



# USER GUIDE

## DIGITECT: MENTOR ACCOUNT

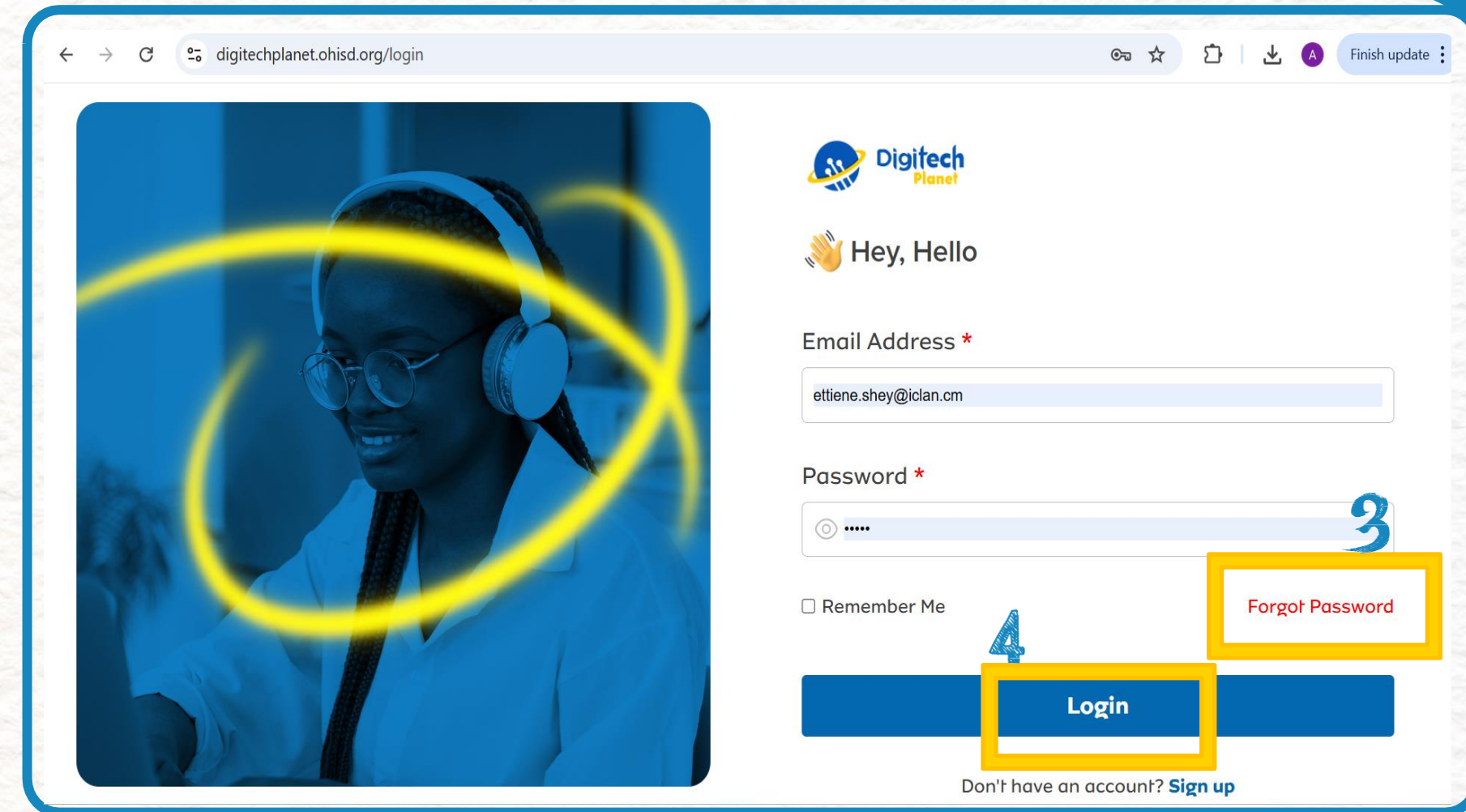


# LOGIN PAGE

1



2



Entre "https://digitechplanet.ohisd.org/" on your web browser,

Click on 1 "login" to connect,

Click on 2 to change language

Enter email address,

Enter password,

Click on 3 "Forgot password" to change password

Click on 4 "login" to access the dashboard

# VERIFICATION CODE PAGE

1

← → ↻ 🔍 digitechplanet.ohisd.org/enter-otp

🔒 ☆ 📄 ⬇️ A Finish update ⋮

🛡️

## Check Your Email

We have sent you an OTP code. Enter code

9 3 3 2 5

1

Verify

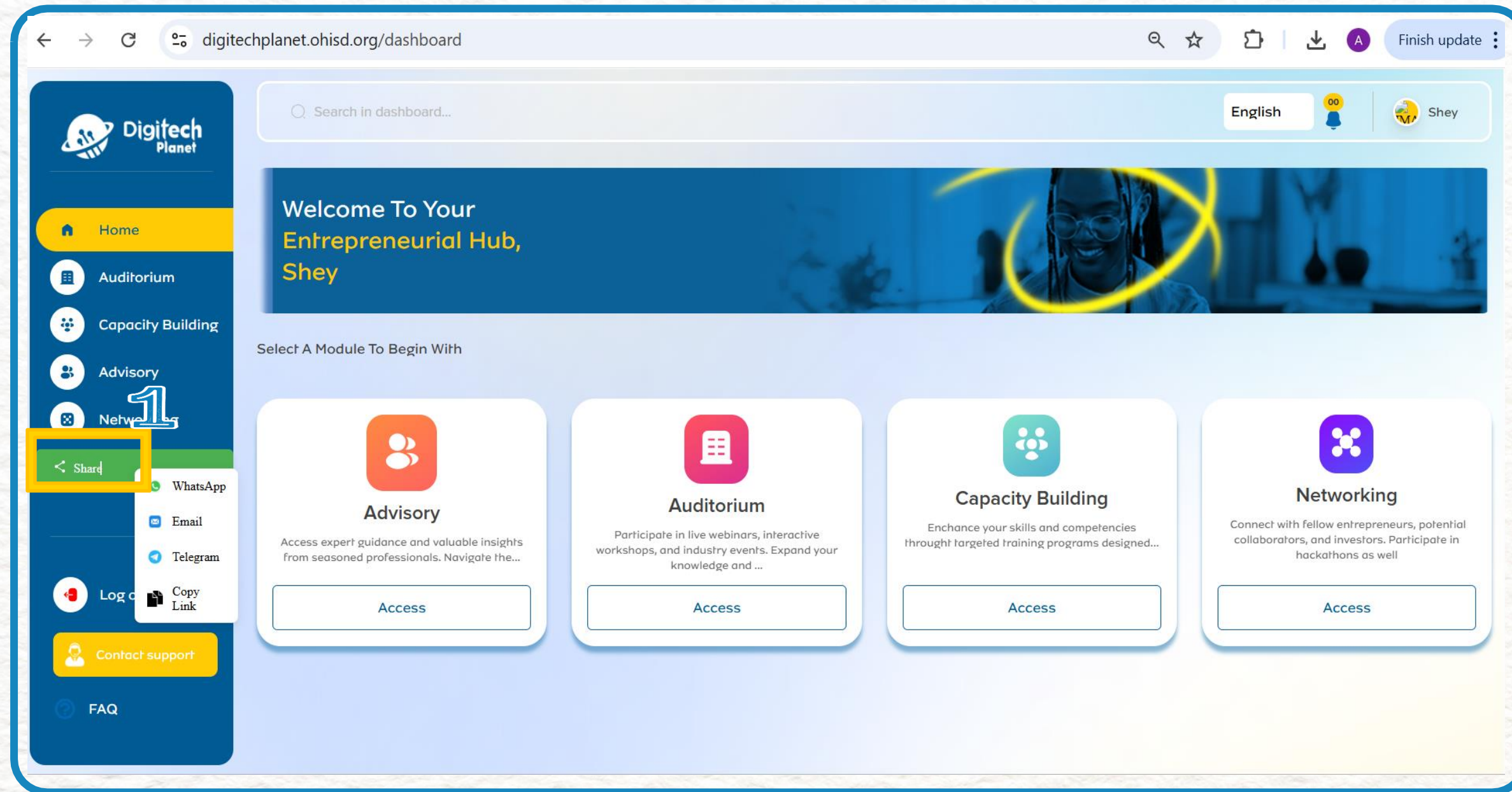
Didn't receive any code? [Resend Code](#)

← [Back To Login](#)

## Step-by-step journey

- ◆ Entre verification code received via email
- ◆ Click on **1** « Verify » to access the dashboard
- ◆
- ◆

# LANDING PAGE



## Step-by-step journey

- ◆ View dashboard and different profiles
- ◆ Click on **1** "Share" to share link
- ◆
- ◆



