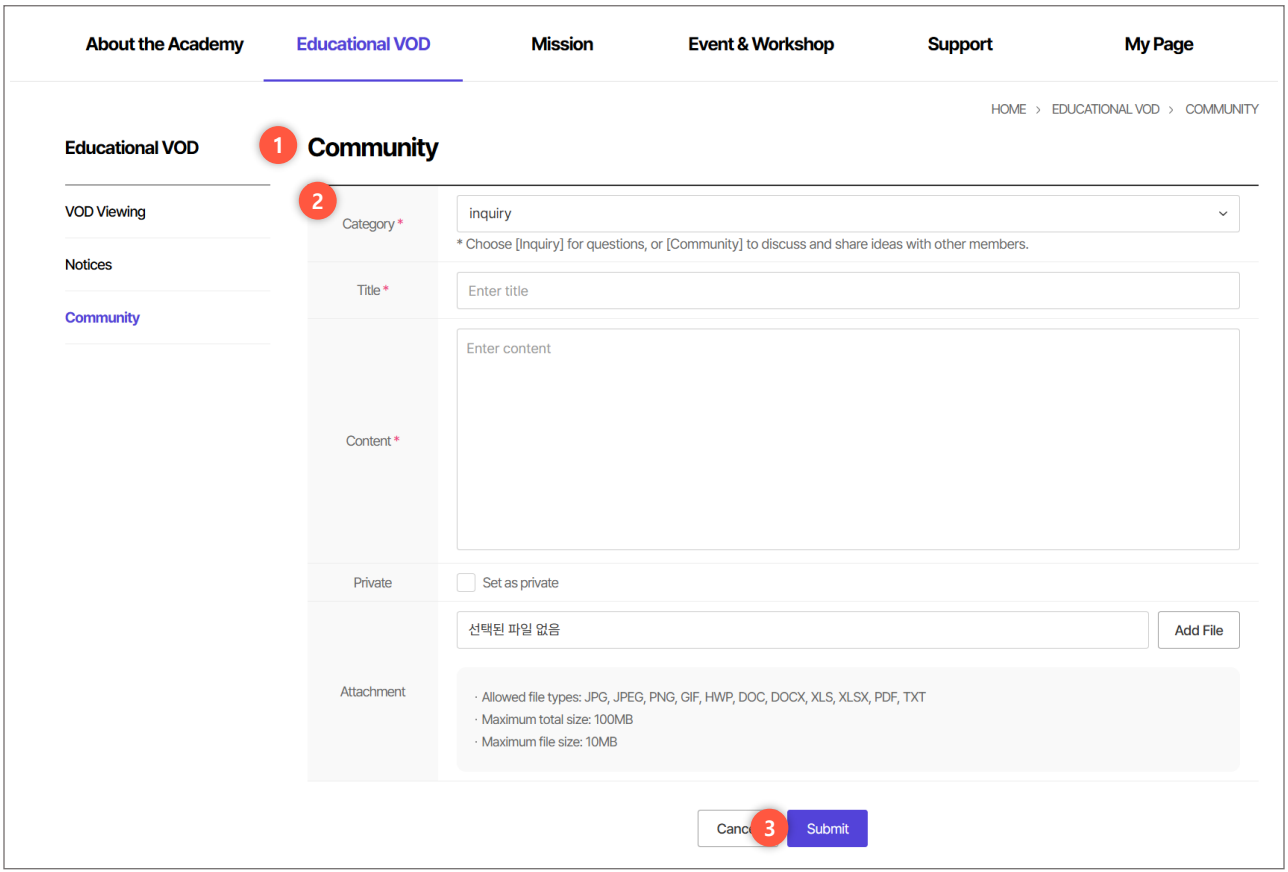
Guidelines

1. This is the detailed view of a community post.
2. The title, author, date, attachment, and content are displayed.
3. Enter your reply and click the **Submit** button to leave comments.
4. Click the **Back to List** button to go to the list.

3. Educational VOD

Community > Ask a Question

Location Home > Educational VOD > Community > Ask a Question



Guidelines

1. This is the **Ask a Question** screen, where you can post questions or any VOD-related topics you'd like to share with other members.
2. Select or enter the category, title, content, private, and attachment.
   The category, title, and content are required fields.
   Attachment: Each attachment cannot exceed 10MB and the total attachment size cannot exceed 100MB.
   Category: If the post is to communicate with other member, select **Community** in the category.
   Click the **Set as private** checkbox and the post will be set to private.
3. Enter the content and click the **Submit** button to submit question.

K-influencer Academy

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K-influencer Academy 2026

User Manual

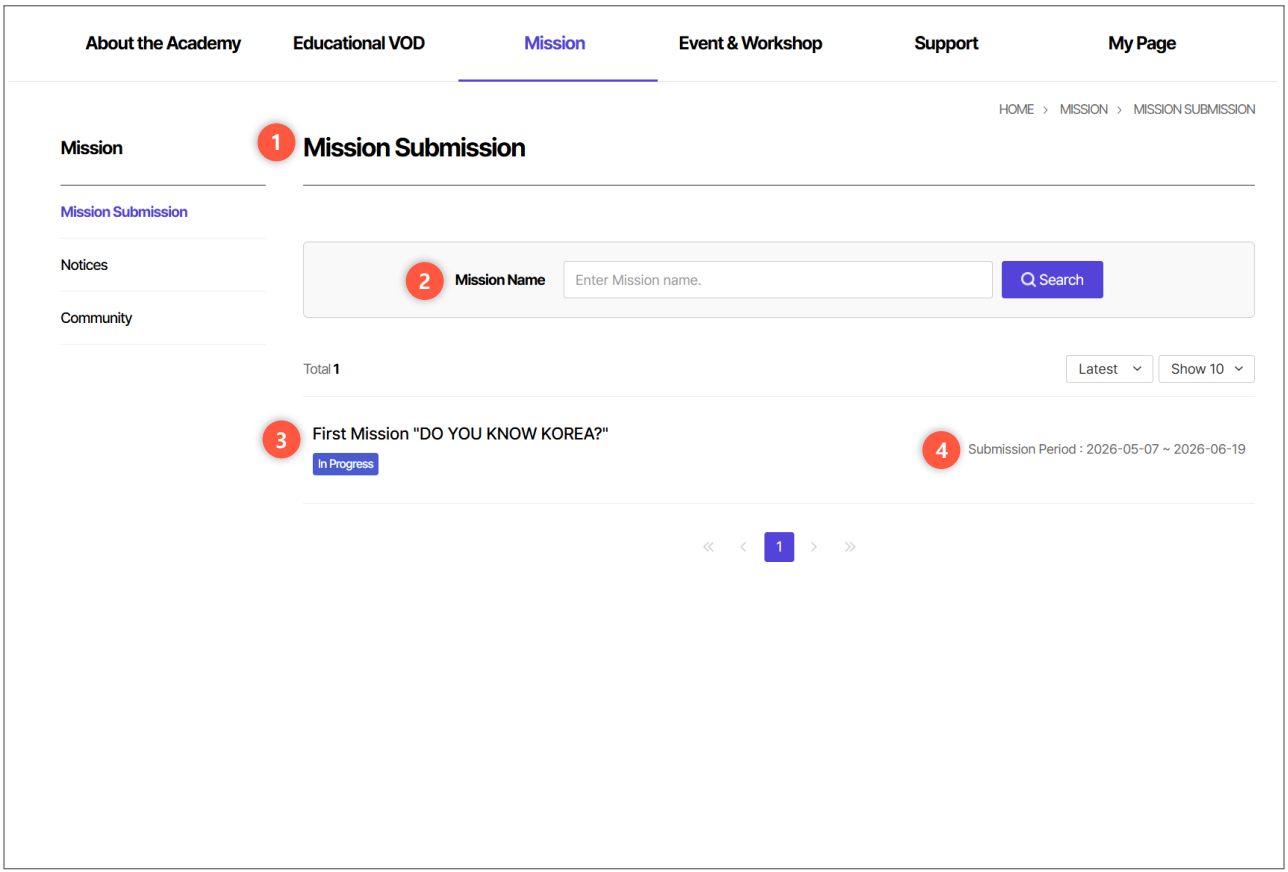
Mission



4. Mission

Mission Submission

Location Home > Mission > Mission Submission

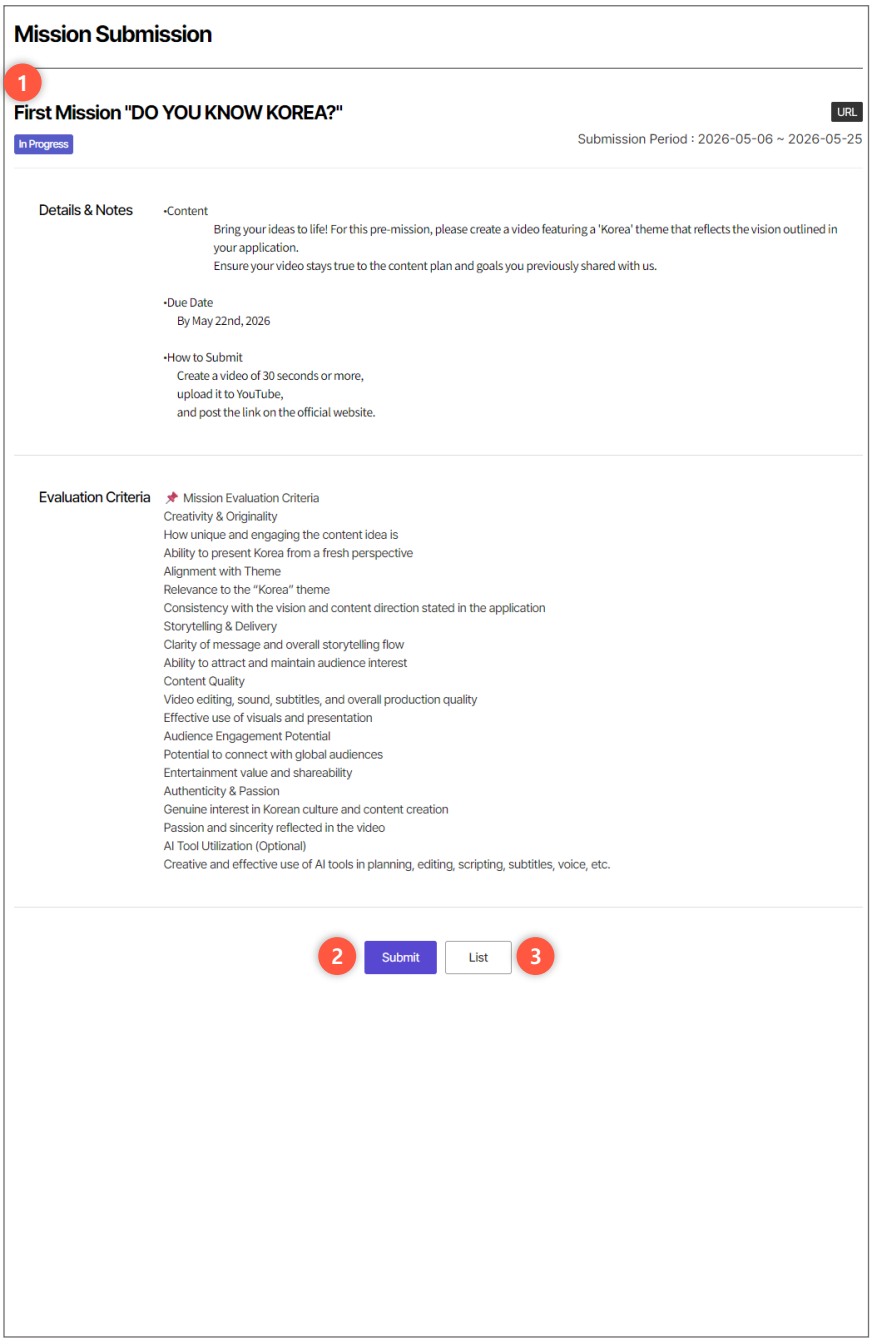


Guidelines

1. Users can check the **Mission List** and submit missions.
2. Enter the mission's name and click the **Search** button. The search results will be displayed below.
3. Click the mission's name to view more details, and the mission's status is displayed under the name.
   In Progress : The mission is still in progress, **Closed** : The mission is closed.
4. The submission period is displayed.
   The mission cannot be submitted after the deadline.

Mission Submission Detailed View

Location Home > Mission > Mission Submission Detailed View

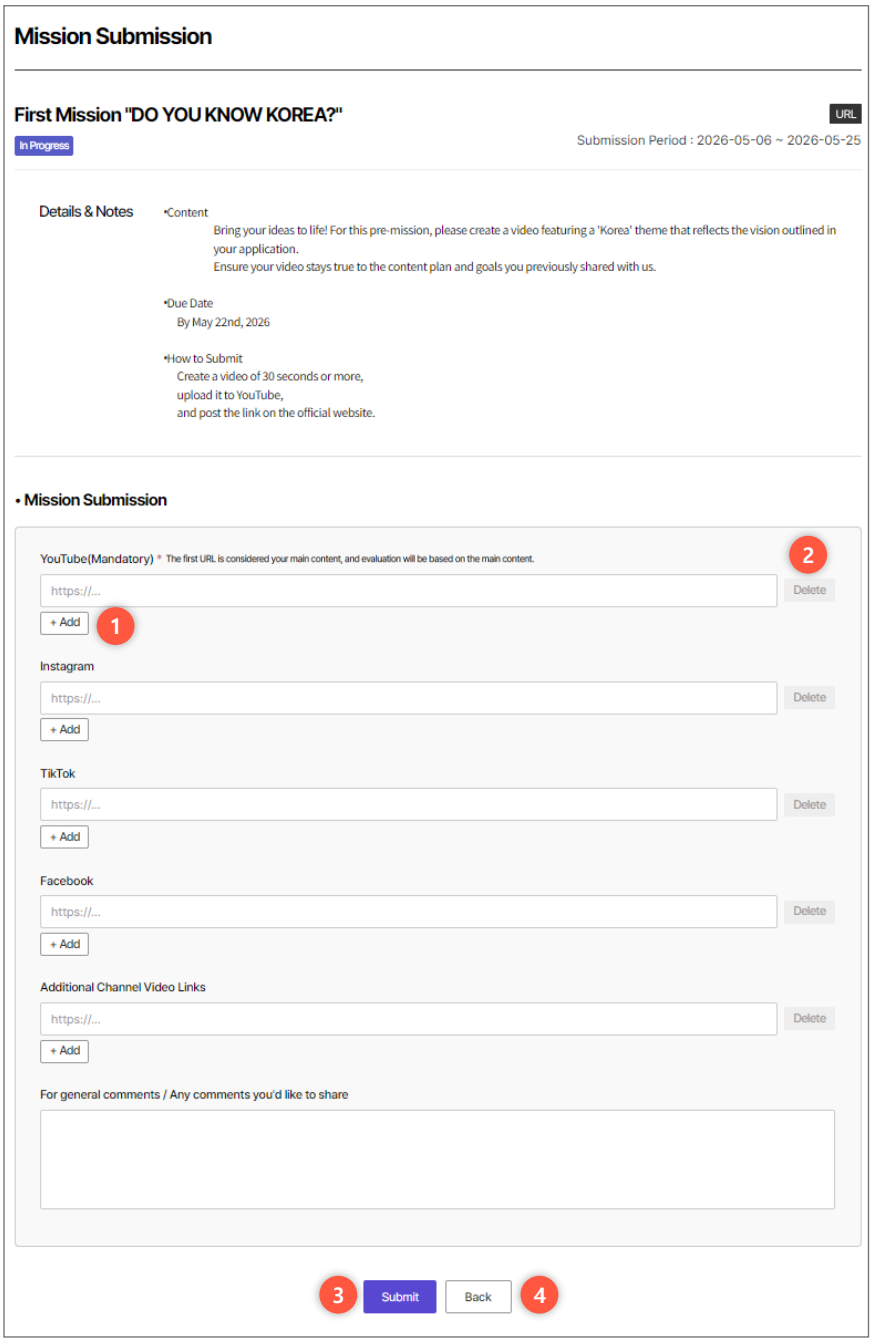


Guidelines

1. The mission's name, status, submission period, details and notes, and evaluation criteria are displayed.
2. Click the **Submit** button to go to the **Mission Submission**. **Submitted** is displayed for the submitted mission.
3. Click the **List** button to go to the **Mission List**.

