

# EDUBRIDGE FOCAL PERSON QUICK GUIDE

Helping your institution move from workspace activation to trainee PoE readiness.

## Your Main Role

As the Institution Focal Person, you help coordinate EduBridge activation inside your institution.

You are not expected to do everything alone. Your role is to ensure the right people receive the right message and that issues are escalated early.

## Your 5 Priorities

- ✓ Share the trainee activation link.
- ✓ Coordinate trainers and assessors.
- ✓ Identify Trainee Ambassadors.
- ✓ Monitor trainee activation and subscription progress.
- ✓ Escalate issues to EduBridge Support.

## Key Message to Trainees

### Have you checked your registered units?

Activate EduBridge, confirm your units and start preparing your digital PoE early.

## Official Trainee Link

[www.edubridgeapp.com/Home/ActivateTrainee](http://www.edubridgeapp.com/Home/ActivateTrainee)

## Ambassador Application Link

[www.edubridgeapp.com/partner/apply](http://www.edubridgeapp.com/partner/apply)

## What Trainee Ambassadors Do

Trainee Ambassadors help fellow trainees:

- ✓ Activate EduBridge.
- ✓ Check registered units.
- ✓ Understand EduBridge ePoE.
- ✓ Prepare digital PoEs early.
- ✓ Escalate issues to the Institution Focal Person.

Approved ambassadors can earn commissions for successful referrals and subscriptions under the EduBridge Ambassador Program.

## What Ambassadors Must Not Do

- ✗ Do not collect cash.
- ✗ Do not issue personal payment instructions.
- ✗ Do not ask for OTPs, passwords or M-Pesa PINs.
- ✗ Do not speak on behalf of TVET CDACC.
- ✗ Do not promise assessment success.