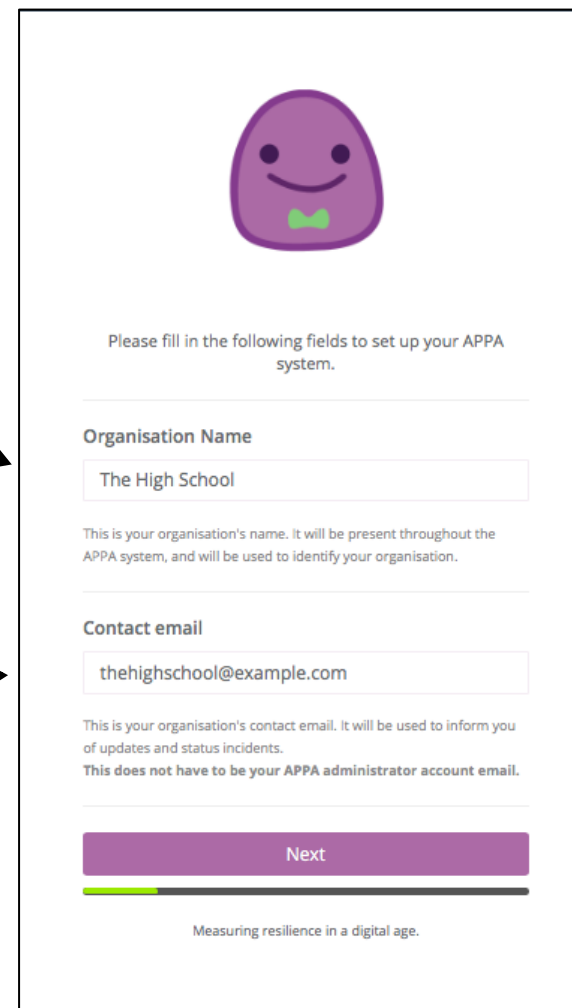


This user guide will take you through the steps to sign up a new organisation to use APPA wellbeing.

- 1) **Follow the link you've been provided** with to the APPA wellbeing portal. If you are ready to sign up your organisation then please click the continue button.

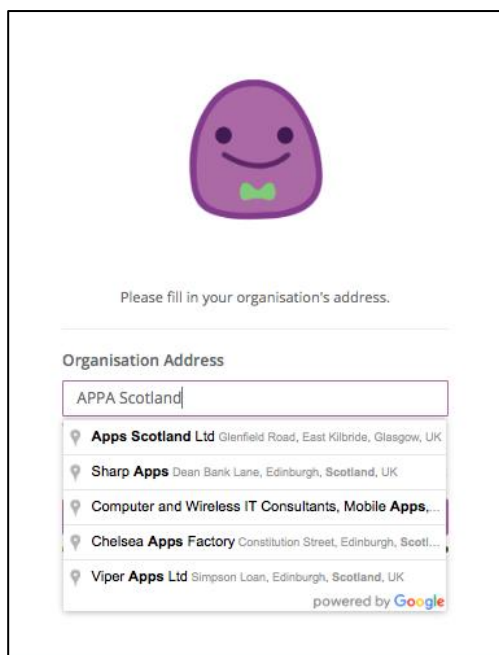
- 2) **Enter your organisation's name.** This name will be used to identify you throughout the APPA system.

- 3) **Enter your organisation's contact email.** This does not need to be the same as the email you use for your APPA administrator account. This email will be used to inform your organisation of any updates to APPA.



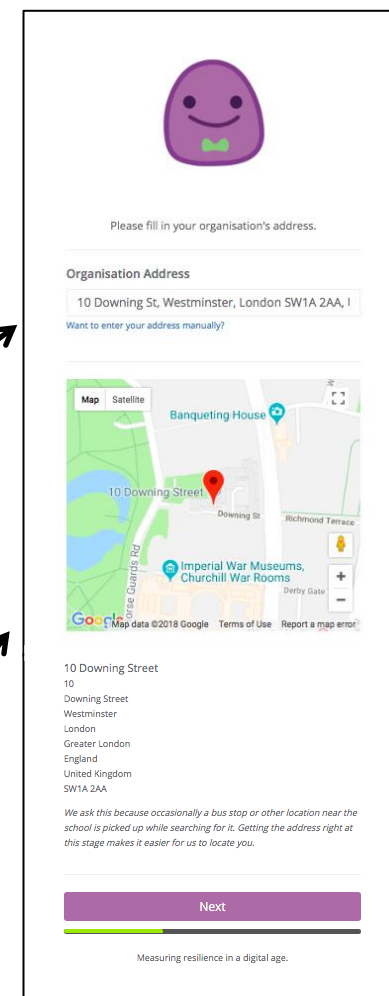
The screenshot shows a registration form for APPA. At the top is a purple egg-shaped character with a smile and a green bowtie. Below it is the instruction: "Please fill in the following fields to set up your APPA system." The form has two main sections: "Organisation Name" and "Contact email". The "Organisation Name" field contains the text "The High School". Below this field is a note: "This is your organisation's name. It will be present throughout the APPA system, and will be used to identify your organisation." The "Contact email" field contains the text "thehighschool@example.com". Below this field is a note: "This is your organisation's contact email. It will be used to inform you of updates and status incidents. This does not have to be your APPA administrator account email." At the bottom of the form is a purple button labeled "Next". Below the button is a progress bar with a green segment on the left. At the very bottom of the page is the text "Measuring resilience in a digital age."

