Public Service Training and Certification

System Guide

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Accessing the system

To access the system kindly go to https://pstis.nipa.ac.zm using your preferred web browser.

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PUBLIC SERVICE TRAINING INFORMATION SYSTEM

APPLY FOR TRAINING

Welcome to the Public Service Training Information System (PSTIS) please apply online for a training program or login if you are already enrolled.
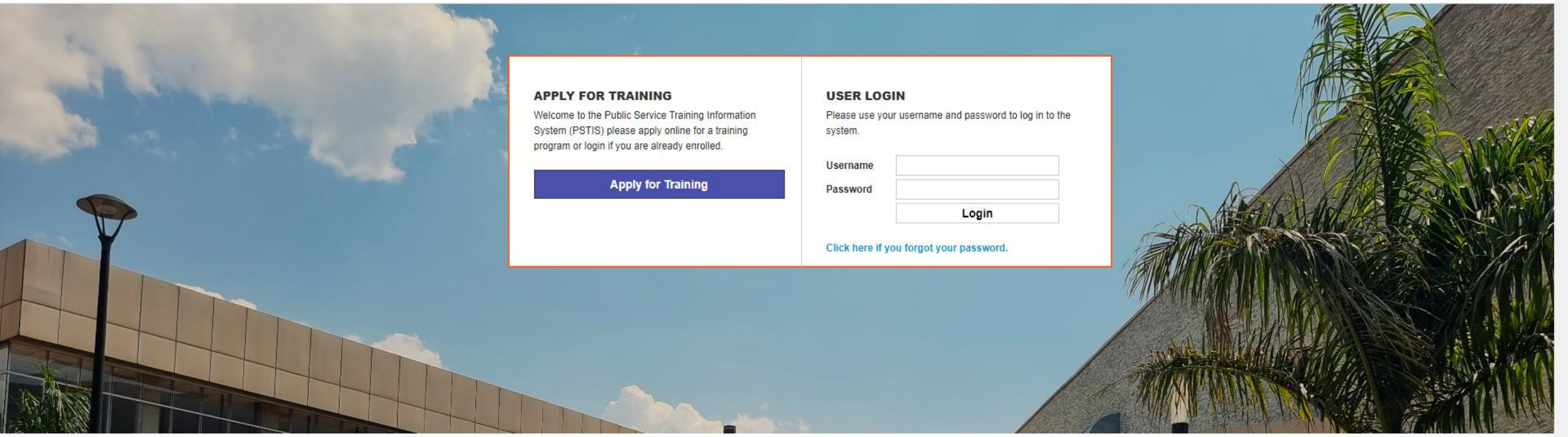
Apply for Training

USER LOGIN

Please use your username and password to log in to the system.

Username

Password

Login

Click here if you forgot your password.

Logging in

Enter your username (which is your employee number) and password (PASSWORD is the default) as indicated on the page.

Enter employee number

Enter password

Press login when you've entered the information above

Updating the password

When you successfully login, if you are using the default password you'll be asked to change it on the following screen.

Be sure to enter a strong password as the system rejects weak passwords.

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PUBLIC SERVICE TRAINING INFORMATION SYSTEM

CURRENT USER: 7

LEARNER

- Home
- Edit personal information
- Personal Information
- Results
- Change Password
- Logout

Home

Change Password
Change your password by entering the following data.

> You'll need to change your password from the default to proceed.

> Password should be at least 8 characters in length and include at least one uppercase letter, one number, and one special character.

Please remember to enter all fields!

Verify old password

New password

Verify new password

Change Password

Enter your old password

Enter the new password

Repeat the new password

Press this button once you are done

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You accessing NIPA from: 1.63.60.2 all transactions on this system are logged.

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CURRENT USER: 7

LEARNER

- Home
- Edit personal information
- Personal Information
- Results
- Change Password
- Logout

Home>Password>Change Password

Change Password
Change your password by entering the following data.

You'll need to change your password from the default to proceed.

Password should be at least 8 characters in length and include at least one uppercase letter, one number, and one special character.

Please remember to enter all fields!

Verify old password	••••••••
New password	••••••••
Verify new password	••••••••

Change Password

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PUBLIC SERVICE TRAINING INFORMATION SYSTEM

CURRENT USER: 7

LEARNER

- Home
- Edit personal information
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- Results
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- Logout

Home>Password>Change Password

Change Password
Change your password by entering the following data.

You'll need to change your password from the default to proceed.

Strong password.

Your password has been changed! The next time you log-in you will need to use your new password.

It is advisable to log out and then log in again to test your new password.

This means you have successfully updated your password.

Updating your phone number

On the menu to the left side of your screen, click on edit user information.

On the next page, enter your ten-digit phone number as demonstrated below.

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PUBLIC SERVICE TRAINING INFORMATION SYSTEM

CURRENT USER: 7

LEARNER

- Home
- Edit personal information
- Personal Information
- Results
- Change Password
- Logout

Home>Password>Change Password

Change Password
Change your password by entering the following data.

You'll need t̶o̶ ̶c̶h̶a̶n̶g̶e̶ ̶y̶o̶u̶r̶ ̶p̶a̶s̶s̶w̶o̶r̶d̶ ̶f̶r̶o̶m̶ ̶t̶h̶e̶ default to proceed.

Strong pass̶

Your passwo̶r̶d̶ ̶h̶a̶s̶ ̶b̶e̶e̶n̶ ̶c̶h̶a̶n̶g̶e̶d̶! The next time you log-in you will need to use your new password.

It is advisab̶l̶e̶ ̶t̶o̶ ̶l̶o̶g̶ ̶i̶n̶ again to test your new password.

