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 want. The platform also works in English, French and Arabic, and there is content in additional languages – you can see which ones when you search for a course.
Create an account

You can create an account on Kaya and start accessing courses by clicking the Register for free button at the top of the page, or from the menu if you are using a mobile.

On the registration page you will need to complete the mandatory fields that are marked with an asterisk, and at least one of Alternate name, First name or Family name must be completed.

If an Alternate name is given it will display on your profile even if you have provided your First and/or Family names. Alternate names are useful if you prefer to be known by a different name to your given name. Do note however that Certificates of Completion on Kaya print First name and Family name, so you will need to make sure these are given if you wish to download them.
Passwords must contain at least 8 characters, including 1 number, 1 lower case letter and 1 upper case letter. 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 Live Chat at the bottom of any page on Kaya to access 24/7 support. One of our support technicians will be able to manually confirm your account.

You can edit your profile information at any point after registration by clicking on your name and then selecting Edit profile in the top left hand corner of your screen.
Your dashboard

Once you have created your account you will have access to a Global dashboard that displays the following three blocks:

**Browse courses** - a list of topics within the Kaya Catalogue, for you to explore and to join courses that are of interest to you.

**Recent learning** - quick access to courses that you have joined, and an indication of your progress within them.

**Profile widget** - displays your learner profile information.

You can also navigate Kaya using the main menu at the top of your page. **Search** allows you to browse the full Kaya Catalogue; **Featured Courses** signposts new and recommended courses and pathways; 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 Kaya Catalogue you can type **keywords** into the field at the top of the page, or use a number of preset **filters** including topic, format, language, provider and compatibility. To remove your filters, click **Clear Filters**.

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 monitor your progress as you complete all of the learning activities within it.
Further support

If you need further support scroll down to the Kaya page footer where you can find FAQs which provide 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 or Arabic. Speak to one of our support technicians and they will be able to answer your questions or resolve your issues.

A Offline Player can also be accessed and downloaded via the Kaya frontpage so that you can continue to 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?

Thank you!