

# EVC User Accounts



1 Click the Establishment Dashboard image

The screenshot shows the EVOLVE user dashboard. At the top, there is a navigation bar with tabs for Home, Resources, Add, Track, Evaluate, and Reports. Below the navigation bar, the main content area features a "Welcome to EVOLVE" message. Underneath, there are six icons representing different functions: a person, an envelope, a telephone, a gear, a calendar, and a first aid kit. Below these icons, there are two links: "[edit.]" and "[edit.]". A text prompt reads: "To contact the support or advice team [click here](#) or on the yellow phone". Below this text, there are two icons: a green envelope icon with a red prohibition sign over it, and a yellow telephone icon with a green checkmark over it. On the right side of the dashboard, there is a "Visit" link and a "View New EVOL" link. Below these, there is a section titled "EVOLV" with a sub-header "You subscribe to EVOLVE access to a range of enhanced services. Click on the links below for helpful starter guides:". This section contains a list of links: 

- [EVOLVElink Starter Guide](#)
- [EVOLVE Guide to Outcomes](#)
- [EVOLVE Guide to Case Management](#)
- [Staff Guide to Communications](#)
- [Staff Guide to Management](#)
- [Parent Guide to Online Services](#)

2 Click "Staff"

The screenshot shows the myEVOLVE Establishment Dashboard. At the top, there is a navigation bar with tabs: Home (red), Resources (pink), Add (dark blue), Track (green), Evaluate (yellow), and Reports (orange). Below this is a secondary navigation bar with tabs: Summary (orange), Contact (blue), Students (blue), Staff (blue, circled in pink), Volunteers (blue), Docs (blue), Outline (blue), Calendars (blue), and MIS (blue). Below the secondary navigation bar are more tabs: myEVOLVE (blue), Bookings (blue), Payments (blue), Consent (blue), and Local Area Visits (blue). The main content area is titled "Establishment Dashboard" and contains a section for "Visit Approval Requirements".

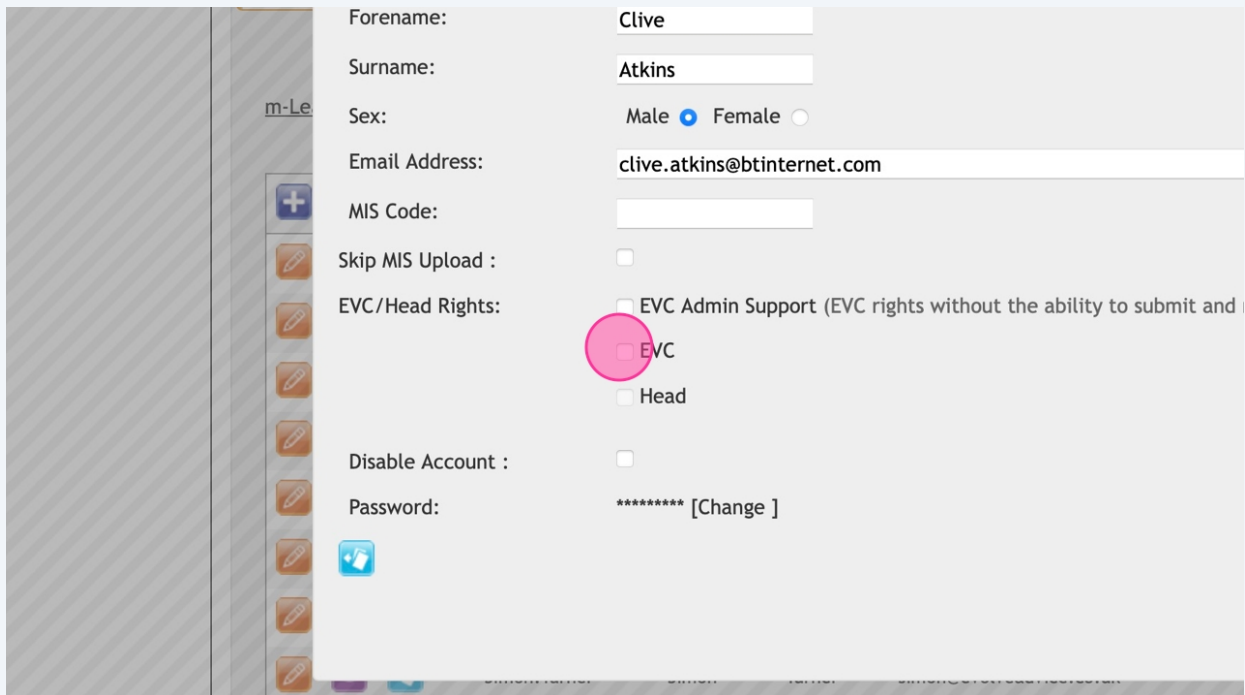
Requirement	Approval Status
Overseas:	Adviser Approval Required
Residential:	Adviser Approval Required
Adventurous (Externally Led):	Adviser Approval Required
Adventurous (Led by Own Staff):	Adviser Approval Required