Mission Submission Detailed View (Submit)

Location Home > Mission > Mission Submission Detailed View (Submit)



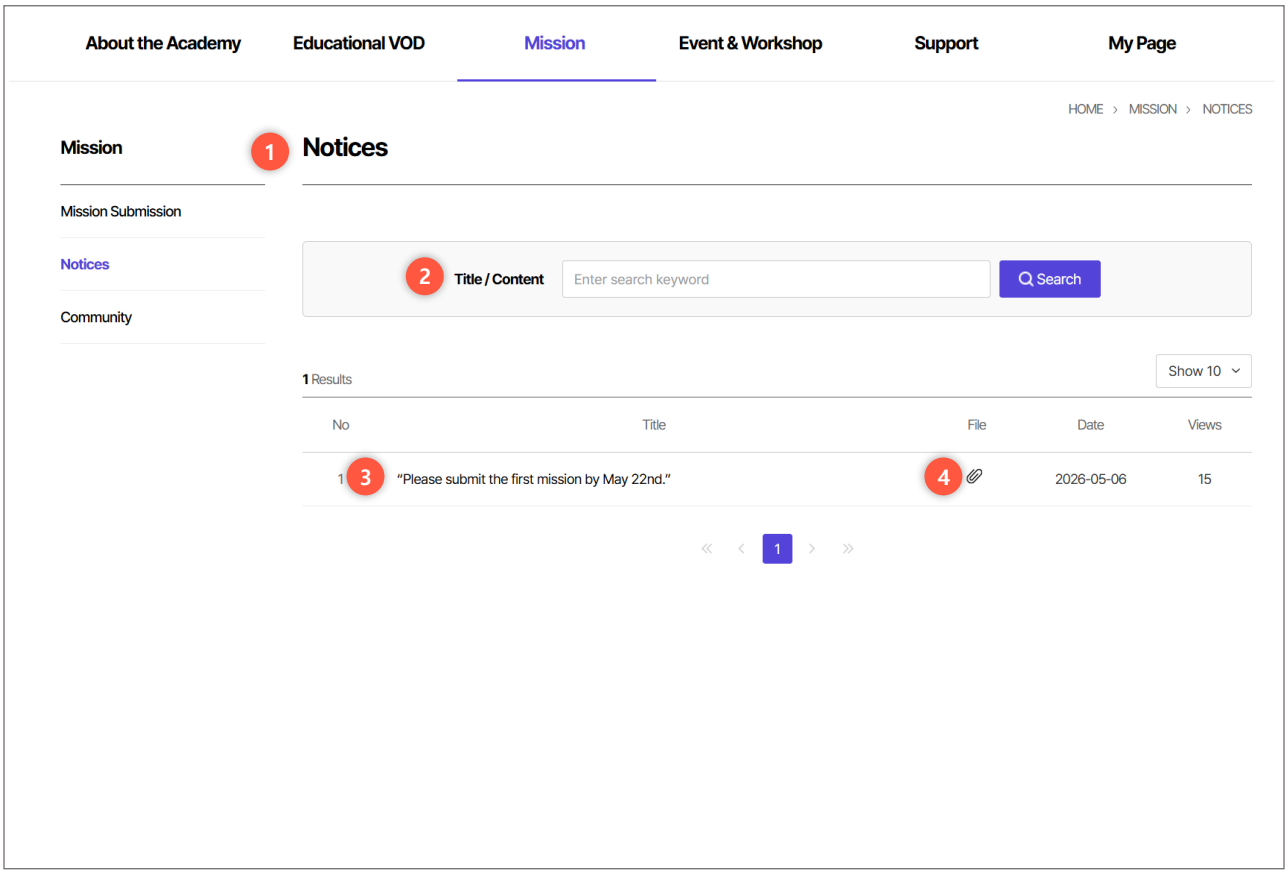
Guidelines

1. Click the **+ Add** button to add a new field to enter a link.
2. Click the **Delete** to delete the field.
3. Enter the video's link, uploaded for the mission, into the fields of **YouTube**, **Instagram**, **TikTok**, and **Facebook**. If the video is uploaded to another channel, enter its link into the field of **Additional Channel Video Links**. Enter the fields of **For general comments / Any Comments you'd like to share** and click the **Submit** button to submit the mission.
   * The first field of the **YouTube** will be evaluated.
   * Go to "**Home** > **My Page** > **My Activity** > **Mission**" to check the submitted mission.
4. Click the **Back** button to go to the previous page.

4. Mission

Notices List

Location Home > Mission > Notices List

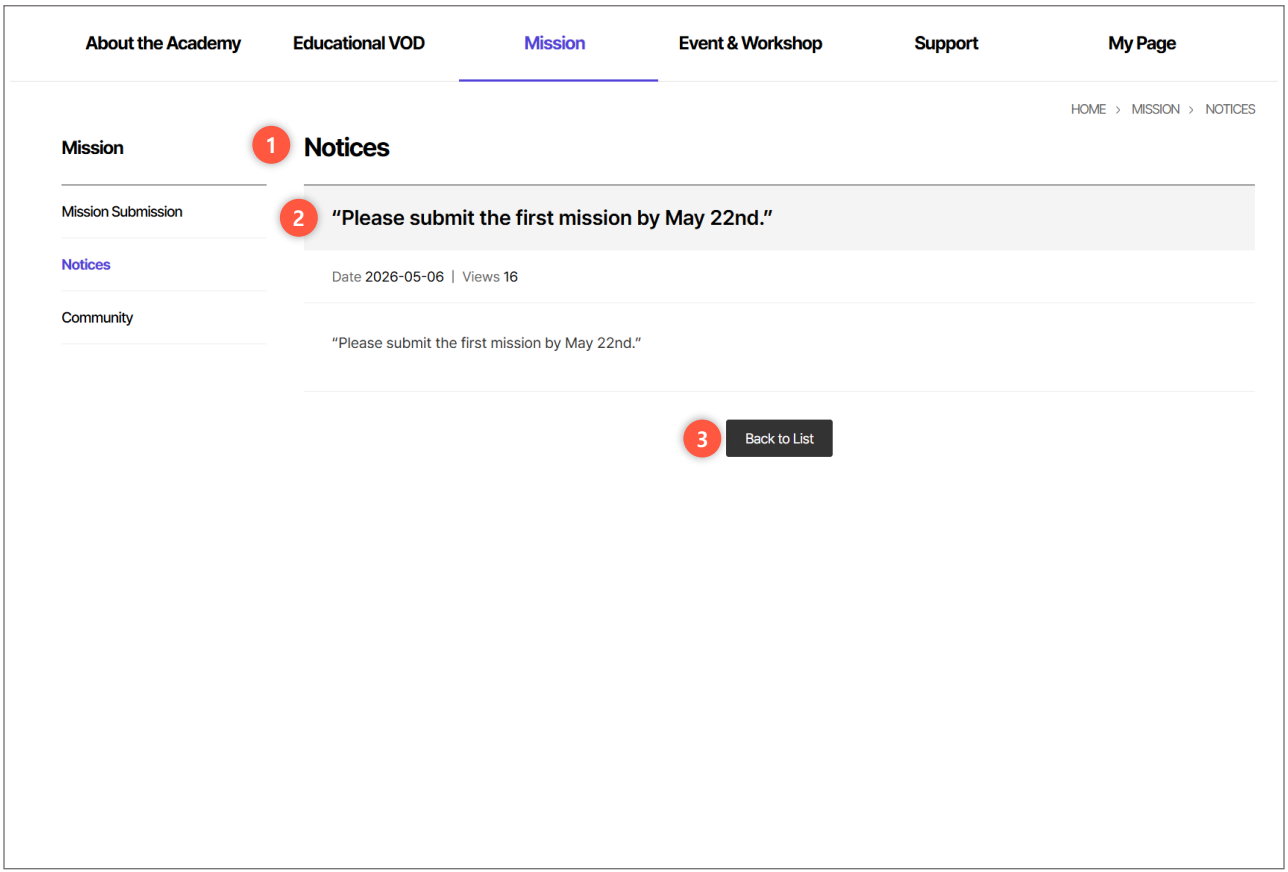


Guidelines

1. Go to "**Mission** > **Notices**".
2. Enter the title or content and click the **Search** button. The results will be displayed below.
3. Click the title to view more details.
4. Notices with attachment are marked with a clip icon.

Notices Detailed View

Location Home > Mission > Notices Detailed View

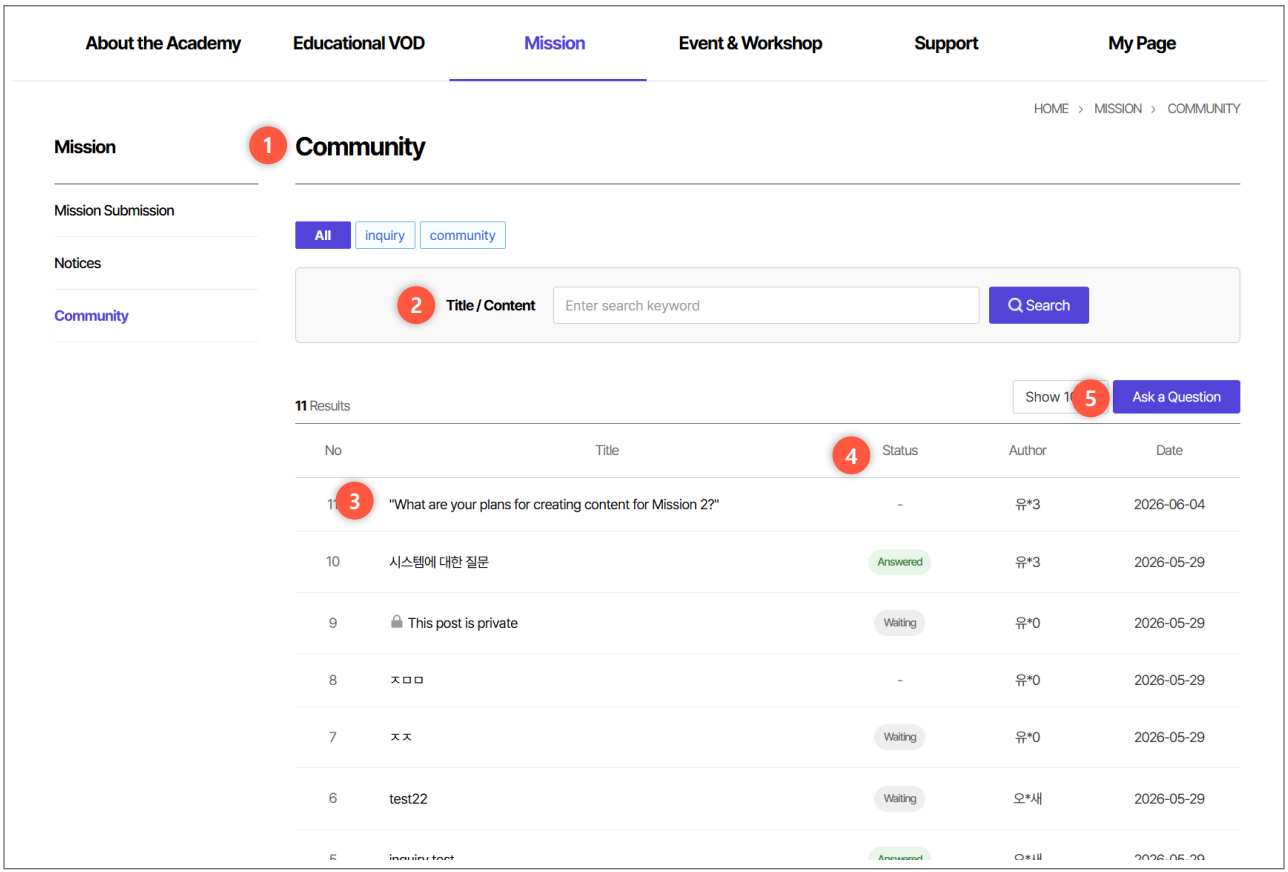


Guidelines

1. This is the detailed view of the notice.
2. The title, date, views, attachment, and content are displayed.
3. Click the **Back to List** button to go to the list.

