

Help Sheet

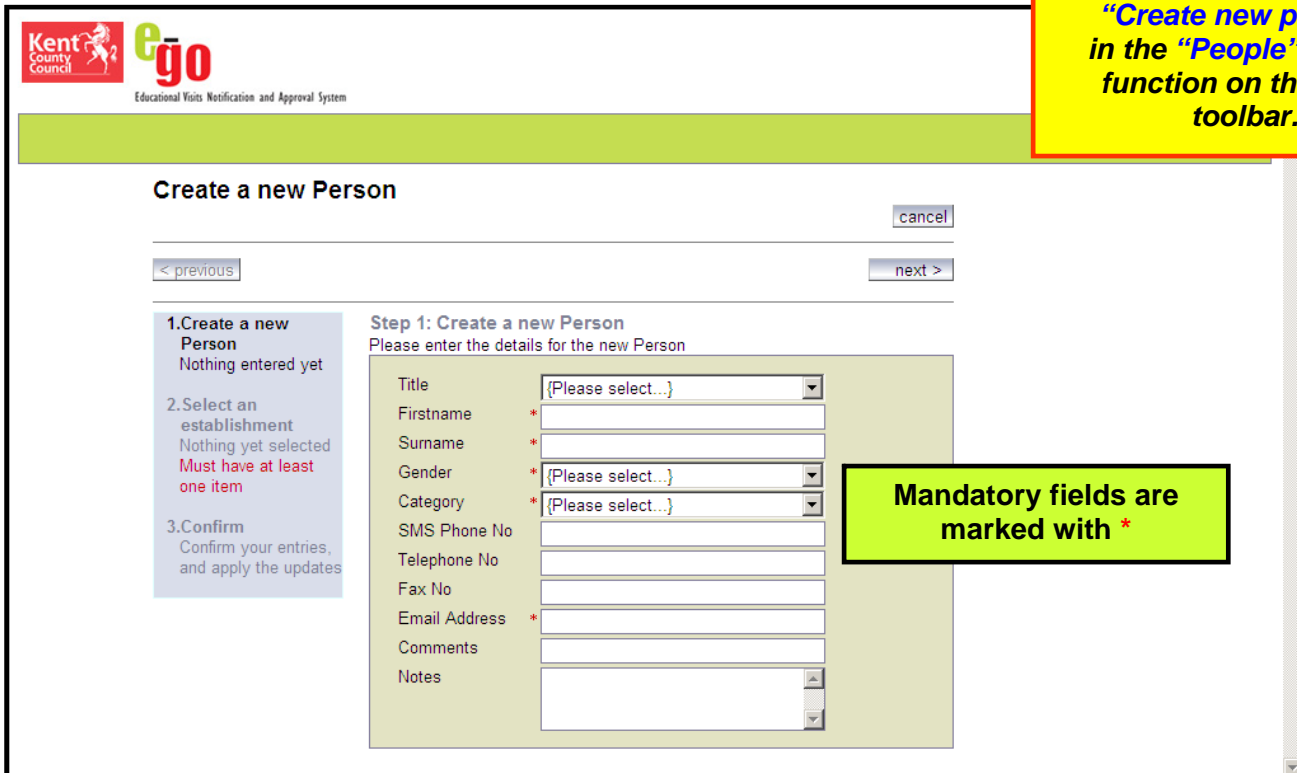
Creating a New Person and Allocating Log-in Details

- **Any staff member with access to the e-Go system can create a new person for use on visits in their own establishment.**
- Only the EVC and Headteacher in schools, or AYO for youth service groups, can allocate **log-in details for a person in their own establishment.** The Outdoor Education Unit cannot provide log-in details for individual establishment staff; decisions over individual staff access to the e-Go system for an establishment can only be made by the establishments own EVC / Headteacher or AYO.
- Only the Outdoor Education Unit staff can create and allocate log-in details for EVCs, Headteachers and Area Youth Officers.

Creating a New person -

- 1) Click on **“People”** search function in the toolbar.
- 2) Search for the person by surname to check whether they have already been created. If the name cannot be found but you know they have come to you from another KCC establishment, contact the Outdoor Education Unit as we may be able to transfer them over from their old establishment and in doing so avoid duplication.
- 3) If you need to create a completely new person for your establishment, click **“Create a new person”** on the left hand side. **Please see the example below -**

To get to this screen click **“Create new person”** in the **“People”** search function on the main toolbar.



1. Create a new Person
 Nothing entered yet

2. Select an establishment
 Nothing yet selected
 Must have at least one item

3. Confirm
 Confirm your entries, and apply the updates

Step 1: Create a new Person
 Please enter the details for the new Person

Title: (Please select...)
 Firstname: *
 Surname: *
 Gender: * (Please select...)
 Category: * (Please select...)
 SMS Phone No:
 Telephone No:
 Fax No:
 Email Address: *
 Comments:
 Notes:

Mandatory fields are marked with *

3) Once you have entered the details click **“next”** to save them. You will then see the screen below -

Allocating a person Log-in Details -

After creating a new person you will be automatically taken to their *'person profile'*.

For previously created people who require log-in details, search for and click on the name of the person using the **“People”** search function on the main toolbar to enter their *'person profile'*.

***** Please note - once a password is entered and saved it is not visible to anyone *****

Security and Administration -

Please note that details entered on the e-Go system for your establishment can be seen by -

- Anyone in your establishment with a password.
- Outdoor Education Unit staff.
- Other specific KCC staff.

Only KCC staff are permitted to have access to e-Go. It is important that ex-employees have their access to the system removed at the earliest opportunity. Please contact the Outdoor Education Unit if a member of staff leaves / moves on.