

Your account and profile

Your Profile

Your profile page gives you an overview of your account and organizational details. Some fields are managed by your administrator, you can only edit a few fields yourself.

How your account is set up: Once your account is synchronized to Smart Admin, the IT Administrator of your institution sets up your organizational details (department, position) and assigns you any relevant roles.

Accessing your profile

Click your avatar in the top right corner of the screen, then select **Settings** from the dropdown menu.

The screenshot displays the GSAS (Government Smart Admin System) dashboard. The top navigation bar includes links for Home, E-Approval, E-Folder, Tasks, Reservations, Contacts, Schedule, PMS, and Email. The user's profile is visible in the top right corner, showing the name 'test2', email 'test2@aos.nw', and a dropdown menu with options: Settings (highlighted), Reports, and Log Out.

The dashboard features several widgets:

- Good Afternoon, !**: A greeting widget showing the date 'June 3, 2026' and a calendar view. It also indicates 'You have 207 approvals and 4 tasks waiting for you.'
- PENDING APPROVALS**: A widget showing '207 Items to process'.
- ACTIVE TASKS**: A widget showing '4 Tasks in progress'.
- TODAY'S BOOKINGS**: A widget showing '0 Scheduled events'.
- E-Approval Insights**: A widget showing a list of items waiting for review, including 'test removing & adding approvers on ongoing request', 'test again', 'Testing', 're-test', and 'Attachments', all created by 'test5' 9 days ago.
- Process Efficiency**: A widget showing 'Approval performance metrics at a glance' with a '93.3% EFFICIENCY' gauge.
- Today's Bookings**: A widget showing 'No bookings for today' and a 'Book a Facility' button.
- Task Overview**: A widget showing 'You have 4 active tasks assigned to you' with a list of tasks: 'Issue2' (Overdue - 27 March 2026) and 'Invoice from AOS' (Overdue - 16 April 2026, marked as HIGH).
- Task Distribution**: A widget showing 'Task completion breakdown at a glance' with a '11%' gauge.
- Weekly Schedule**: A widget showing 'No scheduled events'.

Personal Information

These fields identify you within the system. Only **Phone Number** and **Fax** can be edited by you. All other fields are set by your administrator.

GSAS

Government Smart Admin System

HomeE-ApprovalE-FolderTasksReservationsContactsSchedulePMSEmail

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AOS

Personal Information

First Name

Last Name

test2

Phone Number

Email

test2@aos.rw

Fax

Organization Details

Organization

aos

Employee ID

Department

aos

Position

Mobile application Engineer

Roles

DEPARTMENT SENDER MANAGER

INSTITUTION RECEIVER MANAGER

INSTITUTION SENDER MANAGER

System & Other Details

Description

Availability

Available

Out of Office

Signature

Add Digital Signature

Upload Signature File

PKI Certificate

Verified and Valid Certificate

SUBJECT (DN)

cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individu al,c=Rw

ISSUER

Cloud PKI Rwanda

EXPIRES

Sep 23, 2026

Remove PKI Certificate

First Name	Set by your administrator. Contact them if this needs to be corrected.
Last Name	Set by your administrator. Contact them if this needs to be corrected.
Phone Number	You can update this yourself at any time.
Email	Your login email. Not editable.
Fax	You can update this yourself at any time.

Organization Details

These fields reflect your place within the institution. They are all managed by your administrator, you cannot edit them yourself.


Home E-Approval E-Folder Tasks Reservations Contacts Schedule PMS Email
? ☰ 🔔 💬 AOS



Personal Information

First Name

Last Name

Phone Number

Email

Fax

Organization Details

Organization

Employee ID

Department

Position

Roles

System & Other Details

Description

Availability

☒ Available
 ☐ Out of Office

Signature

Add Digital Signature

Upload Signature File

PKI Certificate

Verified and Valid Certificate

SUBJECT (DN)

cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individual,c=RW

ISSUER

Cloud PKI Rwanda

EXPIRES

Sep 23, 2026

Remove PKI Certificate

Organization	The name of your institution.
Employee ID	Your employee identification number, if applicable.
Department	The department you have been assigned to by your administrator.
Position	Your job position within your department. Assigned by your admin.
Roles	Roles control what you can see and do in the system. Assigned by your administrator if applicable.

