

UNIVERSITY OF NAIROBI
INFORMATION COMMUNICATION TECHNOLOGY CENTRE
ONLINE TRAINING SCHEDULE, ROUND ONE

DAY	TIME	PLATFORM	LINK	RESPONSIBILITY	TRAINEES	TRAINERS
Thursday 8 th April 2021	9.00- 11.00 AM	UoN VPN Based systems, AD PWD Reset, Leave system (Group 1)		Director, ICTC	All Staff	Lead Trainer: Owino Support Team
	2.30 - 4.00 PM	UoN VPN & AD PWD Reset, Leave system (Group 2)		Director, ICTC	All staff	Lead Trainer: Tuka Support team
Friday 9 th April 2021	9.00 – 1.00PM	Help Desk system (Group 1)		Administration Registrar	College Administrators	Lead Trainer: Patricia / Misigo Support Team
	2.30 – 4.00PM	Website, Google Scholar, Profiles & Any new Features		College Principals	College Administrators	Lead Trainer: Ruth Website Team
Monday, 12 th April 2021	9.00 – 11.00AM	Staff SMIS Portal (Post graduate Tracking system, Admission, Library system, etc)		College Principals	Faculty Members/ Administrative staff	Lead Trainer: Hada Support Team
	2.30 – 4.00PM	Staff SMIS Portal Post graduate Tracking system, Admission, Library system, etc)		College Principals	Faculty Members/ Administrative staff	Lead Trainer: Nadasaba Support Team

Tuesday 13 th April 2021	9.00 – 11.00AM	Refresher on Microsoft Teams (Group 1)		College Principals	Faculty Members/ Administrative staff	Lead Trainer: Clifford Support Team
	11.30 – 1.00PM	Refresher on Microsoft Teams (Group 2)		College Principals	Faculty Members/ Administrative staff	Lead Trainer: Wasonga Support Team
Wednesday 14 th April 2021	9.00 – 11.00AM	Refresher on Google Meet, Google Drive, classroom features (Group 1)		College Principals	Faculty Members/ Administrative staff	Lead Trainer: Musyoka Support Team
	11.30 – 1.00PM	Refresher on Google Meet, Google Drive, classroom features (Group 2)		College Principals	Faculty Members/ Administrative staff	Lead Trainer: Simon Mwangi Support Team
Thursday, 15 th April 2021	9.00- 11.00 AM	Refresher on ZOOM and features		College Principals	All Staff	Lead Trainer: MIS Team Support Team
	2.30 - 4.00 PM	Refresher on ZOOM and features		College Principals	All staff	Lead Trainer: MIS Team Support Team
Friday, 16 th April 2021	10.00- 12.00 AM	ECLASS		College Principals/Deans/Directors	CEES Students	Lead Trainer: Lwande Support Team
	2.00 - 4.00 PM	ECLASS		College Principals/Deans/Directors	CPBS Students	Lead Trainer: J Support Team
	2.00 – 4.00 PM	ECLASS		College Principals/Deans/Directors	ODEL Students	Learn Leader:

						Kariuki and Simon
Monday, 19 th April 2021	10.00 - 12.00 AM	ECLASS		College Principals/Deans/Directors	CBPS Students	Lead Trainer: Lwande Support Team
	14.00 - 16.00 PM	ECLASS		College Principals/Deans/Directors	CAVS Students	Lead Trainer: Lwande Support Team
Tuesday, 20 th April 2021	10.00 - 12.00 AM	ECLASS		College Principals/Deans/Directors	CHSS Students	Lead Trainer: Lwande Support Team
	2.00 - 4.00 PM	ECLASS		College Principals/Deans/Directors	CHS Students	Lead Trainer: Lwande Support Team

Coordinator: Joseph Muchina