

October 2015

## Education Program

### Access to Odoo Online with unlimited users and databases

Dear Teacher,

Congratulations! You have made the right choice by choosing Odoo for your courses!

In these guidelines, you will learn how to create a database for academic purposes. You can either create a database for each of your students (and have it all under your own Odoo account) or explain to your student how they can create their own database with their account. If the first case scenario, as a teacher, you will have an overview of all your student's databases and be able to monitor their progress on given exercises. In the second scenario, you'll need to ask them to add you as a user/administrator, depending of your needs.

**Please remember: all databases created are valid for 10 months. After 10 months, they will automatically expire! They can't be saved. However, your personal account will remain active.**

This guidelines will guide you through the different processes in order to create your own Odoo account with several databases. This is the example when all your students databases are registered under one main account, which is **yours**.

Just follow the screenshots for details on how to create your first database!

Enjoy Odoo 9!

--

Charline Louis,  
Odoo - Education Program  
[education@odoo.com](mailto:education@odoo.com)  
[www.odoo.com](http://www.odoo.com)

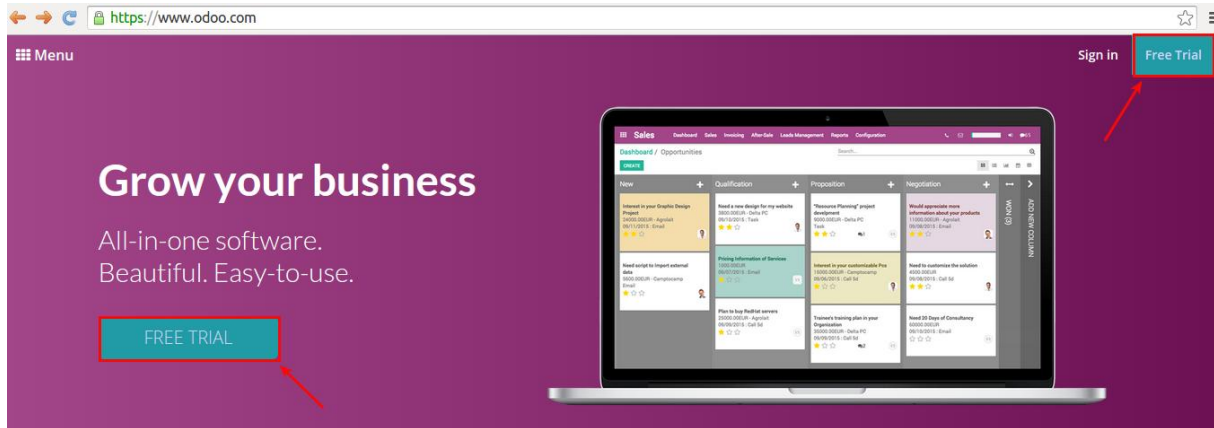
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## 1. Create your first database

Please note that the main account should only be accessible to you. Students and other teachers should not have access.