Community

Location Home > Mission > Community



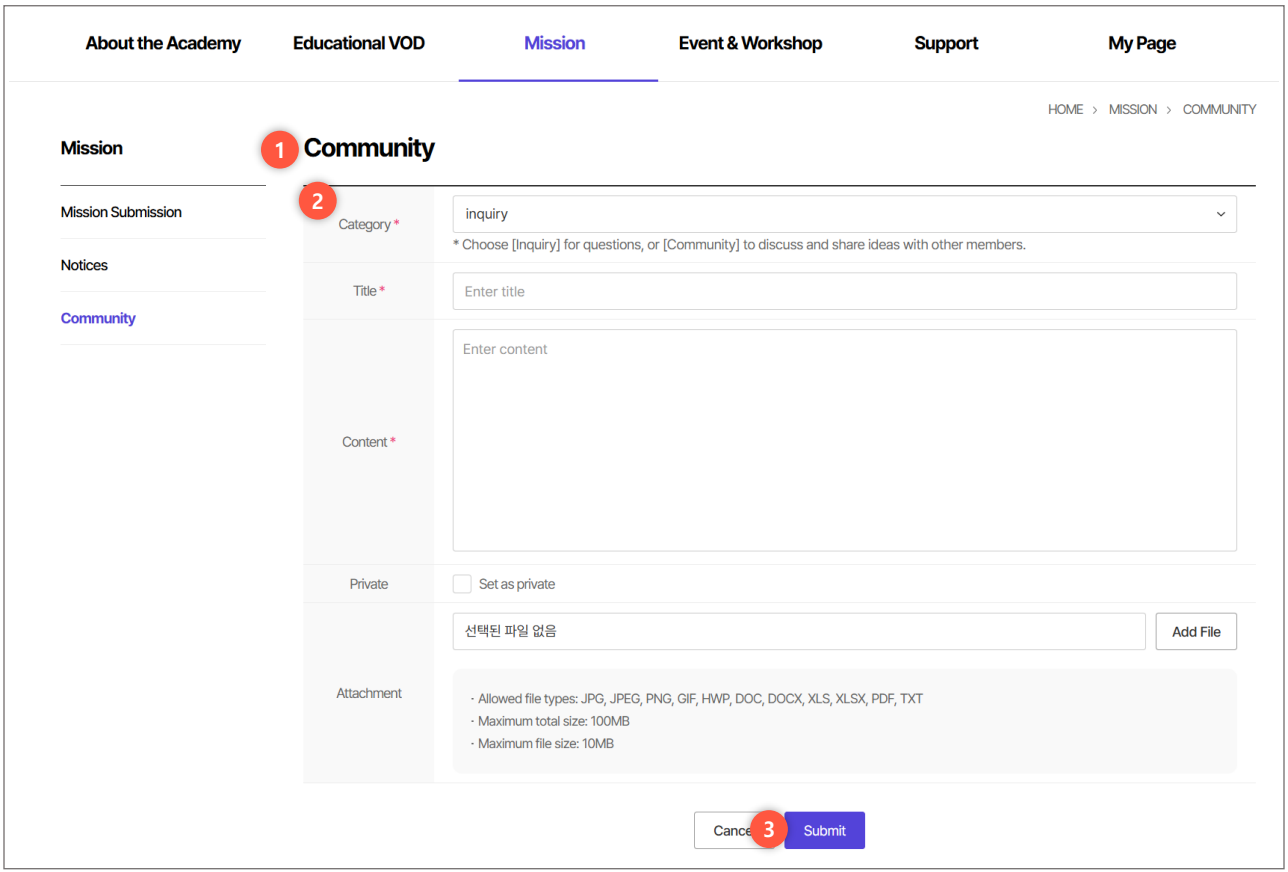
Guidelines

1. In **Community**, users can ask questions and communicate about the mission.
2. Enter the title or content and click the **Search** button. The results will be displayed below.
   If the post is set to private, a lock icon is displayed.
3. Status is displayed; "**Waiting**" for unanswered questions, "**Answered**" for answered questions, and "**-**" for general posts, not questions.
4. Click the **Ask a Question** button to submit questions.

4. Mission

Community > Ask a Question

Location Mission > Community > Ask a Question



Guidelines

1. This is the **Ask a Question** screen, where you can post questions or any mission-related topics you'd like to share with other members.
2. Select or enter the category, title, content, private, and attachment.
   The category, title, and content are required fields.
   Attachment: Each attachment cannot exceed 10MB and the total attachment size cannot exceed 100MB.
   Category: If the post is to communicate with other member, select **Community** in the category.
   Click the **Set as private** checkbox and the post will be set to private.
3. Enter the content and click the **Submit** button to submit question.

K-influencer Academy

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K-influencer Academy 2026

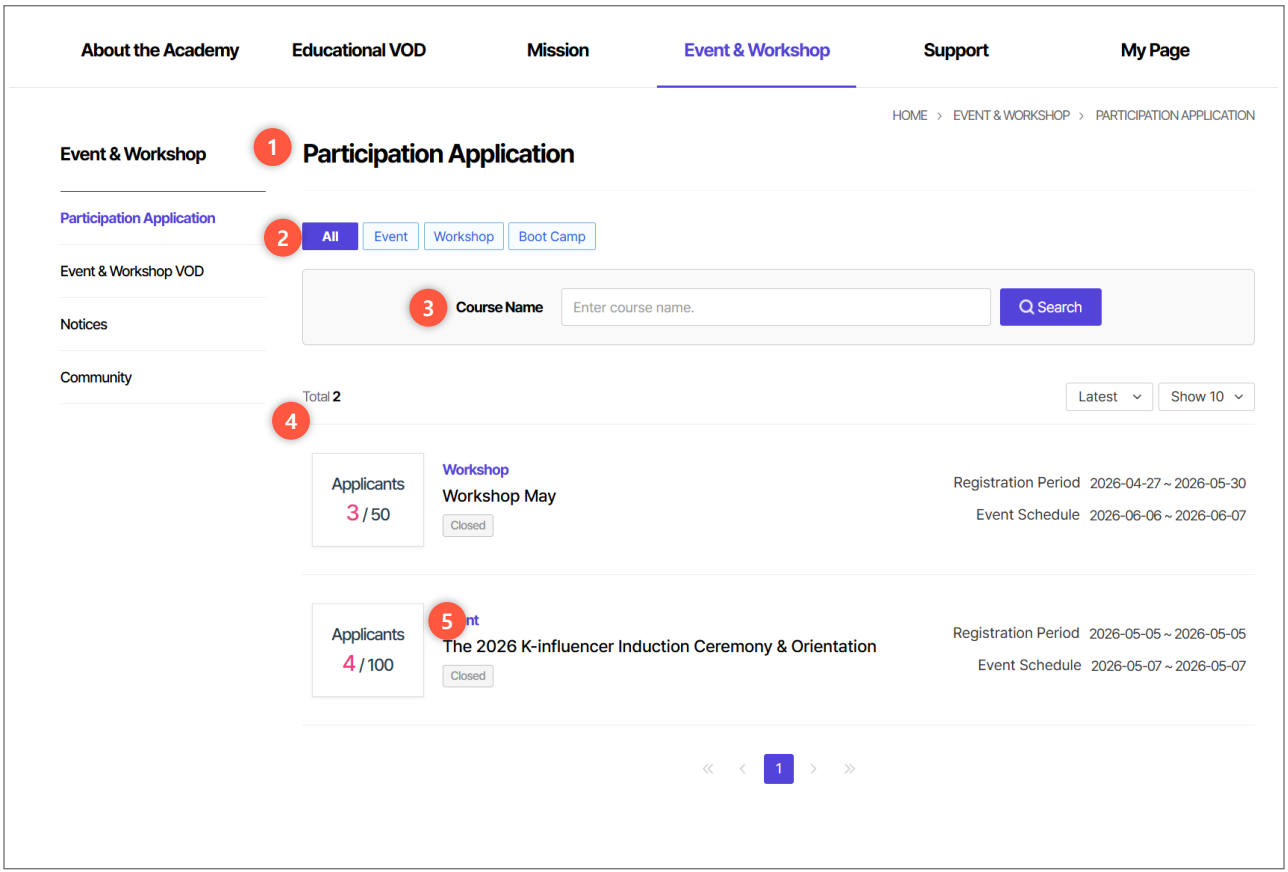
User Manual

Event & Workshop



Participation Application

Location Home > Event & Workshop > Participation Application

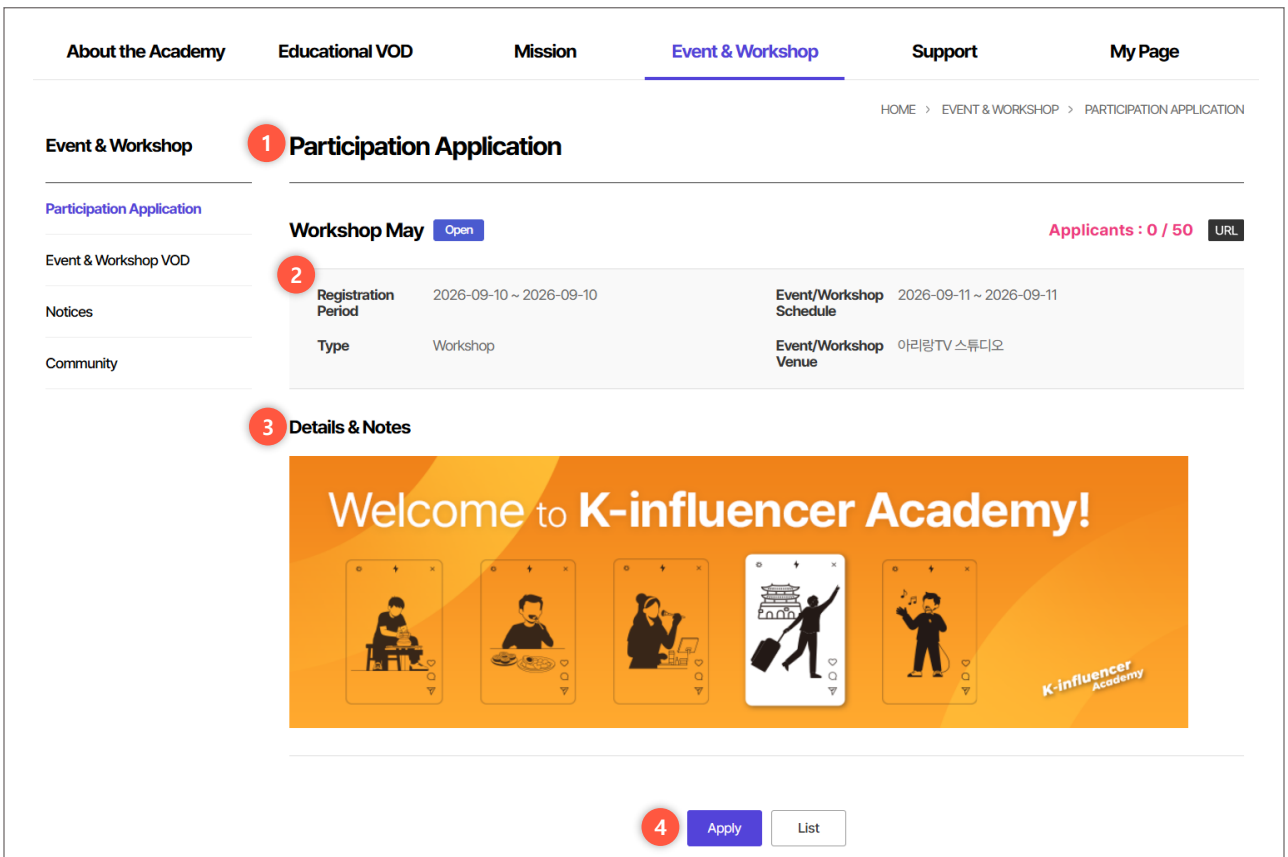


Guidelines

1. Go to "**Event & Workshop** > **Participation Application**".
2. Click **All**, **Event**, **Workshop**, or **Boot Camp** to filter posts.
3. Enter the course's name and click the **Search** button.
4. The number of applicants, type, title, registration period, event schedule, and status of each field are displayed.
5. Click the title to view more details of the **Event & Workshop**.

Participation Application Detailed View

Location Home > Event & Workshop > Participation Application Detailed View

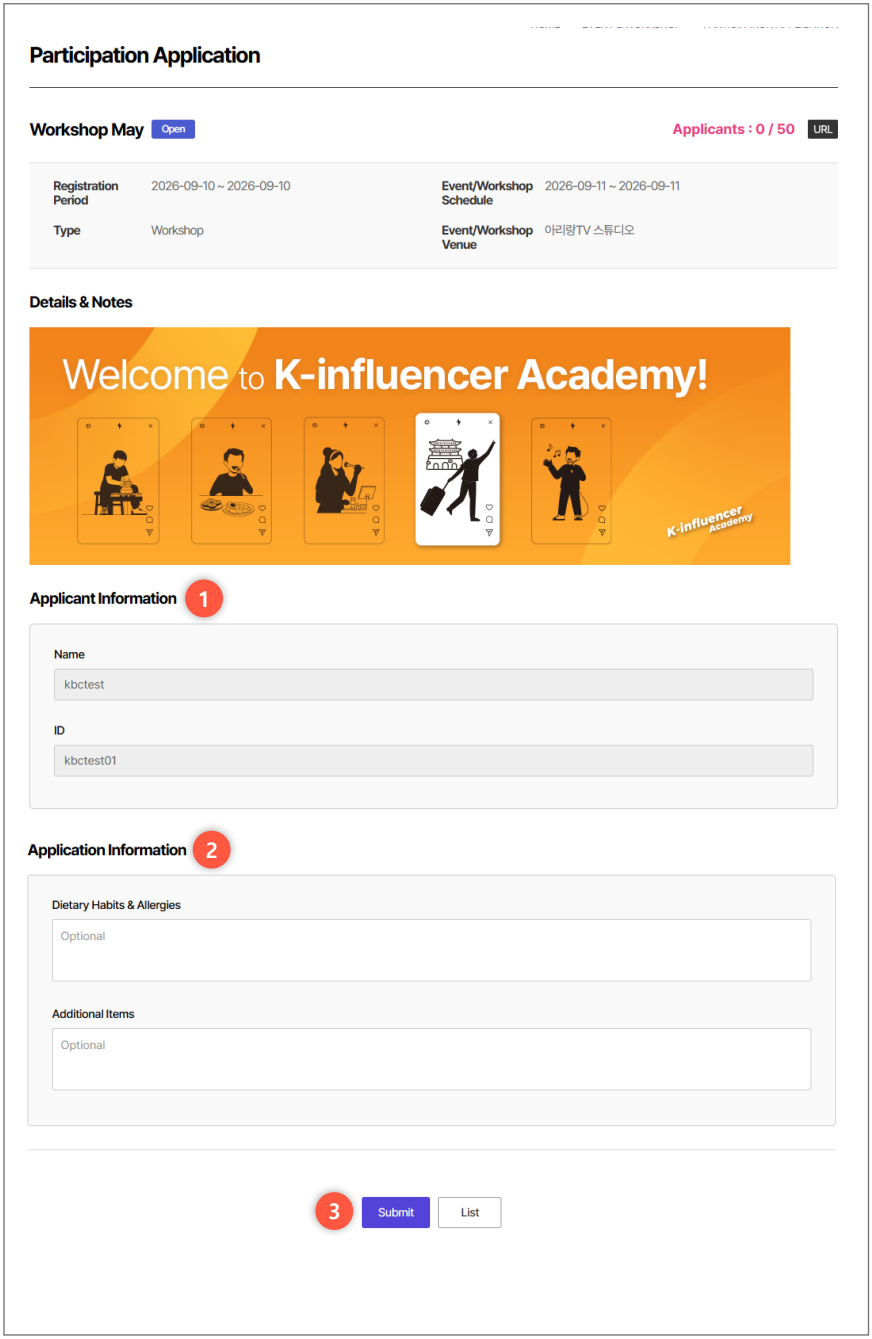


Guidelines

1. This is the detailed view of the **Participation Application**.
2. The registration period, event/workshop schedule, type, and venue are displayed.
3. **In Details & Notes**, details of events and workshops are displayed.
4. Click the "**Apply**" button to apply.

