GRIFFIN COLLEGE LONDON
(INTERNATIONAL EXAMINATION BOARD)

User manual – GCL

(griffincollege.org.uk)

For Mobile App and Web Portal

Table of contents

1. Introduction

Griffin College London is a leading Exam board and independent education non-profit organization that has been providing assessments with the vision to support Communities and encourage social cohesion in the Academic, Language and Performing Arts sectors. Griffin College London trusts that compelling informative and performance abilities are life-improving, know no bounds, and should be within reach of us all. It exists to advance and cultivate the most ideal communicative and performance skills, and aptitudes through Examinations, content, and training which is imaginative, individual, and bona fide.

This user manual will take you through the many useful features and functions of Griffin College London website and app also it serves as a reference guide for working with your Griffin College London app and website. The manual is split into two parts.

The first part (2. Mobile App) explains about this application in Mobile app version, and the second part (3. Web Portal) explains about this application in website.

2. Mobile APP

2.1. Install

➢ Depending on mobile device. Go either to the App Store or Google Play and search for "**Griffin College London**".

➢ To find and install **Griffin College London**

1. Tap the Search icon.

2. Enter **Griffin College London** in the search field.

3. Select **Griffin College London** in the search results to go to the app page.

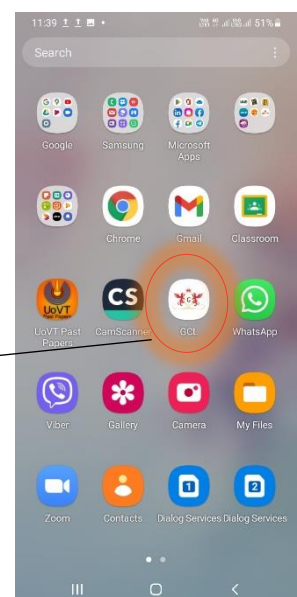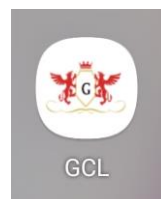4. Follow the standard installation procedures

Play Store URL:

https://play.google.com/store/apps/details?id=com.speedit.griffin

Apple Store:

Progress

➢ After successfully downloading, the user can see the **GCL** app icon in the mobile apps list.
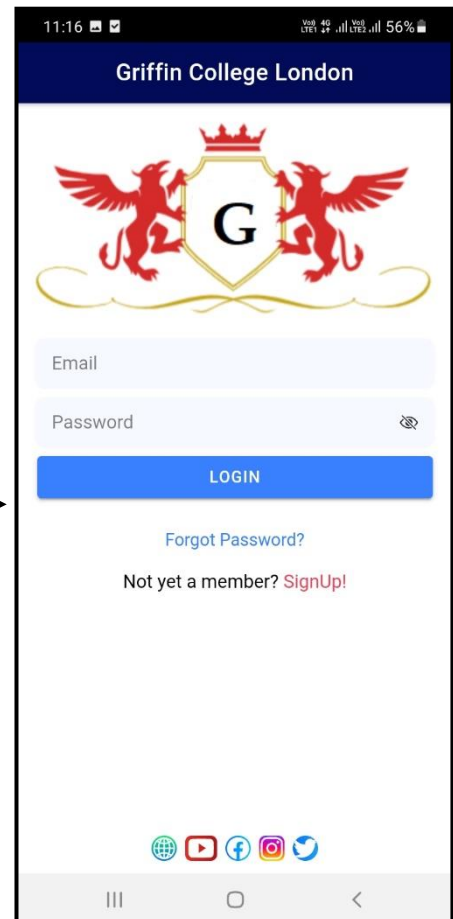
2.2. **User (Student & Teacher)**

As a student, to use the app, users need to sign in using the email address and password of users' **GCL** account. If a user does not have a **GCL** account, they have to create an account. click Create new account.
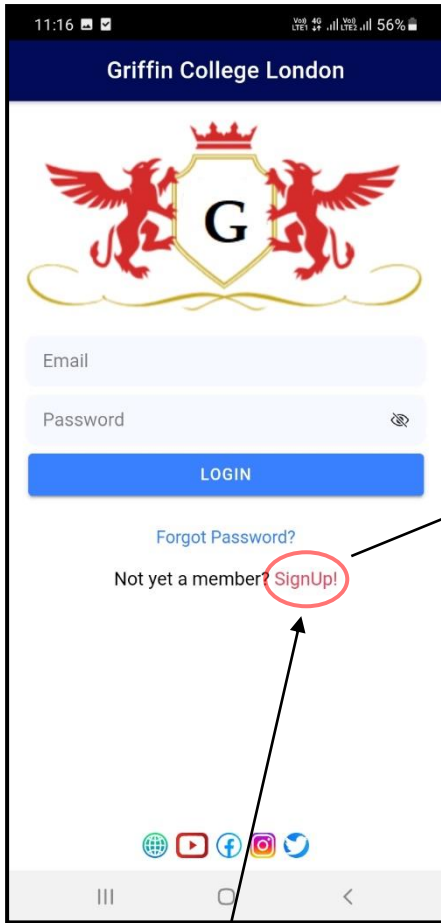
2.2.1 How to Register?

1 → Open the app
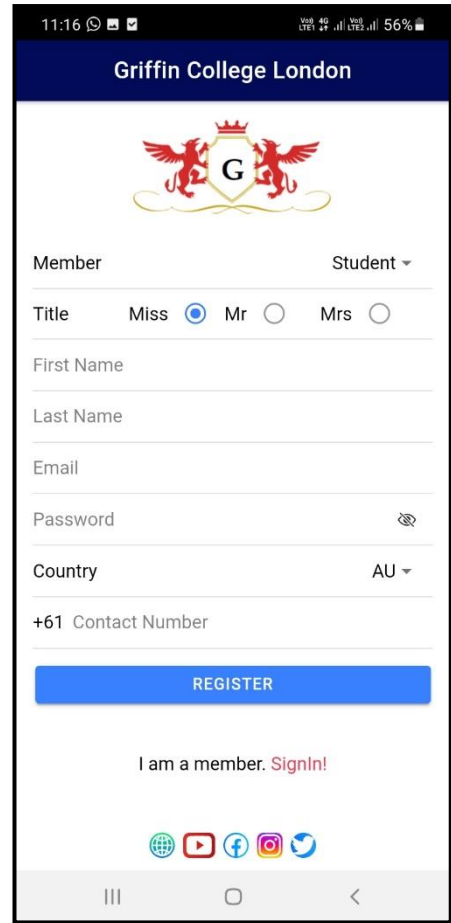

When user touch on the GCL app, it will be loaded

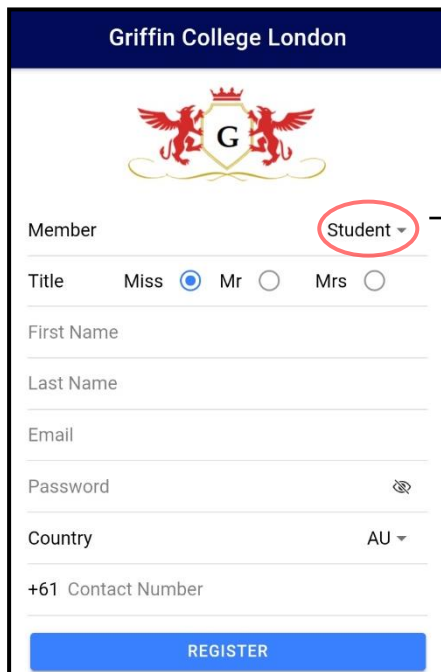The first time the, above screen will be shown to the user.

①

Touch on SignUp!

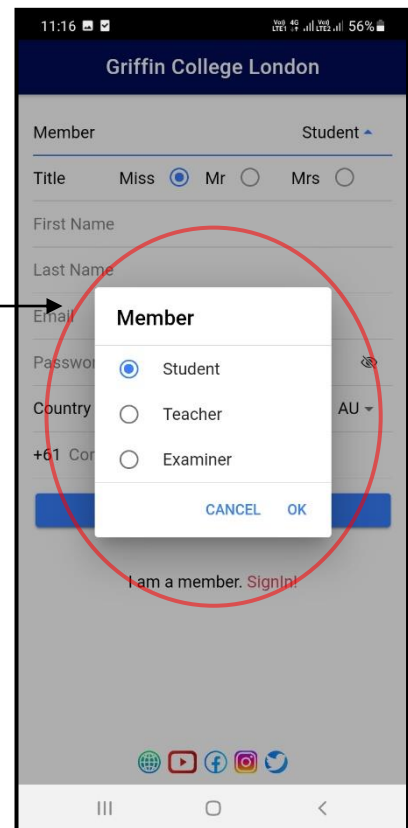**②**

SignUp Screen will be shown

③

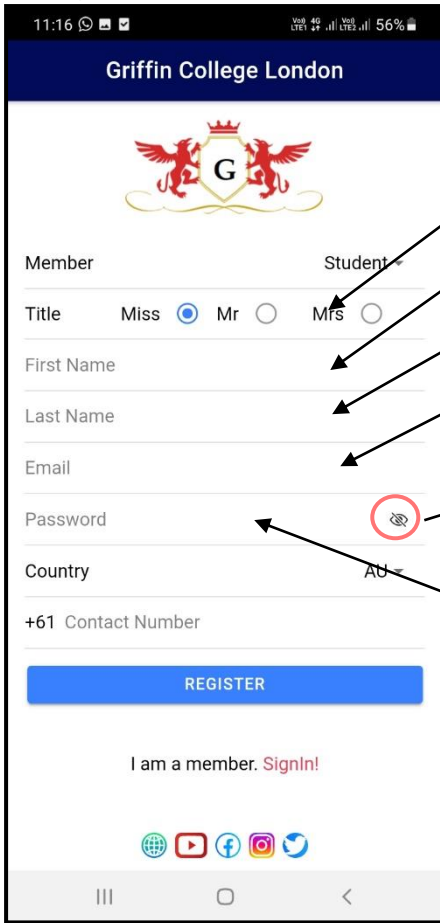"Student" is selected in the Member dropdown default.

When Click on the dropdown, you can see the Member types.

④

Select the "Student / Teacher / Examiner" in the Member dropdown.
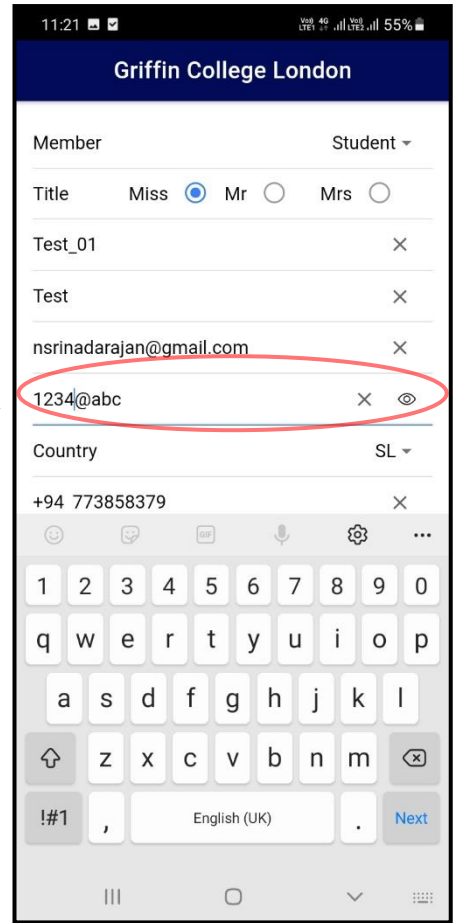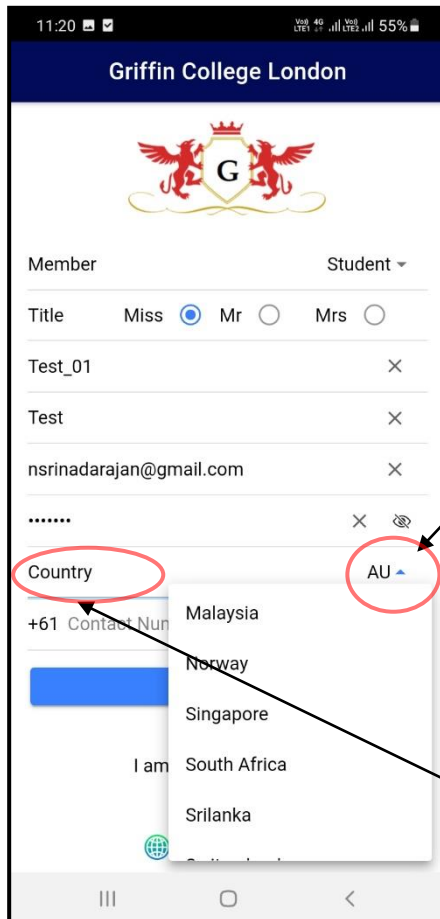
Select your Title

Give your First Name

Give your Last Name

Give your Email Id

Give a Password with lengthen 8 characters

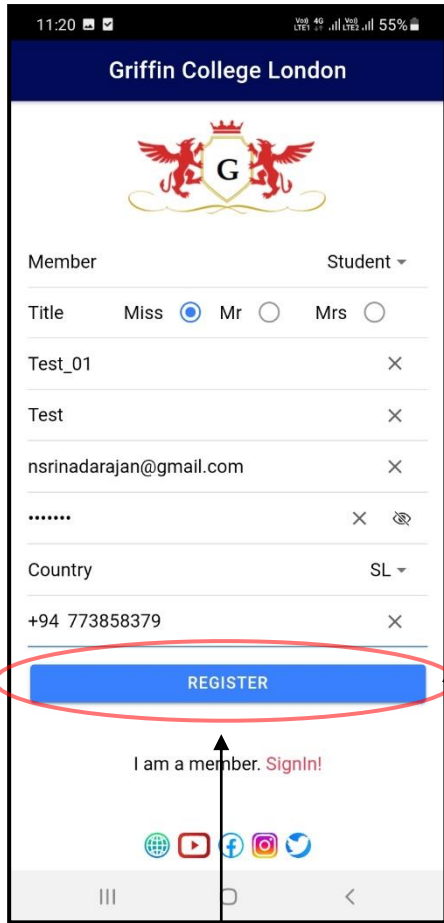User can see the password when click on the eye icon in the password field.

Touch on the dropdown of Country to select your Country

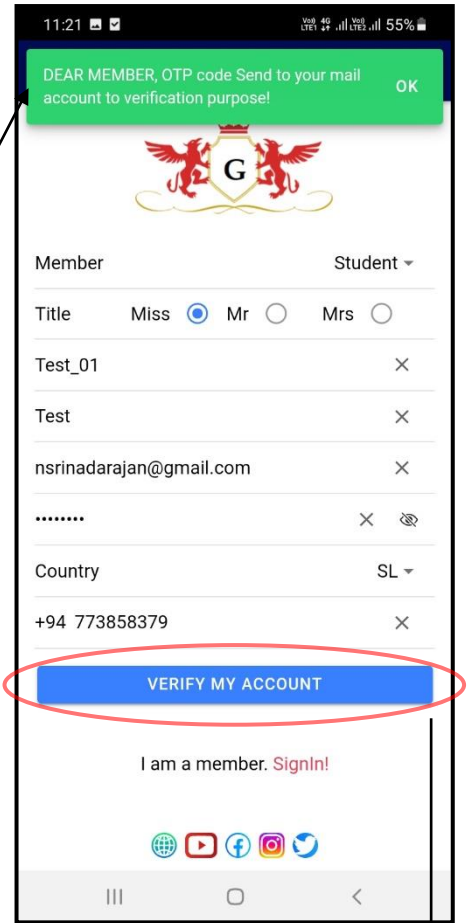After you selected your country, your country code will be shown.
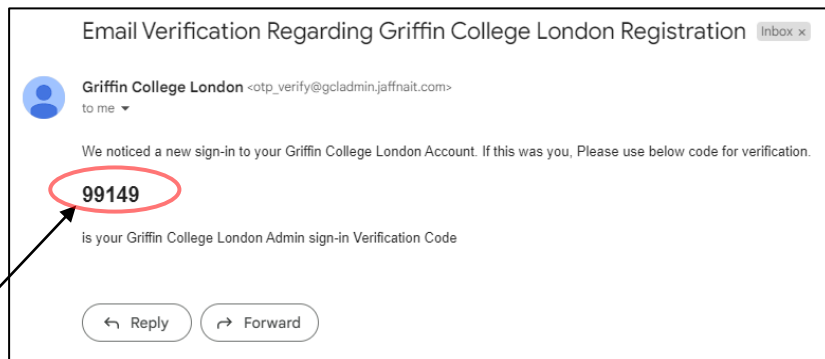
You can give your Contact number.

6

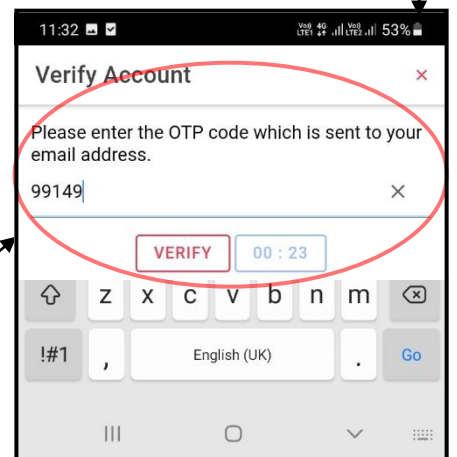Fill with all the correct details and Register

7

You can get an OTP with "Verify MY Account"

Email Verification Regarding Griffin College London Registration Inbox ×

Griffin College London <otp_verify@gcladmin.jaffnait.com>
to me ▾

We noticed a new sign-in to your Griffin College London Account. If this was you, Please use below code for verification.

99149

is your Griffin College London Admin sign-in Verification Code

↩ Reply   ↪ Forward

You can get an OTP in your mail. Get that Verification OTP code
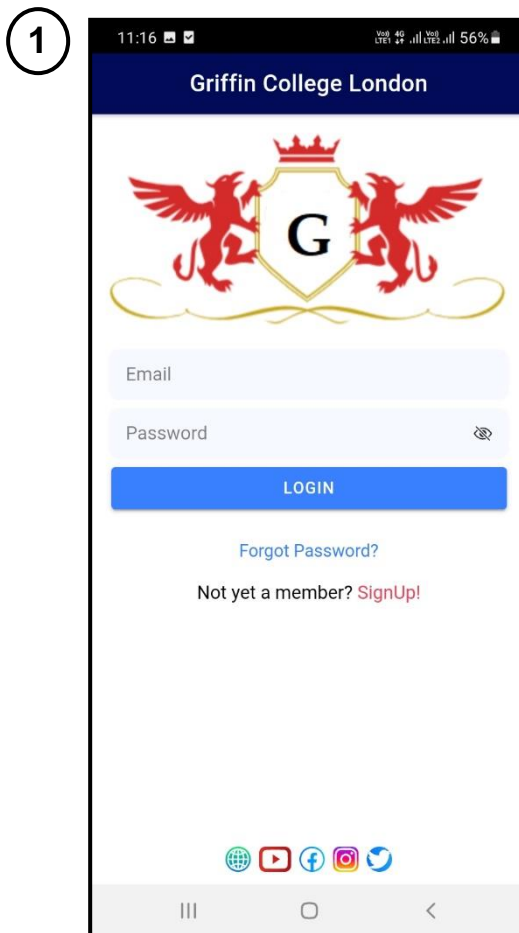
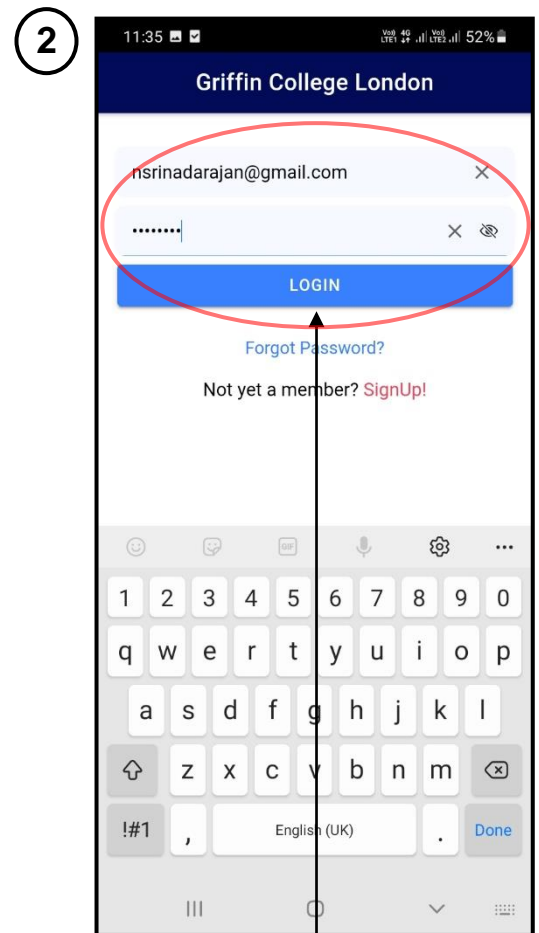Give the Verification OTP code and "VERIFY" within given time

2.2.2 How to Login?

After successfully Register your account → Admin will activate your account → you can login to your account.
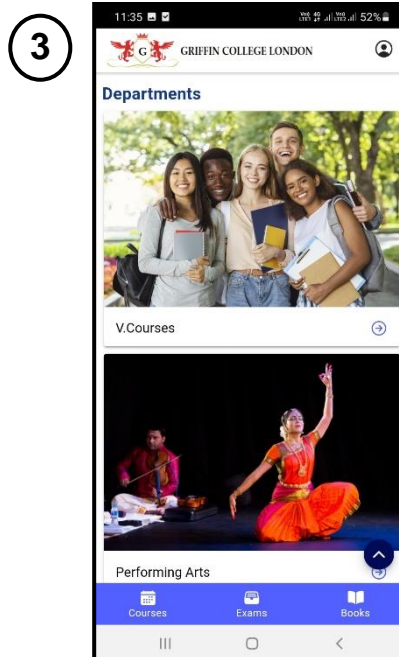

Open your **GCI** app

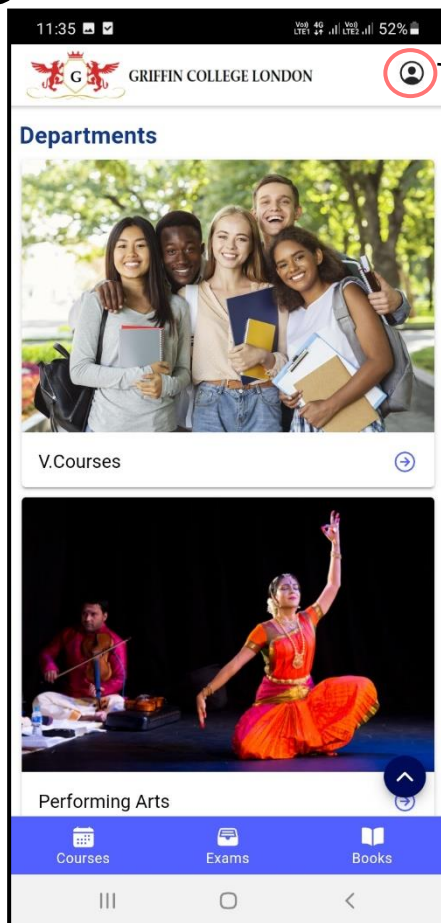Give your registered Email Id and password

And Click "LOGIN"

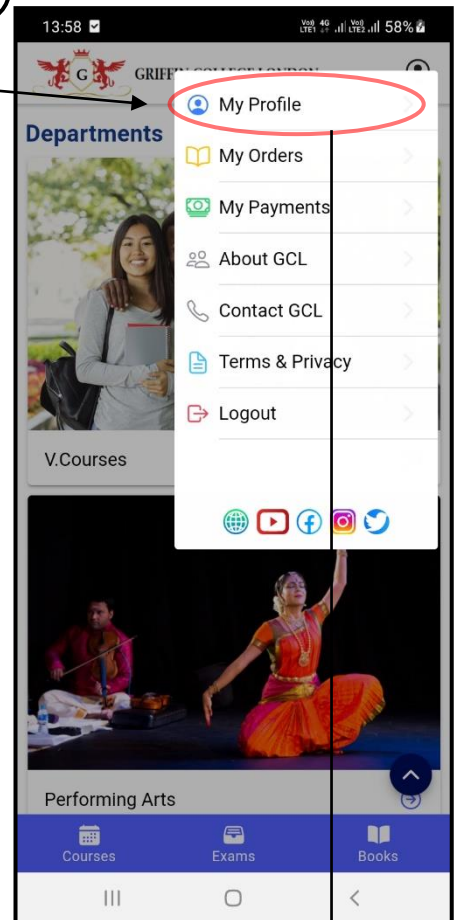You will be directed to the home page of the GCI app.

2.2.3 How to Edit Profile?

If you want to edit/update your profile, you can follow the following steps
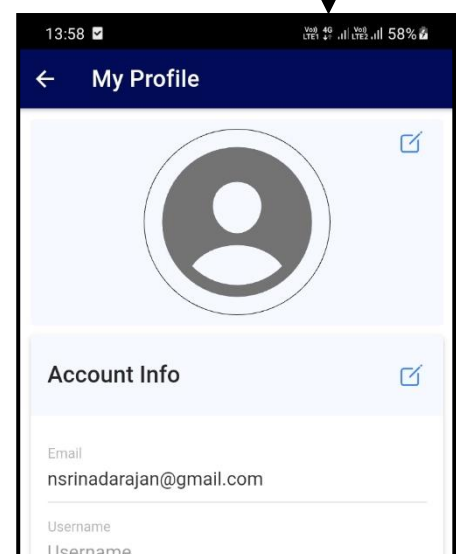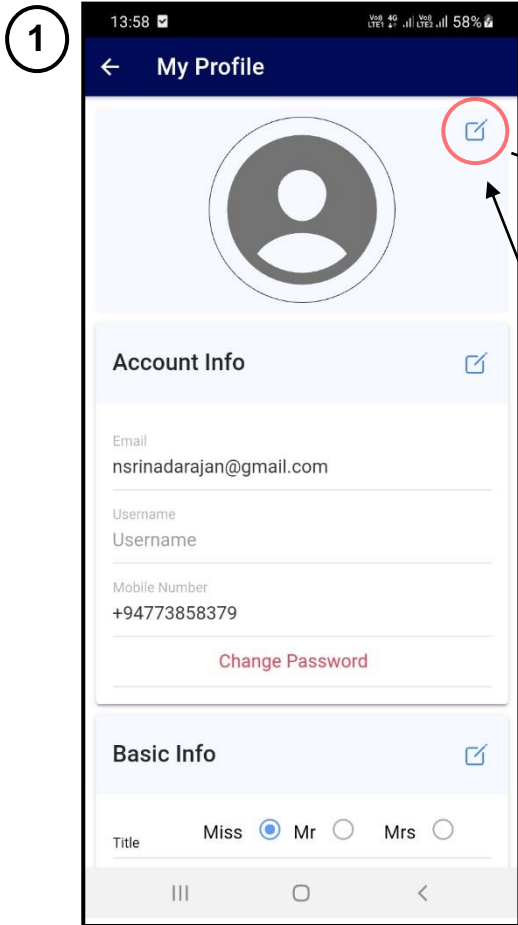

① Click on the Profile icon

② Click on the "My Profile"
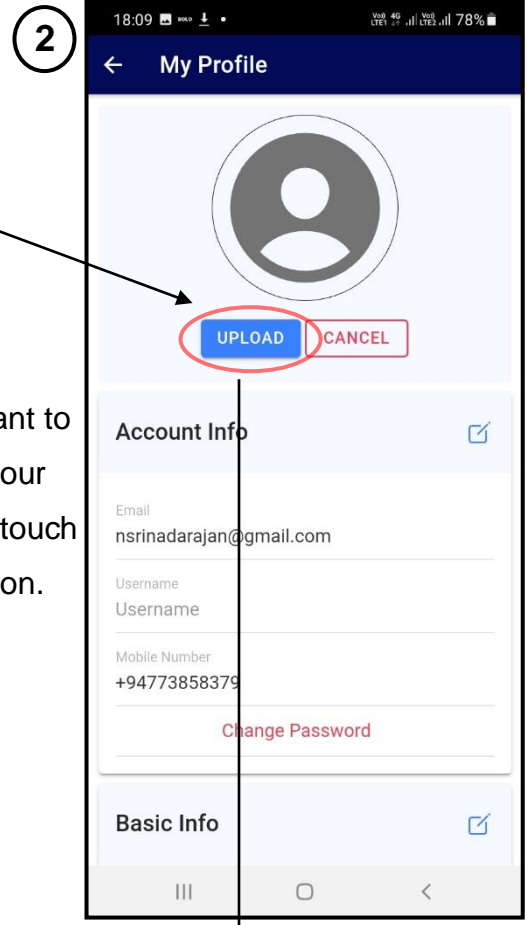
You will be directed to your "My Profile" page.

