

ATTENTION ALL PUBLIC SECTOR EMPLOYEES!

The ICT Authority in collaboration with partners is conducting virtual cyber security training to public servants across the Government Ministries, Departments, Agencies, Counties as well as learning institutions for a period of six (6) months. Currently the cost of the training has been absorbed by the ICT Authority and the training partners. The Public Sector Cybersecurity and Emerging Technology Awareness Training program will be ending on **27th June, 2024**. After this due date, **all trainings at the Authority will be offered at a cost.**

Instructions

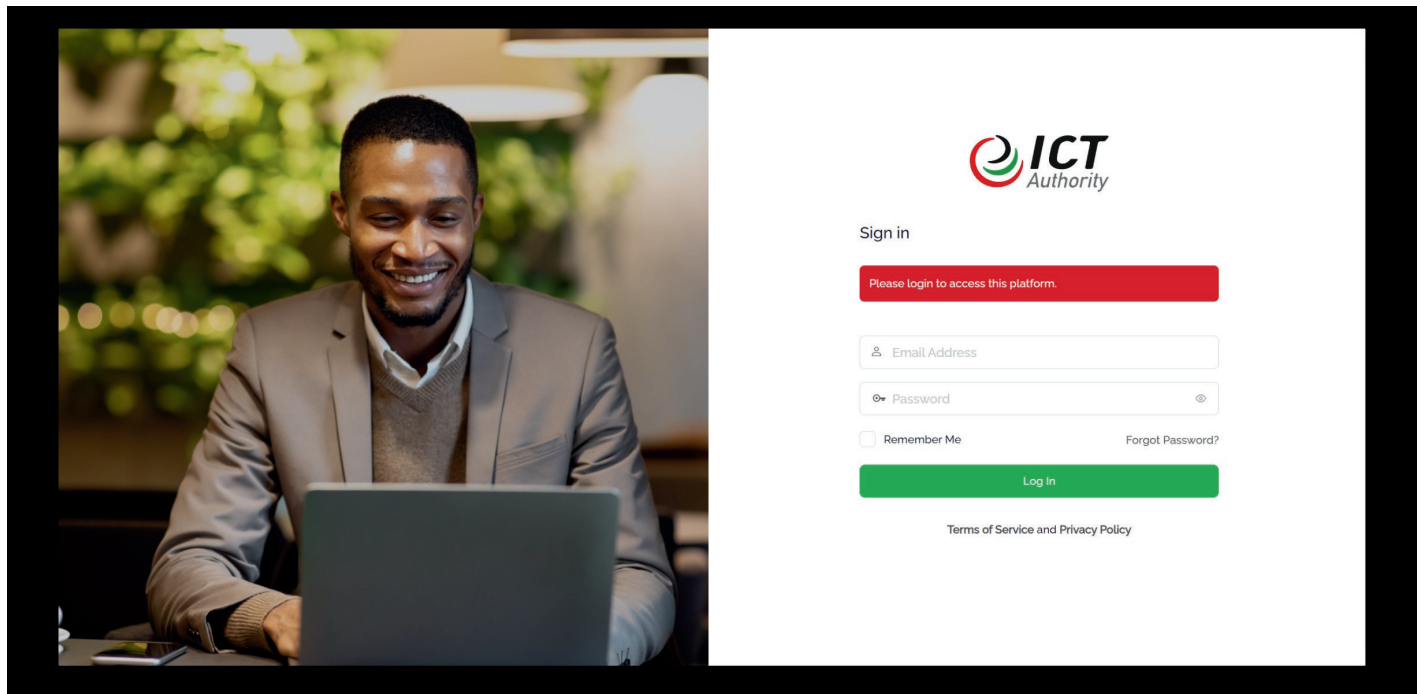
1. Register for the training through <https://www.smartacademy.go.ke/public-sector-training/>
2. Attend the training as per the training date indicated in the training link received upon registration.
3. After completing the training, use this link to log into the system to access the assessment:
 - **System Link:** <https://training.smartacademy.go.ke/>
 - **Email address:** Use the email address that you used during registration to login to the system.
 - **Password:** tRaining@24#

Attached please find the system guide to help you navigate through the system to access the assessment.