Event & Workshop Details

Location Home > My Page > Event & Workshop Details

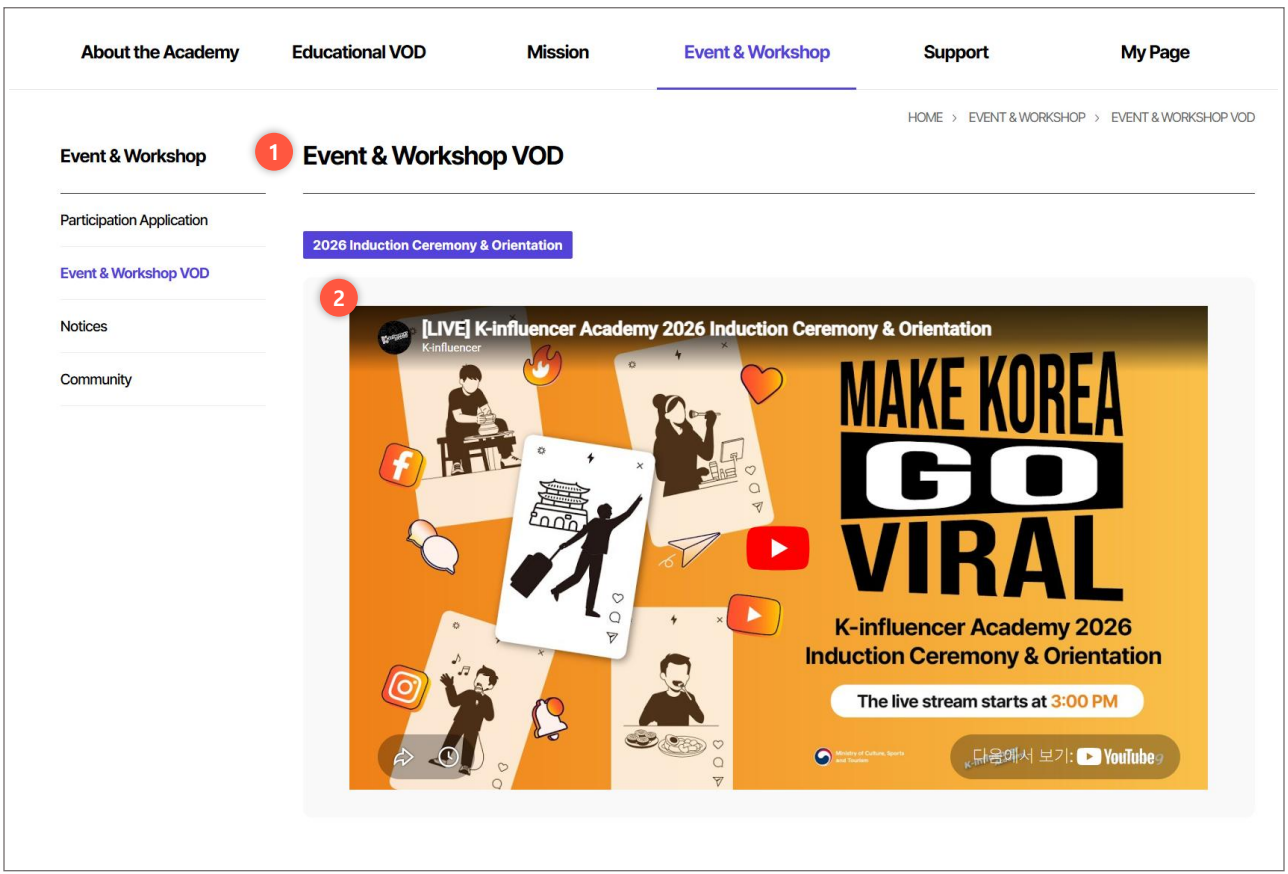


Guidelines

1. The applicant's name and ID are displayed.
2. Enter information about your **Dietary Habits & Allergies** and **Additional Items** required for the application.
3. Click the "**Submit**" button to complete your application.

Event & Workshop VOD

Location Home > Event & Workshop > Event & Workshop VOD



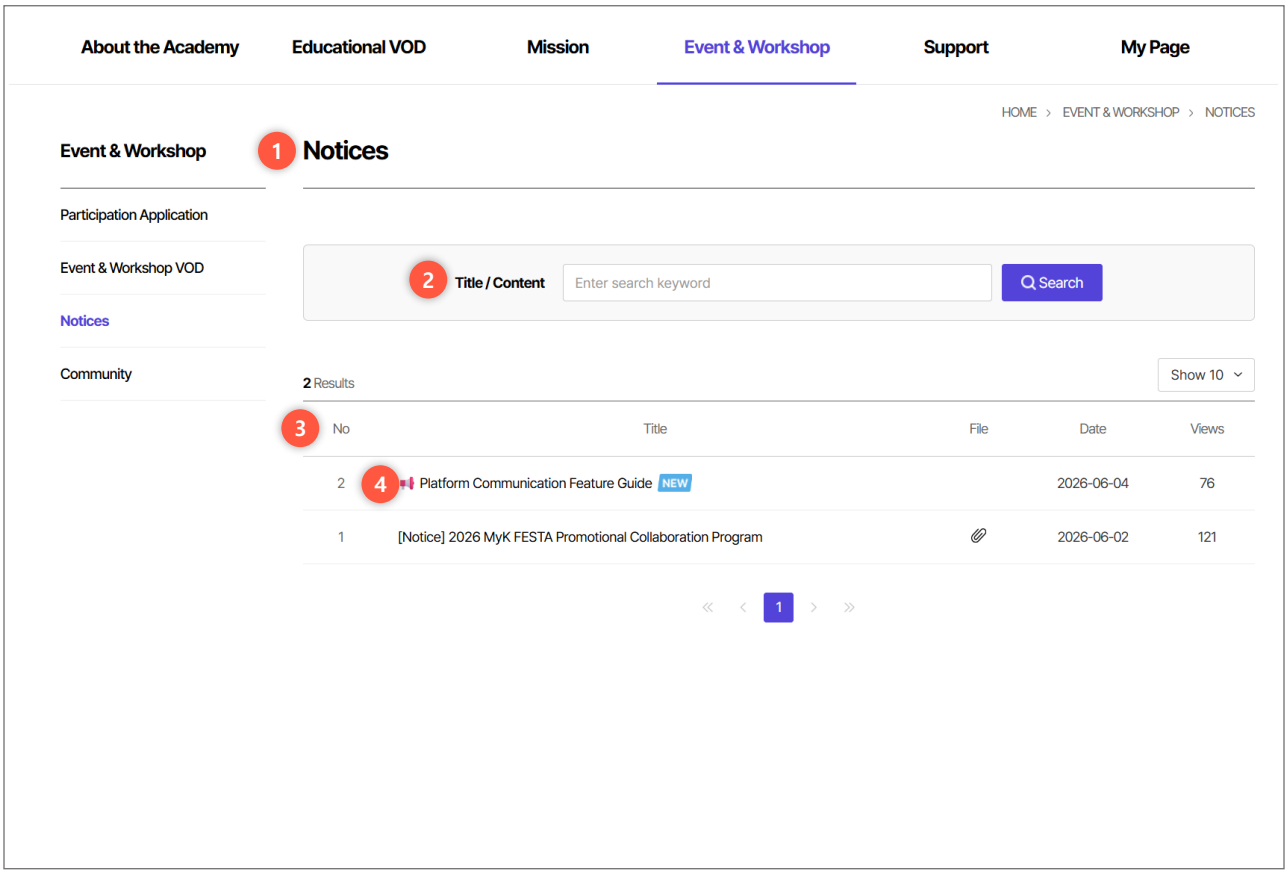
Guidelines

1. The **Event & Workshop VOD** is displayed.
2. Click the VOD to watch.

5. Event & Workshop

Notices

Location Home > Event & Workshop > Notices

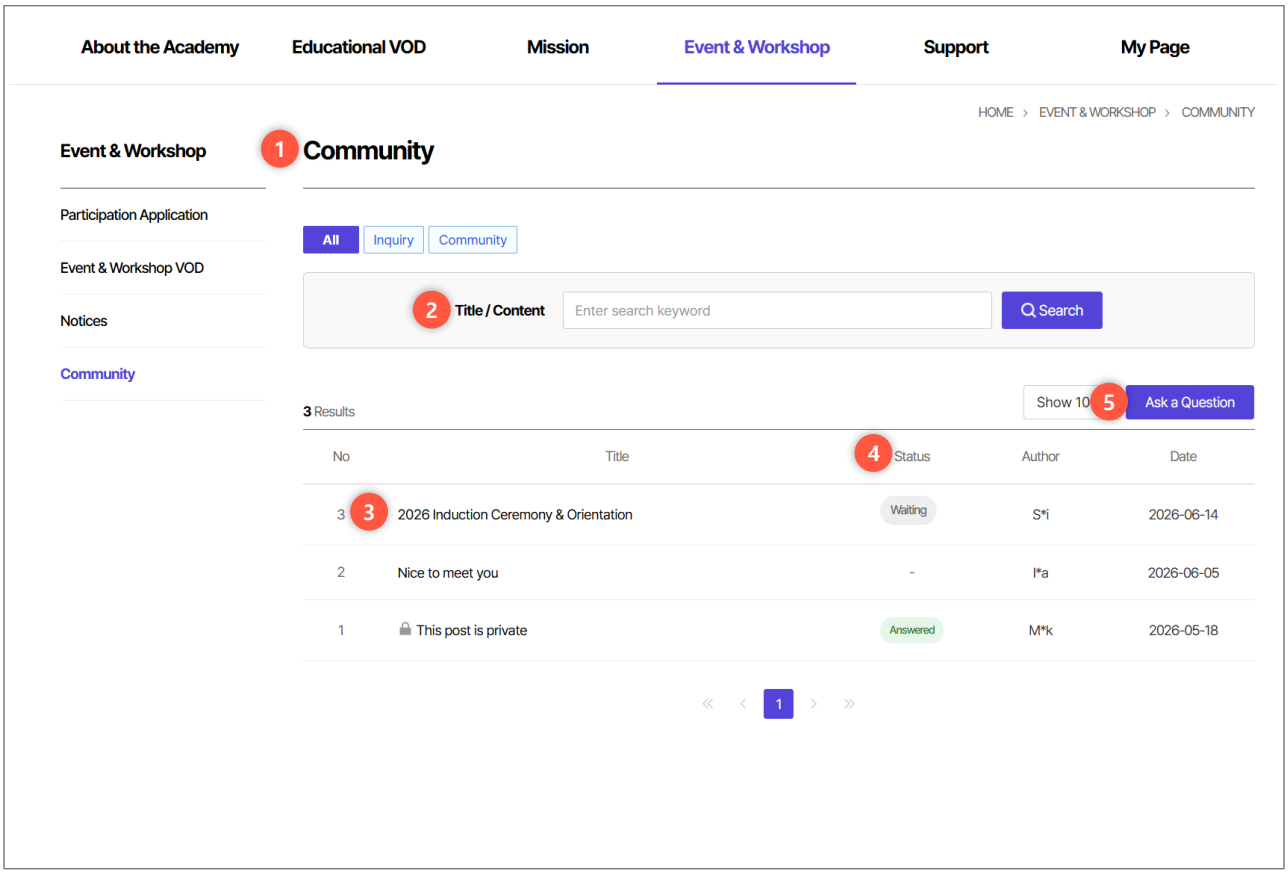


Guidelines

1. Go to "**Event & Workshop** > **Notices**".
2. Enter the title or content and click the Search button. The results will be displayed below.
3. The number, title, file, date, and views are displayed.
4. Click the title to view more details.

Community

Location Home > Event & Workshop > Community

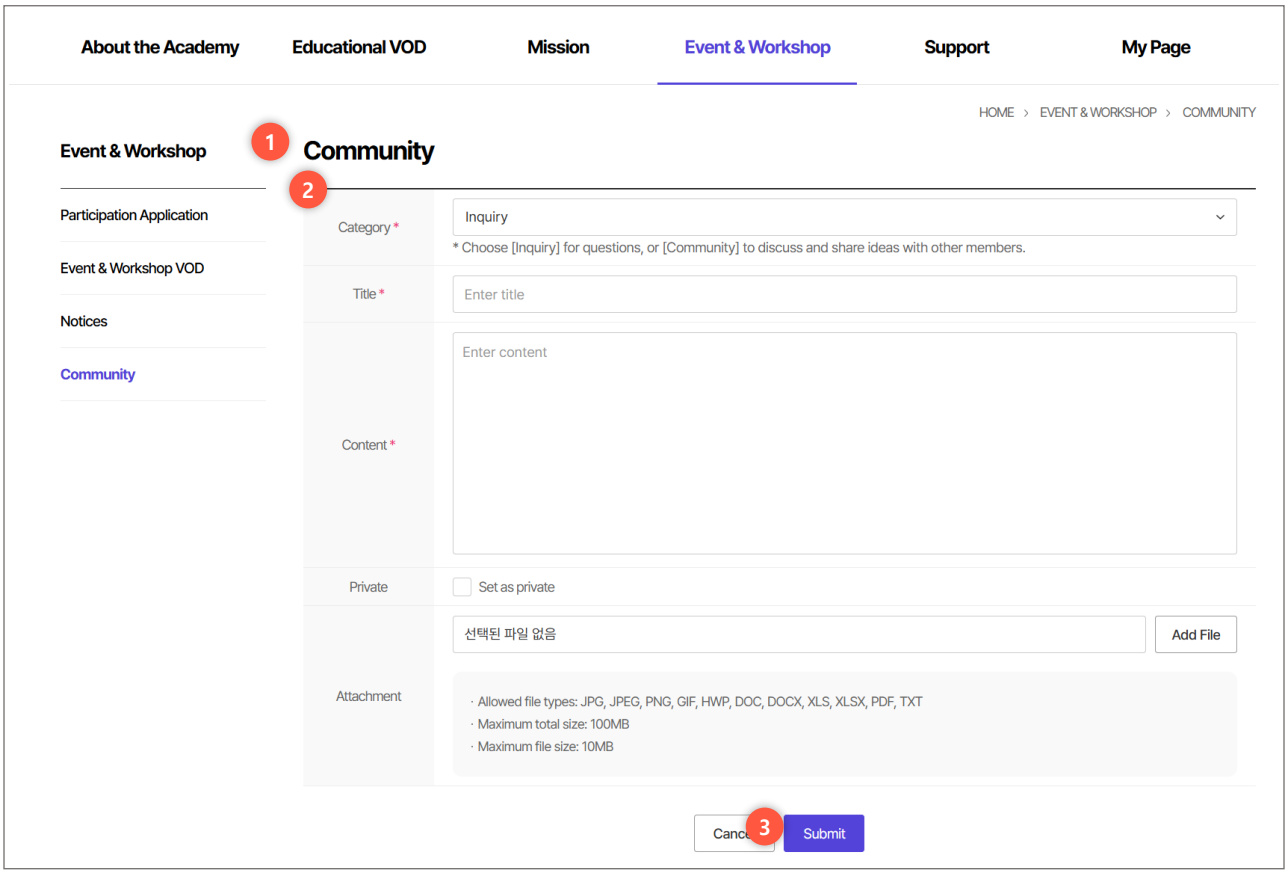


Guidelines

1. In **Community**, users can ask questions and communicate about the **Event & Workshop**.
2. Enter the title or content and click the Search button. The results will be displayed below.
3. Click a title to view the details.
   If the post is set to private, a lock icon is displayed.
4. Status is displayed; "**Waiting**" for unanswered questions, "**Answered**" for answered questions, and "**-**" for general posts, not questions.
5. Click the **Ask a Question** button to submit questions.