APPA User Guide: Organisation Registration



4) **Fill in your organisation's** address. If you type in the name of your organisation then a drop down menu will appear with several possible addresses for your organisation.

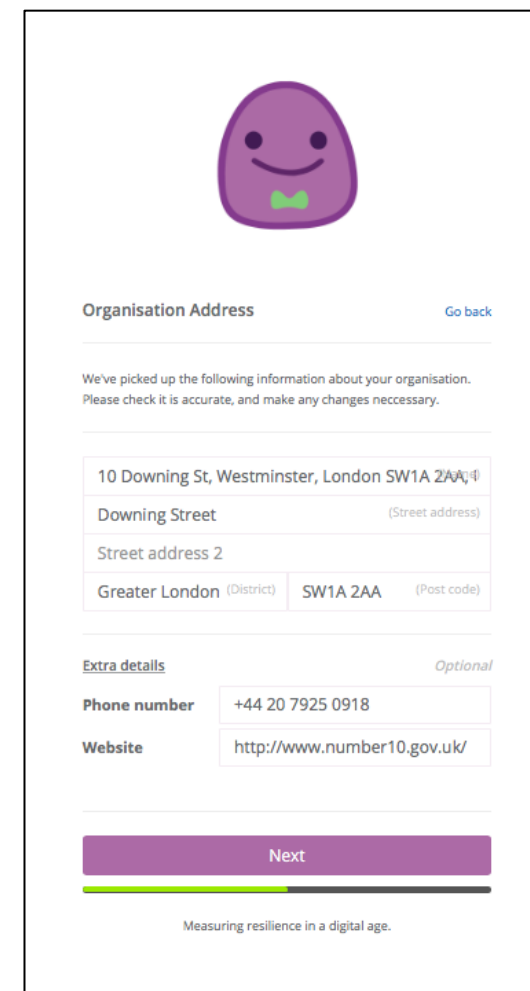
Alternatively you can enter your address manually, this will take you directly to the next page to fill in your organisation's address.



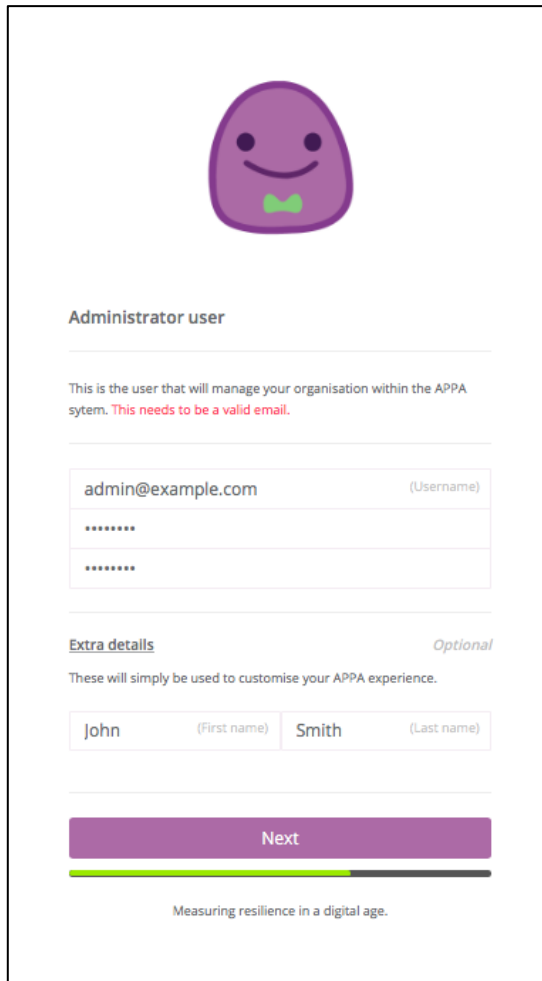
5) **The address you've entered will then be displayed on the** page with a location on google maps. Check carefully that this is the correct address and location as sometimes another location near the school can be picked up by mistake. If there are any errors in the address they can be edited on the next page.

- 6) If you chose to input your address manually, fill **in your organisation's details, checking they are accurate** before moving to the next page.

If you used the google location, check there are no errors in the address or details that has been picked up by google, and make any changes needed before moving to the next page.



The screenshot shows a registration form for an organisation. At the top is a purple egg-shaped character with a smiling face and a green bow tie. Below the character is the heading "Organisation Address" with a "Go back" link. A message states: "We've picked up the following information about your organisation. Please check it is accurate, and make any changes necessary." The form contains several input fields: a full address field with "10 Downing St, Westminster, London SW1A 2AA", a "Downing Street" field (Street address), a "Street address 2" field, a "Greater London" field (District), and a "SW1A 2AA" field (Post code). Below these is an "Extra details" section with an "Optional" label. It includes a "Phone number" field with "+44 20 7925 0918" and a "Website" field with "http://www.number10.gov.uk/". At the bottom is a large purple "Next" button. The footer text reads "Measuring resilience in a digital age."



