

## DIGITAL SKILLS AND EMPLOYMENT ADVANCEMENT PROGRAM (DSEAP)

### USER MANUAL

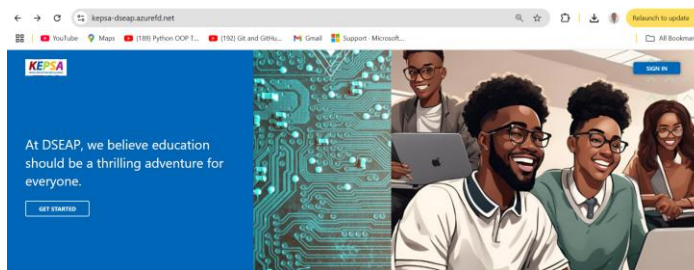
Digital Skills and Employment Advancement Program (DSEAP) is an initiative designed to equip individuals with in-demand digital skills, preparing them for the evolving job market. With a strong focus on emerging technologies, the program, in partnership with Microsoft, provides accessible and career-boosting learning opportunities.

#### What You Stand to Gain:

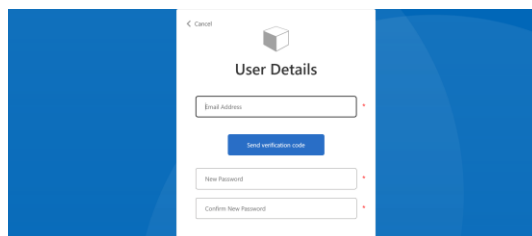
- **Recognizable Certifications** - By completing any Career Essentials course, participants gain critical skills that enhance their professional value, making them well-equipped for success in the digital world.
- **One-year LinkedIn Premium Access** - The LinkedIn Premium Voucher provides additional support, enhancing your job search, networking, and learning opportunities on LinkedIn.

#### STEP 1: PROCEDURE FOR COMPLETING A CAREER ESSENTIALS COURSE:

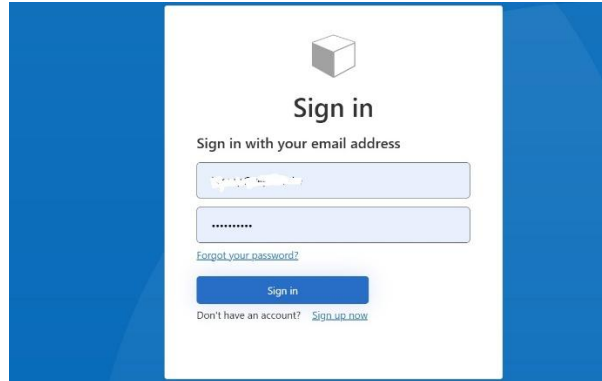
1. **Visit our landing page by clicking the following link;** <https://kepsa-dseap.azurefd.net/#/course/course-library> Register using your personal email, and verify your account via email.



2. **Create your Account**

A screenshot of a 'User Details' registration form. The form is titled 'User Details' and has a 'Cancel' link at the top left. It contains four input fields: 'Email Address', 'New Password', and 'Confirm New Password'. Below the 'Email Address' field is a blue button labeled 'Send verification code'. Each input field has a red asterisk to its right, indicating required fields. The form is set against a blue background.

### 3. Sign into your account



**Sign in**

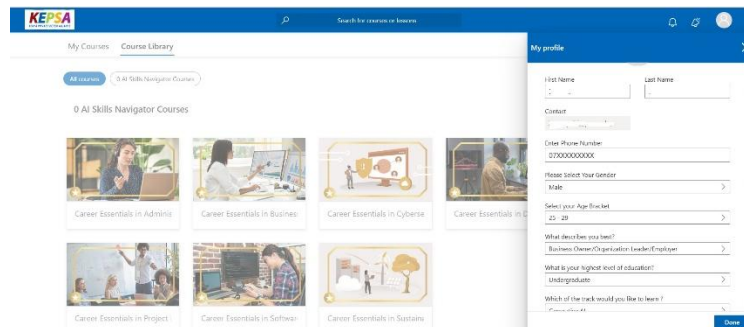
Sign in with your email address

[Forgot your password?](#)

**Sign in**

Don't have an account? [Sign up now](#)

### 4. Fill in the Additional Profile sections



**KEPSA** Search for courses or lessons

My Courses Course Library

All courses 0 AI Skills Navigator Courses

0 AI Skills Navigator Courses

Career Essentials in Adminis Career Essentials in Business Career Essentials in Cyberse Career Essentials in Data An

