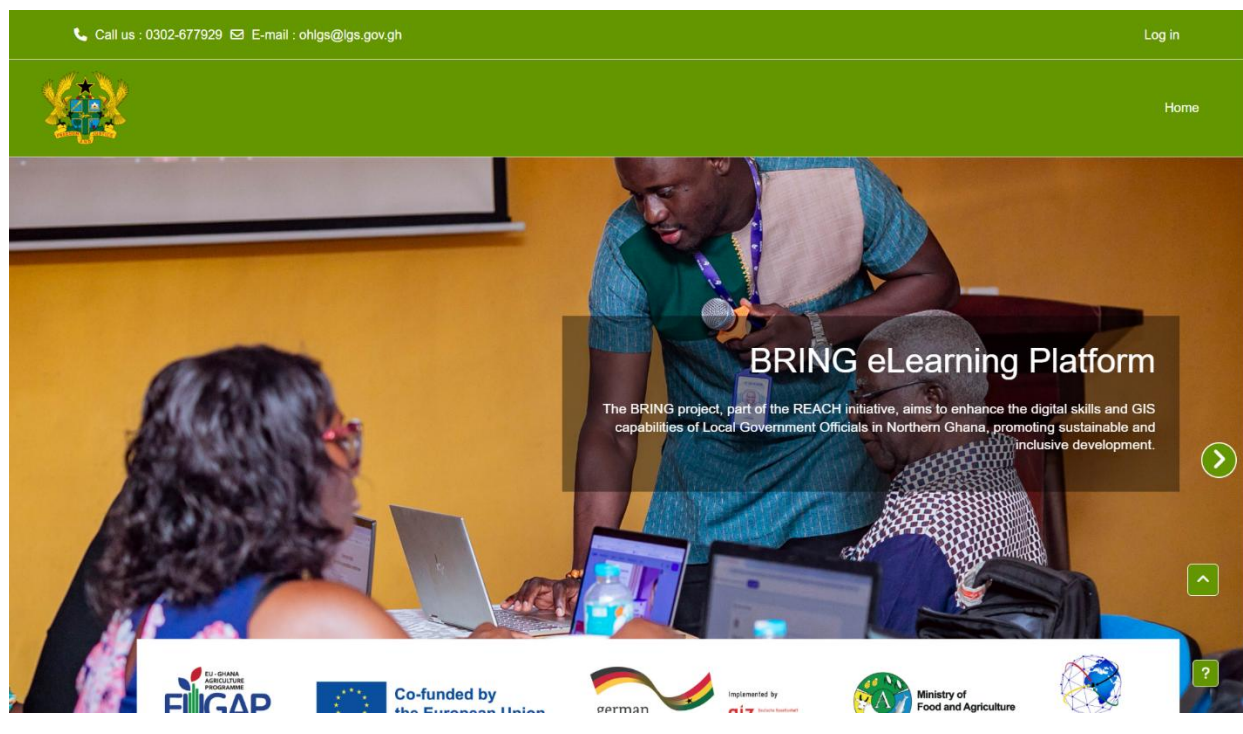


BRING PROJECT

LEARNING MANAGEMENT SYSTEM USER MANUAL



Courses **BRING COURSES**

BRING COURSES

BRING COURSES

Search courses

> Expand all

Digital Skills

Geographic Information System (GIS)

Web Development

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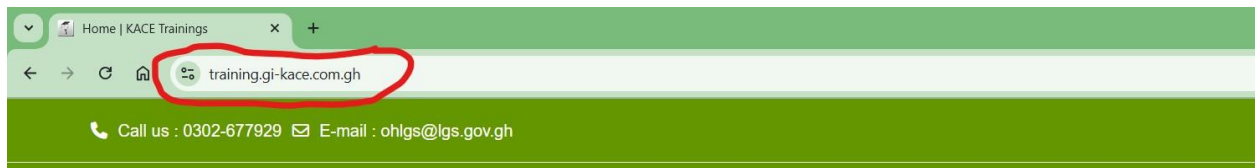
Introduction

The BRING project, part of the REACH initiative, aims to enhance the digital skills and GIS capabilities of Local Government Officials in Northern Ghana, promoting sustainable and inclusive development.

This user manual provides a step-by-step guide to help you navigate and utilize the features of the training website at <https://training.gi-kace.com.gh/>. The website offers access to various ICT training courses, registration, and course information to enhance your digital skills.