Administrator user

This is the user that will manage your organisation within the APPA system. *This needs to be a valid email.*

admin@example.com (Username)

Extra details *Optional*

These will simply be used to customise your APPA experience.

John (First name) Smith (Last name)

Next

Measuring resilience in a digital age.

7) Next create the administrator user. This user will manage your organisation within the APPA wellbeing system.

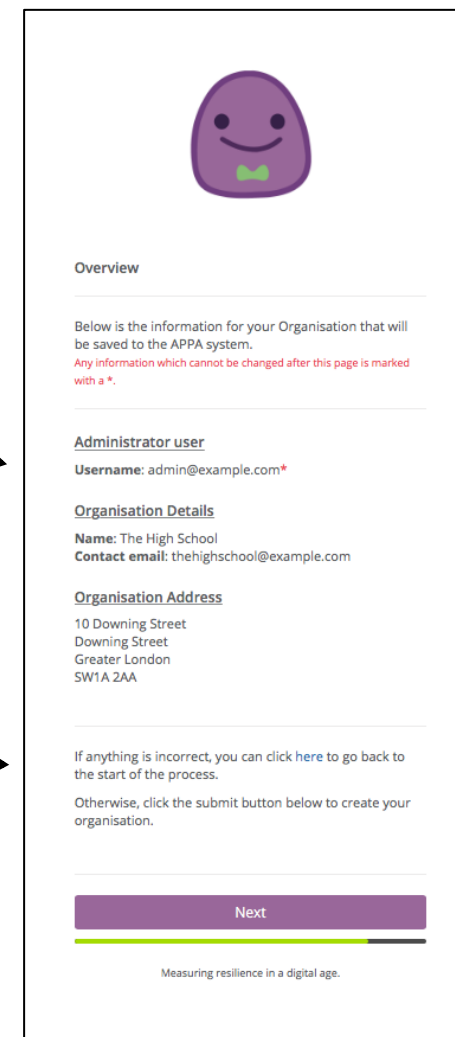
Input a valid email

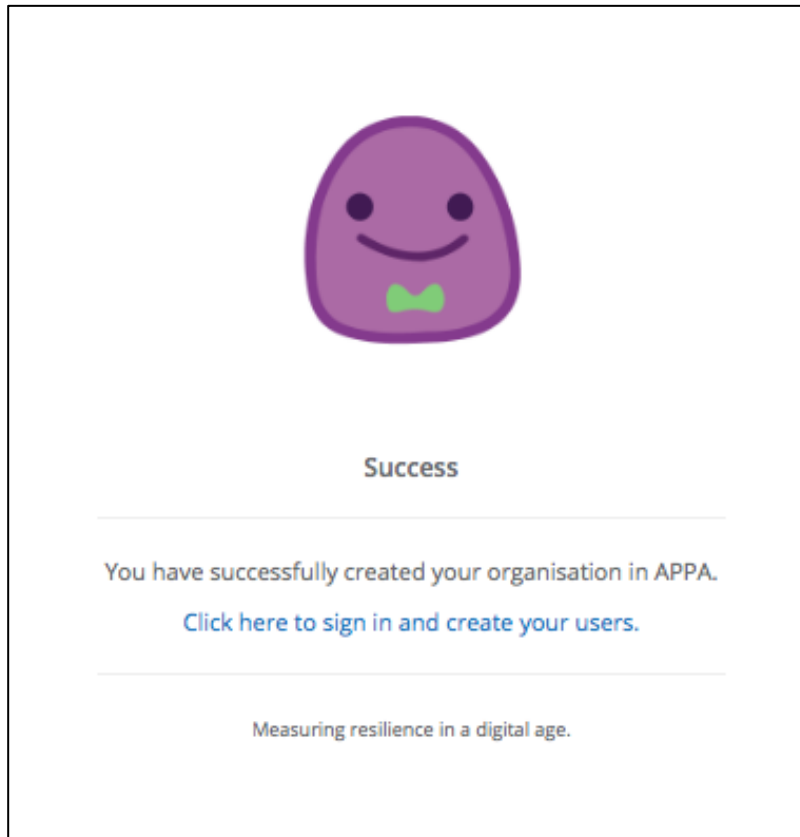
Input a password for the user. This password must contain; at least 8 characters, one number and both uppercase and lowercase letters.

You may also input a first and last name for your admin user, however this is optional.

8) The final page provides you with an overview of the your organisation and admin user. Any information marked with a red * cannot be changed on completion of this process. Be sure to check any information carefully before moving to the next page.

If any of these details are incorrect, you can go back to the start of the process to enter them again here.





Thank you for signing your organisation up to APPA wellbeing.

If you have any questions please contact us at info@appawellbeing.com.