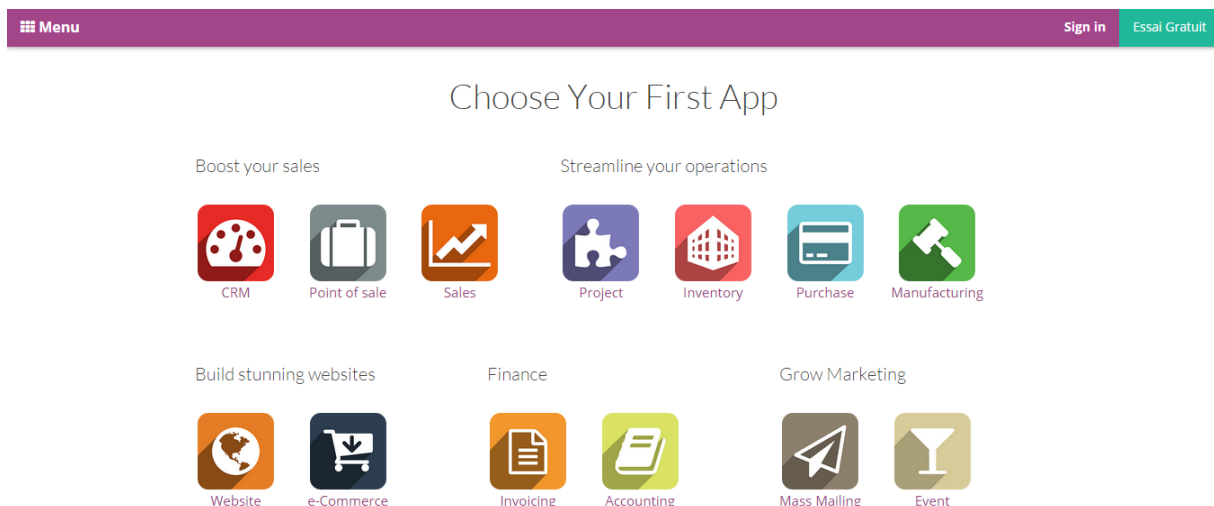
Go to [www.odoo.com](https://www.odoo.com).




On the home page, click on Free Trial.

You'll get to the webpage with all the Odoo modules. Click on the first module you need. If you need more than one module, you'll have the possibility to add more modules afterwards, when the database is created.

For example, let start with Odoo CRM.



## 2. Create the main account

 Menu

Sign in

Essai Gratuit



Free Trial Subscription

15 days free. Instant access.

Name

Email

Company Name

edu-testclo

edu-testclo.odoo.com

Phone Number

Country

Belgium

Language

Français

Company size

Primary Interest

Start Now

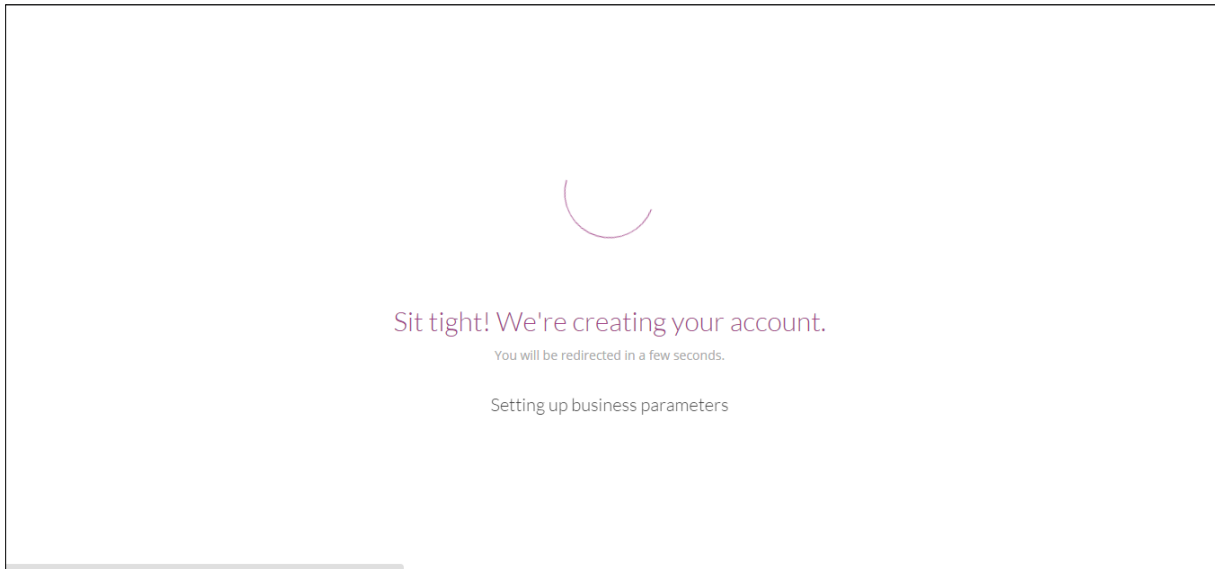
Now, this is the part where you create the account.

