

Official User Guide SDG Monitor

You can go to the website easily clicking this or you can find it from ACCU website.

1. **Login** ➤ Enter valid user name and password then press the “Login” button, user can log in to the system. ➤ User must be already existing in the system. ➤ If still doesn't have an account user can create an account by using “SignUp” button.
2. **Sign Up / User Register** ➤ Enter Name, User name (Must not be in the system), Email, Select Federation, Select Credit Union, Enter Phone no, Password and click the “Sign Up” button. Then Create a User. ➤ “Password” and “Confirm Password” must be the same. ➤ All fields must be required to create a new user. ➤ If already have an account, Click “Log In” for move to Login form.
3. **Credit Union Registration** ➤ Enter the Credit Union Name, Register No, Select Country, Select Affiliated federation, Enter Postal Code, Address, Email ,Contact No(Phone Number), Website then Click “Save” button to create new credit union. ➤ If you need to clear above entered things, just Click “Reset” button for clear all. ➤ Affiliated Federation must be under Country. ➤ All fields must be required to create new Credit Union.
4. **Credit Union List** ➤ Click the “Credit Union List” , List all credit Union accounts.
5. **Record Global SDG Indicators** ➤ Click “Record Global SDG Indicators” it will navigate to Record Global SDG Indicators window. ➤ Next select the Federation, Credit Union And Pick Up the Date then click the “Submit” button. ➤ Next will display the Questions. If data exist for above selected Federation & Credit Union, Questions display with given marks as well. ➤ Next enter the marks for questions, all marks must required to save the data. ➤ Next Click the “Save” button to save data.
6. **SDG Summary** ➤ Click “SDG Summary” for view Summary result. ➤ Select Country and Federation then click “Submit” will display the given marks. ➤