



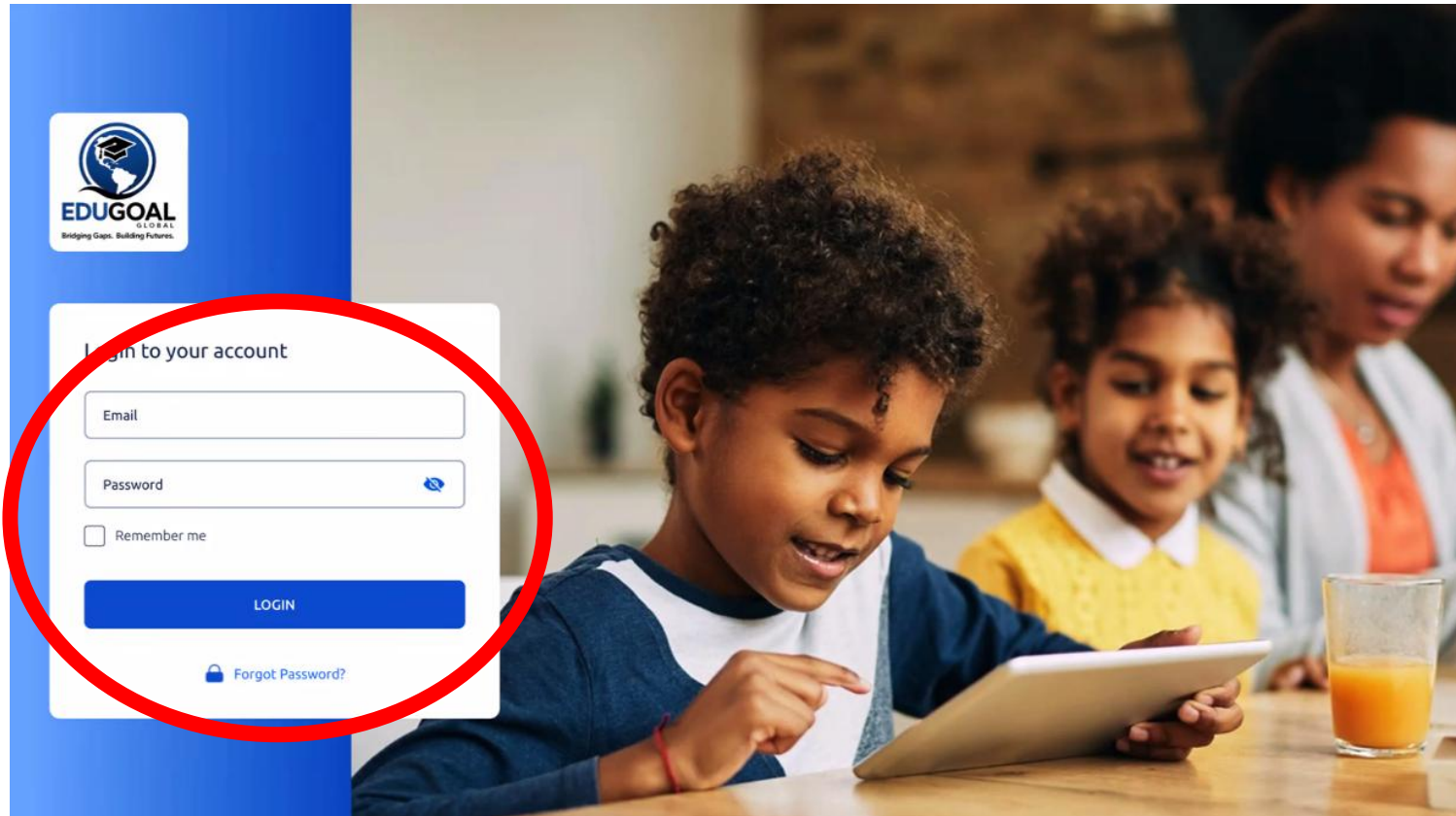
# Getting Started Set-up Guide

---

## District Administrator Profile

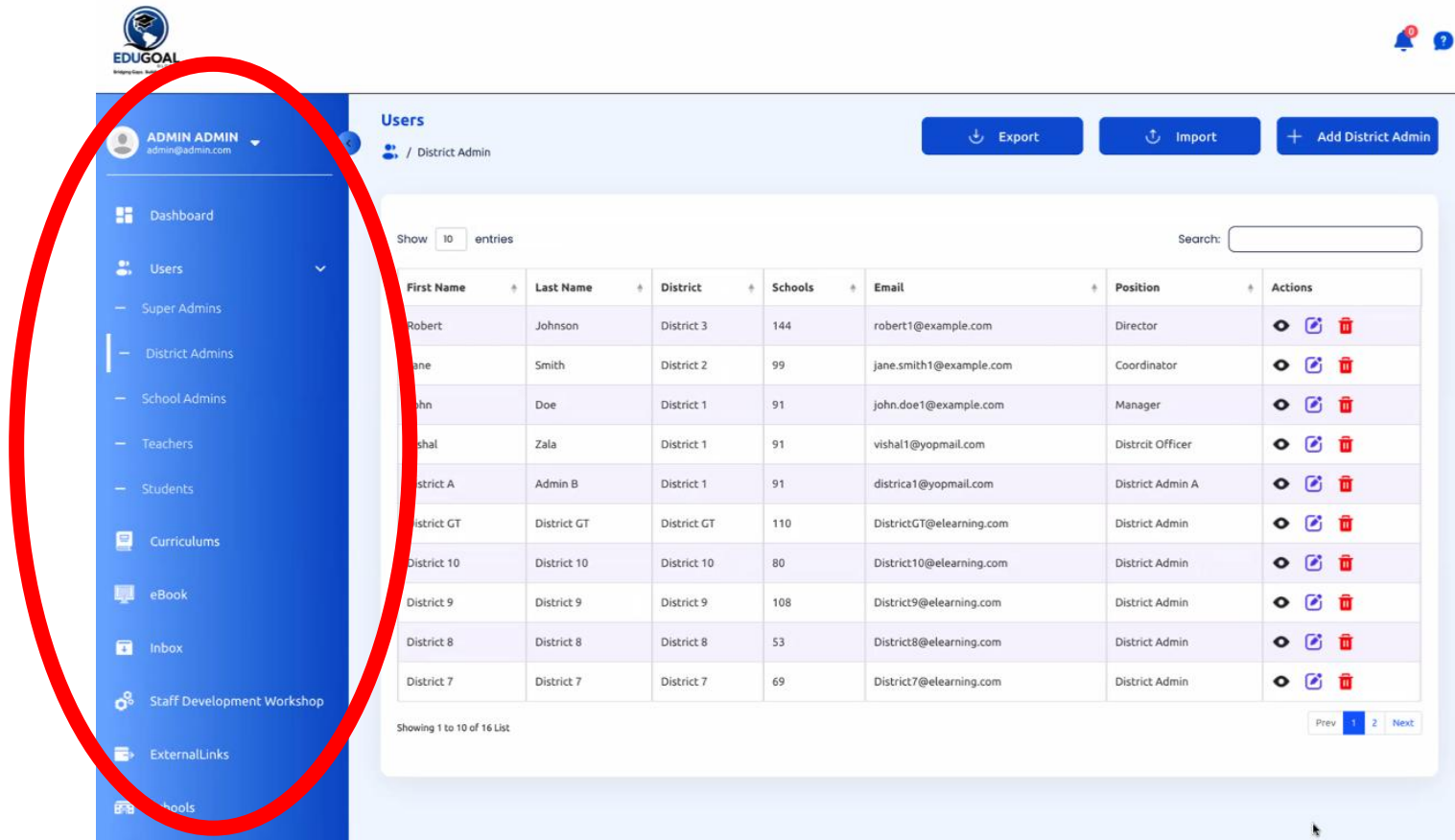
# Step 1: Logging-in and accessing your dashboard

---



- Navigate to:  
*app.edugoaeducation.com*
- Enter your username and password (8-10 alpha-numeric text)
- Click Login

