



Manager Guide

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02 Getting Started Guide

- Go to <https://vgmed-gawda.sabacloud.com>
- Enter your username and password, and then click "Sign In"

GAWDA
Gulf Arab World Development Authority

Welcome to GAWDA Online Learning!

[CLICK HERE](#) to view our User Guide.

Need additional assistance? Contact VGM Education at 866-227-8171.

USERNAME

PASSWORD

Keep me signed in [Forgot password?](#)

SIGN IN

The first-time logging into the new system, you will be prompted to change your password. You can keep the password the same by retyping it into the “New Password” field, then click ‘Activate’.

Welcome

Welcome

About You

FIRST NAME *

LAST NAME *

NEW PASSWORD *

CONFIRM NEW PASSWORD *

Your Profile

Upload a Photo
You can upload a JPG, BMP or PNG file. The image size must be at least 150x150 pixels and the file size must be smaller than 3MB.

No file chosen

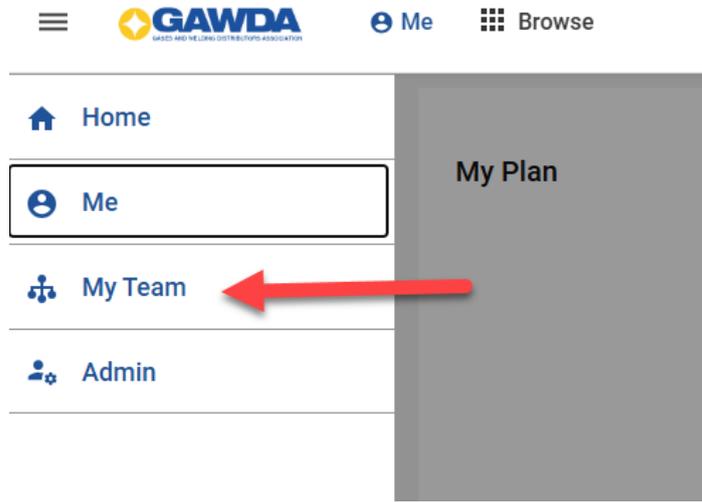
Brief Bio

ACTIVATE

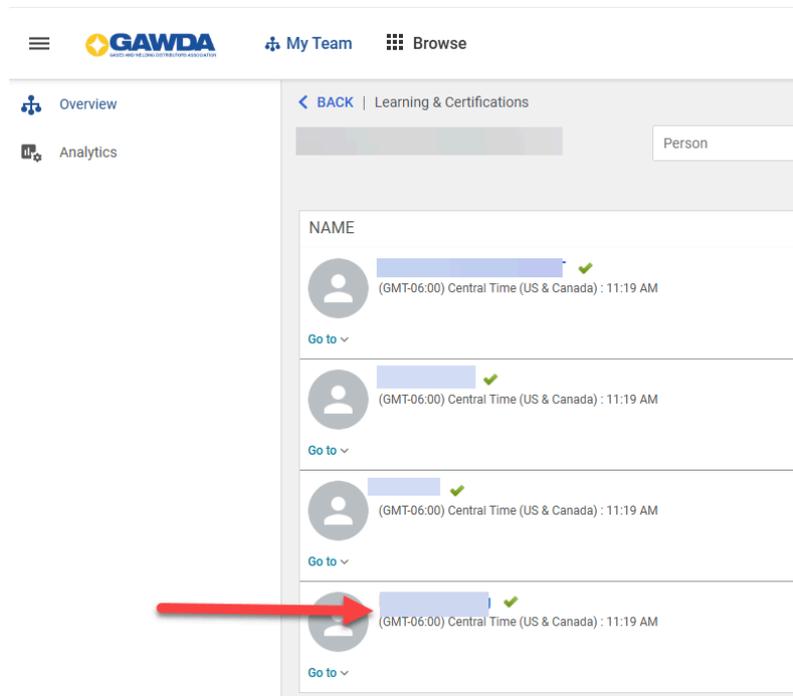
04

Printing a Certificate

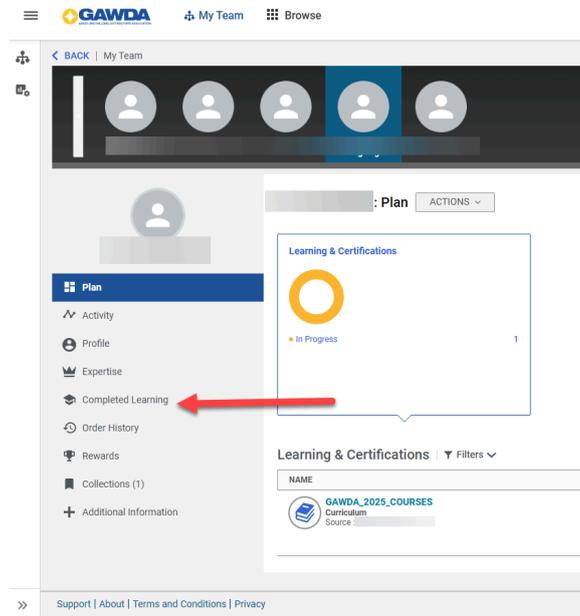
- On the home page, the 3 lines in the left-hand corner, then click ‘My Team’.



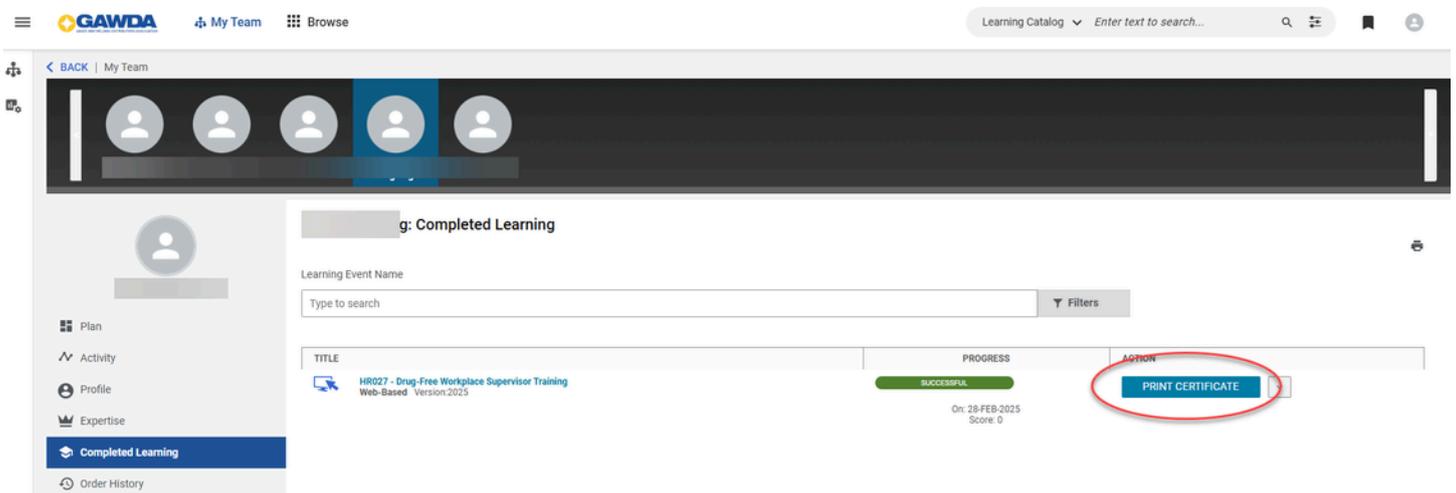
- Your full active team will appear. Click on the user's name that you want to print certificate for.



- Click on Completed Learning on the left-hand side.



