# **School Registration Documentation**

To get started with Eco Schools registration, follow the link to access the portal and choose your language preference. Begin by reviewing the 7-step process and decide on your award. Register your school, provide necessary details, and upload a profile image. Confirm your email, then log in to update school data and verify information. Complete the steps by watching videos, taking quizzes, and finishing tasks. Once all requirements are met, submit your progress for auditing and await the Eco Schools team's feedback.

## Step 1 : Click this link to start <a href="https://app.ecoschools.my/">https://app.ecoschools.my/</a>



Info: If you want to change the language, click this drop-down and find the Malay and click it now your page will be translated to Malay

Select Language

Introduction Seven Step Process Criteria Checklist Login





pengenalan

Step 2: Read the details about the 7 step process and decide the award





Step 5: Start filling the school data

# Step 3 : Click the "Register Now" Button to start the registration

Eco-schools Malaysia			x
	Set up your account		
	School Code Search	٩	
	Email example@ecoschools.com		
	Password		
	Confirm password		
	N	ext	

Step 6 : Search the school code in the search box and press the "Enter" Button; it automatically gets the school information

- Verify this email that is shown; if it was wrong, then add manually.
- Set password and repeat password
- Then click "Next"

chool Code	
YCB8888	С
SEKOLAH KEBANGSAAN ST. BARNABAS DEMO (Primary) No. 123, Jalan Ampang, 50450 Perak, Malaysia BETONG 95700	
mail	
YCB2407@moe.edu.my	
assword	
*****	
onfirm password	
*****	

Step 7: Select a profile image

• Select a preset image



- Upload your own image
- Click the "Upload a Photo" button then select an image



• Then click next

Step 8 : Verify the credentials, then press submit

Review y Account De	our account stails
School Code	YCB8888
School Name	SEKOLAH KEBANGSAAN ST. BARNABAS DEMO
Username	xojoja7476@chaladas.com
Password	Your password

Step 9 : Verify email



Eco-Schools Malaysia



#### My Eco-Schools Dashboard

Welcome to the comprehensive dashboard for Super Users to manage school registrations, monitor the Green Flag certification process, and view analytics.

Register	
Already have an accou	nt?
Enter your registered email address	
Enter your Password	Ø
	Forgot Password?
Log In	

## Check your mail, find this link, and click

app-admin@ecoschools.my	Date: 19-08-2024 14:56:09
Subject: Verify your email	
Please click the following link to verify your email: https://app.ecoschools.my/v c716adb7c5092e0b6e8537a945e5cd99/	/erify-email/MTI/cc027c-

Automatically, this message will pop up now you can be able to login



Eco-Schools Malaysia



My Eco-Schools Dashboard

Eco-Schools MALAYSIA	Eco-Schools Malaysia			Select Language Powered by Gougle Translate	~
		My Eco-Schools Da	shboard		
		Welcome to the comprehensive dashboard for registrations, monitor the Green Flag certificati	Super Users to manage school on process, and view analytics.		
		Register			
		Already have an accou	int?		
		YCB2407@moe.edu.my			
			Ø		
			Forgot Password?		
		Log In			

Step 10: Login enter your email and password and press login

Step 11 : Set school data here, and you can be able to change the student and staff count, then press "Next"

Step 1: School Information				
School Information				
Name				
SEKOLAH KEBANGSAAN ST. BARNA	BAS DEMO			
Address				
No. 123, Jalan Ampang, 50450 Perak, Malaysia				
Level	Туре			
Primary	SK			
Students	Staffs			
12	12			
	Next			

Step 12 : Verify these values; you can be able to change principal name and secondary contact person details

Step 2: Contact details				
Contact details				
Principal's name				
Ahmad bin Ismail				
Email	Phone number			
YCB2407@moe.edu.my	+60 12-345 6789			
Secondary contact (Optional)				
Lim Wei Ling				
Email	Phone number			
wei.lim@dummycompany.my	+60 16-987 6543			
Back	Next			

Step 13: Verify and "Submit"