Community > Ask a Question

Location Home > Event & Workshop > Community > Ask a Question



Guidelines

1. This is the **Ask a Question** screen, where you can post questions or any Event & Workshop-related topics you'd like to share with other members.
2. Select or enter the category, title, content, private, and attachment.
   The category, title, and content are required fields.
   Attachment: Each attachment cannot exceed 10MB and the total attachment size cannot exceed 100MB.
   Category: If the post is to communicate with other member, select **Community** in the category.
   Click the **Set as private** checkbox and the post will be set to private.
3. Enter the content and click the **Submit** button to submit question.

K-influencer Academy

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K-influencer Academy 2026

User Manual

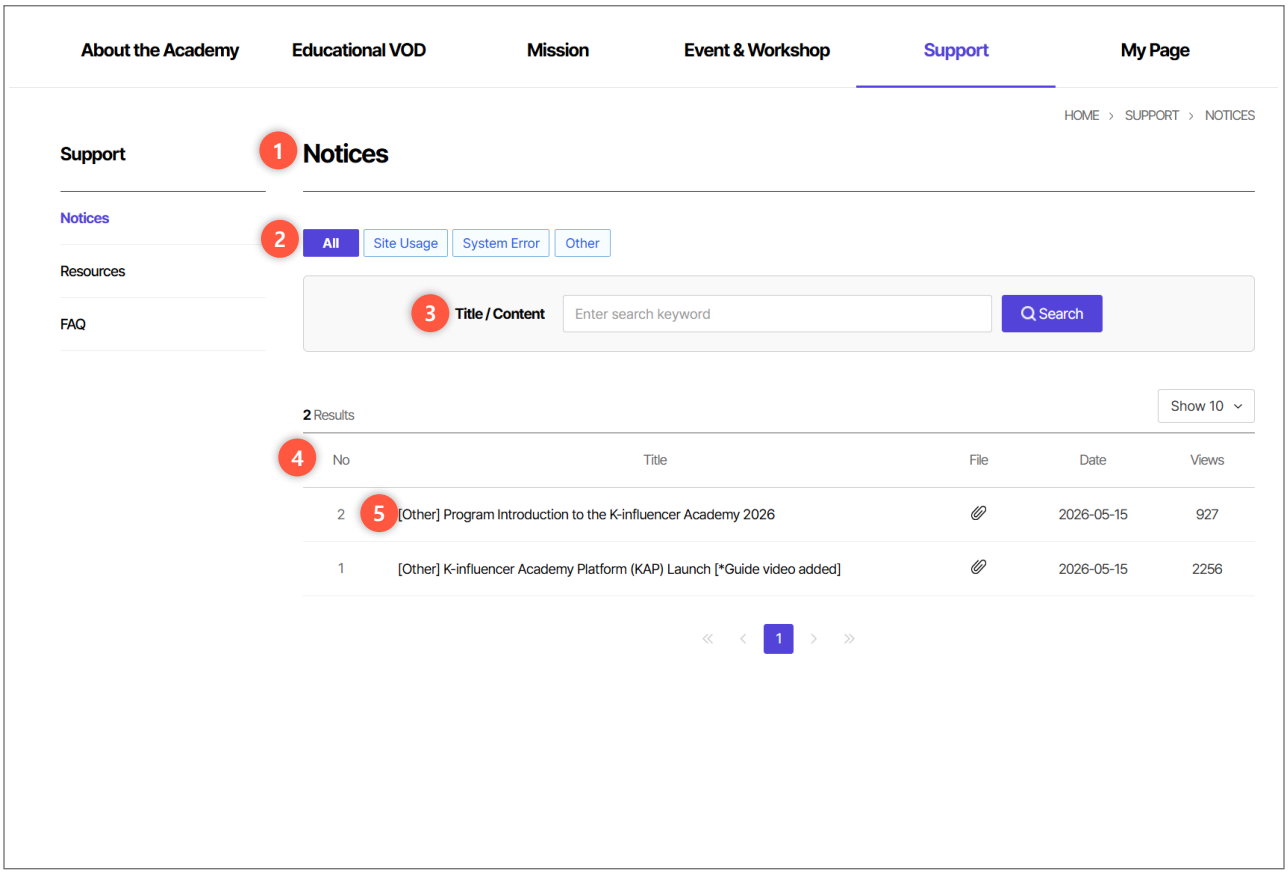
Support



6. Support

Notices

Location Home > Support > Notices

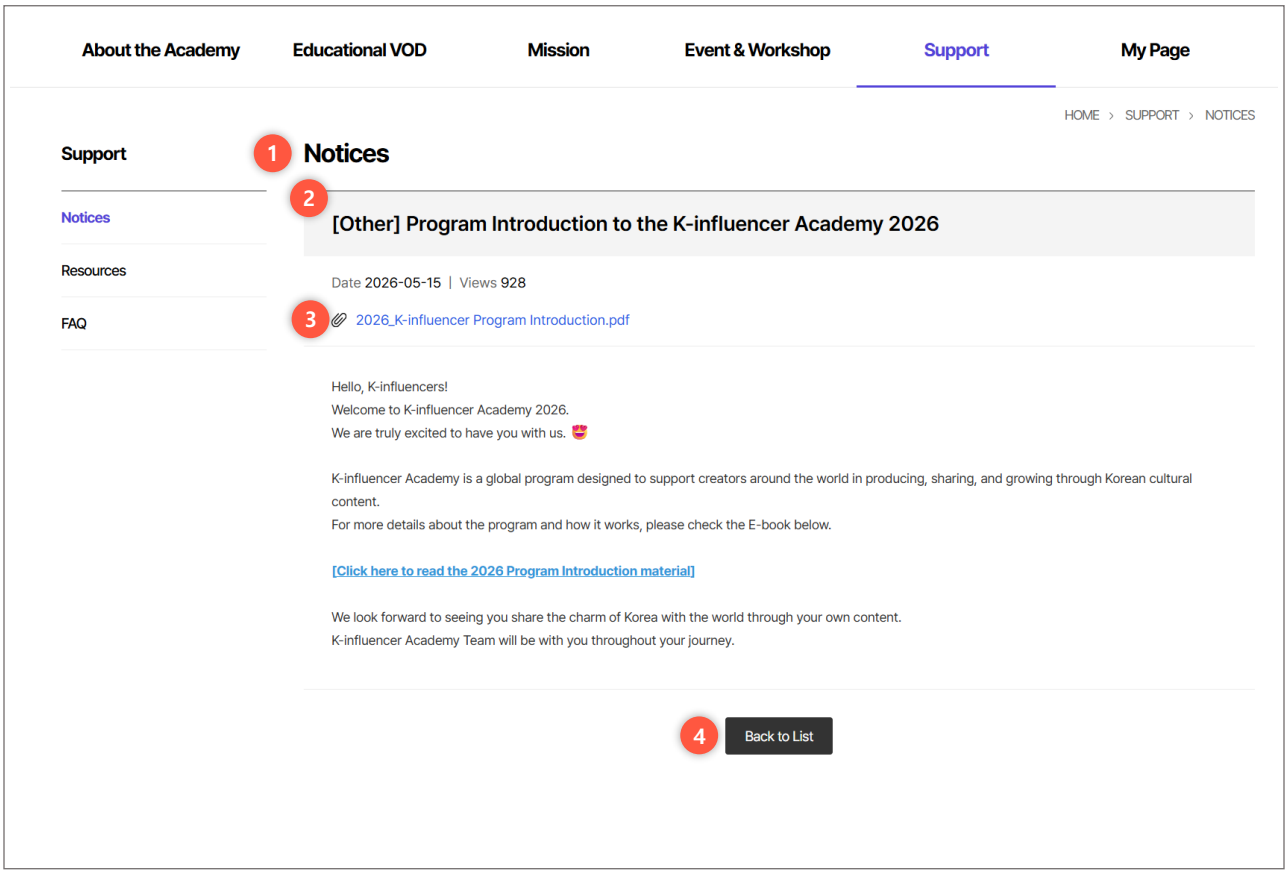


Guidelines

1. Go to "**Support** > **Notices**".
2. Click **All**, **Site Usage**, **System Error**, or **Other** to filter posts.
3. Enter the title or content and click the **Search** button. The results will be displayed below..
4. The number, title, file, date, and views are displayed.
5. Click the title to view more details.

Notices Detailed View

Location Home > Support > Notices Detailed View



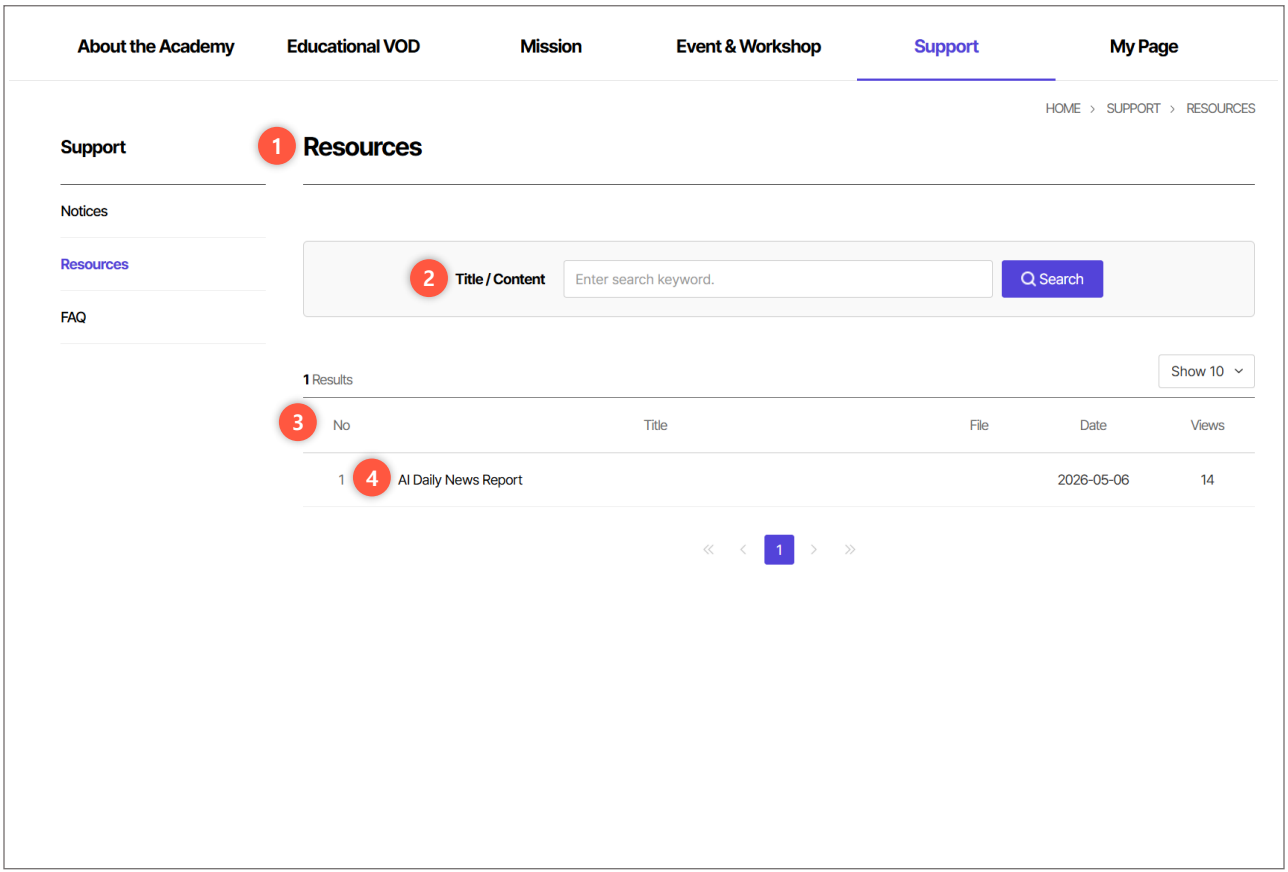
Guidelines

1. This is the detailed view of the notice.
2. The title, date, views, attachment, and content are displayed.
3. Click the attachment to download it.
4. Click the **Back to List** button to go to the list.

6. Support

Resources

Location Home > Support > Resources



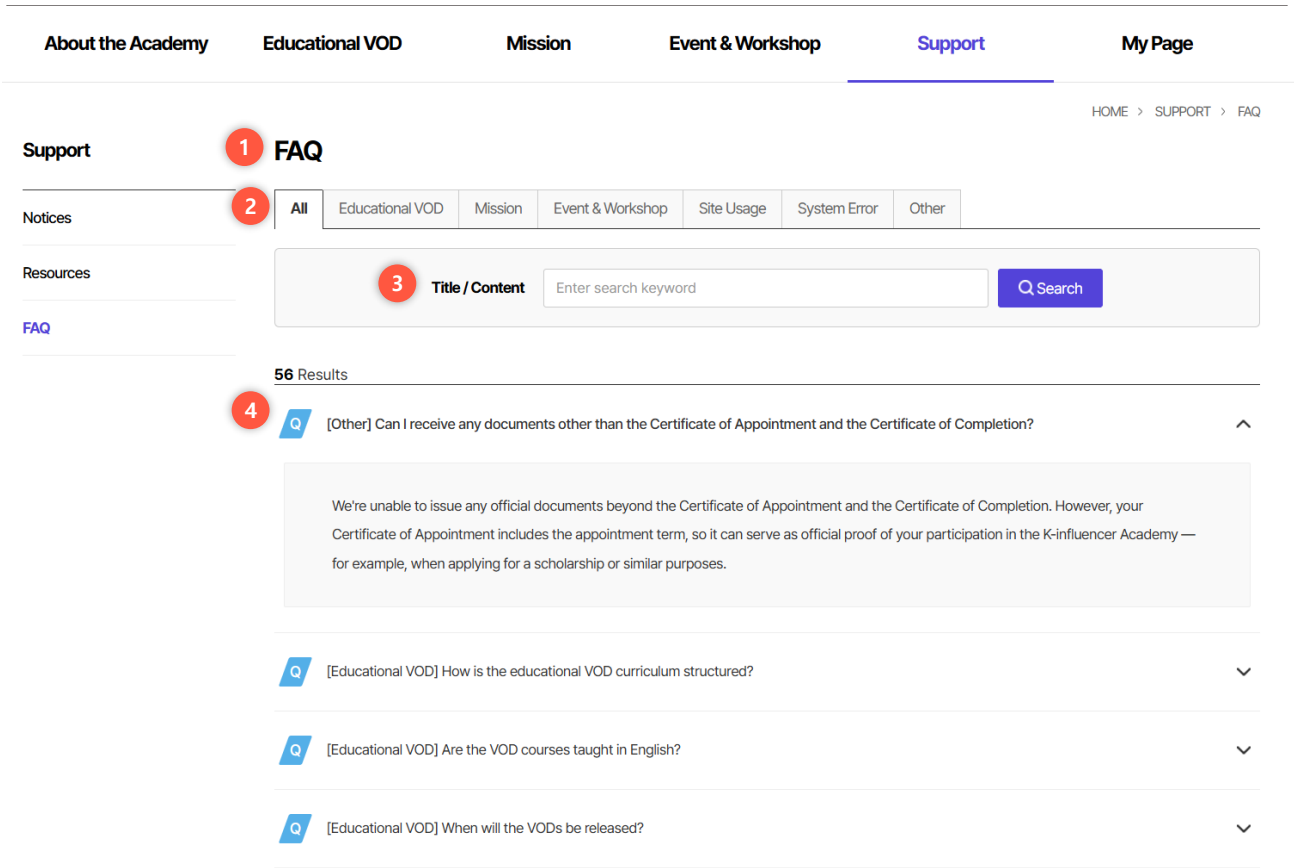
Guidelines

1. In "Resources", users can find materials to support their program activities, such as information about Korean culture.
2. Enter the title or content and click the **Search** button. The search results will be displayed below.
3. The number, title, file, date, and views are displayed.
4. Click the title to view more details.