System & Other Details

Additional details about your account. Only **Description** can be edited by you.


Government Smart Admin System

[Home](#)
[E-Approval](#)
[E-Folder](#)
[Tasks](#)
[Reservations](#)
[Contacts](#)
[Schedule](#)
[PMS](#)
[Email](#)





ADP


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Personal Information

First Name

Last Name

Phone Number

Email

Fax

Organization Details

Organization

Employee ID

Department

Position

Roles

DEPARTMENT SENDER MANAGER

INSTITUTION RECEIVER MANAGER

INSTITUTION SENDER MANAGER

System & Other Details

Description

Private Folder Storage Limit

Update Profile

Signature

Add Digital Signature

Upload Signature File

PKI Certificate

Verified and Valid Certificate

SUBJECT (DN)

cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individual,c=RW

ISSUER

Cloud PKI Rwanda

EXPIRES

Sep 23, 2026

Remove PKI Certificate

Description	A short note about yourself. You can update this yourself at any time.
Private Folder Storage Limit	Displays the storage limit allocated to your account. The default is 1 GB, but your administrator can increase it if needed.

Once you have made your changes, click **Update Profile** at the bottom of the page to save.



Government Legal Affairs System

Home

E-Approval

E-Folder

Tasks

Reservations

Contacts

Schedule

PMS

Email



ADP



»

Personal Information

First Name

Last Name

test2

Phone Number

Email

test2@aos.rw

Fax

Organization Details

Organization

aos

Employee ID

Department

aos

Position

Mobile application Engineer

Roles

DEPARTMENT SENDER MANAGER

INSTITUTION RECEIVER MANAGER

INSTITUTION SENDER MANAGER

System & Other Details

Description

Private Folder Storage Limit

3 GB

Update Profile

Signature

Add Digital Signature

Upload Signature File

PKI Certificate

Verified and Valid Certificate

SUBJECT (DN)

cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individual1,c=RW

ISSUER

Cloud PKI Rwanda

EXPIRES

Sep 23, 2026

Remove PKI Certificate

Availability

The Availability panel on the right side of your profile lets the system know whether you are currently reachable or away.



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[E-Approval](#)
[E-Folder](#)
[Tasks](#)
[Reservations](#)
[Contacts](#)
[Schedule](#)
[PMS](#)
[Email](#)









»



Personal Information

First Name

Last Name

test2

Phone Number

Email

test2@aos.rw

Fax

Organization Details

Organization

aos

Employee ID

Department

aos

Position

Mobile application Engineer

Roles

DEPARTMENT SENDER MANAGER

INSTITUTION RECEIVER MANAGER

INSTITUTION SENDER MANAGER

System & Other Details

Description

Availability

☒ Available
 ☐ Out of Office

Signature

Add Digital Signature

Upload Signature File

PKI Certificate

Verified and Valid Certificate

SUBJECT (DN)

cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individual1,c=RW

ISSUER

Cloud PKI Rwanda

EXPIRES

Sep 23, 2026

Remove PKI Certificate

Available	You are active and reachable. This is the default status.
Out of Office	Select this when you are away. You will be asked to assign a stand-in, set a date range, and provide a reason. All requests assigned to you while you are out-of-office will be sent to your stand-in.

When you select **Out of Office**, a dialog will appear.

1. Search for and select a colleague to act as your stand-in,
2. Pick the dates you will be away, and enter a reason.
3. Confirm.

Signature

Your signature is used when submitting forms and requests in the system. You can register it in two ways.

