



**Pacific auditors working  
together**

# **PACIFIC ASSOCIATION OF SUPREME AUDIT INSTITUTIONS**

## **Learning Platform: User Guide**

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# I. How to create an account

**1**



The screenshot shows the PASAI website homepage. The navigation bar at the top includes links for 'EVENTS', 'CONTACT US', and 'ELEARNING'. A red number '1' is placed below the 'ELEARNING' link, with a green arrow pointing to it. The main content area features the PASAI logo, the text 'Pacific Association of Supreme Audit Institutions', and a video player titled 'THE PASAI JOURNEY' with a 'WATCH THE VIDEO' button.

**2**

**Welcome to our Learning Platform.**

Our vision is to build SAI capability in the Pacific region, enabling SAIs to achieve increased transparency and accountability to 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.

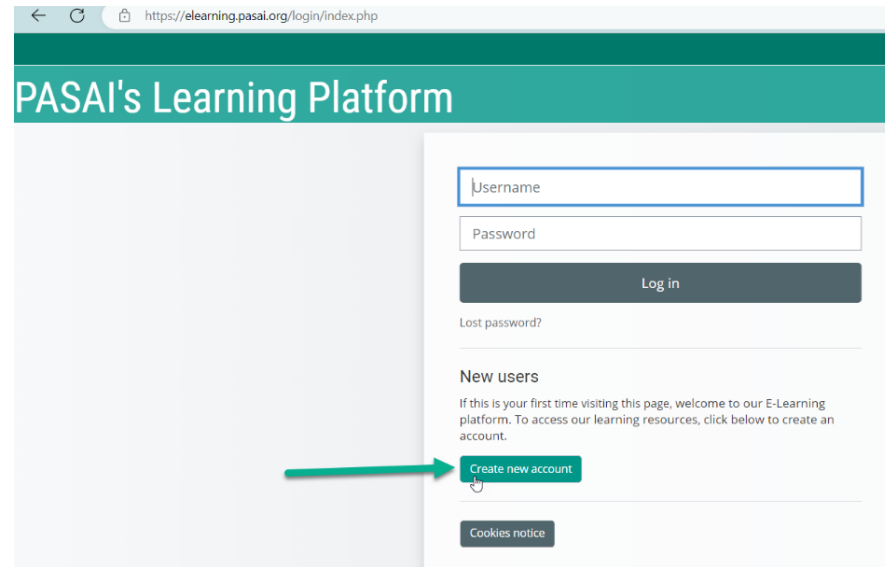
Our Learning Platform hosts our eLearning content and other supplementary training material.



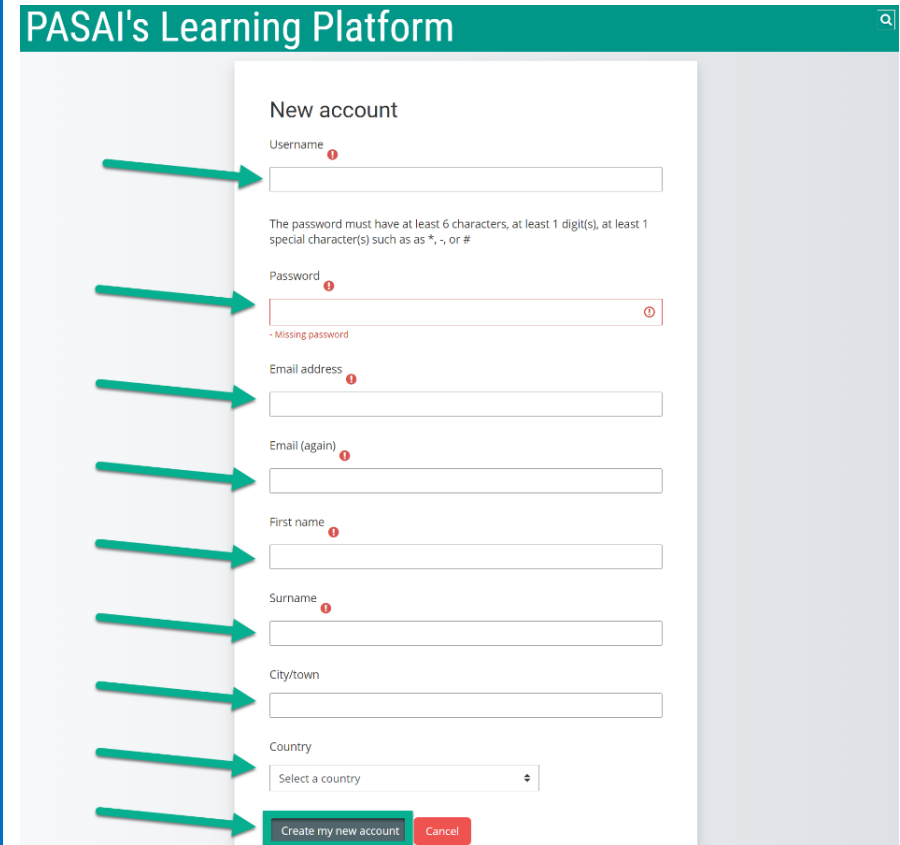
The graphic consists of a silver padlock icon with the text 'Log in' on it. A red number '2' is positioned to the left of the padlock, with a green arrow pointing to the 'Log in' text. To the right of the padlock is a teal square button with a white document icon and the text 'Guide'.