➤ Initially, all fields are in an inactive state. When user clicks on the edit icon user can get editable fields and UPDATE Button
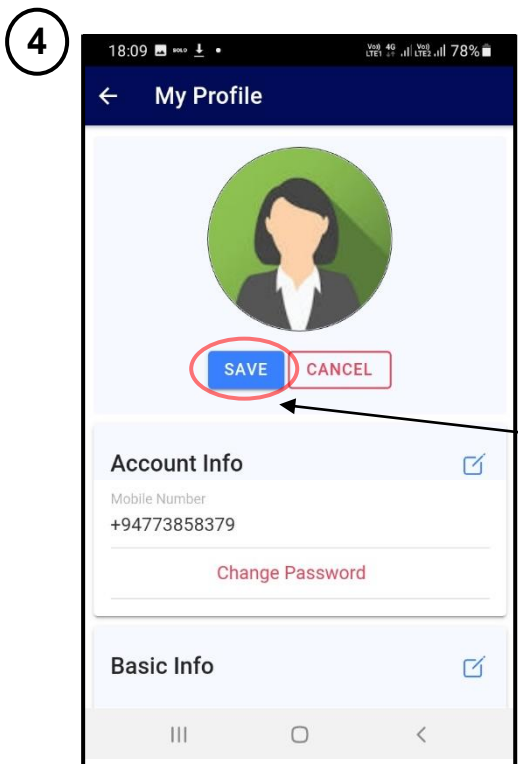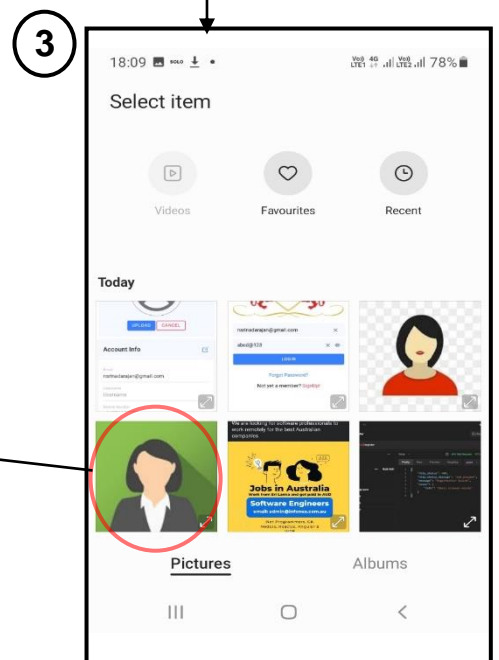
➤ **Upload Profile image**

① My Profile screen

When you want to add/update your profile photo touch on the Edit icon.

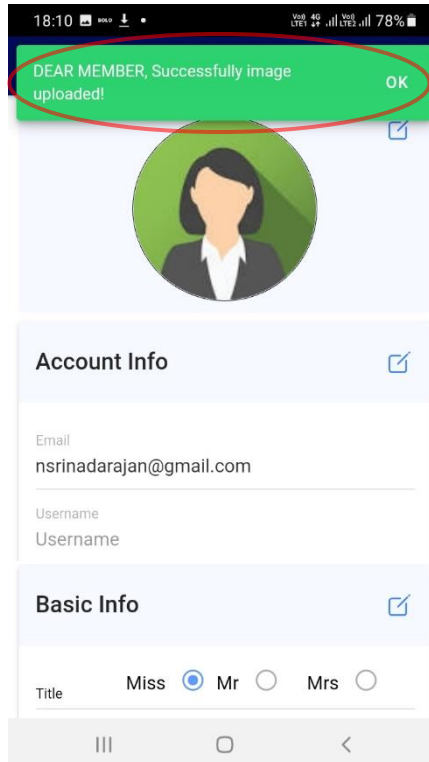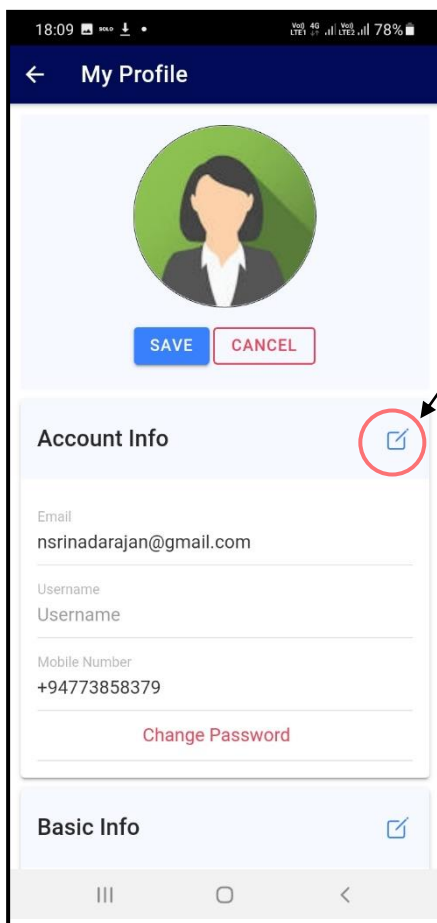**②** Touch on "UPLOAD" button

③ You will be directed to your phone galley, you can select your suitable Profile photo

④ Touch on "Save"

Finally, you will be given with a success message of Profile image uploaded and your profile photo will be set.
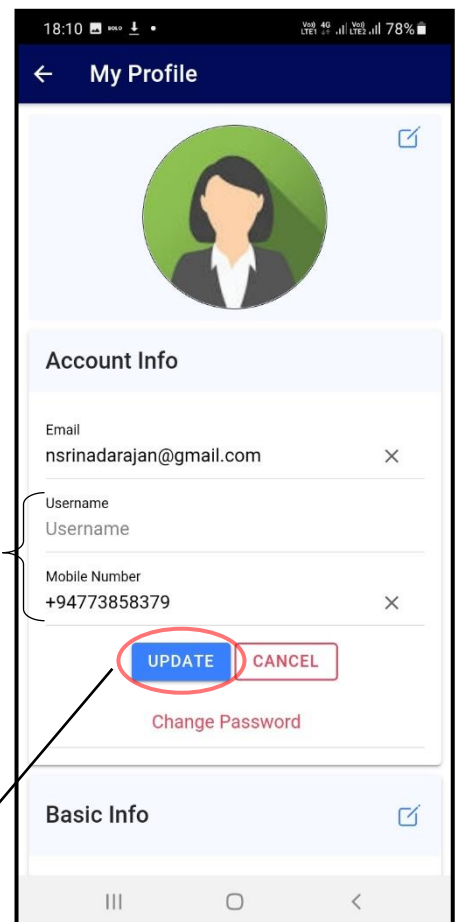

> **Update/Edit account info**
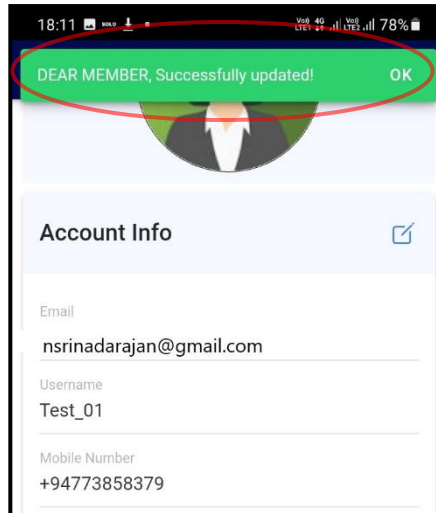
1

Touch on the Edit icon.

2

You can edit Username and Mobile Number

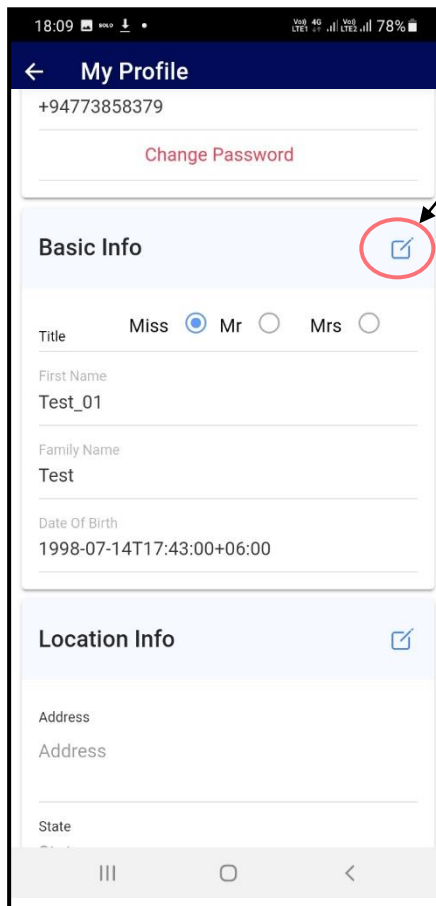Touch "UPDATE"

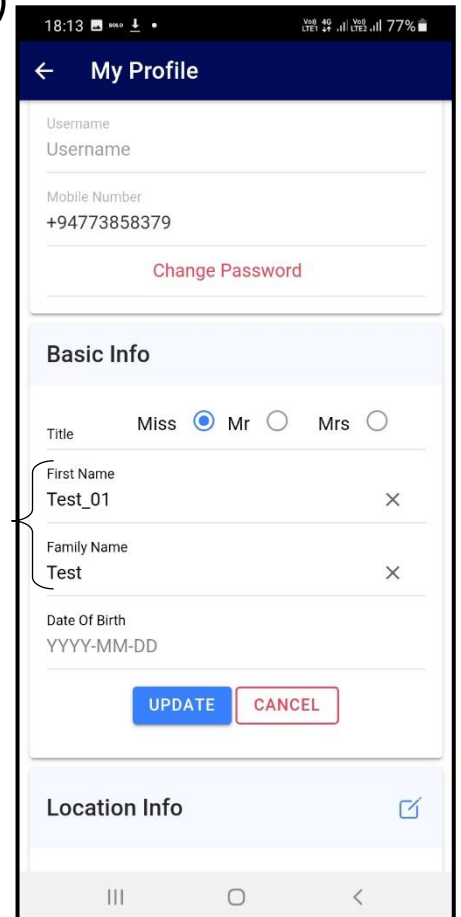Finally, you will be given with a success message of updated Account info and account info will be updated.
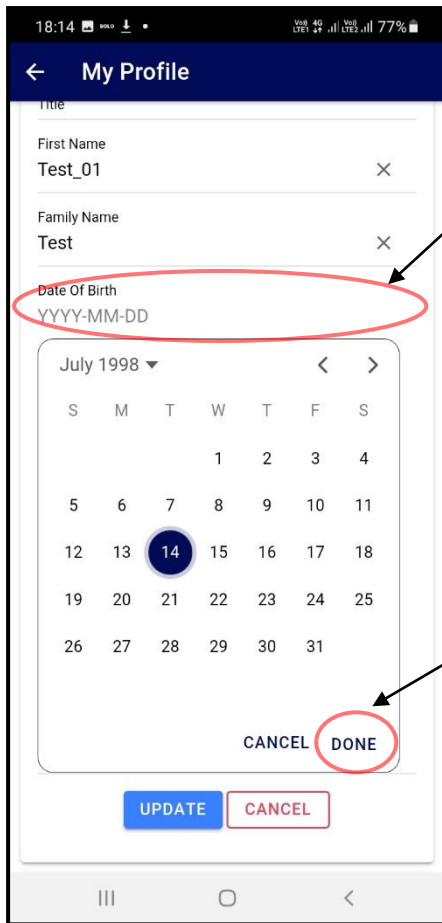

➢ **Update/Edit Basic Info**

①

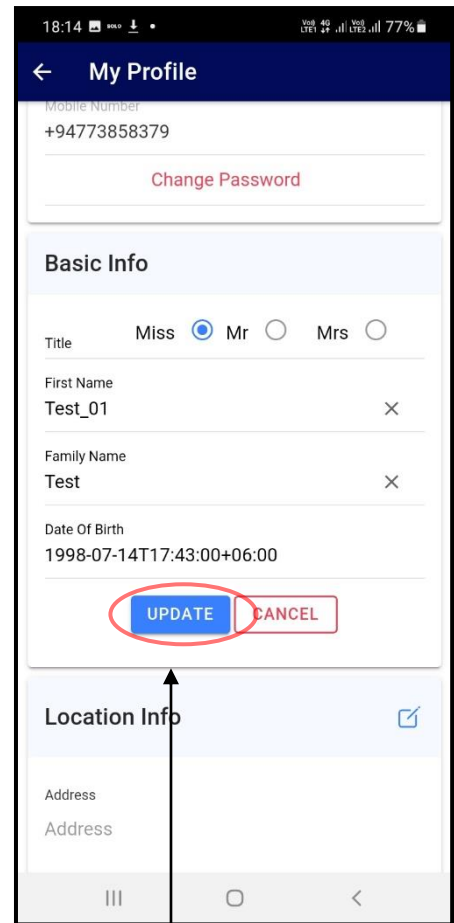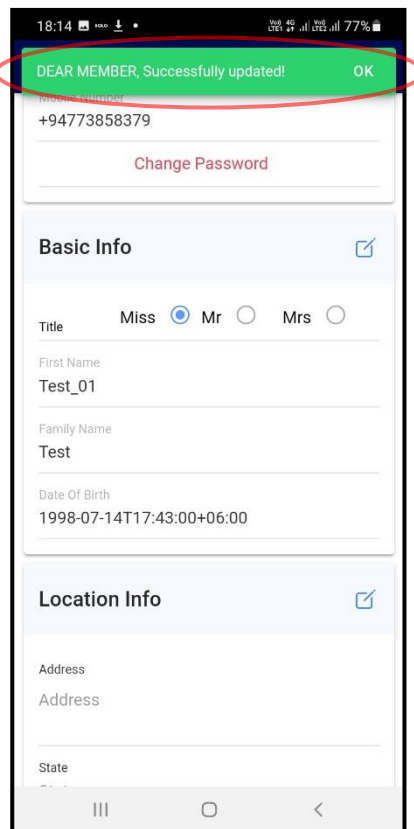Touch on the Edit icon.

You can edit First name and Family name

②

You can set Date of birth by touch on the Date of birth field and get a calendar.

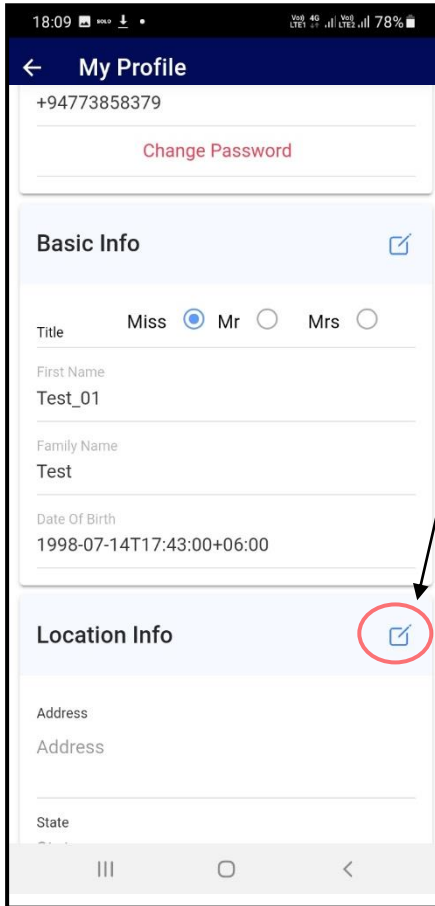After set date of birth touch "DONE"

Touch "UPDATE" after update/edit Basic info

Finally, you will be given with a success message of updated Basic info and Basic info will be updated.
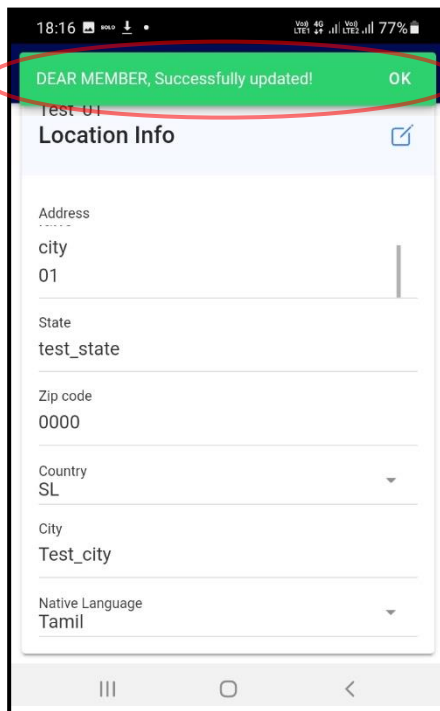
> **Update/Edit Location Info**

Touch on the Edit icon.

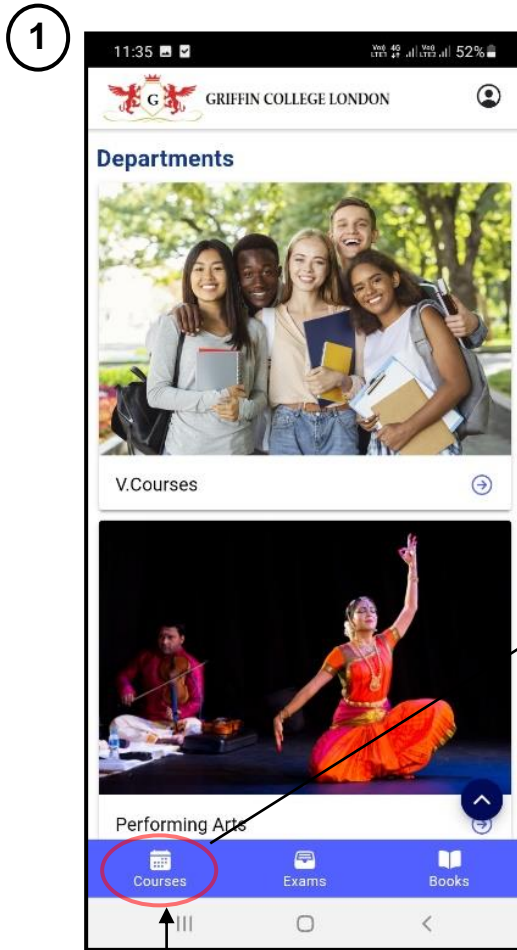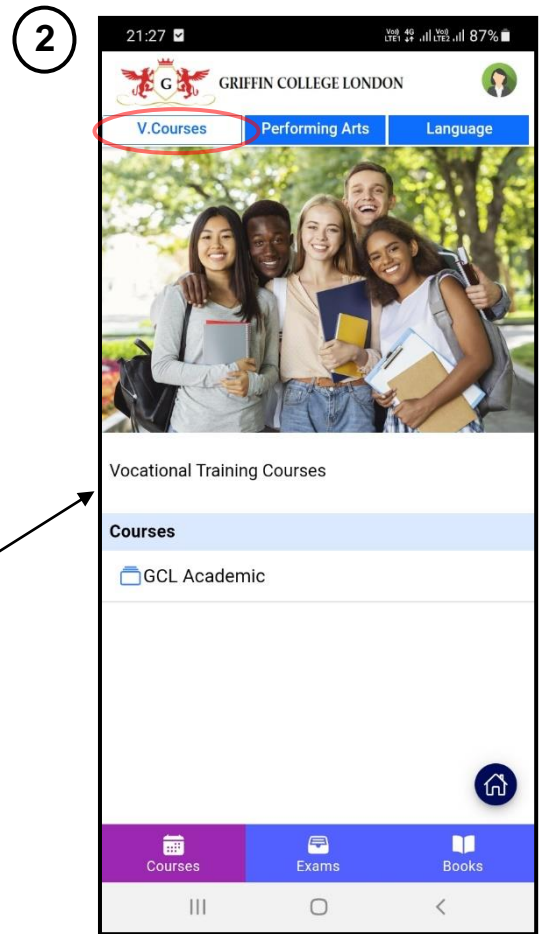You can set Address, State, Country and Native Language

Touch "UPDATE"

Finally, you will be given with a success message of updated Location info and Location info will be updated.

2.2.4 Course
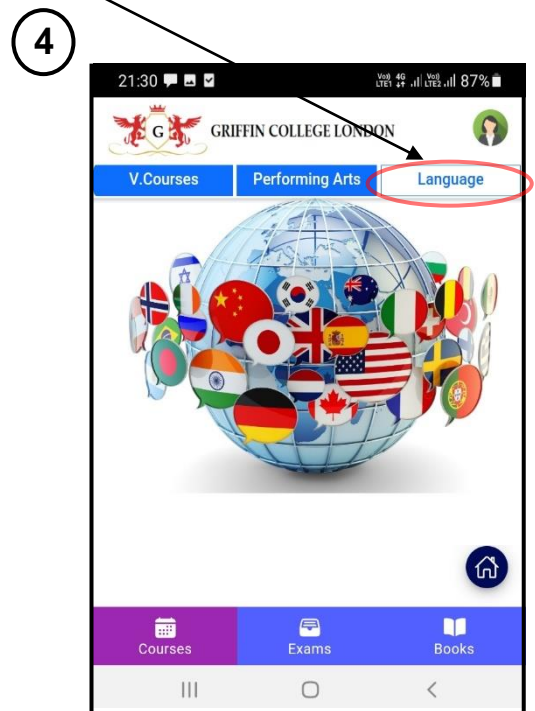

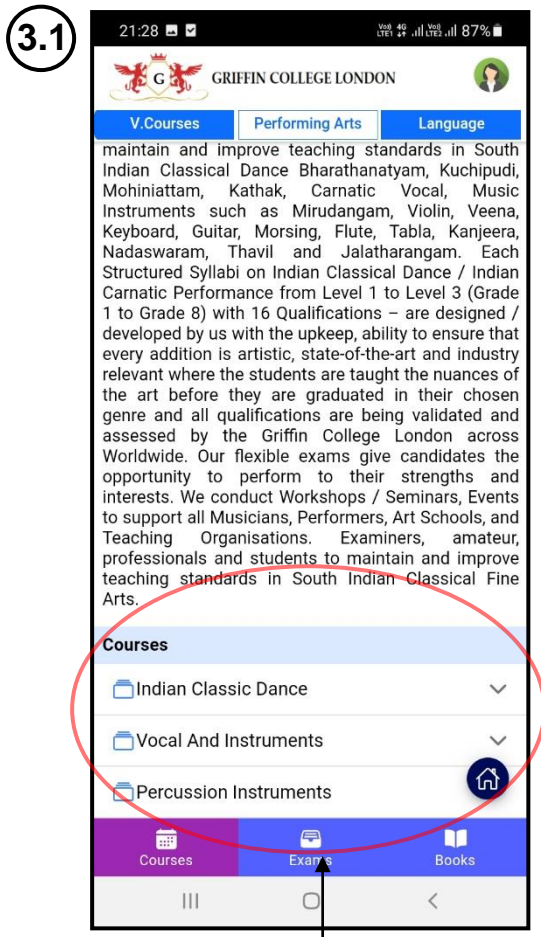After successfully logged in, you can touch on "Courses".