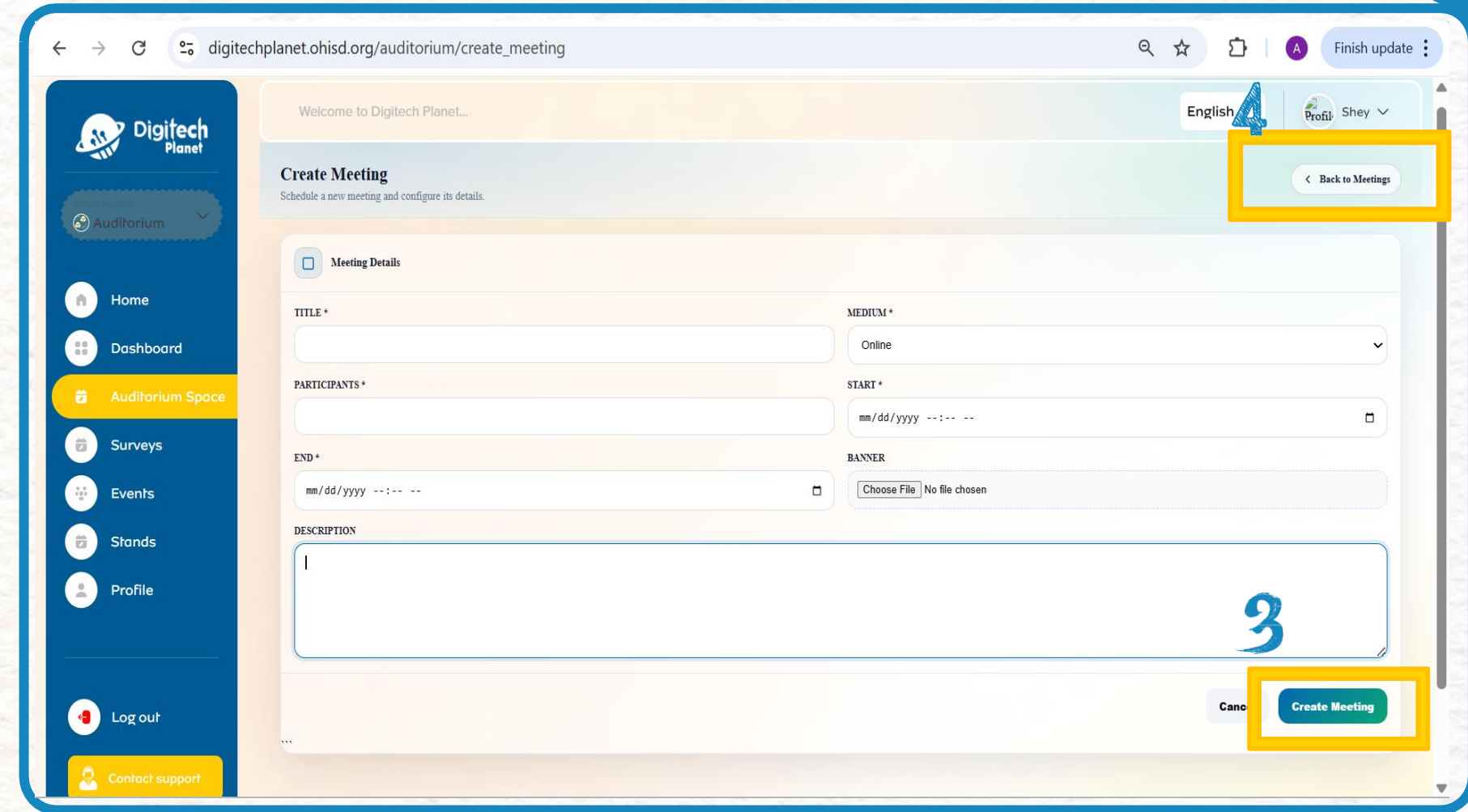
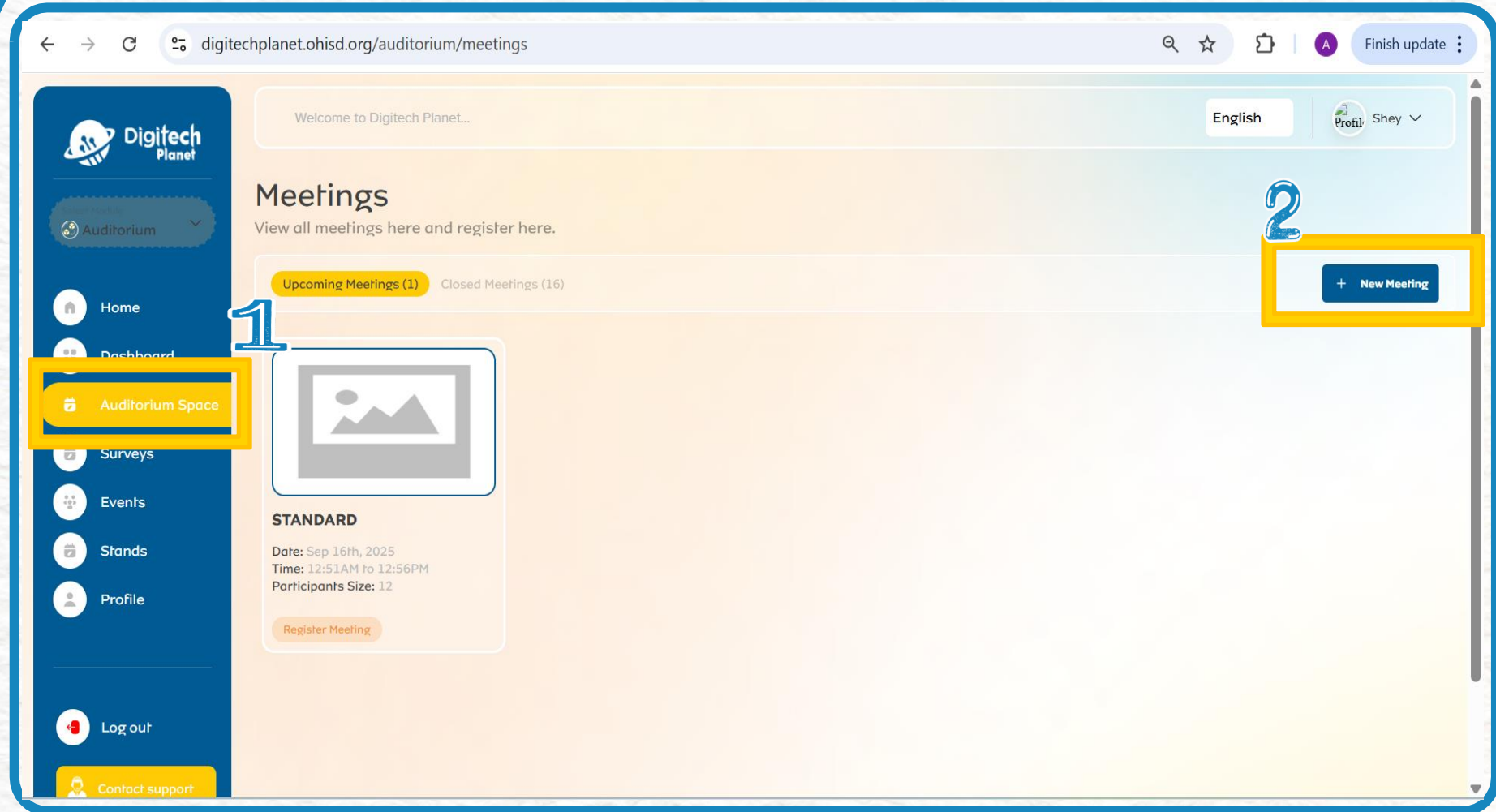
# AUDITORIUM 1

# AUDITORIUM/ 1.1

The screenshot displays the Digitech Planet Auditorium dashboard. The browser address bar shows the URL `digitechplanet.ohisd.org/auditorium/dashboard`. The dashboard includes a sidebar with navigation options: Auditorium, Dashboard (highlighted with a yellow box and a blue '1'), Auditorium Space, Surveys, Events, Stands, Profile, Log out, Contact support, and Need Help. The main content area features a welcome message, a language selector (English), and a user profile (Shey). Below this are four summary cards: Total Events (8), Internal Meetings (0), Total Stands (2), and Surveys (6). The dashboard also includes sections for Meetings Statistics, Events, Upcoming Meetings (with a 'STANDARD' meeting), and Ongoing Stands Adverts.

- ◆ Click on **1** "Auditorium"
- ◆ View total statistics on events, internal meetings and stands
- ◆ View upcoming meetings and ongoing stands

# AUDITORIUM/auditorium space1.2



Click on **1** "Auditorium space"

View all meetings and register here,

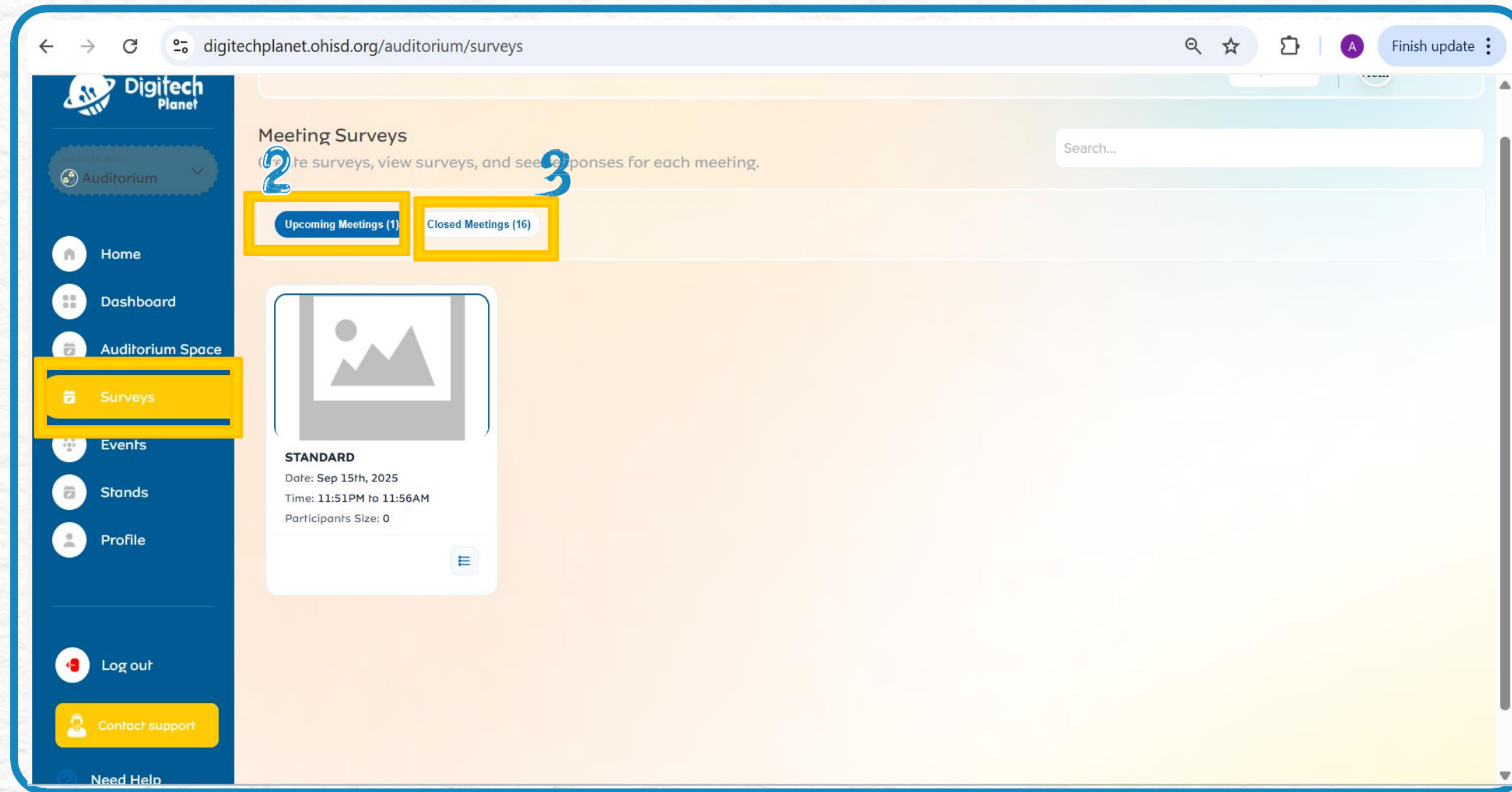
Click on **2** "New meeting" to create a new meeting,

