

# Account Creation Guide

Welcome to DIDB

**Digital Education Infrastructure Development Branch**

Ministry of Education Science and Technology, Isurupaya, Battaramulla

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### Create Account

**Username:**  
Use your school's census number as username

**Password:**  
use atleast one uppercase letter and symbol

[Create Account](#)

Already have an account? [Login here](#)

**Download Instruction**  
[Click here to download the Instruction PDF](#)

Admin Panel --[Login here](#)

## 1. Visit the Registration Page:

- Go to the account creation page on website.

## 2. Enter Your School's Census Number:

- In the username field, input your school's census number.

## 3. Create a Password:

- Your password must meet the following criteria:
  - ◆ At least one uppercase letter (e.g., A, B, C)
  - ◆ At least one special character (e.g., @, #, \$, %)

## 4. Click on "Create Account":

- After entering your username and password, click the “Create Account” button to finalize your account setup.

## 5. Follow Any Additional Instructions:

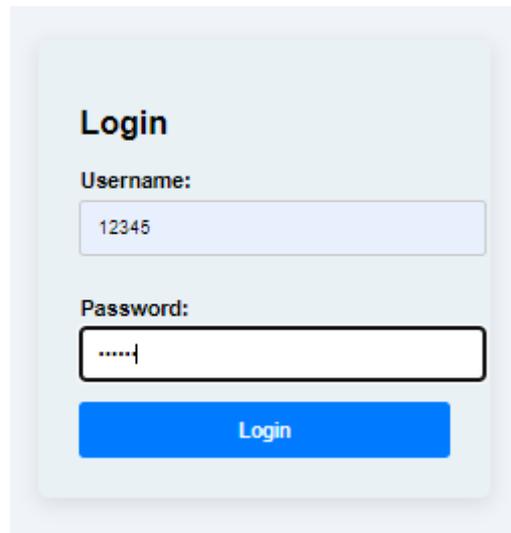
- If prompted, follow any further steps to complete your registration.

## 6. Tips:

- ◆ Make sure your password is secure and memorable.
- ◆ Write down your username and password in a safe place.

## After Account Creation

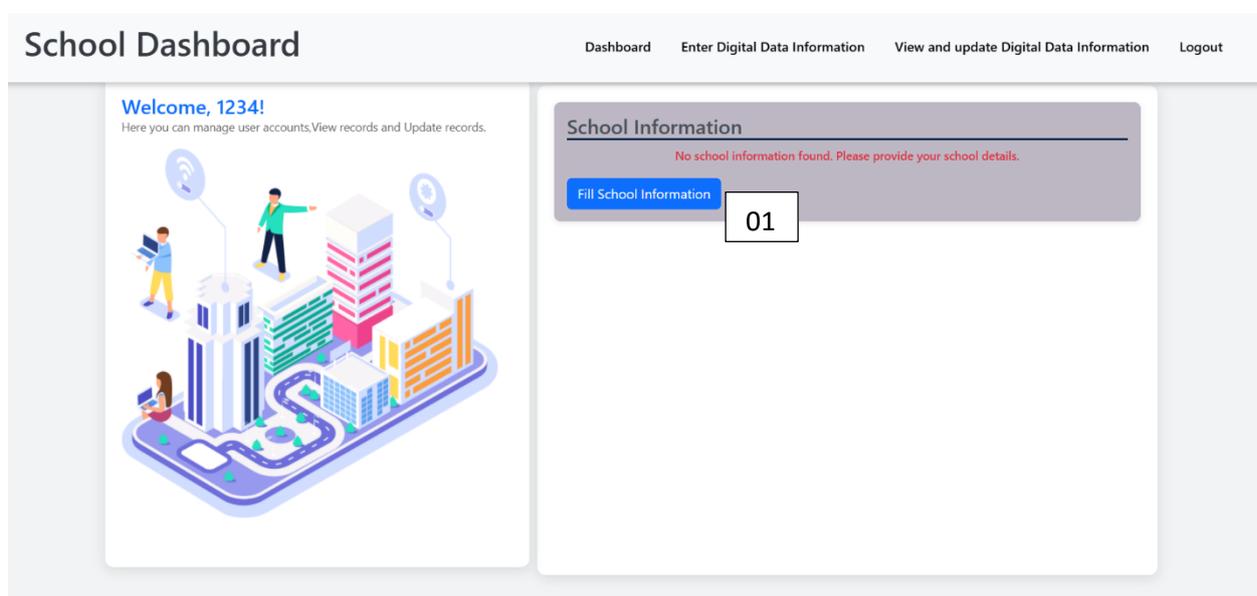
Account created successfully! [Login here](#)



