

Quick Start Guide

Version: English

Welcome!

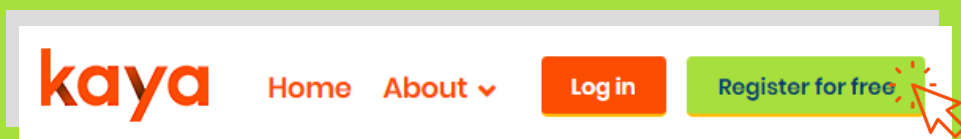
Kaya is a **global learning platform** for the humanitarian sector. Here you will find both **online** and **in-person** learning opportunities across a number of important topics, including the **humanitarian essentials**, **technical sectors**, **programmatic support**, **safety and security** and **management essentials**.

Kaya is designed to be accessed from **phones**, **tablets**, **laptops** and **PCs**, so you can use it whenever and wherever you are. The platform also works in **English**, **Spanish**, **French** and **Arabic**, with courses in many other languages which you can find when you search the full catalogue.

Create an account

In order to access courses, track your progress and download your certificates, you will need to create a free account.

To do so, click the **Register for free** button at the top of the page, or from the main menu if you are using a mobile.



On the registration page you will be asked to complete the mandatory fields that are marked with an asterisk, including your email address, name and other basic information.

We use this data in order to effectively provide you with learning opportunities on the platform and for reporting purposes. If you would like to learn more about how we use and process your data, please view the **Kaya Privacy Policy**, found at the bottom of the page.

Passwords must contain at least 8 characters, including 1 number, 1 lower case letter and 1 upper case letter.

kaya Home About ▾ Log in English | Français | عربي humanitarian leadership academy **h**

New account

There are required fields in this form marked *.

▼ Login details

Email address* :

Email (again)* :

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password: ☐ Unmask

Once you have completed all the fields you should select **Create my new account** at the bottom of the page.

When your account is created you are automatically sent an email with a link that you must click in order to **confirm your account**. You can't join courses until you've done this.

Sometimes the confirmation email can get stuck in your junk folder, or is stopped before it even reaches your computer. If you think this has happened to you then click **Need help?** at the bottom of any page on Kaya to speak to one of our support technicians who will be able to manually confirm your account for you.

You can edit your profile information at any point after registration by clicking on your name at the top of the screen and then selecting **Profile** then **Edit profile**.

Your dashboard

kaya

🔔 Learner

Browse courses

- Humanitarian Essentials
- Technical Sectors
- Programmatic Support
- Safety and Security
- Management Essentials

[Browse all →](#)

Last Course Accessed

Introduction to International Humanitarian Law (IHL)

22%

Recent Learning

PgMD Pro: Program Management	37%
Volunteer Essentials Pathway	5%
PMD Pro: Project Management	11%
Diaspora Humanitarian Training	66%

Logged in user

Learner

📍 Country: United Kingdom
learner@account.org

Need help?

Kaya offline

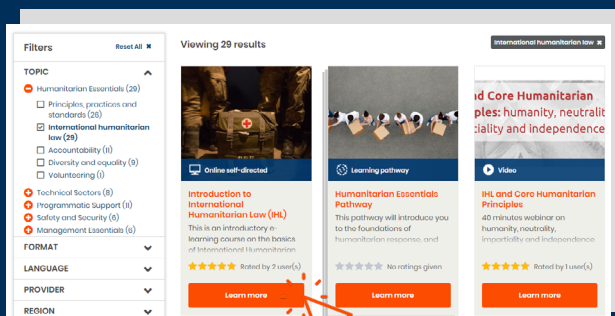
Once you have created your account you will have access to a personal dashboard. **Browse courses** provides a list of topics within the course catalogue for you to browse and to join courses that are of interest to you; **Recent learning** provides quick access to courses that you have joined, and an indication of your progress within them; **Logged in user** displays your profile information; **Need help?** links to a list of common questions and issues with detailed solutions; and **Kaya Mobile** where you can download our app for your smartphone or tablet, so that you can continue to learn wherever you are – even without an internet connection!

Whatever page you are on on Kaya you can click the 'hamburger' button at the top of the screen to access the main menu. **Course catalogue** allows you to browse the full course catalogue; **My dashboard** returns you to your dashboard; and **My learning** provides access to all courses that you have joined and your record of learning within them.

Search for a course

To search for a course in the catalogue you can type keywords into the **search field** at the top of the page, or use a number of **filters** to narrow your results by format, language, provider and region. To remove your filters, click the 'x' next to them.

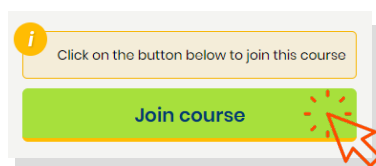
Once you've found the course you want click **Learn more** on the course card to be taken to the summary page where you will be able to join it.



Join a course

Found a course that you're interested in? It's really easy to join. Simply click the **Join** button on the right hand side of the course summary page. You are now a learner on this course!

As a result, you'll now be able to find the course on your **Dashboard** or on your **My learning** page, where you can track your progress as you complete all of the learning activities within it.



Further support

If you need further support scroll down to the page footer or go to your dashboard and click **Need help?** to find a list of common questions and issues with detailed solutions.

Live chat also provides 24/7 support, any day of the year, in English, French, Spanish or Arabic. Speak to one of our support technicians and they will be able to answer your questions or resolve your issues.

A mobile app can also be downloaded by clicking **Kaya Mobile** on your dashboard, which will allow you to continue to access your courses and learn without an internet connection. Your progress will be automatically uploaded to Kaya when you are next online.

Finally, to stay up to date with news and new course releases, why not follow one of our **social media channels?**

ABOUT

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Kaya Mobile
Terms and conditions
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SUPPORT

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Guía de consulta rápida
Guide de démarrage rapide
دليل تعليمات سريعة

FOLLOW US



Happy learning!