Enter meeting information,

Click on **3** "Create meeting" to register meeting,

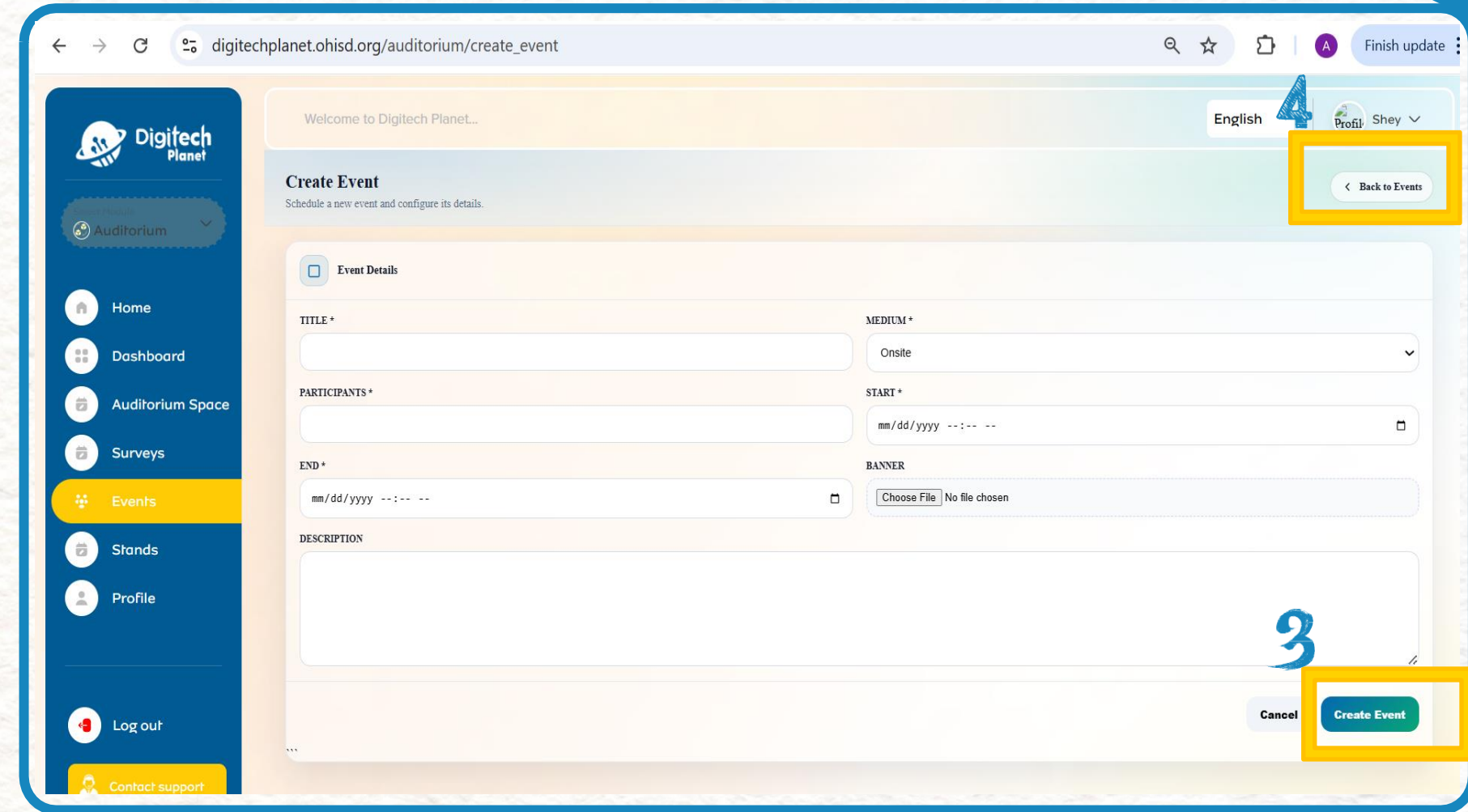
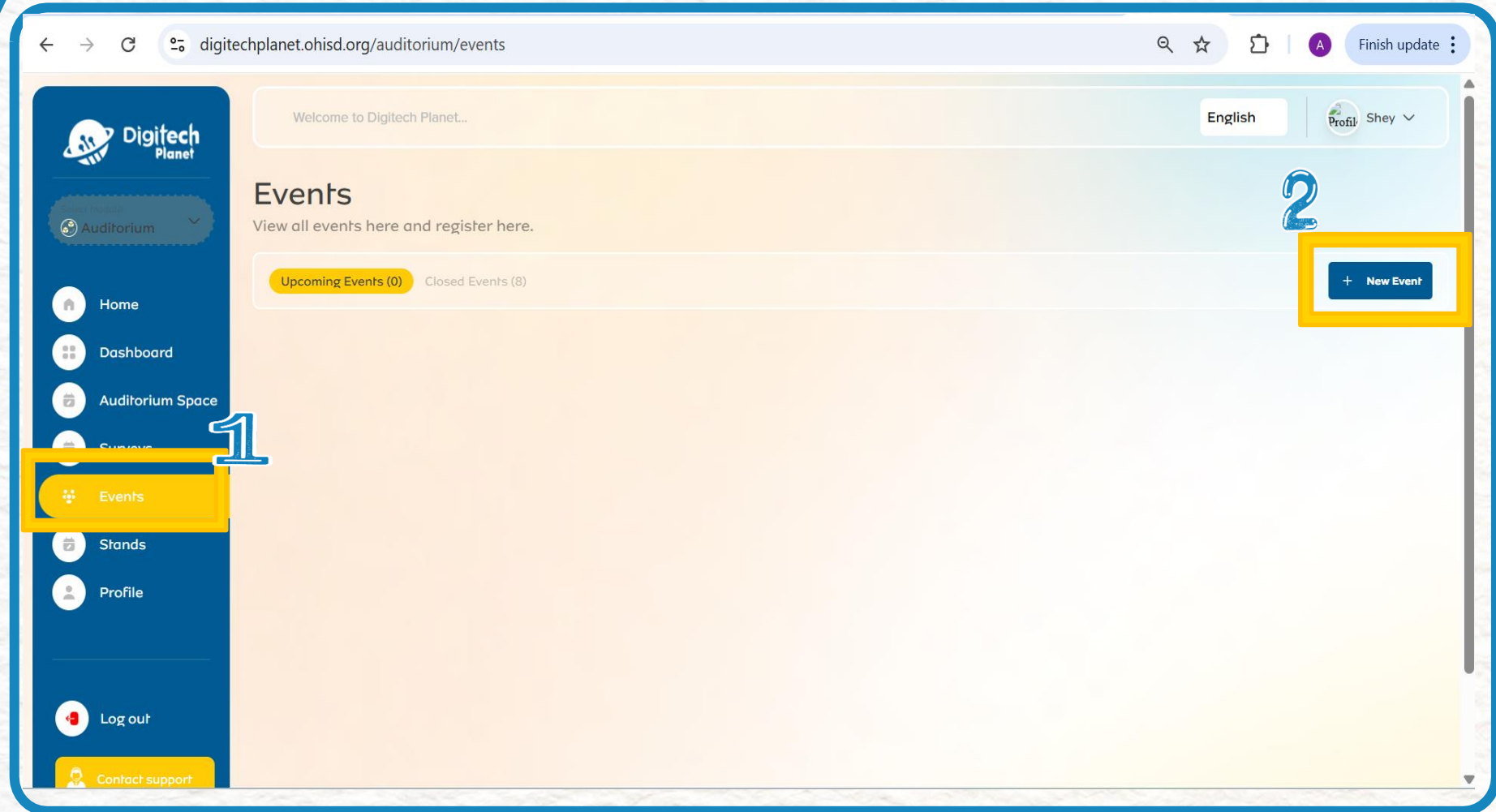
Click on **4** "Back to meetings" to view all meetings

# AUDITORIUM/Surveys 1.3



- ◆ Click on **1** "Surveys" to view all surveys and responses
- ◆ Click on **2** "upcoming meetings" to view all upcoming meeting,
- ◆ Click on **3** "Close meetings" to view all meetings closed

# AUDITORIUM/Event1.4



Click on **1** "Events" to view all events and register events,

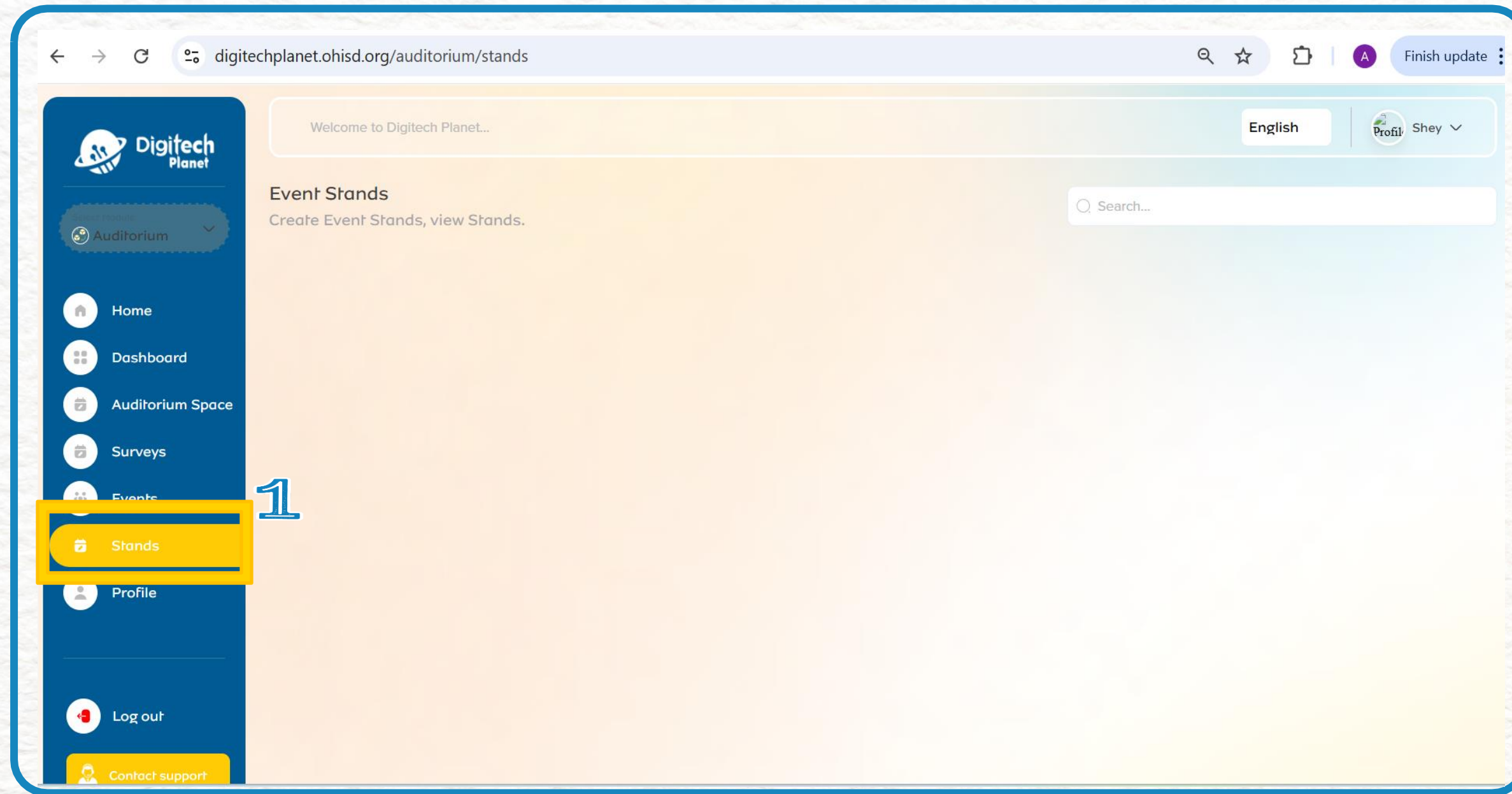
Click on **2** "Create event" to schedule an event,

Enter event information,

Click on **3** "Create event" to register meeting,

Click on **4** "Back to meetings" to view all meetings

# AUDITORIUM/Stand 1.5



## Step-by-step journey

◆ Click on **1** "Stand 1.5" to view event stands



# AUDITORIUM/Profile 1.6

The screenshot shows the 'My Profile' page on the Digitech Planet Auditorium. The page is titled 'My Profile' and includes a sub-header 'Manage personal information and preferences'. On the left, a navigation menu highlights the 'Profile' option with a blue box and the number '1'. The main content area features a profile card for 'Shey' with a profile picture, email 'ettieneshey7@gmail.com', and phone number '672776370'. Below the card, it shows '16 Events' and '04 Stands'. A blue bar labeled 'Personal Information' is visible. To the right, the 'Personal Information' form has three input fields: 'Full Name' (containing 'Shey'), 'Email' (containing 'ettieneshey7@gmail.com'), and 'Phone Number' (containing '672776370'). A blue 'Edit' button is highlighted with a yellow box and the number '2'. At the bottom of the form, a blue 'Update' button is highlighted with a yellow box and the number '3'. The browser address bar shows 'digitechplanet.ohisd.org/auditorium/profile'.