Career Essentials in Project Career Essentials in Software Career Essentials in Sustaina

**My profile**

First Name Last Name

Contact

Enter Phone Number 0700000000

Please Select Your Gender Male

Select your Age Bracket 25 - 30

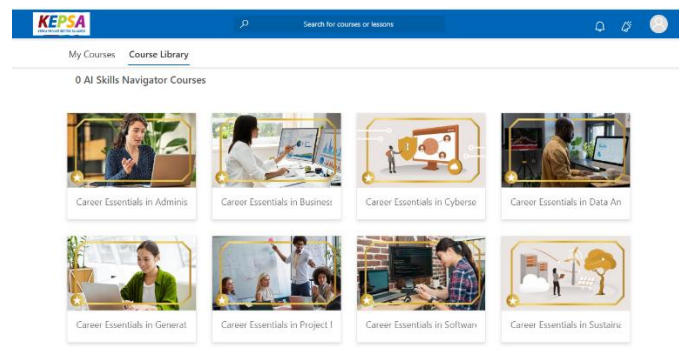
What describes you best? Business Owner/Entrepreneur Teacher/Instructor

What is your highest level of education? Undergraduate

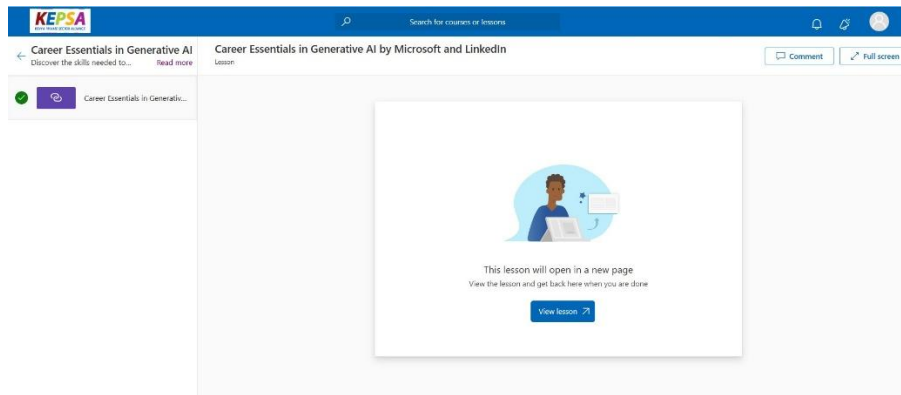
Which of the track would you like to learn? [Learn more](#)

**Done**

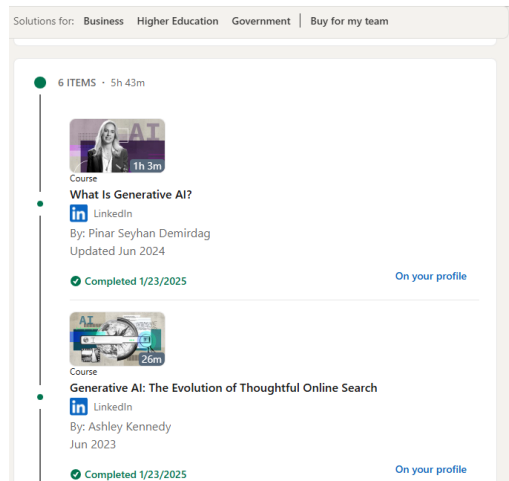
### 5. Browse the available Career Essentials courses: Select and enroll in a course that best suits your needs.



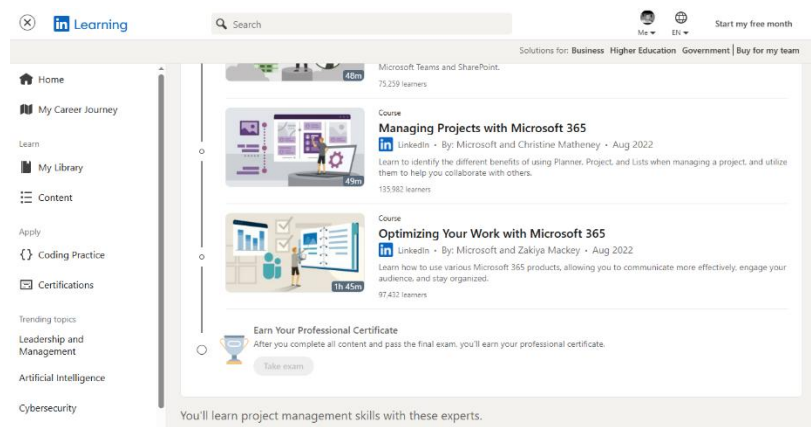
To Enroll, click on the course that you want, click on the lesson button, you will be redirected to the LinkedIn learning platform.



