



User Guide

Version: 1.00



Global Institute for Excellence User Guide

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Welcome to the Global Institute for Excellence (GIFE)

Empowering Growth. Inspiring Excellence

At GIFE, we believe that knowledge is more than power—it is the foundation of progress, innovation, and collective success. In today’s fast-evolving world, the ability to learn, adapt, and share expertise across borders is essential to achieving sustainable growth and organizational excellence.

GIFE (Global Institute for Excellence) was created with this vision—to be a forward-looking learning platform that cultivates professional development, encourages innovation, and promotes a culture of continuous improvement.

More than just a digital learning space, **GIFE** serves as a hub for global collaboration, knowledge-sharing, and skills enhancement across industries and regions.

GIFE Enables You To:

- **Advance Professional Growth:** Access courses and certifications that strengthen your expertise and support your career journey.
- **Promote Global Collaboration:** Learn from diverse experiences and success stories shared by professionals across different sectors.
- **Drive Operational Excellence:** Explore training modules designed to enhance productivity, compliance, and quality standards.
- **Encourage Innovation:** Gain insights into modern business practices and foster creative thinking within your teams.
- **Celebrate Diversity and Inclusion:** Engage with content that values and reflects multicultural perspectives.

What GIFE Offers:

1. **Tailored Learning Paths**
Specialized content across key disciplines such as leadership, management, digital transformation, and operational excellence.
2. **Culturally Relevant Programs**
Designed with a global mindset to ensure inclusivity and practical application across regions and business environments.
3. **Knowledge Exchange and Best Practices**
A collaborative platform to share insights, case studies, and innovative approaches from around the world.
4. **Assessment and Certification**
Competency-based evaluations to support professional growth and organizational development.

This guide will help you get started on the GIFE platform—from registration and course access to tracking your learning progress. Whether you are beginning your career, expanding your leadership skills, or exploring new fields, **GIFE is here to empower your growth and inspire excellence.**

Together, let’s learn, lead, and shape the future.

GIFE Team

Visit: www.gifexcellence.com | Technical Support: support.gife@gifexcellence.com | Course Support: admin.gife@gifexcellence.com



1. How to Register?

1.1. Registering with your personal email

Important

Registering with your personal email is subject to approval.

Direct registration with your personal email such as Gmail, Outlook, Yahoo or others is not permitted. Therefore, you will need to follow these steps:

1. Send your request to support.gife@gifexcellence.com
2. Ensure to include the following information in your email:
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Job Title
 - e. Department
 - f. Company
 - g. Gender
 - h. Title (Mr., Ms., ... etc.)
 - i. The reason for wanting to use a personal email to access the platform.
3. Once your request is approved, you will receive an email from GIFE with your new password.
4. Follow the instructions in the email and on the website to complete your registration.



1.2. Registering with your work email

Before you begin:

1. Ensure your company is registered to use GIFE and that you have an email provided by your company.
2. The language of the Login Page can be changed using the language drop-down menu.

1. Visit GIFE (<https://gifexcellence.com>)
2. Press **“Create new account”** button.



3. After agreeing to the previous policies and terms, you will be taken to the **“New account”** form. Fill the required information to create your account then press the **“Create my new account”** button.

New account

Username [!]

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password [!]

Email address [!]

Email (again) [!]

First name [!]

Last name [!]

City/town
Dubai

Country
United Arab Emirates

Create my new account Cancel

[!] Required

4. If successful, you'll reach the confirmation page.

Home English (en) Log in

Global Institute for Excellence (GIFE)

An email should have been sent to your address at [redacted]

It contains easy instructions to complete your registration.

