Help Sheet
Getting Started on e-Go

- E-Go is KCC’s online Notification and Approvals system for educational residential visits and adventurous activities for schools, youth groups and other alternative educational provision.

- To access e-Go you will require a **username** and **password** issued by the Educational Visits Coordinator (EVC), Headteacher, Area Youth Officer (AYO) or Line Manager for your establishment.

Getting Started -

1) The e-Go system can be accessed from the KCC Outdoor Education Unit’s webpage (we recommend you create an Internet shortcut or bookmark) - [www.kenttrustweb.org.uk/policy/offsite.cfm](http://www.kenttrustweb.org.uk/policy/offsite.cfm)

Please note - if you do not have your own login details or have forgotten your password please contact your EVC / Headteacher, AYO or Line Manager.

Please do not share your login details with other staff in your establishment. Actions performed on the e-Go system are registered to the logged-in user. Actions performed in other peoples names can cause issues in the event of an incident, accident or investigation.

Visit Leaders on educational visits will require login details to complete the approval process.
2) Once logged-on, the "My e-GO" page is your 'homepage'. All the functions of e-Go can be accessed from here. Please see the examples below for brief details of the functions.

- **You can change your own password at any time on this screen.**
- **Click on the headings in this tool bar to access different areas where you can search for information such as educational visits and activities from your establishment, staff/volunteers in your establishment, KCC vetted Providers, etc.**
- **Shows who is currently logged in.**
- **Access to printable help sheets on how to complete functions.**
- **Click here to start creating a visit Notification or Approval form.**
- **You can easily access your 50 most recently viewed items by clicking on the title.**
- **The page will default to "visits waiting on me" but you can select the other options.**
- **To open a visit form click on the title.**
- **Each visit form is allocated a specific Visit Number to make it easier to search for.**
- **This gives the visit's 'status' to show where it is in the approvals process. From the start (pre-checked) to the end (Approved by the LA).**
- **Access to printable help sheets on how to complete functions."**