



**Western Cape  
Government**

Department of the Premier

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**BRANCH: Centre for e-Innovation**

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# BOOKING INSTRUCTIONS

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## A. How can I access the training website?

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1.



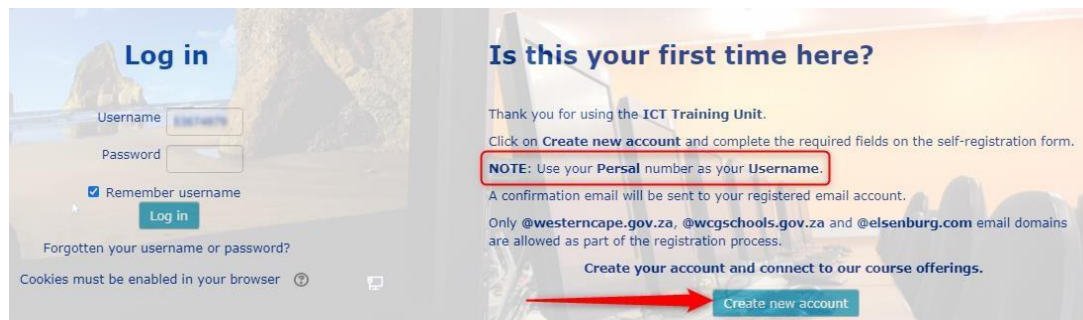
Scan the QR code below to access the Digital Learning Centre's website.

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

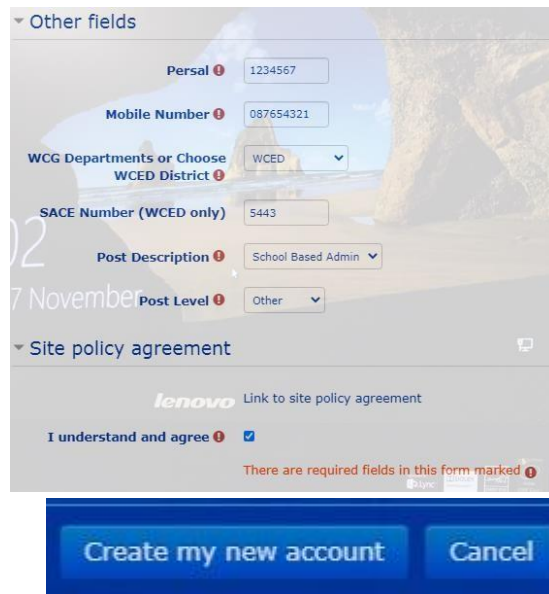
## B. I am a first-time user. Where do I start?

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

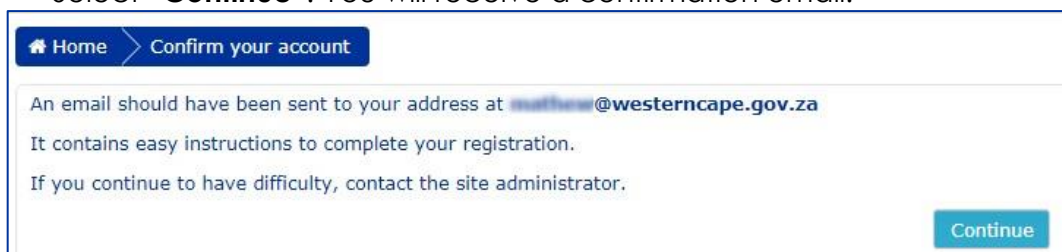


5. Please read site policy agreement, select **"I understand and agree"** then select **"Create my new account"**. **Remember to use your persal as your Username.**




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 these fields 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 error message at the bottom right states "There are required fields in this form marked".

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



The screenshot shows a confirmation page with a breadcrumb trail: "Home > Confirm your account". The main text reads: "An email should have been sent to your address at [redacted]@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 in the bottom right corner.

## 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](mailto:info.ictraining@westerncape.gov.za).)



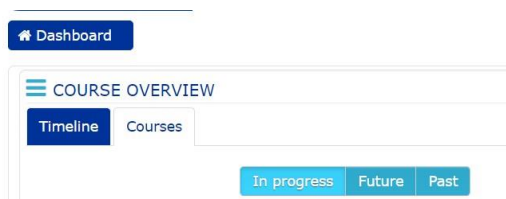
The screenshot shows a "Log in" form. It has a title "Log in" in purple. Below the title are two input fields: "Username" with the value 12345678 and "Password" with a masked password (dots). There is a checkbox labeled "Remember username" which is unchecked. A "Log in" button is positioned below the password field. At the bottom, 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**.

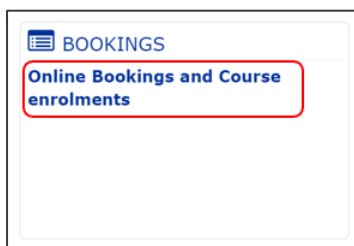
## D. How do I enrol for a course/webinar?

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



- Look for the **BOOKINGS** section on the Dashboard and select **Online Bookings and Course enrolments**. 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.