# Step 2: Navigate to the Menu

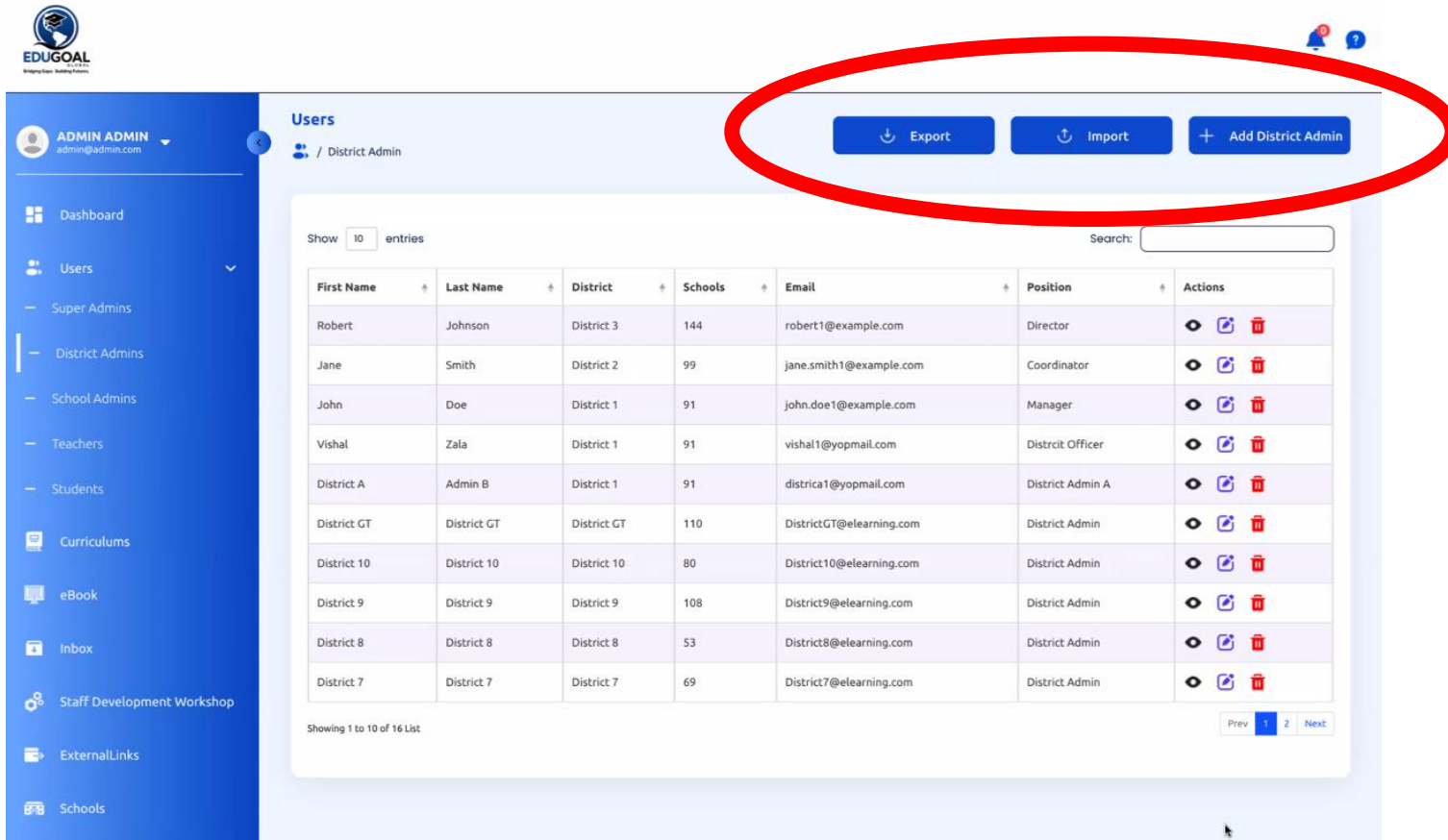


The screenshot displays the EDUGOAL system interface. On the left, a blue sidebar menu is visible, with the 'Users' option highlighted by a red circle. The main content area shows the 'Users' management page, which includes a table of users and a search bar. The table lists users with columns for First Name, Last Name, District, Schools, Email, Position, and Actions. The 'Users' menu item in the sidebar is circled in red, indicating the next step in the process.

| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions |
|-------------|-------------|-------------|---------|--------------------------|------------------|---------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |         |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |         |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |         |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |         |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |         |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |         |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |         |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |         |
| District 8  | District 8  | District 8  | 53      | District8@elearning.com  | District Admin   |         |
| District 7  | District 7  | District 7  | 69      | District7@elearning.com  | District Admin   |         |

- Select “District Admins” to begin adding District Administrator users
- District Administrator users should include: Chief Education Officers, District Education Officers, and Superintendents

# Step 3: Adding District Administrators – Bulk or Single Entry



The screenshot shows the EDUGOAL Users management interface. A red circle highlights the 'Export', 'Import', and 'Add District Admin' buttons at the top right of the table area. The interface includes a sidebar with navigation links and a main content area with a table of users.

**Users**  
/ District Admin

Show 10 entries

Search:

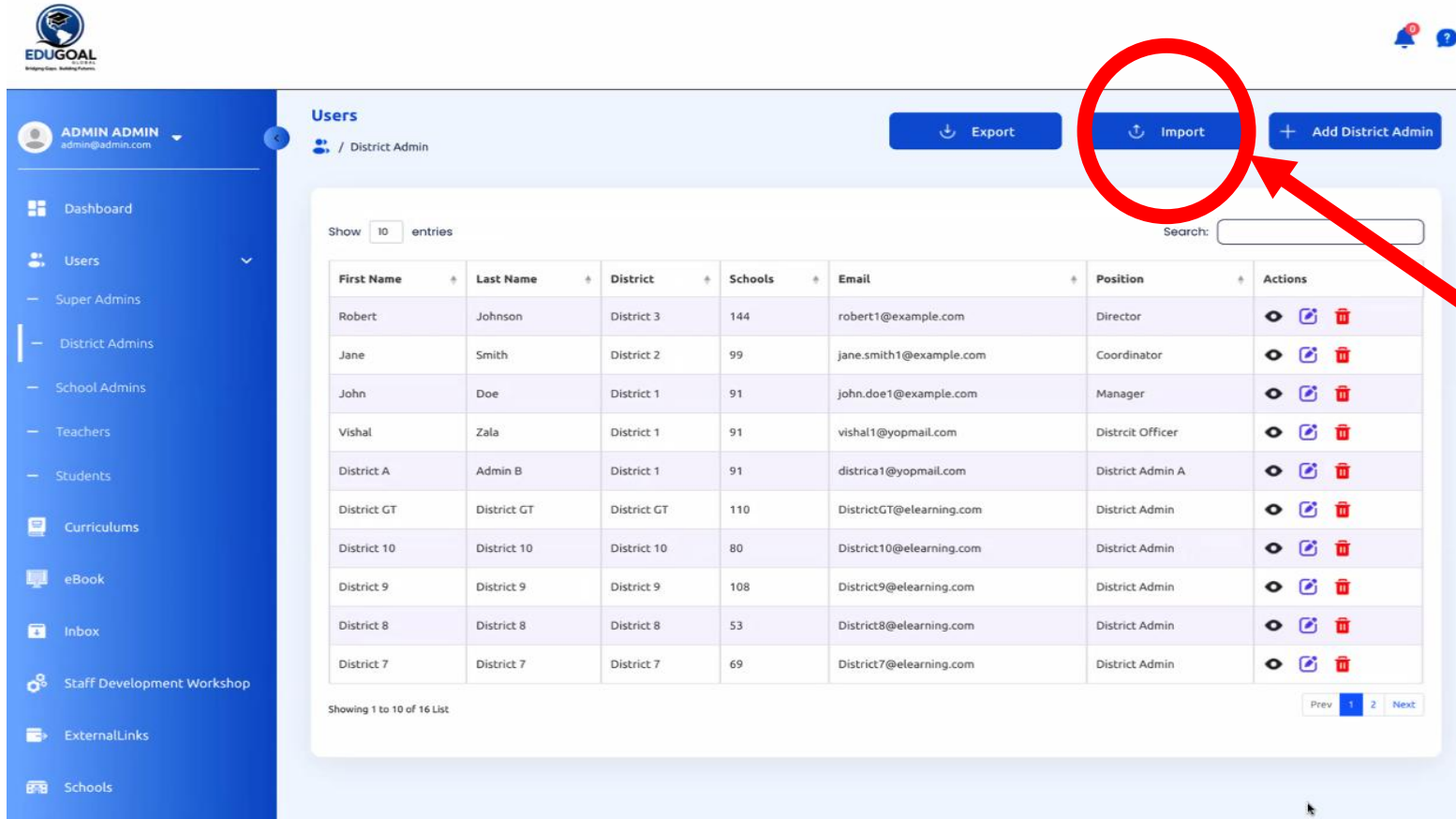
| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions |
|-------------|-------------|-------------|---------|--------------------------|------------------|---------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |         |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |         |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |         |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |         |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |         |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |         |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |         |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |         |
| District 8  | District 8  | District 8  | 53      | District8@elearning.com  | District Admin   |         |
| District 7  | District 7  | District 7  | 69      | District7@elearning.com  | District Admin   |         |

Showing 1 to 10 of 16 List

Prev 1 2 Next

- Administrators can be added using a bulk approach or a single-entry approach

# Step 4: Adding District Administrators – Bulk Entry



The screenshot displays the EDUGOAL Users management interface. On the left is a blue sidebar with navigation links: Dashboard, Users (selected), Super Admins, District Admins, School Admins, Teachers, Students, Curriculums, eBook, Inbox, Staff Development Workshop, ExternalLinks, and Schools. The top header shows the user 'ADMIN ADMIN' and the page title 'Users / District Admin'. In the top right, there are 'Export', 'Import', and 'Add District Admin' buttons. The 'Import' button is circled in red, with a red arrow pointing to it from a text box on the right. Below the buttons is a search bar and a table of users. The table has columns for First Name, Last Name, District, Schools, Email, Position, and Actions. The table contains 16 entries, showing the first 10. At the bottom, it says 'Showing 1 to 10 of 16 List' and has pagination controls (Prev, 1, 2, Next).

| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions |
|-------------|-------------|-------------|---------|--------------------------|------------------|---------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |         |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |         |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |         |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |         |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |         |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |         |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |         |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |         |
| District 8  | District 8  | District 8  | 53      | District8@elearning.com  | District Admin   |         |
| District 7  | District 7  | District 7  | 69      | District7@elearning.com  | District Admin   |         |