# I. How to create an account

**3**



**4**



# I. How to create an account

**5**

## PASAI's Learning Platform

> Confirm your account

An email should have been sent to your address at **daniel\_sadeqi@yahoo.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

**6**

## Check your email and confirm your account

PASAI's Learning Platform: account confirmation Inbox x



**Danial Sadeqi (via PASAI)** <noreply@elearning.pasai.org>  
to me

1:49 PM (27 minutes ago)



Hi,

A new account has been requested at 'PASAI's Learning Platform' using your email address.

To confirm your new account, please go to this web address:

<https://elearning.pasai.org/login/confirm.php?data=ouUOKmJ1xdo2bMg/srtdm9%40gmail%2Ecom>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Danial Sadeqi



If you don't receive the confirmation email, contact

[daniel.sadeqi@pasai.org](mailto:daniel.sadeqi@pasai.org).

# I. How to create an account

7

## PASAI's Learning Platform

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.

☰ Login

Username

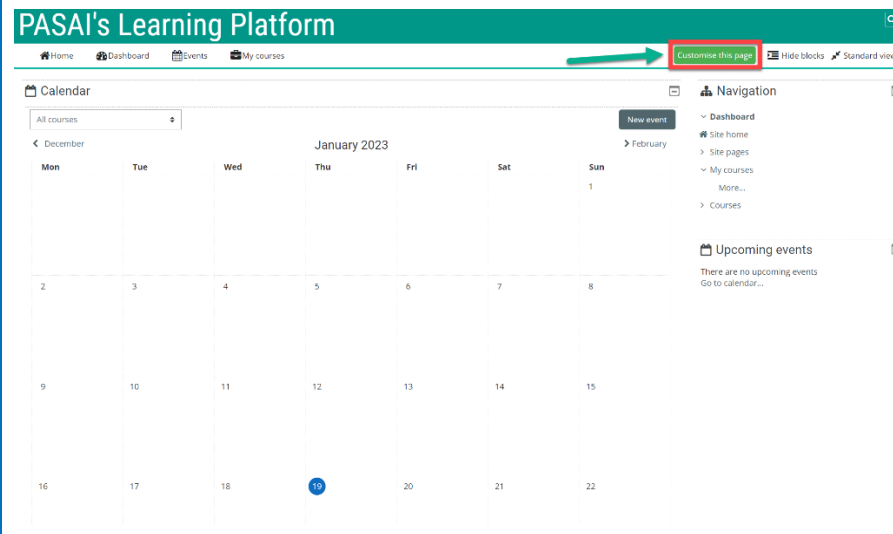
Password

Log in

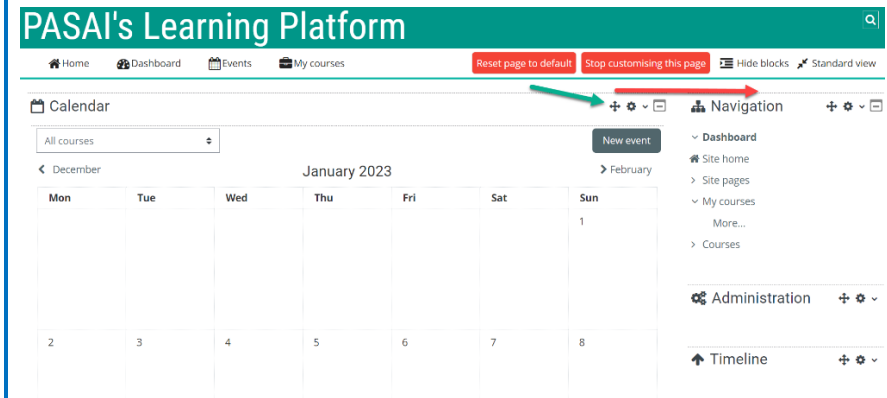
[Create new account](#)  
[Lost password?](#)

