Account Creation Guide

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.
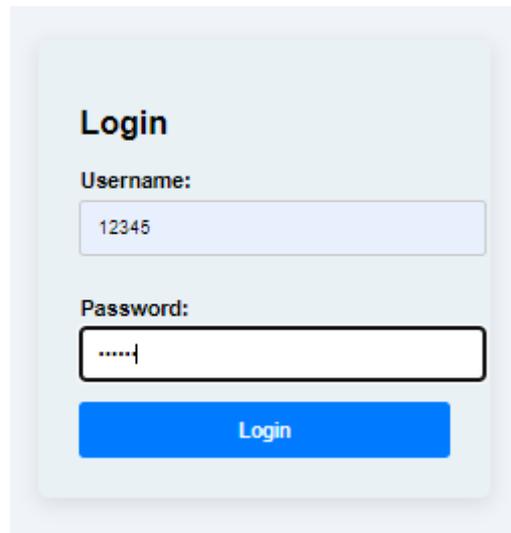5. Follow Any Additional Instructions:
   - If prompted, follow any further steps to complete your registration.
6. Tips:
   ♦ Make sure your password is secure and memorable.
   ♦ Write down your username and password in a safe place.

After Account Creation
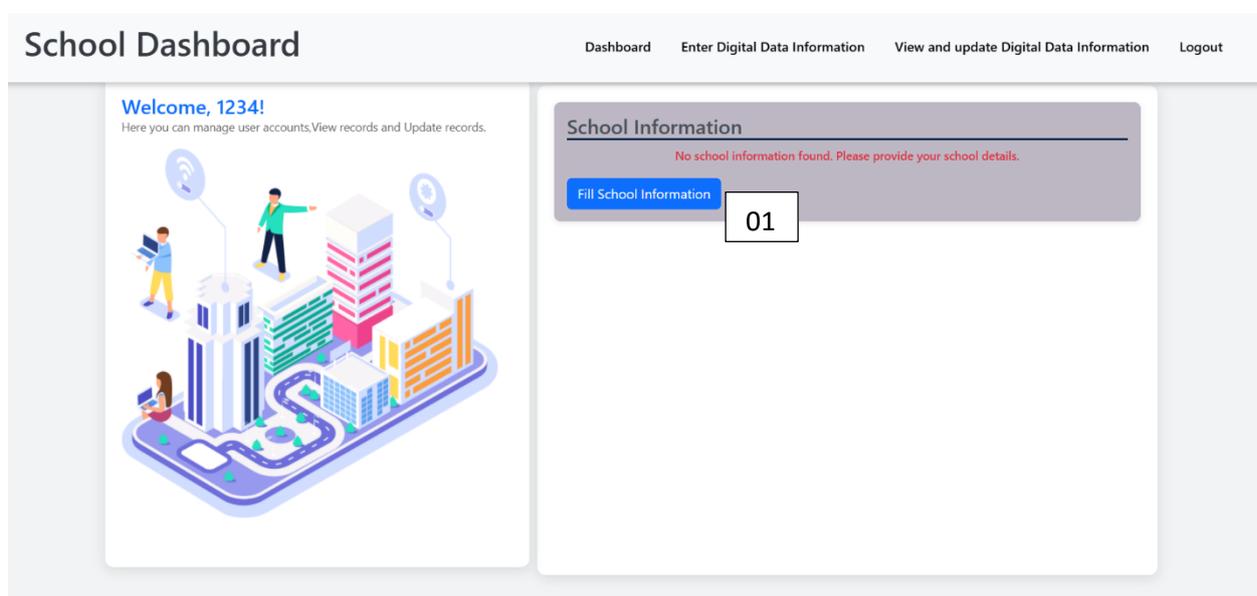

Account created successfully! Login here

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
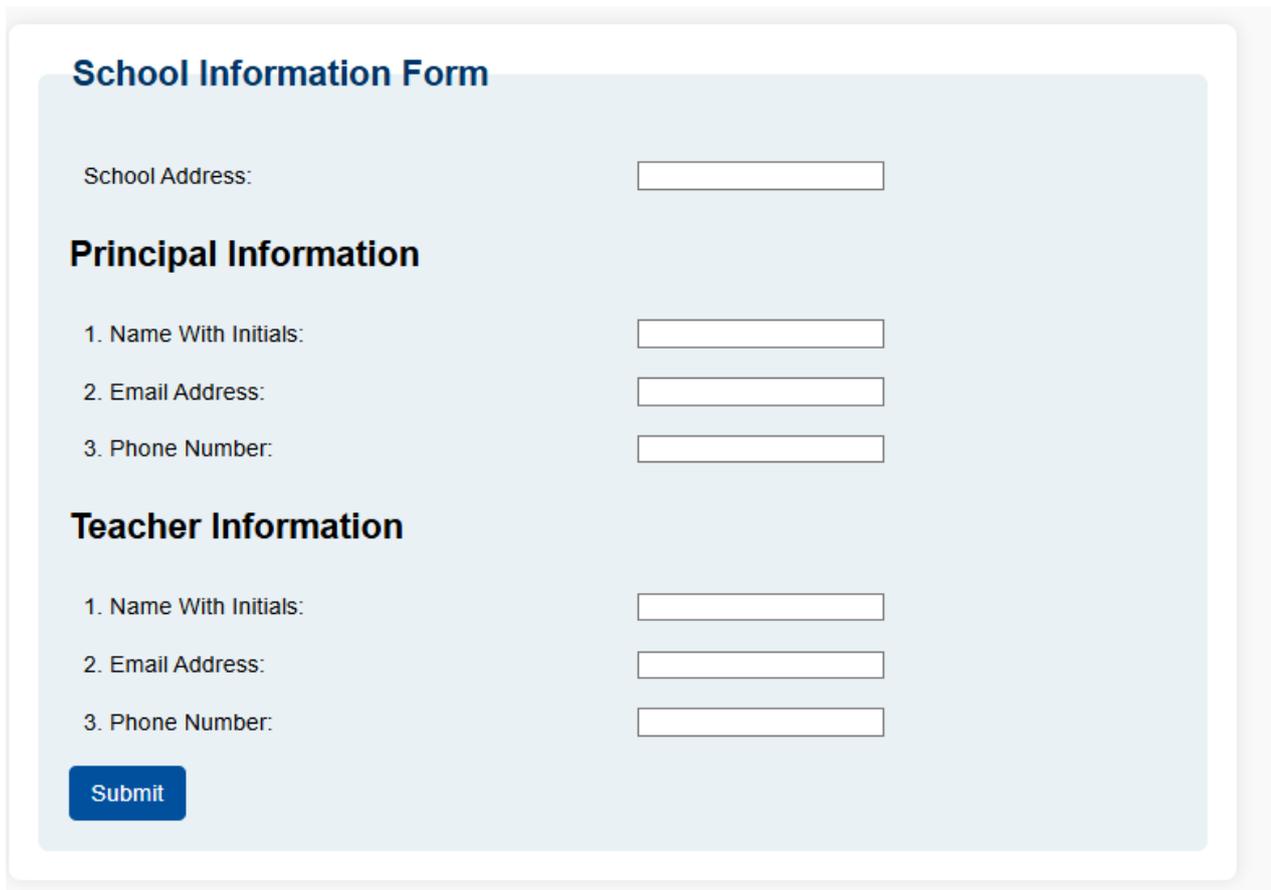
Completing Your Profile

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.

School Information Form

School Address: _____

Principal Information

1. Name With Initials: _____
2. Email Address: _____
3. Phone Number: _____

Teacher Information

1. Name With Initials: _____
2. Email Address: _____
3. Phone Number: _____

Submit

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

OK

Filling Out the 1ˢᵗ 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.)

Filling Out the 2nd 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.