The image shows a login form with the following elements:

- Login** (Section Header)
- Username:** Input field containing "12345"
- Password:** Input field containing "....."
- Login** (Blue Button)

1. Click the "Login Here" Button:
  - After successfully creating your account, look for the "Login Here" button on the confirmation page and click it.
2. Return to the Home Page:
  - You will be redirected to the home page where you can log in with your newly created account.
3. Next Steps:
  - Log In: Enter your username (your school's census number) and the password you created to access your account.
  - Explore Your Account: Once logged in, take some time to familiarize yourself with the features available on the School Dashboard



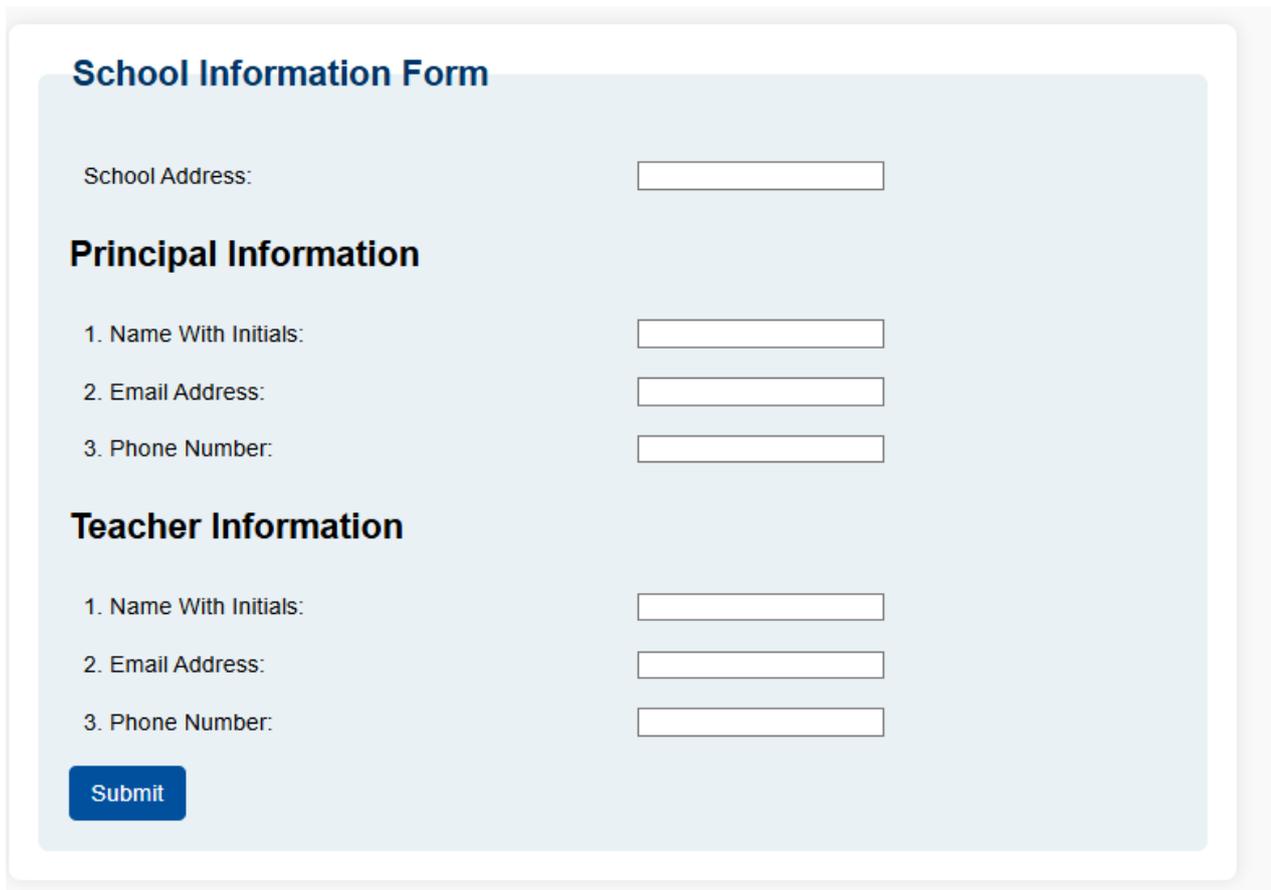
The image shows a screenshot of the School Dashboard interface. The dashboard is titled "School Dashboard" and has a navigation bar with the following items: Dashboard, Enter Digital Data Information, View and update Digital Data Information, and Logout.