## II. How to customise your dashboard

**1** Click on 'customise this page' to tidy up your dashboard.

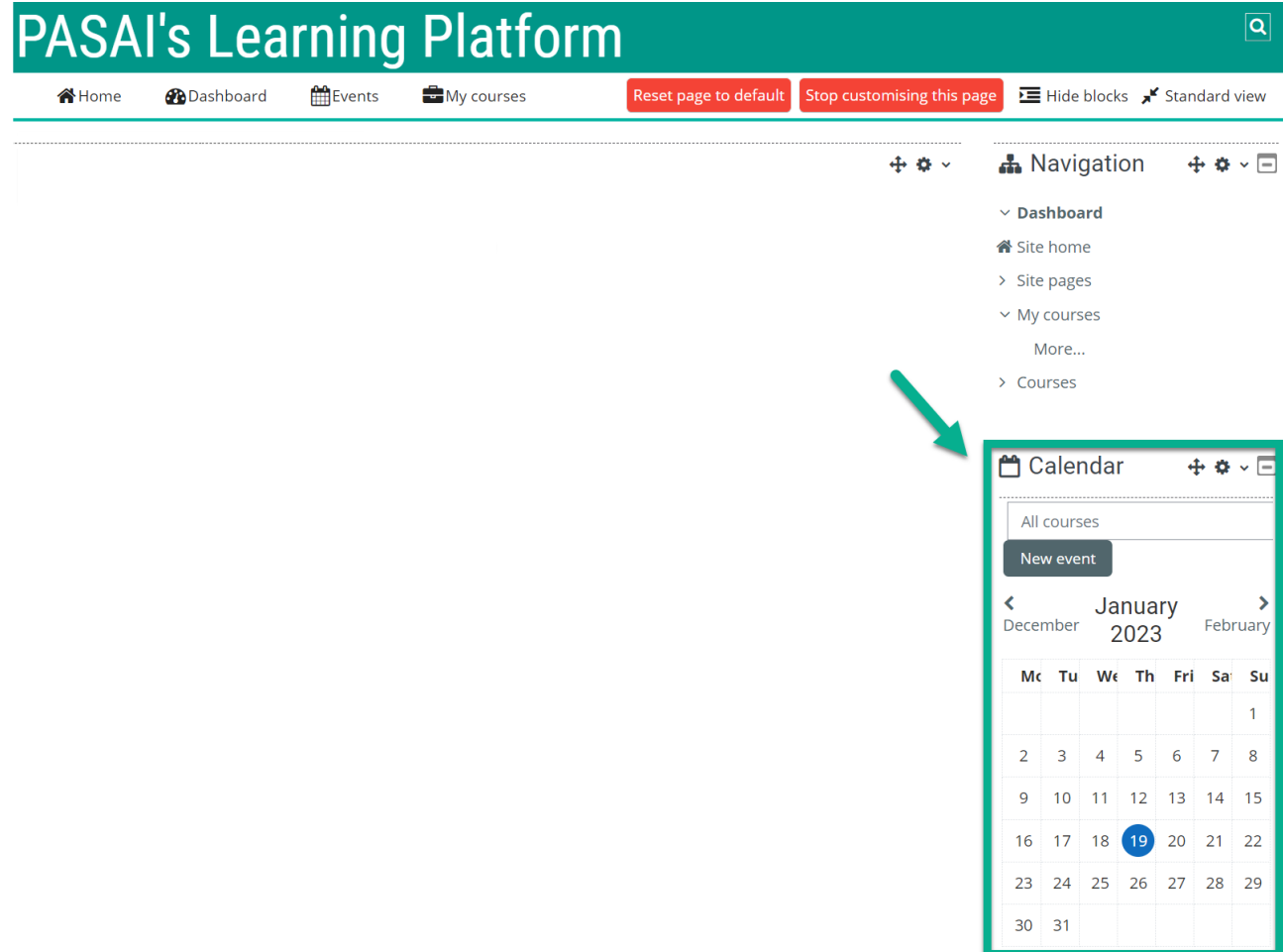


**2** Click and hold the 'Calendar' block's anchor icon as shown by the green arrow below and drop it above or under the 'Navigation' block.



## II. How to customise your dashboard

**3** You can now see the calendar to the right.



The screenshot displays the PASAI's Learning Platform dashboard. At the top, there is a green header with the text "PASAI's Learning Platform" and a search icon. Below the header is a navigation bar with links for Home, Dashboard, Events, and My courses. There are also two red buttons: "Reset page to default" and "Stop customising this page". To the right of these buttons are options for "Hide blocks" and "Standard view".