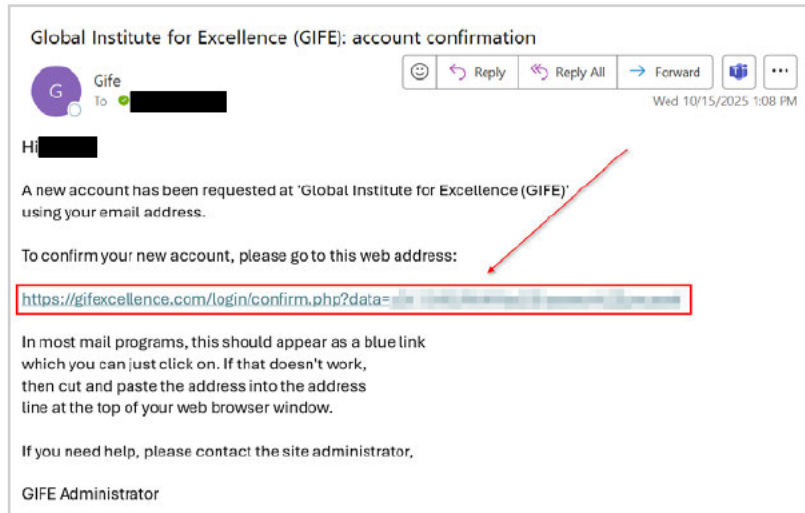
If you continue to have difficulty, contact the site administrator.

Continue

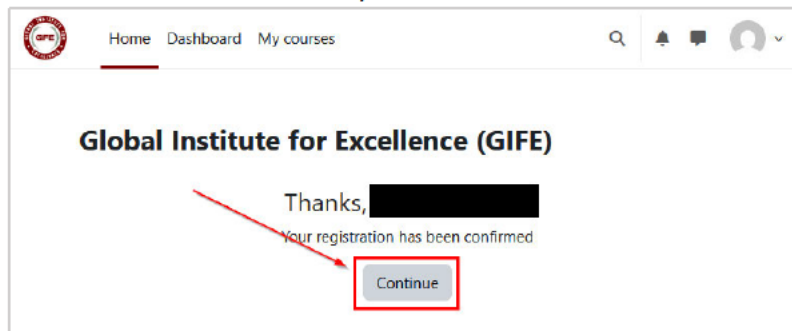


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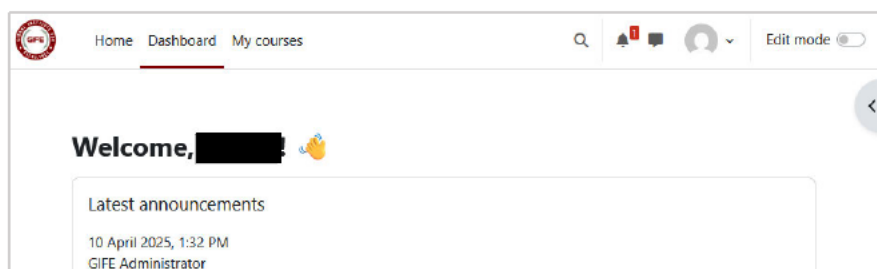
- You will receive an email from noreply@gifexcellence.com containing a verification link to activate your email. Verification is mandatory to access the platform. Please click on the provided link to proceed with the verification process.



- The screen below indicates that your account has been activated.



- By clicking "Continue," you will be directed to your "Dashboard" where you can proceed with using the platform.

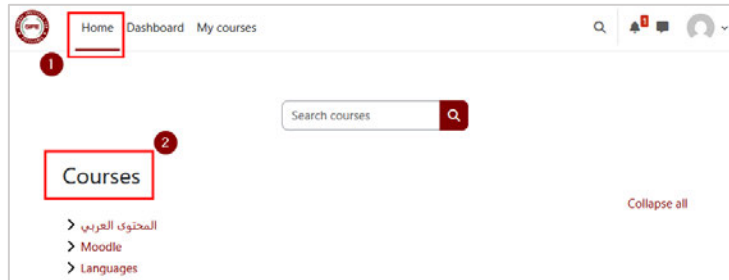


- Congratulations! You now have an account at GIFE. Happy Learning!