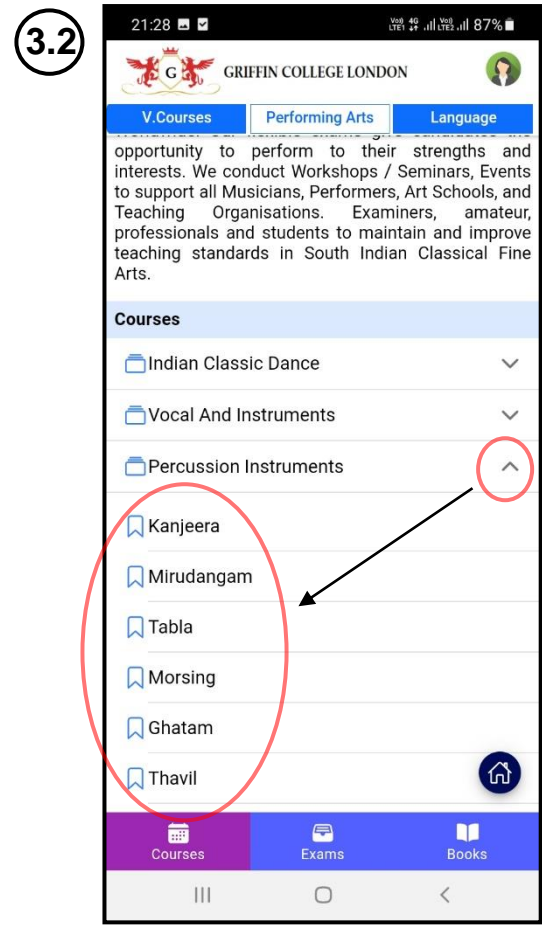You can see vocational Courses details (**V.Courses** default tab)

You can navigate to "**Performing Arts**" and "**Language**" tabs and get relevant
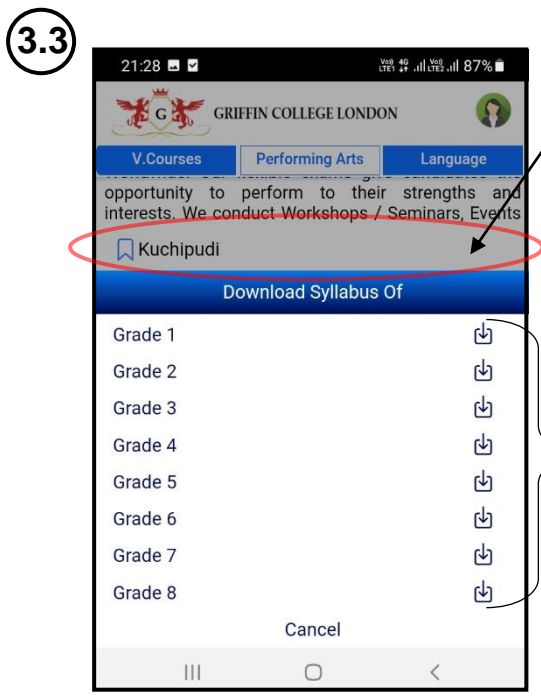
3.1

You can see available course category list in the bottom of the **Performing Arts** tab
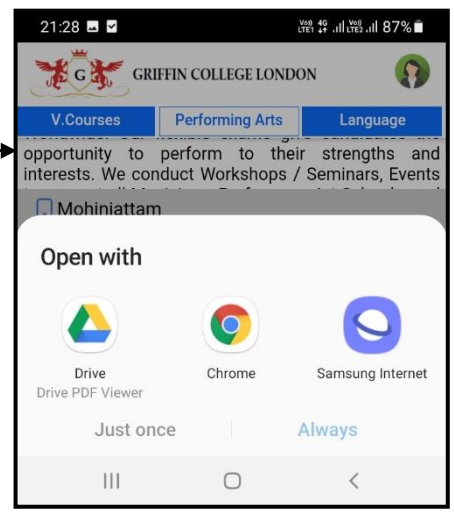

3.2

You can see available courses under each category by touch the dropdown next to each category of course in the bottom of the **Performing Arts** tab
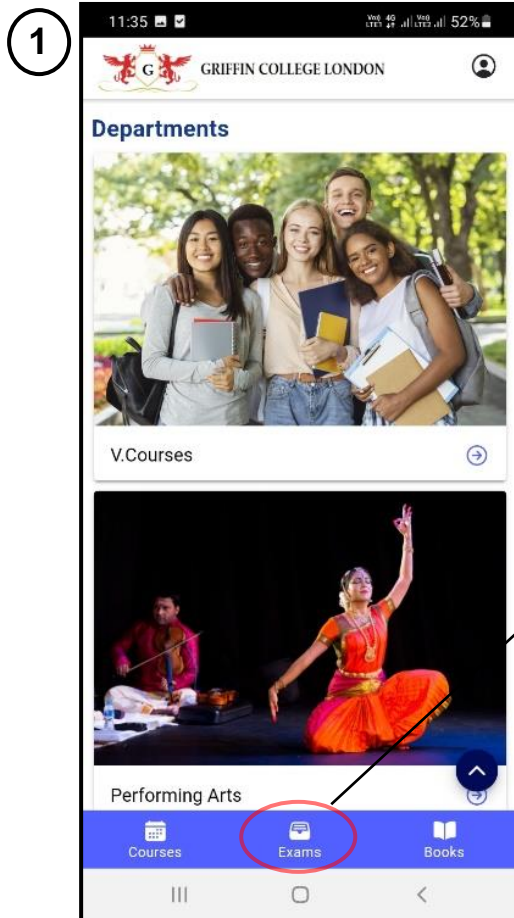

3.3

When you touch on a course name, you can see each grade syllabus for download.
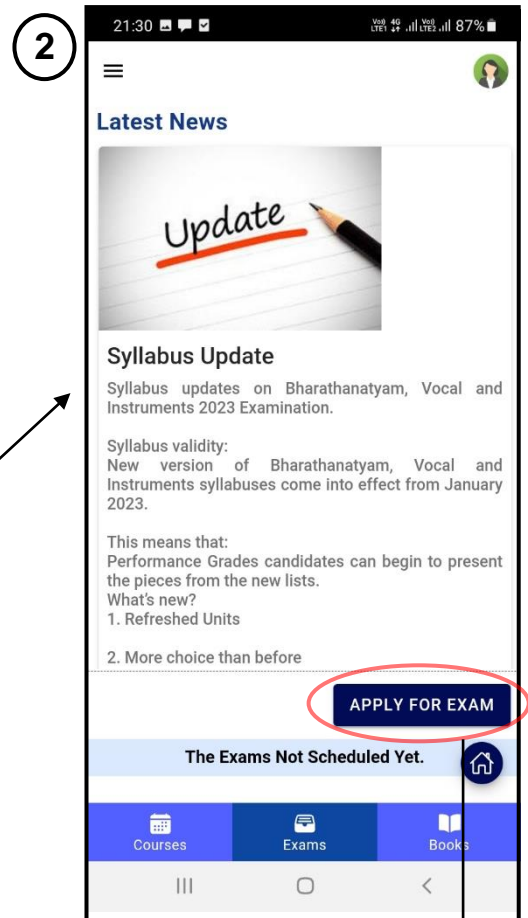
Touch any of the documents in this list, can see and download those documents based on your phone facilities.
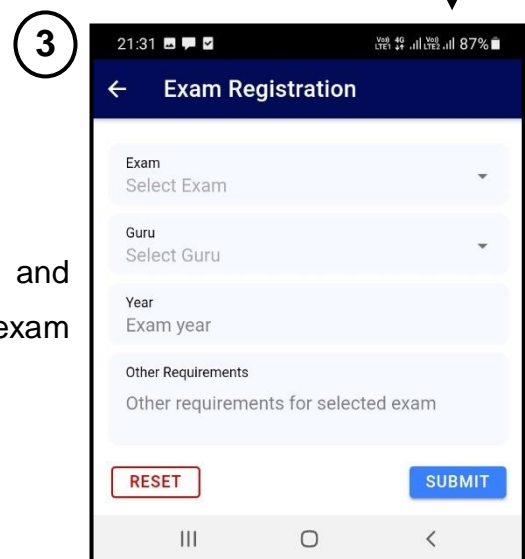
2.2.5 Exams

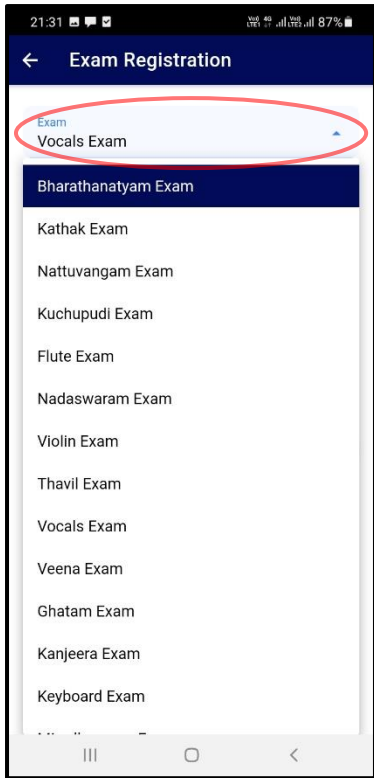After successfully logged in, you can touch on "Exams".

You can see news about exams and can touch on "APPLY FOR EXAM" button in the bottom of the page.

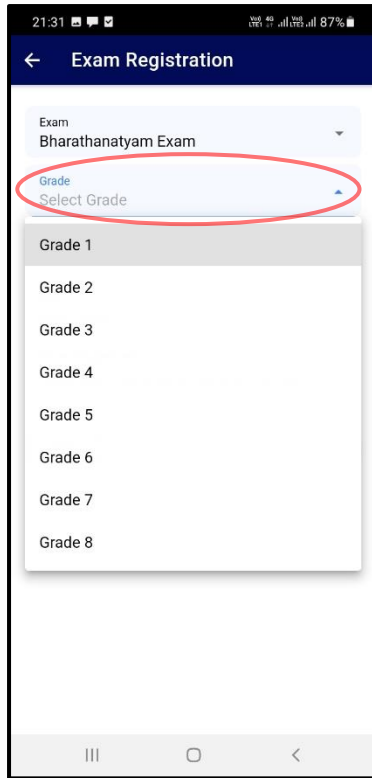You can get Exam Registration page and you can fill the details and Apply for an exam
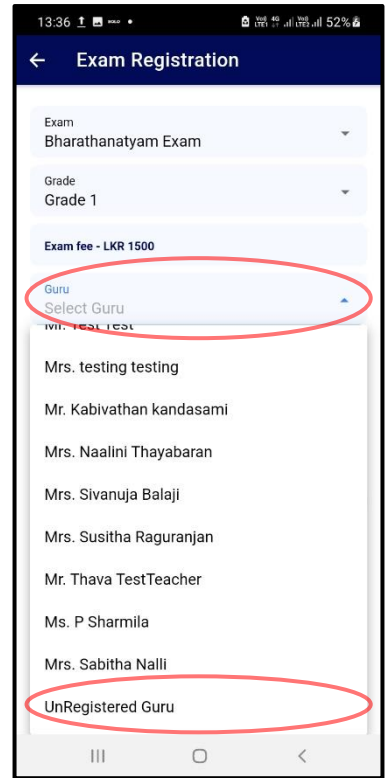
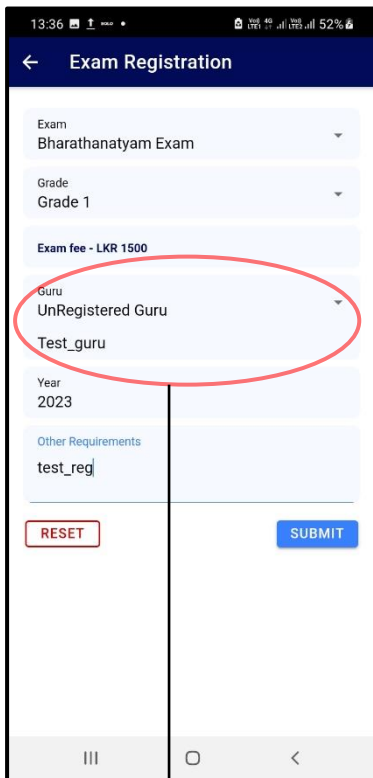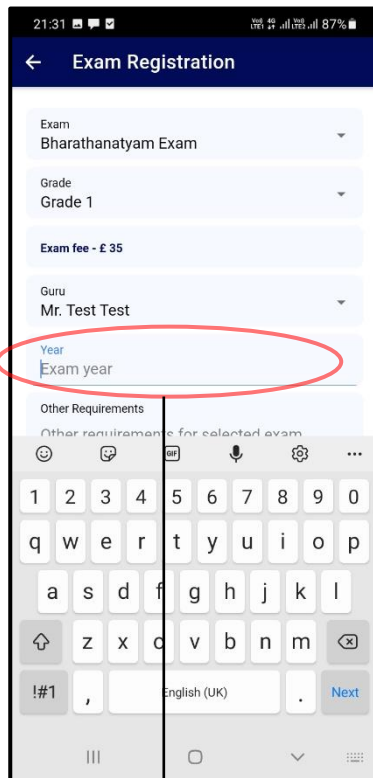**3.1** Select an Exam

3.2 Select a Grade

3.3 Select a Guru in the dropdown list from our registered Gurus' list or go the bottom of the dropdown list and select "External Guru"
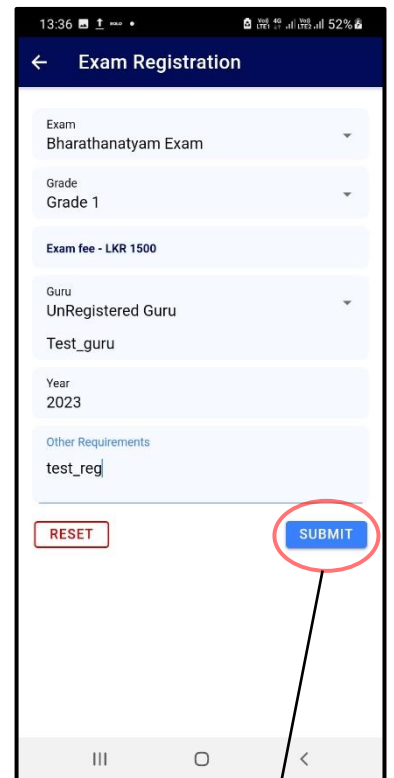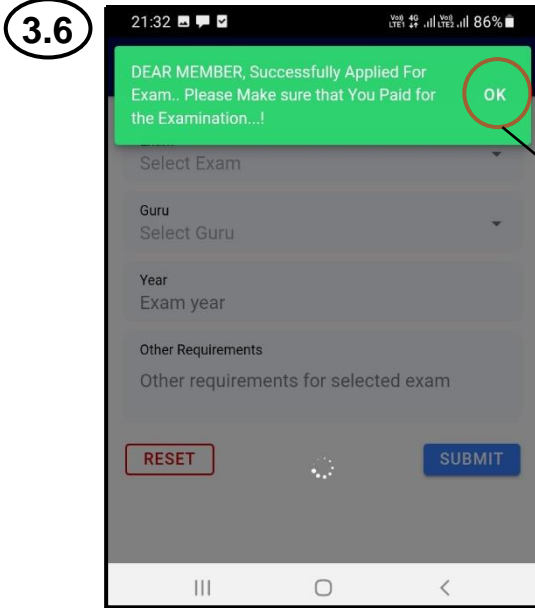
3.4 Type your external guru name
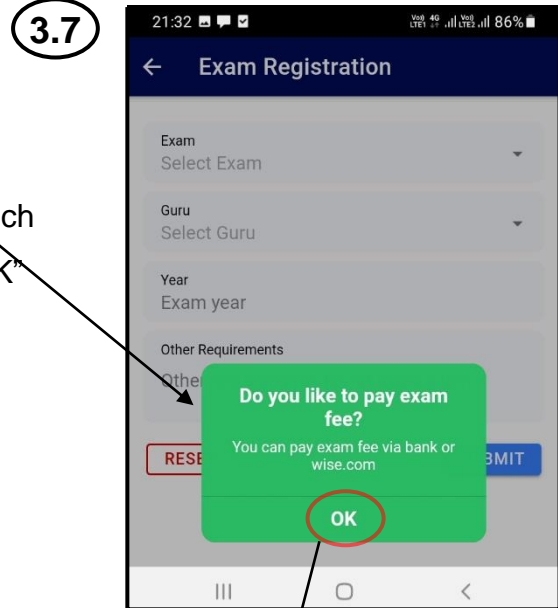
3.5 Give year for exam

3.6 After gave all details touch on "SUBMIT" button
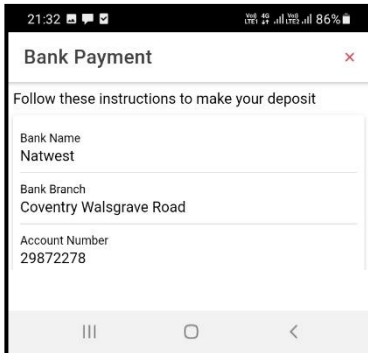
➤ After gave all details and touched on "SUBMIT" button.

3.6

21:32 ⬛💬✅ LTE1 4G LTE2 86%

DEAR MEMBER, Successfully Applied For Exam.. Please Make sure that You Paid for the Examination...! **OK**

Select Exam

Guru
Select Guru

Year
Exam year

Other Requirements
Other requirements for selected exam

RESET   SUBMIT

You will be given by a Successful message of applied for an exam.

Touch "OK"

3.7

21:32 ⬛💬✅ LTE1 4G LTE2 86%

← **Exam Registration**

Exam
Select Exam

Guru
Select Guru

Year
Exam year

Other Requirements
Othe

Do you like to pay exam fee?
You can pay exam fee via bank or wise.com

OK

RESE   BMIT

You will be asked for payment for the applied exam

3.8

21:32 ⬛💬✅ LTE1 4G LTE2 86%

← **Make Payment**

Via Bank   ›

Via ⁊wise   ›

Refer **2.2.10 Payment**

You can pay via bank

21:32 ⬛💬✅ LTE1 4G LTE2 86%

Bank Payment   ✕

Follow these instructions to make your deposit

Bank Name
Natwest

Bank Branch
Coventry Walsgrave Road

Account Number
29872278

You can pay via WISE

← **Make Payment**

Via Bank   ›

Via ⁊wise   ›

Open with

Chrome   Samsung Internet

Just once   Always
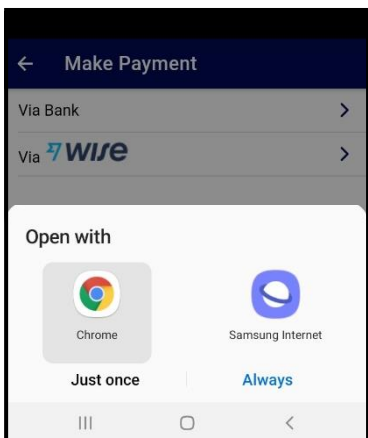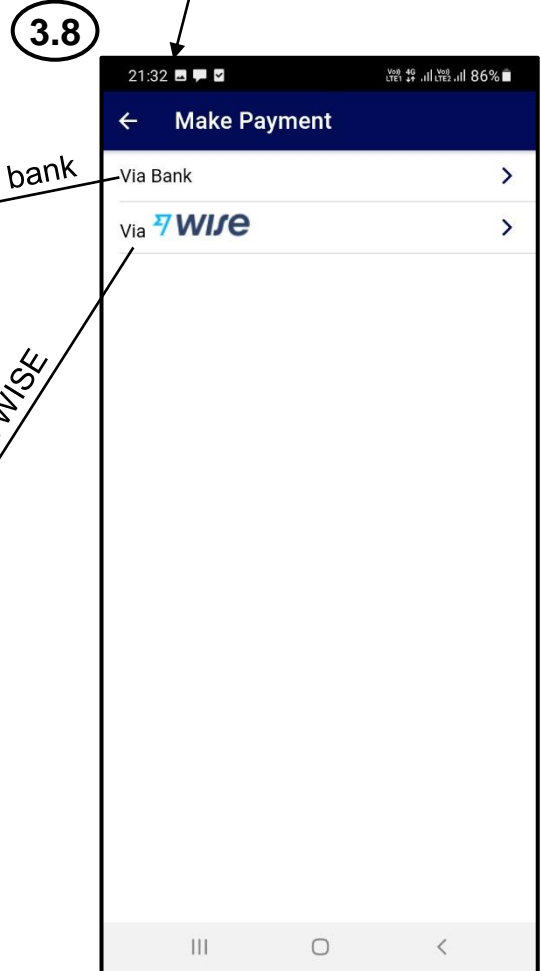
2.2.6 View results, Exam Calendar
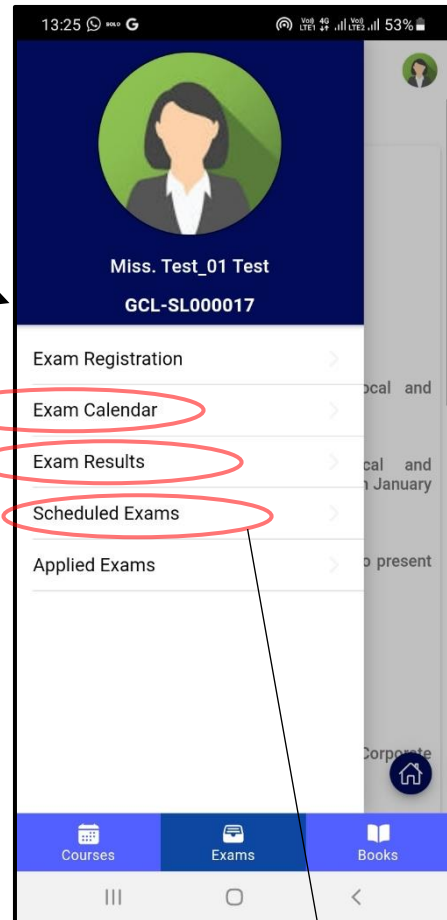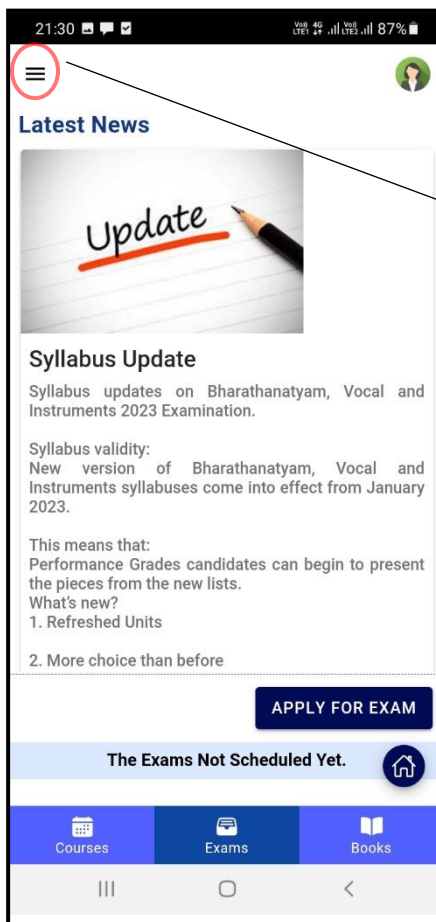
You can view the Exam
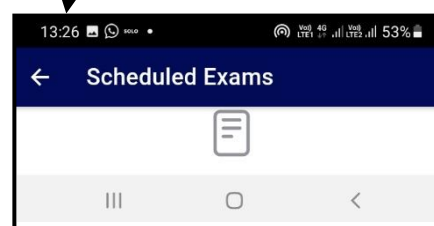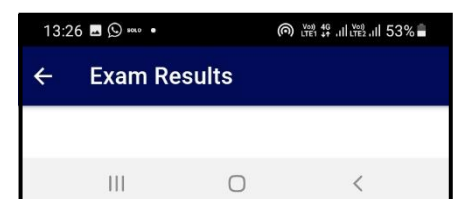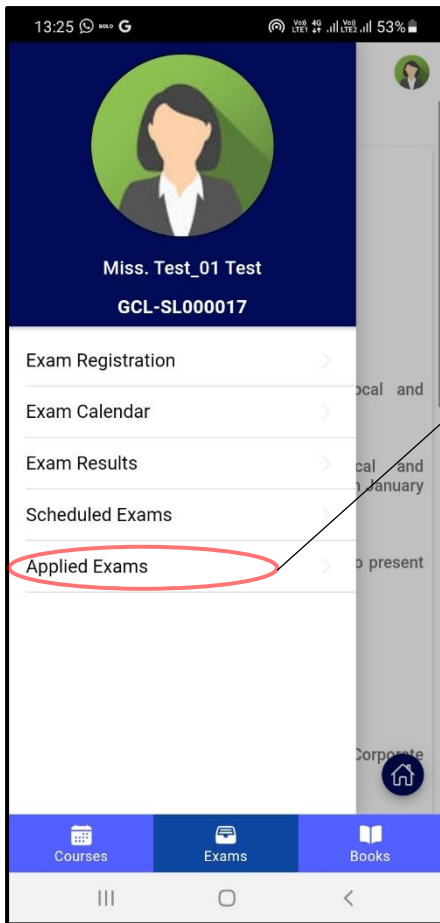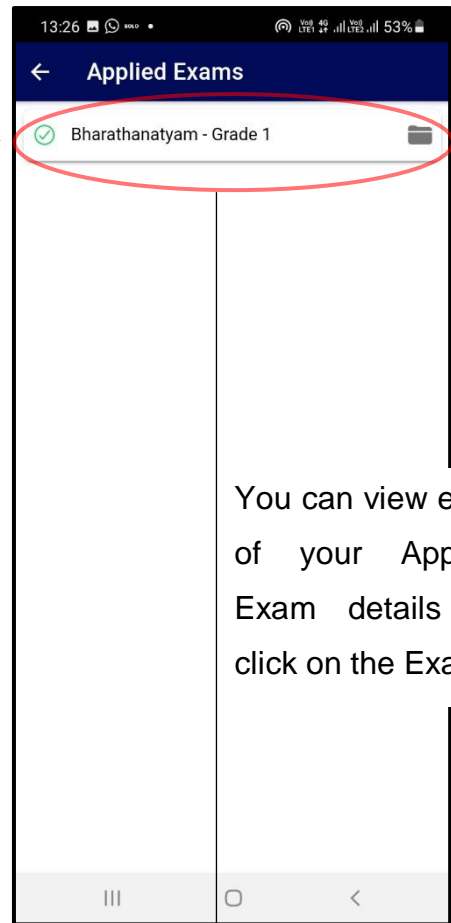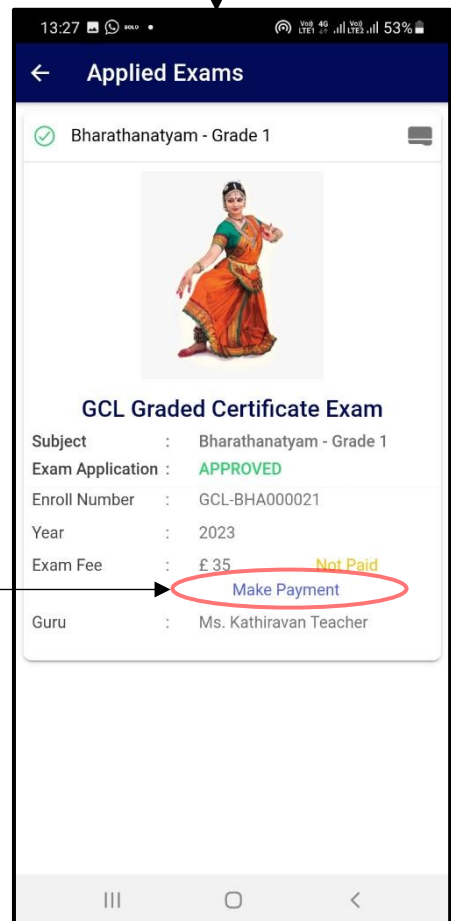calendar and download.

You can view the
Scheduled Exam

You can view your Exam
Results

You can view all of your Applied Exam by click on "Applied Exams"

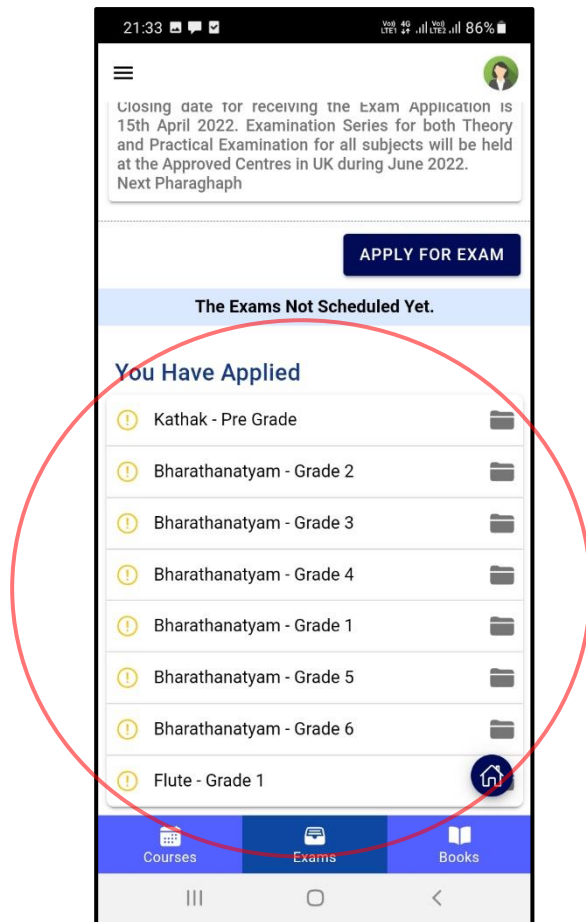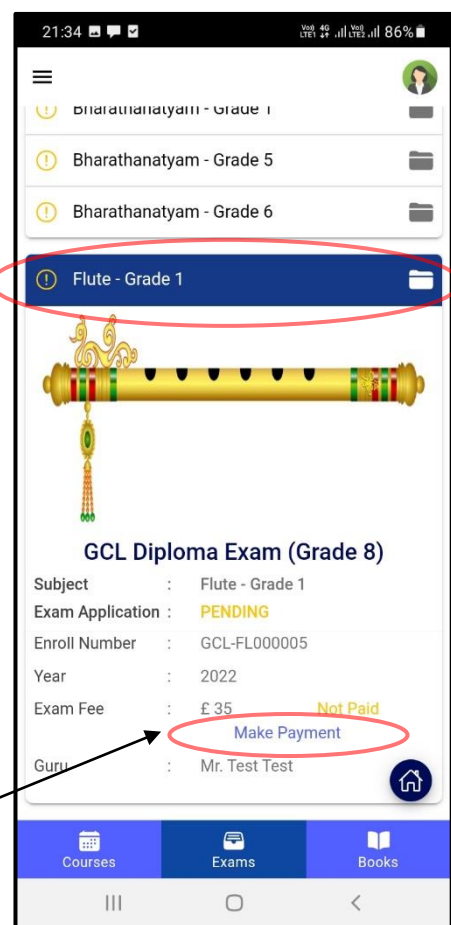You can view each of your Applied Exam details by click on the Exam

You can pay for your Applied Exam details by "Make Payment"
Refer **2.2.10 Payment**

➢ You can see all of your applied exams list at the bottom of the "Exams" page. or
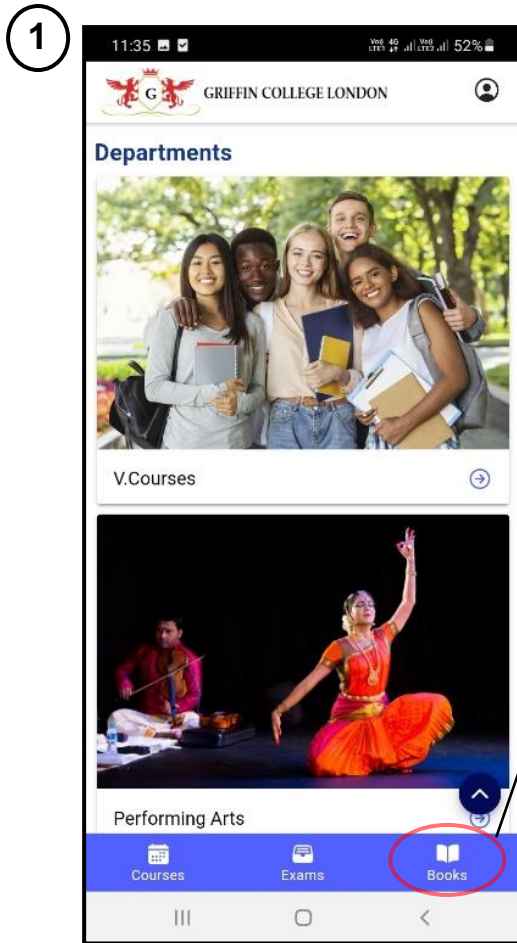

You can see all the details about applied exam by touch on the exam name.

