



Western Cape
Government

Department of the Premier

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BOOKING INSTRUCTIONS

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A. How can I access the training website?

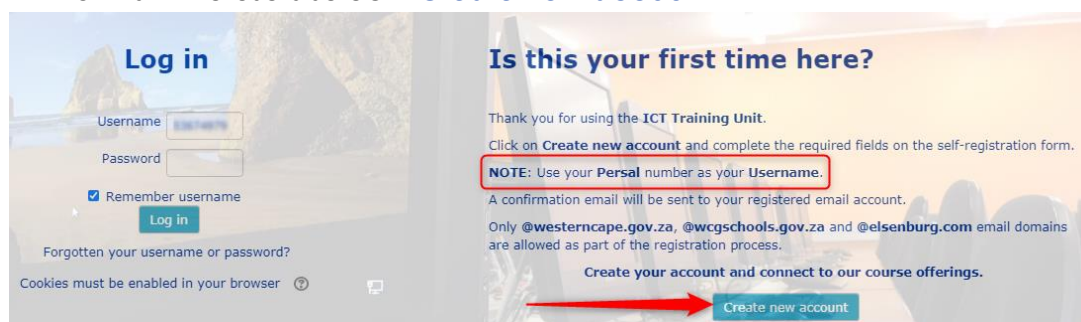
1. Scan the QR code below to access the Digital Learning Centre's website.



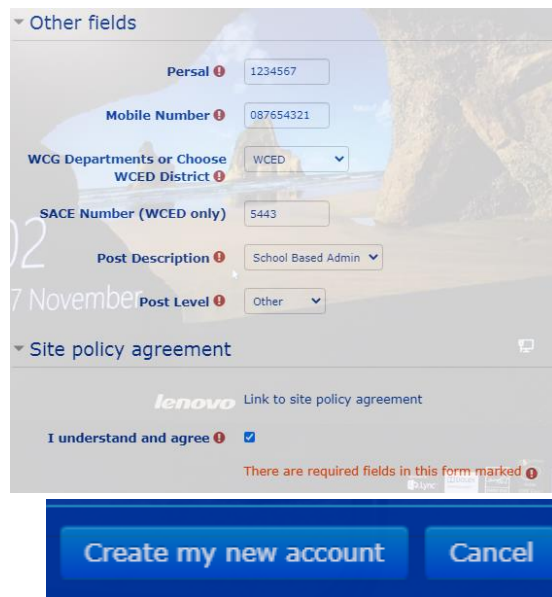
2. You can also type in the following URL into the address bar of the browser
<https://argo.page.link/n5KsM>
3. Alternatively, you can enter the URL
<https://icttraining.westerncape.gov.za/moodle> in the address bar of your web browser.

B. I am a first-time user. Where do I start?

4. For first time users select **"Create new account"**

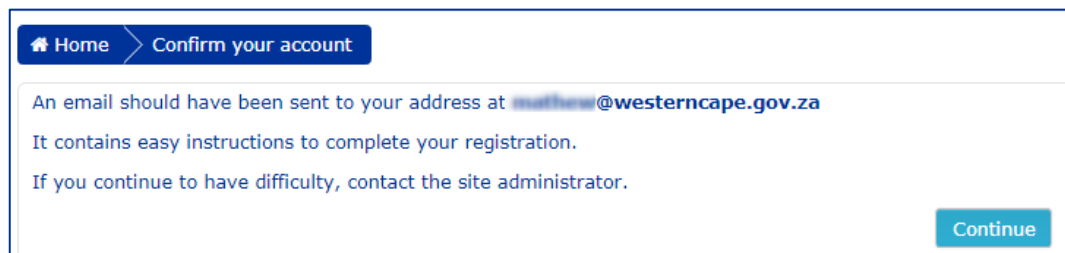


5. Please read site policy agreement, select **"I understand and agree"** then select **"Create my new account"**. **Remember to use your persal as your Username.**



The screenshot shows a registration form titled "Other fields". It contains several input fields and dropdown menus, each with a red exclamation mark icon indicating a required field. The fields are: "Persal" (text input with value 1234567), "Mobile Number" (text input with value 087654321), "WCG Departments or Choose WCED District" (dropdown menu with value WCED), "SACE Number (WCED only)" (text input with value 5443), "Post Description" (dropdown menu with value School Based Admin), and "Post Level" (dropdown menu with value Other). Below the form is a "Site policy agreement" section with a "lenovo" logo and a "Link to site policy agreement" text. A checkbox labeled "I understand and agree" is checked. At the bottom, there are two buttons: "Create my new account" and "Cancel". A red warning message at the bottom right of the form states "There are required fields in this form marked".

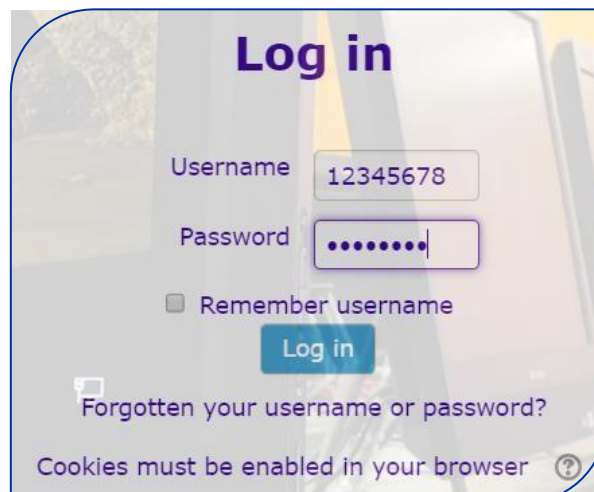
6. Select "**Continue**". You will receive a confirmation email.



