

Connecting to the CEIST Portal

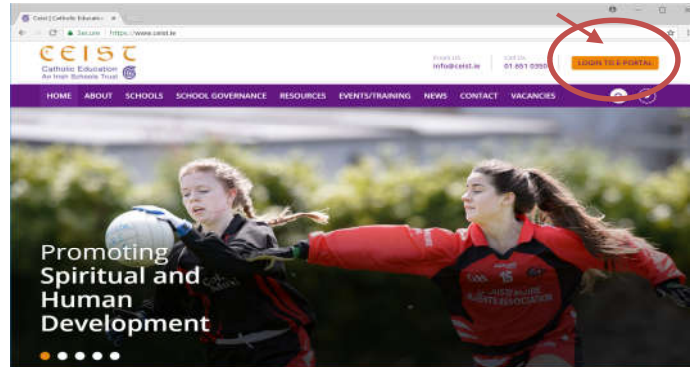
Please follow steps below to connect to the CEIST Portal to submit school Budget/Statistical reports.

- 1 You can login to the CEIST Portal from one of two ways:

a) Log on directly from web link
<https://www.ceistcloud.net>

or

b) Click the portal link from the top of the CEIST website home page.



- 2 Once connected to the CEIST Portal website you will be requested to enter your login credentials.

The CEIST Budget/Statistics portal does not use stored passwords. Random passwords are generated at each login. In this way there is no need to save passwords as a new password will be used at each login.

To get a password at any stage just press the "Request Password" button on the CEIST portal login page and enter the email address registered with CEIST for your school. If you do not know this email address please contact the CEIST office and we can provide it to you.

A new password will then be sent to this email address. This password can be used for a period of up to 3 days. After 3 days time you will need to request a new password again.

When logging in you must also answer security question, e.g. 2+3=?

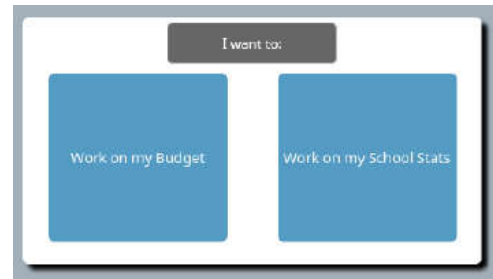
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CEIST Education Office

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Freda Nolan, Donal Cronin, David Cox, Anne McDonnell. Maria O'Rourke, Margaret Farrell, RSM. Dr. Marie Griffin, CEO

3 Once logged in you will be presented with two choices:

- a) Work on my Budget
- b) Work on my School Stats










4 Depending on the choice you make you will be taken to one of two sections:

- a) CEIST Budget
or
- b) School Statistics

5 Each section will allow to you to perform any of the below actions:

- Submit yearly school statistical/budget figures
- Load previous year's figures
- Save a copy to Excel

The below table shows all options provided by the CEIST Portal and their corresponding function:

Button	Function
	Logout
	Clear all fields
	Save
	Edit
	Export a copy to Excel
	Submit results to CEIST for approval
	Load last year's data

If you require assistance at any stage please contact the CEIST office directly.

Phone: 01 6510350 or Email: info@ceist.ie

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