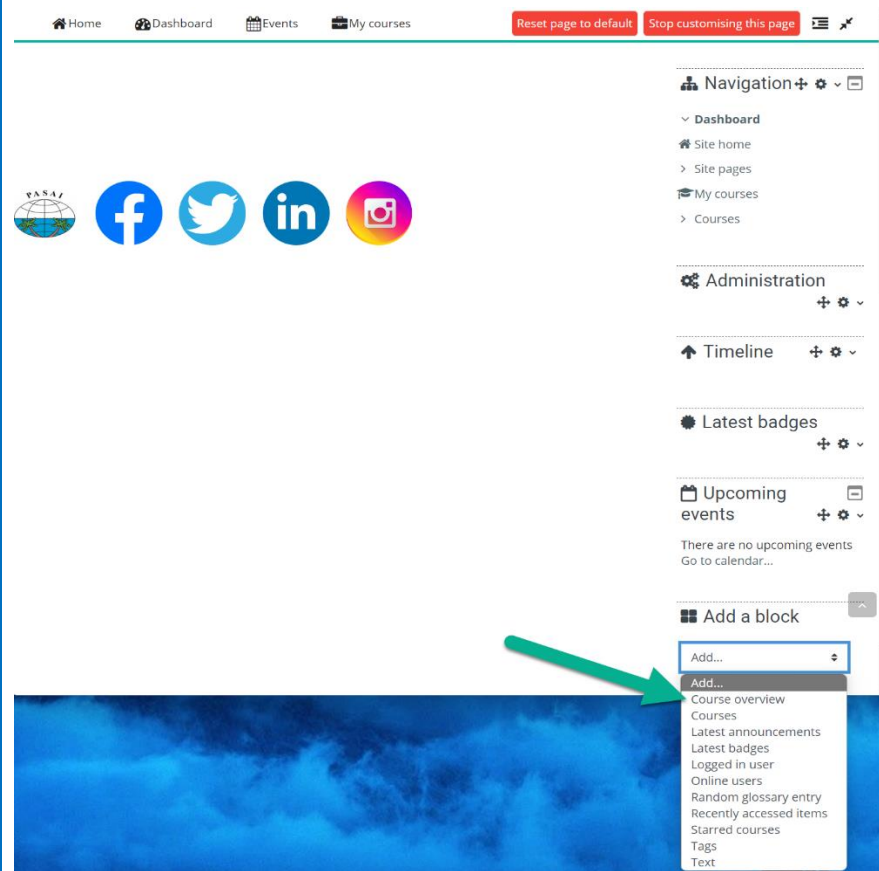
The main content area is mostly empty, with a "Navigation" sidebar on the right. The sidebar includes a "Dashboard" section with links for "Site home", "Site pages", "My courses", and "Courses". A green arrow points from the "Courses" link to a "Calendar" widget that is highlighted with a green border. The calendar widget shows a calendar for January 2023, with the date 19th highlighted in blue. The calendar includes a "New event" button and a search bar for "All courses".

Mo	Tu	We	Th	Fri	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



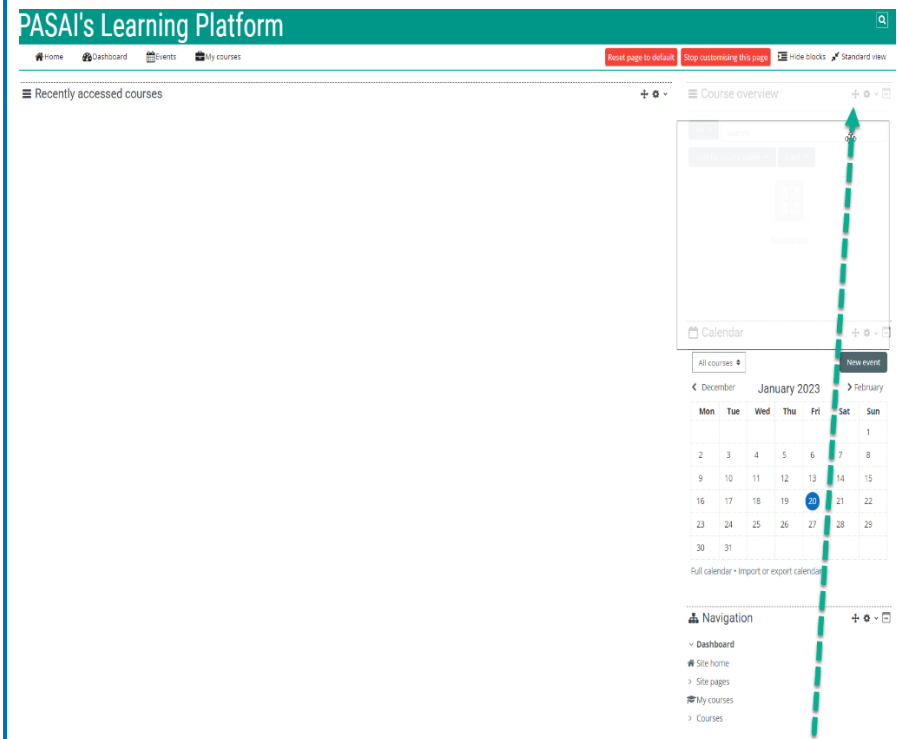
## II. How to customise your dashboard

- 4** Scroll down to 'Add a block' icon. Click on the 'Add' box and select 'Course overview'.