## Step-by-step journey

- ◆ Click on **1** "Profile" to manage personal information and preference
- ◆ Click on **2** "Edit" to edit or change personal information
- ◆ Click on **3** "update" to update the changed information



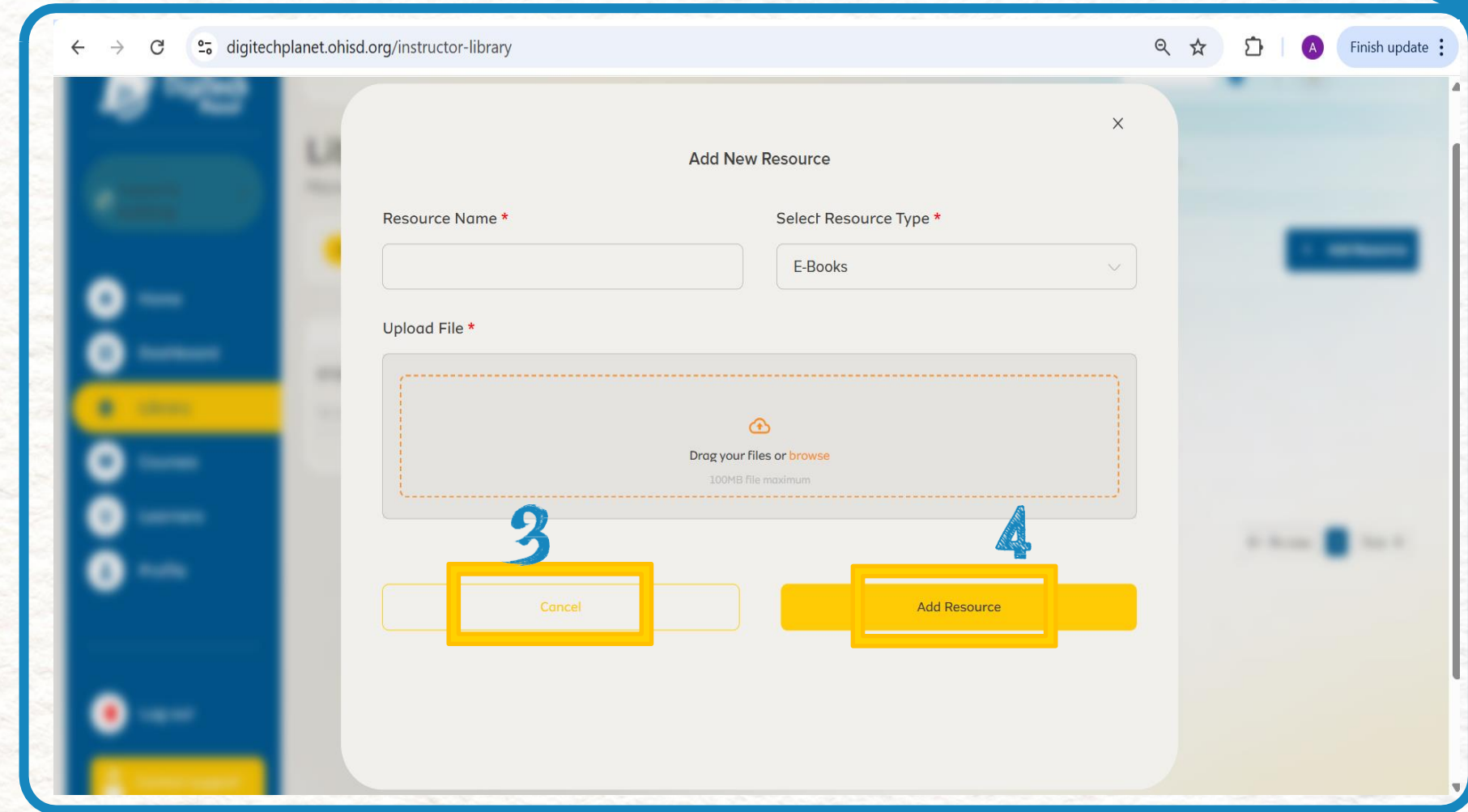
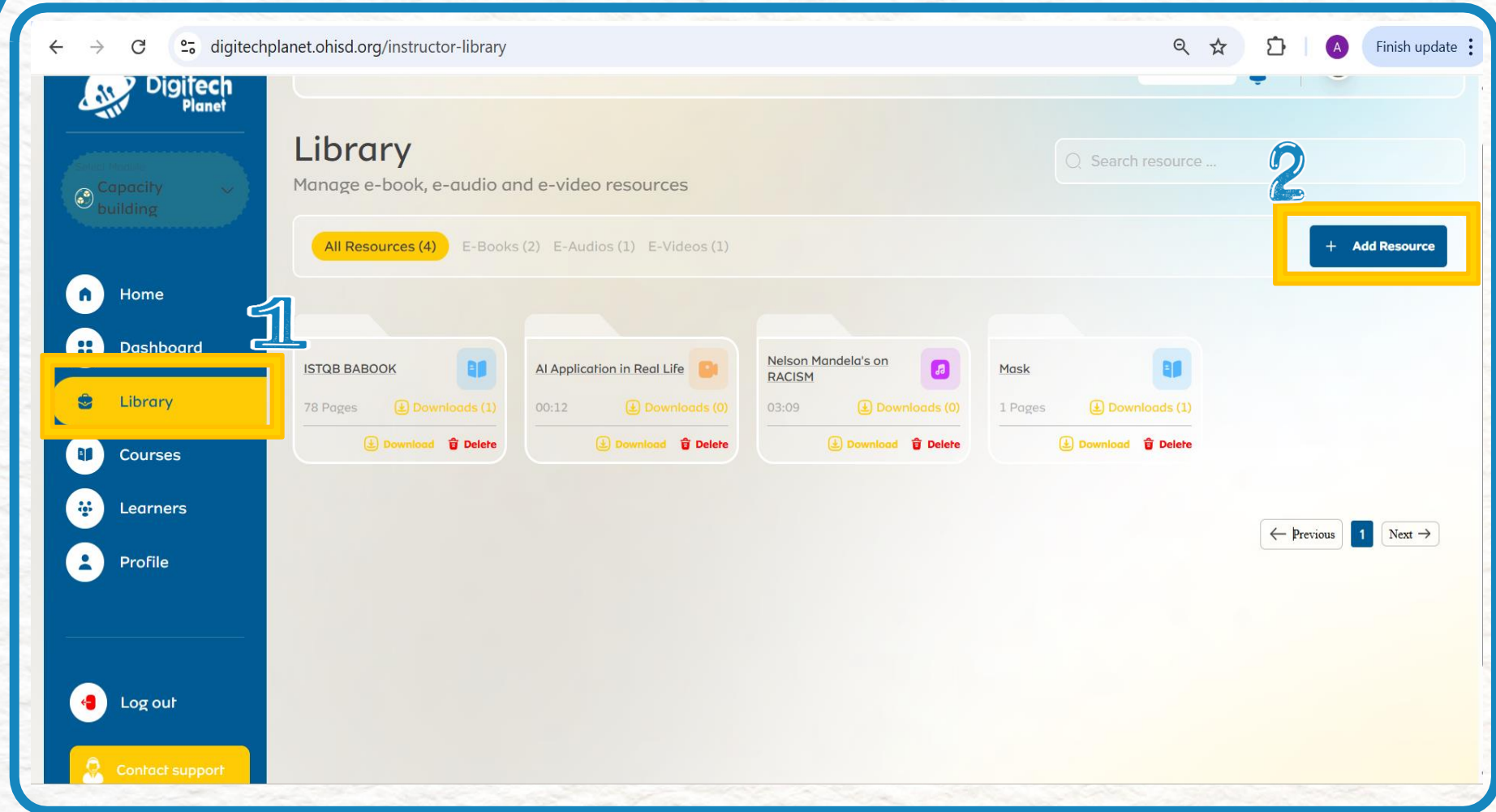
# CAPACITY BUILDING 2

# CAPACITY BUILDING 2.1

The screenshot shows the instructor dashboard for Digitech Planet. The browser address bar displays 'digitechplanet.ohisd.org/instructor-dashboard'. The dashboard includes a search bar, a language selector set to 'English', and a user profile for 'Shey'. A navigation sidebar on the left contains the following items: Capacity building (highlighted with a blue '1'), Dashboard (highlighted with a yellow box), Library, Courses, Learners, Profile, Log out (highlighted with a yellow box and a blue '2'), Contact support (highlighted with a yellow box and a blue '3'), and Need help. The main content area features a greeting 'Good Morning, Shey' and four summary cards: Total Learners (3), Total Courses (8), Resources (4), and Certificates Issued (2). Below these are two charts: 'Learner's Engagement' (a line graph with a single data point at 1.0) and 'Course Completion Rates' (a donut chart showing 8 Total Courses and 2 Completed Courses).

- ◆ Click on **1** "Capacity building" to view statistics and course progress
- ◆ Click on **2** "Log out" to close action,
- ◆ Click on **3** "contact support" to chat with an agent when need support.