The screenshot shows the GSAS (Government Smart Admin System) user profile page. The top navigation bar includes links for Home, E-Approval, E-Folder, Tasks, Reservations, Contacts, Schedule, and PMS. A notification banner at the top right states "Out-of-office status was deleted successfully." The main content area is divided into two columns. The left column contains sections for Personal Information, Organization Details, and System & Other Details. The right column contains sections for Availability, Signature, and PKI Certificate. The Signature section is highlighted with a red rectangular box. It contains two buttons: "Add Digital Signature" (blue) and "Upload Signature File" (light blue). The PKI Certificate section shows a "Verified and Valid Certificate" status with details about the subject (cn=Test2 - Ignace Hakizimana5, ou=Citizen, o=Individual, c=Rw) and the issuer (Cloud PKI Rwanda), along with an expiration date of Sep 23, 2026.

GSAS Government Smart Admin System

Home E-Approval E-Folder Tasks Reservations Contacts Schedule PMS

Out-of-office status was deleted successfully. X

Personal Information

First Name Last Name
Phone Number Email
Fax

Organization Details

Organization Employee ID
Department Position
Roles
DEPARTMENT SENDER MANAGER INSTITUTION RECEIVER MANAGER INSTITUTION SENDER MANAGER

System & Other Details

Description

Availability

Available Out of Office

Signature

Add Digital Signature
Upload Signature File

PKI Certificate

Verified and Valid Certificate

SUBJECT (DN)
cn=Test2 - Ignace Hakizimana5, ou=Citizen, o=Individual, c=Rw

ISSUER
Cloud PKI Rwanda

EXPIRES
Sep 23, 2026

Remove PKI Certificate

Option 1 — Draw your signature

1. Click **Add Digital Signature**.

GSAS Government Smart Admin System

Home E-Approval E-Folder Tasks Reservations Contacts Schedule PMS Email

Availability
☒ Available ☐ Out of Office

Signature
[Add Digital Signature](#)
[Upload Signature File](#)

PKI Certificate
Verified and Valid Certificate
 SUBJECT (DN)
 cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individ
 ual,c=RW
 ISSUER
 Cloud PKI Rwanda
 EXPIRES
 Sep 23, 2026
[Remove PKI Certificate](#)

Personal Information

First Name
 Last Name
 test2
 Phone Number
 Email
 test2@aos.rw
 Fax

Organization Details

Organization
 Employee ID
 Department
 Position
 Mobile application Engineer
 Roles
 DEPARTMENT SENDER MANAGER INSTITUTION RECEIVER MANAGER INSTITUTION SENDER MANAGER

System & Other Details

Description

- A drawing canvas will open, use your mouse or touchscreen to draw your signature, then click **Create** to save it.

GSAS Government Smart Admin System

Home E-Approval E-Folder Tasks Reservations Contacts Schedule PMS Email

Availability
☒ Available ☐ Out of Office

Signature
[Add Digital Signature](#)
[Upload Signature File](#)

PKI Certificate
Verified and Valid Certificate
 SUBJECT (DN)
 cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individ
 ual,c=RW
 ISSUER
 Cloud PKI Rwanda
 EXPIRES
 Sep 23, 2026
[Remove PKI Certificate](#)

Personal Information

First Name
 Last Name
 Phone Number
 Email
 Fax

Organization Details

Organization
 Employee ID
 Department
 Position
 Mobile application Engineer
 Roles
 DEPARTMENT SENDER MANAGER INSTITUTION RECEIVER MANAGER INSTITUTION SENDER MANAGER

System & Other Details

Description

Draw your signature

[Cancel](#) [Create](#)

Option 2 — Upload a signature file

1. Click **Upload Signature File**.

GSAS Government Smart Admin System

Home E-Approval E-Folder Tasks Reservations Contacts Schedule PMS

User Signature is deleted successfully

Personal Information

First Name Last Name
Phone Number Email
Fax

Organization Details

Organization Employee ID
Department Position
Roles
DEPARTMENT SENDER MANAGER INSTITUTION RECEIVER MANAGER INSTITUTION SENDER MANAGER