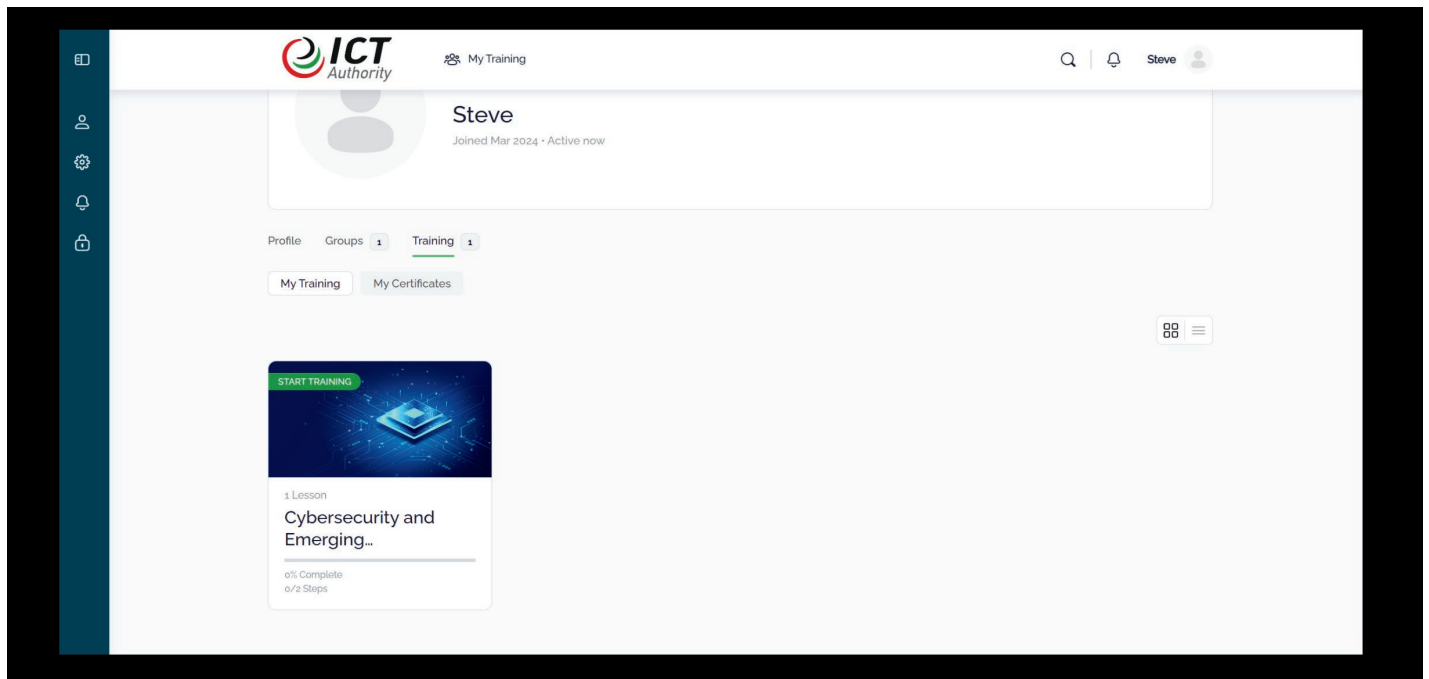
Once you successfully undertake the assessment and pass **you will automatically receive your certificate** through the email you used.

Don't miss out on this valuable opportunity to gain critical skills in cybersecurity and emerging technologies!

Access the system via this link: <https://training.smartacademy.go.ke/> . You will land on the screen shown below:

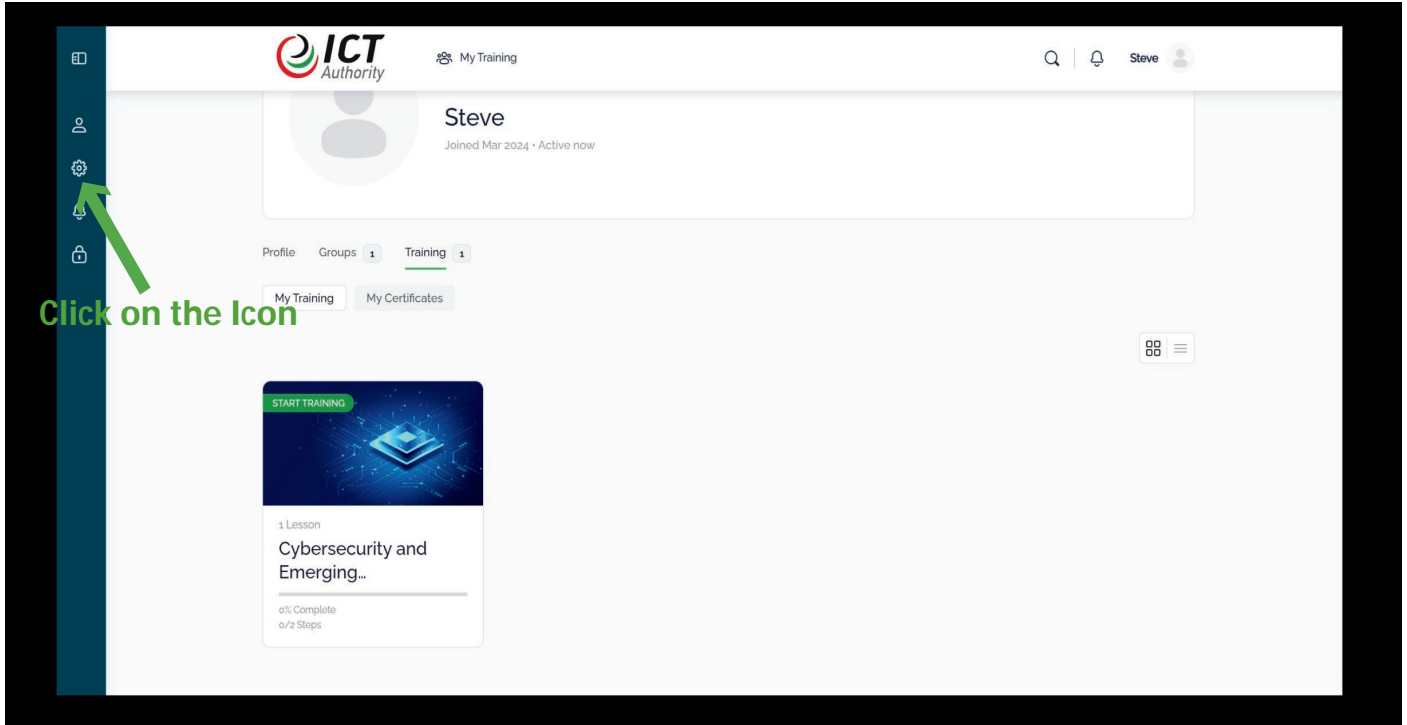


Enter your email address in the Email field and the default password that was shared in the password field. Upon logging in, you will be directed to your Training page as shown below;

