



WWGS End of Year Report Login Instructions

2022/2023 Academic Year

The end of year report for 2022/2023
applications is due on **Friday 19th May**

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 '**Account 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.

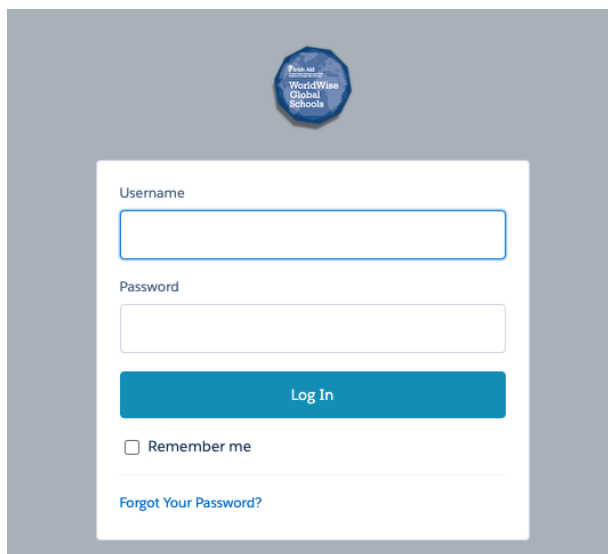
Find out how to access your school's account below.

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:



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](#).

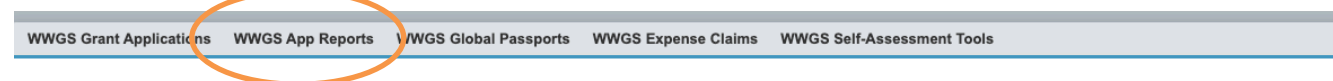
2. Username & Password

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 and we will fix the issue for you.

3. Accessing Your End of Year Report



Welcome to the WorldWise Global Schools online portal!

Grant Call 2023/24 is now open!

To complete your 2023/24 grant application: click on the 'WWGS Grant Applications' tab above, click *Go!* and then click on the AP-XXXX number for the 2023/24 academic year.

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 (2022-2023) are visible.

WWGS App Reports
Home

View: All Reports: PLEASE CLICK GO!! >> ▼ Go!

Recent WWGS App Reports Recently Viewed ▼

Ref	Organisation Name	Application	Year
AR-01095	Colaiste WorldWise	AP-2999	2022/23

To fill in your report, you will need to **click on the AR-XXXX** reference for the 2022/2023 (N.B. make sure to select **AR-XXXX** reference number and not the name of your school).

WWGS App Reports
Home

View: All Reports: PLEASE CLICK GO!! >> ▼ Go!

Recent WWGS App Reports

Ref	Organisation Name
AR-01095	Colaiste WorldWise

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:

Please only tick this box when you are finished completing the report. Once submitted you will no longer be able to edit the report. You should save your work at regular intervals before submitting your completed 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, 19th May 2023