A screenshot of the dashboard interface. At the top, there are navigation links: Home, Dashboard, Events, and My courses. Below these are two red buttons: 'Reset page to default' and 'Stop customising this page'. The main content area is divided into several sections: 'Navigation' with a plus icon, 'Dashboard' with a minus icon, 'Site home', 'Site pages', 'My courses', and 'Courses'. There are social media icons for Facebook, Twitter, LinkedIn, and Instagram. Below these are sections for 'Administration', 'Timeline', 'Latest badges', and 'Upcoming events'. The 'Upcoming events' section shows 'There are no upcoming events' and a 'Go to calendar...' link. At the bottom, there is an 'Add a block' section with a plus icon. A green arrow points to the 'Add...' dropdown menu, which is open and shows a list of options: 'Add...', 'Course overview', 'Courses', 'Latest announcements', 'Latest badges', 'Logged in user', 'Online users', 'Random glossary entry', 'Recently accessed items', 'Starred courses', 'Tags', and 'Text'.

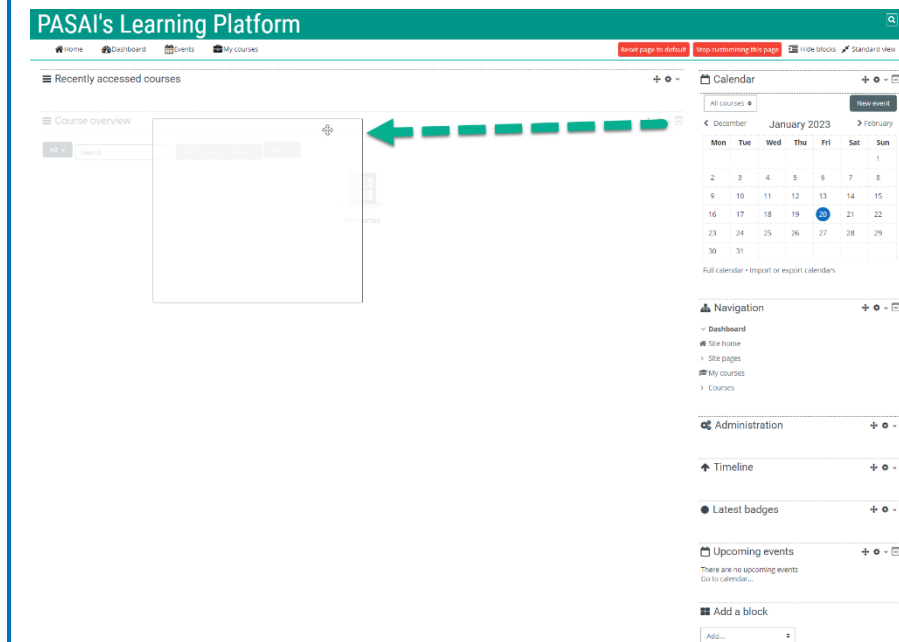
- 5** Click and hold the 'Course overview' block's anchor icon and move it up to the top.



