

# Diocese of Guildford Education Services Portal School Adding, Editing and Removing Staff Accounts

## Finding the Education Services Portal

Go to <https://gdbe-elevate.org>

### Logging in

In the top right-hand corner of the page click on the login / register button.

A rounded rectangular button with an orange border containing the text "Login / Register".

Login / Register

Enter your email and password and click Login

Upon successfully logging in, the login / register button will be replaced by the **Account** button.

A rounded rectangular button with an orange border containing the text "Account" followed by a downward-pointing chevron symbol.

Account ▾

Clicking on the Account button will show further links, including **My Account** showing your bookings, **Profile** to change your email and password and **Logout** to logout of the system.

Users with other permissions may have further links.

# School Account

To access your school account click on **Account** button in the top right-hand corner of the homepage and then click on the **School Account** link.

The screenshot shows the 'School Account' dashboard. At the top, there is a dark blue header with 'School Account' on the left and 'Home | School Account' on the right. Below the header, on the left, is a vertical sidebar of navigation buttons: 'Dashboard' (highlighted in blue), 'Staff Courses', 'Governor Courses', 'Services', 'SLAs', 'Payments', 'Staff Accounts', 'School', and 'Documents'. The main content area is titled 'Dashboard' and contains a 'Consultants' section with the text 'No attached consultant'. To the right of the consultants section are three informational boxes: 1. 'Request additional services' with a 'Request Services' button. 2. 'Booking Notifications' which states that primary admin accounts receive notifications and offers an 'Automatic System Approval Option' for £0.00 courses, with a checkbox for 'Allow Automatic Admin Approval'. 3. 'Virtual Courses' which explains that some courses are delivered online and will be marked with an 'Online' lozenge.

To view your school staff, click on the **Staff Account** tab.

# Staff Accounts





School Staff are split in Staff and Governors.

- Dashboard →
- Staff Courses →
- Governor Courses →
- Services →
- SLAs →
- Payments →
- Staff Accounts →**
- School →
- Documents →

## Staff Accounts

Add Staff Account +

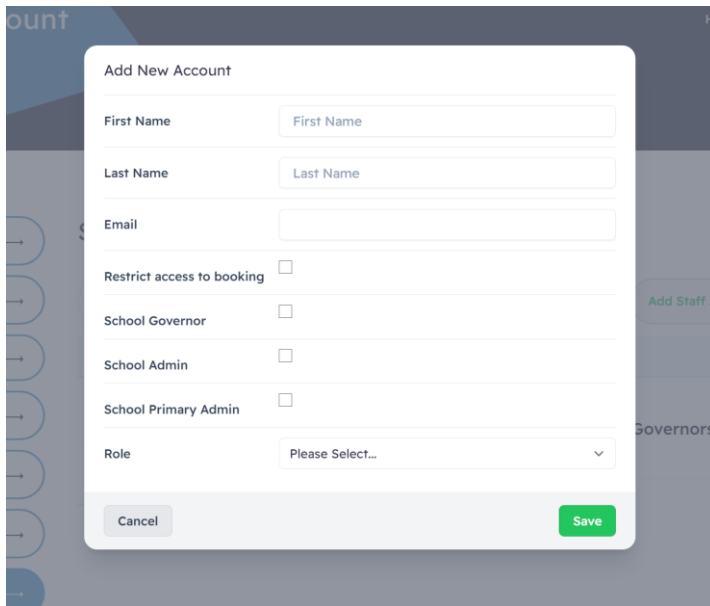
10 ▾

STAFF	
Damian Belson	 
Jo Bloggs	 

GOVERNORS
 No Governors found...

## Add a User

To add a User, click on the **Add Staff Account** button.



E-mail address	The e-mail address must be unique. The reason for this is that the e-mail address is used to login to the system.
Restrict Access to bookings	Tick this box to prevent the staff member from bookings courses or services on the portal
School Governor	Tick this box if the user is a school governor
School admin	Tick this box if you would like the user to have similar school admin rights to yourself
Primary School admin	Tick this box if you would like the user to be the primary school admin. Only one person in a school has this role. They will receive all the email notifications.

## Edit a User

To edit a User.



Click the icon to edit a User.

## Delete a User

To delete a User.



Click the icon to delete a User.

A popup confirm box will appear. Click the delete button to remove the User.