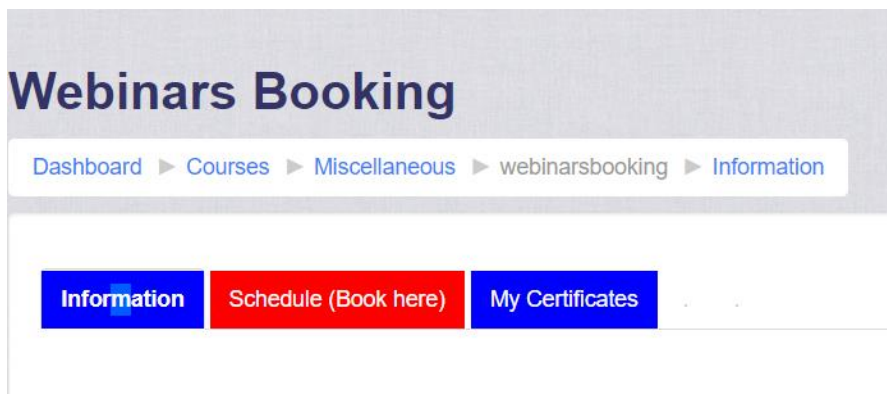
- Please note that it is compulsory that you familiarize yourself with our **Course Booking Policy**



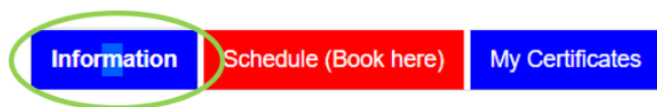
- Click on **Read more...** for more information about our course/ webinar offerings.



17. You will be directed to the **Webinar Booking** page.








18. Click on the **Information** tab to learn more about the various webinar sessions available.

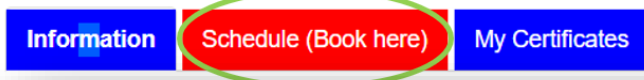


**Webinars**

In the wake of our changing realities the Branch: e-Innovation's Digital Training Centre has decided to offer a range of webinar training opportunities to equip WCG employees with the necessary skills to work remotely and to maximise the use of Office 365 productivity tools.

	<b>Microsoft Forms</b> is a simple, lightweight app that lets you easily create surveys, quizzes, and polls. It can be used to collect customer feedback, measure employee satisfaction, improve your service, product or business, or organize organisational events. In this webinar you will learn how to create a form or quiz with questions, define settings, share your form, and check the results—in a few easy steps...
	<b>Microsoft Sway</b> Learn how to create interactive Sway presentations that are hosted online in minutes. Gather, format, and share reports, newsletters, web pages, and presentations on an interactive, web-based canvas that looks great on almost any screen. Sway is an easy way to transform existing videos, images, Word, Excel or PowerPoint files into beautiful, story based interactive formats.
	<b>Microsoft Stream</b> If you would like to know how to upload, view, and share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration securely in O365, then this webinar session is definitely not something you want to miss!
	<b>Creating infographic slides</b> Tired of dull PowerPoint Slides. Then this Webinar is the right one for you to attend!
	<b>Data Analytics Orientation</b> This orientation session is a prerequisite for admission to the Data Analytics online course. The Data Analytics course

19. Next click on the **Schedule (Book here)** tab or button and click [Book Here](#)



13-May-21	Thu	10:00 - 11:00	Webinar: Powerpoint Infographics <a href="#">Book Here</a>	Cedric M
18-May-21	Tue	10:00 - 10:30	O365 Orientation (MS Teams, MS Planner, MS OneDrive) <a href="#">Book Here</a>	Leon Mil
19-May-21	Wed	10:00 - 11:00	Webinar: Live Events <a href="#">Book Here</a>	Cedric M
20-May-21	Thu	14:30-15:00	Webinar: Google Forms for educators <a href="#">Book Here</a>	Paul Ber
01-Jun-21	Tue	10:00 - 11:00	Webinar: Data Analytics Orientation <a href="#">Book Here</a>	Leon Mil
02-Jun-21	Wed	10:00 - 11:00	Webinar: Yammer <a href="#">Book Here</a>	

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

Selection	Date	Still available
<b>Webinar: Live Events_19May21</b>	Wednesday, 19 May 2021, 10:00 AM - Wednesday, 19 May 2021, 11:00 AM	<input type="button" value="Enrol Here"/>
Location: Online		Number of available places is not limited

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

**Confirm**

**Please confirm the booking of following course**

Microsoft Planner  
31 March 2020, 12:00 AM - 31 March 2021, 12:00 AM  
I have read and agree to the following booking policies:  
[Booking Policy](#)

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

Your booking was successfully saved. You can now proceed to book other courses.  
You will shortly receive a confirmation e-mail.

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

Selection	Date	Still available
<b>Microsoft Planner</b>	Tuesday, 31 March 2020, 12:00 AM - Wednesday, 31 March 2021, 12:00 AM	<input type="button" value="Unenrol Here"/>
Location: Online		<input type="button" value="Booked"/>
Number of available places is not limited		

24. After attending the webinar session click on the My Certificates tab to download your certificate.