Accessing the Website

1. **Open a Web Browser:** Use a modern web browser such as Google Chrome, Mozilla Firefox, or Microsoft Edge.
2. **Enter the URL:** Type <https://training.gi-kace.com.gh/> into the address bar and press Enter.



3. **Ensure Internet Connection:** Verify that you have a stable internet connection to access the website without interruptions.

Navigating the Homepage

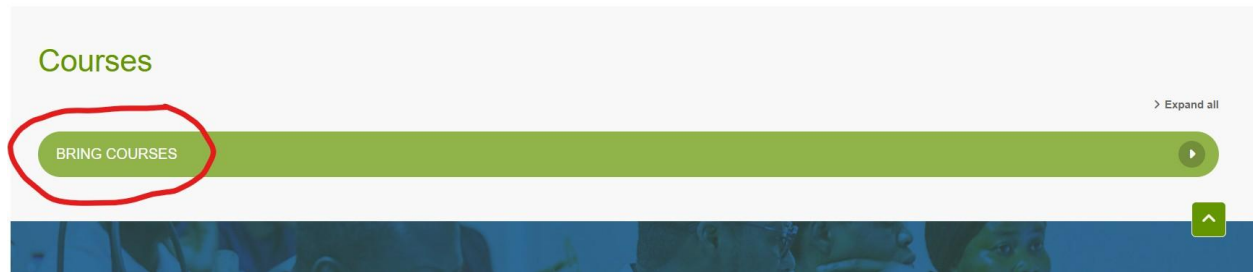
The homepage provides an overview of the training programs offered by GI-KACE. Key sections include:

- **Header Menu:** Contains links to "Home," and "Login," pages.
- **Promoted Courses:** Highlights popular or upcoming courses with brief descriptions and links to learn more.

Exploring Available Courses

1. **Go to Courses Section:**
 - Click on the "**Bring Courses**" link under the "Courses" section to view all available courses.

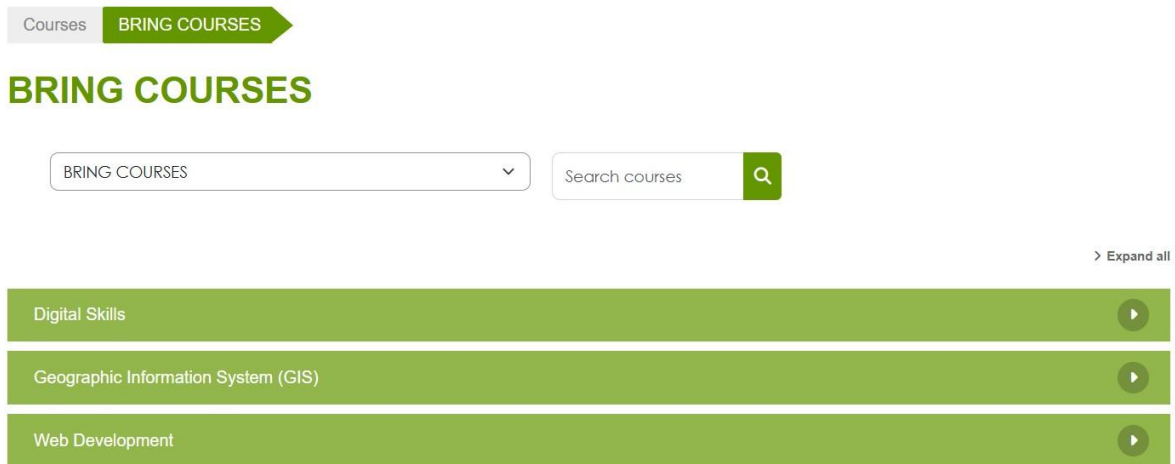
PROMOTED COURSES



The screenshot shows a header area with the word "Courses" in green. Below it is a green bar containing the text "BRING COURSES" in white, which is circled in red. To the right of the bar is a play button icon. Above the bar, on the right, is a link that says "> Expand all". Below the bar is a blue banner image with a green upward arrow icon on the right.

Course Details:

- After clicking on the BRING Courses it takes you to the course details section for you to view all courses that are available under the BRING Courses.



The screenshot shows a navigation bar with "Courses" and "BRING COURSES" (the latter is highlighted with a green arrow). Below the bar is the heading "BRING COURSES" in green. Underneath is a search bar with a dropdown menu showing "BRING COURSES" and a search button with a magnifying glass icon. To the right of the search bar is a link that says "> Expand all". Below the search bar is a list of three course categories, each in a green bar with a play button icon on the right: "Digital Skills", "Geographic Information System (GIS)", and "Web Development".