System & Other Details

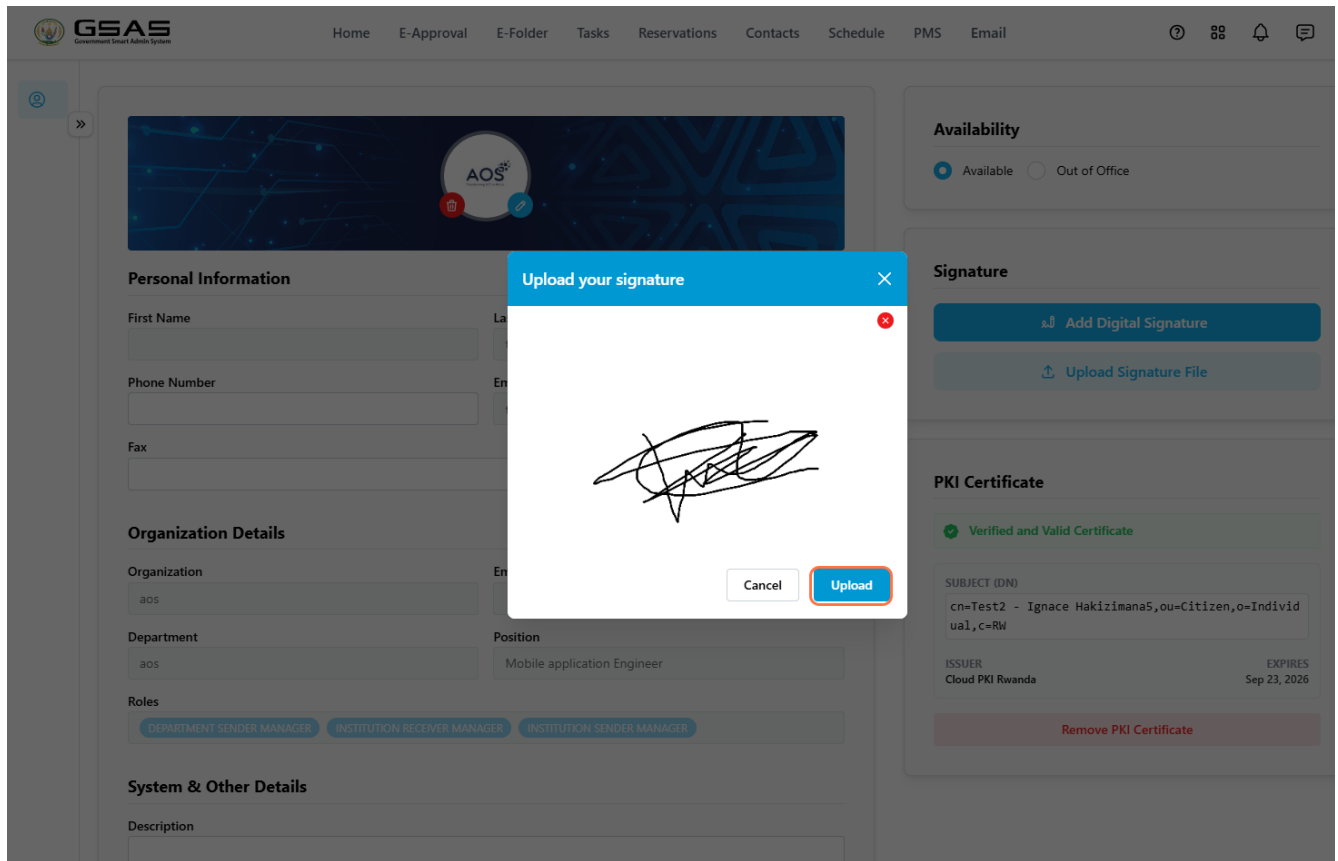
Description

Availability
☒ Available ☐ Out of Office

Signature
Add Digital Signature
Upload Signature File

PKI Certificate
Verified and Valid Certificate
SUBJECT (DN)
cn=Test2 - Ignace Hakizimana5,ou=Citizen,o=Individual,c=RW
ISSUER Cloud PKI Rwanda EXPIRES Sep 23, 2026
Remove PKI Certificate

2. A dialog will open, drag and drop your signature file or click to select from your computer. A preview of the uploaded image will be shown. Click **Upload** to confirm. Once saved, your signature will appear in the panel. To remove it, click **Remove Signature**.



