

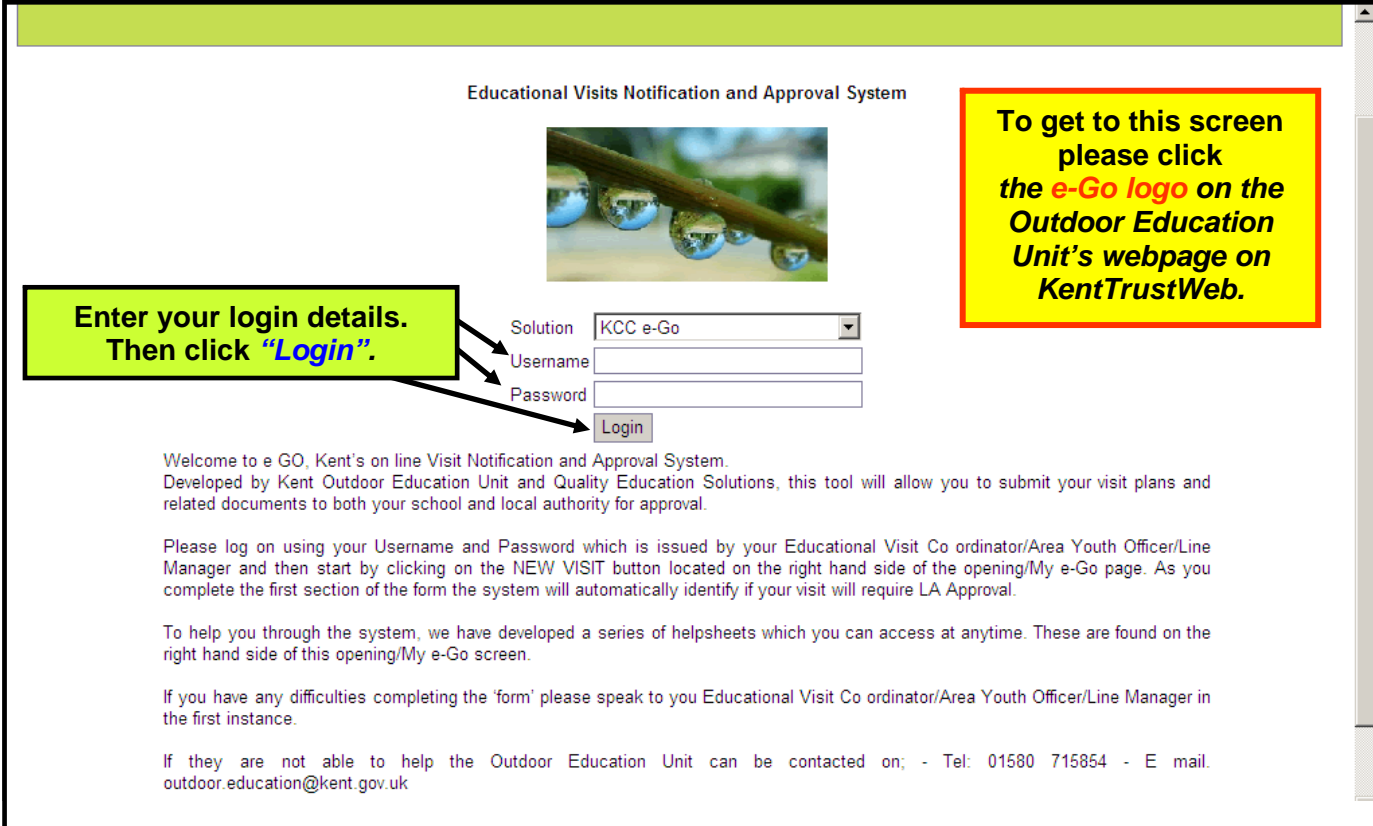
Help Sheet

Getting Started on e-Go

- **E-Go is KCC's online Notification and Approvals system for educational residential visits and adventurous activities for schools, youth groups and other alternative educational provision.**
- To access e-Go you will require a **username** and **password** issued by the Educational Visits Coordinator (EVC), Headteacher, Area Youth Officer (AYO) or Line Manager for your establishment.