Filter or Search:

- Use any available search or filter options to find courses by category (e.g. Digital Skills, Geographic Information System (GIS), Web Development) or type (e.g., Digital Skills, Geographic Information System, Web Development) in the search box

Courses **BRING COURSES**

BRING COURSES

BRING COURSES Search courses

> Expand all

Digital Skills



Geographic Information System (GIS)



Web Development



View course details/chapters

Select a Course:

- Click on the collapse button → at the end of each course tab to view the chapters

BRING COURSES

BRING COURSES Search courses

▼ Collapse all

Digital Skills



Chapter 1: Knowing Your Desktop

i

Chapter 2: E-Mail(Outlook)

i

Chapter 3: Using Microsoft Word, PowerPoint and Excel

i

Chapter 4: Digital communication and Collaboration tools

i

Chapter 5: Data Management and Digital Documentation

i

Geographic Information System (GIS)




- Click on any of the courses to view all details associated with it

BRING COURSES


Category


More ▾


BRING COURSES ▾

Search courses 

> Expand all

Digital Skills 

Geographic Information System (GIS) 

Web Development 

After clicking on Digital Skills, it opens the full details.


Digital Skills

Category

Settings

More ▾

BRING COURSES / Digital Skills ▾

Search courses 

⋮

This digital skills training equips MMDA staff with essential competencies in professional email management (Outlook), virtual collaboration (Microsoft Teams), AI-powered productivity tools (ChatGPT), and secure cloud file management (OneDrive). Participants will develop practical skills for effective digital communication, streamlined workflow coordination, and secure data handling, enabling them to enhance operational efficiency, improve interdepartmental collaboration, and maintain government security standards in their daily work processes. The hands-on program focuses on immediately applicable techniques to modernize traditional workflows through integrated digital solutions.

Chapter 1: Knowing Your Desktop



This course provides foundational digital literacy and cybersecurity skills, teaching participants to:

- Navigate operating systems and manage files effectively.
- Use the internet safely, including secure browsing and identifying threats like phishing and malware.
- Implement strong password policies and email security measures.
- Protect mobile devices and practice secure Wi-Fi usage.

Chapter details

- You can click on each chapter to read more about it

Digital Skills

Category

Settings

More ▾

BRING COURSES / Digital Skills ▾

Search courses



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After clicking on Chapter 1: Knowing Your Desktop

It displays full details under the selected chapter

Chapter 1: Knowing Your Desktop

Enrolment options

Chapter 1: Knowing Your Desktop



This course provides foundational digital literacy and cybersecurity skills, teaching participants to:

- Navigate operating systems and manage files effectively.
- Use the internet safely, including secure browsing and identifying threats like phishing and malware.
- Implement strong password policies and email security measures.
- Protect mobile devices and practice secure Wi-Fi usage.
- Apply responsible social media practices to safeguard sensitive data.

By the end, learners will be equipped to mitigate cyber risks and enhance digital security in both professional and personal settings.

You cannot enrol yourself in this course.

Continue

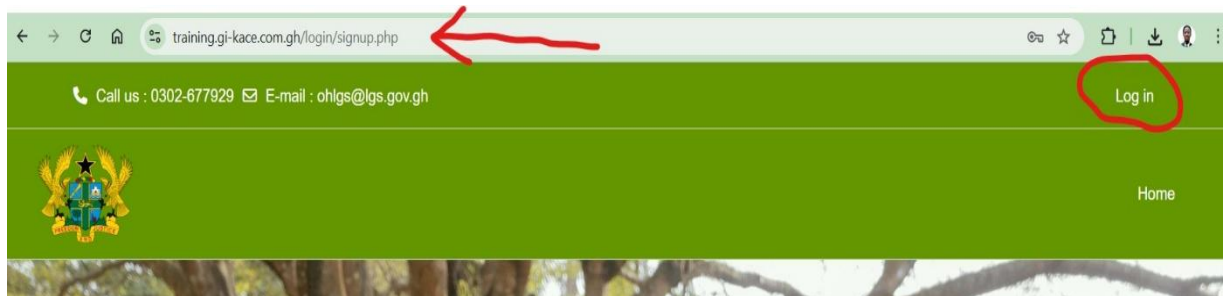
Registering for a Course

1. Select a Course:

- Navigate to the desired course page from the "Courses" section.
- Click the "Continue" or "Enroll" button (if available).