Fill in your name, email address. These account details are not meant to be shared with other teachers or students. I recommend that you add your own email address, with your name.

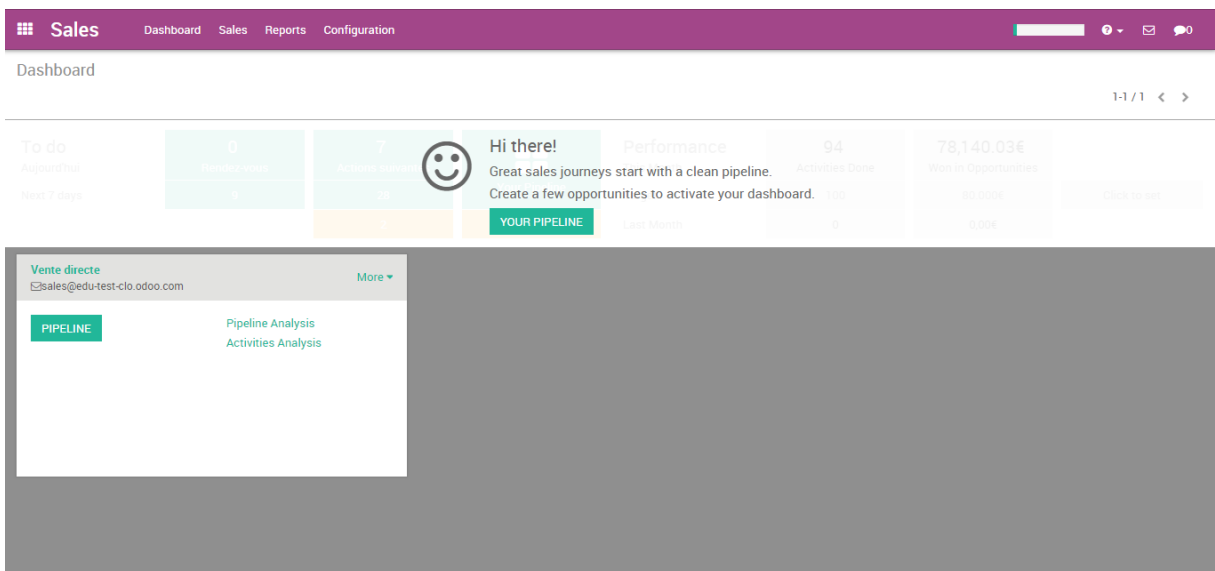
On the Company Name field, you have to fill in the name that your database will have. **To be part of the Education program you have to start your database name (the company name) with the prefix "edu-"** (example: "edu-nameofthestudent.odoo.com" or "edu-nameoffakecompany.odoo.com"). If you don't use this, you won't have the 10-month validity and unlimited users for the database.

**Warning:** the name of the database can't be change, it will be permanent! Click "Start Now".  
Your database is created!

(If you have chosen Odoo Sales, a pop-up window will ask you which accounting plan you need: simply choose your country. )