# CAPACITY BUILDING/Library 2.2



Click on **1** “**Library**” to manage e-book, audios and videos

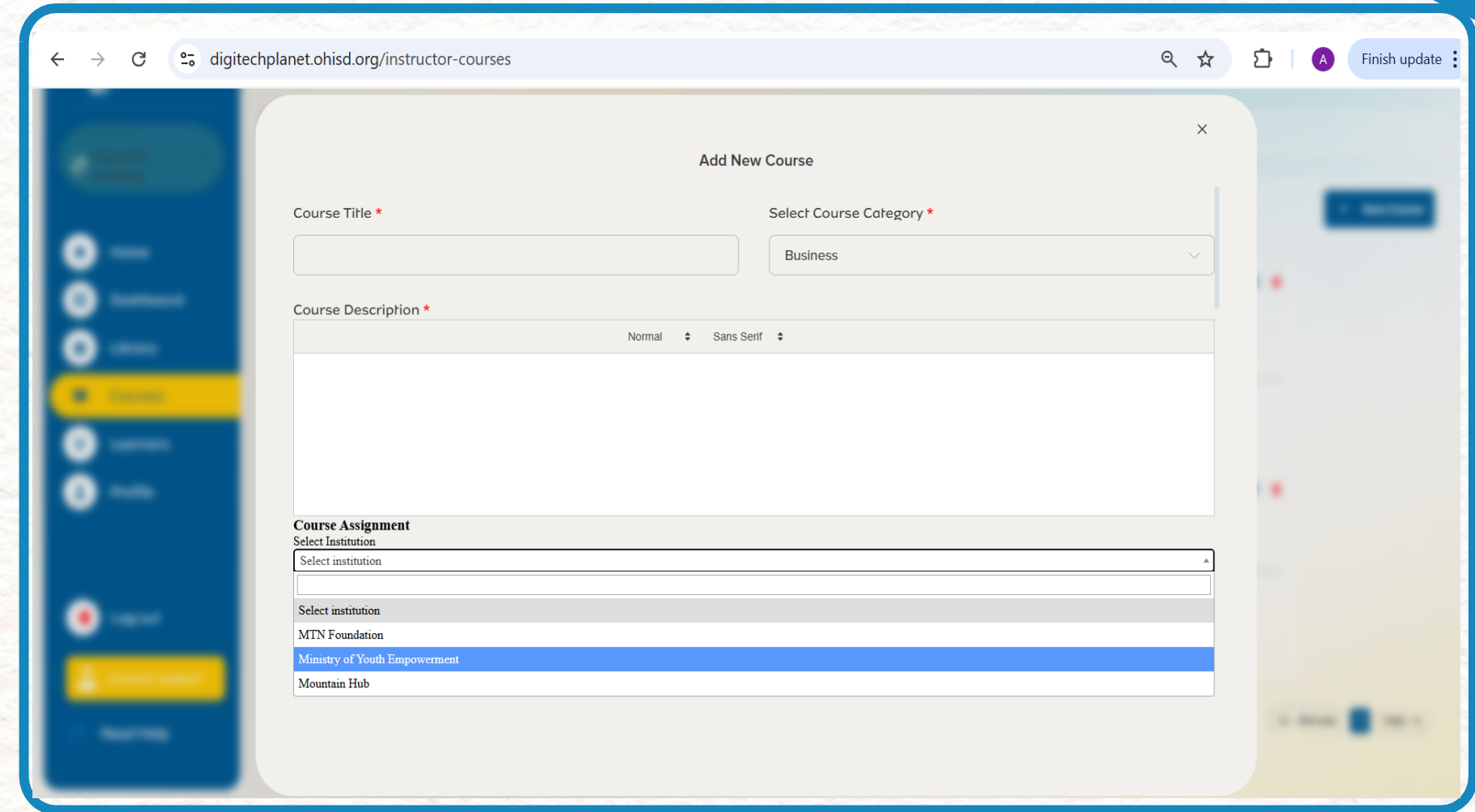
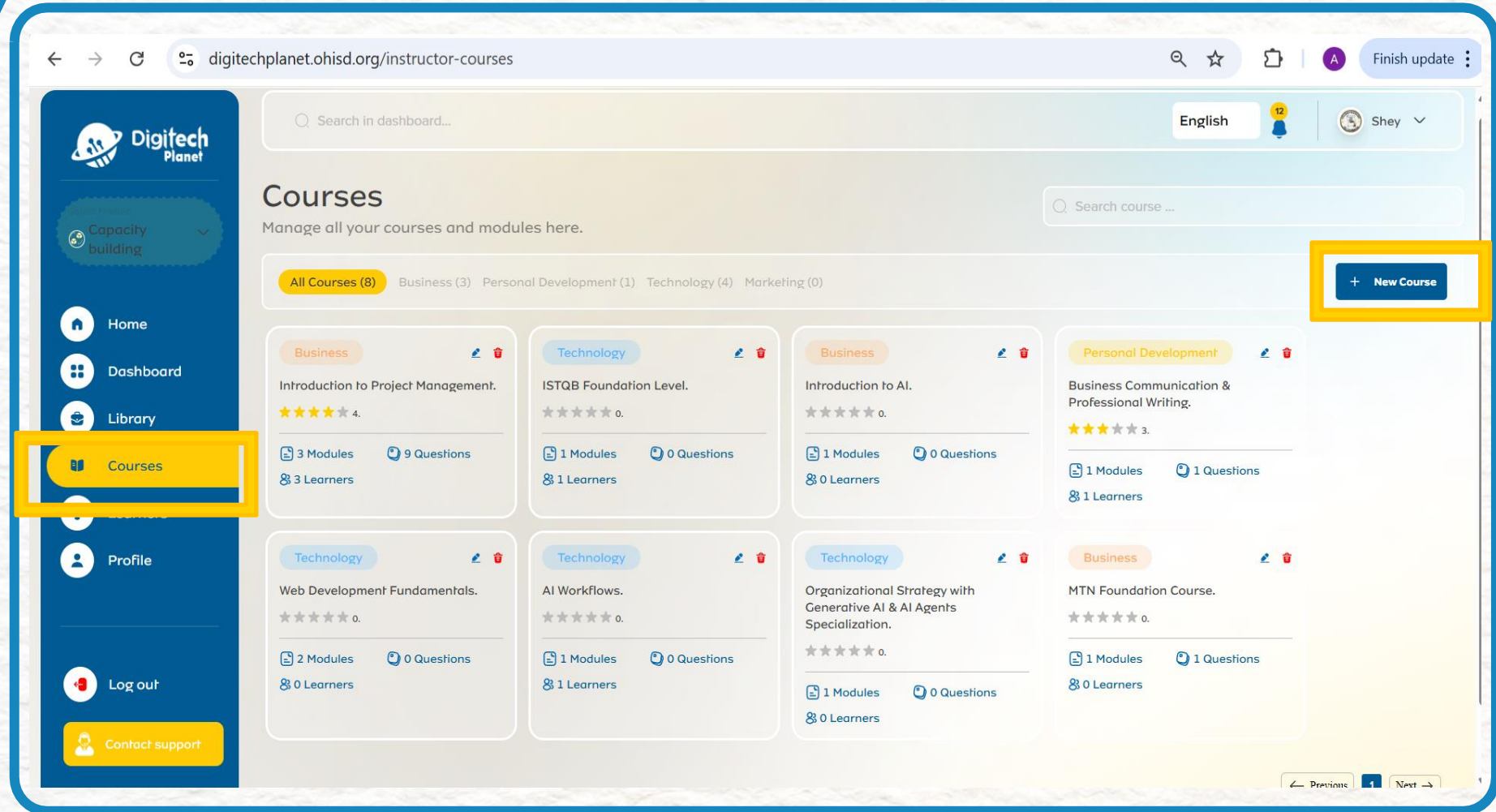
Click on **2** “**Add resource**” to add new resource,

Enter resource information,

Click on **3** “**Close**” to end the action,

Click on **4** “**Add resource**” to save the new resource added

# CAPACITY BUILDING/Courses 2.3



Click on **1** "Courses" to manage all courses and modules

Click on **2** "Add resource" to add new resource,

Enter course information,



# CAPACITY BUILDING/Learners 2.4

The screenshot displays the 'Learners' management interface. The sidebar on the left contains navigation options: Home, Dashboard, Library, Courses, **Learners** (highlighted with a blue '1'), Profile, Log out, and Contact support. The main content area is titled 'Learners' and includes a search bar for mentees (highlighted with a blue '2'). Below the search bar, there are tabs for 'All Mentees (3)', 'Certified Mentees (2)', and 'Ongoing Learning (1)'. A table lists the mentees with columns for MENTEE, PHONE, EMAIL, and ACTION.

MENTEE	PHONE	EMAIL	ACTION
<input type="checkbox"/> Ettiene shey	+237 678987654	ettiene.shey@iclan.cm	⋮
<input type="checkbox"/> Ettiene Shey Njamshi	+237 672776379	njamshi.shey@ictuniversity.edu.cm	⋮
<input type="checkbox"/> AMADOU MAHAMAT	+237 678681600	efuet.flora@iclan.cm	⋮

- ◆ Click on **1** "Learners" to manage people enrolled for your course,
- ◆ View all mentees, certified and ongoing learning,
- ◆ Click on **2** "Search" to search mentee

# AUDITORIUM/Profile 2.5

The screenshot shows the 'My Profile' page on the Digitech Planet website. The page is titled 'My Profile' and includes a search bar, language selection (English), and user information (Shey). The main content area is divided into two sections: 'Personal Information' and 'About & Skill Set'. The 'Personal Information' section contains fields for Full Name (Shey), Email (ettieneshey7@gmail.com), and Phone Number (+237) (672776370). A blue 'Update' button is located at the bottom of this section. A yellow box highlights the 'Profile' button in the left sidebar (labeled '1'), the 'Edit' button in the 'Personal Information' section (labeled '2'), and the 'Update' button at the bottom (labeled '3').

## Step-by-step journey

- ◆ Click on **1** "Profile" to manage personal information and preference
- ◆ Click on **2** "Edit" to edit or change personal information
- ◆ Click on **3** "update" to update the changed information



# ADVISORY 3

# ADVISORY.3.1

The screenshot shows the 'mentor-dashboard' page for 'Digitech Planet'. The browser address bar is 'digitechplanet.ohisd.org/mentor-dashboard'. The user is logged in as 'Shey'. The dashboard features a sidebar with navigation options: Advisory, Dashboard, Mentees, Tasks, Chats, Group Chats, Community, Blogs, FAQs, Profile, Log out, Contact support, and Need Help. The main content area displays an 'Overview, Shey' section with four summary cards: 'Total Mentees' (8), 'Total Blog Post' (13), 'Community Threads' (14), and 'FAQs Answered' (1). Below these is a 'Community and Blog Engagements' line chart showing a peak at 3.0. To the right is an 'Activity Summary' donut chart for 'All time' showing 'Blog Contributions' (red) and 'Discussion' (blue). Three callouts are present: '1' points to the 'Advisory' menu item, '2' points to the 'Log out' button, and '3' points to the 'Contact support' button.

- ◆ Click on **1** "Advisory" to view activities summary
- ◆ Click on **2** "Log out" to close action,
- ◆ Click on **3** "contact support" to chat with an agent when need support.