You can pay for the exam by touch on "Make Payment" and then following Payment method Refer **2.2.10 Payment**

2.2.7 Books

After successfully logged in, you can touch on "Books".
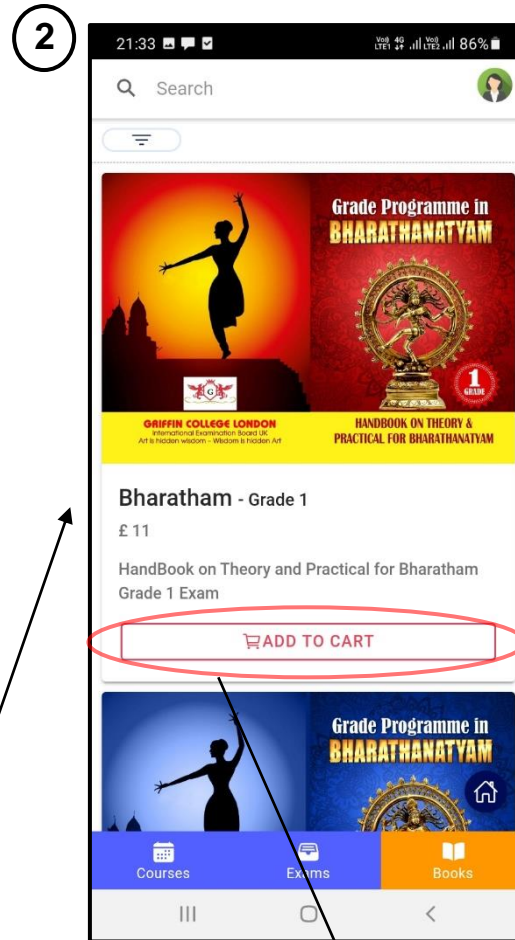
You can see all available books listed down.

If you want to buy a book touch on "ADD TO CART" button

You can set the quantity of a particular book in your cart by touching + / - buttons.

When you change the quantity, you can see the number of books you added to buy in the cart

(4)
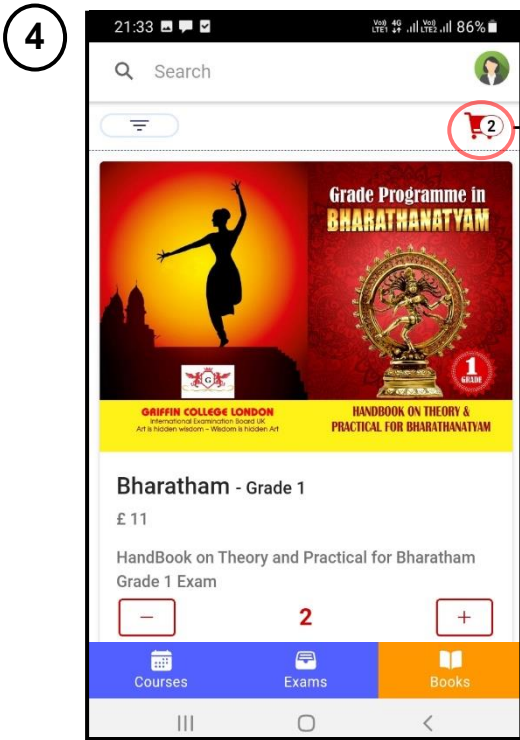
If you want to check out the books, Touch on the Cart icon

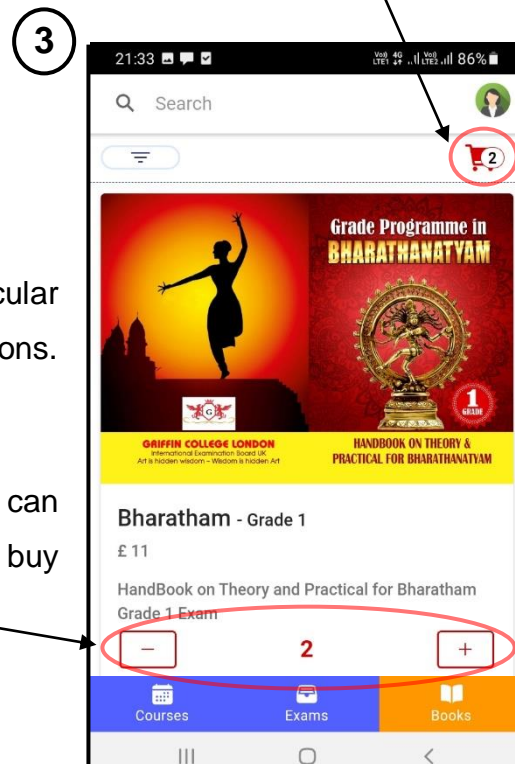**(5)**
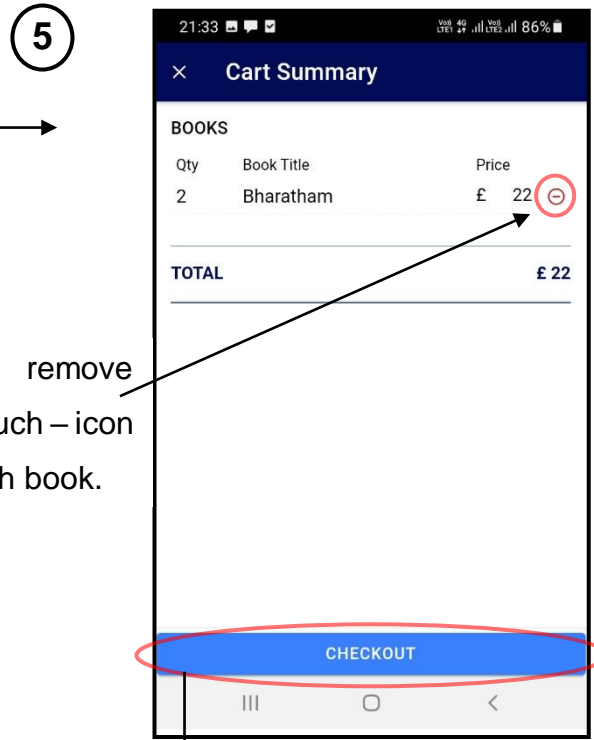
You can remove items by touch – icon next to each book.

You can see all details of books in the cart and check out book.

(6)
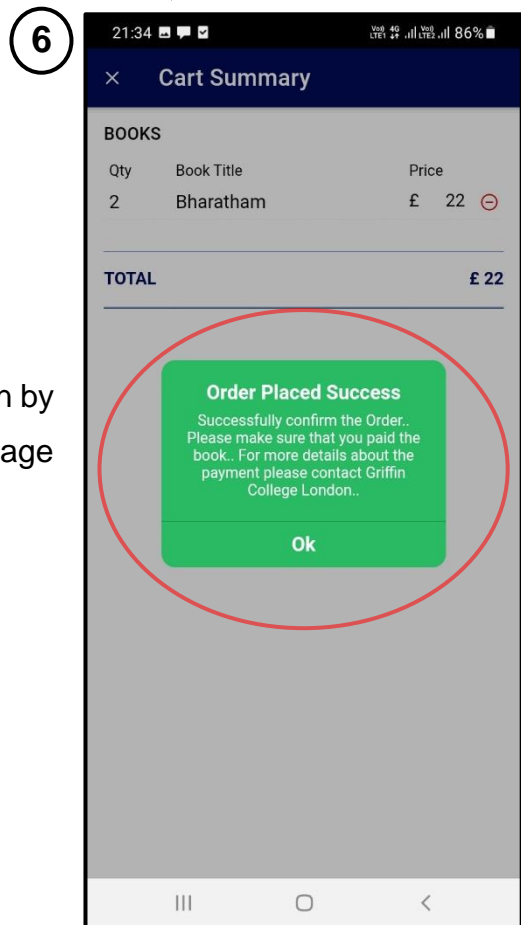
You will be given by a success message of placed order.

➢ Search for a book

1. By give the name of
   a book in the search
   space and search it.
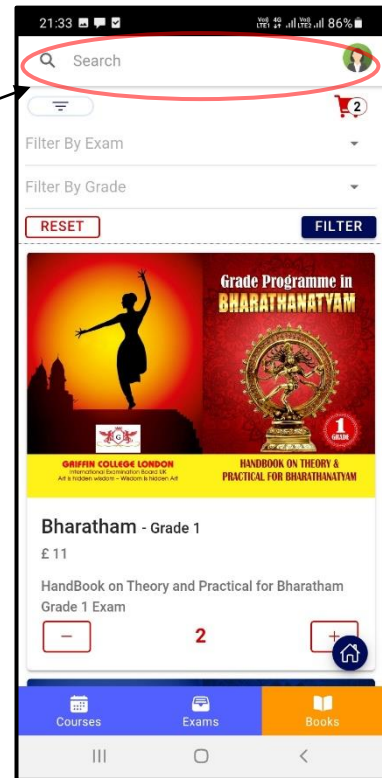
2. Search by selecting suitable Exam and Grade
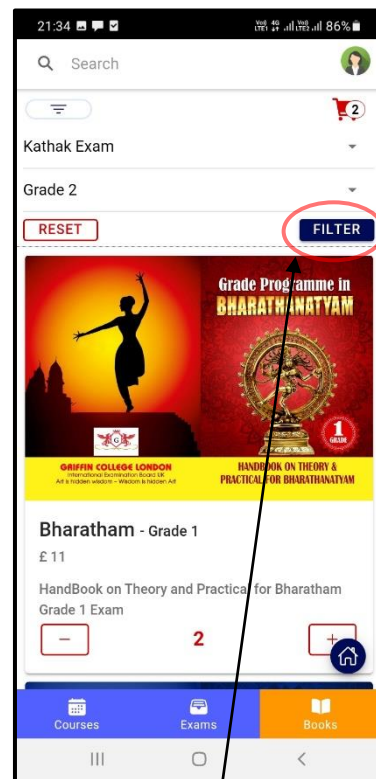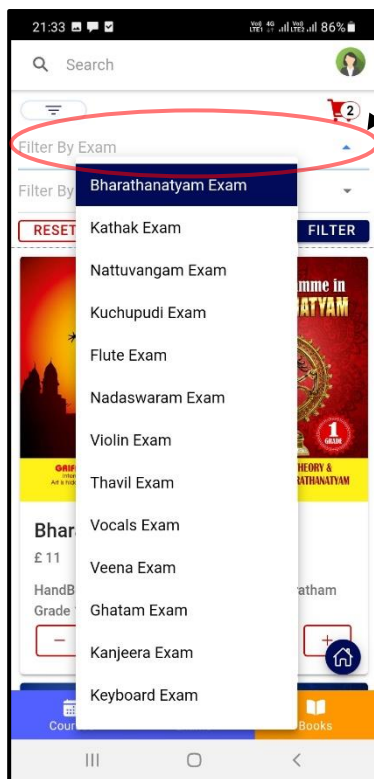
Touch "FILTER" and get
all the relevant books

2.2.8 My Orders

You can see all of your ordered item

You can make payment for your ordered items.
Refer **2.2.10 Payment**

2.2.9 My Payments

You can see your Payments details of your registered exams

You can see your Payments details of your ordered books

2.2.10 Payment

➢ When users want to pay for their exams or their ordered books, Users can follow the following steps to make their successful payments.

1

Make Payment

Via Bank

Via *WISE*

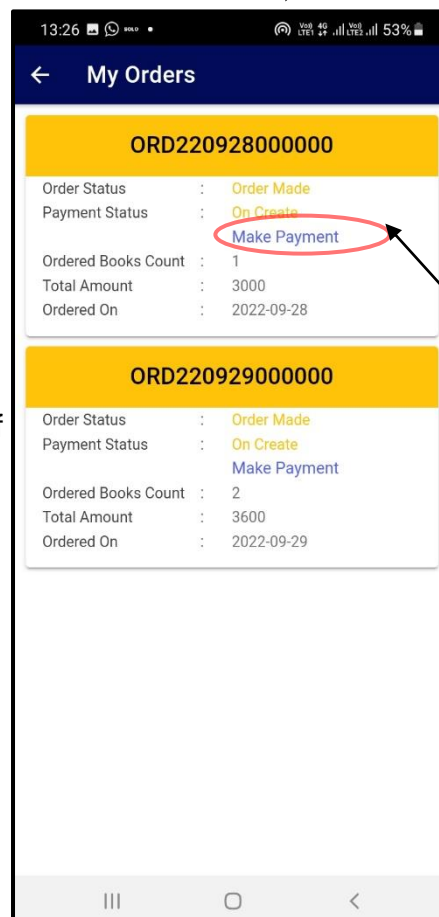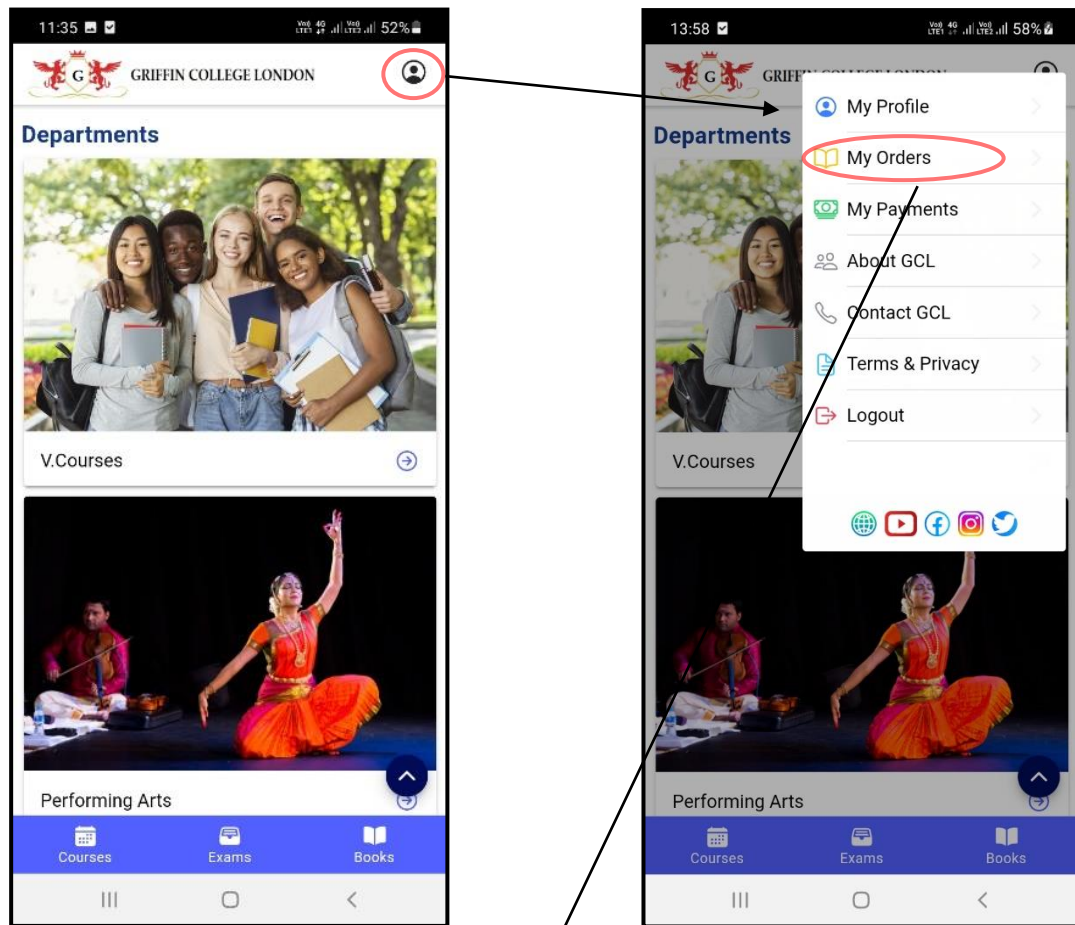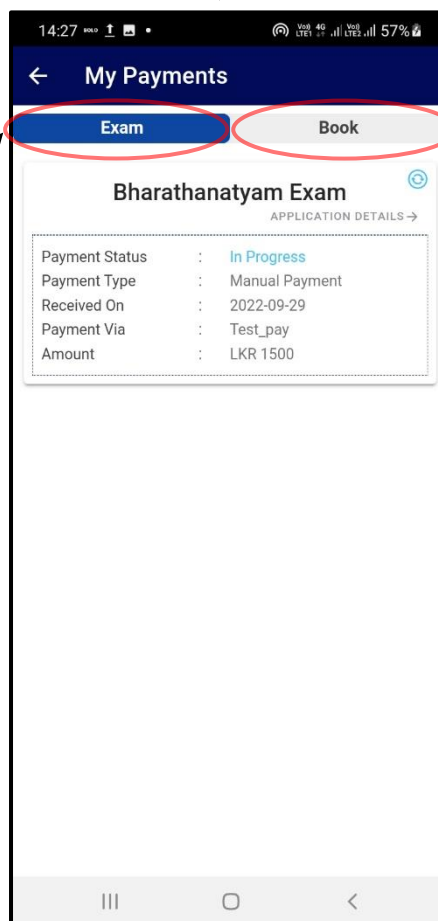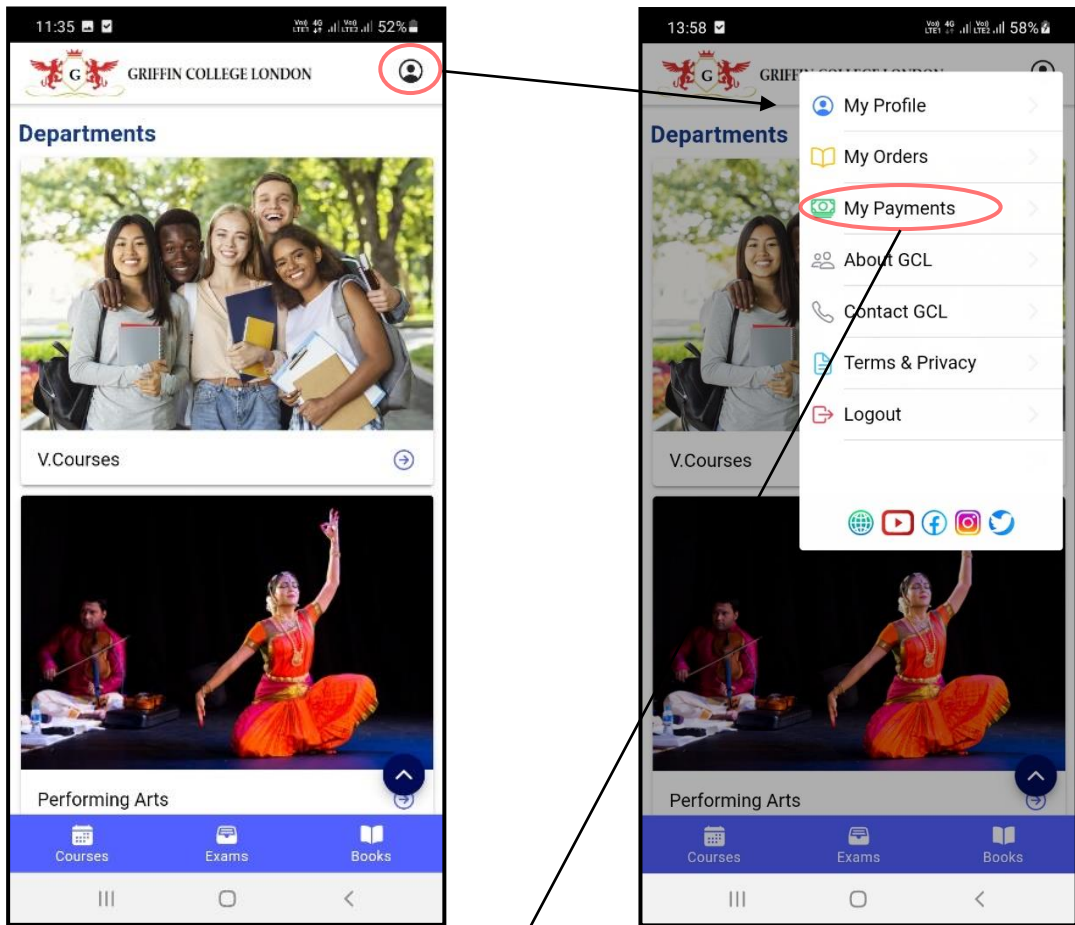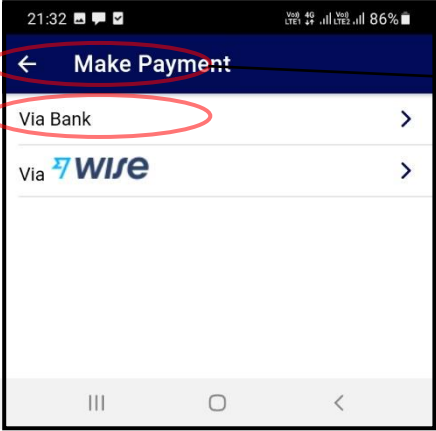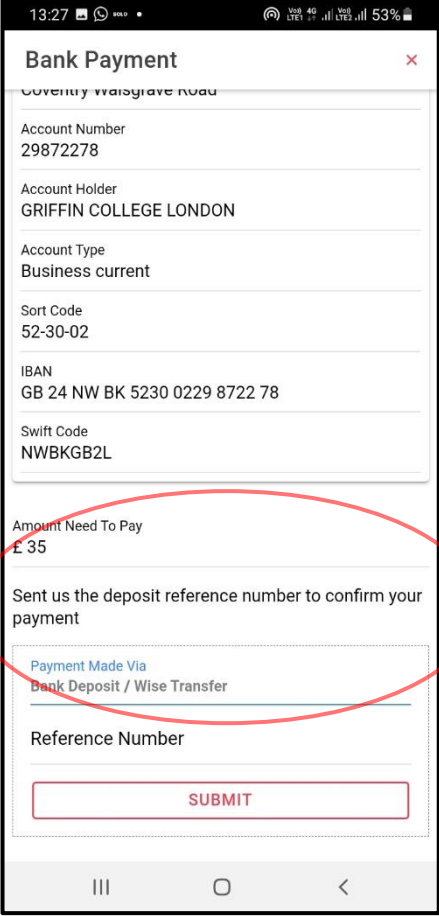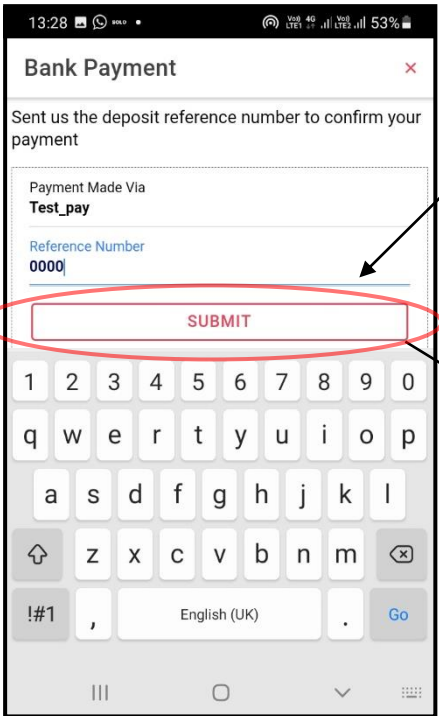You can make your payment via "WISE"

You can get all the payment details and if you made your payment already you can give your payment details here

2

Bank Payment

Coventry Walsgrave Road

Account Number
29872278

Account Holder
GRIFFIN COLLEGE LONDON

Account Type
Business current

Sort Code
52-30-02

IBAN
GB 24 NW BK 5230 0229 8722 78

Swift Code
NWBKGB2L

Amount Need To Pay
£ 35

Sent us the deposit reference number to confirm your payment

Payment Made Via
Bank Deposit / Wise Transfer

Reference Number

SUBMIT

3

Bank Payment

Sent us the deposit reference number to confirm your payment

Payment Made Via
Test_pay

Reference Number
0000

SUBMIT

Give your payment details – 'Payment Via and Reference Number'.

Finally, Click "Submit" button

4

Make Payment

Via Bank

Via *WISE*

Payment Reference Number Updated
Payment Successfully Made

Ok

You will receive "Payment Successfully Made" message.

