Uploading documents including uploading the signed MoU

Once logged into your school's RSS page.

1. Click on School Settings.

ResourceSmart Schools				
က် Dashboard	Schools Schools			
E Newsfeed				
Bills	Our progress	No	otification	
Modules & actions	(Ph)	We	e've noticed you have some missing bills, don't forget to add yo onth.	our bills each
5 Star Certification	P		Get started >	< 1/4 >
₹õ3 School settings				
		Ou	ur impact	
	Star Certification	(Reducing your electricity usage will reduce your CO2	emissions.
	$\bigcirc \bigcirc $			< 1/5 >
	Our usage October2021 - October2022		All resources	~
প্র My schools	\$4			
SE My account	\$3		¢0	

2. Click on My Documents: This is where you can upload any documents. Documents can later be added to relevant module actions.



3. Click on Add a document button. Upload or drag document and click SAVE. Document is now added to your documents section.

*helpful tip: Give your documents clear and relevant names, it is helpful to have the year also. E.g. MoU 2022. Or SEMP 2022.

My schools >	documents My documents		Add a document

- 4. Click on Dashboard to go back to Schools Landing/Home page. Modules can be accessed from here via the images (I have circled the CORE module). You can also access Modules via the Modules & Actions on the sidebar.
- 5. Click on Core Module Image.

값	Dashboard	Schools
	Newsfeed	
{III1}	Bills	Our progress
	Modules & actions	
☆	5 Star Certification	
ŝ	School settings	

6. Click on A. Workplace and Operational



7. **Click on A1.1** It will say Document Required (Actions that require a document as evidence will say this). Add the MoU by clicking the plus button on the side or by clicking "start this action". Tick the action as completed once done!

A1. Workplace and operational

A1.1. Memorandum of Understanding (MoU)

Not started \checkmark

We have signed a Memorandum of Understanding (MoU) with a ResourceSmart Schools delivery partner and created an account in RSS Online.

Compulsory Action