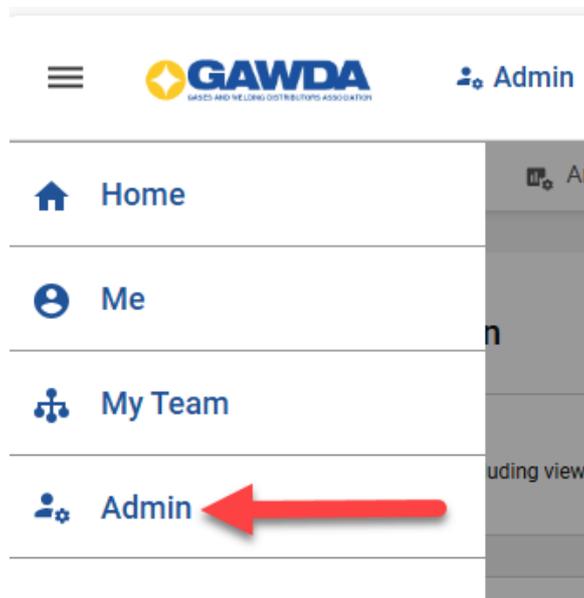
- Then select Print Certificate.



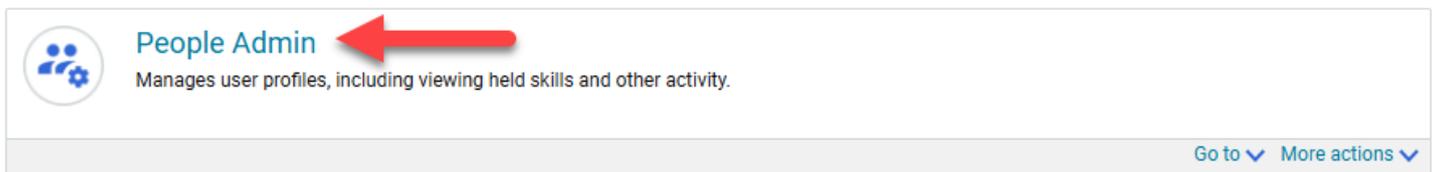
05 Management Guide

06 Editing a Profile

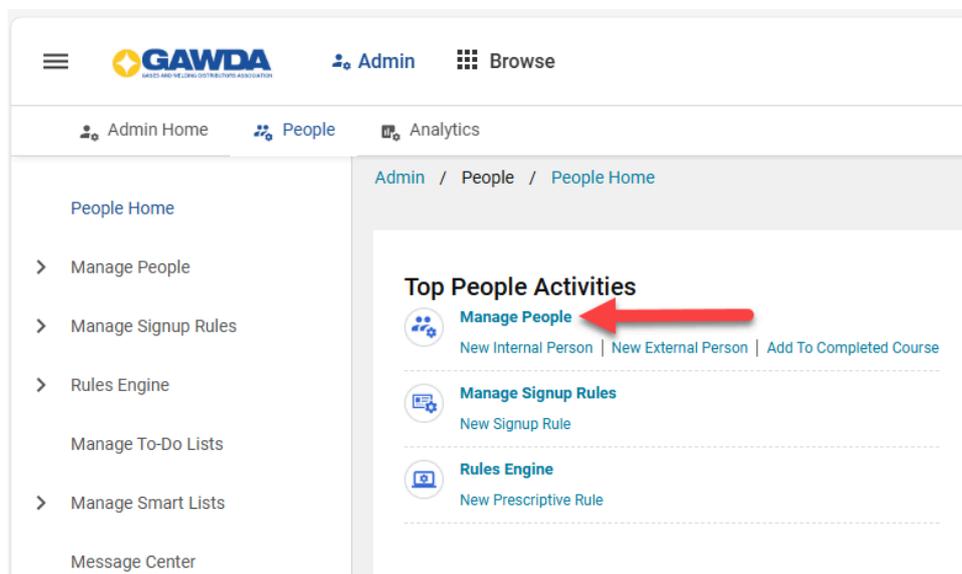
- Select 'Admin' from the left-hand menu.