The main content area is divided into two sections:

- Welcome, 1234!**  
Here you can manage user accounts, View records and Update records.  
This section features an illustration of a school building with people and a Wi-Fi signal icon.
- School Information**  
No school information found. Please provide your school details.  
A blue button labeled "Fill School Information" is visible, with a small box containing the number "01" next to it.

## Completing Your Profile

1. Go to the Dashboard: After logging in, you will see the School Dashboard.
2. Fill in Your Information:
  - Look for the section labeled "Number One" that indicates you need to fill out your information.
3. Enter Required Information:
  - Click on the links to Fill School information.
  - Make sure to fill out all fields in the form.



The screenshot shows a web form titled "School Information Form" with a light blue background. It contains three main sections: "School Address" with one text input field; "Principal Information" with three text input fields labeled "1. Name With Initials:", "2. Email Address:", and "3. Phone Number:"; and "Teacher Information" with three text input fields labeled "1. Name With Initials:", "2. Email Address:", and "3. Phone Number:". A blue "Submit" button is located at the bottom left of the form area.

4. Submit Your Information:
  - After completing the form, click the "Submit" button.
5. Confirmation Message:
  - A pop-up message will appear, confirming that your data has been entered successfully.
  - Click "OK" to close the pop-up.

Data entered successfully



## Filling Out the 1<sup>st</sup> Form

1. Return to the Dashboard: After clicking "OK," you'll be back on the Dashboard.
2. Locate Section Number Two:
  - Look for the section labeled "Number Two"(Enter Digital Data Information) that instructs you to fill out another form.
3. Fill Out the Form:
  - Carefully complete all fields in this form.
  - If you do not have a valid school email address, please use the following email address .
    - ◆ **Test1234@gmail.com**
4. Click "Next":
  - Once you've filled in all the information, click the "Next" button. (Ensure all information is correct and complete before proceeding.)

School Dashboard

Dashboard Enter Digital Data Information View and update Digital Data Information Logout

02

Welcome, 1234!  
Here you can manage user accounts,View records and Update records.

School Information  
No school information found. Please provide your school details.

Fill School Information

School Information

1. School Name:

2. Email Address:

3. Province:

4. Education Zone:

5. Education Division:

6. Is this National School?:

7. Type of School:

Next

## Filling Out the 2<sup>nd</sup> Form

1. Access the School Survey Form:
  - You will be directed to a new page containing the School Survey form after click the "Next" button.
2. Fill Out the Survey:
  - Carefully complete all fields in the survey. Make sure to read each question thoroughly.
3. Click "Next":
  - Once you have filled in all the information, click the "Next" button to proceed.