3. Desktop

3.1. User (Student & Teacher)

3.1.1 How to Register?

(1) 1 - Visit to the GCL website - https://griffincollege.org.uk/

2 - Click On "Signup"
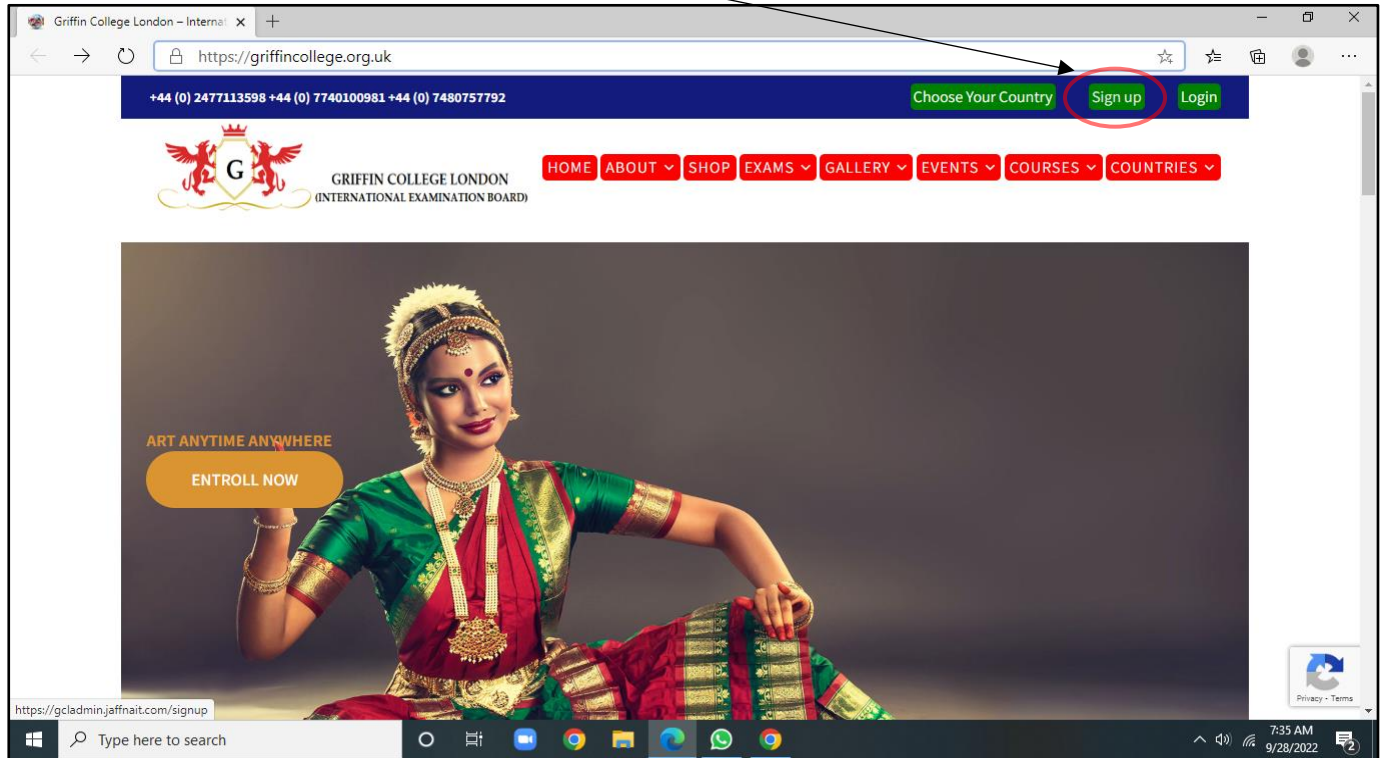
3 - You will be directed to Registration form page
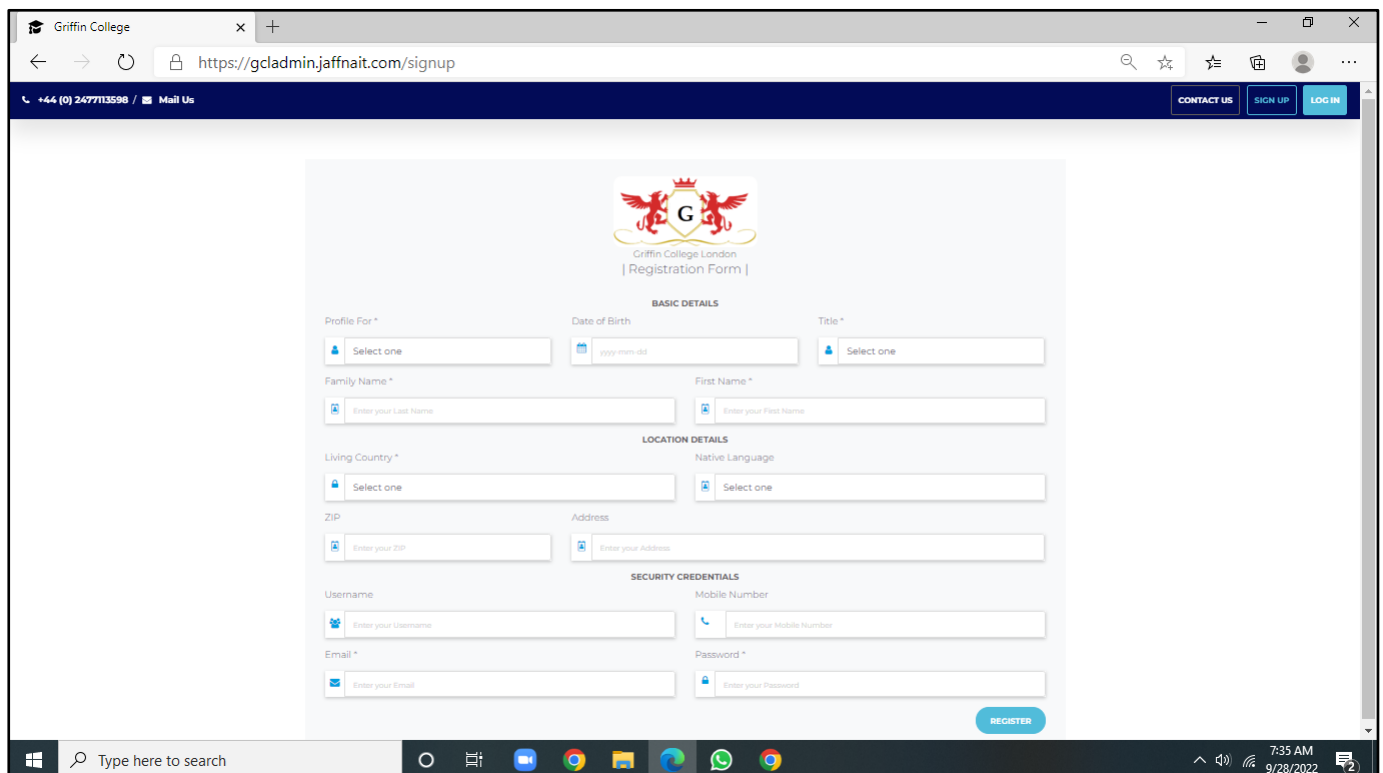
(2) Fill basic details in the Registration form

Select User type

Profile For *

👤 Select one

Select one
Student
Teacher
Examiner

Set your date of birth

‹ Oct ⌄ 1998 ⌄ ›

MO	TU	WE	TH	FR	SA	SU
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
2	3	4	5	6	7	8

📅 1998-10-14 ✓

First Name *

Select your title

Title *

👤 Select one

Select one
Mr
Mrs
Ms

Give your Family name and First name

Family Name *

🔒 Enter your Last Name

First Name *

🔒 Enter your First Name

(3) Fill location details in the Registration form

Select your country

🔒 https://qcladmin.iaffnait.com/signup

Select one
Australia
Canada
Denmark
Europe
Europe
Germany
Holland
India
Malaysia
Norway
Singapore
South Africa
Srilanka
Switzerland
UAE
United Kingdom
United States

🔒 Select one

ZIP   Address

Select your native language

Native Language

🔒 Select one

Select one
Tamil
English
Hindi
Malayalam
Telugu

Give your ZIP code and address

ZIP   Address

🔒 Enter your ZIP   🔒 Enter your Address

(4) Fill security credentials in the Registration form
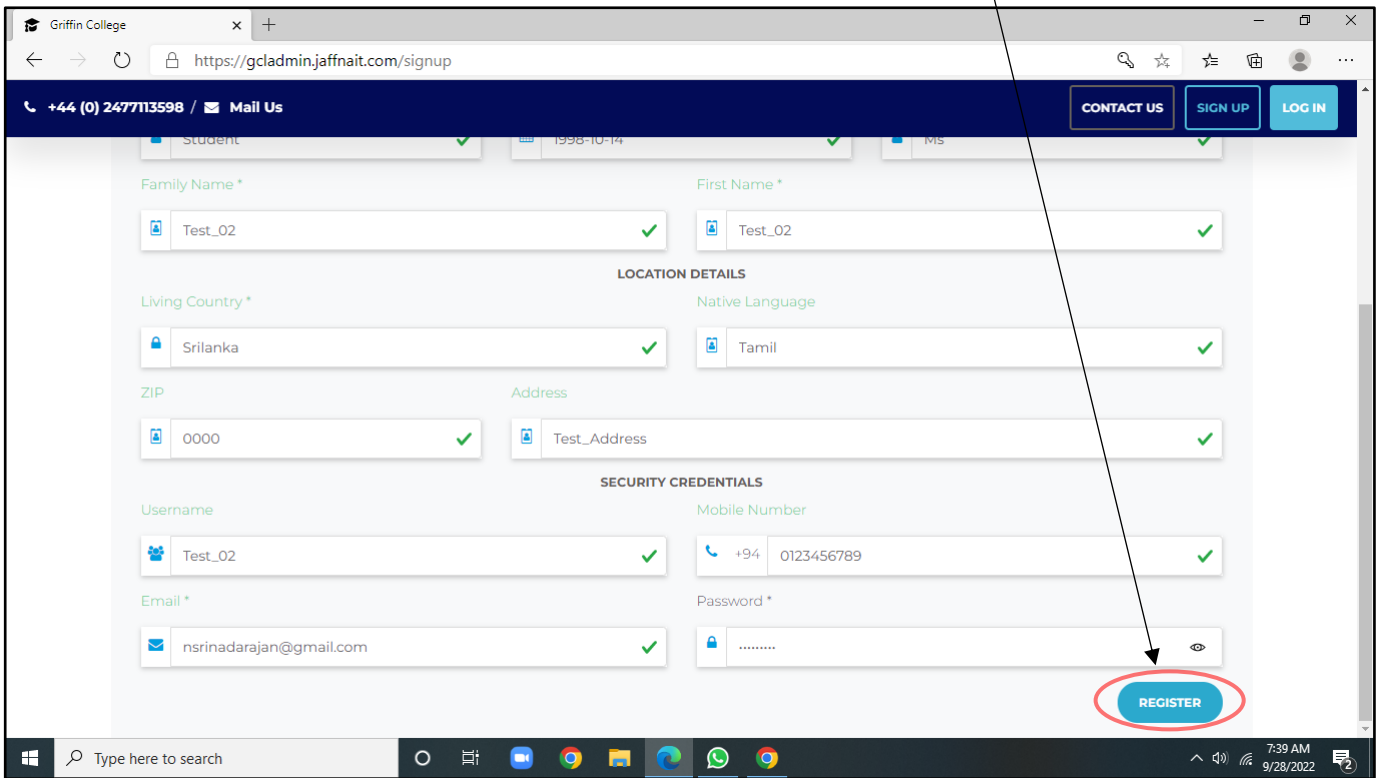
Give a username

Give your mobile number

Username

👥 Enter your Username

Mobile Number

📞 Enter your Mobile Number

Email *

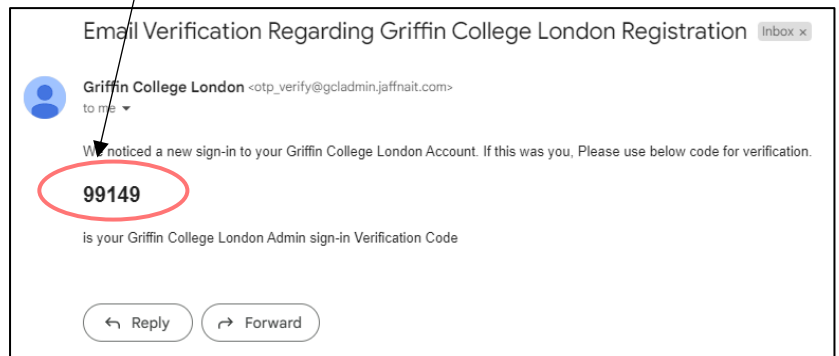✉ Enter your Email

Password *

🔒 Enter your Password

Give Email ID
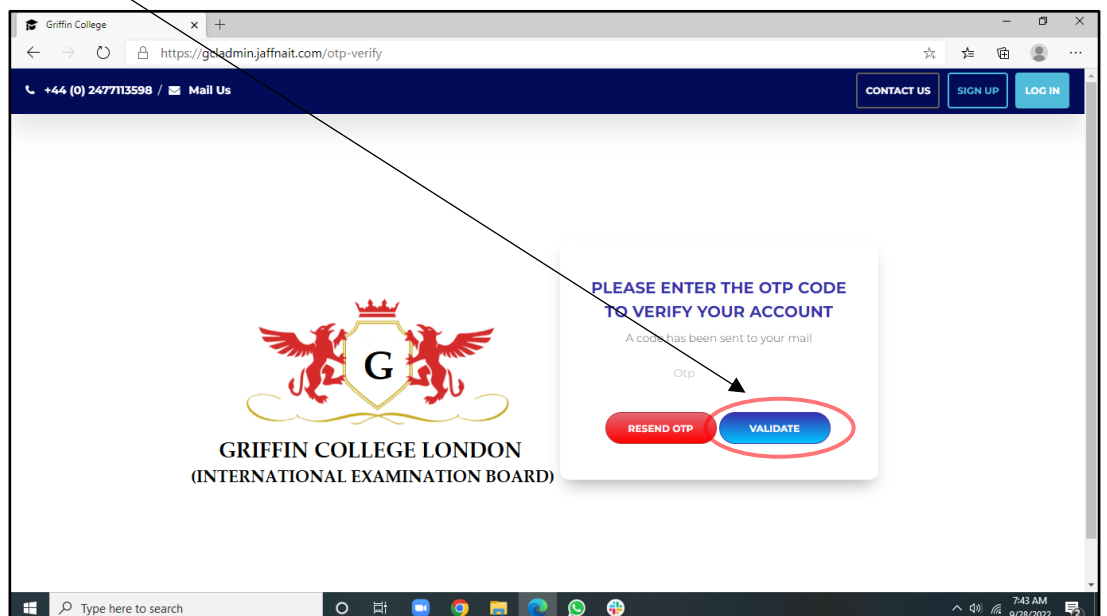
Give a password

5 After filled all details in the Registration form → Click "REGISTER"

6 After you Click Register, a Verification OTP will be sent to your Email ID that you gave in the registration form.
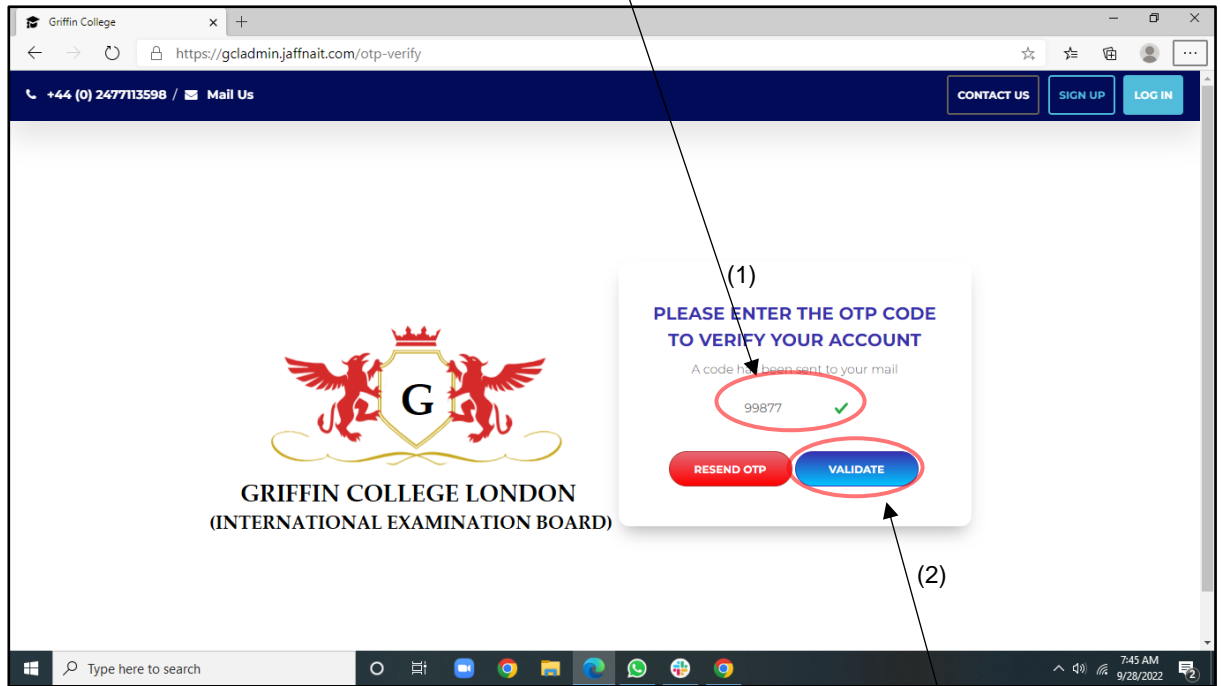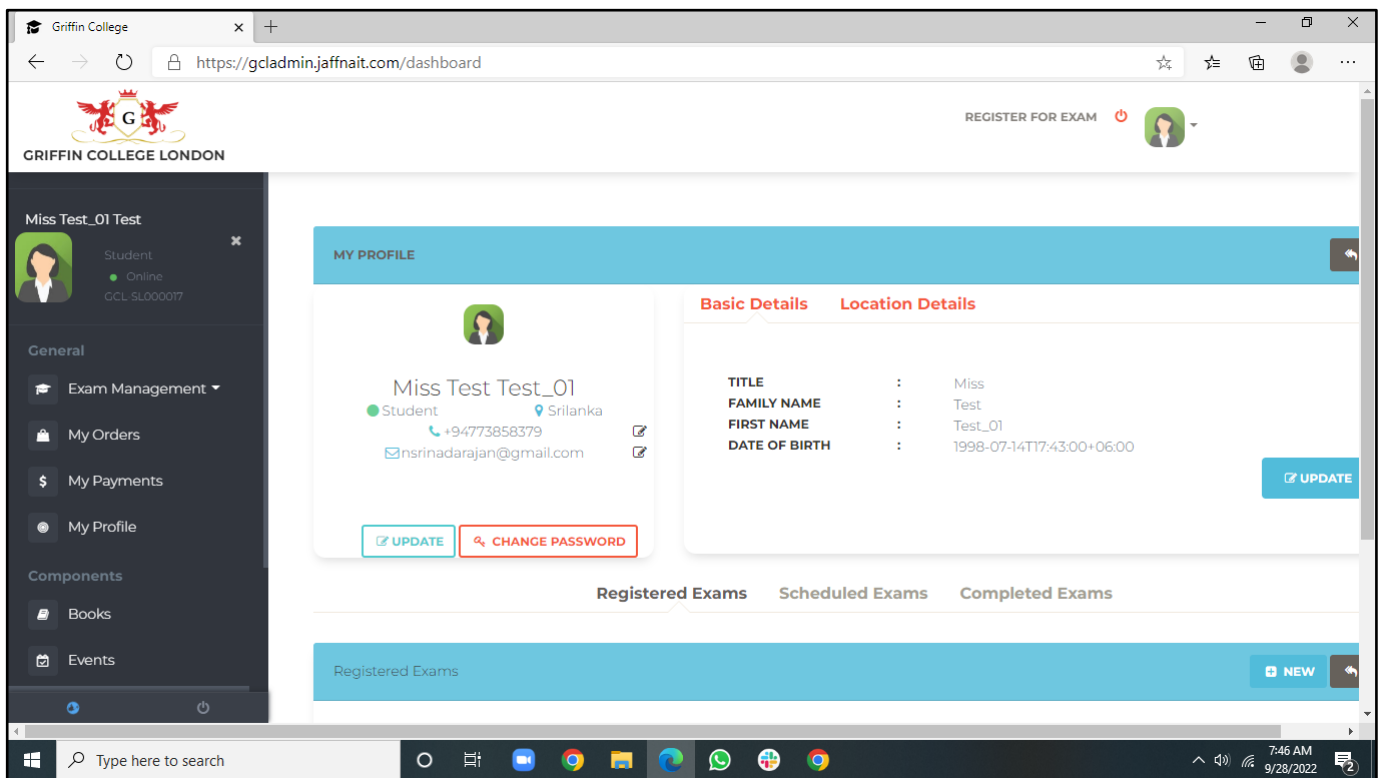

Click on "VALIDATE" button

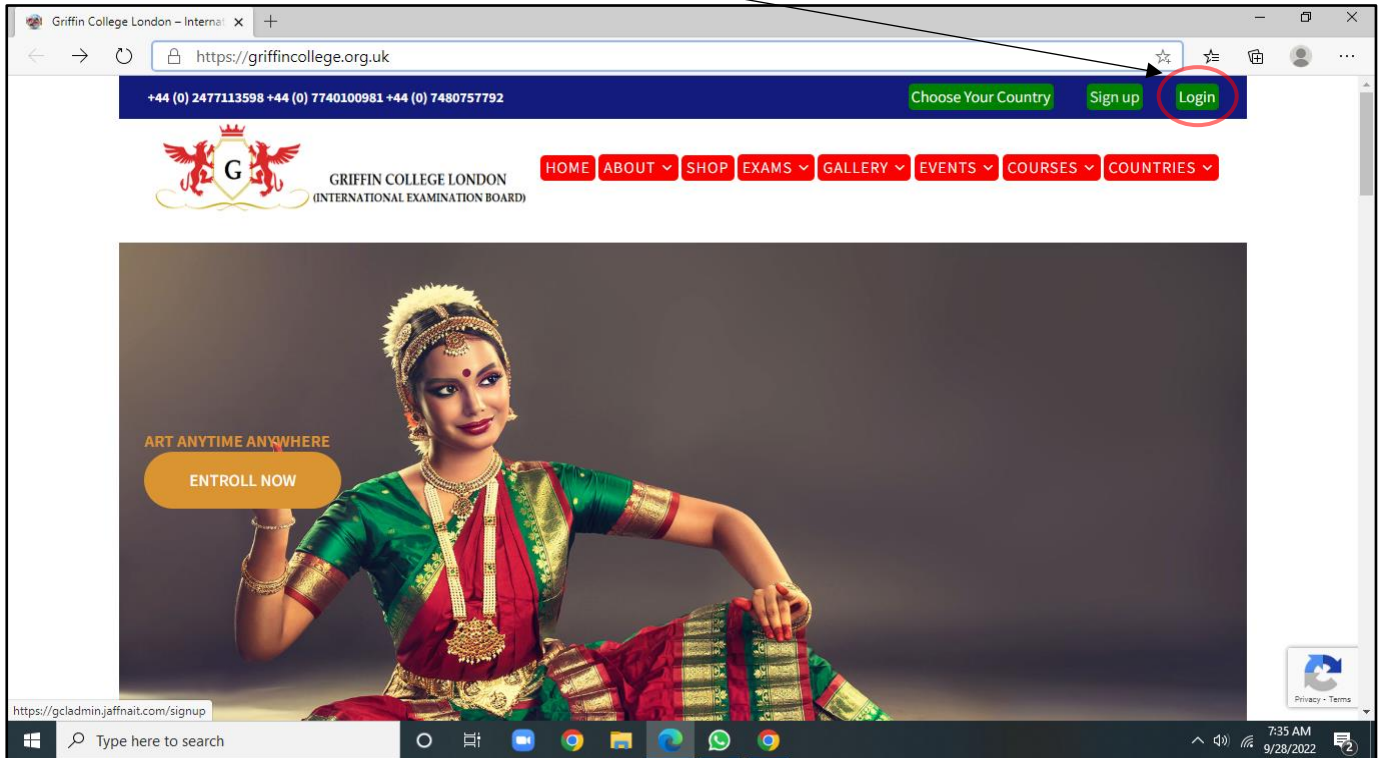**6** Give your verification OTP from your email.

(1)

PLEASE ENTER THE OTP CODE TO VERIFY YOUR ACCOUNT

A code has been sent to your mail

99877 ✓

RESEND OTP | VALIDATE

(2)

Click "VALIDATE"

7 You will be directed to the home page of student

3.1.2 How to Login?

1 1 - Visit to the GCL website - https://griffincollege.org.uk/

2 - Click On "Login"

3 – Give your Registered Email Id and password
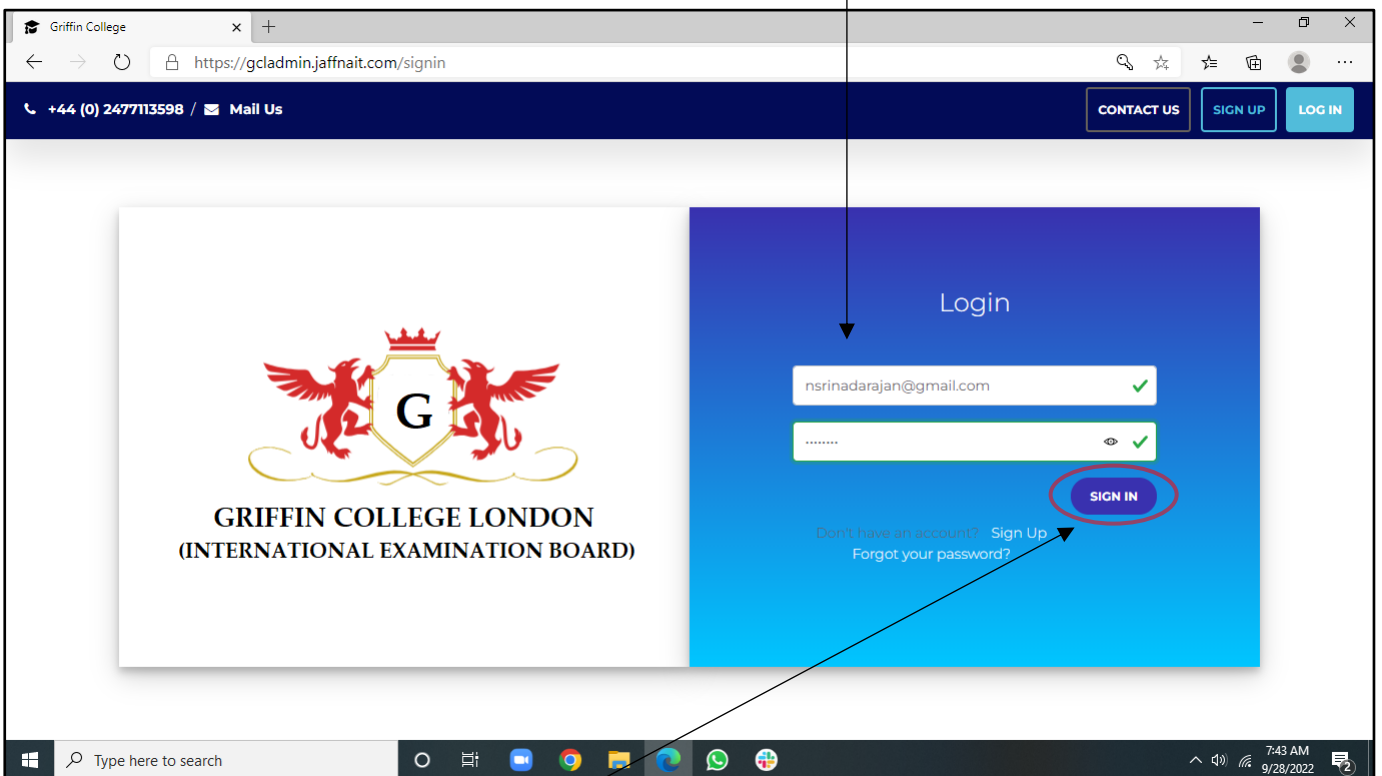
4 – Click "SIGN IN"

5 - You will be directed to the home page of student page
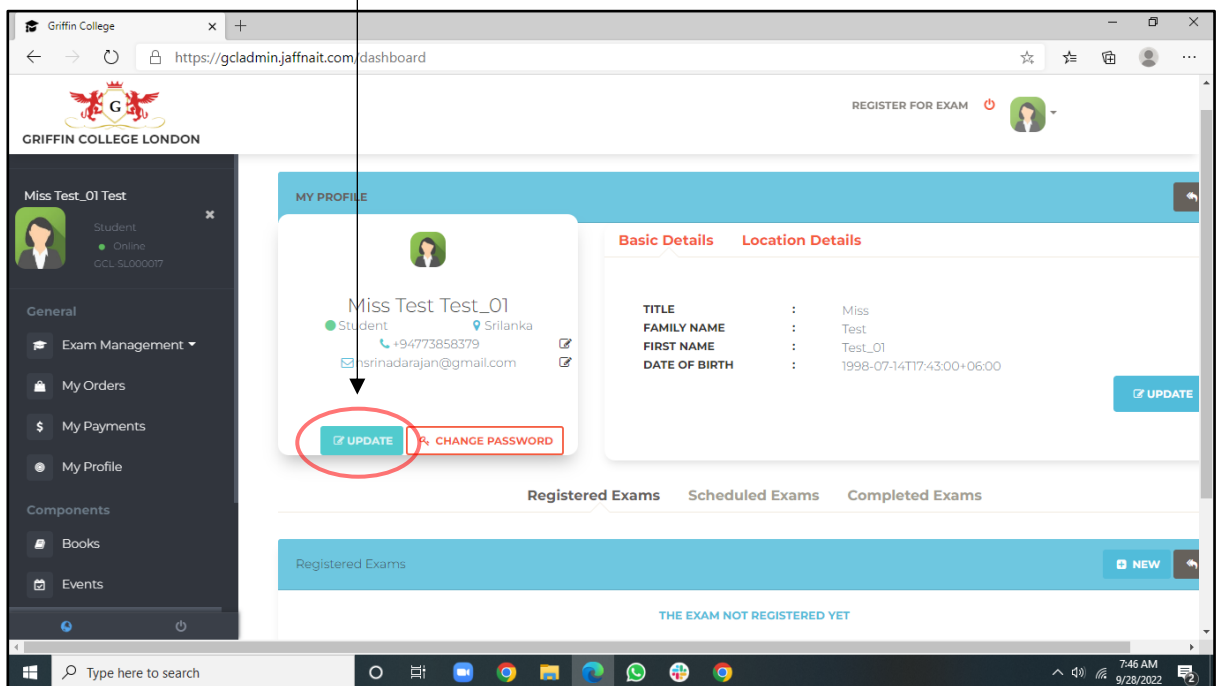
3.1.3 How to Edit Profile?