6. Support

FAQ

Location Home > Support > FAQ



Guidelines

1. In **FAQ**", users can check frequently asked questions and answers.
2. Click **All**, **Educational VOD**, **Mission**, **Event & Workshop**, **Site Usage**, **System Error**, or **Other** to filter posts.
3. Enter the title or content and click the **Search** button. The results will be displayed below.
4. Click the **Q** to check its answer.

K-influencer Academy

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K-influencer Academy 2026

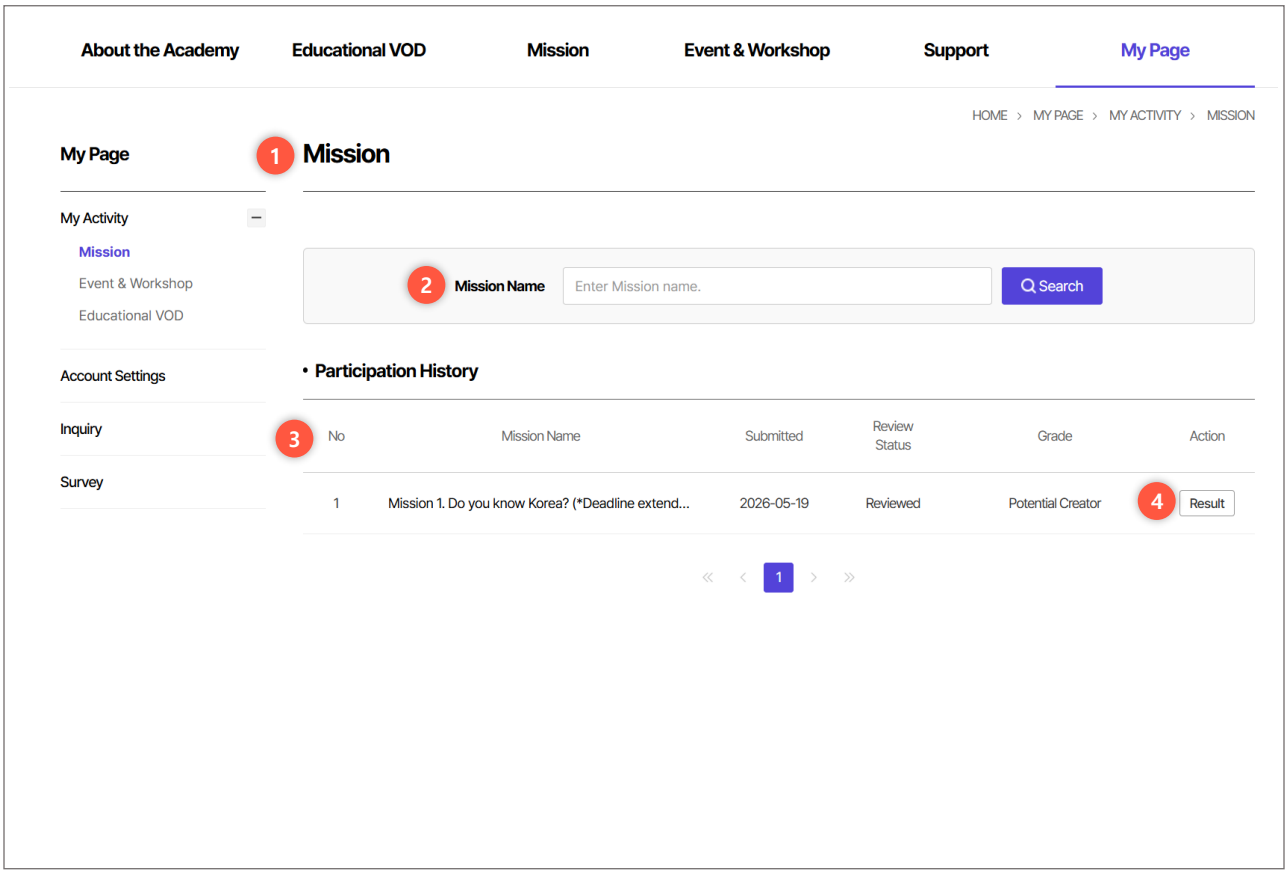
User Manual

My Page



Mission

Location Home > My Page > Mission

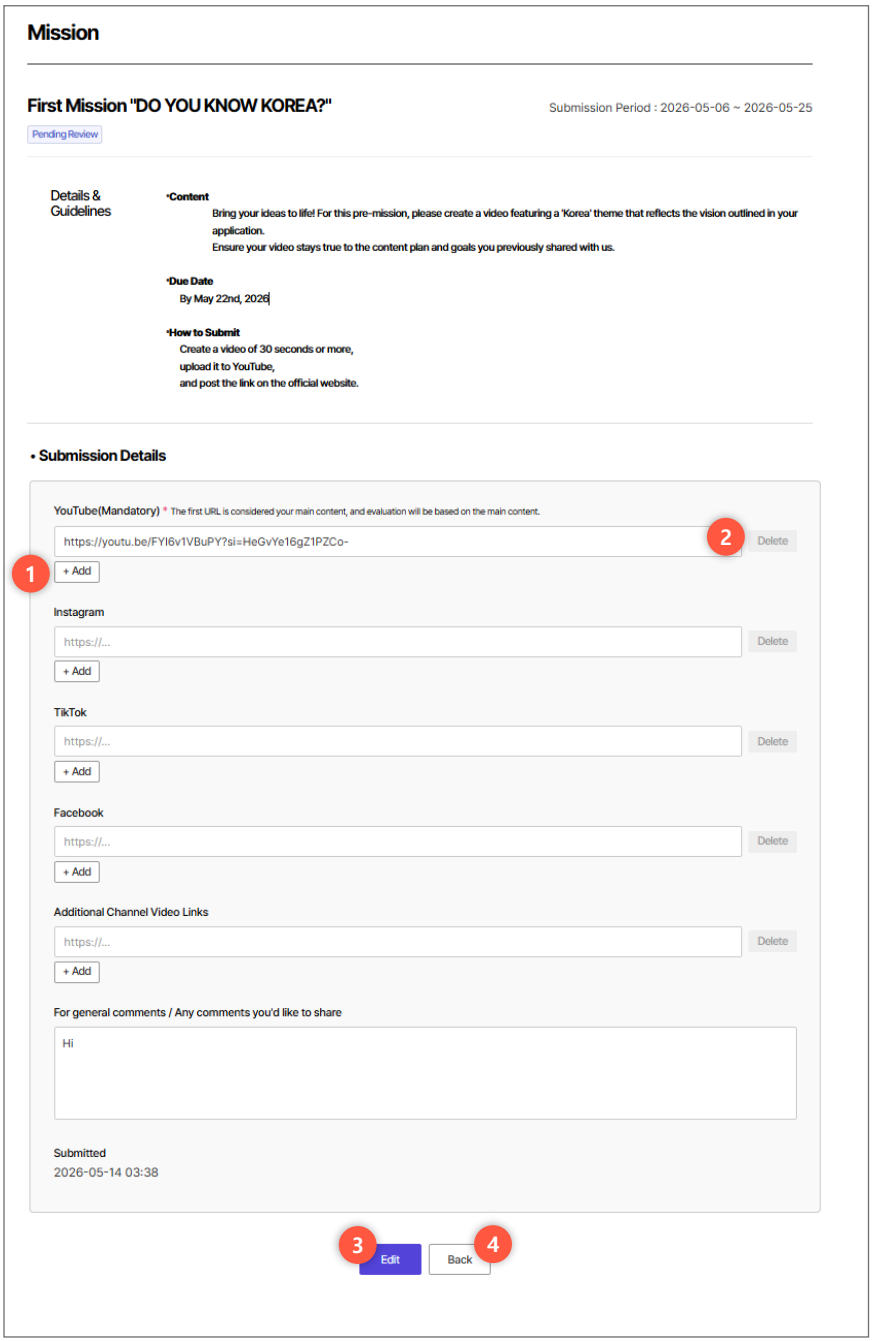


Guidelines

1. This is the **Participation History** list of the missions.
2. Enter the mission's name and click the **Search** button. The results will be displayed below.
3. The mission's name, submitted date, review status, and grade are displayed.
4. The **Edit** button is available until the deadline. Click it to edit the mission.
   Even if you edit your submission, the original submission date will remain unchanged.
   After evaluation, **Result** button will be displayed. Click it to check the result.

Submission Detailed View (Edit)

Location Home > My Page > Submission Detailed View (Edit)



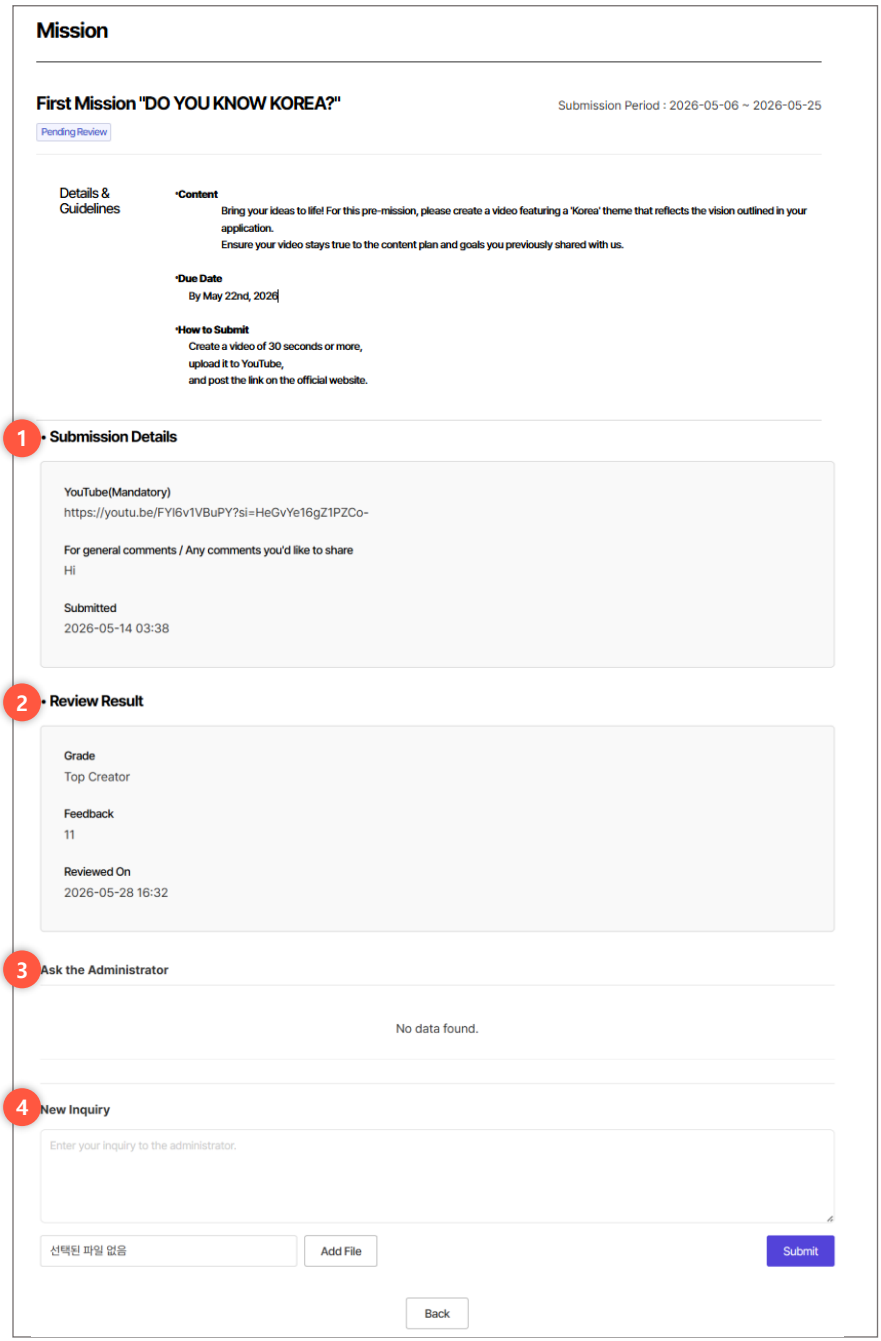
Guidelines

Click the **Edit** button and the **Mission Submission** with details will be displayed.

1. Click the **+ Add** button to add a new field to enter a link.
2. Click the **Delete** to delete the field.
3. Enter the video's link, uploaded for the mission, into the fields of **YouTube, Instagram, TikTok, and Facebook**. If the video is uploaded to another channel, enter its link into the field of **Additional Channel Video Links**. Enter the fields of **For general comments / Any Comments** you'd like to share and click the **Submit** button to submit the mission.
   * The first field of the YouTube will be evaluated.
   * Go to "**Home > My Page > My Activity > Mission**" to check the submitted mission.
4. Click the **Back** button to go to the previous page.