3 Click the Amend User Account image

The screenshot shows the myEVOLVE Staff Accounts page. At the top, there is a navigation bar with tabs: Summary (orange), Contact (blue), Students (blue), Staff (orange), Volunteers (blue), and Docs (blue). Below this is a secondary navigation bar with tabs: myEVOLVE (blue), Bookings (blue), Payments (blue), Consent (blue), and Local Area (blue). Below the secondary navigation bar is a search bar with the text "Search for: all Staff Accounts". Below the search bar is a section for "m-Learning Download File". Below this is a table of staff accounts.

	Username	Forename	Surname	En
	CAtkins	Clive	Atkins	cli
	Alexandra.Briggs	Alexandra	Briggs	ale
	Tracy.Chaplin	Tracy	Chaplin	tra
	H.Cresswell	H	Cresswell	he
	Andy	Andrew	Smith	an
	TestTesty	Test	Testy	te:

#### 4 Click the EVC or EVC Admin Support Tick Box



Forename: Clive  
Surname: Atkins  
Sex: Male  Female   
Email Address: clive.atkins@btinternet.com  
MIS Code:   
Skip MIS Upload :   
EVC/Head Rights:  EVC Admin Support (EVC rights without the ability to submit and return forms)  
 EVC  
 Head  
Disable Account :   
Password: \*\*\*\*\* [Change ]

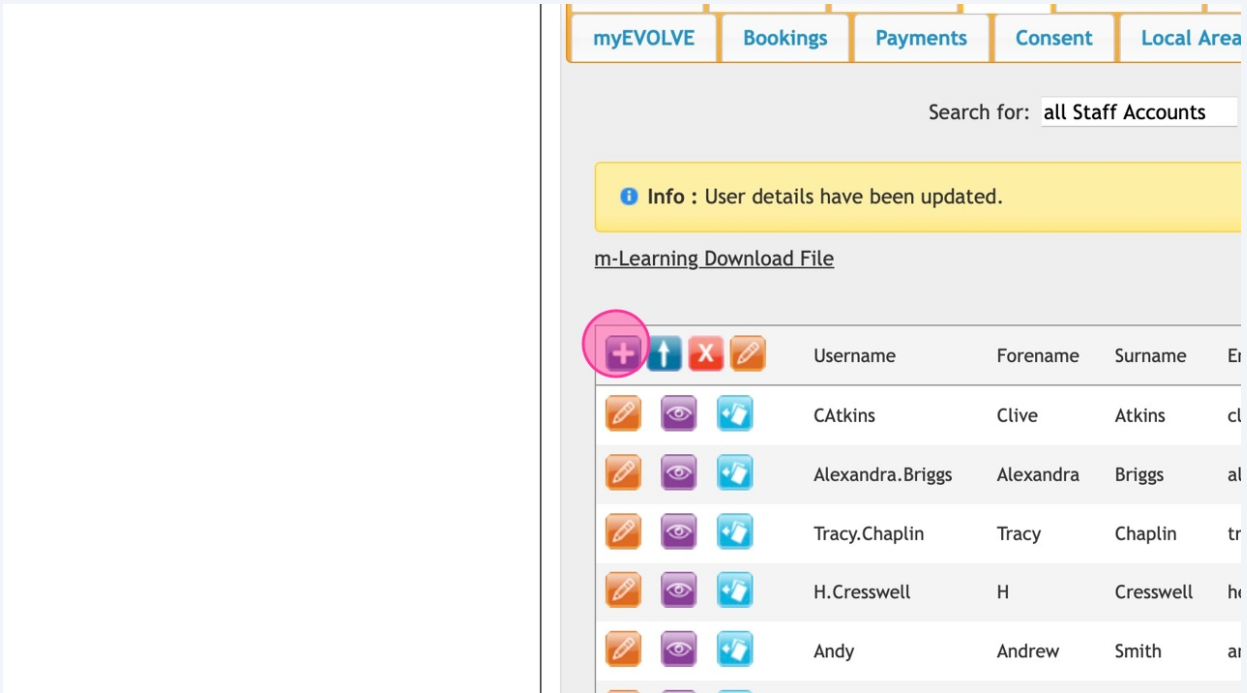
#### 5 Click "Update "

sort (EVC rights without the ability to submit and return forms)

