APPA User Guide: Organisation Registration

Thanks for purchasing APPA

Lets set up **test organisation!**

By continuing, you agree to our terms and conditions. You also accept that you have permission to act on behalf of your organisation.
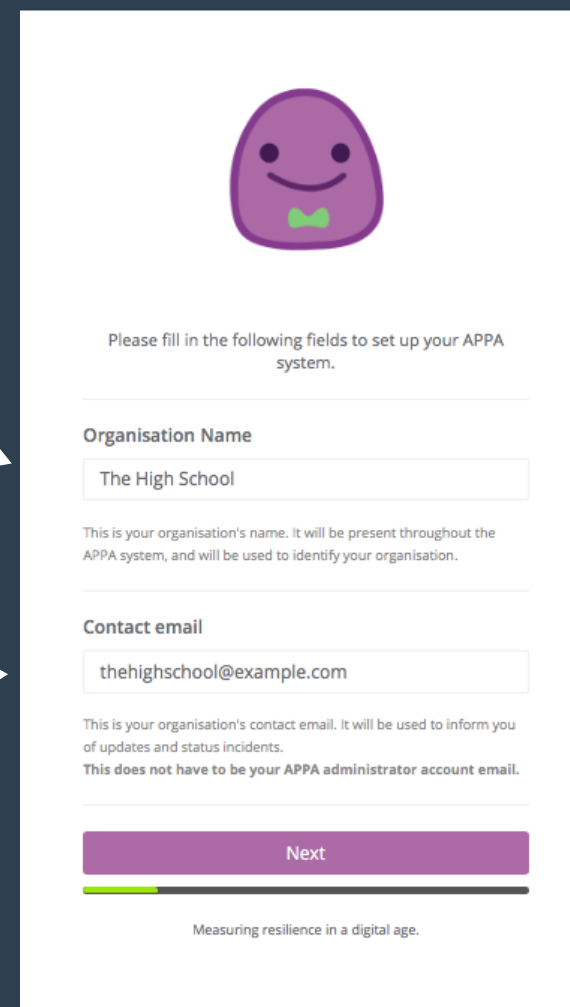
Continue

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This user guide will take you through the steps to sign up a new organisation to use APPA wellbeing.

1) **F**ollow the link you've been provided with to the APPA wellbeing portal. If you are ready to sign up your organisation then please click the continue button.
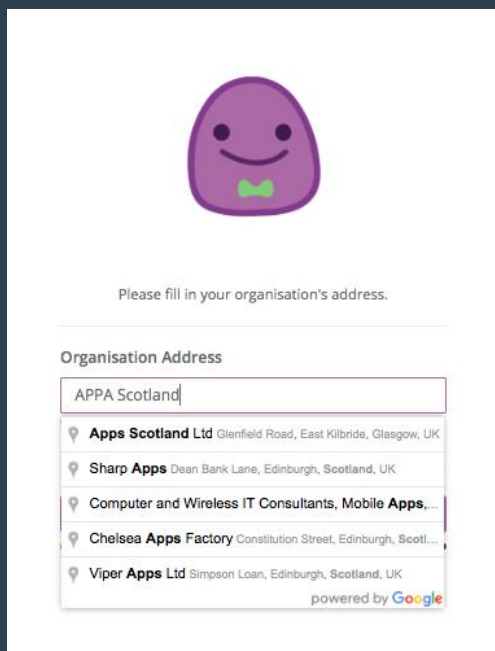
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2) **Enter your organisation's name. This** name will be used to identify you throughout the APPA system.