- Click the “Import” feature to add 5 or more district administrators at once

# Step 5: Adding District Administrators – Bulk Entry

The screenshot displays the 'Users' management page. At the top right, there are buttons for 'Export', 'Import', and 'Add District Admin'. The 'Import' button is circled in red, with a red arrow pointing to it. Below this, a table lists existing users with columns for First Name, Last Name, District, Schools, Email, and Position. At the bottom, a 'Bulk Entry' form is shown, featuring a 'Choose File' button (circled in red and labeled '1') and an 'Upload' button (circled in red and labeled '2').

| First Name  | Last Name   | District    | Schools | Email                    | Position         |
|-------------|-------------|-------------|---------|--------------------------|------------------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |

- Click the “Import” feature to add 5 or more district administrators at once
- Click to 1 find formatted file with multiple user information to upload
- Click 2 to import file

# Step 6: Preparing a bulk upload file for import

| FirstName | MiddleName | LastName | DateOfBirth | Email                   | Password    | Position    | CountryName | RegionName | DistrictName |
|-----------|------------|----------|-------------|-------------------------|-------------|-------------|-------------|------------|--------------|
| John      | M          | Doe      | 01/15/1980  | john.doe1@example.com   | password123 | Manager     | Guyana      | Region 1   | District 1   |
| Jane      |            | Smith    | 01/15/1981  | jane.smith1@example.com | pass456     | Coordinator | Guyana      | Region 2   | District 2   |
| Robert    | K          | Johnson  | 01/15/1982  | robert1@example.com     | secure789   | Director    | Guyana      | Region 3   | District 3   |

- The following fields must be included: FirstName, MiddleInitial, LastName, DateofBirth (month, day, year), DistrictEmailAddress, Temporary Password, DistrictPosition, CountryName, RegionName (if applicable) and DistrictName (if applicable)
- Acceptable file naming convention: DISTRICTNAMEUSERNAMEUPLOADDATE (example:OrlandoNChan081725)
- Verify there are no duplicates in the file to prevent upload error
- Acceptable file formats: xlsx or csv format

# Step 7: Adding District Administrators – Single Entry

EDUGOAL

ADMIN ADMIN  
admin@admin.com

Users  
/ District Admin

Export Import + Add District Admin

Show 10 entries Search:

| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions |
|-------------|-------------|-------------|---------|--------------------------|------------------|---------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |         |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |         |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |         |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |         |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |         |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |         |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |         |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |         |
| District 8  | District 8  | District 8  | 53      | District8@elearning.com  | District Admin   |         |
| District 7  | District 7  | District 7  | 69      | District7@elearning.com  | District Admin   |         |

Showing 1 to 10 of 16 List

Prev 1 2 Next

- Click “Add District Admin” to enter 1 to 4 district administrators

# Step 8: Adding District Administrators – Single Entry

EDUGOAL

ADMIN ADMIN  
admin@admin.com

Users  
/ District Admin

Export Import + Add District Admin

Show 10 entries Search:

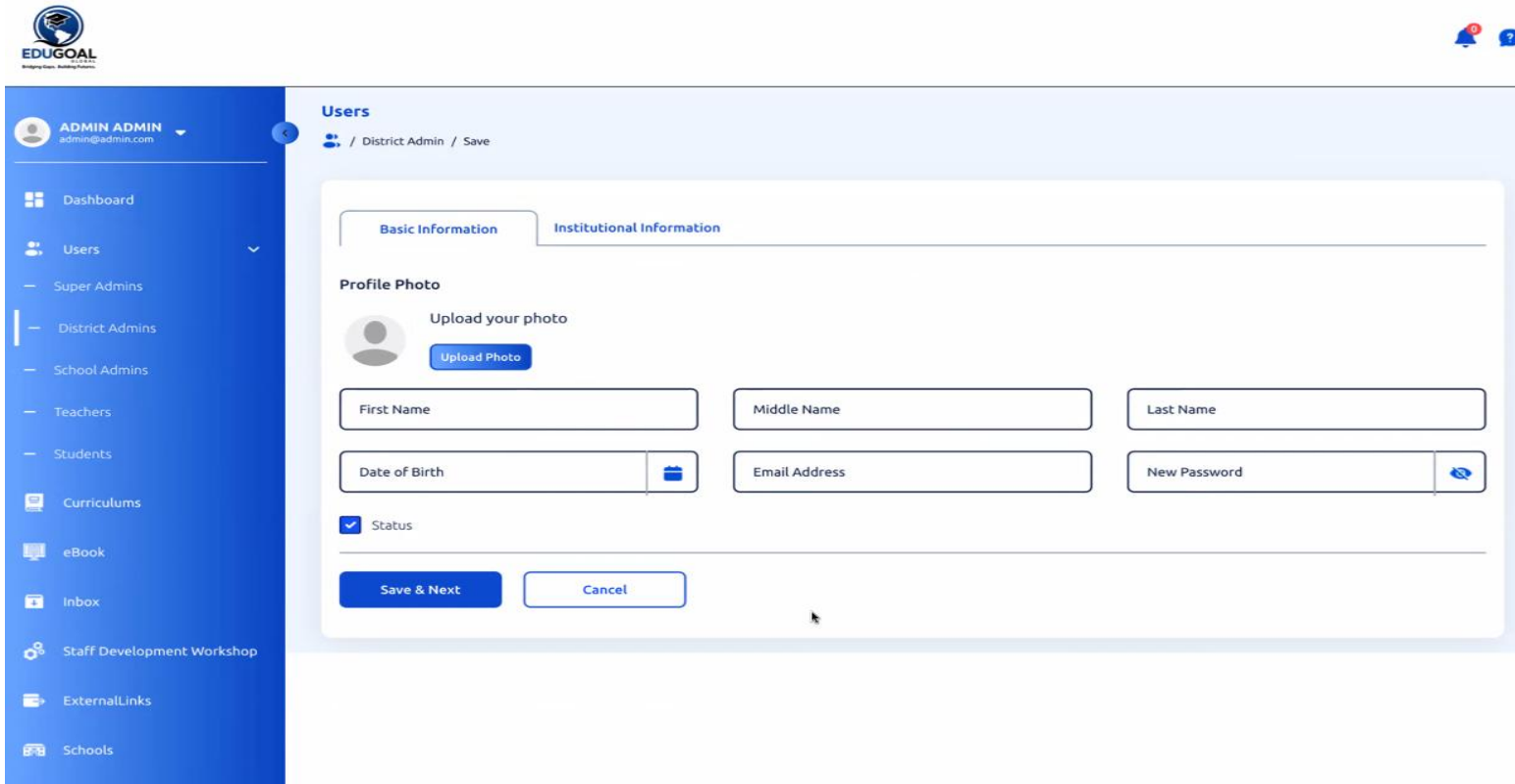
| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions |
|-------------|-------------|-------------|---------|--------------------------|------------------|---------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |         |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |         |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |         |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |         |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |         |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |         |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |         |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |         |
| District 8  | District 8  | District 8  | 53      | District8@elearning.com  | District Admin   |         |
| District 7  | District 7  | District 7  | 69      | District7@elearning.com  | District Admin   |         |

Showing 1 to 10 of 16 List

Prev 1 2 Next

- Click “Add District Admin” to enter 1 to 4 district administrators

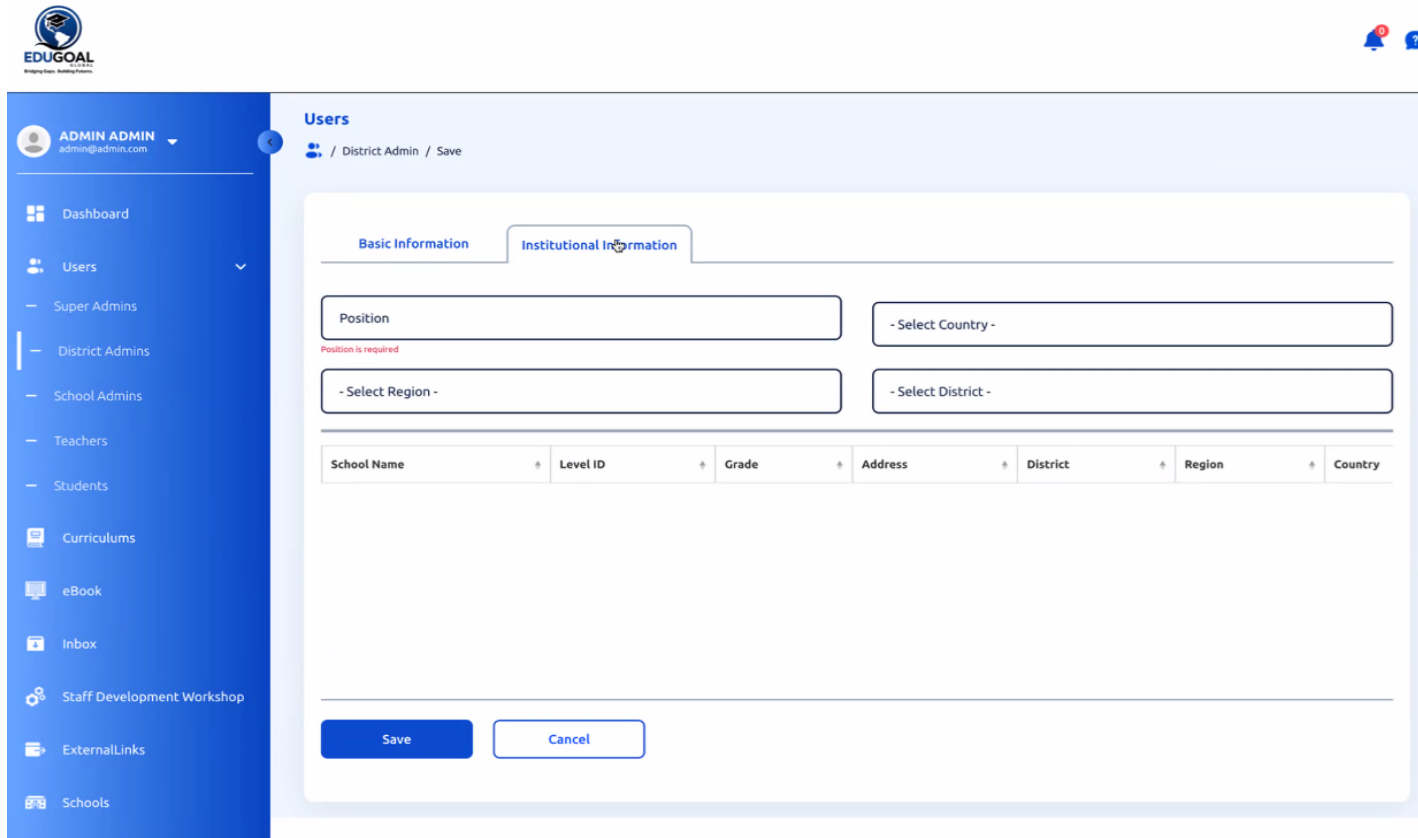
# Step 9: Adding District Administrators – Single Entry