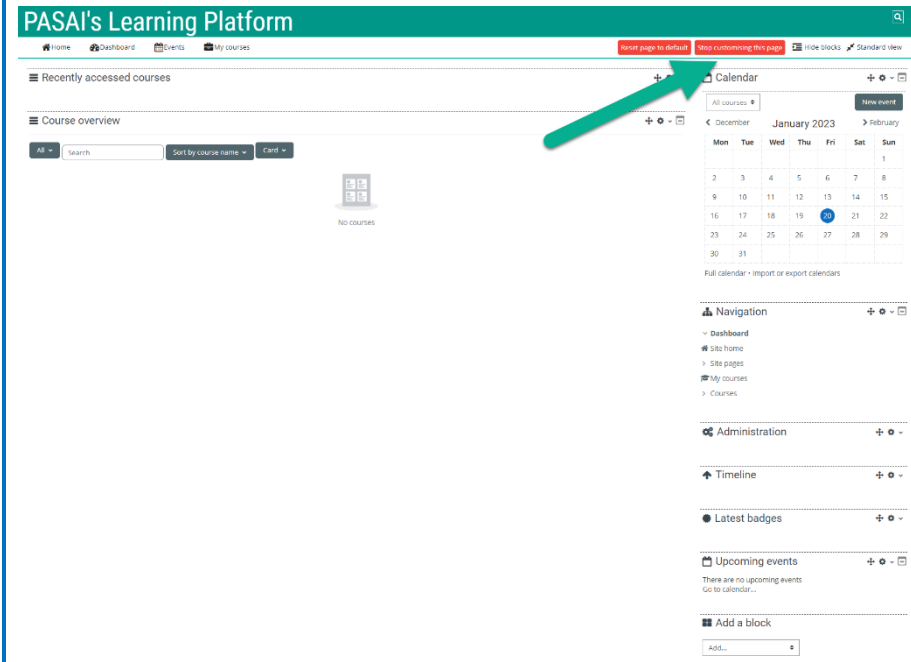
A screenshot of the dashboard interface showing the 'Course overview' block moved to the top. The top navigation bar is green and contains the text 'PASAI's Learning Platform'. Below this are navigation links: Home, Dashboard, Events, and My courses. There are two red buttons: 'Reset page to default' and 'Stop customising this page'. The main content area is divided into several sections: 'Recently accessed courses', 'Course overview' (with a plus icon), 'Calendar', and 'Navigation'. The 'Course overview' block is now at the top of the main content area. A green dashed arrow points upwards from the 'Course overview' block's anchor icon to the top of the page. The 'Calendar' section shows a calendar for January 2023. The 'Navigation' section is at the bottom and contains the same links as in the previous screenshot: Dashboard, Site home, Site pages, My courses, and Courses.

## 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.

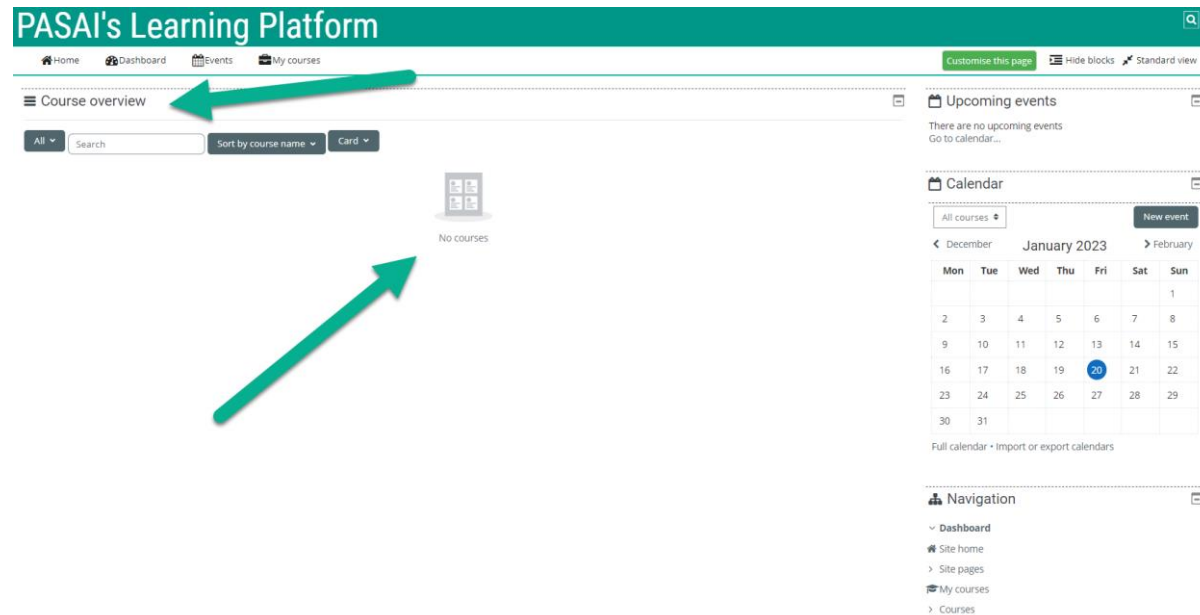


- 5** Click on 'Stop customising this page'.



## II. How to customise your dashboard

- 4** 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 [daniel.sadeqi@pasai.org](mailto:daniel.sadeqi@pasai.org) and ask to be enrolled into the courses you have registered for.

