



Diocese of Guildford Education Services Portal School User Guide

V2.1

Finding the Education Services Portal

Go to gdbe-elevate.org

Registering

To register as a new user to site click on the login / register button in the top right-hand corner of the page:

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

Under the login form, click on the 'Register for a new account' link and then fill out the form. And click on the Register button. You will receive an email to verify your account. Click on the link within the email. Your school will be informed that you have registered.

Logging in for the first time

If you have been registered for a user account by either The Diocese of Guildford or your school, you will have received an account verification email.

You will need to click the link within this email to verify your email address.
On verifying your email address, you will be asked to set a password for your account.

Once you have verified your email address and set your password for your account you will be able to log in to gdbe-elevate.org.

Didn't verify your account in time?

For security, the verification email **is only valid for an hour**.

To send another verification email visit gdbe-elevate.org/forgot-password

Didn't get the email?

Check your spam/junk/clutter folder to make sure it didn't end up there.

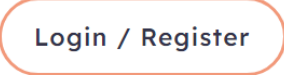
To send another verification email visit gdbe-elevate.org/forgot-password

Didn't receive any emails or had an error message?

Contact our team by email for support gdbe-elevate@cofeguildford.org.uk

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".

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.

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.

Profile

You can change your details at any time by clicking on **Account** button on the top right-hand corner of the homepage and then clicking on the **Profile** link.

Profile Information

On the profile page, you are able to update your name and email.

A new email will need to be verified - an email will be sent to the new address.

Profile Information
Update your account's profile information and email address.

First Name

Last Name

Email

SAVE

Update Password

Update your password. Ensure the password is at least 8 characters long and includes a number and a capital letter.

Update Password
Ensure your account is using a long, random password to stay secure.

Current Password

New Password

Confirm Password

SAVE

It is recommended that you change your password periodically.

Two Factor Authentication



This is an additional layer of security for your account.
To set this up, follow the instructions on screen.

Two Factor Authentication
Add additional security to your account using two factor authentication.

You have not enabled two factor authentication.

When two factor authentication is enabled, you will be prompted for a secure, random token during authentication. You may retrieve this token from your phone's Authenticator application.

There are many suitable Authenticator applications. If you do not already have one installed we recommend Google Authenticator.

ENABLE AUTHENTICATION

We recommend gdbe-elevate.org account administrator's **'Primary Admin'** and **'School Admin'** enable Two Factor Authentication.


Browser Sessions

This lists the devices you have logged onto the system with. Use this option to log out of all of your other browser sessions across all of your devices.

If you do not recognise any of the browser sessions, click **'Logout of Other Browser Sessions'** and change your password immediately.

Browser Sessions
Manage and log out your active sessions on other browsers and devices.

If necessary, you may log out of all of your other browser sessions across all of your devices. Some of your recent sessions are listed below; however, this list may not be exhaustive. If you feel your account has been compromised, you should also update your password.

 Windows - Chrome
172.18.0.1, [This device](#)

LOG OUT OTHER BROWSER SESSIONS

Personal Data

Download the data we hold on you.

Personal Data
Download personal data.

To support your right to access personal data as outlined in the General Data Protection Regulation (GDPR), GDBE Elevate gives you the ability to download a copy of your personal data.

When you download your personal data, the following information is collected from the GDBE Elevate database and generated in CSV format:

- Name, email, role, School/Organisation, access detail for the most recent login.
- Course Bookings.
- Service Bookings.

Download Data

Delete Account

You have the option to download any data we have associated with you as well as deleting your account.

Delete Account

Permanently delete your account.

Once your account is deleted, access to your account will be removed. Before deleting your account, please download any data or information that you wish to retain.

Your school/organisation will be informed of your account deletion and will retain a record of the courses and services booked in your name.

[Delete Account](#)

My Account

You can view your account by clicking on the **Account** button in the top right-hand corner of the homepage and then clicking on the **My Account** link.

My Account Home | Account

Courses

Courses →
Services →
Documents →

Search Bookings... 10 ↓

	COURSE	EVALUATION	RESOURCES
Approved	Online Headteacher Sabbatical Briefing Session - GDBE Schools HR Service 05/03/2021 11:30-12:15		

Virtual Courses
Some of our courses will now be delivered online. These will be indicated with an 'Online' lozenge above the course title. Participants will receive an email with access information the day before the course.