**School Survey**

1. Do you have a Computer Lab?

2. How many computer maintenance workshop happened this year?

3. How many computer maintenance workshop happened before this year?

**Working Digital Devices In School**

1. Number of Work Computer Monitors:

2. Number of Work Keyboards:

3. Number of Work Systems Unit:

4. Number of Work UPS:

5. Number of Work Mouse:

**Faulty Devices In School**

1. Number of Not Working Keyboards:

2. Number of Not Working Monitors:

3. Number of Not Working System Unit:

4. Number of Not Working UPS:

5. Number of Not Working Mouse:

6. Number of Not Working Others(Network,Printer etc.):

**To Be Repaired/Replace Devices In School**

1. Number of Keyboards to Replace:

2. Number of Monitors to Repair/Replace:

3. Number of System Unit to Repair/Replace:

4. Number of UPS to Repair/Replace:

5. Number of Mouse to Replace:

**Working/Faulty Laptops/Tabes and All In One Computers**

1. Number of Working Laptops:

2. Number of Not Working Laptops:

3. Number of Working All In One Computers:

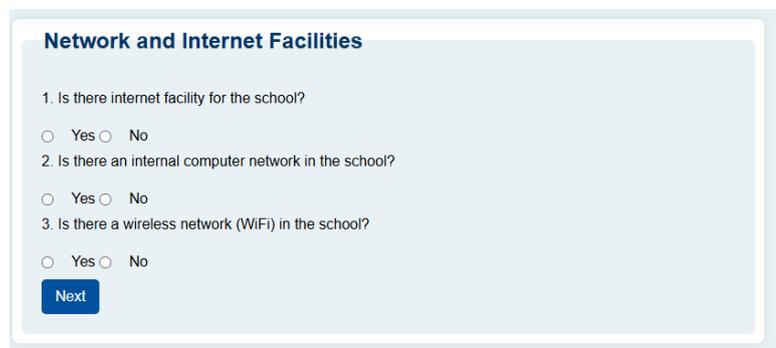
4. Number of Not Working All In One Computers:

5. Number of Working Tabes:

6. Number of Not Working Tabes:

## Filling Out the Network and Internet Page

1. Access the Network and Internet Page:
  - After click the "Next" button. You will be taken to a new page regarding Internet Facilities for the School.
2. Answer the Question:
  - If the answer is "Yes," you will be prompted to fill out additional options.
3. Fill in the Details:
  - Number of Connections: Enter the total number of internet connections available.
  - Type: Specify the type of internet connection (e.g., fiber, 4G, etc.).
  - Capacity: Provide the capacity of the connection (e.g., 100GB).
  - Monthly Fees: Enter the monthly fees associated with the internet service (e.g., Rs. 1000).
  - Add More Rows if Needed:
    - ◆ If you have more than one entry to provide, click the "Add More Rows" button to include additional information.
4. Click "Next":
  - After filling in all the data, click the "Next" button to proceed.



**Network and Internet Facilities**

1. Is there internet facility for the school?

Yes  No

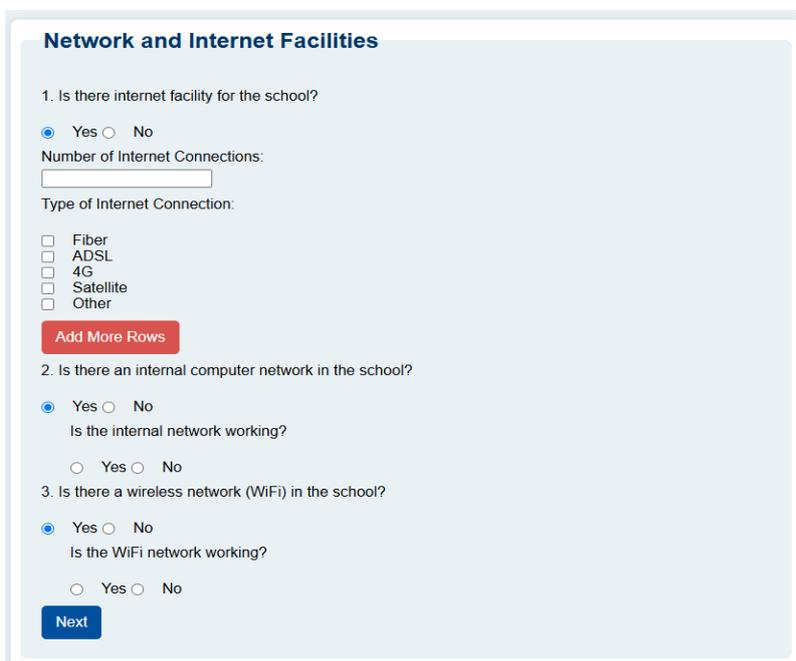
2. Is there an internal computer network in the school?

