



INFORMATION FOR PARENTS/CARERS

Can you explain what the *E-Passport* is for?

The *E-Passport* does not replace the paper *Passport To Learning* but provides children with an opportunity to complete their passports online. The *E-Passport* enables children to record details of the CU *Learning Activities* they have taken part in and share information and pictures of their learning journey with other users in their school. Access to the *E-Passport* also allows children to see what CU *Learning Destinations* and *Learning Activities* are on offer in their area, and lets them read comments on CU learning provision from other Children's University students.

Is it easy to use?

The site is very intuitive and easy to use. It has been tested with children aged from 6 years upwards and they were able to use the *E-Passport* independently. We have included a getting started in this guide to help.

Is there a cost?

Annual subscription is £10 this includes all certificates, celebration event, administration assistance post and package and e-passport license.

Who can see the information?

There are strict Data Protection guidelines in place. All of the information on the *E-Passport* website can only be seen by children participating in the CU: children who hold a *Passport To Learning*, the local CU Manager and the school the child attends.

What about inappropriate language?

The *E-Passport* system has a filter that prevents any inappropriate language used from appearing.

I have another question?

We're always happy to help if you have a question on the Children's University please contact us.

Tel: **01302 553791**
Email: childrens.university@don.ac.uk
Visit: www.childrensuniversity.co.uk

A Guide to the *E-Passport* Getting Started





Log on page

Log on: <https://epassport.explc.com>
(There's no www.)

The **Home Page** is all about you, keeping you up to date with CU news. It tells you how many hours of activities you have completed and how many more hours you have to complete to receive a **CU Certificate**.

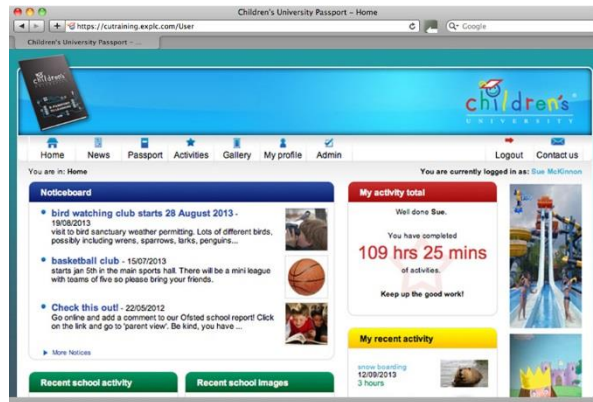
The **News Page** – a good page to keep an eye on. We'll let you know all the latest CU news!

On the **Passport Page** you can see and update details of activities you have taken part in where you have collected stamps in your passport.

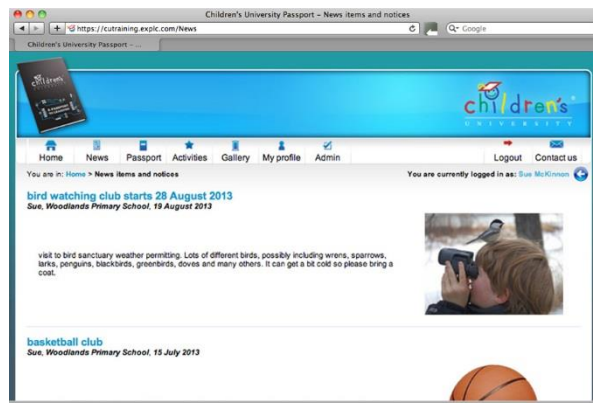
The **Gallery Page** is a great place to keep photographs of the activities you have done. You will also be able to see photographs of activities other CU students have been doing.

On the **Activities Page** you'll be able to find out, using our search button to help, more about the activities in your school, in your town or around the country (we call this 'nationally').

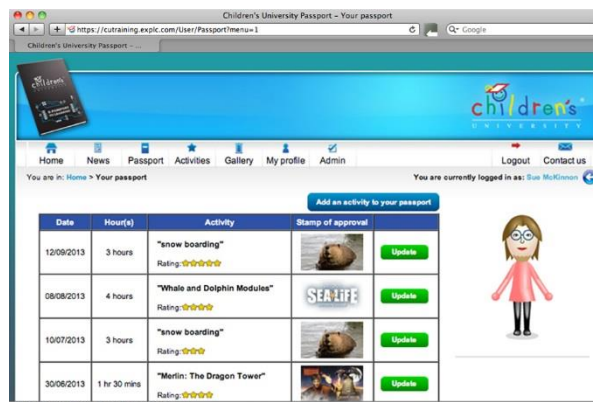
On your **Profile Page** you can design your very own avatar! Once you've designed it, click on the floppy disk button at the bottom (left hand side).



Home Page



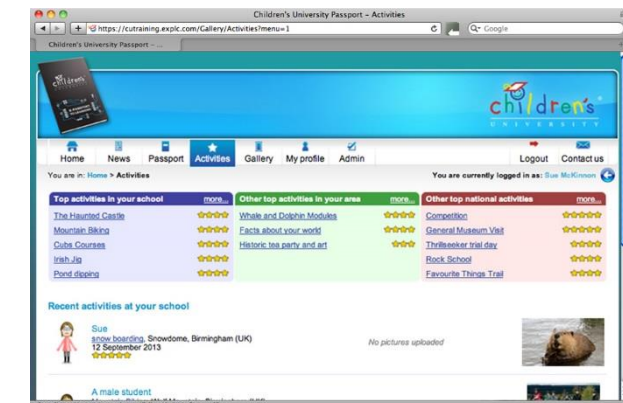
News Page



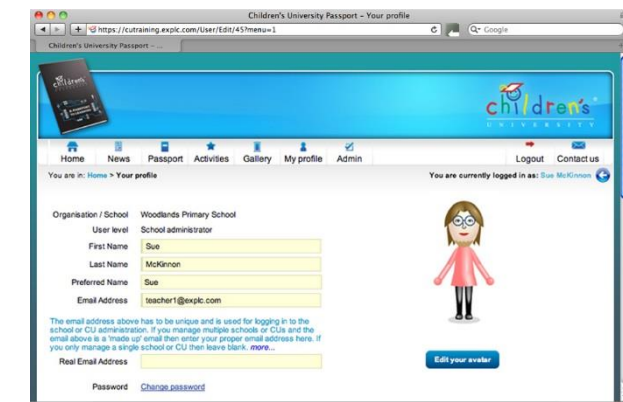
Passport Page



Gallery Page



Activities Page



Profile Page