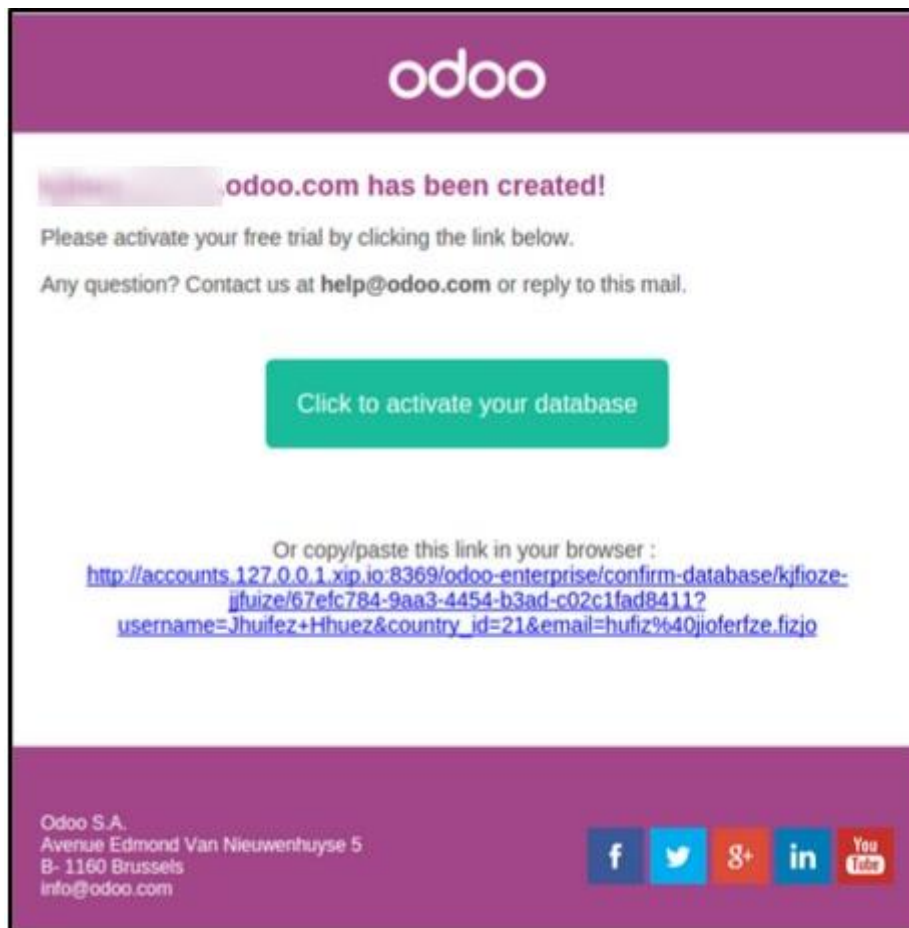


## Welcome to Odoo 9 !



It's done! Your database is created but valid for 4 hours (as a trial). This option is easy to use if you want to make some tests and see how Odoo works for some case scenario before doing it on your "real" database.

**In your inbox (check the spam folder too) you have received an email asking you to activate your database. Please, activate the database to create a password and to extend the validation of the database to 10 months!**



