MY EDU PORTAL USER GUIDE

Version 1.0 | 05/08/2018

Register to My Edu Portal

- 1. Visit <u>www.myedu.egov.mv</u>
- 2. Click the "Login" button.

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The following page will be displayed.

Users can either sign up to the My Edu portal using **Gmail** (*follow step 3*) or by clicking the **Create an account** button (*follow step 4*).

	Sign In to My Education Portal	
Lusername or emai	or create an account	
Password		
Eorgot Password?		
or sign-in with M GMAIL		

- 3. If user has a Google account, click the **sign-in with Gmail** button.
 - a. Enter your credentials (Email and password) in the form displayed and click the Next button.

G Sign in with Google	G Sign in with Google
Sign in to continue to egov.mv	Welcome
Email or phone	Enter your password
Forgot email?	To continue, Google will share your name, email address,
To continue, Google will share your name, email address, and profile picture with egov.mv.	and profile picture with egov.mv.
Create account Next	Forgot password? Next

A message will be displayed requesting to verify your email address.
 *Note: The verification link expires within 5 minutes. If the link has expired, you can click the "Click here" button to request for a new verification link.



c. A verification email will be sent from <u>no-reply@dhe.gov.mv</u> to the email address you signed up with. Click the **email verification link** to verify your email address.

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	Verify email Inbox ×		ē	Z			
+	no-reply@dhe.gov.mv to me ▼	12:10 PM (4 minutes ago) 🕺	*	:			
	Someone has created a SIGN-IN to My Education Portal accoun	t with this email address. If this was you, click the link below to verify your email address					
	This link will expire within 5 minutes.						
	If you didn't create this account, just ignore this message.						
	This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you received this in error, please notify the sender immediate email and delete the material from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is str prohibited. Ministry of Education does not warrant that this email and any attachments are error or virus free and recommends that all attachments be checked for computer viruses.						
	Reply Forward						

d. Once your email is verified, you will be redirected to the My Edu Portal where you will be requested to set up your profile.



4. If user clicks the **create an account** button, the following form will be displayed.

Ore etc		tion De			
Create a	My Educa	ation Po	rtal Acco	unt	
or <u>sign in to your</u>	account				
Username					
First name					
Last name					
Email					
Password					
Confirm pass	word				

a. Fill the details in the form and click the **Sign Up** button.

- National Center for Information Technology You need to verify your email address to activate your account. An email with instructions to verify your email address has been sent to you. Haven't received a verification code in your email? Click here to re-send the email.
- A message will be displayed requesting to verify your email address.
 *Note: The verification link expires within 5 minutes. If the link has expired, you can click the "Click here" button to request for a new verification link.

c. A verification email will be sent from <u>no-reply@dhe.gov.mv</u> to the email address you entered in the form. Click the **email verification link** to verify your email address.

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	Someone has created a SIGN-IN to My Education Portal acco	unt with this email address. If this was you, click the link below to verify your email add	ress			
E	Link to e-mail address verification					
	This link will expire within 5 minutes.					
	If you didn't create this account, just ignore this message.					
	This email and any files transmitted with it are confidential and intended solely for email and delete the material from your system. If you are not the intended recip prohibited. Ministry of Education does not warrant that this email and any attach	r the use of the individual or entity to whom they are addressed. If you received this in error, please notify the ser ient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this in ments are error or virus free and recommends that all attachments be checked for computer viruses.	nder imm formation	ediately I	by y	
	Reply Forward					

d. Once your email is verified, you will be redirected to the My Edu Portal where you will be requested to set up your profile.



Note:

- If you sign up using Gmail, you should use the **sign in with Gmail** button to login to your My Education Portal Account.
- If you sign up by creating an account, use the **username / email** and **password** written in the account creation form to login to your My Education Portal Account.