Click here to go to the page on which you will update your phone number

Cop̶y̶r̶i̶g̶h̶t̶ ̶o̶f̶ ̶s̶i̶t̶e̶ ̶P̶o̶w̶e̶r̶e̶d̶ ̶b̶y̶ EduRole | Developed by National Institute of Public Administration
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PUBLIC SERVICE TRAINING INFORMATION SYSTEM

CURRENT USER: 7

LEARNER

- Home
- Edit personal information
- Personal Information
- Results
- Change Password
- Logout

Home>Information>Edit personal information

Edit personal information
To save changes to the profile please remember to click the save button.

Static information such as names and birth dates can not be changed unless a request for change is filed with the administrator.

Back to Profile

Information	Input fields	Description
Phone Number		9696969 or 0766767676
Update account information		

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Enter your ten digit phone number here

Press this button to update your number once you are done

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PUBLIC SERVICE TRAINING INFORMATION SYSTEM

LEARNER

- Home
- Edit personal information
- Personal Information
- Results
- Change Password
- Logout

Home>Information>Save Information

Save Information
Internal function

The user account has been updated

RETURN TO PROFILE

Static information such as names and birth dates can not be changed unless a request for change is filed with the administrator.

Back to Profile

Information	Input fields	Description
Phone Number		i.e 0969696969 or 0766767676
	Update account information	

This means you have successfully updated your phone number.

Logging into the certification platform

On the menu to the left side of your screen, click on home.

You'll see your information there as well as the link to go to the certification system.

You'll use the same username and password (enter the updated password) that you used previously.

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Institute of Public
Administration

**PUBLIC SERVICE TRAINING
INFORMATION SYSTEM**

CURRENT USER: 7

LEARNER

- Home
- Edit personal information
- Personal information
- Results
- Change password
- Logout

Click on this button to go to the home screen

Home>Information>Save Information

Save Information
Internal function

The user account has been updated

RETURN TO PROFILE

Static information such as names and birth dates can not be changed unless a request for change is filed with the administrator.

Back to Profile

Information	Input fields	Description
Phone Number	████████	i.e 0969696969 or 0766767676
	Update account information	

Your name will be shown here

Your employee number will be shown here

Click on this button to go to the eLearning platform

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PUBLIC SERVICE TRAINING INFORMATION SYSTEM

CURRENT USER: 7

LEARNER

- Home
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Home

Welcome Chafwa Mwewa

Leaner number   **7**
Your privileges   Learner

PSTC eLearning

Welcome to the PSTIS

Welcome to NIPA PSTIS Portal. You are using our Learner information management system: Where you can see your grades and much more in the nearby future.

This platform allows learners and staff access to information relevant to them. In case you run into any problems please contact ICT support. Or open a help-desk ticket through the menu.

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Enter employee number

Enter updated password

Click on this button to log in

Hi, Welcome to Public Service Training and Certification

Enter your details to log in your account

Username

Username

Password

Password

Forgot your password?

Log in

Some courses may allow guest access

Access as a guest

This screen means you have successfully logged in.

Checking training content

On the screen you'll see all the courses you've been enrolled into.

To see the course contents, you can click on each course and see what content has been posted. An example is shown below.

Categories ⌄   Home   Dashboard   My courses

CM ⌄

This page shows the courses you're currently enrolled in.

My courses

Course overview

All   In progress   Future   Past   Starred   Removed from view
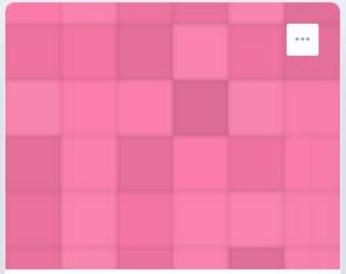
Sort by course name ⌄   🔍 Search

Click here to view the course content for this course

Economic Governance Training for Executives

Building State Institutions as...

View Course

Economic Governance Training for Executives

Development and the Global and Regional...

👤 Paul Kunda
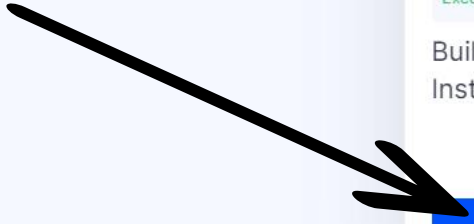
View Course

Economic Governance Training for Executives

Fiscal and Monetary Policy Interventions

👤 Paul Kunda

View Course

Categories ∨   Home   Dashboard   My courses

Recent ∨   CM ∨

This page shows the course content.
Feel free to scroll around and
explore it.

Course Menu

General ∧

Announcements

The Role of Bureaucracy in Del... ∧

The Digital Transformation in t... ∧

Sustainable Development Goa... ∧

Legal Frameworks: Enforcing ... ∧

Case Study 4: Rwanda's Trans... ∧

Activity ∧

Building State Institutions as Instruments of Growth

Course   Grades   Competencies

General

Collapse all ∨

Building State Institutions as Instruments of Growth -Is part of the Economic Governance For Senior Executives And Leader. Topics covered in this course include:

- The Role of Bureaucracy in Delivering Public Services
- The Digital Transformation in the context of e-government
- Sustainable Development Goals in the context of Climate Change
- Legal Frameworks: Enforcing Contracts, Protecting Property Rights
- Workshop: Assessing the Strengths and Weaknesses of Participants' Institutions
- Case Study 4: Rwanda's Transformation through Institutional Reform
- Interactive Exercise: Designing a State Institution for Economic Development
- Group Presentations and Peer Feedback

Announcements

The Role of Bureaucracy in Delivering Public Services ∨