Menu

Clo test ▾

Essai Gratuit

## Activate Your Database

test\_clo@mailinator.com

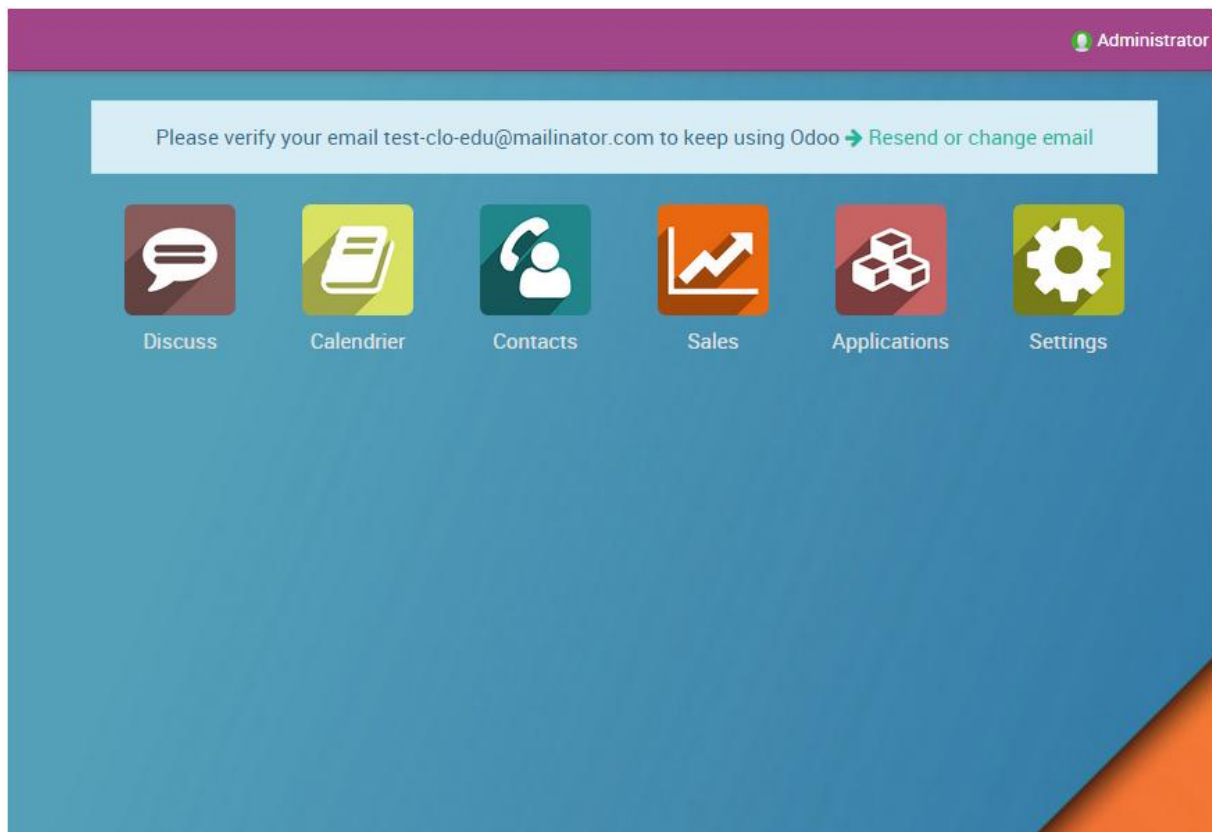
Choose a password

Confirm your password

Activate Your Database

You'll see in the menu at the top a purple bar that ask you to verify your email address to keep using Odoo. This is normal.

Now, your account has been created and you have one database valid for 10 months under this account.



This is the "home page".

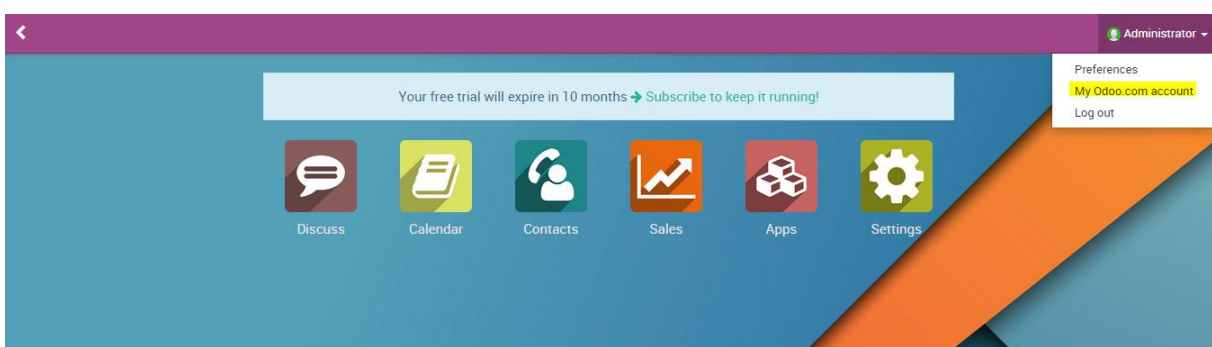
You can create a new database at any time.