Registering for the system/creating a login account

- Click on the login button / type <https://training.gi-kace.com.gh/login/signup.php> in the address bar

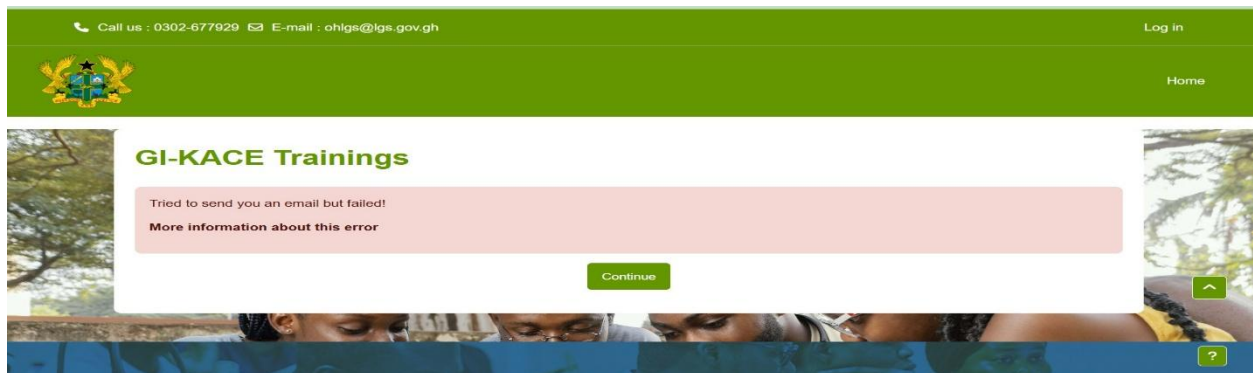


- Fill the form and click on Create new account

A screenshot of the account creation form on the same website. The form is located on a page with a green header containing the same contact information and a 'Log in' button. The form fields are: 'Email (again)' with a red exclamation mark icon, 'First name' with a red exclamation mark icon, 'Last name' with a red exclamation mark icon, 'City/town', and 'Country' with a dropdown menu showing 'Select a country'. At the bottom of the form, there are two buttons: 'Create my new account' and 'Cancel'. The 'Create my new account' button is circled in red. To the right of the form, there is a vertical sidebar with a green background, featuring a green upward arrow button and a green question mark button. The background of the page shows a blurred image of a person sitting at a desk with a laptop.

Account activation

- After you have submitted the form please wait for activation

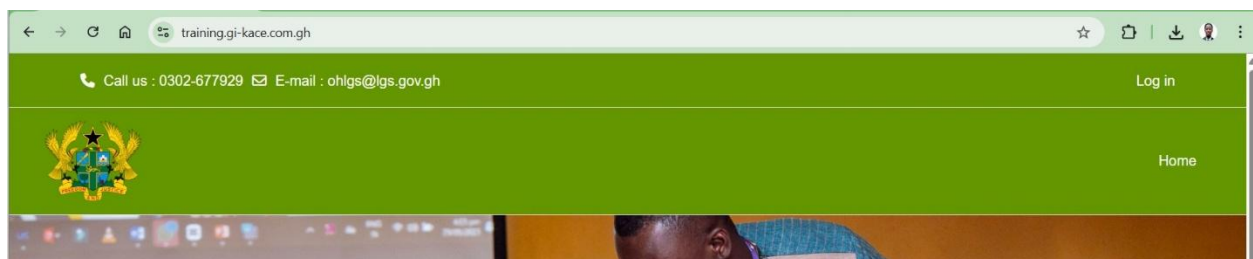


- Click the "Continue" or "Enroll" button (if available).