Courses and Services

Any courses or services that you have booked or have been booked on your behalf will show under the Courses or Services tabs.

Bookings can either be Pending (waiting for approval), Approved or Rejected. Course bookings can also be held on a waiting list if the course is full. You are able to delete bookings that have yet to be approved.

Additionally, a course booking may also have links to resource files, an evaluation and a completion certificate. These resources are usually only available after the course has finished.



Click on the icon to open the **course evaluation** form popup. When the evaluation is completed the icon is green.



Click on the icon to open the **course resources** popup. Not all courses have resources. Some resources are available before the course.



Click on the icon to download your **course certificate**.

Documents

Depending on your permissions you may have files available under the **documents** tab.

Courses →

Services →

Documents →

Documents

Virtual Courses
Some of our courses will now be delivered online. These will be indicated with an 'Online' lozenge above the course title. Participants will receive an email with access information the day before the course.

- ▢ GDBE elevate
 - ▢ [2022/23](#)
- ▢ Help Guides
 - ▢ [User Guides](#)
 - ▢ [Admin Guides](#)
- ▢ Schools HR Service Price Lists and Brochures
- ▢ SIAMS
 - ▢ [SIAMS](#)
- ▢ RE Online Resource Library
 - ▢ [Getting RE-ady for the Revised RE Syllabus](#)
 - ▢ [Concept Maps for the Faith and Beliefs in the RE Syllabus](#)
 - ▢ [EYFS in the Revised Syllabus](#)
 - ▢ [Materials for School Leaders](#)
 - ▢ [Curriculum Overviews](#)
- ▢ Education Services Price Lists and Brochures
 - ▢ [2021/22](#)
- ▢ Buildings and Estates Property Services
 - ▢ [2021/22](#)

2022/23

- ▢ [GDBE elevate | CORE Directory](#)
- ▢ [GDBE elevate | Education](#)
- ▢ [GDBE elevate | HR](#)
- ▢ [GDBE elevate Recruitment | Unlimited Bun...](#)

To view files, click on the folder title in the left-hand column. The files within that folder will then show within the right-hand column. Click on the filename to download the file.

Booking Training

If your school allows, you will be able to request a course booking. Click on the **Training** link in the top menu bar.

The screenshot displays a user interface for booking training courses. At the top, there is a navigation bar with three elements: a dropdown menu labeled "All Course Categories", a search box labeled "Search training courses..." with a clear 'X' button, and a "Date" dropdown menu. Below this, a grid of six course cards is shown. Each card features a blue icon of a computer monitor with a speech bubble, representing an e-learning module. The course titles and descriptions are as follows:

- Card 1:** "E-Learning Module | Primary & Secondary CofE Church Schools, Guildford DIocese: Introduction to the revised RE syllabus for RE Governors". Date: *To be arranged*. Time: (blank).
- Card 2:** "E-Learning Module | Primary: Church Youth and Children's Workers". Date: *To be arranged*. Time: (blank).
- Card 3:** "E-Learning Module | Primary: Clergy". Date: *To be arranged*. Time: (blank).
- Card 4:** "E-Learning: Governance in Church Schools - Monitoring the impact of our school Christian Vision". Date: *To be arranged*. Time: (blank).
- Card 5:** "E-Learning: Governance in Church Schools - Monitoring the impact of our school Christian Vision". Date: *To be arranged*. Time: (blank).
- Card 6:** "Surrey Community Schools - Getting RE-ady for the Revised Syllabus' Session 1". Date: 21/06/2022. Time: 16:00 - 17:30.

Each card includes a right-pointing arrow at the bottom, indicating a link to the course details. At the bottom of the interface, there is a pagination bar with seven numbered circles, where the first circle (1) is highlighted in blue.

Here you can browse or search for courses.

To view a course category, click on a categories box and select the course category.

You can also search for courses using the search box.

To find out more about a course click on the course box to open the course detail and booking form.

