Uploading documents including uploading the signed MoU
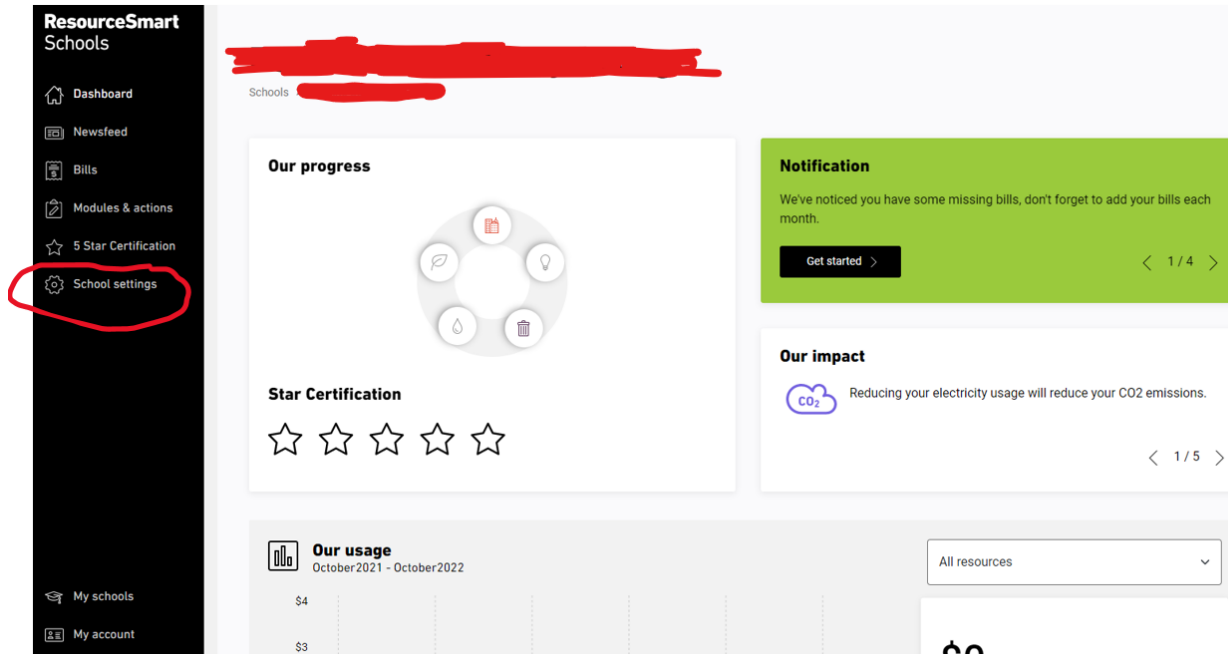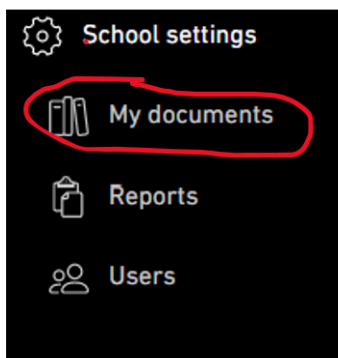
Once logged into your school's RSS page.

1.   Click on School Settings.

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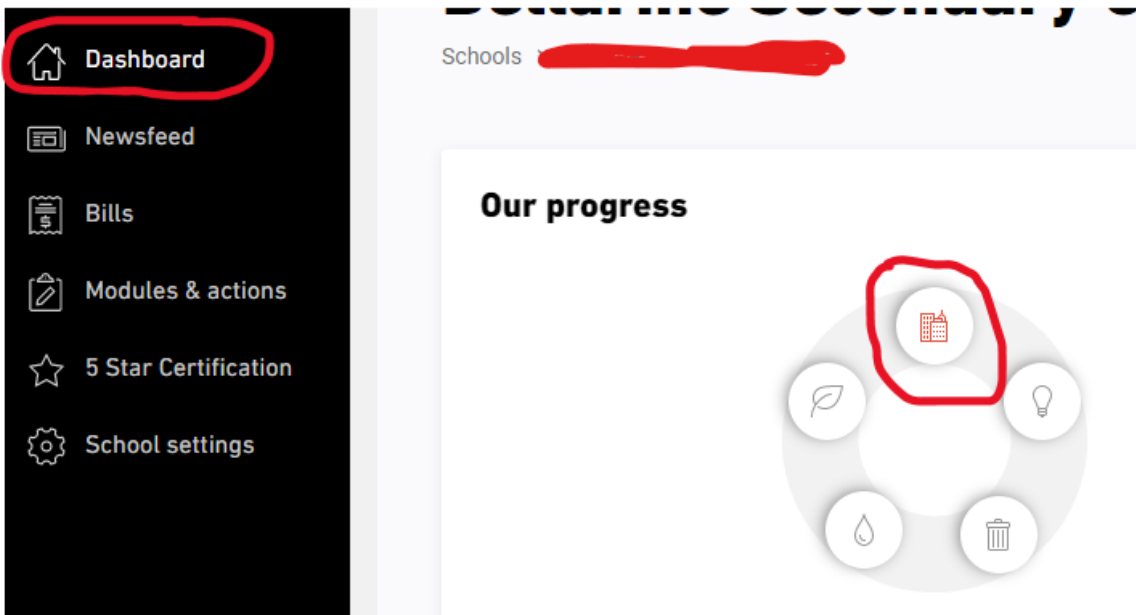*helpful tip: Give your documents clear and relevant names, it is helpful to have the year also. E.g. MoU 2022. Or SEMP 2022.*

My documents

Schools › ▭▭▭▭▭▭▭ › 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.

Dashboard

Newsfeed

Bills

Modules & actions

5 Star Certification

School settings

Schools ›

Our progress

6. Click on A. Workplace and Operational

A : Workplace and Operational ›

0 of **8** actions in this section are complete.

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` ⌄

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

`Compulsory Action`