Logging In

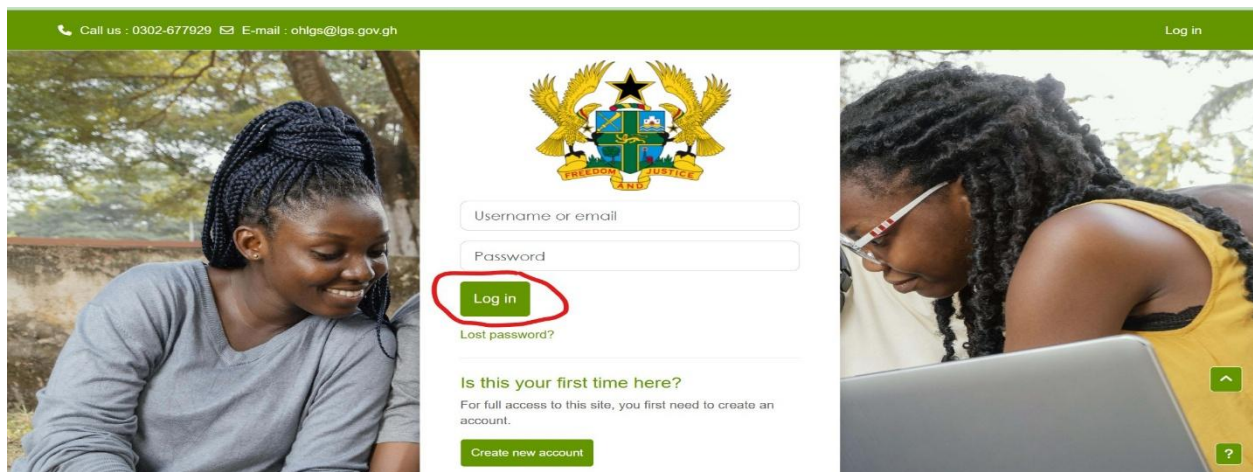
Access the Login Page:

- Click the "Login" link in the header menu or visit <https://training.gi-kace.com.gh/login> (if available).

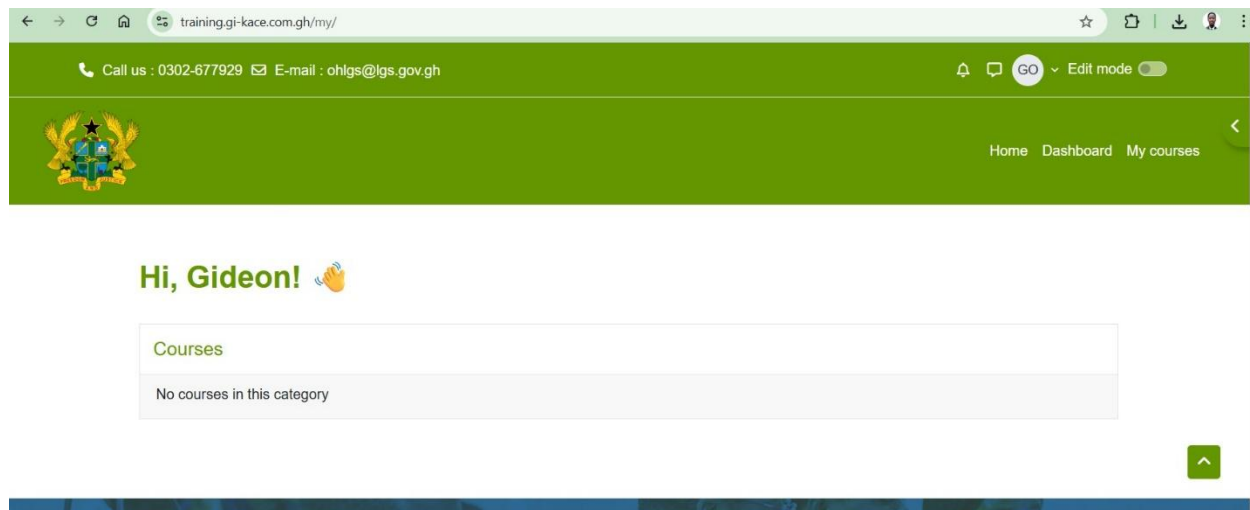


After clicking on Login you will see the following details

- Enter your username/email and password and click on login



After successful login you will be welcome to your dashboard



Contacting Support

1. Find Contact Information:

- Navigate to the bottom part of any page, under "Contact Us" via the footer.
- Use the provided email (e.g., ohlgs@lgs.gov.gh) or phone number (0302677929) for inquiries.



Tips for a Smooth Experience

- **Check System Requirements:** Ensure your device meets any technical requirements for online courses (e.g., good internet connection).
- **Bookmark the Website:** Save <https://training.gi-kace.com.gh/> for quick access.
- **Prepare for Courses:** Review course prerequisites and objectives to ensure you are ready for the training.
- **Secure Your Account:** Use a strong password and keep your login credentials safe.

Conclusion

The BRING Training Website is designed to provide accessible and practical ICT training to support your career development. By following this manual, you can easily navigate the website, explore courses, register, and access support. For further assistance, reach out to GI-KACE via the contact details provided on the website.

Last update: 24th July, 2025

Updated By: GI-KACE Team