

School Staff Email:

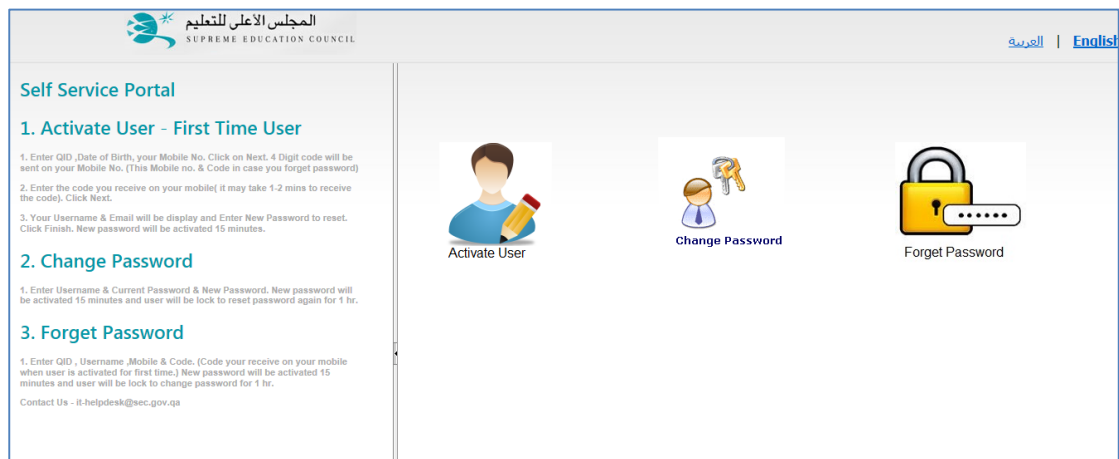
SEC provides many electronic services, some of them are the email services:

Now we will explain how can you use these services:

1. Activate User - First Time User
2. Open the email
3. Change Password
4. Forget Password

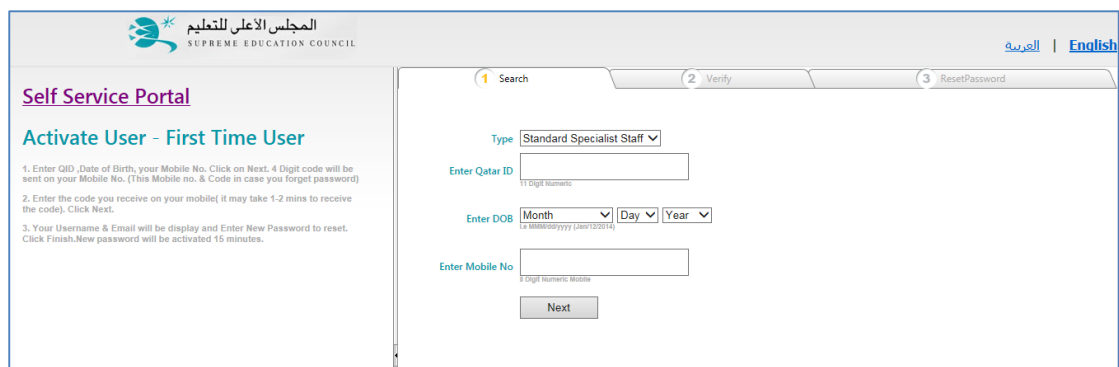
1-Activate User - First Time User

- 1- Open the URL: <https://ssp.education.qa>



The screenshot shows the 'Self Service Portal' of the Supreme Education Council. The main heading is '1. Activate User - First Time User'. Below it, there are three instructions: 1. Enter QID, Date of Birth, your Mobile No. Click on Next. 4 Digit code will be sent on your Mobile No. (This Mobile no. & Code in case you forget password) 2. Enter the code you receive on your mobile(it may take 1-2 mins to receive the code). Click Next. 3. Your Username & Email will be display and Enter New Password to reset. Click Finish. New password will be activated 15 minutes. To the right, there are three icons: 'Activate User' (person with pencil), 'Change Password' (person with keys), and 'Forget Password' (lock with keyhole).

- 2- Press "Activate User"



The screenshot shows the 'Activate User - First Time User' form. The form has a 'Type' dropdown menu set to 'Standard Specialist Staff'. Below it, there are three input fields: 'Enter Qatar ID' (with a note '11 Digit Numeric'), 'Enter DOB' (with dropdowns for 'Month', 'Day', and 'Year', and a note '1e:MM@00yyyy (User:12/2014)'), and 'Enter Mobile No' (with a note '8 Digit Numeric Mobile'). A 'Next' button is at the bottom. The form is part of a three-step process: 1 Search, 2 Verify, 3 ResetPassword.

- 3- Select Private School from Type drop down list.
- 4- Enter "Qatar ID"
- 5- Enter "DOB" (as in Qatari ID)

6- Enter "Mobile No"

* Note: an activation code will be sent to that number within 1 or 2 mins. From HodHod

Welcome to
SEC Self
Service Portal .
Your Code is :
8814

In the following screen

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Self Service Portal

Activate User - First Time User

1. Enter QID, Date of Birth, your Mobile No. Click on Next. 4 Digit code will be sent on your Mobile No. (This Mobile no. & Code in case you forget password)

2. Enter the code you receive on your mobile(it may take 1-2 mins to receive the code), Click Next.

3. Your Username & Email will be display and Enter New Password to reset. Click Finish.New password will be activated 15 minutes.