3) Enter **your organisation's contact email.** This does not need to be the same as the email you use for your APPA administrator account. This email will be used to inform your organisation of any updates to APPA.
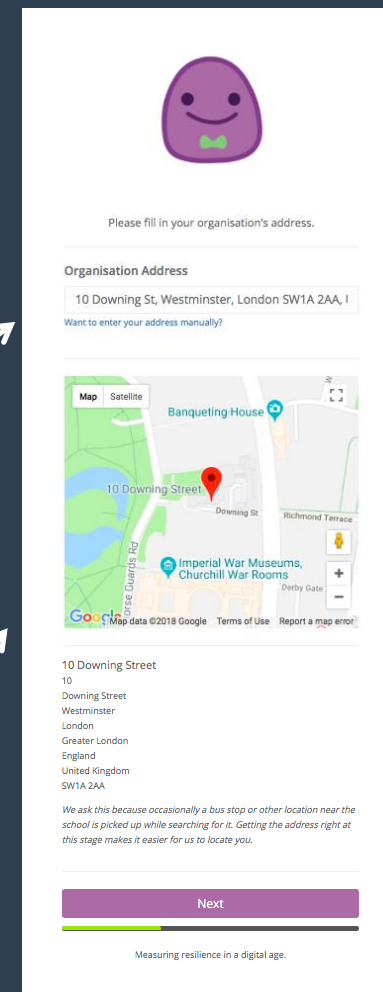
4) **Fill in your organisation's** address. If you type in the name of your organisation then a drop down menu will appear with several possible addresses for your organisation.
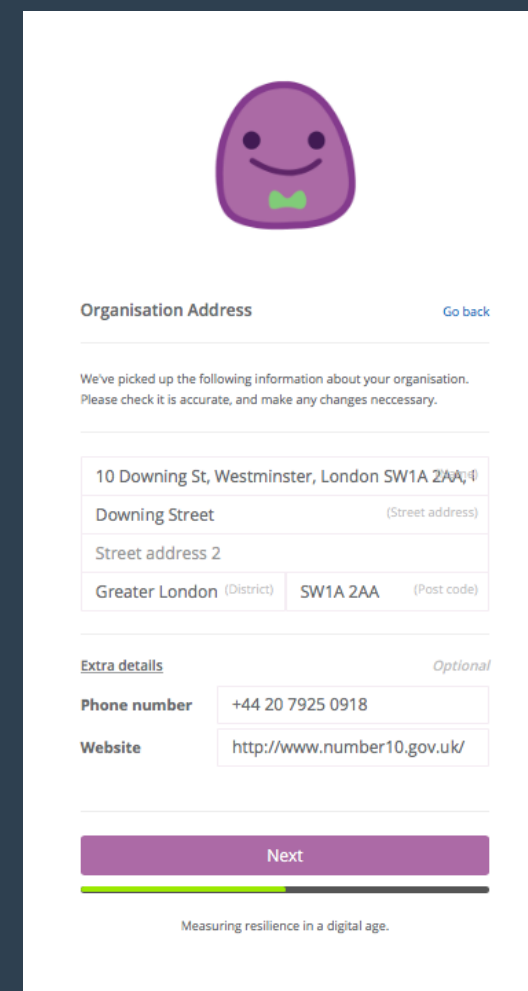
Alternatively you can enter your address manually, this will take you directly to the next page to fill in your **organisation's address.**
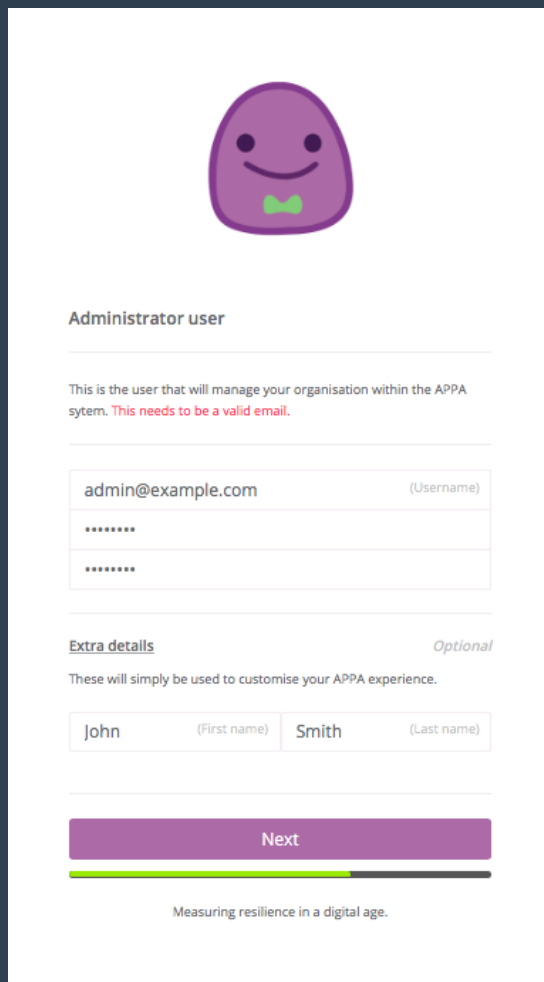