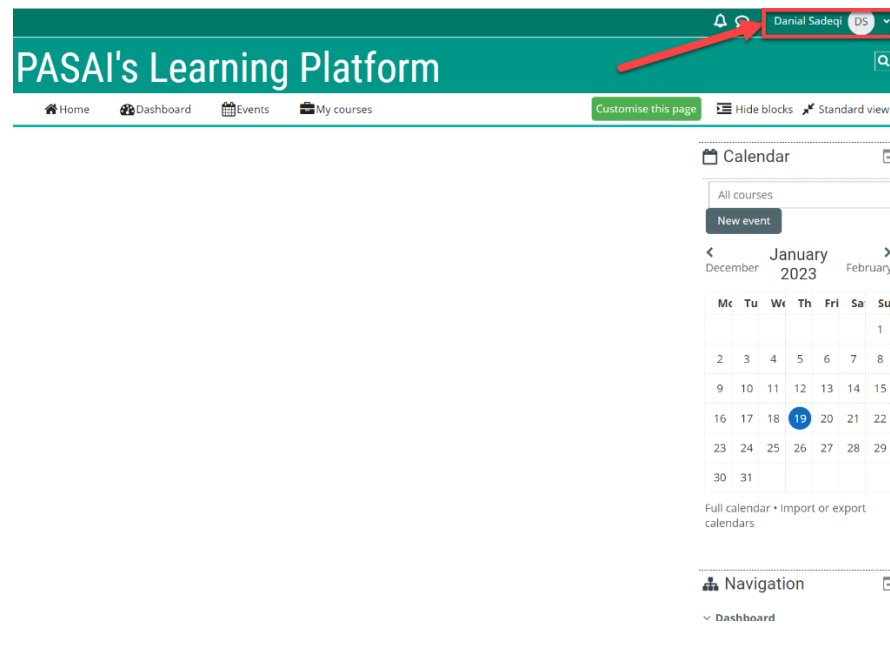


The screenshot displays the PASAI's Learning Platform dashboard. The header includes navigation links for Home, Dashboard, Events, and My courses, along with options to customise the page, hide blocks, and switch to standard view. The main content area is titled 'Course overview' and features a search bar, a 'Sort by course name' dropdown, and a 'Card' view selector. A message indicates 'No courses' with a corresponding icon. To the right, there are sections for 'Upcoming events' (stating there are none), a 'Calendar' for January 2023, and a 'Navigation' menu listing Dashboard, Site home, Site pages, My courses, and Courses.

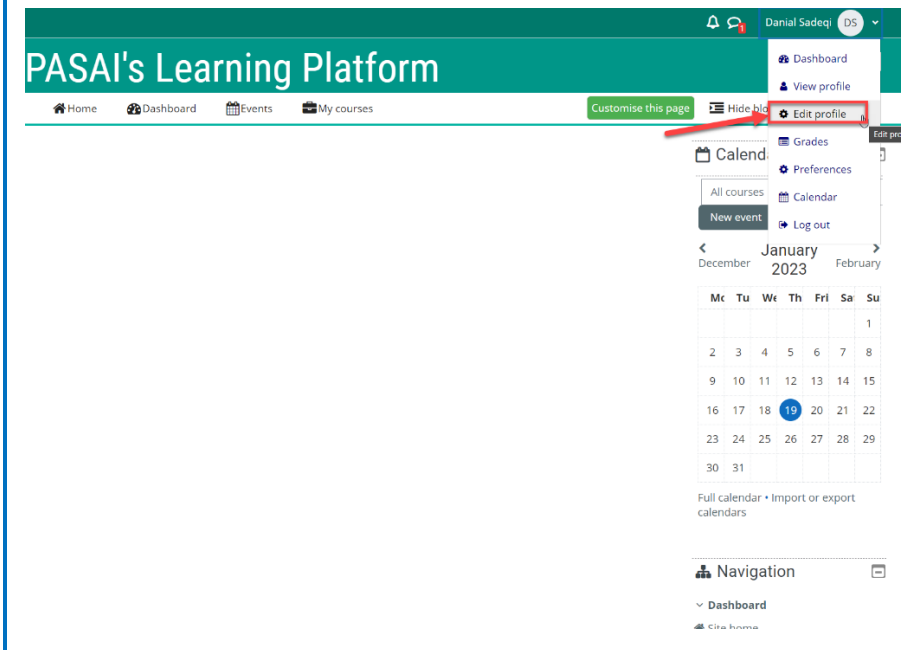
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### III. How to update your profile