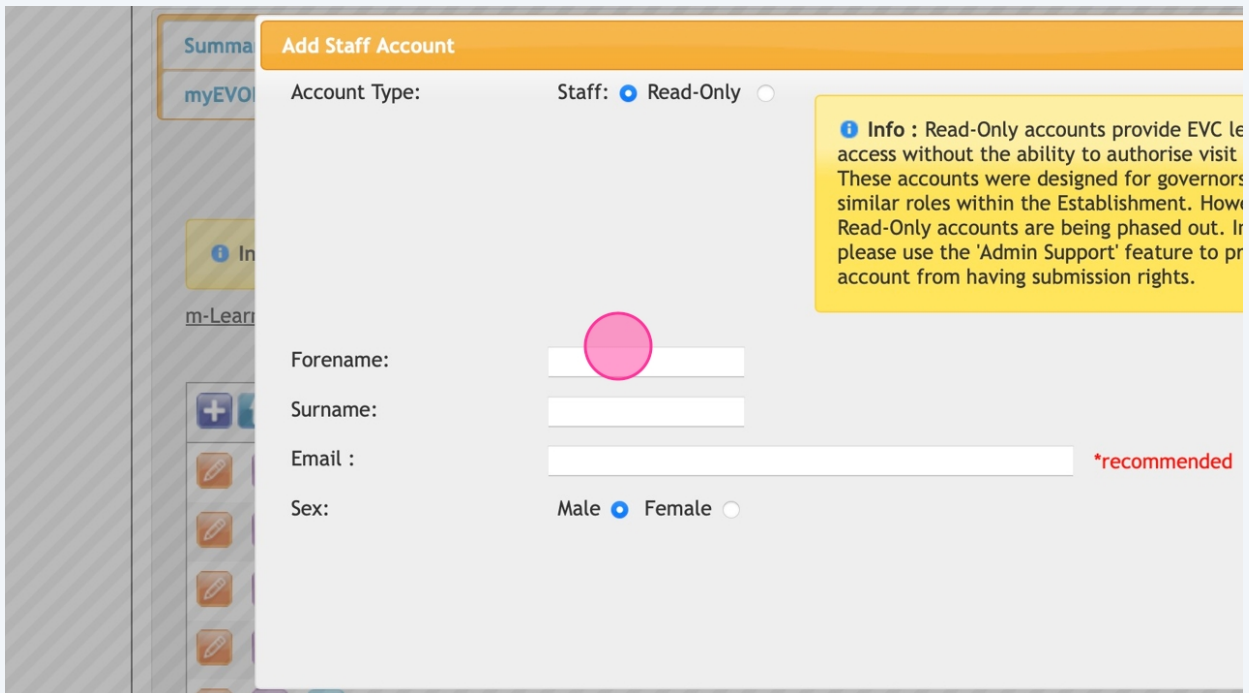
Wiid	emma@emmawiid.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Wiid	jake@evolveadvice.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Willerton	angela@evolveadvice.co.uk			

## Adding a new user as an EVC

6 Click the Add New Staff Account image



7 Complete the boxes



## 8 Click "Continue"

account from having submission rights.

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Head

k  \*recommended

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Smith	andy@evolveadvice.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Testy	test@test.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Thomas	fiona@evolveadvice.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Turner	simon@evolveadvice.co.uk			
Wiid	emma@emmawiid.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

## 9 Click this EVC or EVC Admin Support Tick Box

m-Le

Forename:

Surname:

Sex: Male  Female

Email Address:

MIS Code:

Skip MIS Upload :

EVC/Head Rights:

- EVC Admin Support (EVC rights without the ability to submit and r
- EVC
- Head

Disable Account :

New Password :

Confirm Password :

PIN:

Confirm PIN:

## 10 Enter a password

The screenshot shows a user profile update form. On the left is a sidebar with a vertical list of icons. The main form area contains the following fields and options:

- MIS Code: [text input]
- Skip MIS Upload:
- EVC/Head Rights:  EVC Admin Support (EVC rights without the ability to submit and return)  
 EVC  
 Head
- Disable Account:
- New Password: [text input] (highlighted with a pink circle)
- Confirm Password: [text input]
- PIN: [text input]
- Confirm PIN: [text input]

At the bottom of the form is a blue hand icon. The footer of the page displays the user's name and email: Simon.Turner, Simon Turner, simon@evolveadvice.co.uk.

## 11 Click "Update "

The screenshot shows a user list table. The top part of the page has a sidebar with a vertical list of icons. The main content area contains a table with the following data:

Turner	simon@evolveadvice.co.uk			
Wiid	emma@emmawiid.co.uk	✓	✓	
Wiid	jake@evolveadvice.co.uk	✓	✓	✓
Willerton	angela@evolveadvice.co.uk			

Below the table is a button labeled "Update" (highlighted with a pink circle). The footer of the page displays the user's name and email: Simon.Turner, Simon Turner, simon@evolveadvice.co.uk.