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I. How to create an account

1. Visit the PASAI website.

2. Welcome to our Learning Platform.
   - Our vision is to build SAI capability in the Pacific region, enabling SAIIs to achieve increased transparency and accountability for the people of the Pacific.
   - We do this by delivering our programmes using blended learning that includes a combination of online and face-to-face training and support.
   - Our Learning Platform hosts our eLearning content and other supplementary training material.
I. How to create an account
1. How to create an account

Check your email and confirm your account

If you don’t receive the confirmation email, contact danial.sadeqi@pasai.org.
I. How to create an account

Welcome to PASAI's Learning Platform.

If you would like to be enrolled in any of our courses, please email us and let us know which course you would like to be enrolled in.
II. How to customise your dashboard

1. Click on ‘customise this page’ to tidy up your dashboard.

2. Click and hold the ‘Calendar’ block’s anchor icon as shown by the green arrow below and drop it above or under the ‘Navigation’ block.
II. How to customise your dashboard

3 You can now see the calendar to the right.
II. How to customise your dashboard

4. Scroll down to ‘Add a block’ icon. Click on the ‘Add’ box and select ‘Course overview’.

5. Click and hold the ‘Course overview’ block’s anchor icon and move it up to the top.
II. How to customise your dashboard

4. Click and hold the ‘Course overview’ block’s anchor icon and move it all the way to the left and drop it there.

5. Click on ‘Stop customising this page’.
II. How to customise your dashboard

Your courses will now appear here when you click on ‘Dashboard’. If you have just created an account, you will not be enrolled in any courses yet. Contact danial.sadeqi@pasai.org and ask to be enrolled into the courses you have registered for.
III. How to update your profile

1. Click on your name at the top right.

2. Click on ‘Edit Profile’.
III. How to update your profile

3. Click on the marked headings and fill in the missing information.

4. Once you’ve completed all sections, click on ‘Update profile’ at the bottom of the form.
IV. Contact us

If you experience any difficulties accessing the Learning platform or one of our programmes, send an email to:

Email: danial.sadeqi@pasai.org