6. **Complete the Course:** Go through all the learning materials and modules. Successfully complete all the assessments and exercises. Upon successful completion, you will be awarded a certificate of completion.



7. **Obtain Your Certificate:** Upon completion of the final assessment, you will be offered a certificate which will also be sent to you via email as a link. Ensure that your name and course details are correctly displayed on the certificate.



You will be given an option of communicating your achievement on LinkedIn, As you do so, please feel free to Mention **(Kenya Private Sector Alliance (KEPSA))**.

## STEP 2: UPLOADING CERTIFICATE OR BADGE

8. **Upload the Certificate for Review:** Visit the certificate submission portal:  
<https://ee.kobotoolbox.org/x/P4CLhGXV>

**The Digital Skills and Employment  
Advancement Program (DSEAP) LinkedIn  
Voucher Award**

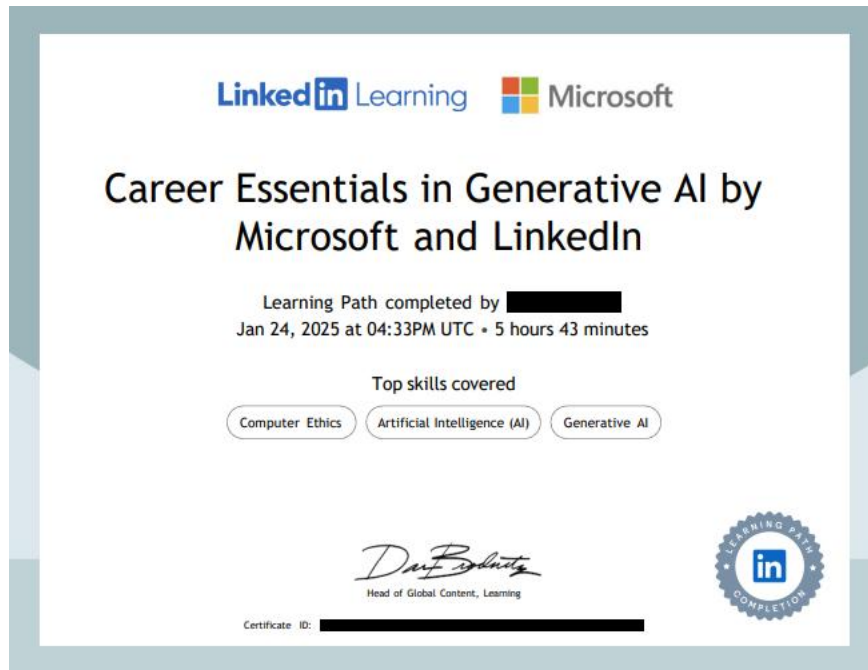
**\* Full Name**

**\* Email Address**

**Phone number**  
*Optional*

**\* LinkedIn Profile**  
*URL link*

9. **Certificate Submission.** Fill in the required details accurately. Upload your certificate as instructed. Submit the form for verification



10. **Verification and Voucher Award:** KEPSA will review your submission and verify the authenticity of the certificate, you will then receive your LinkedIn Premium voucher via email **ASAP**. The voucher will be a link which you will be required to click.

Before clicking the voucher link, ensure you have already signed in to your LinkedIn account.

### Bonus Information

#### Badges vs. Completion Certificates:

- **Completion Certificates:** A certificate is awarded upon successful completion of the entire course, confirming your achievement and readiness in the skill area.
- **Badges:** Some courses may offer badges upon completion of modules. These badges represent specific skills or achievements within the course.

**Important Note:** For verification purposes, please upload your LinkedIn certificate link, not a drive link. This ensures proper validation of your achievement.

**Contact for Inquiries:** For any inquiries, please contact the KEPSA support team at [kkariuki@kepsa.or.ke](mailto:kkariuki@kepsa.or.ke)

Happy learning and enjoy your LinkedIn Premium experience!