Yes  No

3. Is there a wireless network (WiFi) in the school?

Yes  No

**Next**



**Network and Internet Facilities**

1. Is there internet facility for the school?

Yes  No

Number of Internet Connections:

Type of Internet Connection:

Fiber  
 ADSL  
 4G  
 Satellite  
 Other

**Add More Rows**

2. Is there an internal computer network in the school?

Yes  No

Is the internal network working?

Yes  No

3. Is there a wireless network (WiFi) in the school?

Yes  No

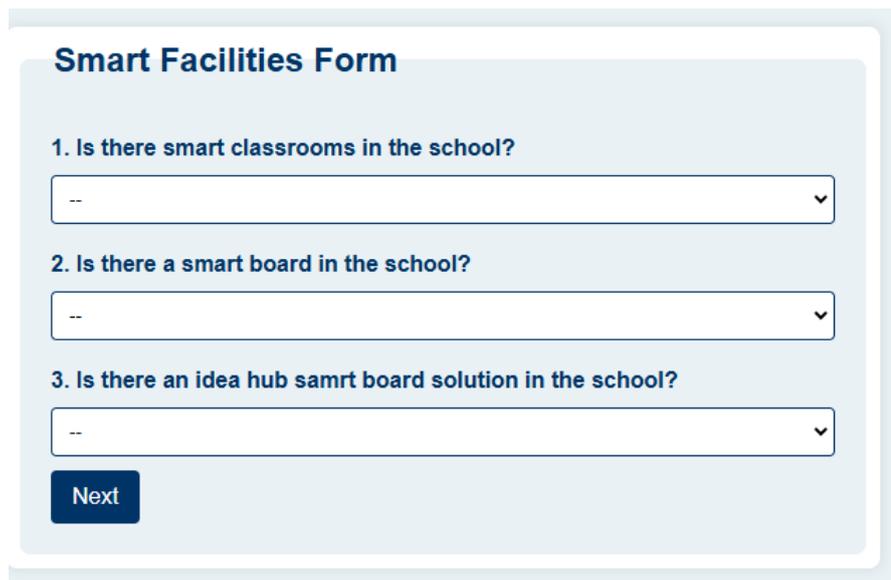
Is the WiFi network working?

Yes  No

**Next**

## Filling Out the Smart Facilities Section

1. Access the Smart Facilities Page:
  - After clicking "Next" on the Network and Internet page, you will be directed to the Smart Facilities section.
2. Fill in the Required Data:
  - Carefully complete all fields regarding smart facilities available at your school.
3. Click "Next":
  - Once all information is filled out, click the "Next" button.
4. Confirmation Message:
  - A pop-up message will appear confirming that your data has been submitted successfully.
5. Click "OK":
  - Click "OK" on the pop-up to proceed to view the data sheet.



**Smart Facilities Form**

1. Is there smart classrooms in the school?

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2. Is there a smart board in the school?

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3. Is there an idea hub samrt board solution in the school?

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Next

## Instructions for Updating Digital Data

1. Navigating to the Dashboard:
  - Click the "Next" button to proceed to the Dashboard.
  - Here, you will find options to View and Update your digital data.
2. Updating Your Data:
  - If you need to make any changes, select the Update option.

## Need Assistance?

1. If you encounter any issues, please **contact us** for support.
  - T.p. 011-278-4336