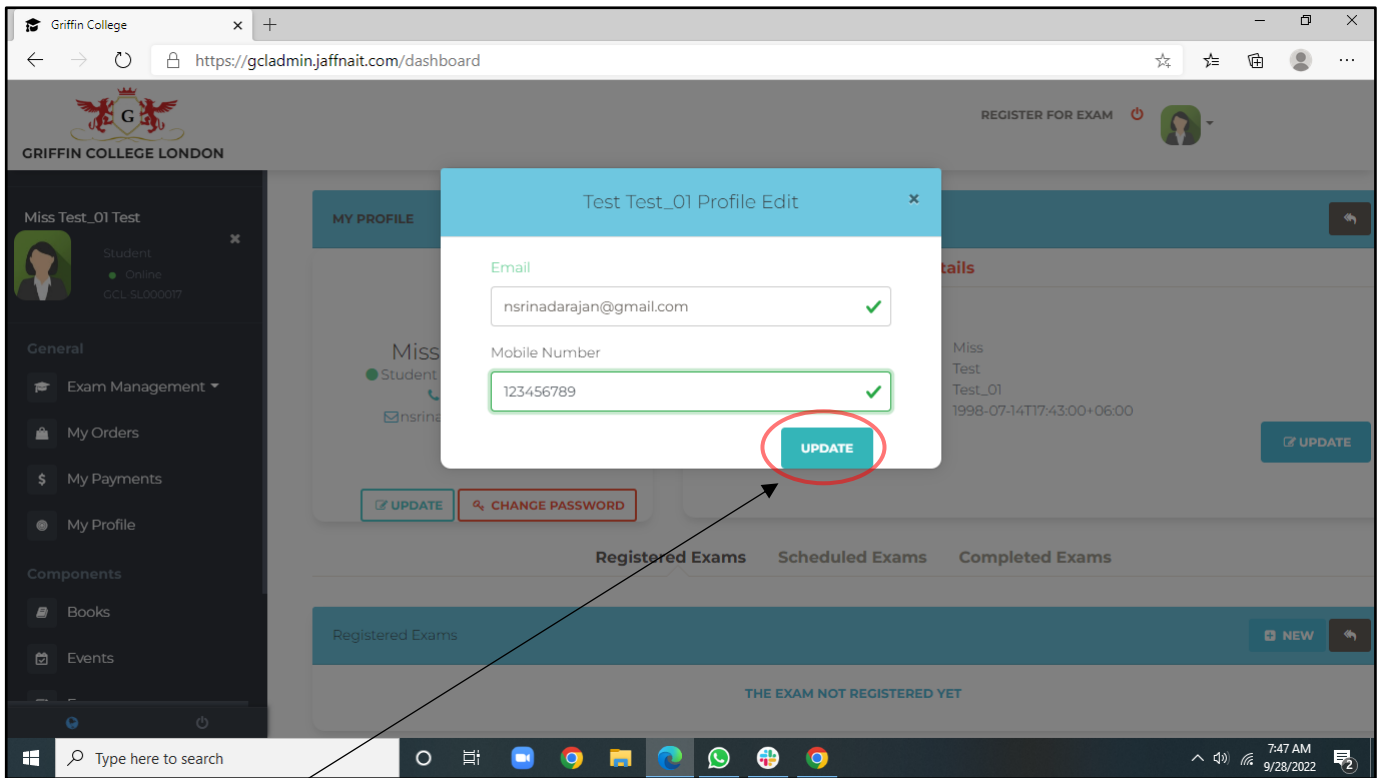Default; In the home page of the student, you can see "My Profile".
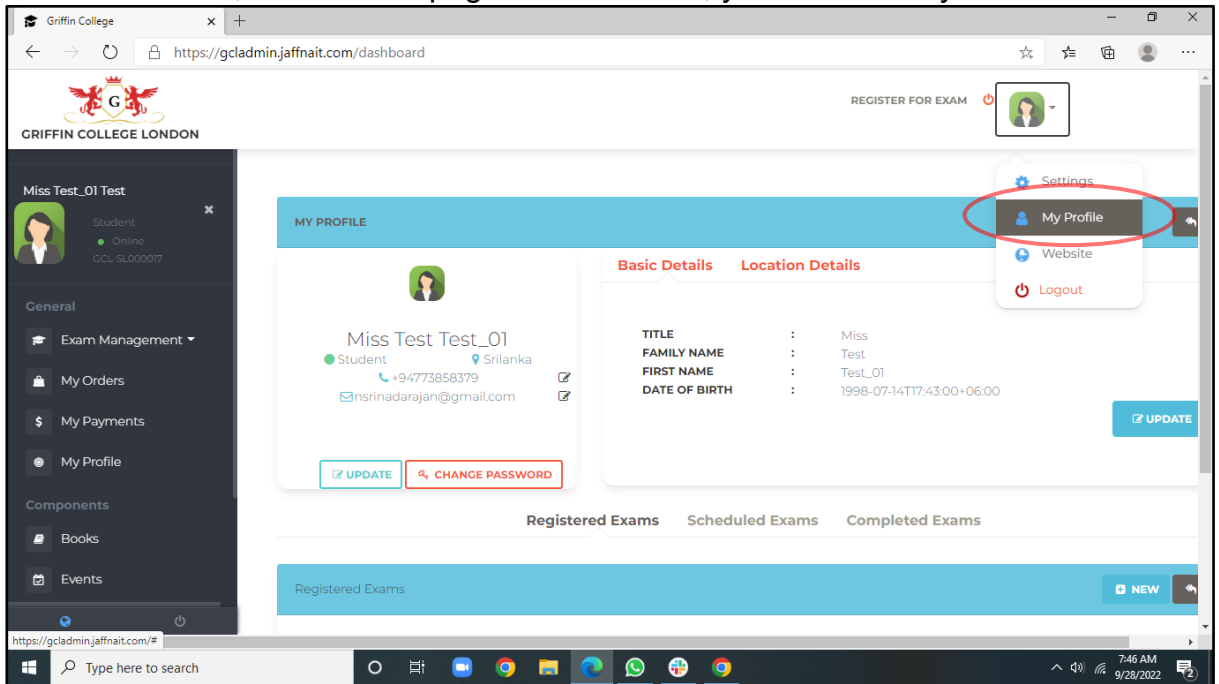
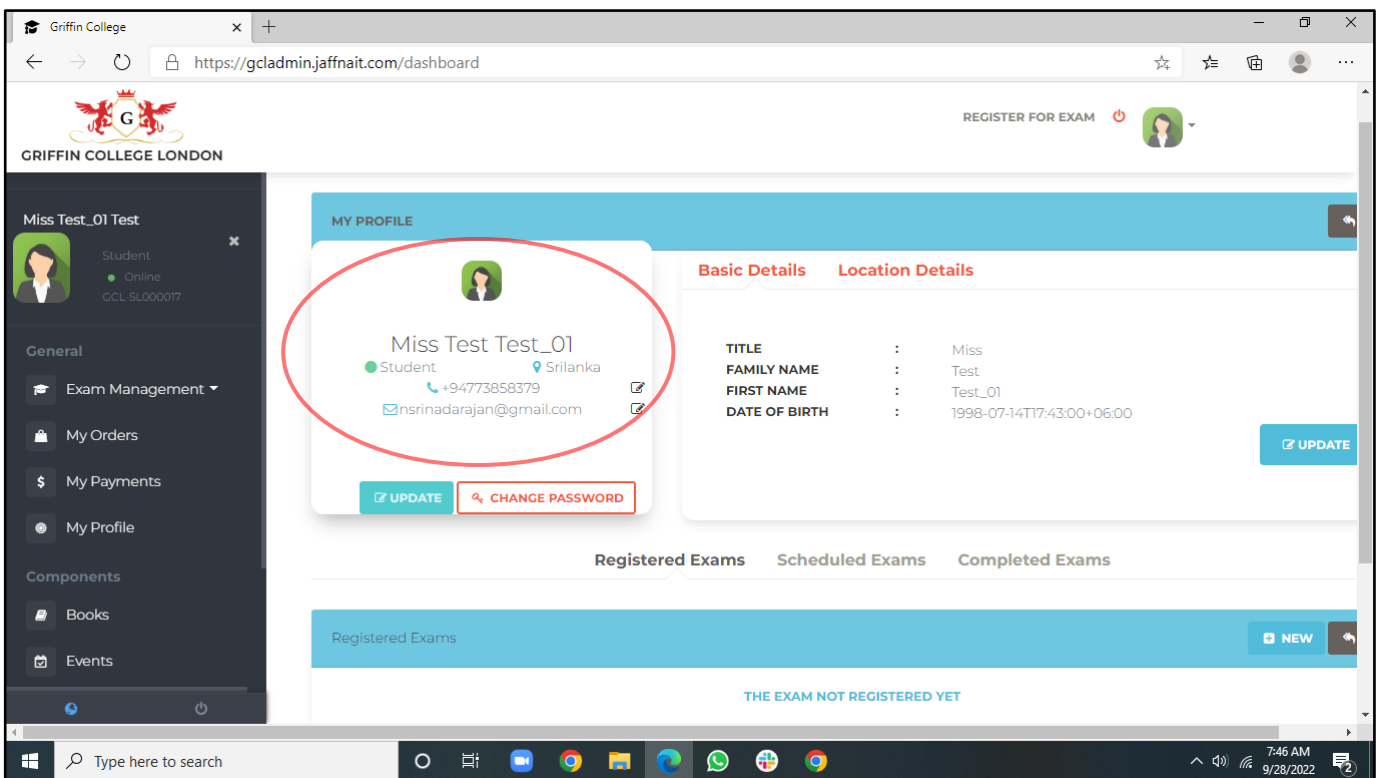➢ To Edit/update details

(1) Click on "UPDATE" button.

(2) Edit details

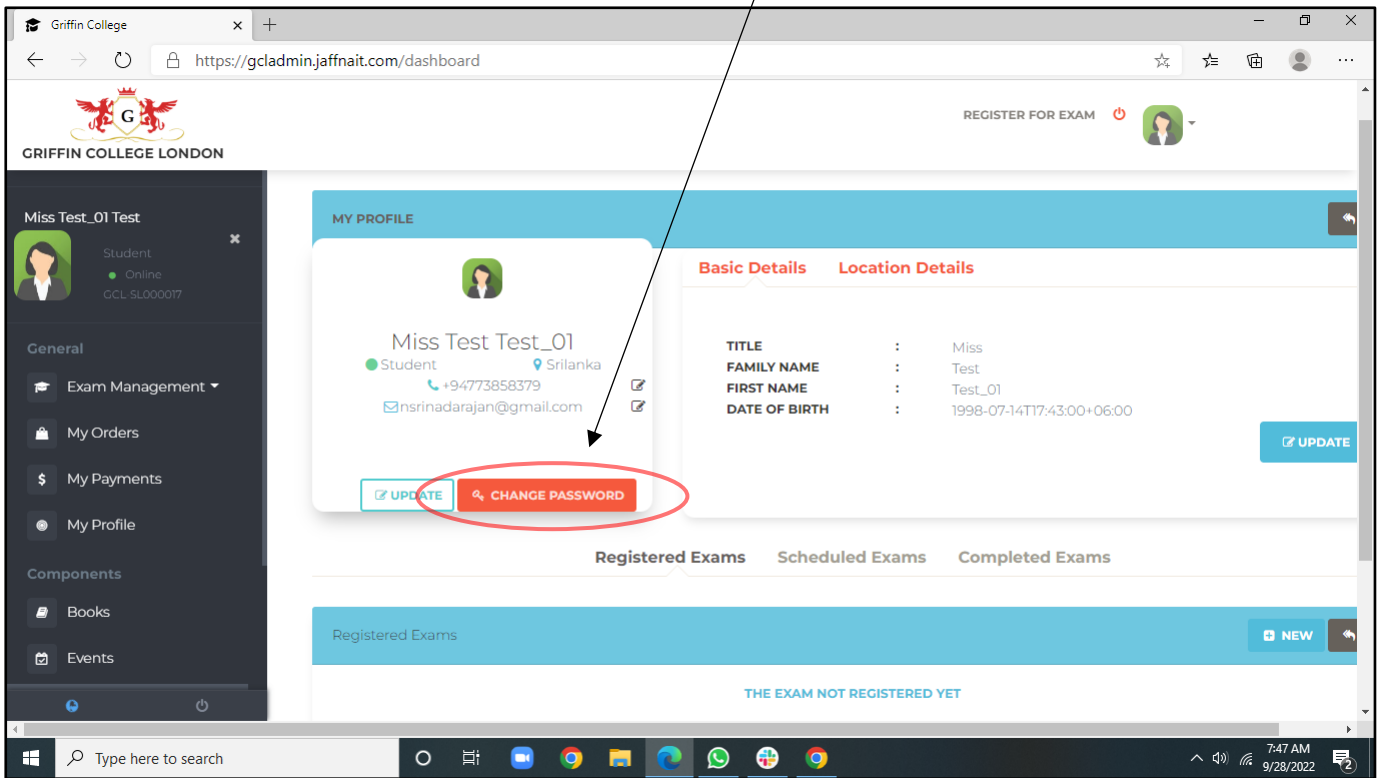Click "UPDATE" button

➢ Your details will be updated

➢ You can update/edit basic details and location details with as same as above method.
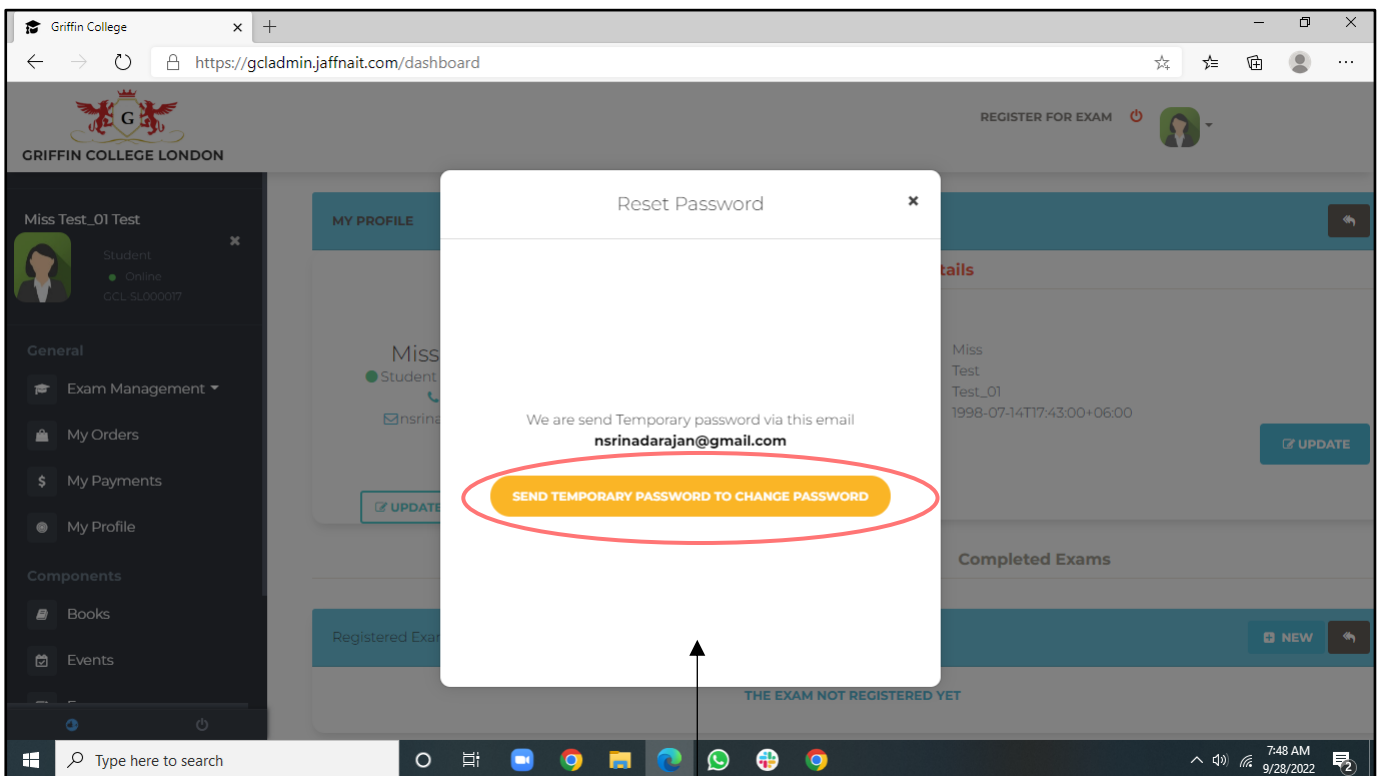
➢ Chane password
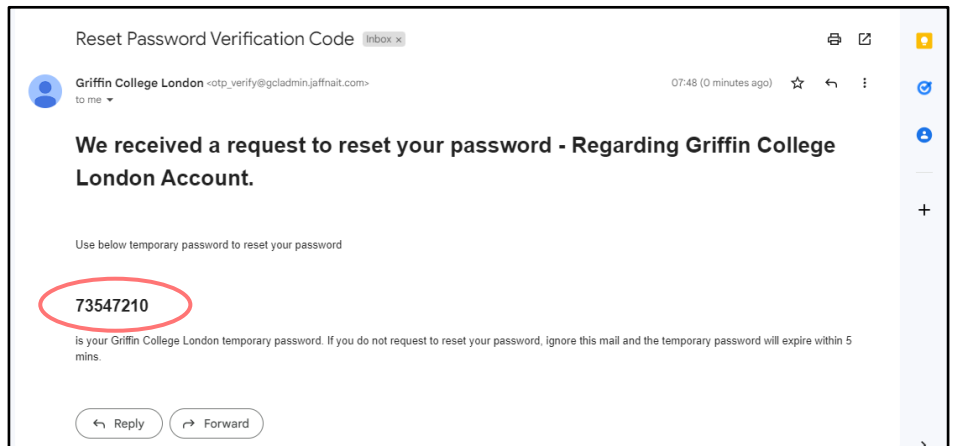
1

Click on "CHANGE PASSWORD" button

2 You will be notified with message of 'Send temporary password to change password'
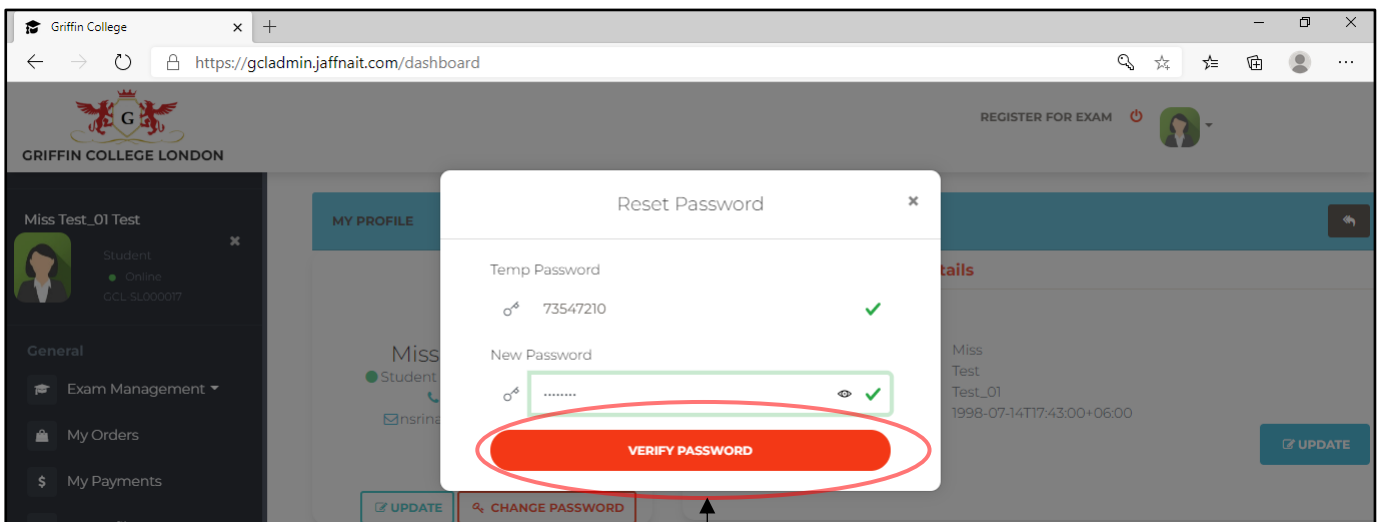

Click on "Send temporary password to change password" button

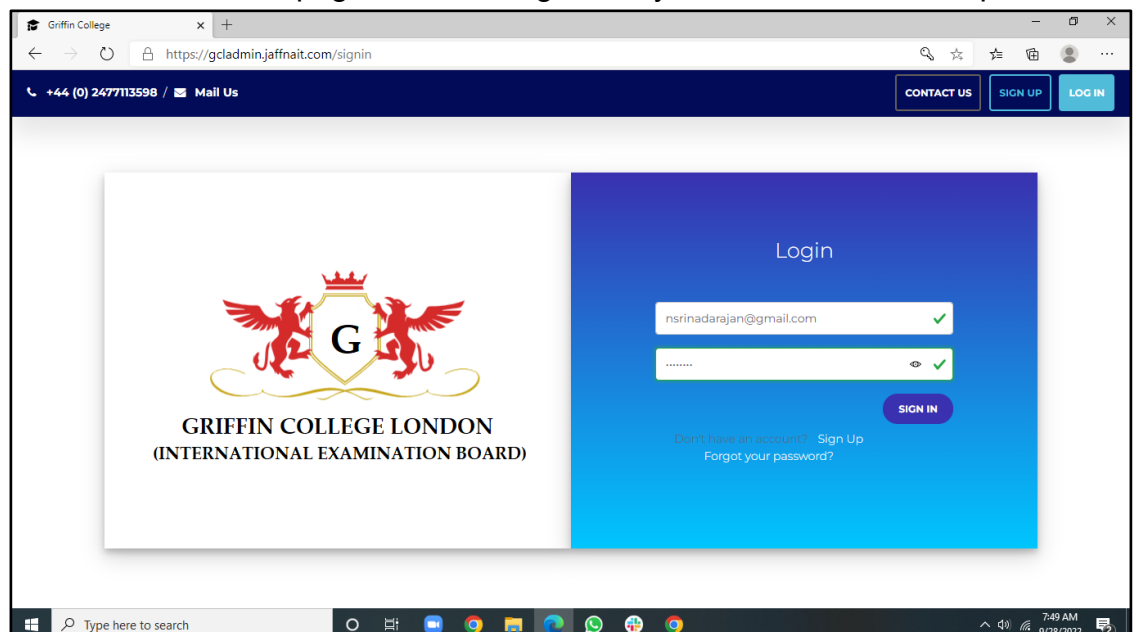You be will rececived 'Reset Password Verification Code' in your mail

③ Give your Temp Password from your email and new password
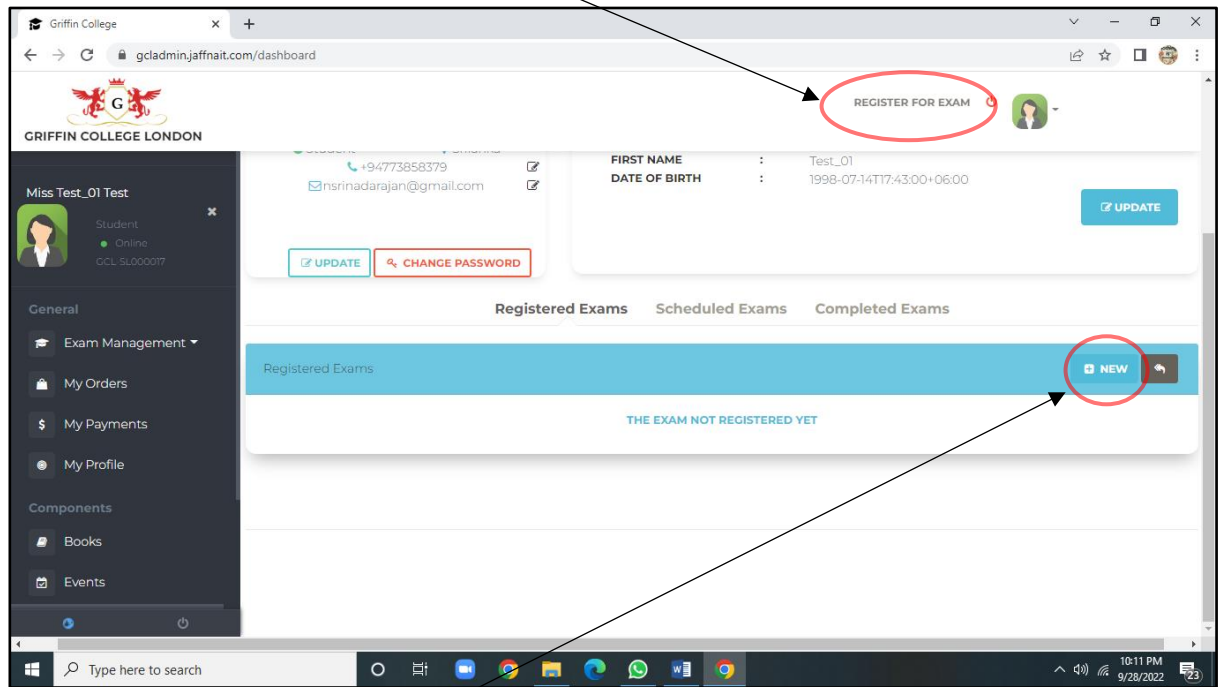

Click on "VERIFY PASSWORD" button

➤ You will be dericted to the 'LOGIN' page. You can login with your email ID and new password.