# **School Details**

School Name	SEKOLAH KEBANGSAAN ST. BARNABAS DEMO
School Address	No. 123, Jalan Ampang, 50450 Perak, Malaysia
School Type	SK
Contact Info	rmation
Contact Name	Ahmad bin Ismail
Contact Email	YCB2407@moe.edu.my
Contact Phone	+60 ***
	Submit

Step14 : Welcome page here you will find the all 7 steps overview now the first 3 steps will open after completion of three steps submit for auditing then wait for a response from the Eco School team



## Step 15 : Every step consisted of Video, Step Info, Assessment, tasks

Info : You can be able to navigate all tabs on the left sidebar at any time

Click the left side bar and click Video: Introducing the Eco-Commitey

- Watch the Video
- after click the "Mark as Done" button



• Then press the "Next" button at the bottom



Step 16 : Then read the Information on this page, click the "Mark as Done" button, and press the "Next" Button



#### step 17 : Assessment

#### Click the "Attempt Quiz" button

Home	$\equiv~$ Home / Step 1: Forming an Eco-Committee / Assessment: Forming an Eco-Com	
👼 Step 1: Forming an Eco-Com 🔻	Assessment: Forming an Eco-Committee	
Video : Introducing the Eco-C	7 Steps Progress	6%
Step 1: Form an Eco-Committee	Please answer the following questions to test your knowledge about the Eco Committee.	
Assessment: Forming an Eco-C	Attempt Quiz	
Task 1: Add Students and Teac	Grading method: Highest grade Grade to pass: 10.00 out of 15.00	
🔮 Task 2: The Eco-Committee Or		Next
🔮 Task 3: The Eco-Committee Mi		
🎄 Step 2: Carrying Out a Sustai 🖣		
🏐 Step 3: Creating an Action Plan 🖣		

## Complete the assessment

#### 

7 Steps Progress

6%

Please answer the following questions to test your knowledge about the Eco Committee.

According to Laura Hickey, what is the essential role of the Eco-Committee?

- 🔘 a. To administer the Eco-Schools programme in the school
- b. To listen to what the teachers have to say.
- c. To keep an eye on the other students.11i kuweka macho kwa wanafunzi wengine. {mlang}
- d. To greenify the schools outdoors spaces.

Choose the right answer from the options below					
Good quality meeting minutes have:					
A clear o	utline of	the agenda	~		
A list of	delegat	ed responsibility	~		
A list of	actions		~	taken before the meeting	
A list of action points for next time, with a atte		attendees	~		

#### then press the "Finish Attempt" Button



If you fail the assessment, you will see this re-attempt until you pass the test



If you pass the test, you can start the next step or you can see the summary review



If you press the "Summary Review" Button, you can be able to see below things at the bottom of the page



Summary Review : You can able to see this "Reset" button if you press this button, The test will reset, and you can able to reattempt many times.

#### Step 18 : Tasks

#### complete all tasks

Eco-Schools Malaysia	Select Language   Powered by Google Translate	<b></b>
🔂 Home	$\equiv~$ Home / Step 1: Forming an Eco-Committee / Task 1: Add Students and Teachers	
👼 Step 1: Forming an Eco-Com 🔻	Task 1: Add Students and Teachers	
Video : Introducing the Eco-C	7 Steps Progress	9%
Step 1: Form an Eco-Committee	Mark as Done	
Assessment: Forming an Eco-C	Add a new student or teacher	
Task 1: Add Students and Teac	Name	
🖉 Task 2: The Eco-Committee Or	Name	
🖉 Task 3: The Eco-Committee Mi		
😹 Step 2: Carrying Out a Sustai 🖣	Туре	
) Step 3: Creating an Action Plan	Select Type Age	~

Step 19 : Submit for Evaluation after all tasks are marked "Mark as Done", you can be able to submit for Evaluation

#### **STEP 3: Overview**

#### Amazing!

You have reached the first phase to submitting for auditing!

Return to Dashboard



Step 20 : Successfully submitted for Evaluation

#### Amazing!

Your application is submitted to be reviewed. Our team will get back to you soon for the next step!

Return to Dashboard