



## WWGS End of Year Report Login Instructions

2021/2022 Academic Year

The end of year report for 2021/2022 applications  
is due on **Friday 13<sup>th</sup> of May**

In addition to this guide, you may view our online video which will take you through step-by-step in filling out your school's End of Year Report

**Click on the image below to access our video**

Please click on the video below for instructions on how to complete your school's **End of Year Project Report** for 2021/2022



<https://www.youtube.com/watch?v=u5YBazyCud4&t=170s>

## 1. Login Page

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 **'School Log-In'**



**Click this login button (or click on image below)** and you will then be brought to a new webpage, scroll down until you reach the "Log-in!" section below.

### Access your WWGS Online School Account

CLICK HERE TO ACCESS YOUR WWGS ONLINE ACCOUNT

If your school is in receipt of a WWGS grant for the 2021/22 school year, your school will have an **online account already**. The 'lead' contact (usually the person who submitted the grant application) will have the log-in details. These may be shared with your colleagues so that multiple teachers will have access to the online account.

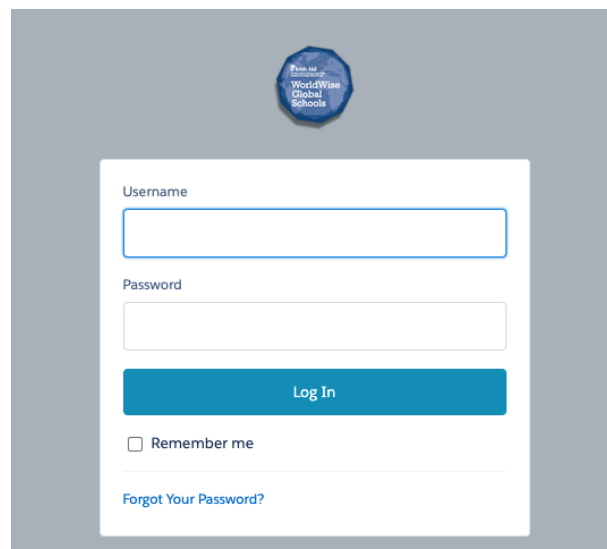
Find out how to access your school's account below.

#### Logging into your account

Log-in using your username (email address) and password. Reset your password if you can't remember it!

To access your online account please click on the button below.

From here you can select the link or click the orange 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:



The screenshot shows a login form with the following elements:

- WorldWide Global Schools logo at the top.
- Username input field.
- Password input field.
- Blue 'Log In' button.
- Remember me checkbox.
- [Forgot Your Password?](#) link.

Please note: If you do not have an existing account with WWGS, you must register your interest for the Grant Call which you can do [here](#).

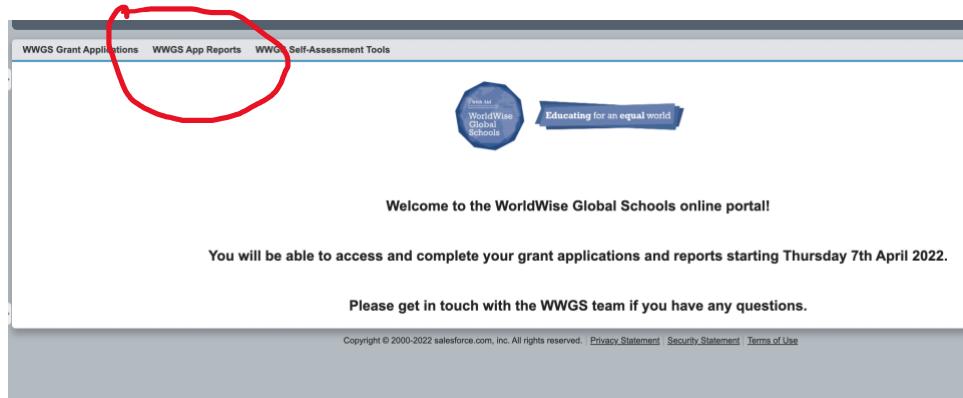
## 2. Username & Password

Once you are on the login page you will input your username and password to access your account and then click the blue log in button. If you do not remember your password you can reset it via the [Forgot Your Password?](#) Link as shown in the screenshot above.

Your username should be the **email address** used to setup the account.

**Please note:** If you are having any issues accessing your account you can contact [grants@worldwiseschools.ie](mailto:grants@worldwiseschools.ie) and we will fix the issue for you.

