

# **Creating EWO User Accounts**

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LBR G2 support website: http://171.33.198.190/g2/Index.htm



## Contents

Adding an EWO Staff Record	2
Creating a EWO User Account	3



### Adding an EWO Staff Record

To add the EWO Staff member, go to General (1) > Staff Details (2) > Add (3)

General     Administration     Attondages	Personal Personal Additional Int	fo Contacts Groups Activity UDI	Find   Ar Qualifications Training	dd   Edit   Move to Former Roll   Pri Medical	
<ul> <li>Assessment</li> <li>Behaviour</li> </ul>	Current 😧 O O D Browning all staff Dr Brian Aldridge (123456794) - Male Staff D E Staff		G Staff Code:	Quick Search	
Census     Reporting to Parents     Programme Management     School Workforce Census	Title: Initials: Surname: Legal Surname: Previous Surname: First Name: Second Name: Third Name: Known Name:	Dr Aldridge Aldridge Brian Arthur Brian	Address: Administrative Area:	Home Farm, Windy Lane Ambridge Felpersham Borcetshire B023 7TR	
Student Details     Staff Details	Home 1: Home 2:	00991 678345	Fax:		
Groups	Mobile:		E-mail:	baldrige@primary.sch.uk	
<ul> <li>School Details</li> <li>School Diary</li> <li>Parameters</li> </ul>	Date of Birth: Join Date: Leave Date: Teacher (GTC) No.: LEA Identifier:	18 Oct 1945 01 Jan 1996 7654321	Staff Type: Governor: Governor Type: Governor Status: Governor Start Date: Governor End Date:	Head Teacher No	

The following screen will appear....

Enter data, simply by typing or selecting values from the drop down lists, exactly as shown below and click '**Save'**. Then say '**Yes**' to the message that follows.

Personal Additional Info	Contacts	Groups	UDI Qui	lifications	Training	Medic	al Contracts 🤇	
Title: *	Not Specifi	ied 💌		Date of	Birth: *		01 Jan 2001	
Initials:				Gender:	*		Not Specified	· ·
Surname: *	EWO			Staff Co	de:			
First News *	EWO.			Referen	ce: *			
First Name: *	EWO			NI Num	ber:			
Second Name:				Staff Ty	pe:		Teacher	<b>~</b>
Third Name:				Governo	or:			
Known Name:	EWO			Governo	or Type:		Not Specified	$\sim$
Legal Surname:	EWO			Governo	or Status:			
Previous Surname:				Governo	or Start Da	ite:		
Teacher (GTC) No.:				Governo	or End Dat	e:		
LEA Identifier:				Join Dat	e: *		01 Feb 2011	
				Leave D	ate:			
Sub-dwelling:			<b>P</b>	Home T	elephone	1:		
Dwelling:			1	Home T	elephone	2:		
Street:				Mobile:				
Locality:				Fax:				
Town:				E-Mail:				
County:								
Postcode:				SWF Cer	nsus		Out of Scope of S	WEC
Country:				Categor	y:			
Administrative Area:								

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#### **Creating an EWO User Account**

To create an EWO user account, go to **System Management (1)** > **User Management (2)** > **Add (3)** 

	🙎 General	User Details			Add   Edit
	Administration	Users Groups Role	15		
	🙎 Attendance	Staff 🔽 🔾 🖸 🕻		Quick Search	3
1 -	System Management	Not Specified ADM	IN ADMIN (1)	<b>,</b>	
	& Census	User ID	ADMIN SMSTRAIN MSTR 07		
	& Reporting to Parents	Title	Not Specified		
	Programme Management	Initials			
	a School Workforce Census	Surname	ADMIN		
		First Name	ADMIN		
		Middle Name(s)			
		Gender	Not Specified		
		Category	Staff		
		Date of Expiry	07 Jan 2011		
	User Management	Email	sms.support@rm.com		
2	Deef Management     Preferences	Alternate Email			
	Access Logs	Webservices	No		

Click on **Find (4)** the usual search page will appear, search for **EWO** by surname. Once you are taken back to the Add User page, you will be able to enter the User ID.

#### NOTE: User ID for EWO's should be 'EWO' followed by the schools four digit DFE number. Example: EWO1234

Category:	Staff	Find 4	Active:	<b>~</b>
User ID: *			ate of Birth:	
Surname:		6	iender:	n/s
First Name:		E	mail:	
Middle Name(s):		4	Alternate Email	:
Reference No.:			Vebservices:	
Expiry Date:				
User Desktop	Not Specified	~		

Then click the **'Role'** Tab...

Highlight the **EWO** Role (1) > click **Add** (2) to move it to the **Assigned Roles** column on the right hand side of the page, then click **Save** (3)

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# Image: state stat

2

3

The User Account has now been created for your database.

The user will now need to log in using the default password (**jan1**), which they will then be asked to change upon entry to the system.