Submission Detailed View (Reviewed)

Location Home > My Page > Submission Detailed View (Reviewed)



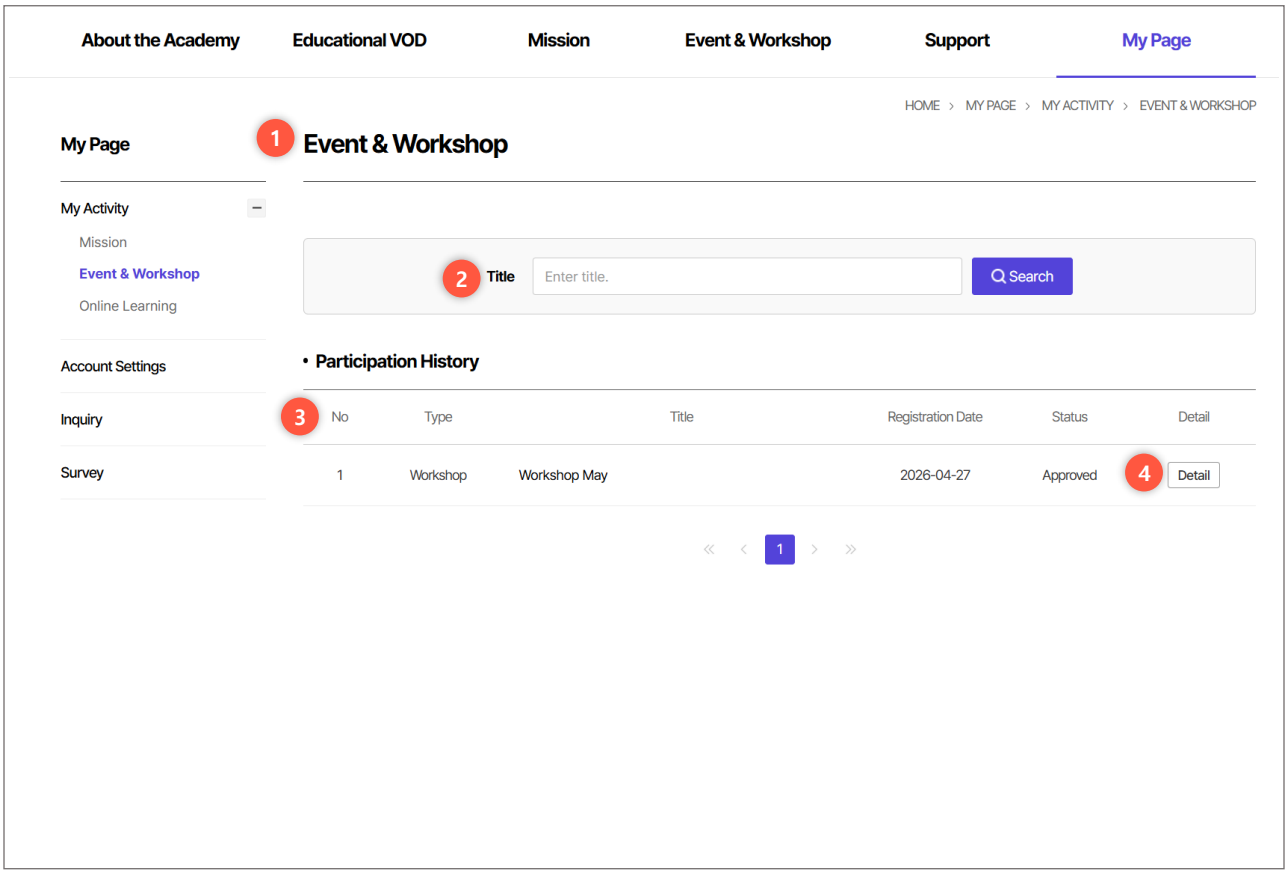
Guidelines

This is the screen of the result.

1. Users can check their submitted missions.
2. Users can check the results and feedback of their missions.
3. Users can check their inquiries and the answers from the Academy team.
4. Users can ask questions about the result.

Event & Workshop

Location Home > My Page > Event & Workshop

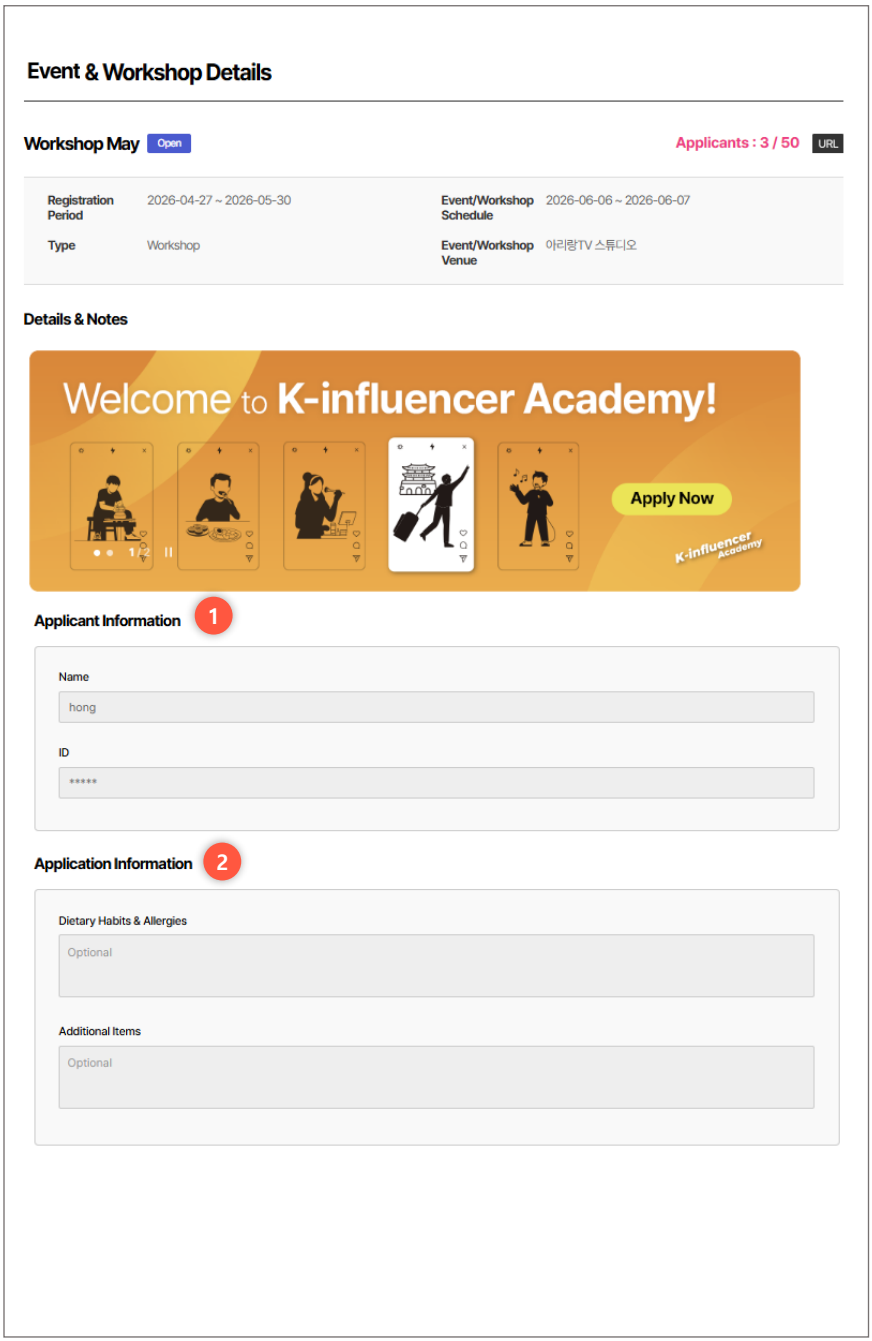


Guidelines

1. This is the **Participation History** list of the **Event & Workshop**.
   Users can check their application status.
2. Enter the title or content and click the **Search** button. The results will be displayed below.
3. The type, title, registration date, and status are displayed. .
4. Click the **Detail** button to view more details.

Event & Workshop Details

Location Home > My Page > Event & Workshop Details

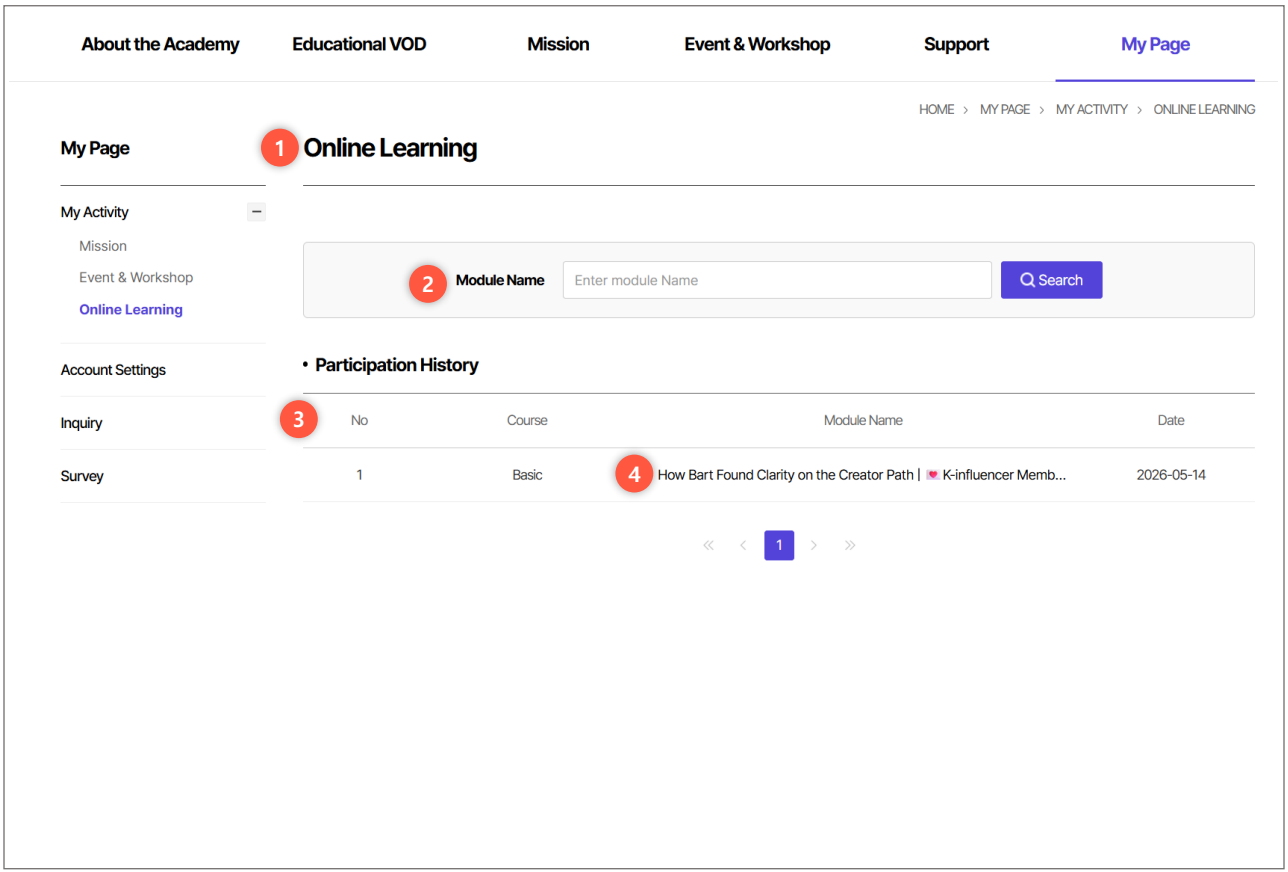


Guidelines

1. The applicant's name and ID are displayed.
2. Information like **Dietary Habits & Allergies** and **Additional Items** added for the application are displayed.

Educational VOD

Location Home > My Page > Educational VOD

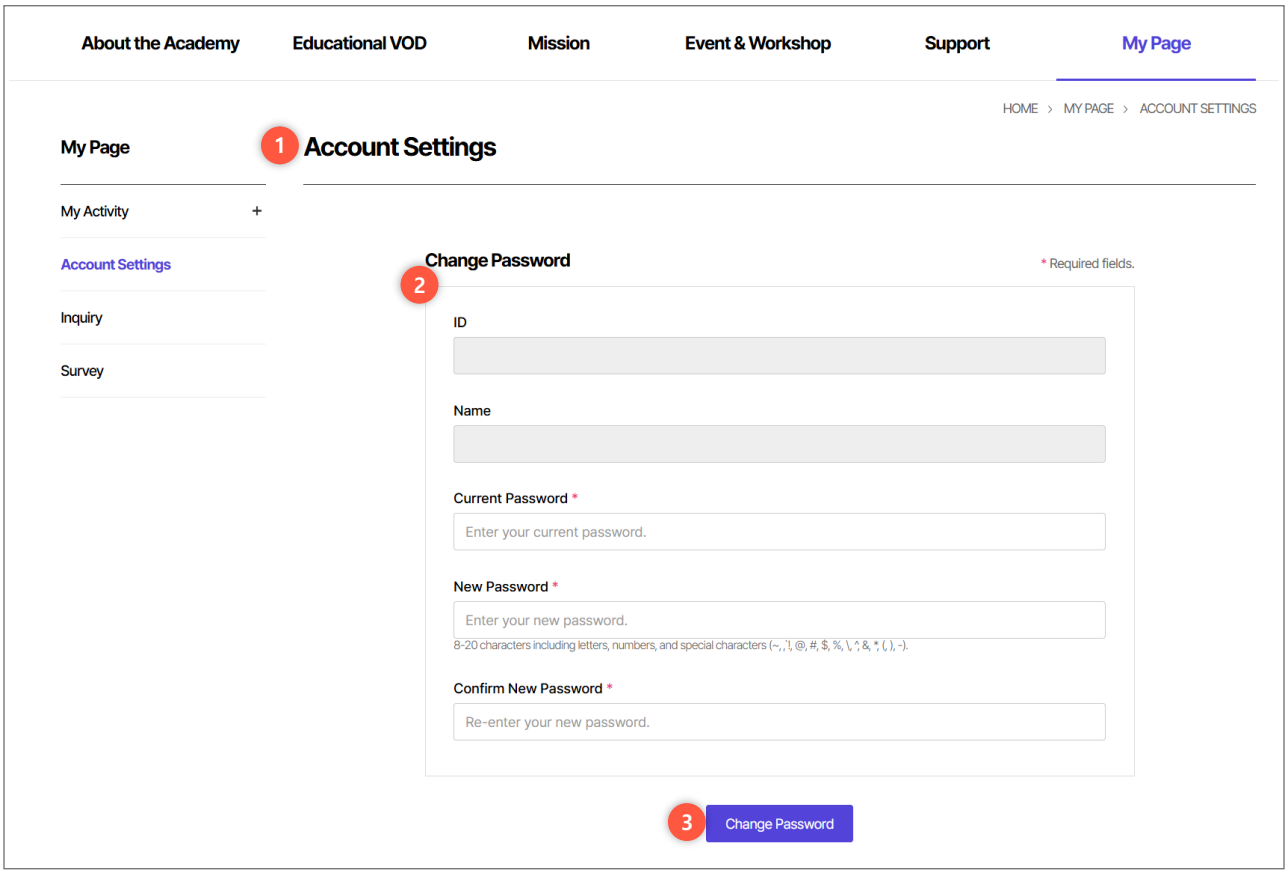


Guidelines

1. This is the **Participation History** list of the **Online Learning**.
   Users can check their viewing history of the **Educational VOD** and **Online Workshop**.
2. Enter the module's name and click the Search button. The search results will be displayed below. .
3. The topic, module's name, and date are displayed.
4. Click the name to view more details.