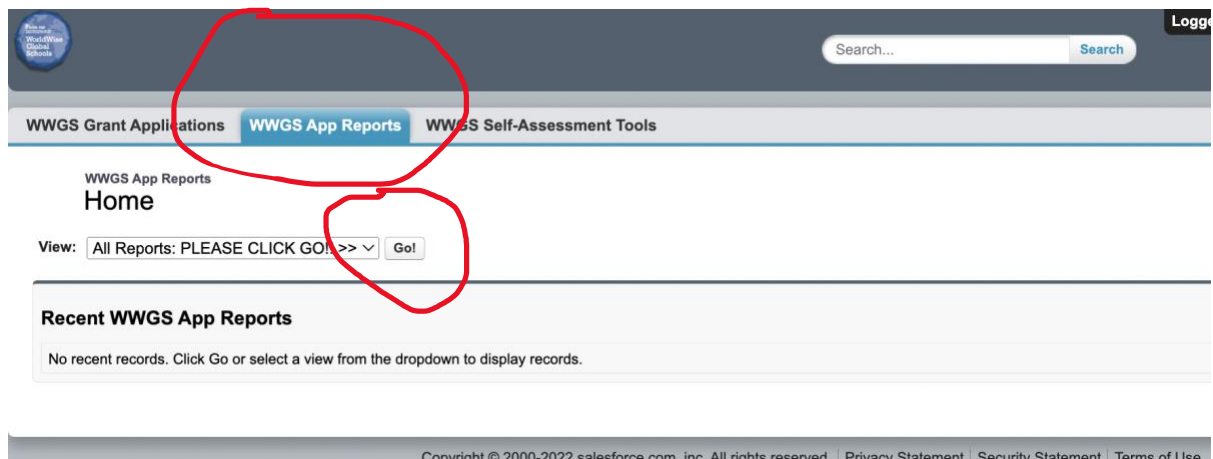
## 3. Accessing Your End of Year Report



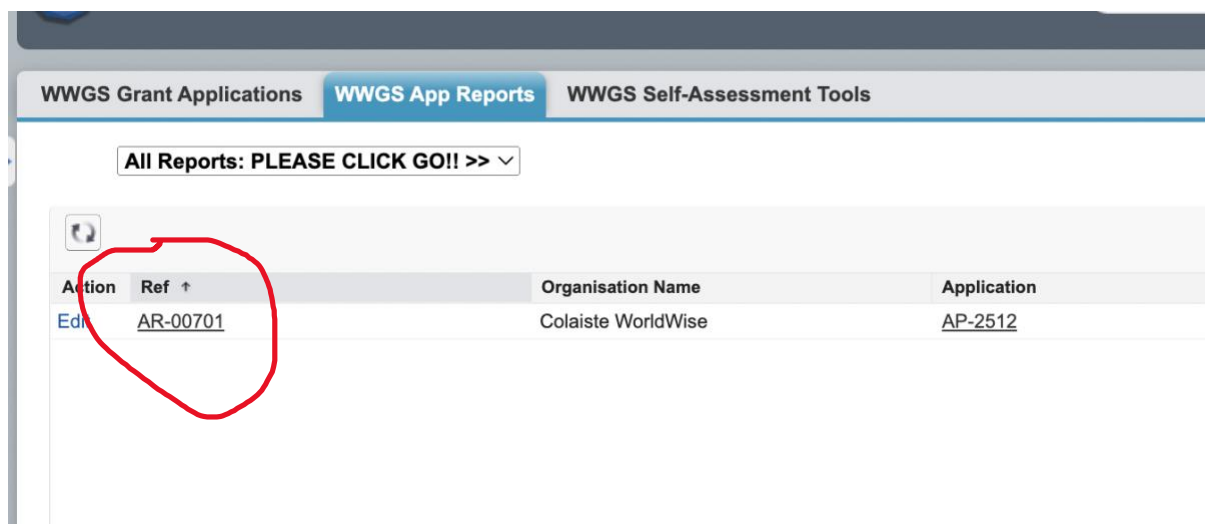
The screenshot shows the WWGS online portal with the following content:

- Navigation bar: WWGS Grant Applications, WWGS App Reports (circled in red), WWGS Self-Assessment Tools.
- Logo: WorldWide Global Schools, Educating for an equal world.
- Welcome message: Welcome to the WorldWide Global Schools online portal!
- Announcement: You will be able to access and complete your grant applications and reports starting Thursday 7th April 2022.
- Contact info: Please get in touch with the WWGS team if you have any questions.
- Footer: Copyright © 2000-2022 salesforce.com, inc. All rights reserved. [Privacy Statement](#) [Security Statement](#) [Terms of Use](#)

Once you are logged into your school's account you will be brought to the landing page above. In the top left corner there is a **WWGS App Reports** tab; this is where you can access your end of year report for your school. Select this tab and then click the **Go!** button (shown in image below). This will ensure all reports (2021-2022) are visible.



To fill in your report, you will need to **click on the AR-XXXX** reference for the 2021/2022 (N.B. make sure to select **AR-XXXX** reference number and not the name of your school).



#### 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 then log back in as often as you like to complete the report.

## 5. On Completion of Your Report

Once you have completed your report please verify your **Email Address** and **tick [✓]** the **Submit Report** box at the end of the report and then finally click **Save** again. You will receive a confirmation email once this is complete.

### Submit Report:

Only tick this box when you are finished completing the report. Once submitted you will no longer be able to edit the report.

The information provided above is used in accordance with the WorldWise Global Schools Privacy Policy which can be viewed [here](#).

Save Cancel

Please complete and submit the form above before:

5:30 pm on Friday, 13th May 2022