Getting Started -

1) The e-Go system can be accessed from the KCC Outdoor Education Unit's webpage (we recommend you create an Internet shortcut or bookmark) - www.kenttrustweb.org.uk/policy/offsite.cfm



The screenshot shows the 'Educational Visits Notification and Approval System' login page. It features a header with the system name, a central image of water droplets on a leaf, and a login form with fields for 'Solution' (set to 'KCC e-Go'), 'Username', and 'Password', along with a 'Login' button. A yellow callout box on the right instructs users to click the e-Go logo on the Outdoor Education Unit's webpage on KentTrustWeb. A green callout box on the left instructs users to enter their login details and click 'Login'.

Enter your login details. Then click "Login".

To get to this screen please click the e-Go logo on the Outdoor Education Unit's webpage on KentTrustWeb.

Educational Visits Notification and Approval System

Solution

Username

Password

Welcome to e GO, Kent's on line Visit Notification and Approval System.
 Developed by Kent Outdoor Education Unit and Quality Education Solutions, this tool will allow you to submit your visit plans and related documents to both your school and local authority for approval.

Please log on using your Username and Password which is issued by your Educational Visit Co ordinator/Area Youth Officer/Line Manager and then start by clicking on the NEW VISIT button located on the right hand side of the opening/My e-Go page. As you complete the first section of the form the system will automatically identify if your visit will require LA Approval.

To help you through the system, we have developed a series of helpsheets which you can access at anytime. These are found on the right hand side of this opening/My e-Go screen.

If you have any difficulties completing the 'form' please speak to you Educational Visit Co ordinator/Area Youth Officer/Line Manager in the first instance.

If they are not able to help the Outdoor Education Unit can be contacted on; - Tel: 01580 715854 - E mail. outdoor.education@kent.gov.uk

Please note - if you do not have your own login details or have forgotten your password please contact your EVC / Headteacher, AYO or Line Manager.

Please do not share your login details with other staff in your establishment. Actions performed on the e-Go system are registered to the logged-in user. Actions performed in other peoples names can cause issues in the event of an incident, accident or investigation.

Visit Leaders on educational visits will require login details to complete the approval process.

2) Once logged-on, the **"My e-GO"** page is your 'homepage'. All the functions of e-Go can be accessed from here. Please see the examples below for brief details of the functions.

You can change your own password at any time on this screen.

Click on the headings in this tool bar to access different areas where you can search for information such as educational visits and activities from your establishment, staff/volunteers in your establishment, KCC vetted Providers, etc.

Shows who is currently logged in.

Access to printable help sheets on how to complete functions.

Click here to start creating a visit Notification or Approval form.

The screenshot shows the 'My e-GO' homepage. At the top left is the Kent County Council logo. Below it, the text reads 'Educational Visits Notification and Approval System' and 'Current user: Test Visit Leader | Test Establishment'. A navigation bar contains links for 'My e-GO', 'Visits', 'Establishments', 'Providers', 'People', and 'Logout'. Below this bar are buttons for 'Change Password', 'Emergency Report', 'New Visit', and 'Help & Guidance'. The main content area is titled 'Recently Viewed Items' and 'Visits waiting on me'. Under 'Visits waiting on me', there is a table with columns: 'Your Visit's Name', 'Departure Date', 'Return Date', 'Visit Status', 'WaitingOn', 'EventNo', 'Establishment', and 'VisitType'. The table lists several visits, including 'Test Swattenden 2009' and 'TEST France'. A search bar is located above the table.

You can easily access your 50 most recently viewed items by clicking on the title.

The page will default to "visits waiting on me" but you can select the other options.

To open a visit form click on the title.

Each visit form is allocated a specific Visit Number to make it easier to search for.

This gives the visit's 'status' to show where it is in the approvals process. From the start (pre-checked) to the end (Approved by the LA).