5) **The address you've entered will then be displayed on** the page with a location on google maps. Check carefully that this is the correct address and location as sometimes another location near the school can be picked up by mistake. If there are any errors in the address they can be edited on the next page.

6) If you chose to input your address manually, fill **in your organisation's details, checking they are** accurate before moving to the next page.

If you used the google location, check there are no errors in the address or details that has been picked up by google, and make any changes needed before moving to the next page.

7) Next create the administrator user. This user will manage your organisation within the APPA wellbeing system.
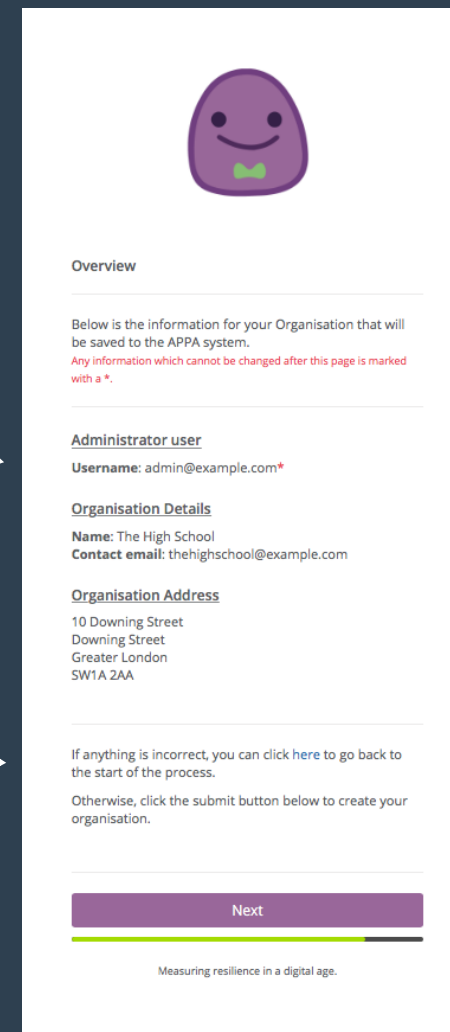
Input a valid email

Input a password for the user. This password must contain; at least 8 characters, one number and both uppercase and lowercase letters.

You may also input a first and last name for your admin user, however this is optional.

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8) The final page provides you with an overview of the your organisation and admin user. Any information marked with a red * cannot be changed on completion of this process. Be sure to check any information carefully before moving to the next page.

If any of these details are incorrect, you can go back to the start of the process to enter them again here.

Overview

Below is the information for your Organisation that will be saved to the APPA system.
Any information which cannot be changed after this page is marked with a *.

Administrator user
Username: admin@example.com*

Organisation Details
Name: The High School
Contact email: thehighschool@example.com

Organisation Address
10 Downing Street
Downing Street
Greater London
SW1A 2AA

If anything is incorrect, you can click here to go back to the start of the process.

Otherwise, click the submit button below to create your organisation.

Next

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Success

You have successfully created your organisation in APPA.

Click here to sign in and create your users.

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Thank you for signing your organisation up to APPA wellbeing.

If you have any questions please contact us at info@appawellbeing.com.