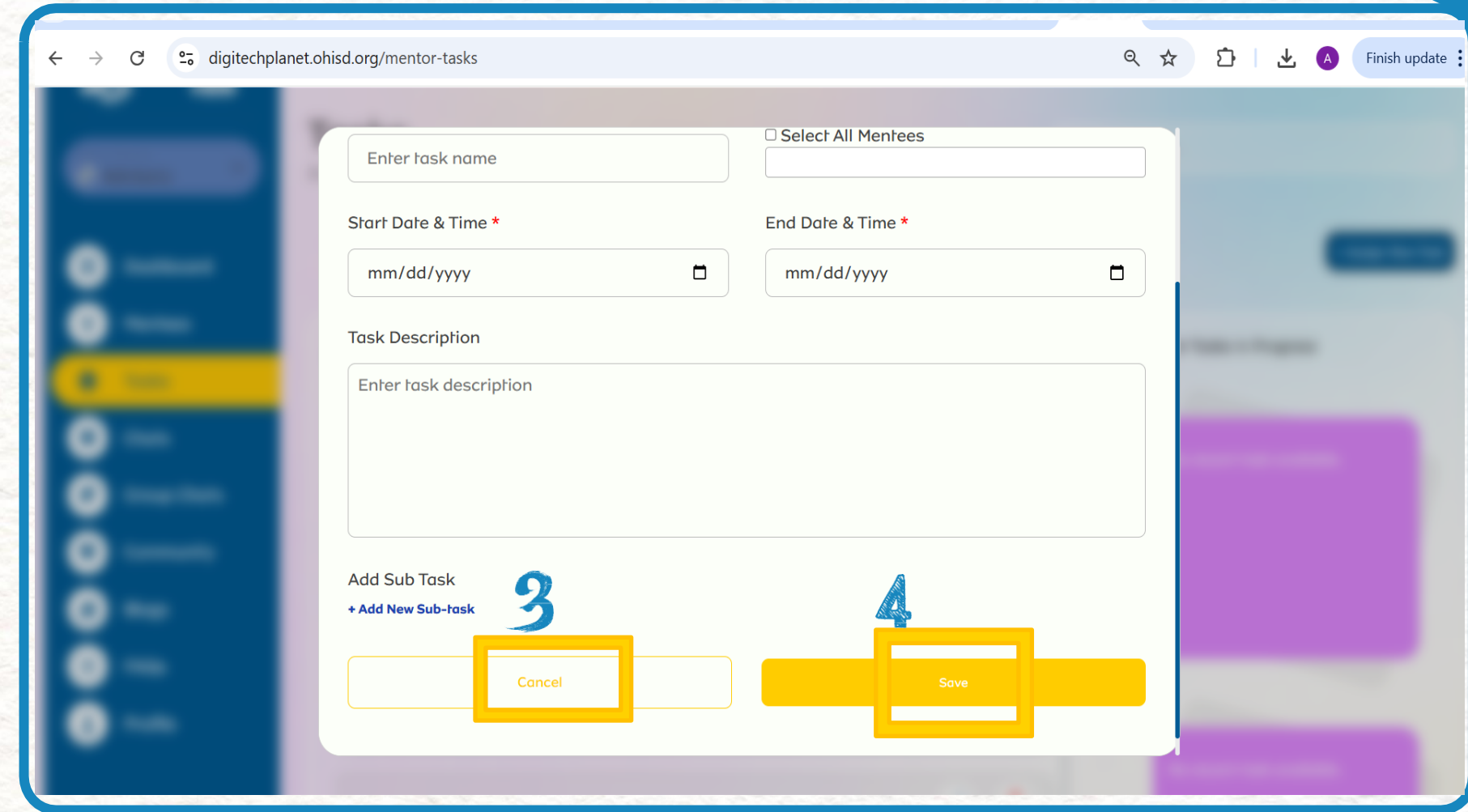
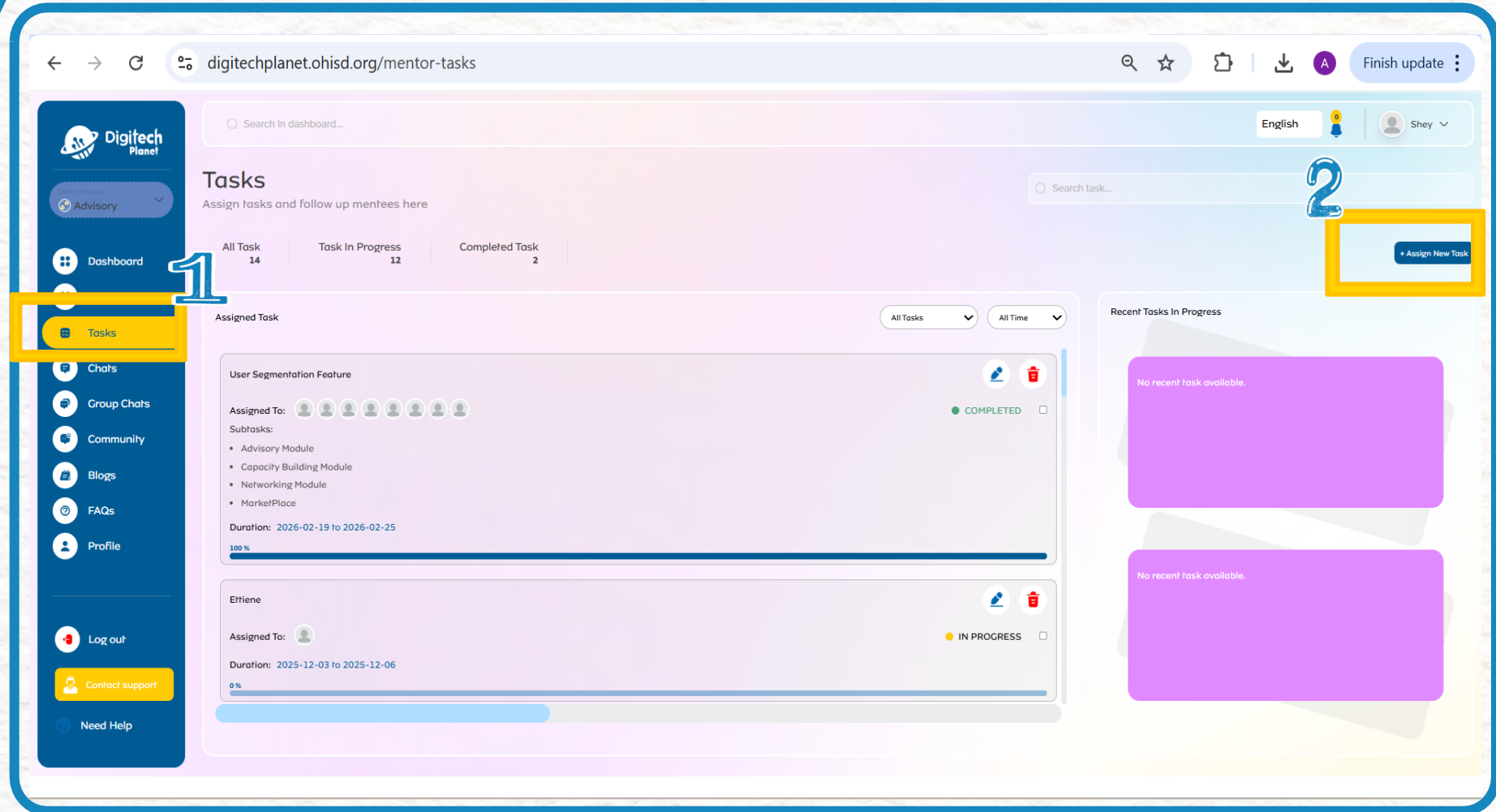
# ADVISORY/Mentee 3.2

The screenshot shows the 'Mentees' dashboard on the Digitech Planet website. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Mentees', 'Chats', and 'Log out'. The main content area displays a table of mentees with columns for 'MENTEE', 'PHONE', 'EMAIL', 'MENTORSHIP STATUS', and 'ACTION'. The 'MENTORSHIP STATUS' column shows 'Ongoing' for all listed mentees. The 'ACTION' column contains a vertical ellipsis icon for each row. Numbered callouts are present: '1' points to the 'Mentees' menu item in the sidebar; '2' points to the 'Mentees Application' button; '3' points to the 'Export' button; and '4' points to the vertical ellipsis icon in the 'ACTION' column.

MENTEE	PHONE	EMAIL	MENTORSHIP STATUS	ACTION
Ethiense shey	678987654	ethiense.shey@iclan.cm	Ongoing	⋮
Stone Lemike IV	674527248	ostreich@example.com	Ongoing	⋮
Nabila Allassani	693365564	nabilaallassani@gmail.com	Ongoing	⋮
Oumar	123456789	e.loumar@iclan.cm	Ongoing	⋮
AMADOU MAHAMAT	678681600	efuet.flora@iclan.cm	Ongoing	⋮
Full name	654148999	ajechasteve206@gmail.com	Ongoing	⋮
Ako Divina	653901853	divinako963@gmail.com	Ongoing	⋮
Ethiense Shey Njamnshi	672776379	njamnshi.shey@ictuniversity.edu.cm	Ongoing	⋮

- ◆ Click on **1** "Mentee" to view total mentees and status,
- ◆ Click on **2** "Mentees application" to view all mentees application,
- ◆ Click on **3** "Export" to download list(excel, pdf and csv,
- ◆ Click on **4** "Action" to message or disconnect mentee.

# ADVISORY/Task 3.3



Click on **1** "Task" to assign task and follow up mentees

Click on **2** "Assign new task" to add new a new task,

Enter task information,

Click on **3** "close" to end action,

Click on **4** "Save" to validate action

# ADVISORY/Chats 3.4

The screenshot shows the Digitech Planet mentor-chats interface. The left sidebar has a 'Chats' menu item highlighted with a yellow box and a blue '1'. The main area has a search bar for chats highlighted with a yellow box and a blue '2'. The chat list shows messages from Ettiene Shey Njamshi, Full name, Ettiene shey, Oumar, and Nabila Allassani. The selected chat shows messages like 'Hello sir' and 'Hello sir. Please accept my mentorship request'.

◆ Click on **1** "Chats" to manage directly all your messages,

◆ Click on **2** "Search" to search a chat.



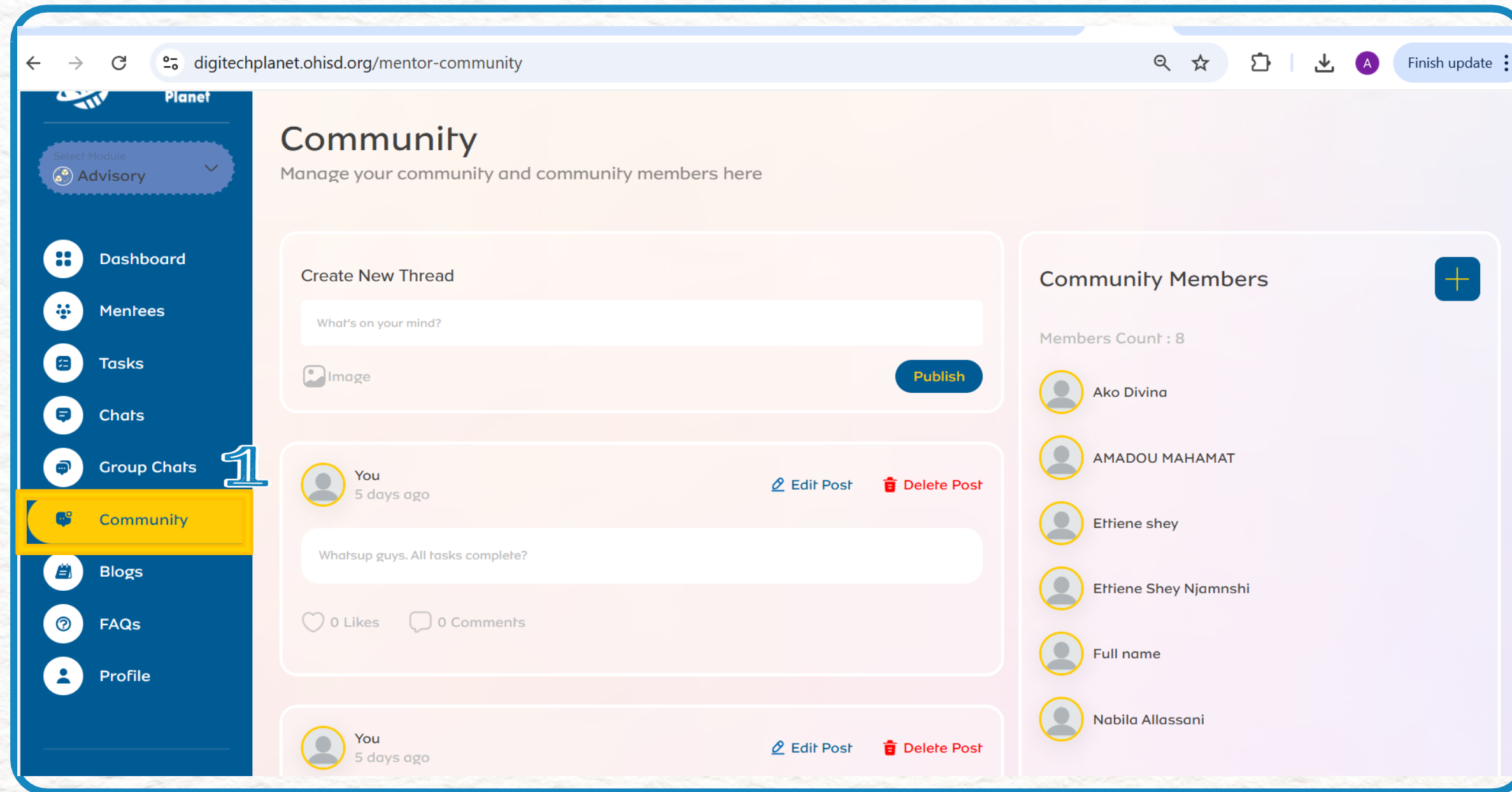
# ADVISORY/Group chats3.5

The screenshot shows the Digitech Planet web application interface. The browser address bar displays `digitechplanet.ohisd.org/mentor-group-chats`. The sidebar on the left contains navigation options: Dashboard, Mentees, Tasks, Chats, **Group Chats** (highlighted with a yellow box and a blue '1'), Community, Blogs, FAQs, and Profile. The main content area is titled 'Group Chats' with the subtitle 'Manage your group messages here'. It features a search bar (highlighted with a yellow box and a blue '2') and a list of group chats. The selected chat, 'Shey's Mentee Group', is shown in a larger view on the right, displaying messages such as 'Enter is not send', 'Hope you have completed all your tasks', and a PDF file named '172Receipt #75905177 — MTN Digital Hub.pdf'.