3.1.4 Exams

If you want to register for an exam,

1. Click on "REGISTER FOR EXAM" in My Profile page.

2. Click on "+ New" button in 'Registered Exams' tab in My Profile page.

Both methods 1 and 2 will be directed to the "Exam Registration form" page


You can fill the given form with Registration number, Exam Name, Grade, Guru details and year

Click on "Register" button

➢ You can get all the exam details (Applied exams, completed exams, Exam calandar, Exam notice and scheduled exam) by click on "Exam Management" dropdown button in the left menu panel.
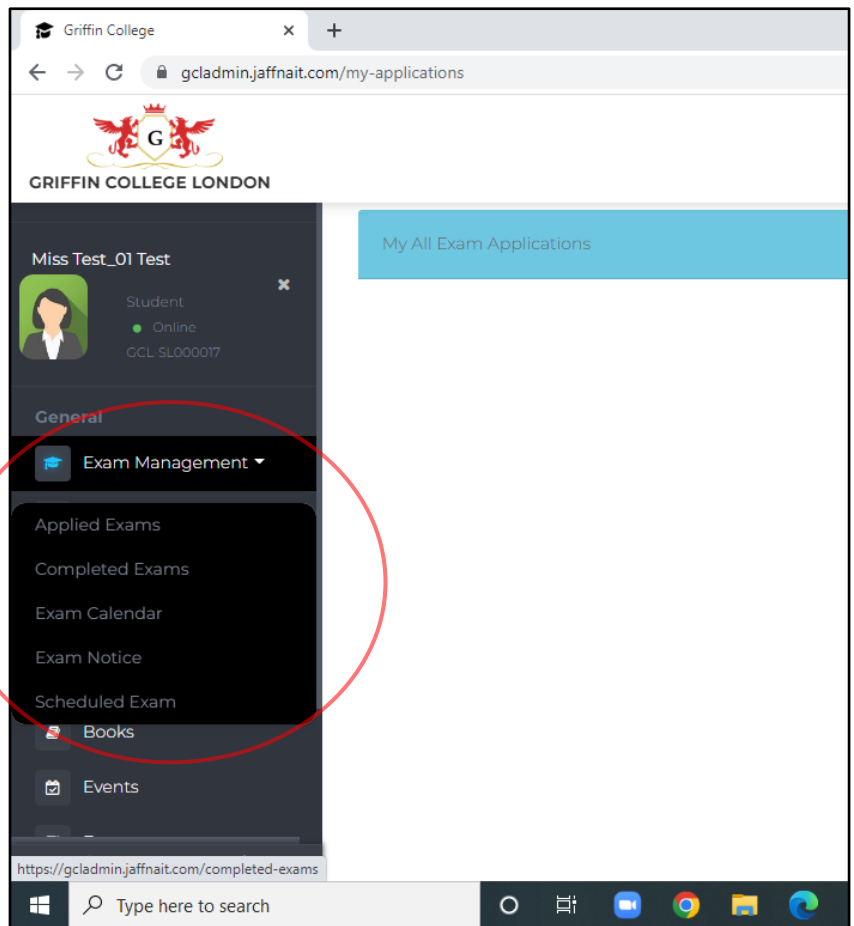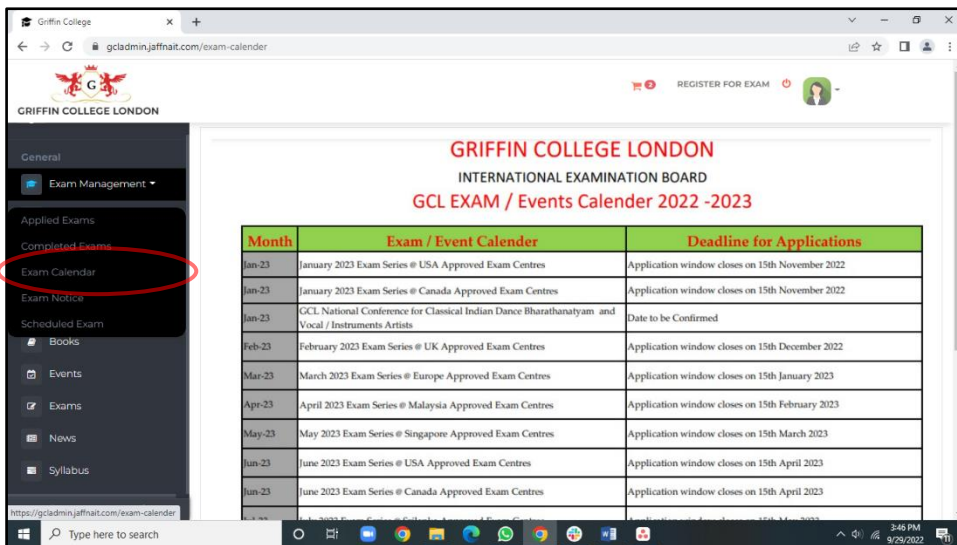

➢ After you succesfully apply for exams, you can see all of your applied exams in "applied Exams" page
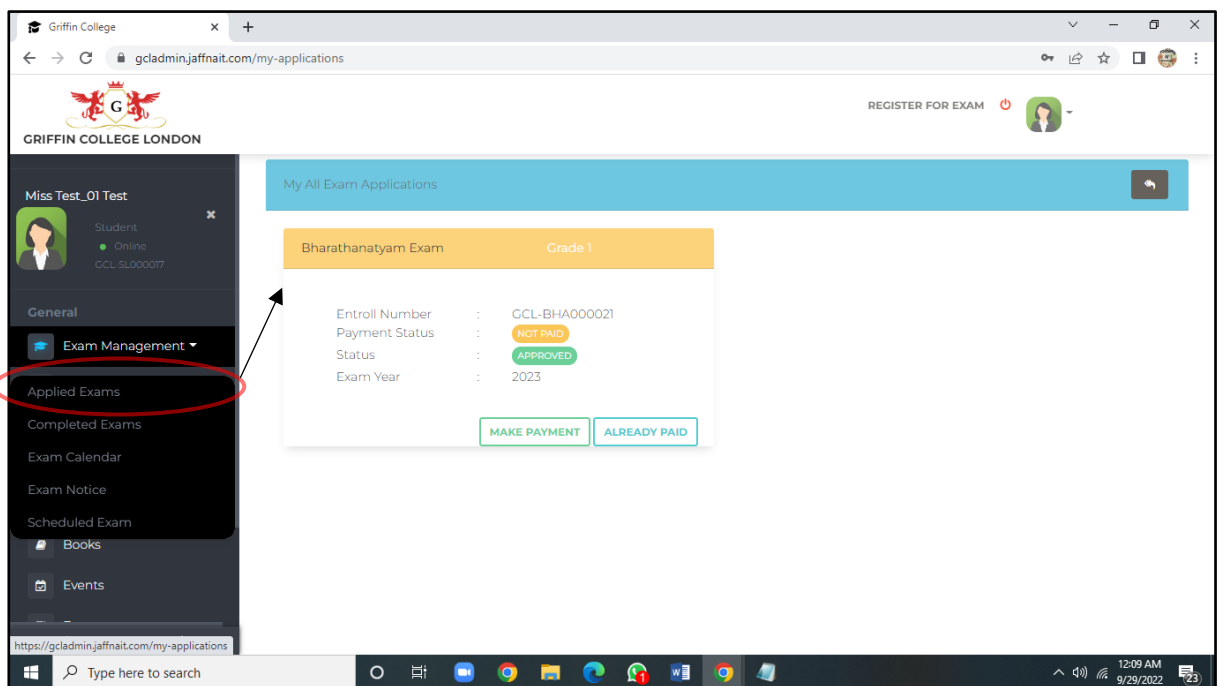
You can pay for exams by click on "Make my Payment" button (Refer 3.16 books)

➢ You can get all the Exam Calendar details by click on "Exam Calendar" button in the left menu panel, then you can get details of each exam by click on Exams.
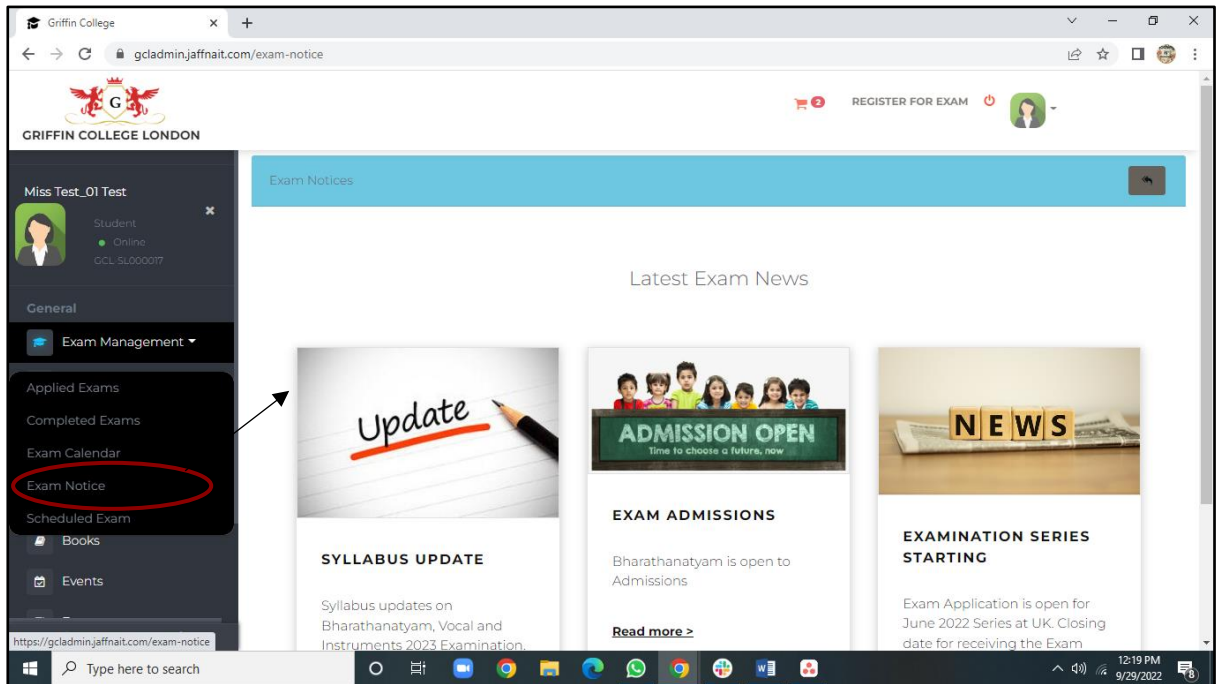

➢ You can get all the Exam Calendar details by click on "Exam Calendar" button in the left menu panel, then you can get details of each exam by click on Exams.
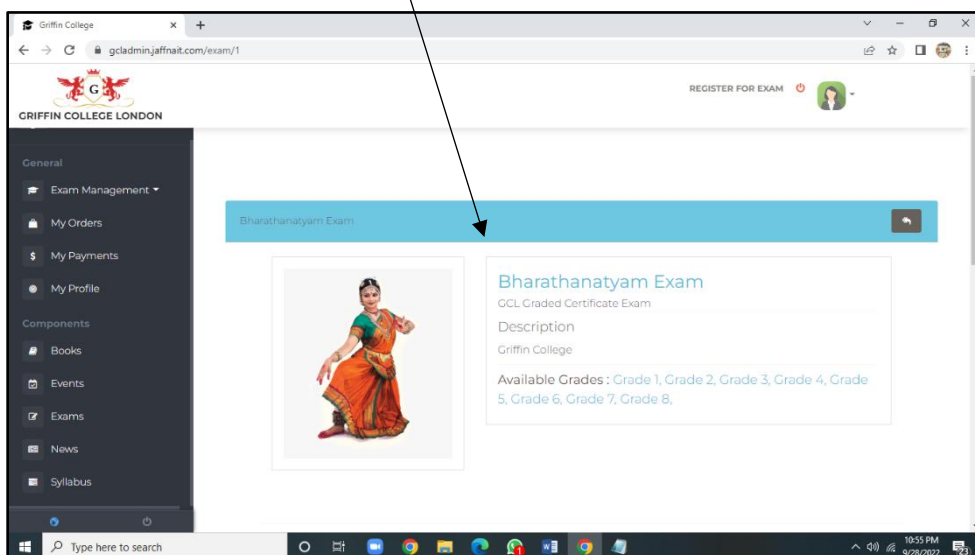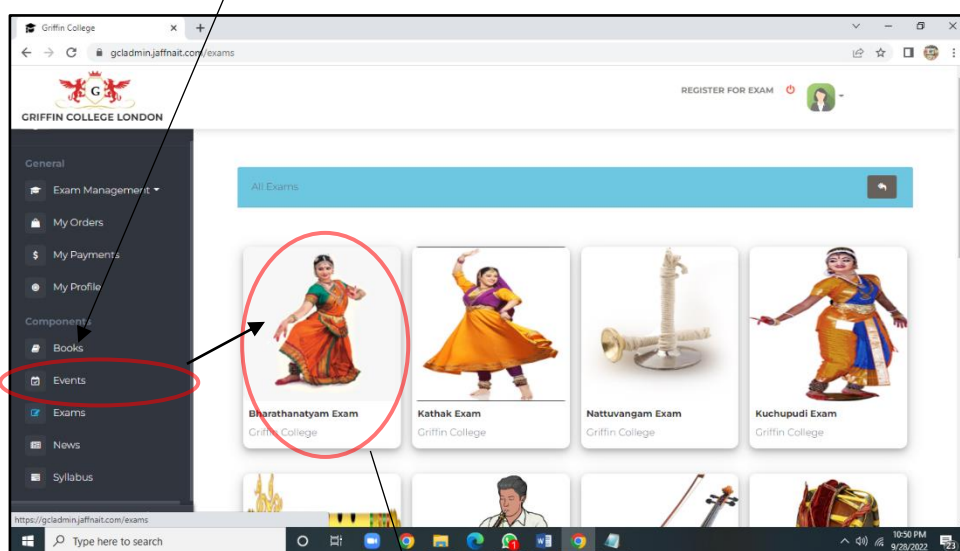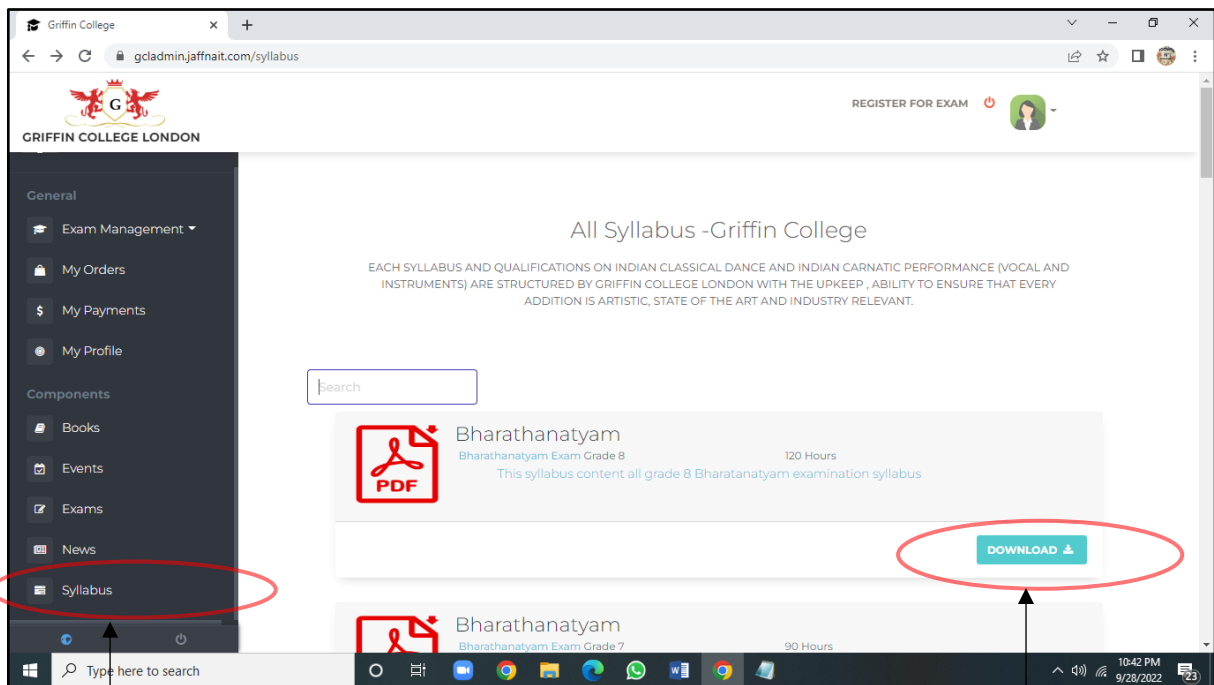
➢ You can get all the Exam Notices by click on "Exam Noticer" button in the left menu panel, then you can get details of each exam notice by click on Exams.
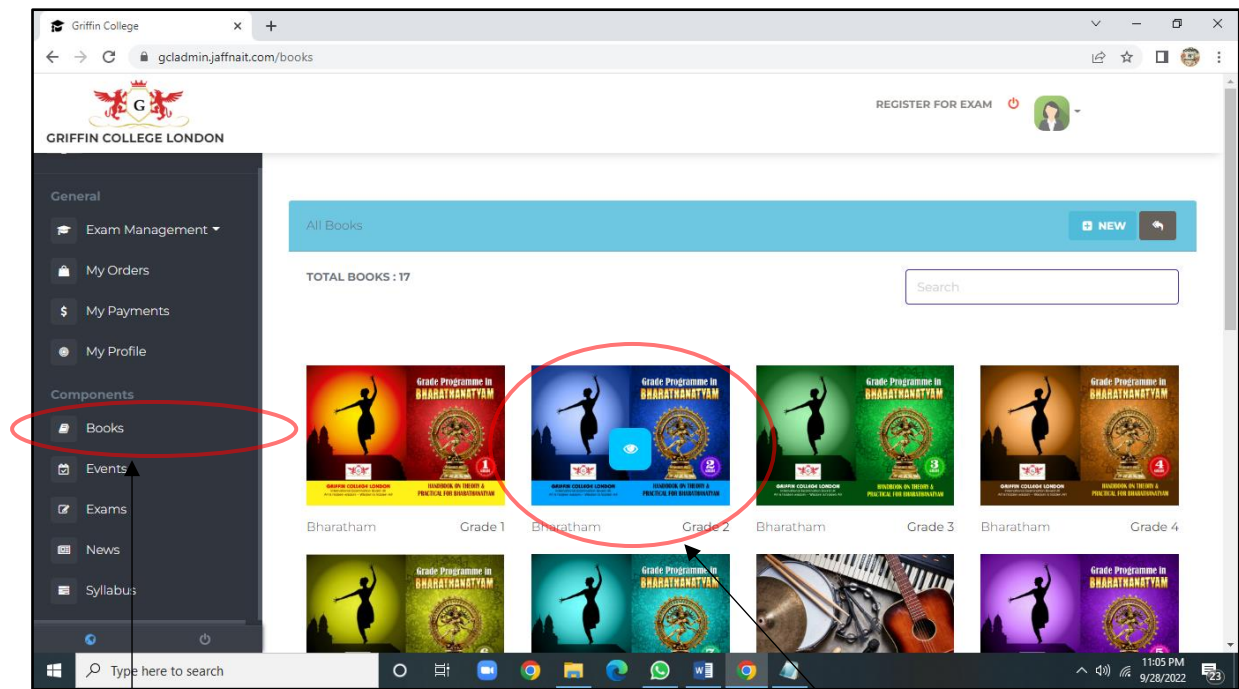

3.1.5 Syllabus

You can get all the syllabus details by click on "Syllabus" button in the left
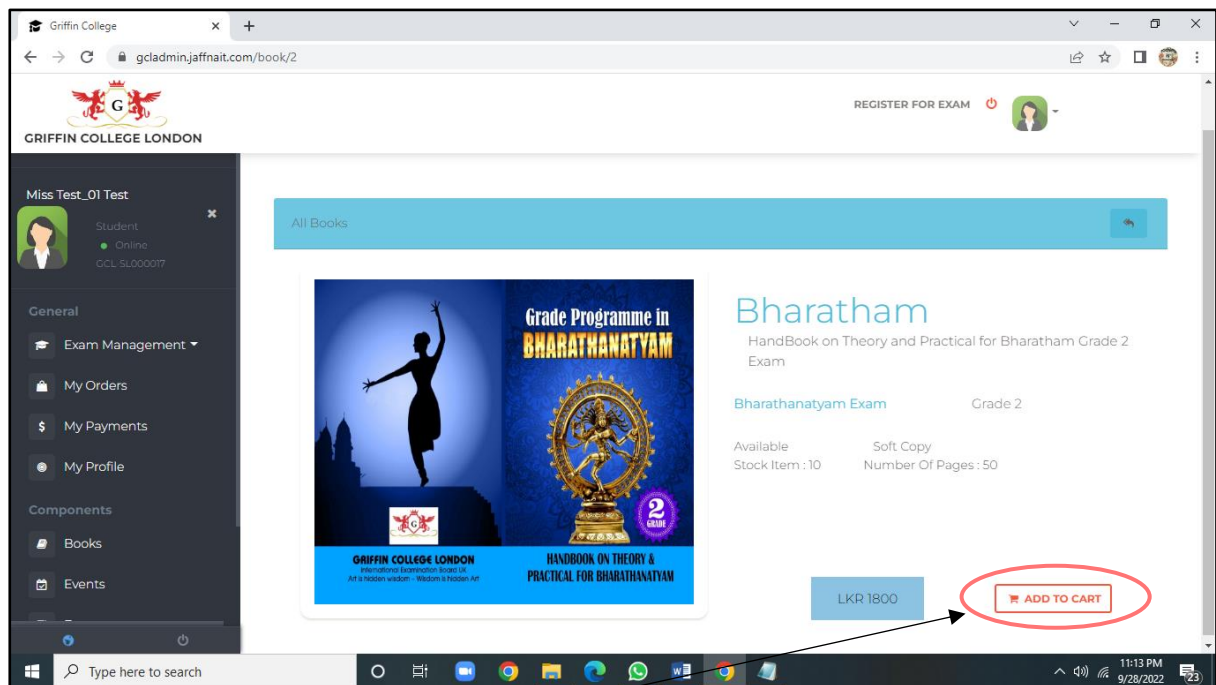
You can see all the syllabus materials and download by click on "DOWNLOAD" button.
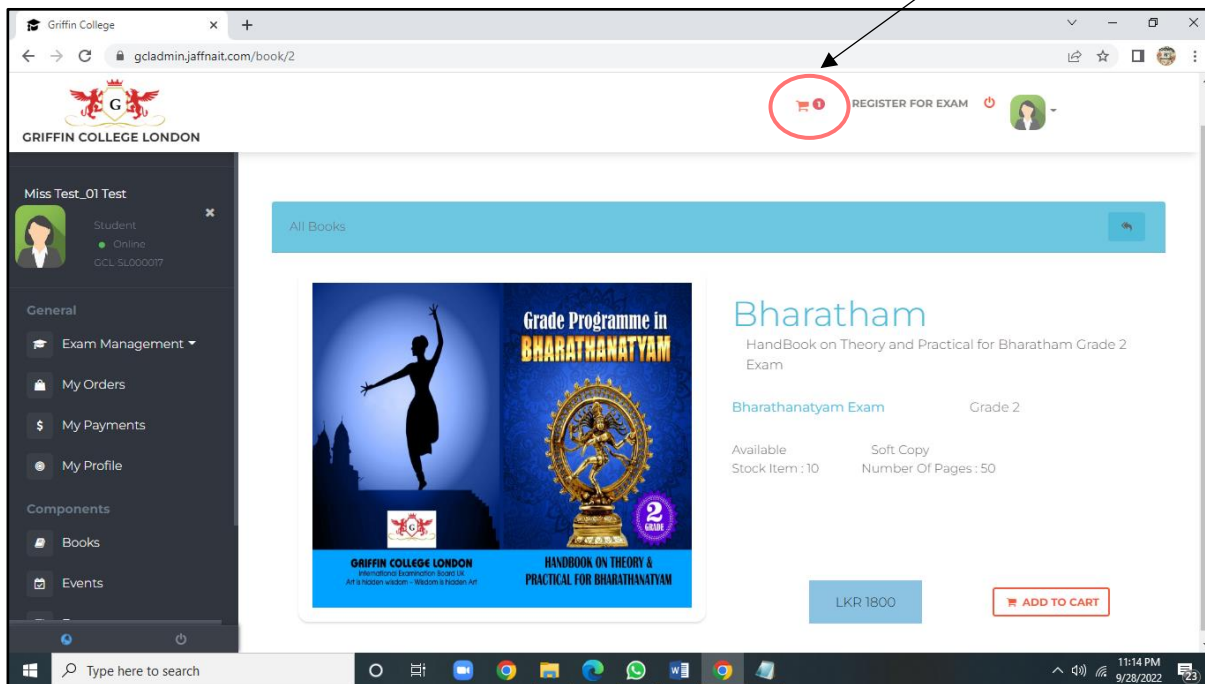
3.1.6 Books

1 You can get all the books by click on "Books" button in the left panel.

2 You can see all the book details and purchase by click on the book.
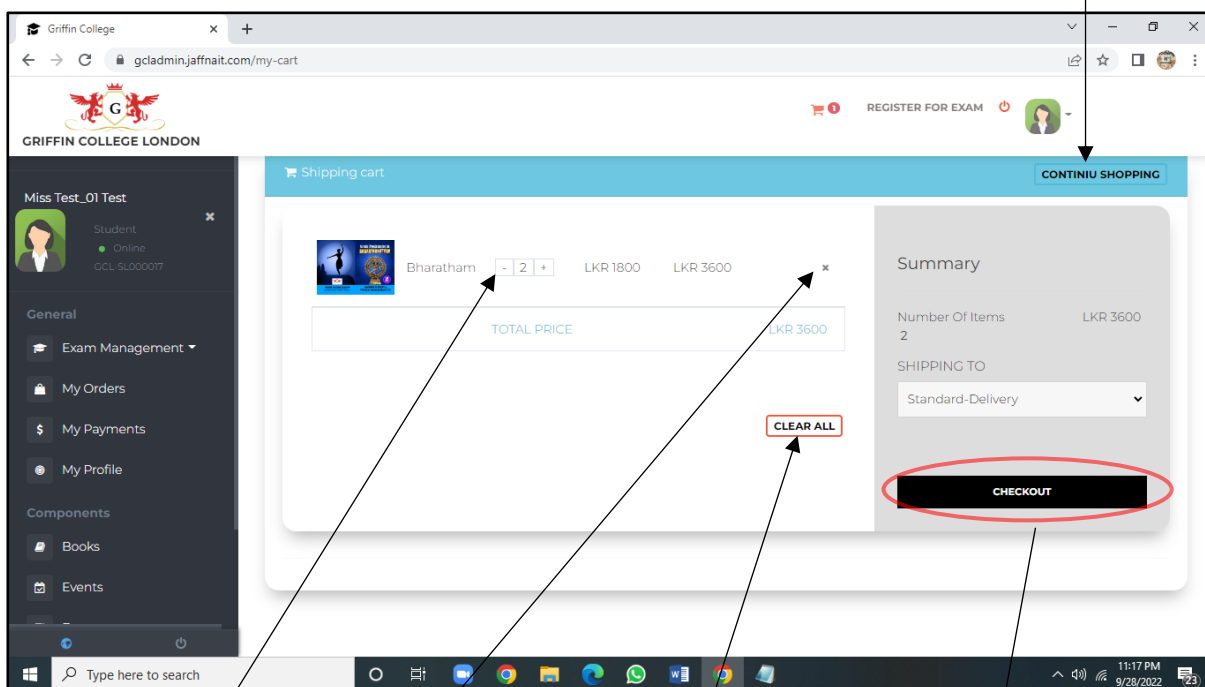

3 You can click on the "ADD TO CART" button

4 After you can click on the "ADD TO CART" button, you can see a cart in the top of the page

➤ After you can click on the cart icon in the top of the page, you can see all the shopping items details
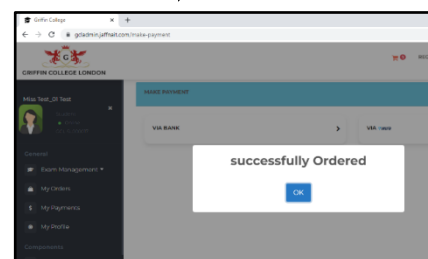
5