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.
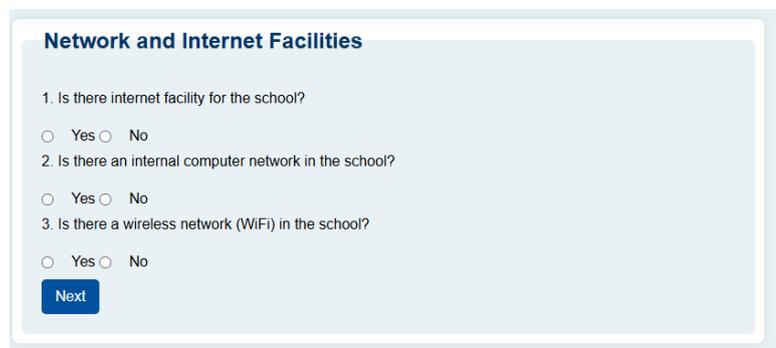
Network and Internet Facilities

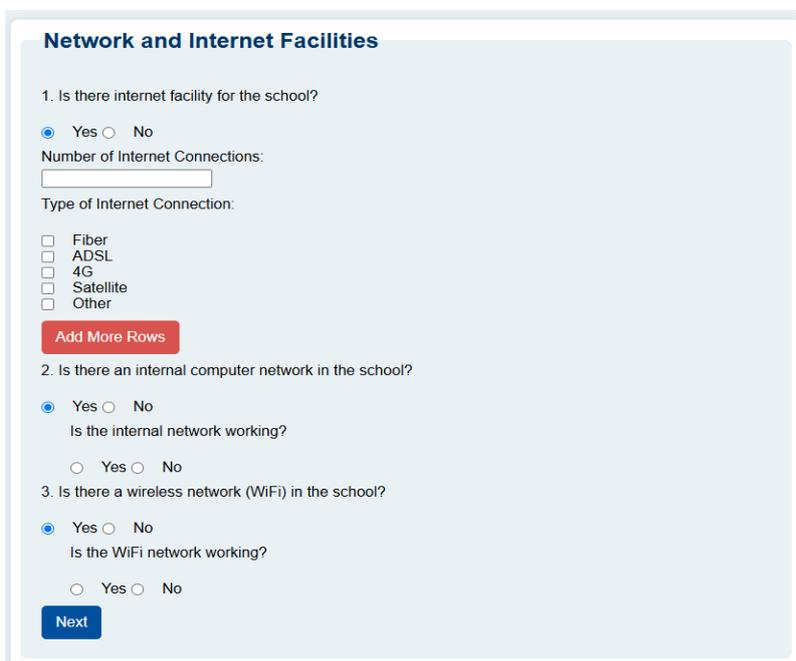1. Is there internet facility for the school?

○ 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.
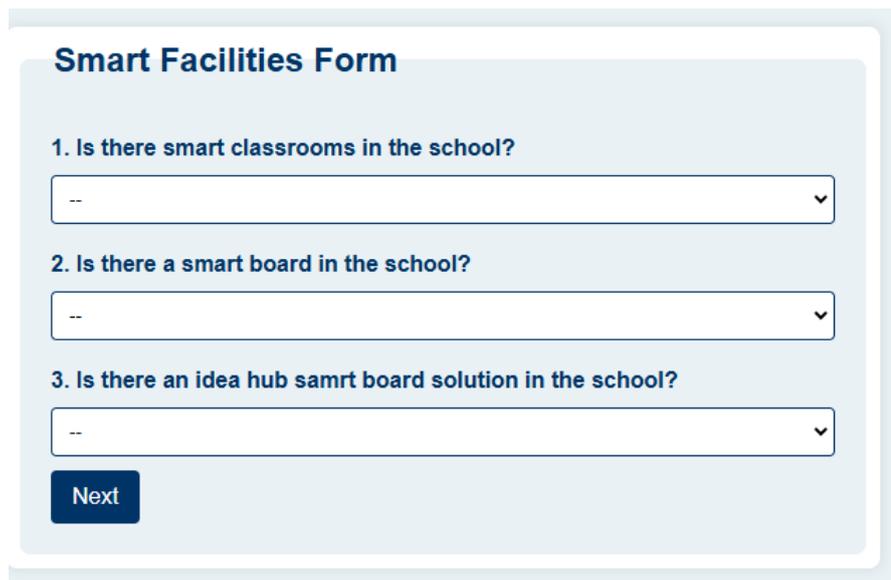
Smart Facilities Form

1. Is there smart classrooms in the school?

[-- ▾]

2. Is there a smart board in the school?

[-- ▾]

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

[-- ▾]

[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