◆ Click on **1** “**Group chats**” to manage group chats message,

◆ Click on **2** “**Search**” to search a group chat.

# ADVISORY/Community 3.6



◆ Click on **1** "Community" to manage community and members

◆ View community members



# ADVISORY/ Blog 3.7

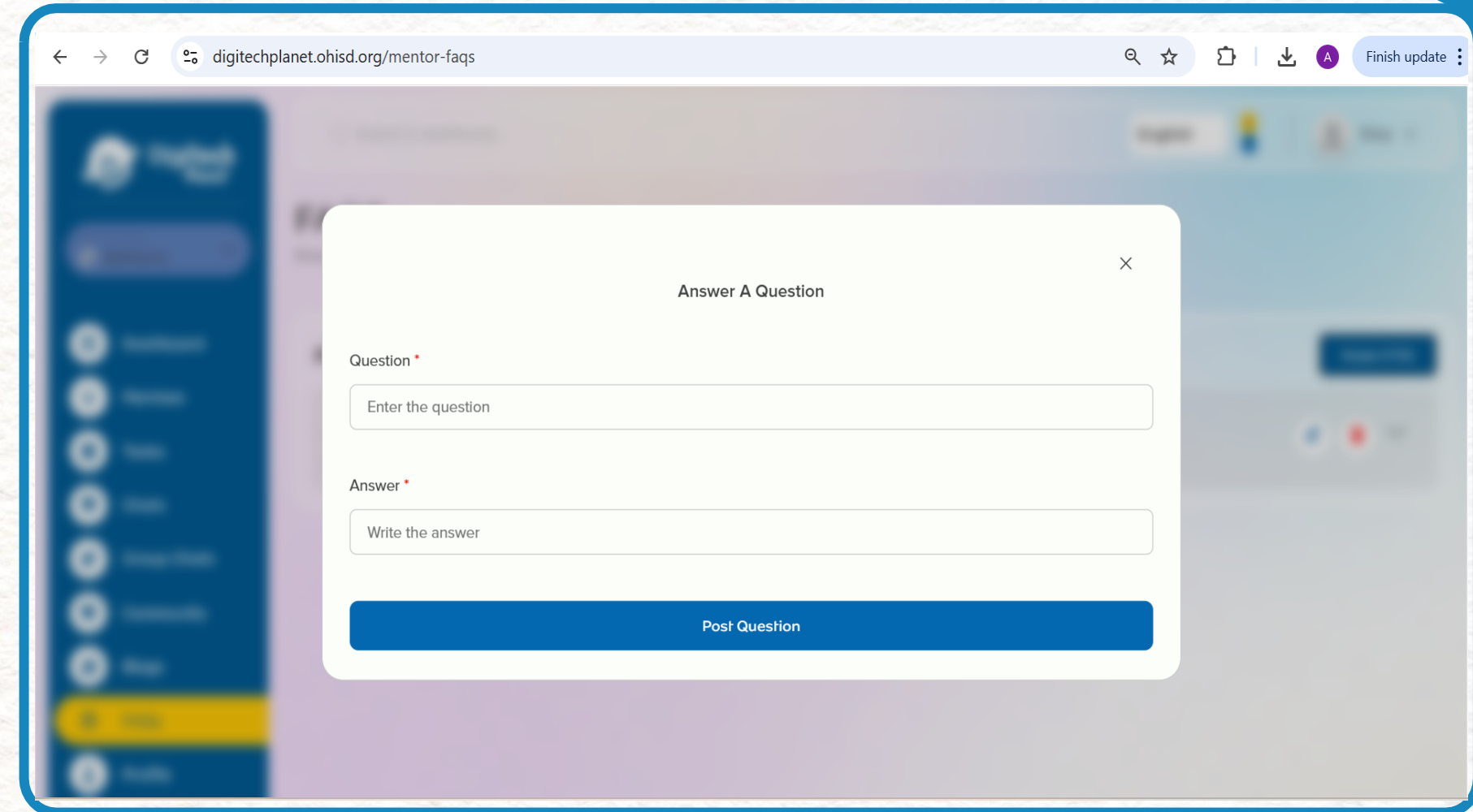
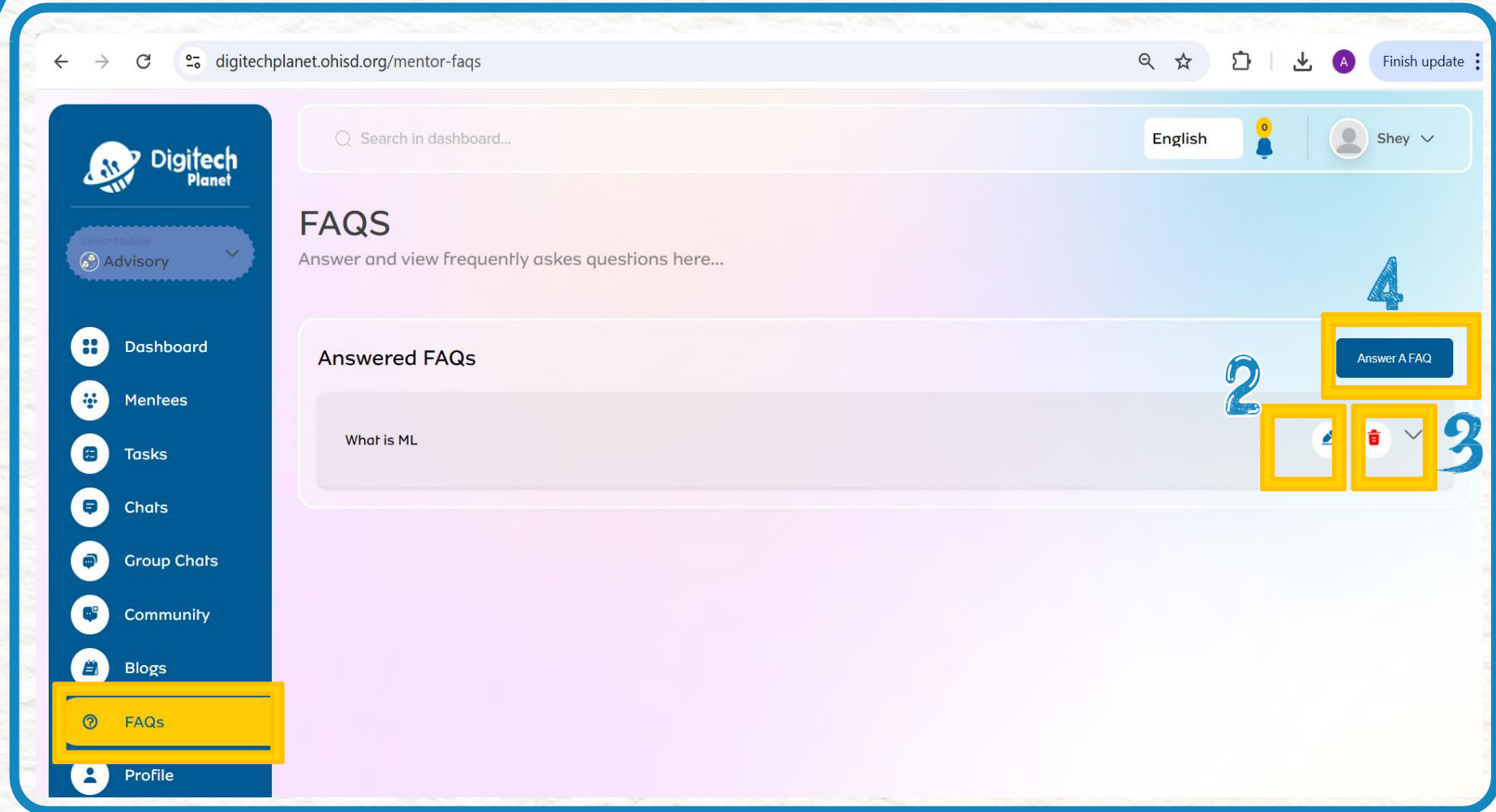
The screenshot shows the Digitech Planet dashboard at the URL [digitechplanet.ohisd.org/mentor-blogs](https://digitechplanet.ohisd.org/mentor-blogs). The left sidebar contains navigation options: Dashboard, Mentees, Tasks, Chats, Group Chats, Community, **Blogs** (highlighted with a yellow box and a blue '1'), FAQs, and Profile. The main content area is titled 'Blogs' and includes a search bar, a 'Post A Blog' form, and a 'Recent Comments' section. The 'Post A Blog' form has a 'Choose File' button (highlighted with a yellow box and a blue '2'), a 'Blog Title' field, and a 'Post Blog' button (highlighted with a yellow box and a blue '2'). The 'Recent Comments' section shows several comments from Ettiene Shey Njamnshi on various blog posts.

◆ Click on **1** “**Blogs**” to manage all blog posts,

◆ Upload file and enter file title,

◆ Click on **2** “**Post blog**” to publish post

# ADVISORY/FAQS 3.8



- ◆ Click on **1** "FAQS" to answer and view frequently ask questions,
- ◆ Click on **2** to edit answer,
- ◆ Click on **3** to delete answer
- ◆ Click on **4** "Answer FAQ" to add a question an answer,
- ◆ Enter question and answer information,
- ◆ Post question

# ADVISORY/Profile 3.9

The screenshot shows the 'My Profile' page on the Digitech Planet website. The page is titled 'My Profile' and includes a search bar, language selection (English), and user information (Shey). The main content area is divided into two sections: 'Personal Information' and 'About & Skill Set'. The 'Personal Information' section contains fields for Full Name (Shey), Email (ettieneshey7@gmail.com), and Phone Number (+237) (672776370). A blue 'Update' button is located at the bottom of this section. A yellow box highlights the 'Profile' button in the left sidebar (labeled '1'), the 'Edit' button in the 'Personal Information' section (labeled '2'), and the 'Update' button at the bottom (labeled '3').

