

How to register

Who can register for this program?

1- Ministries of Education for their schools or educational bodies for their educational centers.

2- An independent school or educational center that is not affiliated with any ministry or educational body.

3- One individual, for example: a course instructor / private tutor who does not belong to any ministry or educational body.

First - Registration of ministries of education or educational bodies and it has three functions

The first work of the ministry and its director, registration of the ministry and its director:

Learn about "present" by clicking on [click here to learn](#).

After being familiarized, click on Start Now: to reach the "Attended" registration / login page.

To register the Ministry / Authority, click on I do not have a "Register Now" account at the bottom of the page.

The registration requirements include the presence of the school email and the principal's email.

Choose a ministry / educational body.

Record the data of the ministry and its director (noting that "present" will request a special email for the ministry and another for its director)

After accurately recording the data of the ministry and its director, clicking on the word "confirm", then "present" requests to go to the director's email.

Go to the manager's e-mail to take the password (they are numbers for ease) after copying the password. Log in to “Attended”, either from the “Attended” link in the e-mail that came with the password, or go to the first page “Attended” to enter it.

The password that was copied from the e-mail is put in the specified location, and the administrator’s e-mail must be written and then pressed on “enter”.

After pressing Enter, the "Change Password" screen appears. You must change your password and keep it to enter "Attended" every time.

Thus, the registration of the ministry / educational body was made, and the registration of its schools remained

The second job of the ministry and its director: buying the package (there is currently a trial period)

In the future, there will be steps to purchase the package

The third work of the ministry and its director, registering its affiliated schools:

The manager enters his account in “Hader” or his representative by typing an email and password in a place designated to log in to “Hader”.

Click on schools / centers located in the "Attended" menu on the right, then press "Add" or for a number of schools. Download the excel file by clicking on "Upload Excel File Template" and send it to schools to fill in the file, then pull this data by clicking on Import to register all schools One time (of course, according to the number of schools and the number of users the package purchased).

After writing the school data or withdrawing the school data via an excel file, he presses the word "confirm."

See the statistics of the schools that you will reach at the end of the course, if it is short, and monthly, if the course is long, and at the end of the whole semester.

Thus, the work of the ministry / educational body ends, and the role of schools begins.

The work of school principals affiliated with the ministry / educational body

Five acts performed by the school principal

The first work of the school principal: activating the school / center account, the center account

He enters his email and finds the message from the ministry / body affiliated to it.

He copies the password and enters the Hader program either from the link he reached with the password in his e-mail, or by going to the “Hader” program.

He puts the password and writes his e-mail with which he registered the Ministry in the “Attended” screen. To enter, he presses enter. The “Change Password” screen will download to him. The password must be changed and kept in order to log in to “Attended” every time. With this, the school principal's account was activated.

The second job of the school principal: registration of the teacher and the supervisor of the class / course?

Requirements for creating a class are: To have an email address for the teacher (necessary) and for the course supervisor (optional).

He records the teacher's data by clicking on the lecturers in the main list of "Attendant" and then clicking on the word "Confirm". A "Attendant" link will be sent to activate his account

After completing the teacher's registration and leaving it, the course supervisor registers (his registration is optional) by clicking on the supervisors in the main menu for "attending" and then clicking on the word "confirmation". A "attendee" link will be sent to activate his account and thus the teacher has registered for the course and its supervisor.

The third job of a school principal: creating a class / course

After completing the teacher registration, go to the main menu of the program and click on educational courses, then choose the school / center to allow you to register the course.

After choosing the school, write the name of the course, then choose the teacher (and the supervisor is optional), then the rest of the course data accurately, especially the start and end date of the course, because "present" will send the statistics according to these dates.

After completing the writing of the data, click on the word "Confirm" and thus the course was created with the teacher assigning it. At the top of the screen a link will appear to register the students and the supervisor.

Fourth job for the school principal: Sending registration links to students and the supervisor

A link to register students is copied and sent to students or placed in the registration form if there is a form for that.

Copies a link to register the supervisors and send it to the course supervisor for him to activate his account.

Thus, the role of the school principal ends, but only follow-up remains through the statistics that come to him from the program.

Second - How to register

Who can register for this program?

- ۲ An independent school or educational center that is not affiliated with any ministry or educational body.

- To register the school five works
- The first work to register the school / independent educational center that is not affiliated with any party

Learn about "present" by clicking on [click here to learn](#).

After being familiarized, click on Start Now: to reach the "Attended" registration / login page.

To register the school / center /, click on "I do not have an account" at the bottom of the page.

The registration requirements include the presence of the school email and the principal's email.

Choice 2 (School / University registration.

Registering the school's data and its director (noting that "attending" will request a special email for the ministry and another for its director).

After recording the school and its principal information accurately, clicking on the word "Confirm", then "Attending" asks to go to the principal's email.

Go to the manager's e-mail to take the password (they are numbers for ease) after copying the password. Log in to "Attended", either

from the “Attended” link in the e-mail that came with the password, or go to the first page “Attended” to enter it.

The password that was copied from the e-mail is put in the specified location, and the administrator’s e-mail must be written and then pressed on “enter.”

After pressing Enter, the "Change Password" screen appears. You must change your password and keep it to enter "Attended" every time.

So the registration was the school / center

The second job of the school principal: buy the package (there is currently a trial period)

In the future, there will be steps to purchase the package

The third job of the school principal: registration of teachers and supervisors

Requirements for registering the teacher and the supervisor are: The presence of an email for the teacher (necessary) and for the course supervisor (optional).

He records the teacher's data by clicking on the lecturers in the main list of "Attendant" and then clicking on the word "Confirm". A "Attendant" link will be sent to activate his account

After completing the teacher's registration and leaving it, the course supervisor registers (his registration is optional) by clicking on the supervisors in the main menu for “attending” and then clicking on the word “confirmation”. A “attende” link will be sent to activate his account and thus the teacher has registered for the course and its supervisor.

The fourth job of a school principal: Create a class / course

After completing the teacher registration, go to the main menu of the program and click on educational courses, then choose the school / center to allow you to register the course.

After choosing the school, write the name of the course, then choose the teacher (and the supervisor is optional), then the rest of the course data accurately, especially the start and end date of the course, because "present" will send the statistics according to these dates.

After completing the writing of the data, click on the word "Confirm" and thus the course was created with the teacher assigning it. At the top of the screen a link will appear to register the students and the supervisor.

Fifth job for a school principal: Sending registration links to students and the supervisor

A link to register students is copied and sent to students or placed in the registration form if there is a form for that.

Copies a link to register the supervisors and send it to the course supervisor for him to activate his account.

With this, the role of the school principal ends, and he remains with the sixth job.

The sixth work of the school principal: following up the statistics that you will get from "present"

Third - How to register

Who can register for this program?

-٣ One individual, for example: a course instructor / private tutor who does not belong to any ministry or educational body.

The same steps that are for registering an independent school, a person is considered an independent school.