Irish Aid
An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

WorldWise Global Schools

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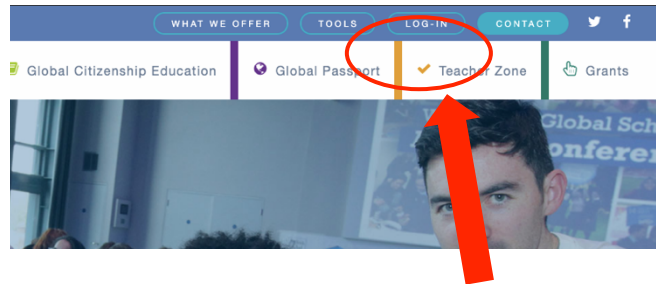
Global Citizenship Education

WWGS End of Year Report Login
2020/2021 Academic Year

The end of year report for 2020/2021 applications
is due on **Friday 14th of May 2021**

To access your WWGS online account you can do this from our WWGS website home page which can be accessed here. There is a login button in the top right corner of the page as shown below.

LINK: http://www.worldwiseschools.ie

Select this login button and you will then be brought to a new webpage, scroll down until you reach the "Log-in!" section below.

From here you can select the link or press the purple button. You can also access the login page directly here. You will then be brought to the login landing page where you will see this:
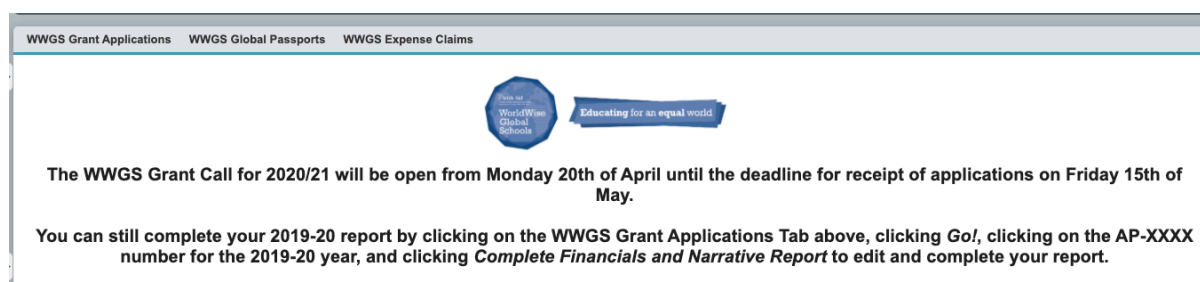
LINK: https://sha-wwgs.force.com/application/login

Please note: If you do not have an existing account you can register your interest for an online account and application here and we will get you set up as soon as possible.

LINK: https://docs.google.com/forms/d/e/1FAIpQLSd3sZsruJ00e0-RJjhyNw7oHWzVrPs3TdChM7VRBfDsuYSv8Q/viewform?usp=send_form
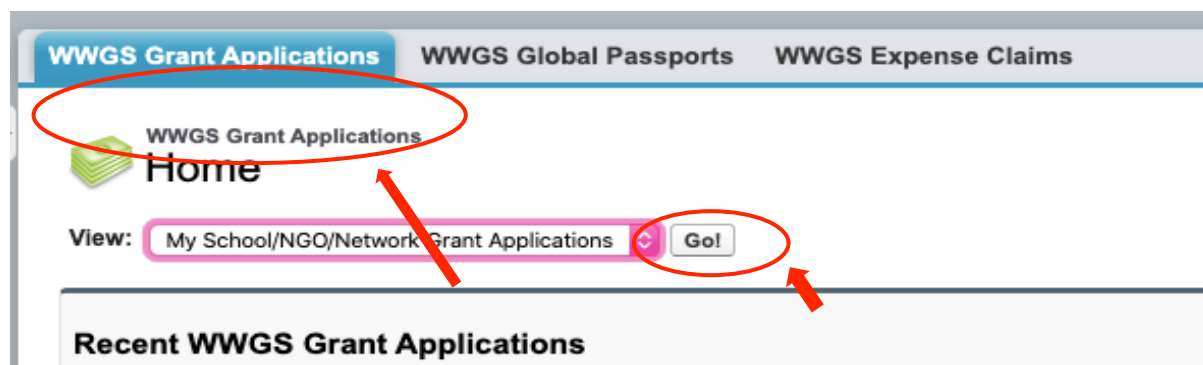
2. Username & Password

Once you are on the login page you will input your username and password to access your account and the click the blue log in button. If you do not remember your password you can reset it via the Forgot Your Password? link.
Your username should be the **email address** used to setup the account.

3. Accessing your End of Year Report

Please note: If you are having any issues accessing your account you can contact lisa.gallagher@worldwiseschools.ie or your Education Officer (Lizzy, Laura or Aoife) and we will fix the issue for you.

Once you are logged into your schools account you will be brought to the landing page above. In the top left corner indicated by the red arrow there is a **WWGS Grant Application** tab this is where you can access all grant applications and reports for your school. Select this tab, once you do this select **GO** button also in the top left of the screen on the next webpage you are brought to (shown in image above). This will ensure all applications (including your new application for 2021/2022) are visible for you.

You will then need to click on the **AP-XXXX** reference for the **2020/2021** grant and you will be then brought directly to this year's online **End Of Year Grantee Report** form for your school. (N.B. make sure to select **AP** reference and not the name of your school).
You will see that the report (Narrative Report and Financial Report/Budget) is **embedded in your application for 2020/2021.**

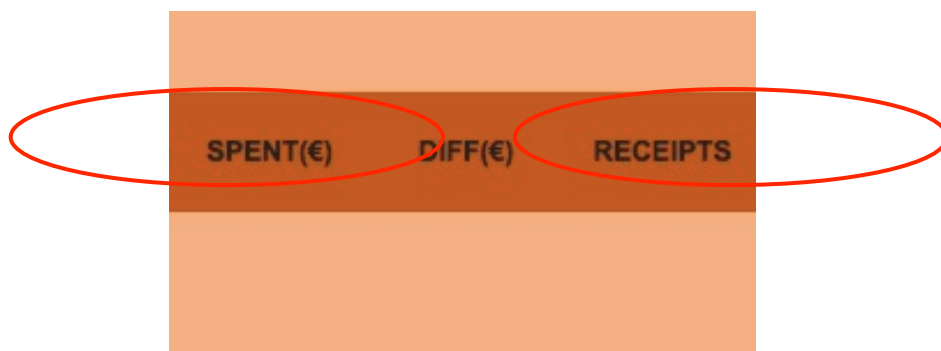At the top of your report, you will see a button that says '**Complete Narrative Report**'

You must complete:

- The Narrative Report (scroll down to Narrative Report)
- The Financial Report (next to your 2020/2021 budget)

You financial report requires you to fill in the **two circled sections** under the headings below

- How much you **spent**
- Tick to indicate that you have **receipts**

4. Saving Your Work

Please ensure that you are saving your report regularly as you are working.
You can save your work and log out and log back in as often as you like to complete the report.

5. On Completion of your Report

Once you have completed filling out your report please tick the **Submit Report** box at the end of the report then finally **Save**.

Please get in touch if you have any questions at all. Thank you for all of your work this year.