DEPARTMENT OF EDUCATION

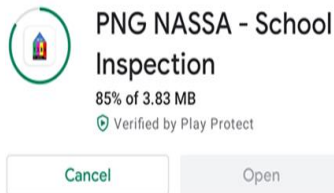## USER GUIDE FOR ACCESSING 3 VERSIONS OF THE NASSA APPLICATION

1. Desktop Edition

a) Go to Department of Education Website : www.education.gov.pg
b) Click on PNG NASSA Applications on Home Page
c) Select NASSA Application for Desktop PC Link
d) Download onto Laptop or Computer
e) Locate file from download location
f) Double click to install the application
g) A shortcut icon is created at the desktop upon completion
h) Double click on the icon to open the Application.

Alternatively, copy installation file from DOE ICT Division to flash drive and run installation on laptop or computer.

2. Mobile Version

a) Go to Department of Education Website : www.education.gov.pg
b) Click on PNG NASSA Applications on Home Page
c) Click on NASSA Mobile Application Link
d) Download installation file
e) Click on "Install" to run installation.
f) Click "Open" once installation completes at 100%.
g) Login to Begin Inspection.

Alternatively;

a) Go To Google Play Store
b) Type PNG NASSA-SCHOOL INSPECTION and select the application.
c) Click on **Install** to run installation until it is 100% complete.
d) Click **"Open".** Login to Begin Inspection.

3. NQSSF Report (NASSA Web Report Application)

a) Go to Department of Education Website : www.education.gov.pg
b) Click on PNG NASSA Applications Icon on Home Page
c) Select NASSA Web Report
d) Login to view Inspection Status Reports and Overall Performance Reports
e) Two menu will be seen on the left pane of the browser.
   1. Graph Report 2. School Inspection Report.
f) To see the list of schools, click on the pie graph or the bar graph to see the filtered schools. Executives will get to see all schools across the country.