The screenshot shows a confirmation email page. At the top, there are two navigation links: "Home" and "Confirm your account". The main content area contains the following text: "An email should have been sent to your address at matthew@westerncape.gov.za. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." A "Continue" button is located at the bottom right of the page.

C. How do I log in?

7. Click on the Log in icon  (top right-hand corner).
8. Enter your PERSAL number as Username and Password and click on Log in.
(Please forward all login queries to info.ictraining@westerncape.gov.za.)

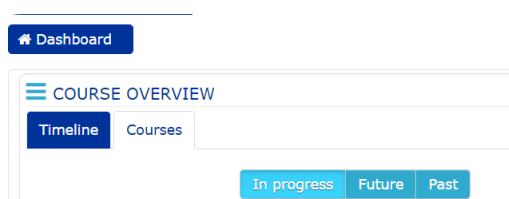


The screenshot shows a login form titled "Log in". It contains two input fields: "Username" (text input with value 12345678) and "Password" (password input with value represented by dots). Below the password field is a checkbox labeled "Remember username". A "Log in" button is located below the checkbox. At the bottom of the form, there is a link "Forgotten your username or password?" and a note "Cookies must be enabled in your browser" with a question mark icon.

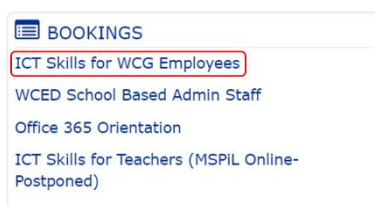
- If you are required to do so, fill out the required profile fields and click on **Update Profile**.

D. How do I enrol for a course/webinar?

- Once you have logged in you will be directed to your Dashboard page.



- Look for the **BOOKINGS** section on the Dashboard and select **ICT Skills for WCG Employees**. This link should take you to the booking site where you can enrol for available course and webinar offerings.



- If this is your first time on our site, you will be prompted with a welcome screen. You may select **End tour** if you are familiar with Moodle.



- You will see the following page.



- Please note that it is compulsory that you familiarize yourself with our **Course Booking Policy**



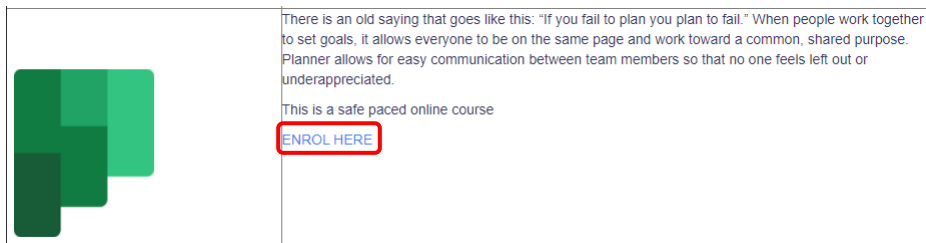
- Click on **Read more...** for more information about our course/ webinar offerings.



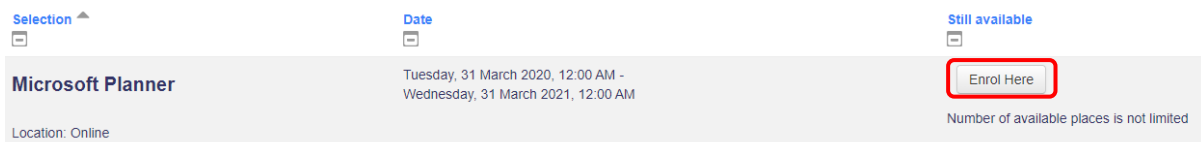
16. To view the list of courses/ webinars click on **Enrol**.



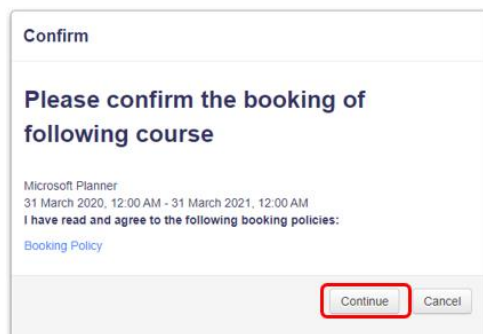
17. Click on the **ENROL HERE** link to sign up for the Course/Webinar



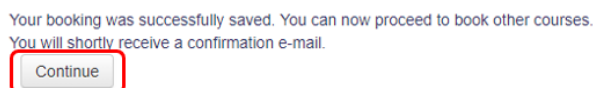
18. Next. Click the **Enrol Here** button.



19. A confirmation pop-up window will appear on the screen. You will be prompted to confirm your booking. Select **Continue**.



20. The following message will indicate that your booking was successful. Click the **Continue** button to proceed.



21. Your booking confirmation will now be displayed in green. Note that you can cancel a booking by clicking on the **Unenrol Here** button.