- Click 'People Admin'.



- Click 'Manage People'.



- Select 'External People' on the left-hand side.
- Search for first name, last name or username, then click Search.
- When the person populates below, click on "Edit Profile Information."

Admin / People / Manage People / External People

Search External People

To search for inactive/terminated users, enter today's date in the 'Terminated Before' search field.

Username: Manager:

First Name: Last Name:

Organization: Role:

Job: Status:

E-mail: Include All Suborganizations:

Terminated After: Terminated Before:

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Search Results [Modify Table](#)

Last Name	First Name	Username	Organization	View
Test	Mr.	TEST@TEST.COMGAWDA		Edit Profile Information Profile Snapshot Full Profile

09 Change a User's Password

- Click on 'Password' at the top of the user's profile

Edit Profile Of Mr. Test

Main | Contact Information | Address | **Password** | Preferences | Privileges

- Enter a new password, confirm password and click Save.

Edit Profile Of Mr. Test

Main | Contact Information | Address | **Password** | Preferences | Privileges

Change Password

User Name: TEST@TEST.COMGAWDA

New Password*

Confirm Password*

Inactivating/Reactivating Profile

- **2 step process both ways!!**
- Set status to “Inactive”

Edit Profile Of Mr. Test

Main | Contact Information | Address | Password | Preferences | Privileges

Title: -Select One- | Username*: TEST@TEST.COMGAWDA

First Name*: Mr. | Last Name*: Test

Middle Name: | Suffix: |

Domain: | Status: Active

Home Domain*: | Gender: -Select One- (Active, Inactive, Leave)

Organization: | Job Level: |

Home Organization: | Person No: |

Job: | Person Legal ID: |

Manager: | Business Card Title: |

Additional Approver for Orders: | E-mail: test@test.com

Location: | Person Type: -Select One- |

Start Date: | Terminated On: | Ethnicity: -Select One- |

Religion: -Select One- |

- Enter an “Inactivated On” date.
- Scroll to the bottom of page and click “save.”

Edit Profile Of Mr. Test

Main | Contact Information | Address | Password | Preferences | Privileges

Title: -Select One- | Username*: TEST@TEST.COMGAWDA

First Name*: Mr. | Last Name*: Test

Middle Name: | Suffix: |

Domain: | Status: Active

Home Domain*: | Gender: Not Known

Organization: | Job Level: -Select One- |

Home Organization: | Person No: |

Job: | Person Legal ID: |

Manager: | Business Card Title: |

Additional Approver for Orders: | E-mail: test@test.com

Location: | Person Type: -Select One- |

Start Date: | Terminated On: 28-JAN-2025

Religion: -Select One- |

- **To Re-activate a user**
- Change status to 'Active'
- Clear out the inactivated-on date by clicking the calendar icon, and then select "Clear" at the bottom of the calendar
- Scroll to the bottom and click "Save"

Edit Profile Of Mr. Test

Main	Contact Information	Address	Password	Preferences	Privileges
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Title	-Select One-	Username*	TEST@TEST.COMGAWDA
First Name*	Mr.	Last Name*	Test
Middle Name		Suffix	
Domain	VGM Ed...	Status	Active
Home Domain*	https://vgmed-g...	Gender	Not Known
Organization	January 2025	Job Level	-Select One-
Home Organization	S M T W T F S	Person No	0000087318
Job	1 2 3 4	Person Legal ID	
Manager	5 6 7 8 9 10 11	Business Card Title	
Additional Approver for Orders	12 13 14 15 16 17 18	E-mail	test@test.com
Location	19 20 21 22 23 24 25	Person Type	-Select One-
Start Date	26 27 28* 29 30 31	Ethnicity	-Select One-
Terminated On	28-JAN-2025		