The screenshot displays the EDUGOAL web application interface. On the left is a blue sidebar with a menu containing: Dashboard, Users (expanded), Super Admins, District Admins, School Admins, Teachers, Students, Curriculums, eBook, Inbox, Staff Development Workshop, ExternalLinks, and Schools. The main content area is titled 'Users' and shows a breadcrumb path: / District Admin / Save. The 'Basic Information' tab is active, showing a 'Profile Photo' section with an 'Upload Photo' button. Below this are input fields for 'First Name', 'Middle Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'Email Address', and 'New Password' (with an eye icon for toggling visibility). A 'Status' checkbox is checked. At the bottom are 'Save & Next' and 'Cancel' buttons.

- Enter all Basic Information in the fields
- Create temporary password
- Click “Save and Next”

# Step 10: Adding District Administrators – Single Entry

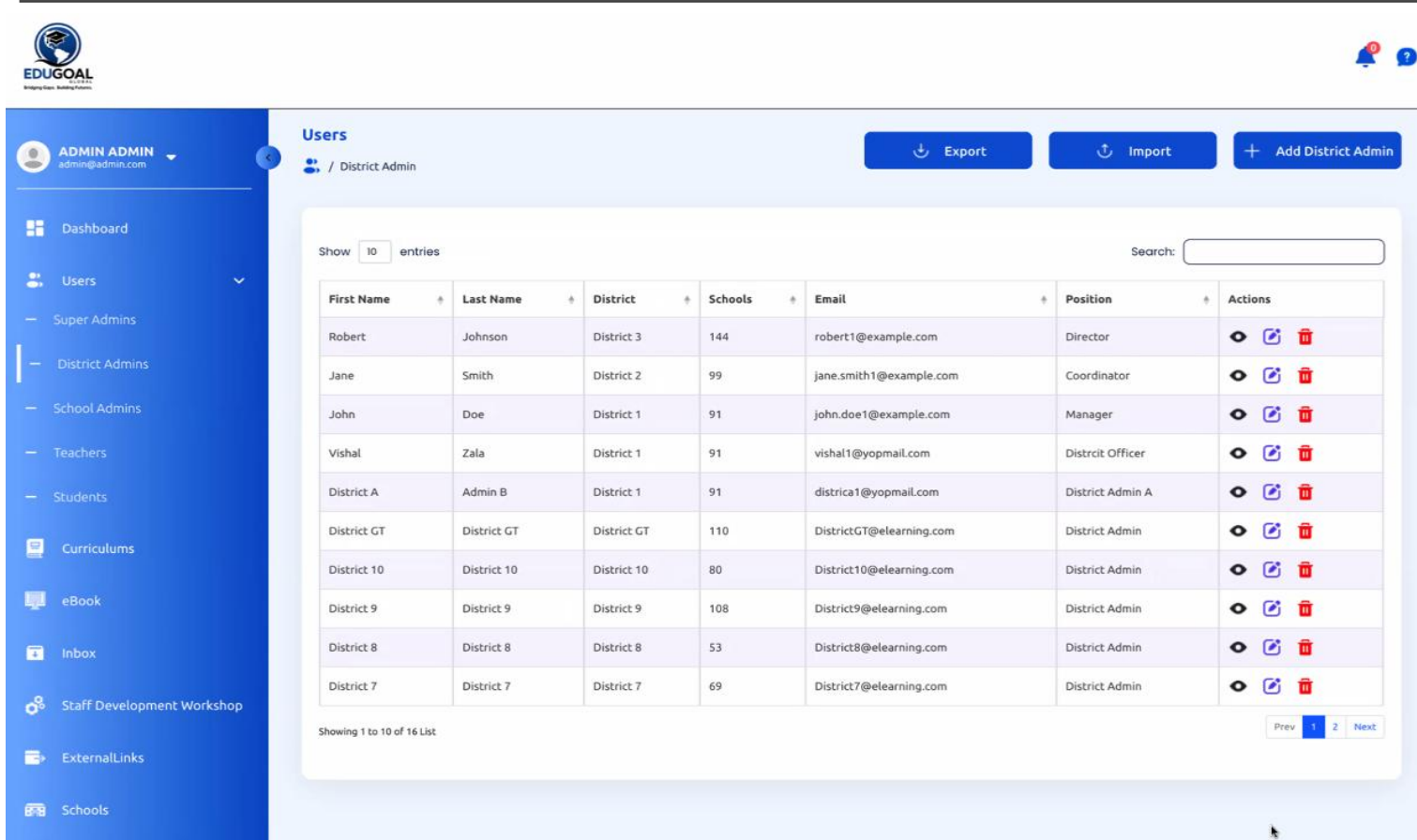


The screenshot displays the EDUGOAL web application interface. On the left is a blue sidebar with navigation links: Dashboard, Users (selected), Super Admins, District Admins, School Admins, Teachers, Students, Curriculums, eBook, Inbox, Staff Development Workshop, ExternalLinks, and Schools. The top header shows the user 'ADMIN ADMIN' and a notification bell. The main content area is titled 'Users' and shows a breadcrumb path '/ District Admin / Save'. Two tabs are visible: 'Basic Information' and 'Institutional Information' (which is active). The 'Institutional Information' tab contains four input fields: 'Position' (with a red error message 'Position is required' below it), '- Select Country -', '- Select Region -', and '- Select District -'. Below these fields is a table with columns: School Name, Level ID, Grade, Address, District, Region, and Country. At the bottom of the form are 'Save' and 'Cancel' buttons.

| School Name | Level ID | Grade | Address | District | Region | Country |
|-------------|----------|-------|---------|----------|--------|---------|
|-------------|----------|-------|---------|----------|--------|---------|

- Enter all Institutional Information in the fields
- Click “Save”

# Step 11: District Administrators – Dashboard



The screenshot displays the EDUGOAL Users Dashboard. The left sidebar contains navigation links: Dashboard, Users (selected), Super Admins, District Admins, School Admins, Teachers, Students, Curriculums, eBook, Inbox, Staff Development Workshop, External Links, and Schools. The main content area is titled 'Users' and shows a list of 16 entries. The table columns are First Name, Last Name, District, Schools, Email, Position, and Actions. The actions column includes icons for view, edit, and delete. The table shows users for various districts, including District 3, District 2, District 1, District A, District GT, District 10, District 9, District 8, and District 7. The bottom of the table indicates 'Showing 1 to 10 of 16 List' and includes pagination controls.

| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions                                                                                                                                                                                                                                                           |
|-------------|-------------|-------------|---------|--------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |          |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |          |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |          |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |          |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |          |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |          |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |       |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |    |
| District 8  | District 8  | District 8  | 53      | District8@elearning.com  | District Admin   |    |
| District 7  | District 7  | District 7  | 69      | District7@elearning.com  | District Admin   |    |

- All District Administrators added will be shown on the dashboard
- Do not forget to share users' temporary password with them

# Step 11: Updating District Administrator Dashboard

**EDUGOAL**  
Empowering Educators. Building Futures.

**ADMIN ADMIN**  
admin@admin.com

**Users**  
/ District Admin

Export Import Add District Admin

Show 10 entries Search:

| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions                                                                                                                                                                                                                                                           |
|-------------|-------------|-------------|---------|--------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |          |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |          |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |          |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |          |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |          |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |       |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |    |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |    |
| District 8  | District 8  | District 8  | 53      | District8@elearning.com  | District Admin   |    |
| District 7  | District 7  | District 7  | 69      | District7@elearning.com  | District Admin   |    |

Showing 1 to 10 of 16 List

Prev 1 2 Next

- Click “Edit” to update any field with information
- Click “Delete” to remove any record

# Congratulations

## You're All Set!