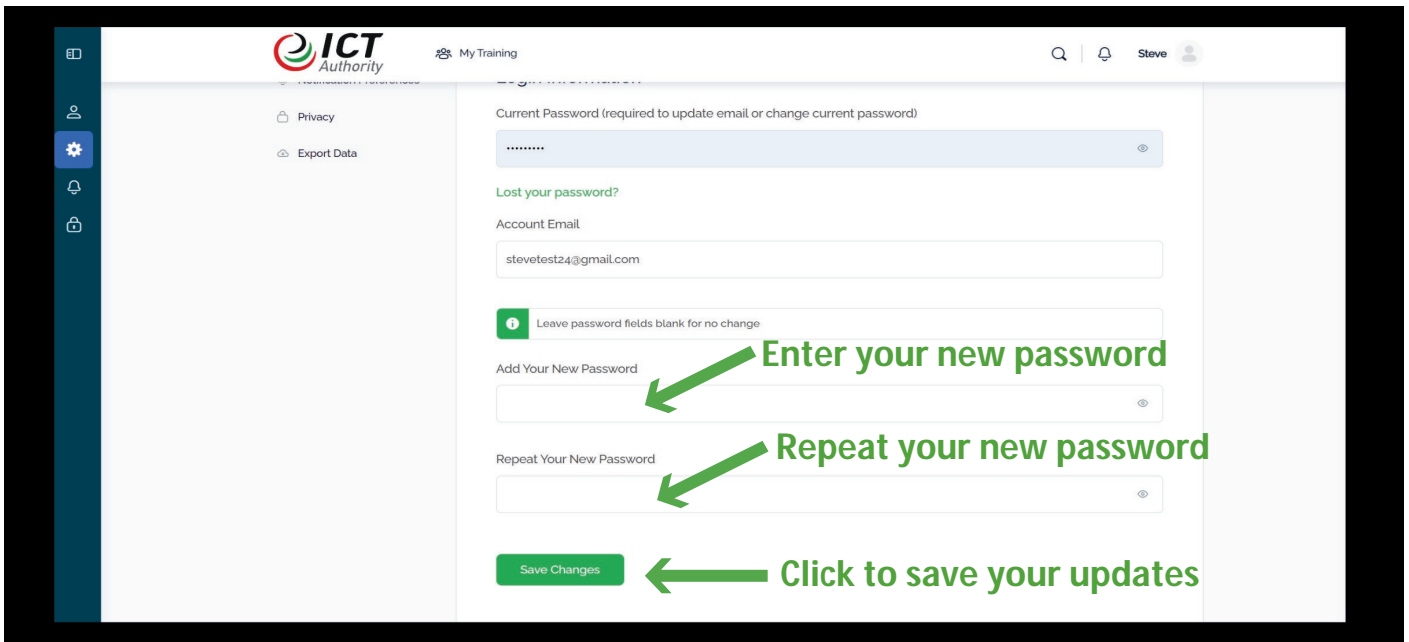


PASSWORD CHANGE

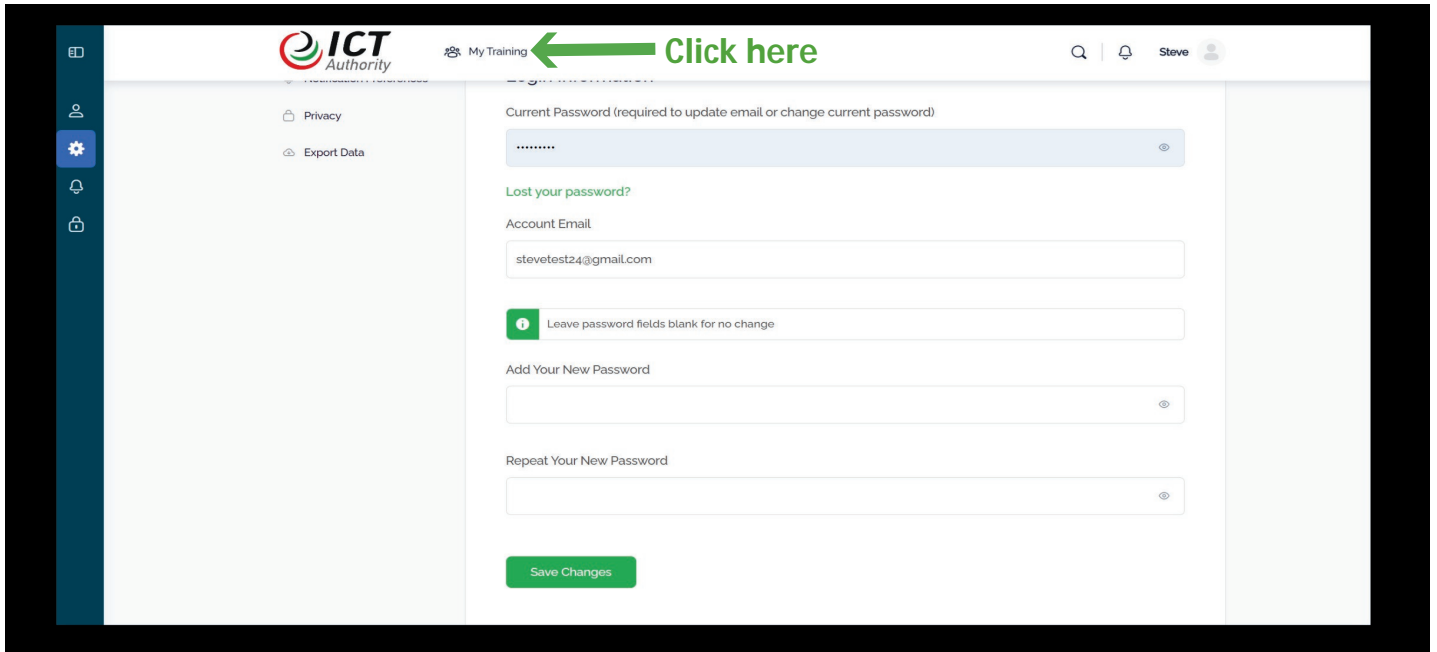
Make sure you change your password from the default password to a different password of your choice. To achieve this, click on the settings icon on the left menu as guided in the image below:



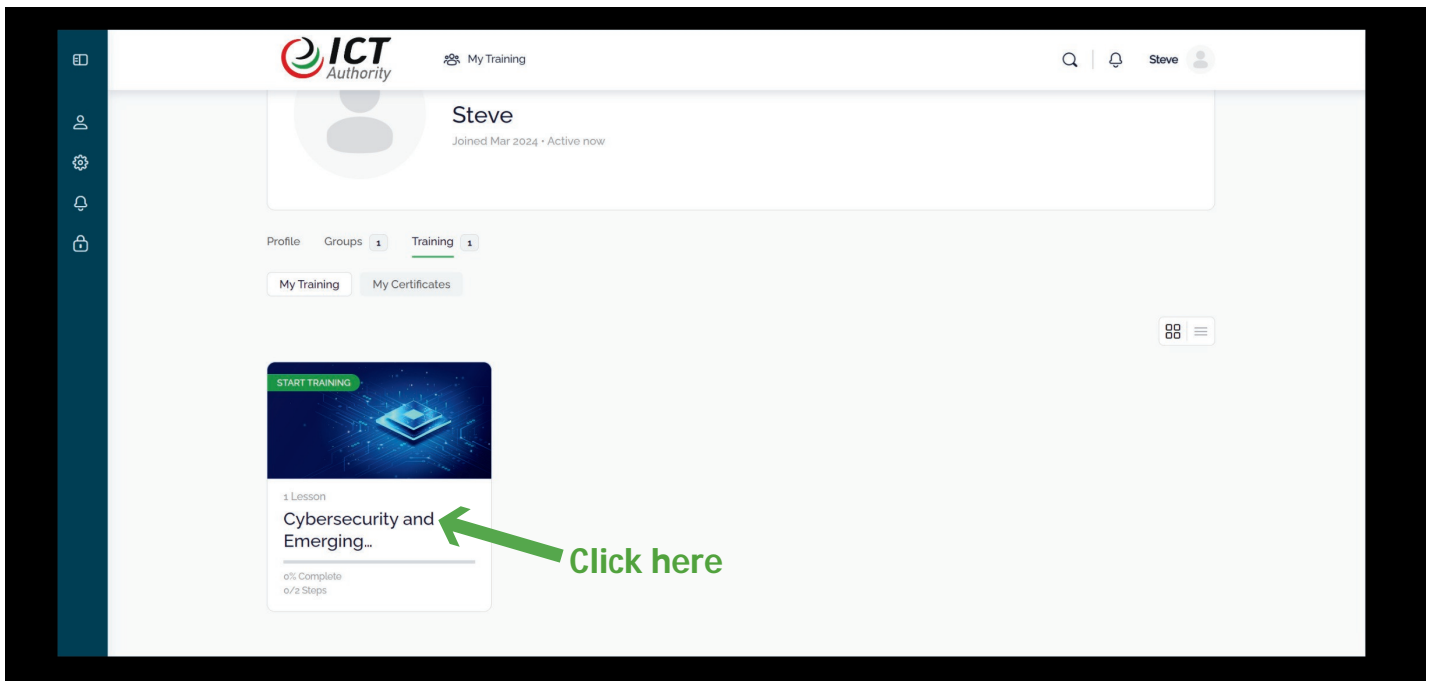
Clicking on the settings icon will direct you to the page where you can change your password as shown below. Enter your preferred password in the field named **“Add Your New Password”** as shown below. Repeat the password in the **“Repeat Your New Password”** field and then click on the **“Save Changes”** button to save your changes. You will now be logging in with the updated password.



