

Step by Step Guide on how to activate your eDofE Account

Step 1 – Activate your account

To sign in to eDofE go to www.eDofE.org. Enter your username and password which will have been given to you by your DofE Leader. Once you have signed in, you will be asked to enter your personal details (e.g. address) and change your password. Your new password must be at least six figures long and a mixture of numbers and letters, including one capital letter. Be careful, passwords are case-sensitive.

Step 2 – Decide on your timescales

You will be asked to decide how long you are going to spend on each section. Don't worry if you change in your mind later, your timescales can be amended!

Step 3 – Choose your programme

Once you start your activities you need to enter the following information into your account:

- Start date
- Activity category (from list)
- Activity title

You will then need to answer three short questions to give your Leader the information they need. They don't need to be really long answers but it needs to be enough for your Leader to understand where, what and who you are working with.

Step 4 – Submit your activity choice for approval

Select **JBL** (JBL is responsible for all the administration aspects of the DofE) from the Leader that you want your request to go to then click on the 'submit for approval' button. This will send your objectives to **JBL** for approval.

Complete the necessary parts of eDofE for each Section of their Award, including listing goals and the planned achievements

Step 5 – Complete your expedition information

The DofE staff are able to set up your expedition information for you in advance but you must input your aims and goals for your qualifying expedition and the details of your presentation.

Step 6 – Add evidence

You will now need to add evidence to your account.

Step 7 – Submit your section for approval

Once you have completed a section and uploaded your evidence and Assessor's report you can click the 'submit section for approval' button and your DofE Leader will be able to approve your section.

Once you have submitted all your sections and the Leader has approved them your Award will go through to your Operating Authority for final approval.

Well done, you are now ready to move onto the next level!