### 3. Create more databases with the same account

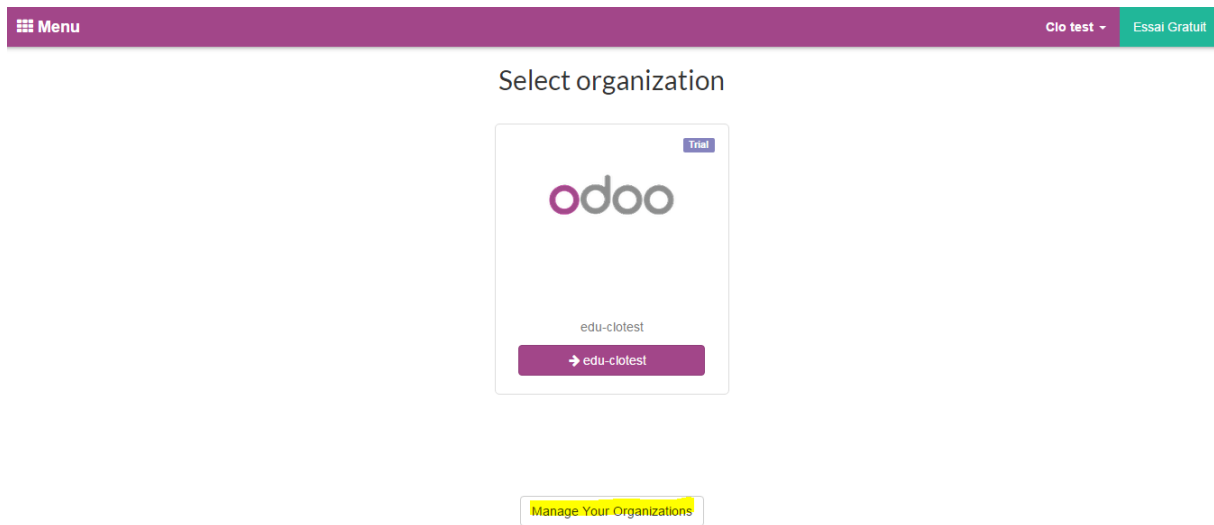
The idea now is to create a new database with the same main account (the teacher's account). Depending on your school program, you might need one database per student, per class, etc.

Creating more databases within your own account will allow you to view all the databases that you've created for the students and keep an eye on their database during their apprenticeship.

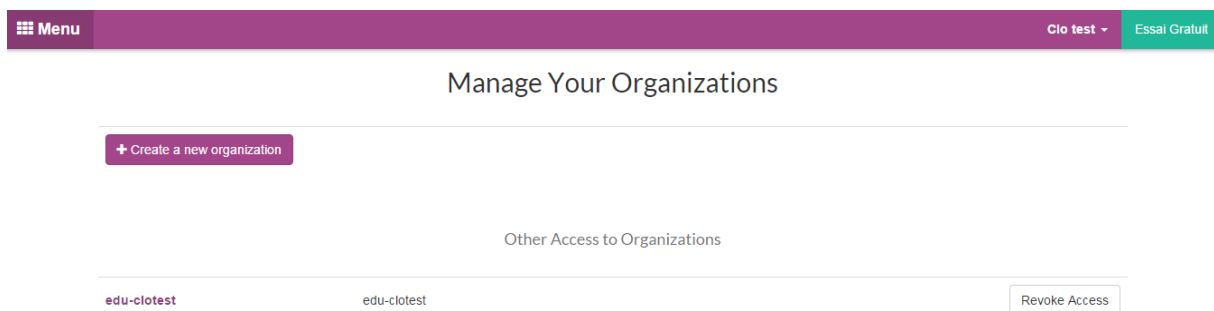
In your first database, click on your name on the top right hand corner on the home page and choose "My Odoo.com account"



You'll come to the "main menu" of the teacher's account. You'll see that your first database is "trial". This is normal.



To create a new database, click on "Manage your Organizations".



And click on "Create a new organization". You'll arrive on the web page with the modules. Choose a first module to start with.

On the Subscription, on the "Company Name", fill up the name of the new database. **Again, the name of the new database should start with "edu-".**



### Free Trial Subscription

15 days free. Instant access.