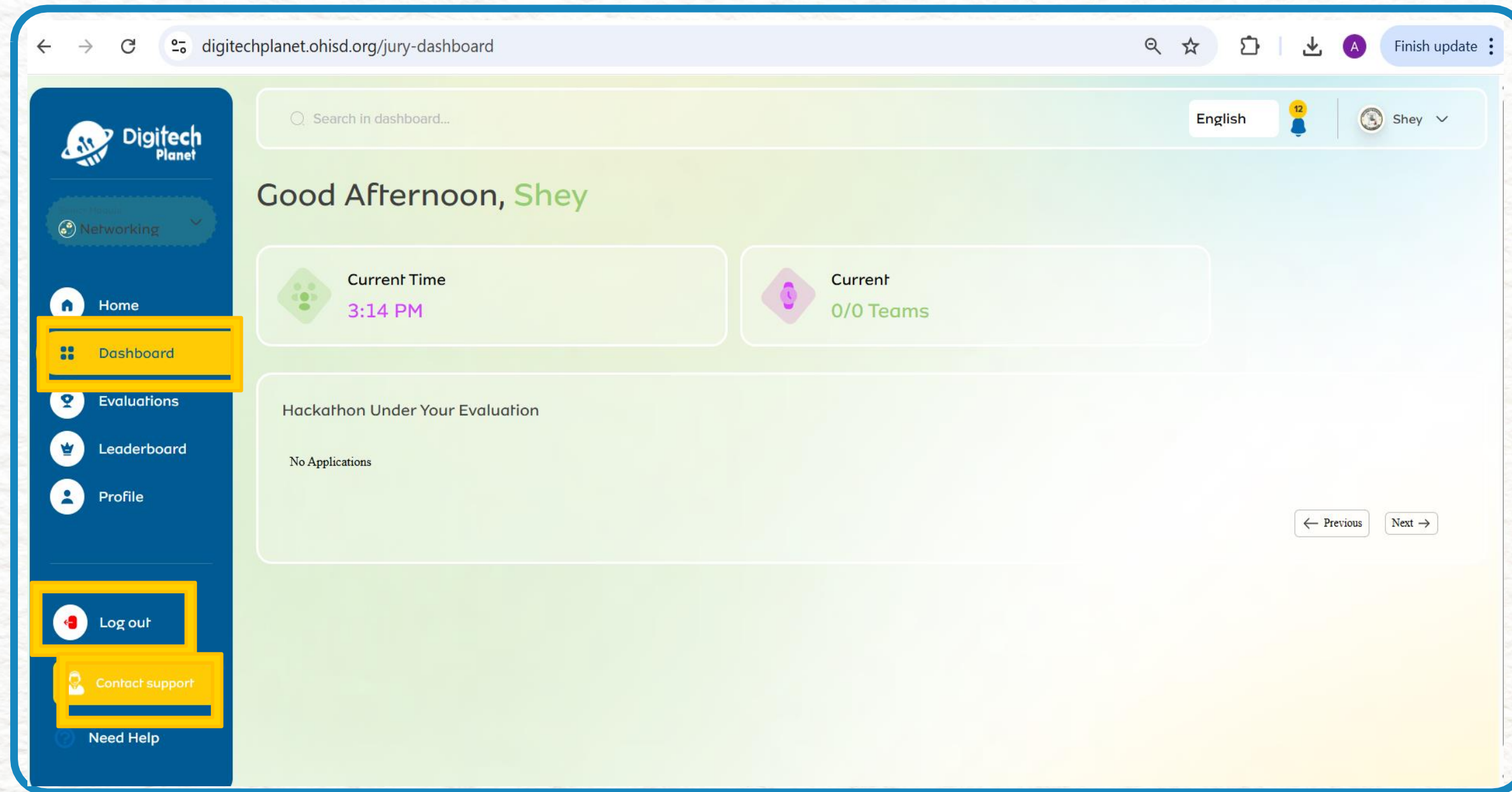
## Step-by-step journey

- ◆ Click on **1** "Profile" to manage personal information and preference
- ◆ Click on **2** "Edit" to edit or change personal information
- ◆ Click on **3** "update" to update the changed information



# NETWORKING 4

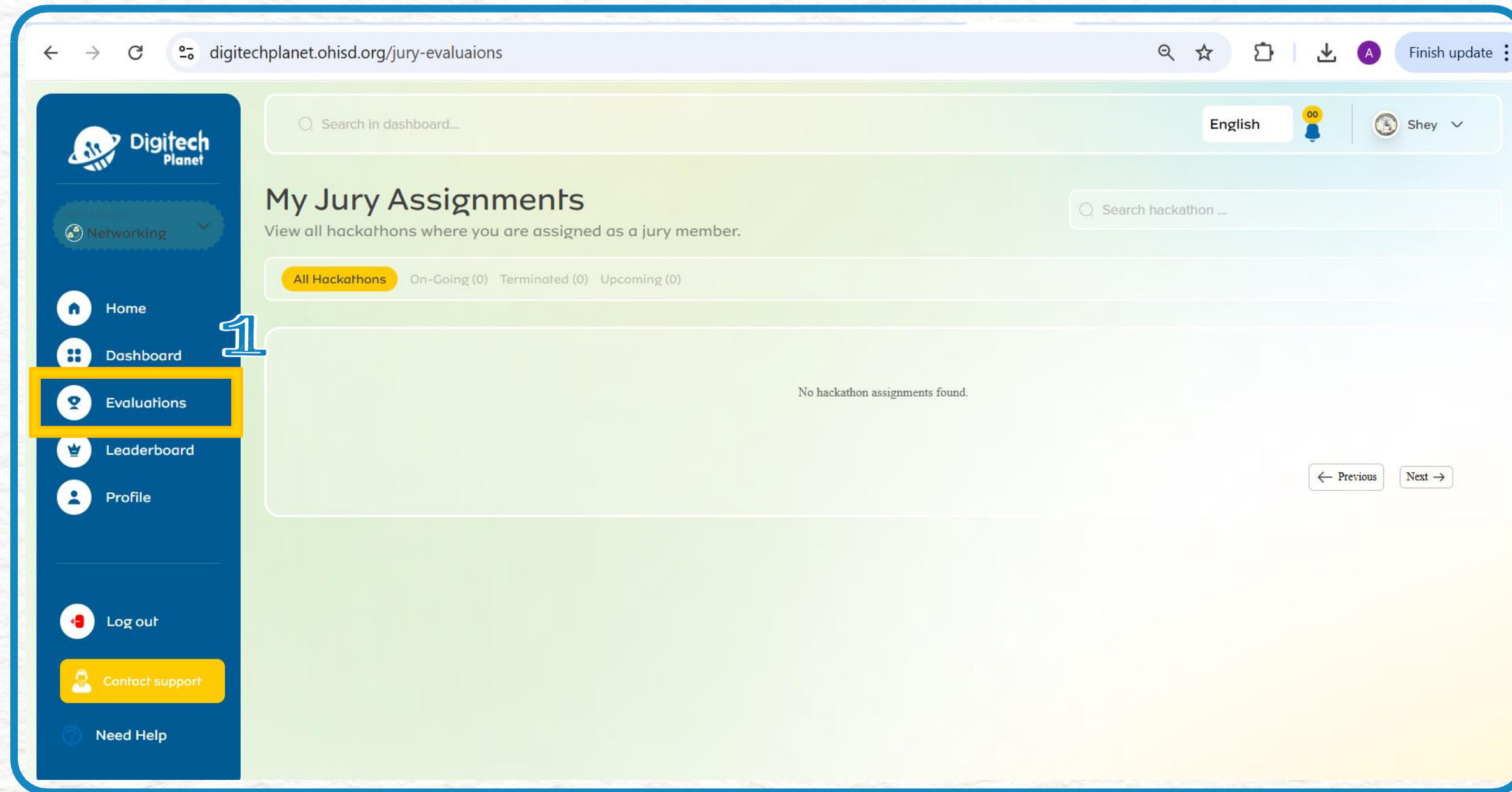
# NETWORKING 4.1



## Step-by-step journey

- ◆ Click on **1** "NETWORKING" view statistics on hackathons and
- ◆ Click on **2** "Log out" to close action,
- ◆ Click on **3** "contact support" to chat with an agent when need support.

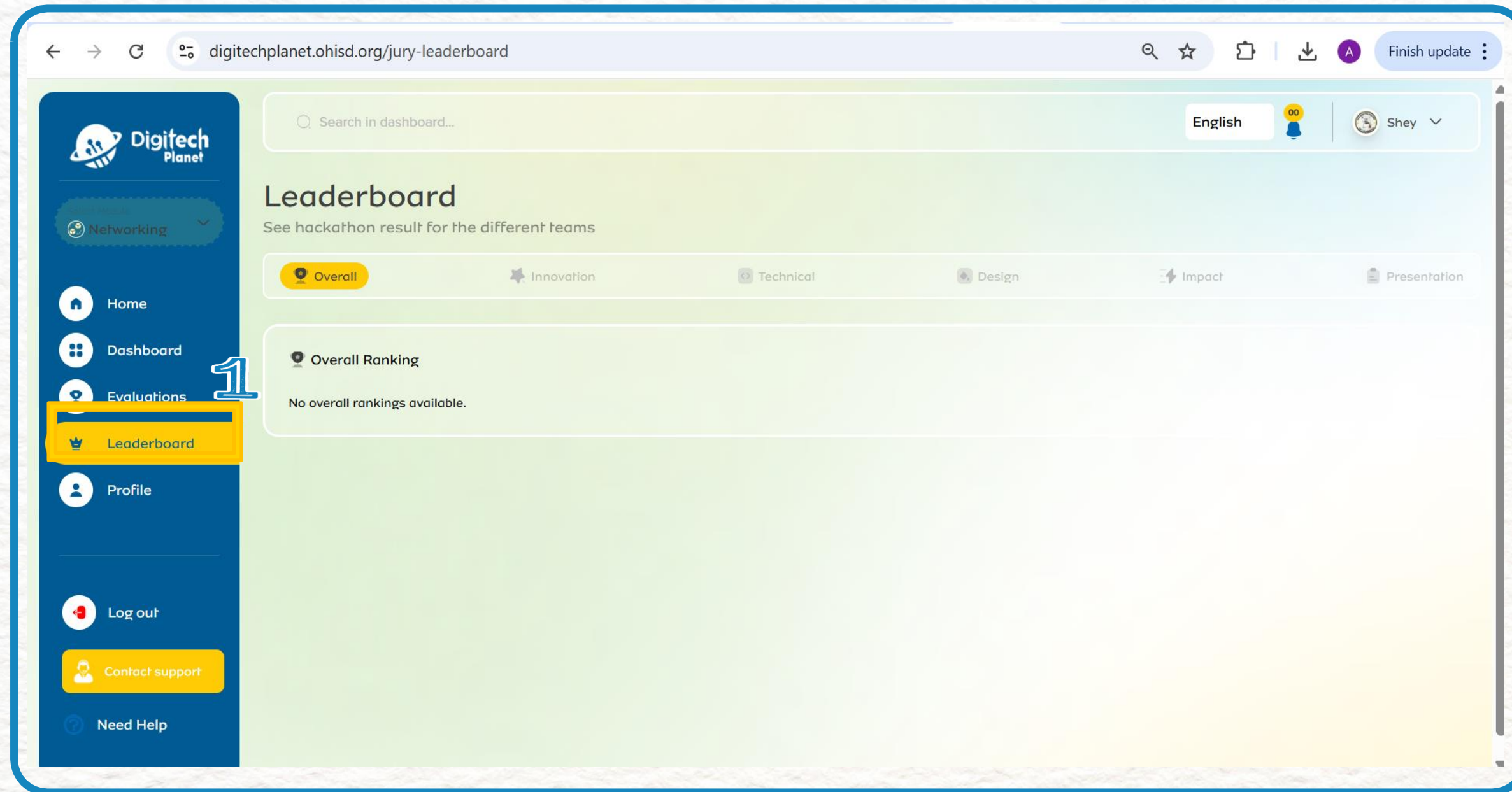
# NETWORKING/Evaluation 4.2



## Step-by-step journey

- ◆
- ◆ Click on **1** "Evaluation" view all hackathons assigned as jury member,
- ◆ Upload file and enter file title,
- ◆

# NETWORKING/Leader board 4.3



## Step-by-step journey

◆ Click on **1** "Leaderboard" view all hackathons results for the different teams,

# NETWORKING/Profile 4.4

The screenshot shows the 'My Profile' page on the Digitech Planet website. The page is titled 'My Profile' and includes a search bar, language selection (English), and user information (Shey). The main content area is divided into two sections: 'Personal Information' and 'About & Skill Set'. The 'Personal Information' section contains fields for Full Name (Shey), Email (ettieneshey7@gmail.com), and Phone Number (+237) (672776370). A blue 'Update' button is located at the bottom of this section. A yellow box highlights the 'Profile' button in the left sidebar (callout 1), the 'Edit' button in the 'Personal Information' section (callout 2), and the 'Update' button at the bottom (callout 3).

## Step-by-step journey

- ◆ Click on **1** "Profile" to manage personal information and preference
- ◆ Click on **2** "Edit" to edit or change personal information
- ◆ Click on **3** "update" to update the changed information

THANK YOU