PKI Certificate

Some forms in the system are configured to require a PKI (Public Key Infrastructure) signature. If your account has one registered, it will appear in this panel with its verification status, subject details, issuer, and expiry date. (Scroll down to learn how to register your PKI).



PKI REGISTRATION
Please fill the field below to register through PKI

Email *
test2@aos.rw

National ID *
1196

REGISTER

3. Enter your email address and mobile phone number, then click **Send Code** to receive an authentication code.

CLOUD PKI

To use Certificate Services, you must firstly authenticate to the Cloud PKI System powered by RISA. The user needs to fetch certificates list which is issued into the Cloud PKI System and select one of the certificate in the list.

1. Please enter your Email address to be used to issue your certificate.

Email Address test2@aos.rw

2. Please enter your Mobile phone to be used to issue your certificate.

Mobile Phone 07

2. Please select an authentication method to send an authentication code.

Email Authentication ☒ SMS Authentication ☐

Email Address test2@aos.rw **Send code**

Mobile Phone Mobile phone **Send code**

OK

4. Enter the authentication code you received, then click **OK**.

CLOUD PKI

To use Certificate Services, you must firstly authenticate to the Cloud PKI System powered by RiSA. The user needs to fetch certificates list which is issued into the Cloud PKI System and select one of the certificate in the list.

- Please enter your Email address to be used to issue your certificate.
Email Address:
- Please enter your Mobile phone to be used to issue your certificate.
Mobile Phone:

2. Please select an authentication method to send an authentication code.

Email Authentication ☒ SMS Authentication ☐

Email Address:

Mobile Phone:

- Please enter the authentication code you have received.
Authentication Code: 6

CLOUD PKI

To use Certificate Services, you must firstly authenticate to the Cloud PKI System powered by RiSA. The user needs to fetch certificates list which is issued into the Cloud PKI System and select one of the certificate in the list.

- Please enter your Email address to be used to issue your certificate.
Email Address:
- Please enter your Mobile phone to be used to issue your certificate.
Mobile Phone:

2. Please select an authentication method to send an authentication code.

Email Authentication ☒ SMS Authentication ☐

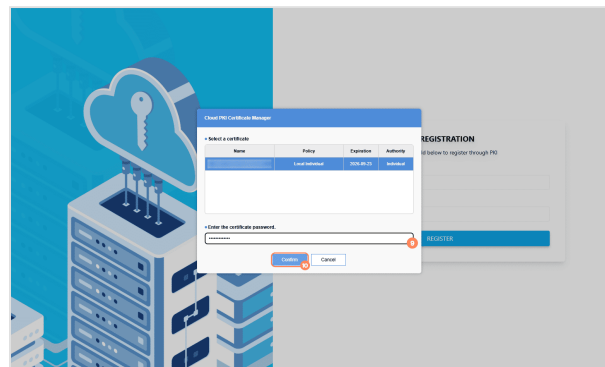
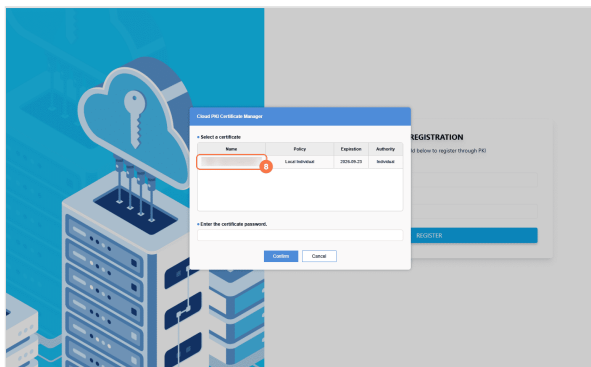
Email Address:

Mobile Phone:

- Please enter the authentication code you have received.
Authentication Code:

7

5. Click on your name to select your certificate, then enter your password and confirm.



A success message will appear. Re-login to your GSAS account to confirm that the certificate has been registered

Important: If a form requires a PKI signature and you do not have one registered, you will not be able to sign it. Contact your administrator if you need guidance to set one up.