You can add more books in the cart
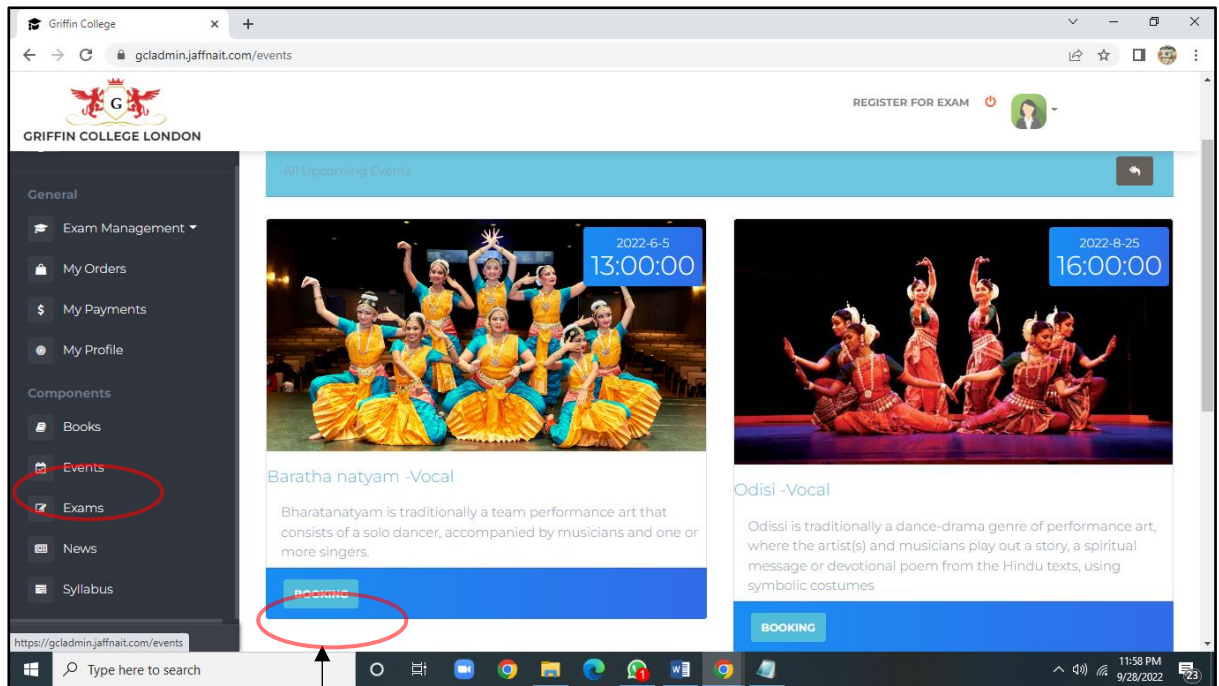

You can change the quantity of the book

You can clear all books in cart

You can checkout books

You delete a book in cart
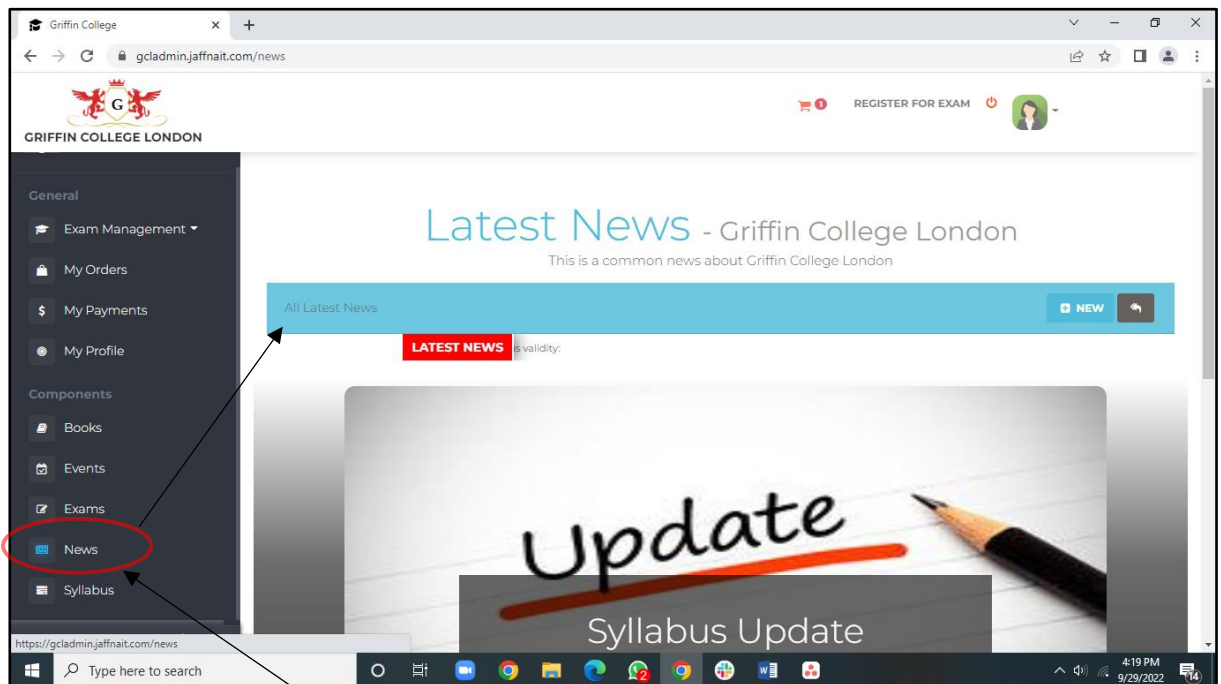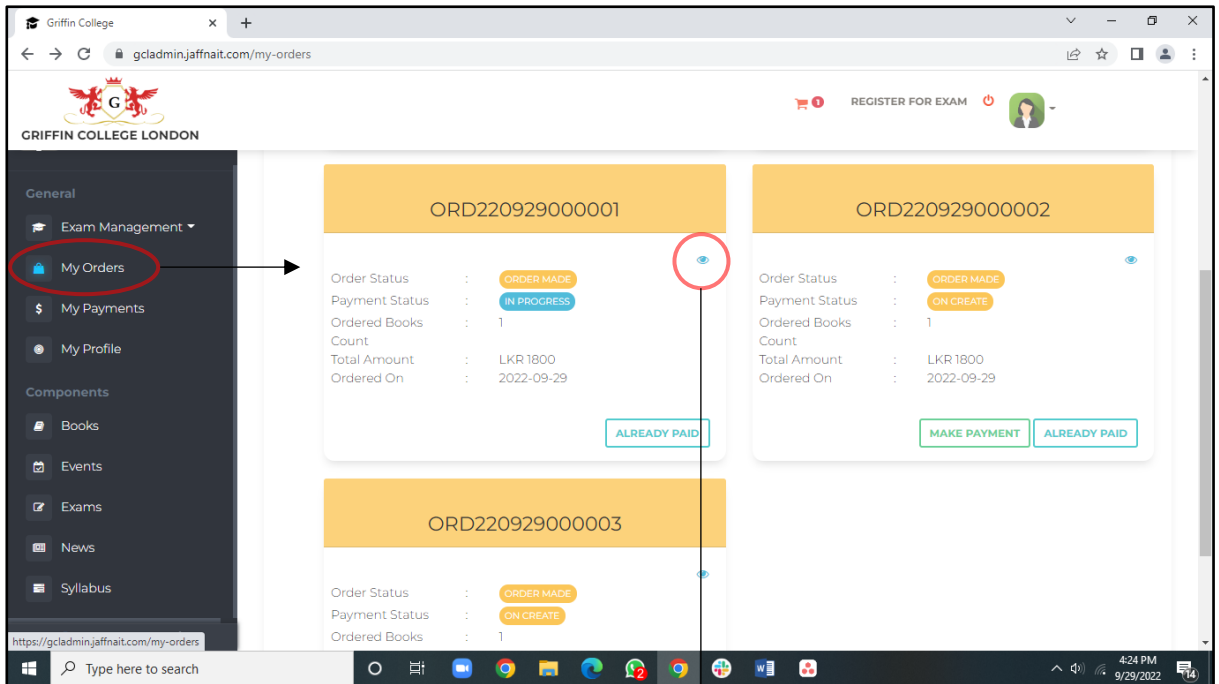
3.1.7 Events and News

Events

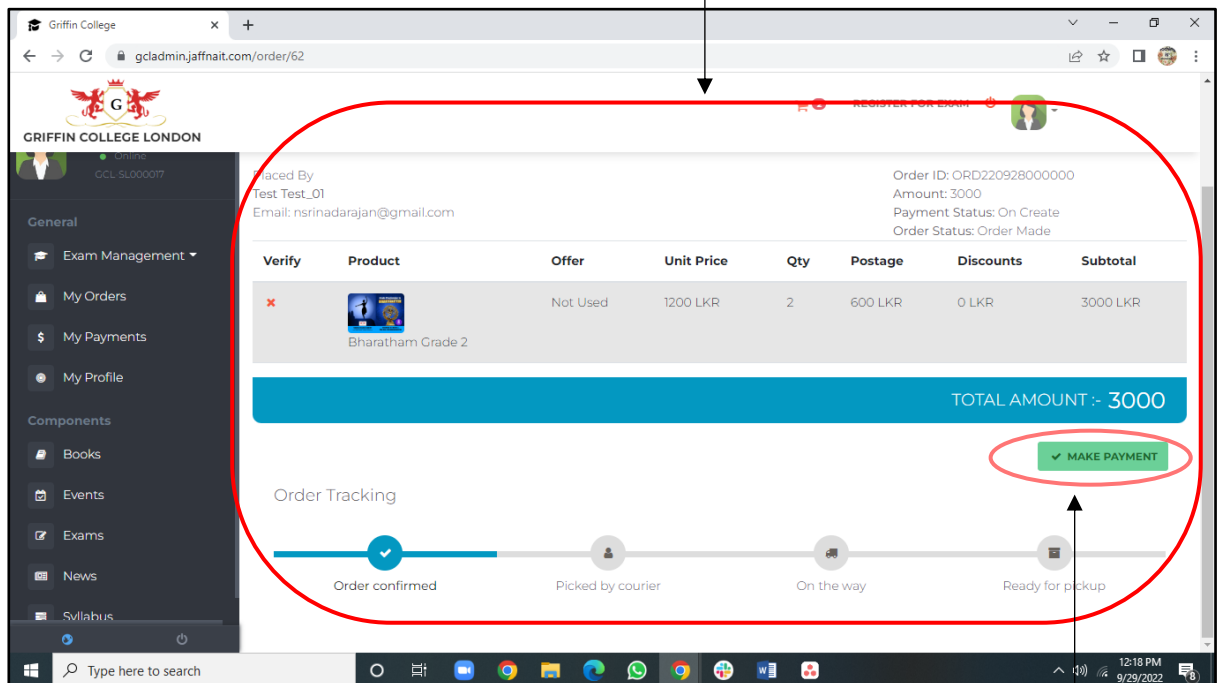You can book for events by click on "BOOKING" button

News

You can see all the news about Griffin College London by click this "News"
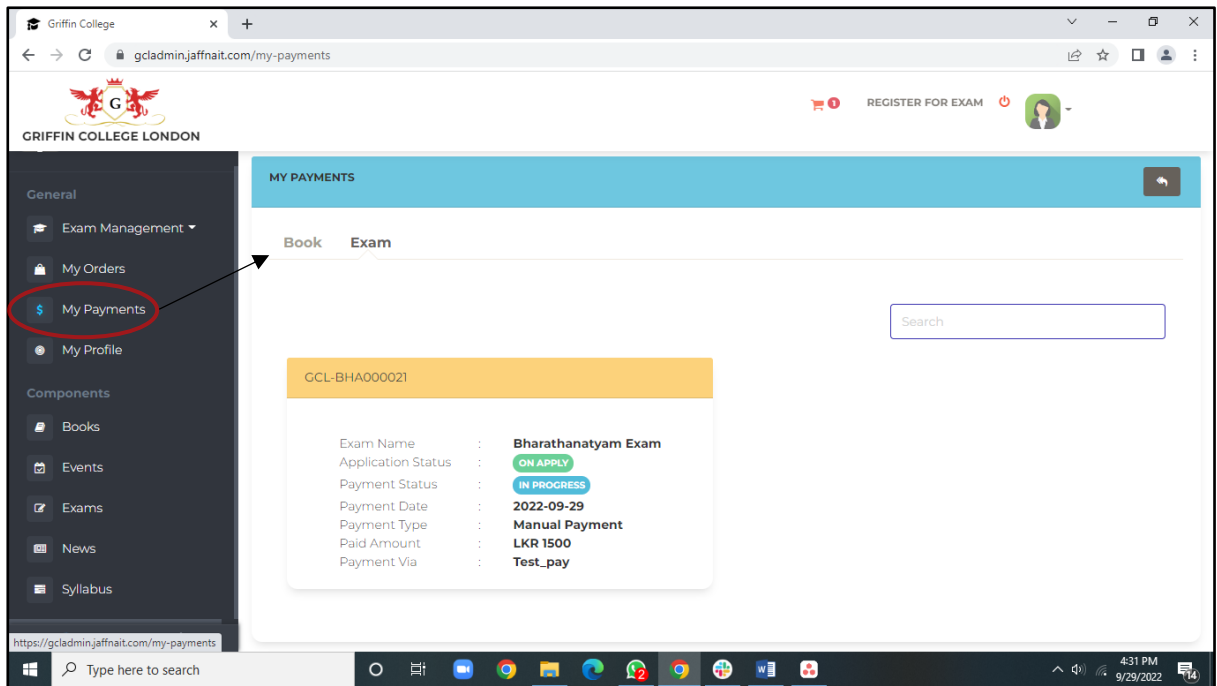button

3.1.8 My Orders

You can see all of your ordered items by click this "My Orders" button

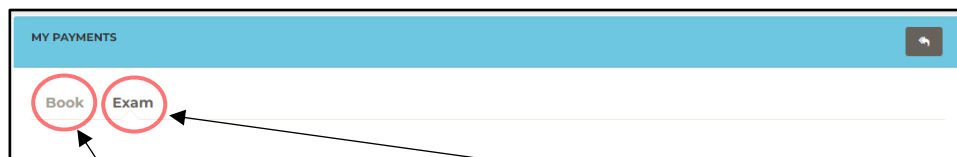You can see each of your ordered items by click on eye icon

You can make your payment Refer **3.1.10 Payment**
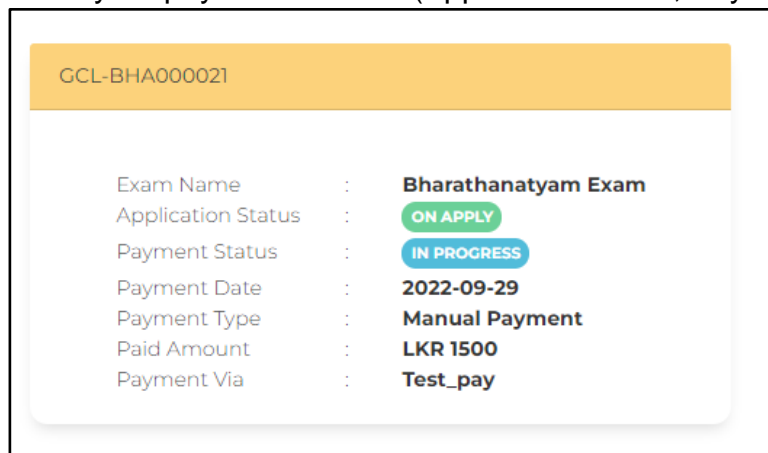
3.1.9 My Payments

You can see all your payments by click on "My Payments" in the left panel.

You can see all your ordered books' payments by click on "Book" button
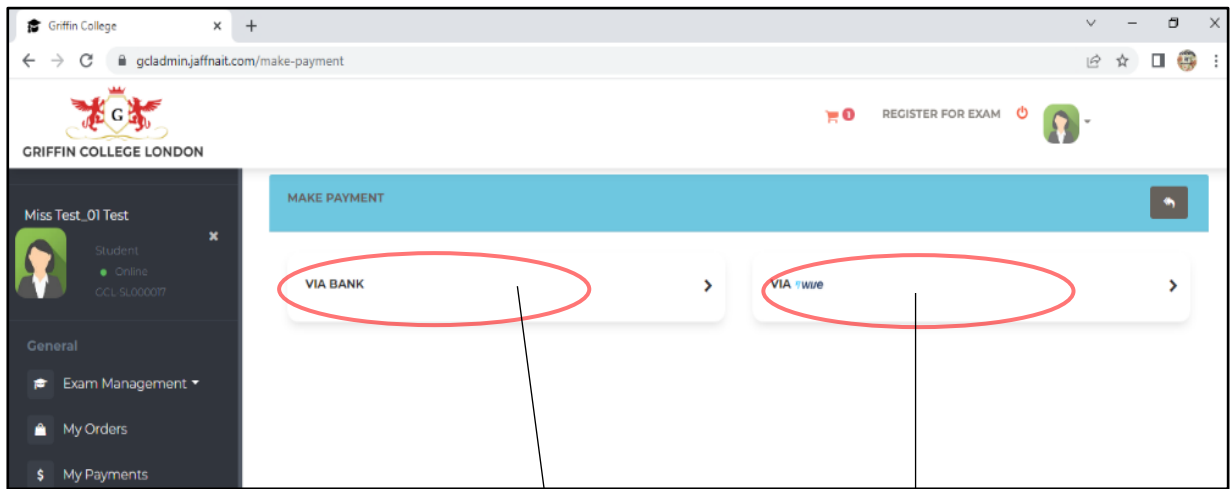
You can see all your registered exams' payments by click on "Book" button

You can see all your payments details (Application status, Payment Status etc)
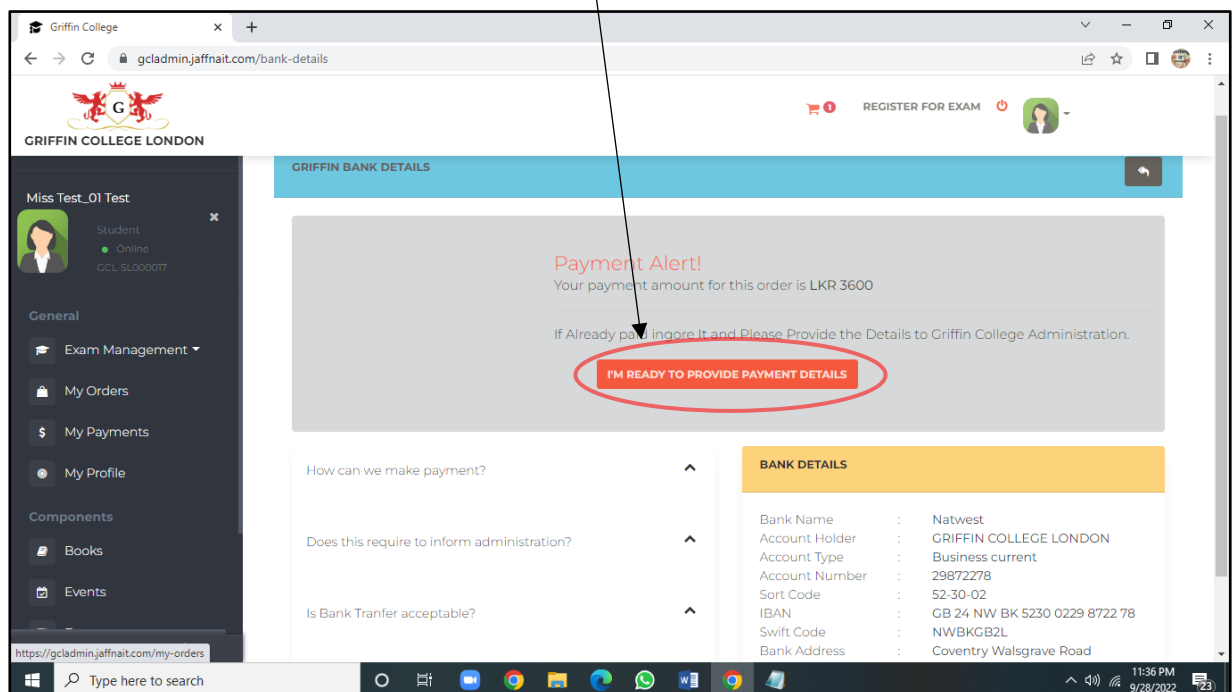
3.1.10 Payment

1

➢ When you select "VIA BANK" methode to pay, all the bank details will be provided.

➢ When you select "VIA WISE" methode to pay, you will be directed to the suitable website to make your payment.
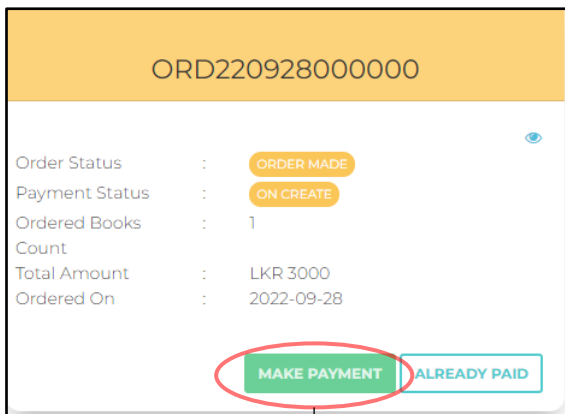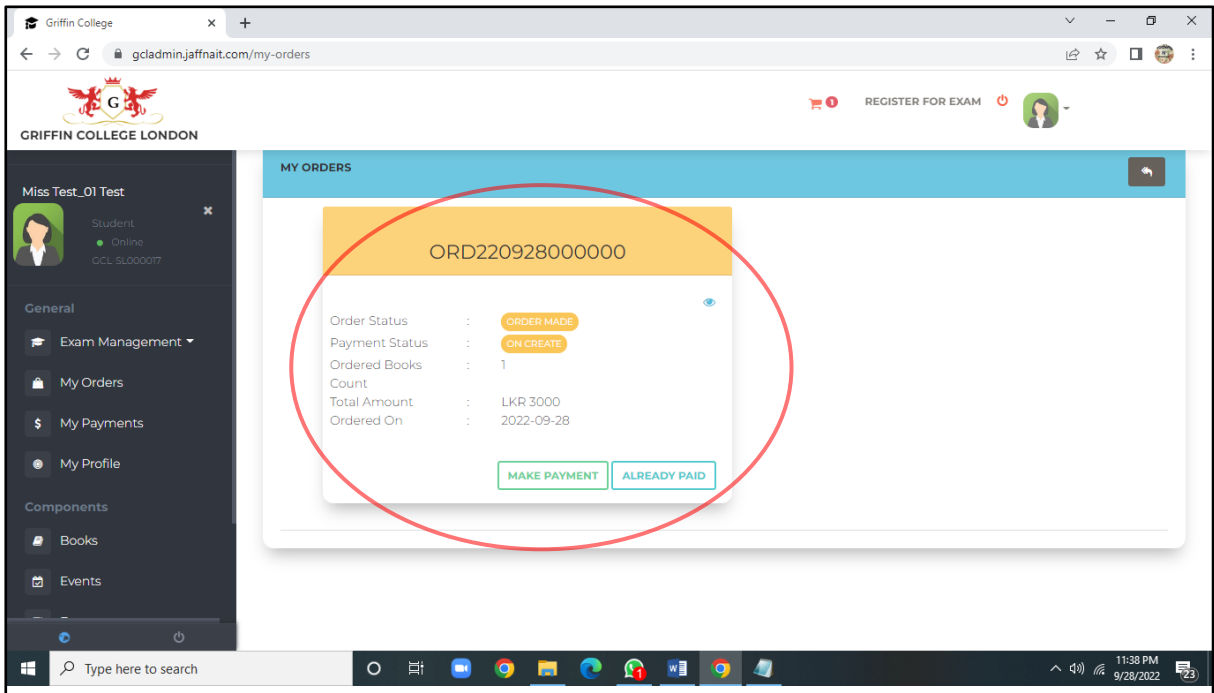
2

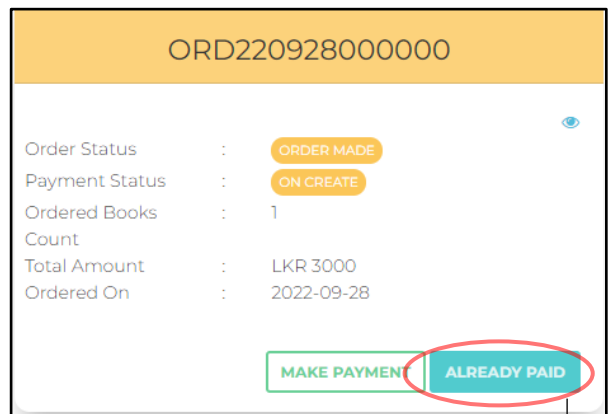You will be provided with all the bank details.

If you already paid, you can click on "I'M READY TO PROVIDE PAYMENT DETAIL" button, you will be dericted to the "MYORDERS" page
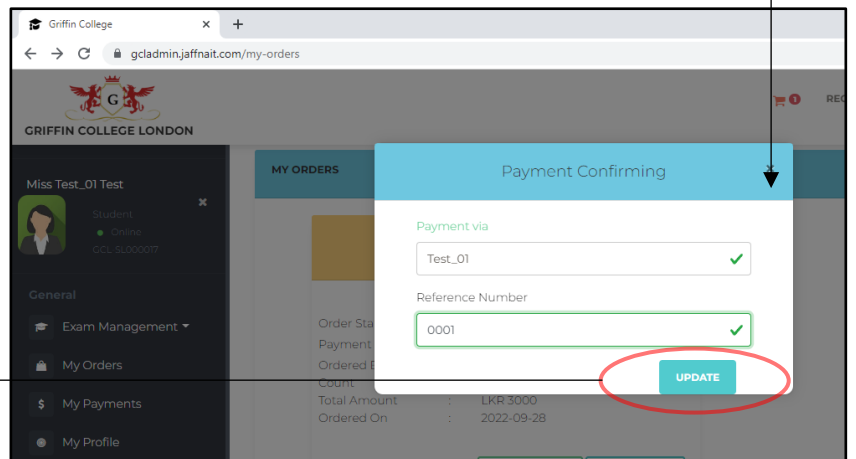
(3)

Derict you to the "MAKE PAYEMNT"

If you already paid click on "ALREADY PAID"

Admin will verify and confirm your payment.

Give - Payment via and Reference Number, Then Click "UPDATE"

➢ When a user visits to the website of Griffin College London (https://griffincollege.org.uk/), Menu will guide you get all the relevant information about exams, syllabus and etc. also in the required situations, it will direct you to install the mobile app version to complete your requirements.
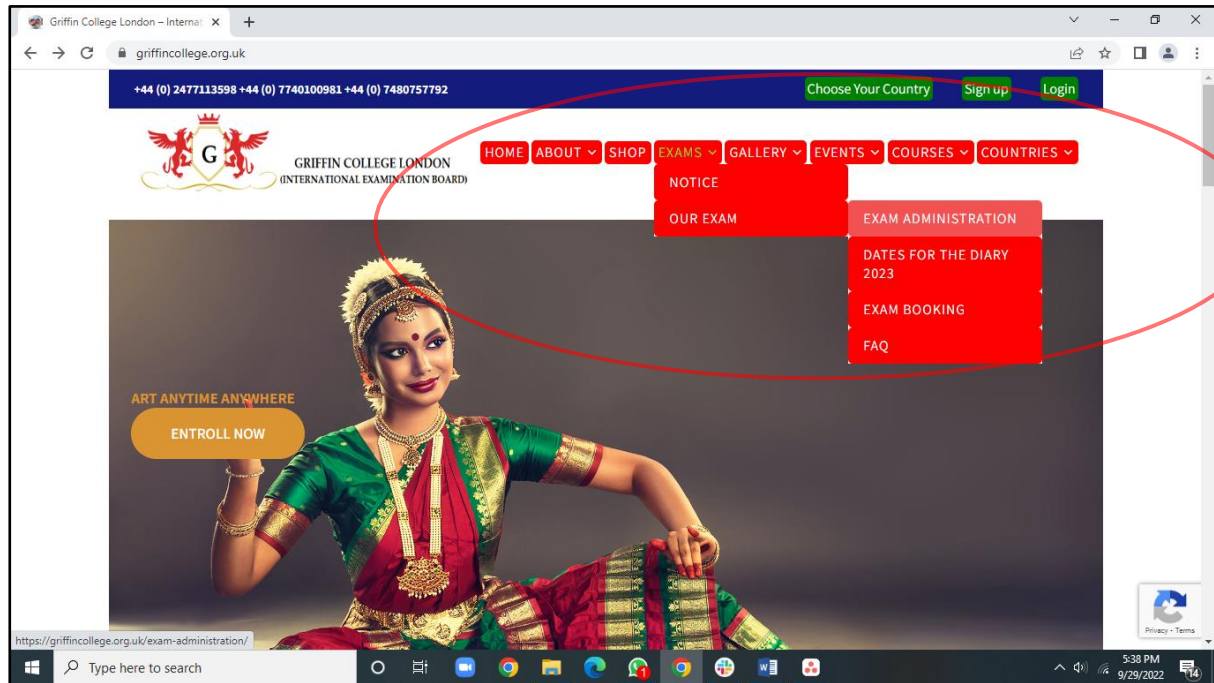
4. Contact Details

Further help If you need any further help using Griffin College London website/app, please email to us on admin@griffincollege.org.uk. Alternatively, call +44 (0) 2477113598, +44 (0) 7740100981, +44 (0) 7480757792.

Please get in touch with the Griffin College London, also the contact details can be found at the foot of each page.

Get In Touch

Unit - 1,Durbar Industrial Estate,
Durbar Avenue,
Coventry, CV6 5QF

+44 (0) 2477113598
+44 (0) 7740100981
+44 (0) 7480757792

admin@griffincollege.org.uk