Click on the “My Training” link at the top menu as guided in the image below to go to the training page;



You will then be directed to your enrolled training page. **Click on Cybersecurity and Emerging Technologies Awareness Training.**



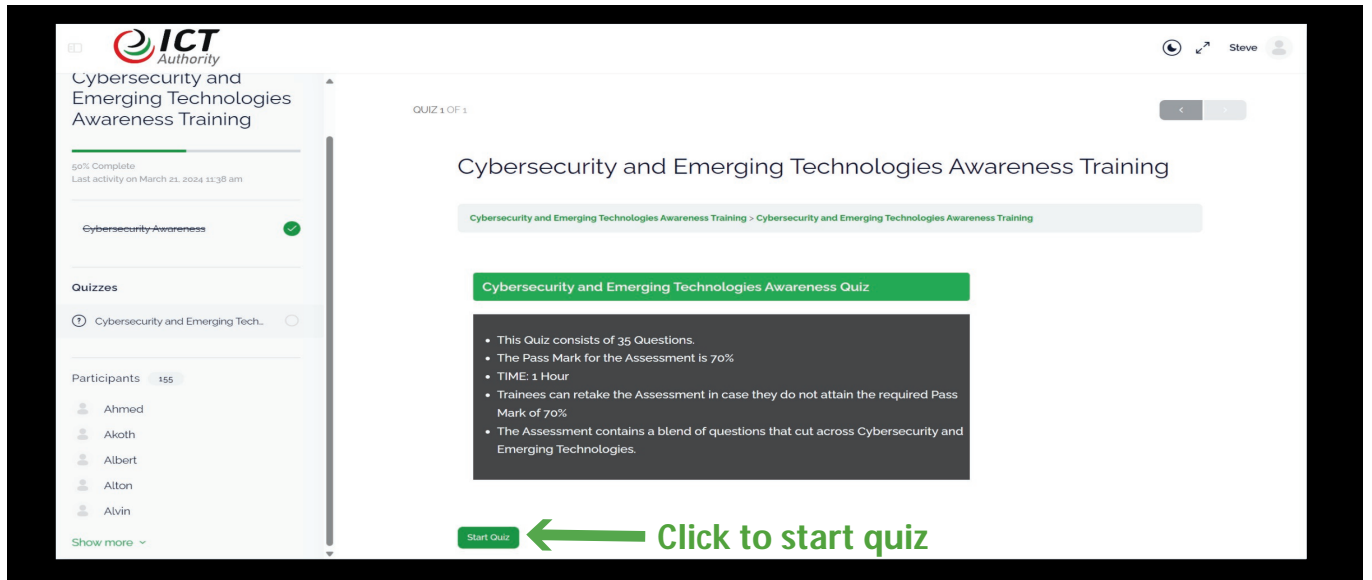
You will then be redirected to the training page as shown in the figure below. Click on the button labelled **"Start Training"**

The screenshot shows the training page for 'Cybersecurity and Emerging Technologies Awareness Training'. The page header includes the ICT Authority logo and 'My Training' navigation. The main content area displays the training title and a progress indicator showing '0% Complete' and '0/2 Steps'. A sidebar on the right lists the training includes: '1 Lesson', '1 Quiz', and 'Training Certificate'. A prominent green 'Start Training' button is visible, with a green arrow pointing to it and the text 'Click to start training'.

Click on the **"Mark Complete"** button as shown in the figure below to complete your training.

The screenshot shows the training completion page for 'Cybersecurity Awareness'. The page header includes the ICT Authority logo and 'My Training' navigation. The main content area displays the training title and a progress indicator showing '0% Complete' and 'Last activity on March 21, 2024 11:36 am'. A sidebar on the left lists the training includes: '1 Lesson', '1 Quiz', and 'Training Certificate'. A prominent green 'Mark Complete' button is visible, with a green arrow pointing to it and the text 'Click to complete training'.

Clicking on the **“Mark Complete”** button will direct you to the Quiz page as shown in the figure below;



Read through the instructions before starting the quiz and then click on the **“Start Quiz”** button to start the quiz. The system saves your quiz progress in case you drop out of the system before completing the quiz. The next time you log in to the system, you will resume from where you had left off.

LOGGING OUT

To log out of the system, click on the **“Padlock”** icon the side menu as shown in the figure below;

