

Diocese of Guildford Education Services Portal School Admin Guide

Finding the Education Services Portal

Go to <https://gdbeonline.org>

Logging in for the first time

You need an email and password to log in to the site.

If you have been registered by The Diocese of Guildford or your school you will have received a verification email. You will need to click on the link within this email in order to verify your email address and request a password before you can log in.

Didn't get the email?

Check your spam folder to make sure it didn't end up there. You can also visit the following page to resend the verification email:

<https://gdbeonline.org/password/reset>

Logging in

In the top right-hand corner of the page click on the Login link

Enter your email and password and click Login

Upon successfully logging in, new menu items will show in the top right-hand corner of the homepage

Registering

To register as a new user to site:

In the top right-hand corner of the page click on the Register link

Enter your details.

Account management and passwords

You can manage your account by clicking on [My Account](#) link in the top right-hand corner of the homepage.

Change password

You can change your password at any time by clicking on [My Account](#) link in the top right-hand corner of the homepage.

On your Account page, click [Account Details](#) and then the [Change Password](#) link.

Enter your current password and then your new password.

School Account

To access your school account by click on School Account link in the top right-hand corner of the homepage.

School Account

- Dashboard
- Staff Courses
- Governor Courses
- Service Requests
- SLAs
- Payments
- Documents
- Staff
- School Information

Summary

0 Staff Courses Booked (PDF / XLS)
2 Governor Courses Booked (PDF / XLS)
0 Services Booked (PDF / XLS)

Consultant

Jane Whittingdale
jane.whittingdale@cofeguildford.org.uk
01483 484911

Notices

No Notices

Service Discounts and Benefits

Education Services - Enhance

- Termly RE Subject Leader Briefings
- EYFS Termly Network Meetings
- 8 hours - General Consultancy
- 8 hours - Service Options
- NGA Learning Link - Governor

20% Discount on Courses and Services

The Dashboard gives a summary of what your school has booked.

Staff and Governor Courses, Service Requests

Status	Attendee	Course	
Pending	Jane Whittington	TA 2 Supporting Writing October 09, 2018	
Pending	Jane Whittington	TA 1 Introduction to the Role and Supporting Learning September 26, 2018	
Waiting List	Sarah Tickner	Governor Induction November 07, 2018	
Approved	Jane Whittington	Senior Leadership Programme October 03, 2018	

Showing 1 to 4 of 4 entries

Previous 1 Next

The status of each booking is indicated by a coloured dot:

- Green dot - approved
- Orange dot - waiting list (courses only)
- Blue dot – pending with Guildford
- Red dot – pending with school

If a member of staff makes a booking, you will receive an email requesting approval.

To approve a booking



Click the icon to approve a booking.

A popup confirmation window will open. Click 'Yes'.

To delete a booking

If a course booking has yet to be approved by Guildford, it can be deleted without penalty.



Click the icon to delete a booking.

A popup confirmation window will open. Click 'Yes'.

Booking a Courses or Services

To book a course or service on behalf of a member of staff, the staff member must have an account. (See section on Staff to register a user).

When booking a course or service you will have the option of selecting the member of staff the booking is for.

Course Booking

Senior Leadership Programme

Attendee

Accept Booking Terms

320.00

Requesting a Service Level Agreement

To request an SLA, click on the Services link in the menu bar. In the drop-down menu select the appropriate service.

You can also view and request a Service Level Agreement. Click on the 'More Details' button in the Service Level Agreement box. If the SLA for the following year is available this will show beneath the current SLA box.

You can view the levels available for the SLA. Clicking on the level will show the detail and price.

The screenshot shows a web page for 'Education Services 2018-19'. At the top, there is a breadcrumb trail: Home / Services / Education Services / Education Services 2018-19 / Extend. The main heading is 'Education Services 2018-19'. On the left, there is a 'Levels' sidebar with radio buttons for 'All', 'Core', 'Extend' (selected), and 'Enhance', along with a 'Reset' button. Below this is a 'Contact' section for Jane Whittingdale, Schools Services Manager, with her email and phone number. The main content area is titled 'Extend' and describes the service as a Diocesan Associate Consultant role. It details the service as initiated contact and visits each Autumn. Key features include: 'Extend—Core SLA Subscription Service plus: 4 hours—General Consultancy, 4 hours—Service Options'; '15% Service Discounts and Benefits for additional services and training'; 'Extend—Core SLA Governor Training: One onsite twilight training session for a Local or Whole School Governing Body'; and 'Extend includes Automatic Annual Membership to NGA Standard Membership and NGA Learning Link—Governor'. At the bottom, it specifies 'Band 3' for '211-315 pupils' with a price of '£1010' and a green 'Request SLA' button.

SLA pricing will be based on one or more factors such as pupil numbers, school type or status. The portal will automatically select the correct band.

Click on 'Request SLA' button.

The screenshot shows an 'SLA Request' form. It has a header 'SLA Request' and a 'Level' dropdown menu set to 'Extend'. Below this, there is a 'Pupils on Role:' label and a text input field containing the number '300'. There is a 'Comment:' label and a large text area for entering a comment. Below the comment field is a checkbox labeled 'Accept Booking Terms' which is currently unchecked. At the bottom of the form is a green 'Request SLA' button.

You will have the opportunity to correct any information used to calculate the cost of the SLA as well as add a comment or request.

Click on 'Request SLA' button.

The Diocese of Guildford will review your request and email you confirmation when approved.

Payments

After a booking or request has been approved you will receive an email requesting payment. This email will include a link to the invoice.

School Account

Dashboard
Staff Courses
Governor Courses
Service Requests
SLAs
Payments
Documents
Staff
School Information

Payments

All Course Service SLA

How to pay

Search:

Status	Invoice	Invoice Date	Type
Pending	18-C00142	October 22, 2018	Course
Pending	18-A00033	October 22, 2018	SLA
Paid	18-C00144	October 22, 2018	Course

Showing 1 to 3 of 3 entries

Previous 1 Next

The status of each invoice is indicated by a coloured dot:

- Green dot - Paid
- Orange dot - Overdue
- Blue dot – Part Paid
- Red dot – Pending Payment

The invoices can be filtered by type, ordered by headings, or searched using invoice number, date or type.

Documents

The portal hosts a large number of documents. These documents support SLAs and Services. Some documents will be accessible to any registered user. Other documents will only be available to schools who have purchased a particular SLA or Service.

Staff

School Staff are split in Staff and Governors.



To add a User, click on the 'Add' icon.

First Name / Last Name

E-mail address

The e-mail address must be unique. The reason for this is that the e-mail address is used to log in to the system

Job title

Restrict Access to bookings

Tick this box to prevent the staff member from bookings courses or services on the portal

School

Tick this box if the user is a school governor

Governor

School admin

Tick this box if you would like the user to have similar school admin rights to yourself

Edit a User

To edit a User.



Click the icon to edit a User.

Delete a User

To delete a User.



Click the icon to delete a User.

A popup confirm box will appear. Click the delete button to remove the User. Deleting a User will not remove the user's bookings.

School Information

This show the school information help by the portal.



Click the icon to edit.