Name Clo test	
Email clo_test@mailinator.com	
Company Name edu-edutest	Phone Number
edu-edutest.odoo.com	
Country Belgium	Language Français
Company size	Primary Interest
Start Now	

## 4. New: Education Platform! Make your database public to let your students get a copy of it (with your data included)

Odoo has recently created a new platform in order to share databases. This platform is a great alternative for the teachers who want to give their lessons with a pre-set database (demo data).

In this case, the teacher can create a database and choose to make it public. As soon as the database is "shared", a copy becomes available on the public platform.

Once a database (DB) has been shared, its validity is extended from the 10-month period to an unlimited validity. This allow teachers to keep their template DB over the years for the next classes. Technically when the student goes on the platform and choose to start with your DB, a copy of the public DB is created for the student. That copy has to start with "edu-" to benefit from the Edu program advantages.

On their side, teachers can keep their original database (still valid for 10 months) and continue to work in it. They can choose to copy/share it again later if they want. (Be careful of duplicates with the previous share of the DB on the platform).

**Warning:** If you decide to make your database public, it can be used by any students (or visitors) around the world!

### How does it work?

Visit: <https://www.odoo.com/page/edu>

Follow the steps:

1. Create a Database (follow the guidelines previously explained)
2. Publish your course: You can share your database and add some explanations, etc.  
You'll arrive on the "Manage Organization" page of your account. You'll see that you have an extra feature called "Share".



Menu
Charline Louis (clo)
Free Trial

### Manage Your Organizations

edu-cahiertest 8.0aas-6	Your Company	Duplicate	Backup	Share
training-coolkid 8.0	Cool kid	Duplicate	Backup	Share

+ Create a new organization

#### Other Access to Organizations

edu-cahiertest	Your Company	Revoke Access
webinarposrestaurant	webinarposrestaurant	Revoke Access
onboarding1	Your Company	Revoke Access
training-coolkid	Cool kid	Revoke Access

Click on "Share" to publish your database on the platform. Odoo will ask you to add some information to introduce your database to the visitor who will click on it.

Click on the option "Publish as a Course" to make sure that your DB will appear on the list of the Education platform.

Please fill in all the fields, as this will help your students to find your database on the platform. You can add any kind of information you want. In the "Course description" field, I suggest that you explain which apps need to be installed.

Menu
Charline Louis (clo)
Free Trial

### Publish database edu-cahiertest.odoo.com

☒ Publish as a Course  
will appear on odoo.com/edu
 ☐ Publish as a Demonstration

Course name: Accounting & ERP

Course description:
 

This full year course covers the basics of Accounting, including debits & credits, accounts payable & accounts receivable, and double-entry accounting. Students will learn to prepare the standard accounting forms: balance sheet, cash flow, and income statement. The second part of the course teaches students how the accounting principles transfer into leading ERP office software systems, and provides students with proficiency in leading software. This course gives students a valuable advantage for office work of all kinds, as its principles are interchangeable with other business computer systems.

Author: Teacher's first and last name,

School or university: Business University of Brussels (BUB)

Publish database

Click on the button "Publish database" to be directed to the introduction page of your DB. As you are logged-in, the system knows that you are the administrator of that DB, so you'll see on the top right corner the options to "Edit" the presentation page or "delete" your DB from the platform.

Menu
Charline Louis (clo)
Free Trial

Accounting & ERP

Edit

Stop sharing

edu-
your-company-name
.odoo.com
Try now!

No credit card required. Instant Access. Open Source.

This full year course covers the basics of Accounting, including debits & credits, accounts payable & accounts receivable, and double-entry accounting. Students will learn to prepare the standard accounting forms: balance sheet, cash flow, and income statement. The second part of the course teaches students how the accounting principles transfer into leading ERP office software systems, and provides students with proficiency in leading software. This course gives students a valuable advantage for office work of all kinds, as its principles are interchangeable with other business computer systems.



Business University of Brussels (BUB)  
Teacher's first and last name,

### How does this work?

Starting this course will create a duplicate of the original course database, with all the required modules, settings, customers, documents etc. This database is hosted on our SaS platform, so you don't have to install or configure anything: it will work immediatly. And, your course will be accessible from any computer at the address your defined above.