Account Settings

Location Home > My Page > Account Settings

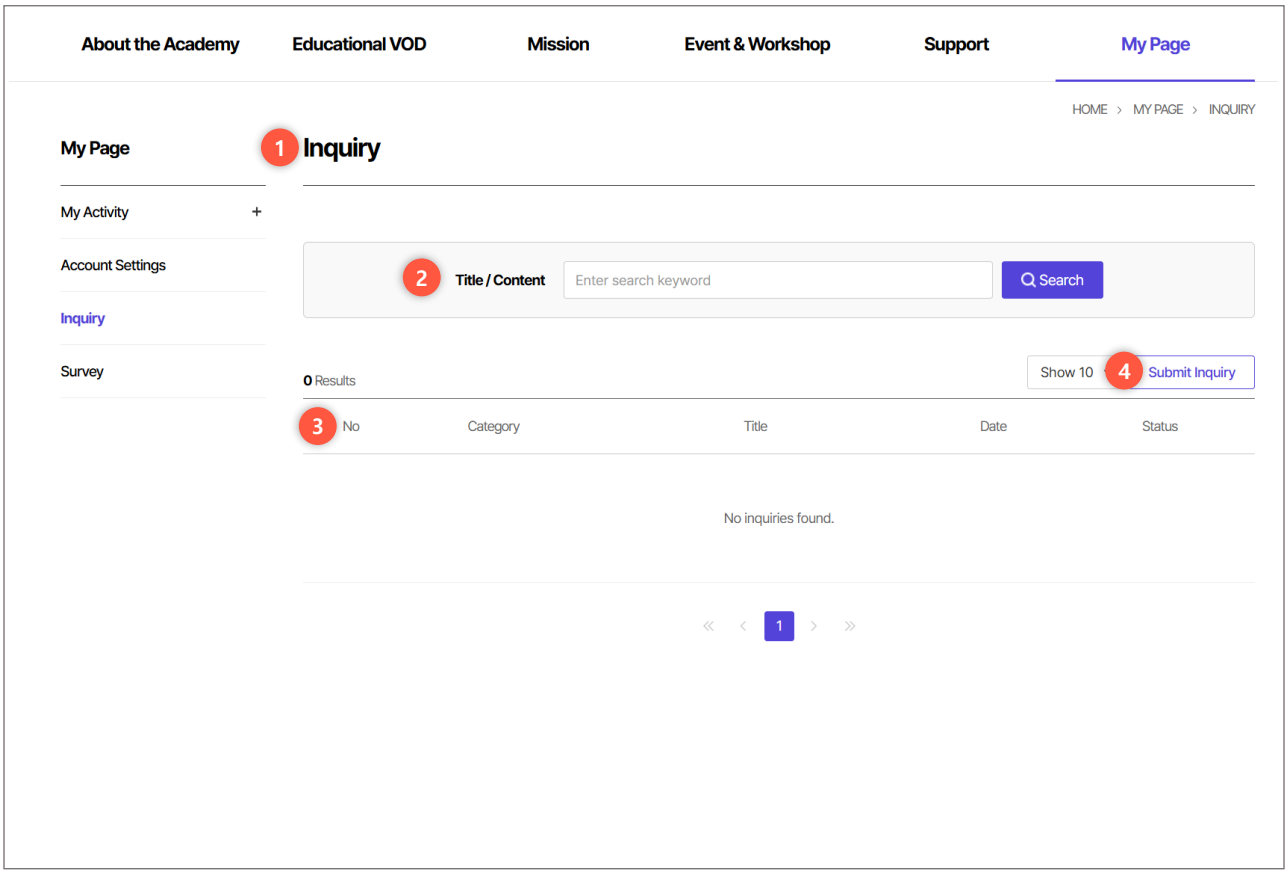


Guidelines

1. In **Account Settings**, users can change the password of the account.
2. The ID and name cannot be changed.
3. Enter the **Current Password**, **New Password**, and **Confirm New Password**. Click the **Change Password** button to change the password.

Inquiry

Location Home > My Page > Inquiry

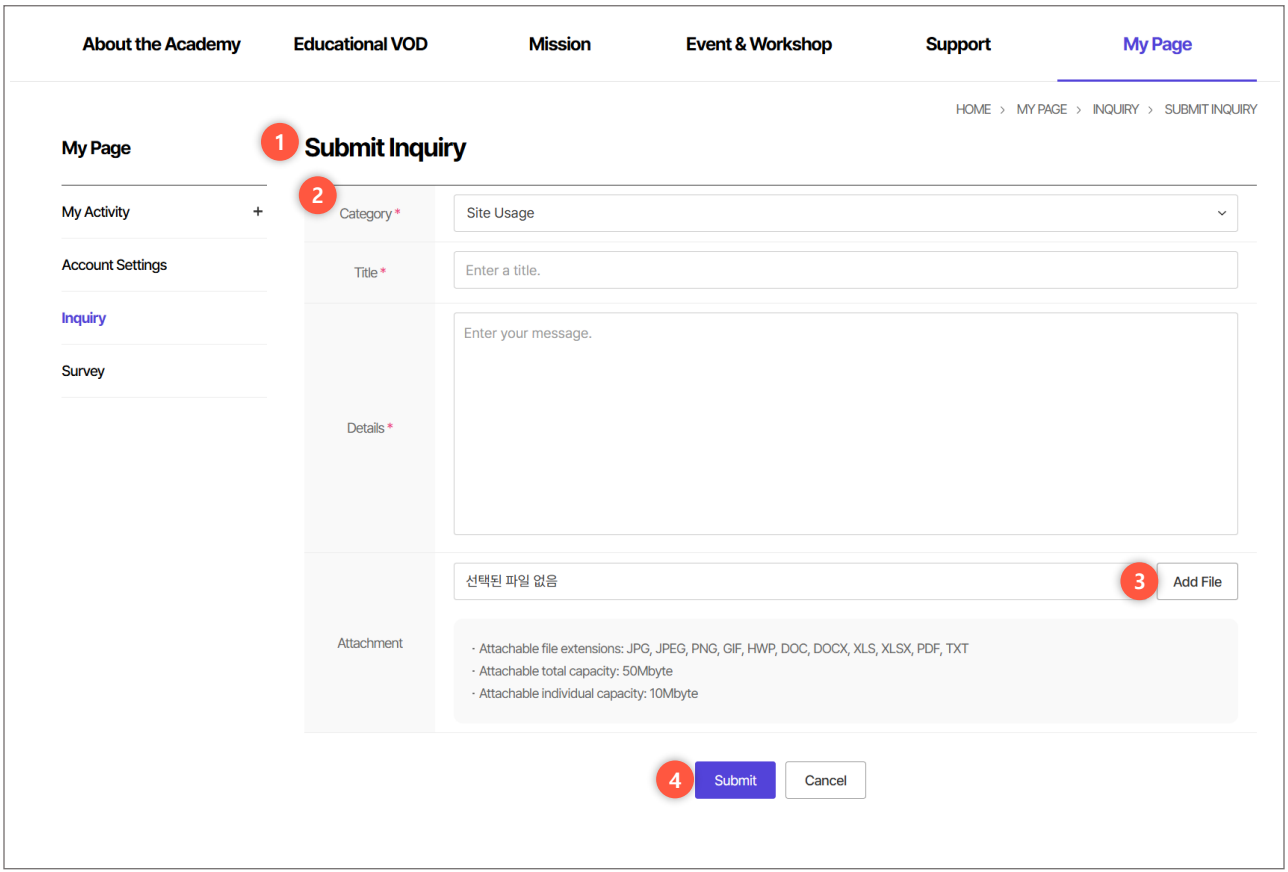


Guidelines

1. Go to "**My Page** > **Inquiry**" to submit inquiries about topics other than Educational VOD, Mission and Event & Workshop.
2. Enter the title or content and click the **Search** button. The results will be displayed below.
3. The category, title, date, and status are displayed.
4. Click the **Submit Inquiry** button to go to the next page.

Submit Inquiry

Location Home > My Page > Submit Inquiry



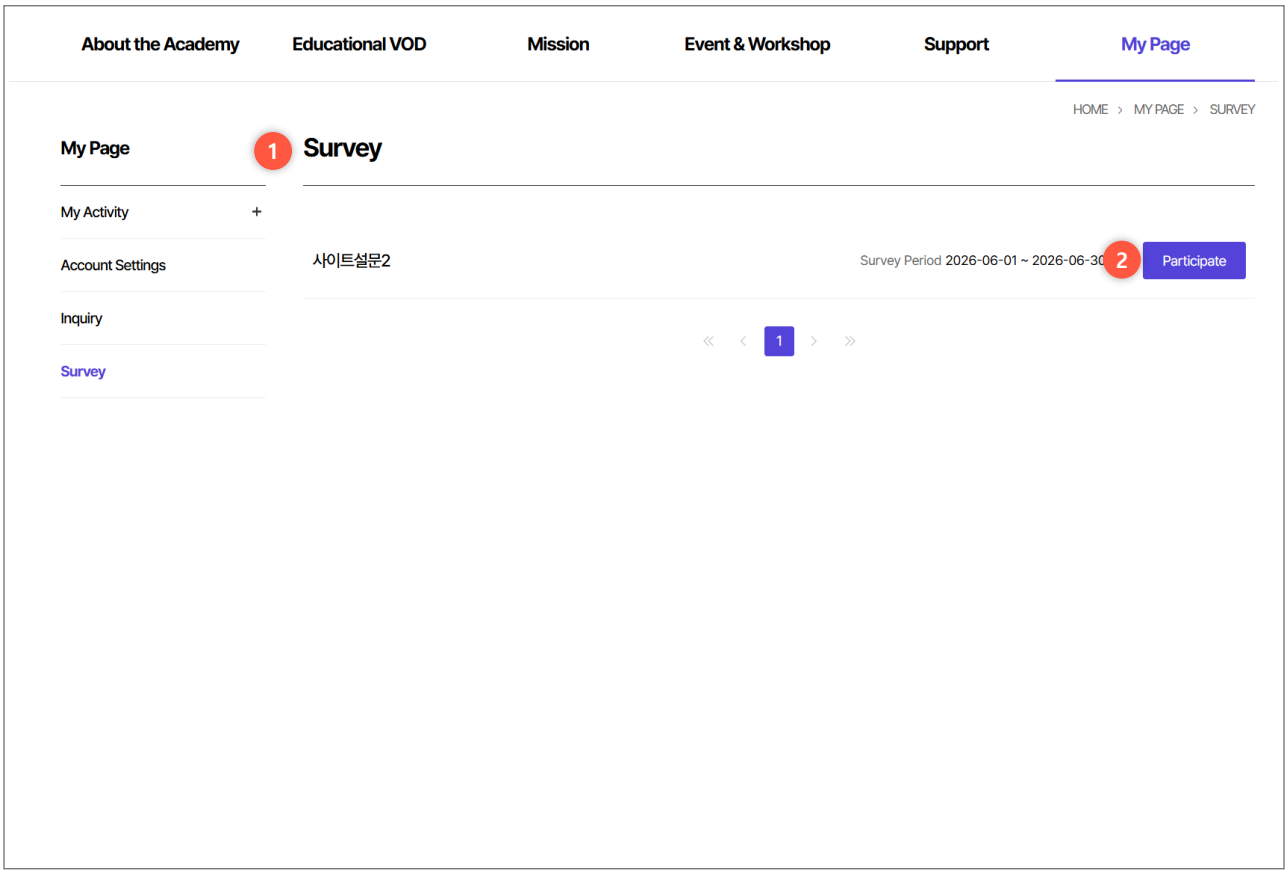
Guidelines

1. This is the screen of **Submit Inquiry**.
2. Select or enter the category, title, details, and attachment, then click the **Submit** button to submit.
3. Attachments: JPG, JPEG, PNG, GIF, HWP, DOC, DOCX, XLS, XLSX, PDF, TXT / up to 50MB in total, up to 10MB each.
4. Click the **Submit** button to post the inquiry.

7. My Page

Survey

Location Home > My Page > Survey

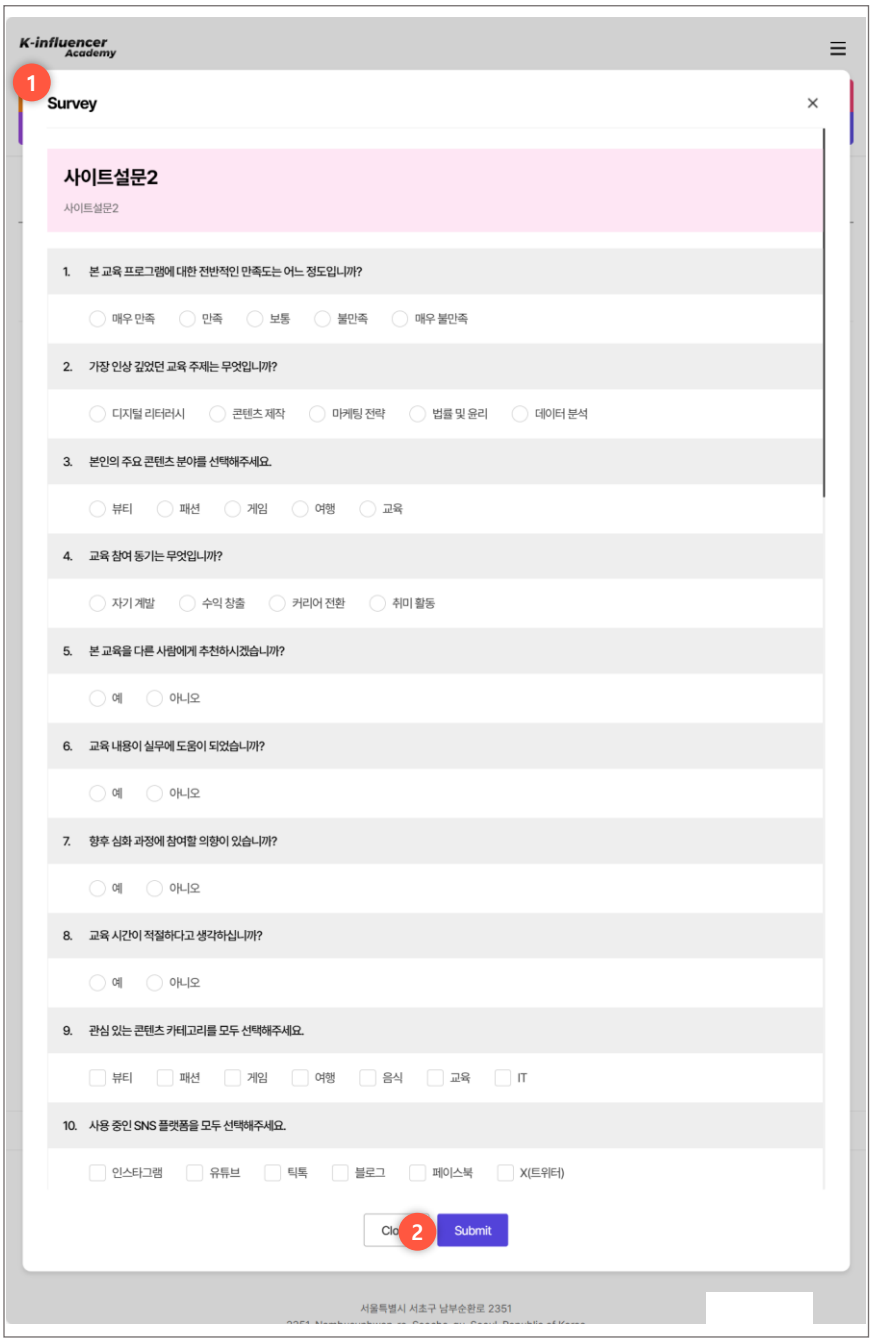


Guidelines

1. Go to "**My Page** > **Survey**".
2. Click the **Participate** button while the survey is still in progress.

Survey

Location Home > My Page > Submit Inquiry



Guidelines

1. This is the screen of **Survey**.
2. Check all fields and click the **Submit** button to submit.

K-influencer Academy

K-influencer Academy 2026

User Manual