**1** Click on your name at the top right.

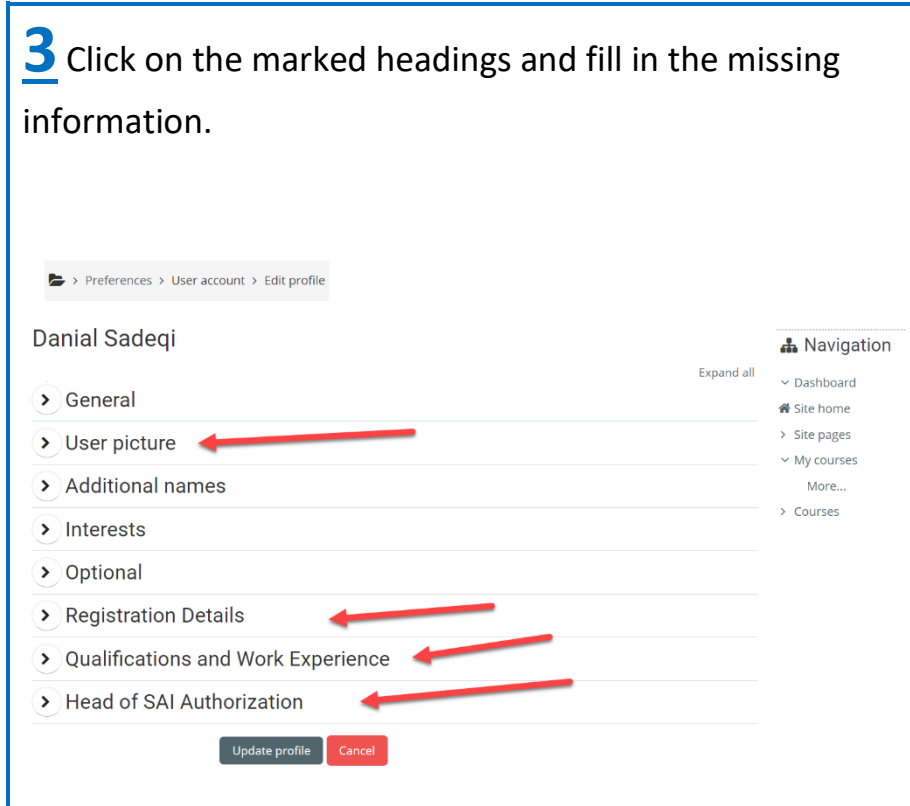


**2** Click on 'Edit Profile'.

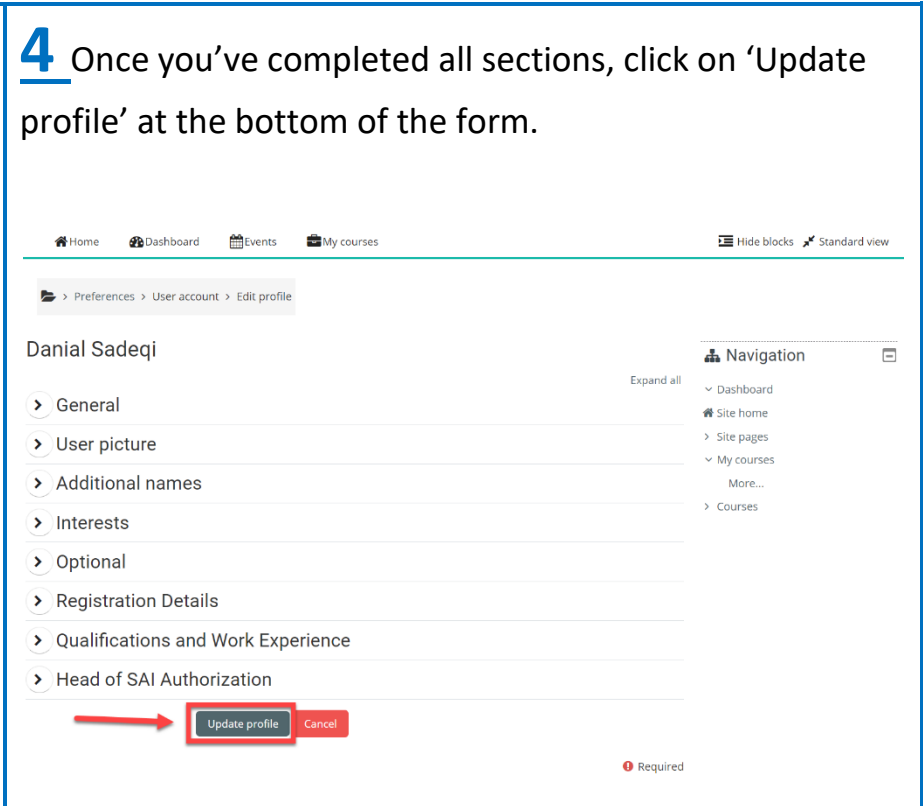


### III. How to update your profile

**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: [daniel.sadeqi@pasai.org](mailto:daniel.sadeqi@pasai.org)