Course Listing

Diocesan School Business Leaders, Managers and Bursar Network Meetings

Our annual series of 3 network meetings for School Business Leaders, Managers and Bursars. We warmly invite School Business Leaders to attend.

Content:

- GDBE elevate Education - Updates
- GDBE elevate HR - Update and Surgery
- GDBE Property and Buildings Team Surgery
- Network Focus - Current national, regional and local agendas
- Network expertise and resources that allow you to work together to best meet the needs of children and families living in your school community and provide support for you in your professional role.

Presenter and consultant preparation, training and resource materials are all included.

This network is **FREE** for all member schools or academies who subscribe to GDBE elevate CORE. There is a small fee for those who are non-members.

All bookings must be made online in advance of the session dates. All presenter post session materials and resources are included as part of the online booking.

School Business Leaders, Managers and Bursars working in Church Schools and Academies

Standard Price			
EsLA Standard £36	EsLA Core Free	EsLA Extend+ Free	EsLA Enhance++ Free

Book Course Tutors & Venue

Date
24/06/2022 11:00-13:30

Who's attending the training?
Jo Bloggs

Any Dietary Requirements?

Would you like us to contact you to discuss your needs

I would like a [Church House Parking Permit](#)

Anything else about the booking?

I accept the [Booking Terms & Conditions](#)

Request Course →

On the Course Listings page, the course will have an Overview and Audience description.

The price of the course may depend on whether your school has purchased an appropriate Service Level agreement. The price that applies to your booking is shown by a highlighted box.

Depending on the course there may be different options, including parking permits and dietary requirements.

Click on the **Tutors and Venue** tab to see more detail about the course including the presenter's bio.

After reading and agreeing to the **Terms and Conditions** click on the 'Accept Booking Terms' checkbox. Click on the **'Request Booking'** button to submit the request.







If you are a member of staff or a governor, your booking will go to your school management to approve. Once it has been approved by your school, the booking will be reviewed by the Diocese of Guildford. You will receive an email once the booking has been approved.

Requesting a Service

If your school allows, you will be able to request a service.

Click on the **Services** link in the menu bar. In the drop-down menu select the appropriate service.

Services and Bundles

 <p>Training Courses and Events</p> <p>For School Governors, Senior Leadership and School Staff</p> <p>→</p>	 <p>GDBE External Adviser Headteacher Performance Management</p> <p>→</p>	 <p>Strategic Leadership Executive Leader/Headteacher Recruitment</p> <p>→</p>
 <p>People (HR)</p> <p>Support bundles</p> <p>→</p>	 <p>School Improvement and Effectiveness</p> <p>→</p>	 <p>Christian Distinctiveness, RE and Collective Worship</p> <p>→</p>

To view a service area click on a service box to view all the services in that area.

Service Listings

DDE and HR Combined Support

Time breakdown: 8hrs
Total combined consultant time: 8hrs

What we include

- Support from a GDBE Diocesan Director of Education.
- Support from a GDBE HR Consultant support with headteacher recruitment process.
- Complete support with headteacher recruitment process.
- Meeting with Governors - online or in person at schools.
- Advice and support for recruitment, timeline, scoping role, Job Description/Person.
- Applicant Pack - Guidelines and Templates.

Universal £1,190	Your SLA GDBE elevate CORE £949
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Request Service | Contact

Who's requesting the service?
Jo Bloggs

Anything else about the booking?

I accept the [Booking Terms & Conditions](#)

Request Service →

DDE Support

Time breakdown: 4hrs
Total consultant time: 4hrs

What we include

- Support from a GDBE Diocesan Director of Education - Consultancy

Request Service | Contact

Who's requesting the service?
Jo Bloggs

Anything else about the booking?

On the Service Listings page, each service will have an Overview. The price of the service may depend on whether your school has purchased an appropriate Service Level agreement. The price that applies to your booking is shown by a highlighted box.

Add any additional information about your request.

After reading and agreeing to the **Terms and Conditions** click on the 'Accept Booking Terms' checkbox. Click on the **Request Service** button to submit the request.

If you are a member of staff or a governor, your booking will go to your school management to approve. Once it has been approved by your school, the booking will be reviewed by the Diocese of Guildford. You will receive an email once the booking has been approved.