

Help Sheet

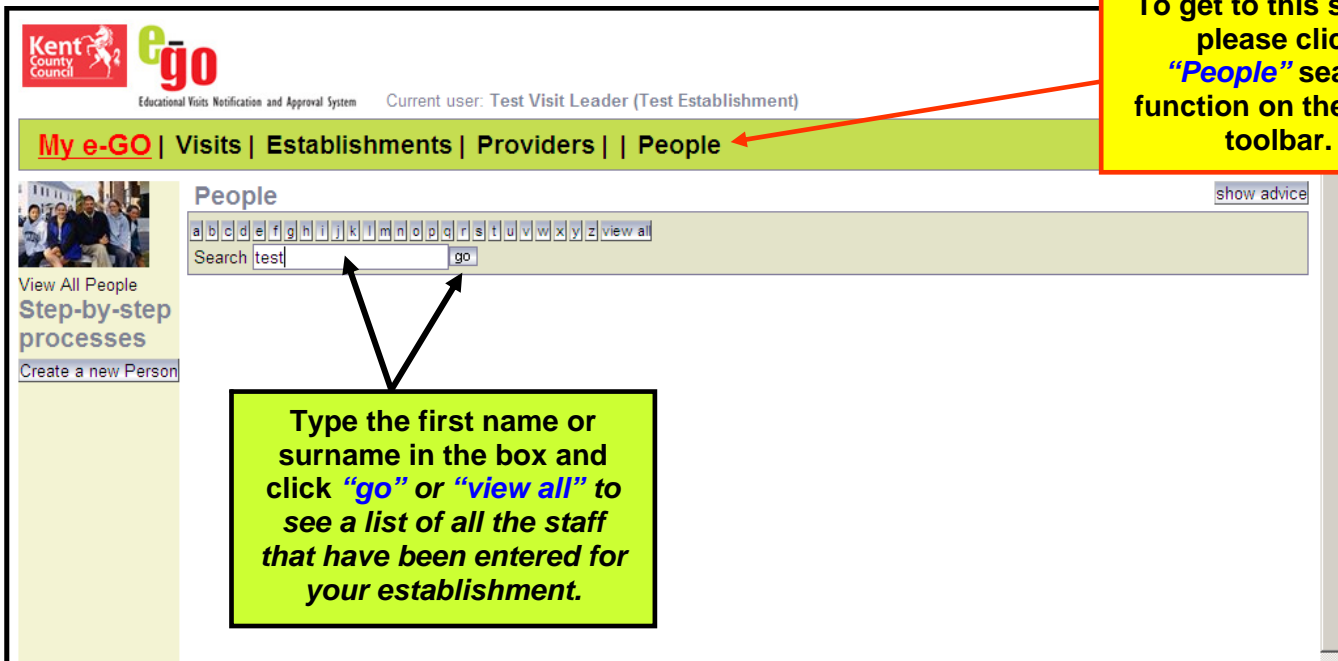
Updating a Person's Profile / Record

- Individual members of staff have their own profile or record on e-Go . This profile can be updated with changes to name, contact details, qualifications, driving qualification details, username and password details, etc.
- General details (name, contact, etc) and qualifications/driving details can be edited by all staff with e-Go access. Password and login details can only be allocated or altered by EVCs, Headteachers and AYOs.
- A person's profile also shows which visits and activities they have participated in, and if they were the visit leader, assistant leader or acting as supervisory staff. This is automatically updated when they lead or participate in a visit that is entered on the e-Go system.

Please Note – details entered on a person's record can be seen by others in your establishment with a password, Outdoor Education Unit staff and other designated KCC personnel. Please do not enter personal address and contact details; only work related details should be entered.

Finding people already entered for your establishment -

- 1) Click on **"People"** on the **"My e-Go"** toolbar. Type the first name or surname of the person you are looking for in the search box and click **"go"**. Alternatively click **"view all"** to view all the staff listed in your establishment (there may be several pages of staff listed for larger establishments).
- 2) To open the *'person profile'* and update or edit details, click on the person's name.



To get to this screen please click **"People" search function on the main toolbar.**

Type the first name or surname in the box and click **"go" or **"view all"** to see a list of all the staff that have been entered for your establishment.**

2) Click on the words **“General Details”** to open up (maximise) the box for editing and updating name and contact details. Click **“Save”** to retain the new details.

3) Click on **“Driving details”** and **“Qualifications”** to add information.

Please note - if your school or youth service staff wish to lead any ‘adventurous activities’ themselves, the Outdoor Education Unit will require copies of their relevant certificates or qualifications to authorise this.

Click on **“General Details”** to maximise or minimise this section for editing.

To get to this screen click on **“General Details”** in the persons profile.

Click on **“Driving Details”** or **“Qualifications”** to maximise or minimise this section for editing.

Keeping details up to date -

It is important to ensure that email addresses are correct and up to date so that the person receives the automated email if a visit is passed to them for action e.g. as a visit leader.

Please note - people can only be removed from your staff list by the Outdoor Education Unit.

Please email the Outdoor Education Unit if you would like a staff member or volunteer removed from your establishment. Please also include details of where the person has gone e.g. “retired”, “name of new Kent school”, “no longer in education”, etc. This allows the Outdoor Education Unit to remove or transfer them as appropriate.