

## eDofE – Access Instructions



# eDofE: Logging on



### Welcome to eDofE!

The Duke of Edinburgh's Award is a voluntary, noncompetitive programme of activities for anyone aged 14-24. eDofE enables them to record their intended aims, track their progress and upload evidence of their achievements.

### For assistance click here



Ucompany ZoollaSuga
Username: Zuenasugg
Password:
Forgot your password? Sign

### **Operating systems**

The current version of eDofE application can be accessed on browsers running in either Windows or Mac computers. Mobile devices and tablet operating systems can employ native browsers to access the web site.

### Browsers and versions

eDofE has been evolving over the years supporting most of the modern browsers and versions. Current version of eDofE supports Internet Explorer versions 8 and above; Safari versions 5.1 and later; Firefox versions 19.0 and 20.0; Chrome 25 and 26; Android browser versions 533 and 534; Opera version 12.14.

#### Non Supported browser versions

Old browsers including Internet Explorer versions 6 and 7 are not currently supported by the eDofE application. Upcoming and latest browsers like Internet explorer version 10 are not supported as well.

Tip: Your username and password are case sensitive.

Please shout if you can't access your account, as three incorrect entries will lock your account for 24 hours!



## Continue through welcome screen

### Welcome to the DofE!



"I hope that in doing your DofE you will discover fresh interests, make new friends and find satisfaction in giving service to others."

"There are many worthwhile activities from which you can make a choice and I hope that those which you decide to do will give you pleasure and increase your knowledge of the world and yourself."

### HRH The Prince Philip, The Duke of Edinburgh KG KT

Welcome! We're delighted that you've chosen to do your DofE and use eDofE to record your progress along the way.

You're in for a real adventure as you decide what you want to do for each section. Remember, you can choose activities which are completely new to you or build on something that you're already doing. Whatever you do, make sure you choose activities that you will find fun and interesting – they will make it easier for you to stay involved and achieve your Award.

### What next?

On the next page we'll ask you for some basic information about you - it'll only take a couple of minutes to complete. At any stage you can amend or add to your profile info.

As soon as that's done, you can start setting up your DofE programme – selecting your activities, timescales and goals so your Leader can approve what you're going to do.

Then the fun really starts - doing your DofE! Don't forget to collect lots of evidence along the way and upload it to eDofE - this can be anything from photos, certificates and thank you letters to Assessor's comments and notes you type into eDofE.

When you've achieved your Award you'll be able to use this evidence to create a great Achievement Pack - a lasting memory of all your hard work!

Have fun and we look forward to congratulating you when you achieve your Award!

The DofE Team

Continue



# Fill in all the q's with a \*





### **Emergency contact**

Who should we contact in an emergency?

*	First name:	Му	?
*	Last name:	Mum	
*	Relationship to you:	Parent 🔻	
*	Contact number:	01234 567890	
	Email address:	theboss@thehouse.org	

If you are under 18 this must be someone who is responsible for you - usually your parent or carer.

### Parent or carer contact details.

We would like to send your parent or carer ongoing information about the Award level you are undertaking, as well as information about Expedition and other relevant offers.

Please tick here if these details are the same as your emergency contact details.

First name:	Му
Last name:	Mum
Contact number:	01234 567890
Email address:	theboss@thehouse.org

**Tip:** Just tick the box if the contact details are the same for both sections



# Q. What if I forget my login details ?

*Tip:* Your Leader cannot see your password, but they can help with your username.

### Account details

### Security question

Your security question is used if you ever forget your password. Please select one and give an answer.

\* Security question:

\* Security answer:

(Please select)		

Username: Password: Forgot your password? Participant mobile site

**Tip:** You can access your account through the normal web page and click [Forgot your password] and follow the prompt for your username and Security question



### *If any of the icons are red, you have not met the password rules, so try again*

**Tip:** Although we need you to enter a long and strong password, if it is too long, eDofE will not accept it

### Password

\*

Keep your password safe and don't share it.

Choose something memorable. Your password will have to meet the four security requirements below, so check your Caps Lock key.

Old password:	•••••	••		
New password:	•••••	••	٠	
Confirm password:				
	A	а	1	6+
	Uppercase	Lowercase	Number	6 or more characters



The DofE would love to know how we are helping our participants and try to collect information which will help us improve our support.

This personal information is **not** shared outside of the DofE

**Tip:** If none of the listed personal details affect you, please click [None]. If you'd prefer not to share your information, just click [prefer not to say]

### Personal details

To help us make sure the DofE is an equal opportunities charity, please select your ethnicity, language, disability and personal circumstances. This information is only used for statistical purposes.





### **Communication Preference**

Keeping in touch
DofE e-newsletters are essential parts of our core DofE programme, containing vital updates and useful programme information, so all participants will receive these.
From time to time we may also have promotional offers, prize draws and privilege discounts from our partners to tell you about. If you would rather NOT receive these, please tick the box :
If you provided your parent or carer contact details we will ask them if they want to receive this information.
Please note that we NEVER pass on your details to others to market directly to you. Your information will only be used by DofE, your Licenced Organisation and Centre.

Keep up to date with the DofE on 🖬 and 🍉 (opens in a new window)

### Activate your account

You can add or edit your information at any time in eDofE by clicking on 'View/edit my profile' next to your picture.

Terms of use | Privacy Policy

I have read and agree to the above terms of use and privacy policy

Continue



## Mobile access

*Tip:* Now you've saved your mandatory account information, you can access eDofE on our mobile platform which is much easier for adding information and uploading evidence:

# https://m.edofe.org/









### You are here > My Bronze DofE













### My Expedition Section

To start your Expedition section choose your expedition aim. This can be amended before the section is approved.

Section Status: Draft



Save

### Qualifying expedition aim and goals

Add your gualifying expedition aim and goals. These can be amended before the section is approved.

Qualifying expedition

Qualifying expedition aim:	To create and record a music mashup video	?	
	GROUP		
What personal goals do you want to achieve from your qualifying expedition?	41/140 characters used	-	
	To improve my navigation skils	?	/
	PERSONAL		
	30/140 characters used		

Leaders can add a lot of the information for the expedition section, but you will need to add your GROUP Aim and **PERSONAL Objectives** 

Download the official DofE expedition kit list here. Your essential checklist of the kit you'll need.



Submit all your programme planners **AND** remember to wait for your Leader's approval **before** starting your activities just in case you pick an activity which doesn't meet the criteria

– Please don't submit your Assessor's report and planners at the same time!





## Mobile access

# https://m.edofe.org/





## When you're done....

When you have completed all of your sections, add your Assessor's reports and supporting evidence and submit the section for approval

Tip: Remember to log back in to check Leader and Verifier comments!





# Either go straight to the webpage: www.edofe.org

# or visit the main DofE website and click on the eDofE button: www.dofe.org

Let's get started!

Open a browser and type in <u>www.edofe.org</u>