Enter Verification Code

4 Digit Code received on your Mobile

Next

7- Enter "Activation code"

8- Press "Next"

The following screen appears and display (user name – email)

*Note: memorize your user name, email and password

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Self Service Portal

Activate User - First Time User

1. Enter QID, Date of Birth, your Mobile No. Click on Next. 4 Digit code will be sent on your Mobile No. (This Mobile no. & Code in case you forget password)

2. Enter the code you receive on your mobile(it may take 1-2 mins to receive the code), Click Next.

3. Your Username & Email will be display and Enter New Password to reset. Click Finish.New password will be activated 15 minutes.

AD Username

Email

Password

Confirm Password

Finish

Password Policy

9- Enter "Password" that you prefer

10- Enter "Confirm Password"

*Note: (the password policy)

- 1- The password must have Min. 5 characters.
- 2- User must use unique new passwords for 24 times before an old password can be reused.

A confirmation password message appears

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Self Service Portal

Activate User - First Time User

1. Enter QID, Date of Birth, your Mobile No. Click on Next. 4 Digit code will be sent on your Mobile No. (This Mobile no. & Code in case you forget password)

2. Enter the code you receive on your mobile(it may take 1-2 mins to receive the code), Click Next.

3. Your Username & Email will be display and Enter New Password to reset. Click Finish.New password will be activated 15 minutes.

Password Update

Password is reset successfully;New password will be activated 15 minutes.

OK

11- Press "OK"

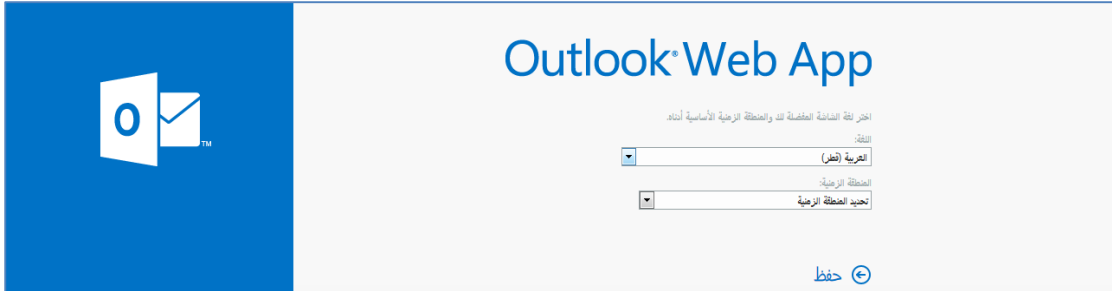
2-Open the email

- 1- Open the URL: <https://mail.education.qa>



- 2- Enter user name "المجال\اسم المستخدم"
- 3- Enter password "كلمة المرور"
- 4- Press login "دخول"

The language and time zone setting screen appears



- 5- Select the language from the menu "اللغة"
- 6- Select the time zone from the menu "المنطقة الزمنية"
- 7- Press save "حفظ"

3-Change Password

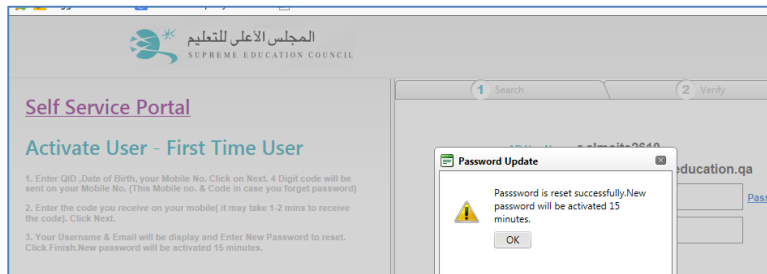
- 1- Open the URL: <https://ssp.education.qa>
- 2- Press "change password"



The screenshot shows the 'Self Service Portal' for the Supreme Education Council. The page title is 'Change Password'. Below the title, there is a small instruction: '1. Enter Username & Current Password & New Password. New password will be activated 15 minutes and user will be lock to reset password again for 1 hr.' The form contains four input fields: 'Username' (with a placeholder 'matcode'), 'Old Password' (with a placeholder 'Current Password'), 'New Password' (with a placeholder 'New Password' and a link to 'Password Policy'), and 'Confirm Password' (with a placeholder 'Confirm Password'). A 'Change Password' button is located at the bottom of the form.

- 3- Enter "Username"
- 4- Enter "Old password"
- 5- Enter "New password"
- 6- Enter "Confirm Password"
- 7- Press "Change Password"

A confirmation message appears



- 8- Press "OK"

4-Forget Password

- 1- Open the URL: <https://ssp.education.qa>
- 2- Press "Forget password"



- 3- Enter "AD UserName"
- 4- Enter "Qatar ID"
- 5- Enter "Mobile No"
- 6- Enter "Verification Code"

*Note: if you forget the code, the press "forget code? Resend code on my registered mobile"

- 7- Press "Next"

A password screen appears

- 8- Enter "Password"
- 9- Enter "Confirm Password"
- 10- Press "Finish"