2. How to Self-Enrol in Courses

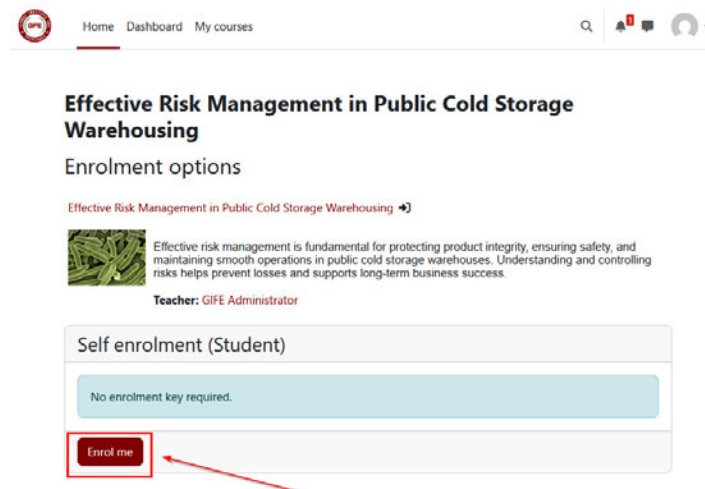
1. Log in to GIFE (<https://gifexcellence.com>)
2. Go to the “Home” tab then scroll to “Courses”



3. Select the course you want to enroll in.



4. You will be redirected to the course’s home page. Scroll down to the “Self enrolment (Student)” section and click the “Enroll me” button.

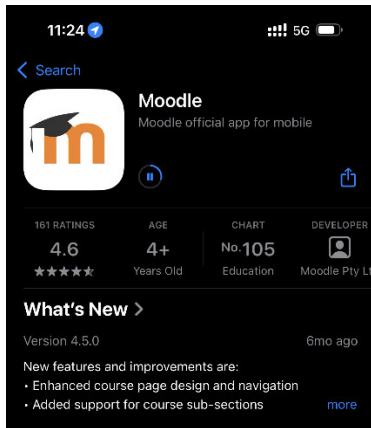


5. The course is now accessible to you. Happy learning!

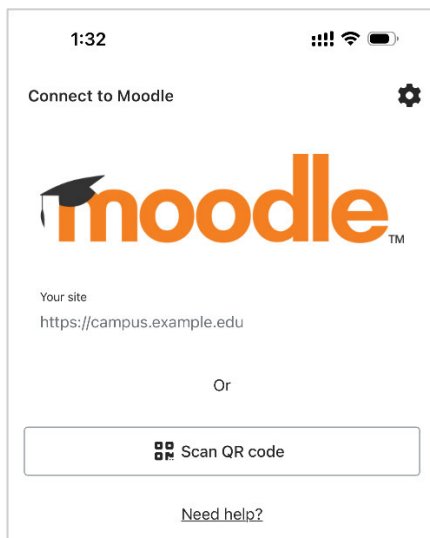


3. Installing the Mobile Application

1. Download and install the official Moodle mobile application for your device:



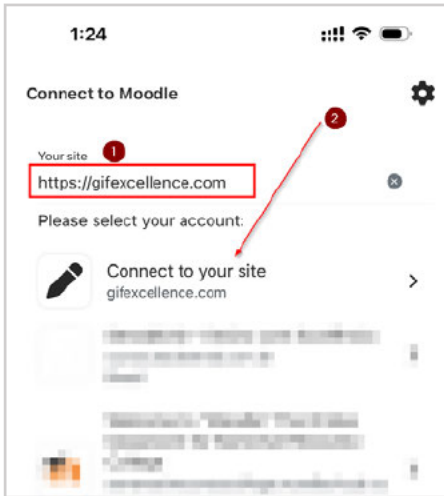
2. Open the application after installation.
3. The application will ask you for the site you want to connect to.



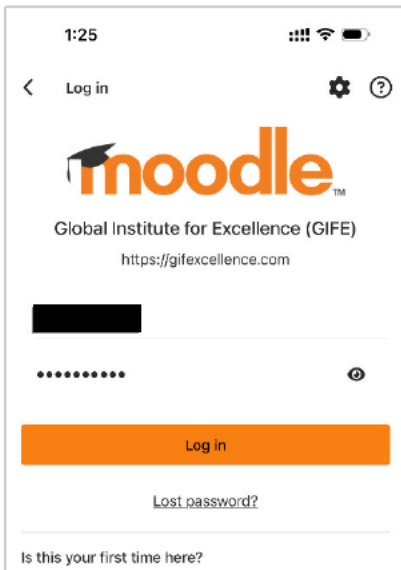


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4. Type <https://gifexcellence.com> then tap on “Connect to your site”.



5. You will now be asked to log in or create a new account. Use your credentials to **log in**, or follow the registration process if you're a new user.



6. Congratulations! You can now access GIFE anytime, anywhere—learn on the go!