### How long will I be able to access it?

Your course environment will expire 10 months after creation.

And you're done!

You can now ask your students to go on <https://www.odoo.com/page/edu>

They'll click on the 3rd step "View published Databases". (<https://www.odoo.com/odoo-enterprise/template?mode=edu>)

They'll get access to the list of all the DB already shared. They can directly make a search on the top right corner in order to find your database.

Menu
Sign in
Free Trial

Browse Courses

Education templates

Golden Brewery  
Anne Dourte  
UCLouvain

Accounting & ERP  
Teacher's first and last name,  
Business University of Brussels (BUB)

Once in your database, they can **choose a name to create a new database with your data already in it**. Click "Try now".



edu-  .odoo.com [Try now!](#)

No credit card required. Instant Access. Open Source.

This full year course covers the basics of Accounting, including debits & credits, accounts payable & accounts receivable, and double-entry accounting. Students will learn to prepare the standard accounting forms: balance sheet, cash flow, and income statement. The second part of the course teaches students how the accounting principles transfer into leading ERP office software systems, and provides students with proficiency in leading software. This course gives students a valuable advantage for office work of all kinds, as its principles are interchangeable with other business computer systems.



Business University of Brussels (BUB)  
Teacher's first and last name,

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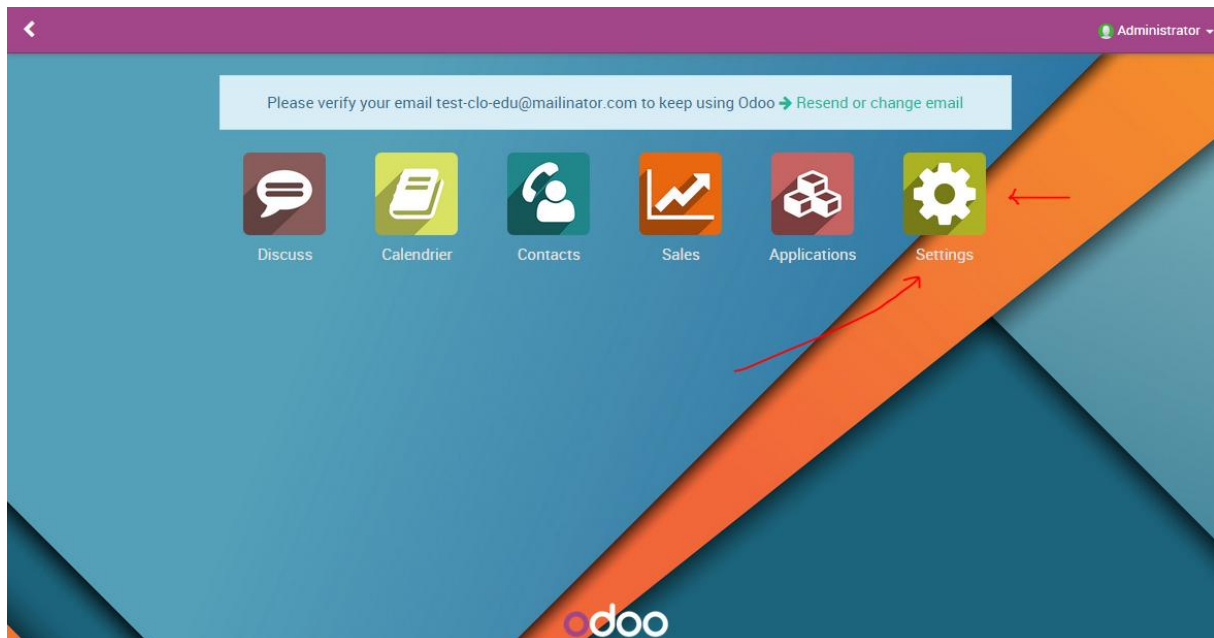
#### How long will I be able to access it?

Your course environment will expire 10 months after creation.

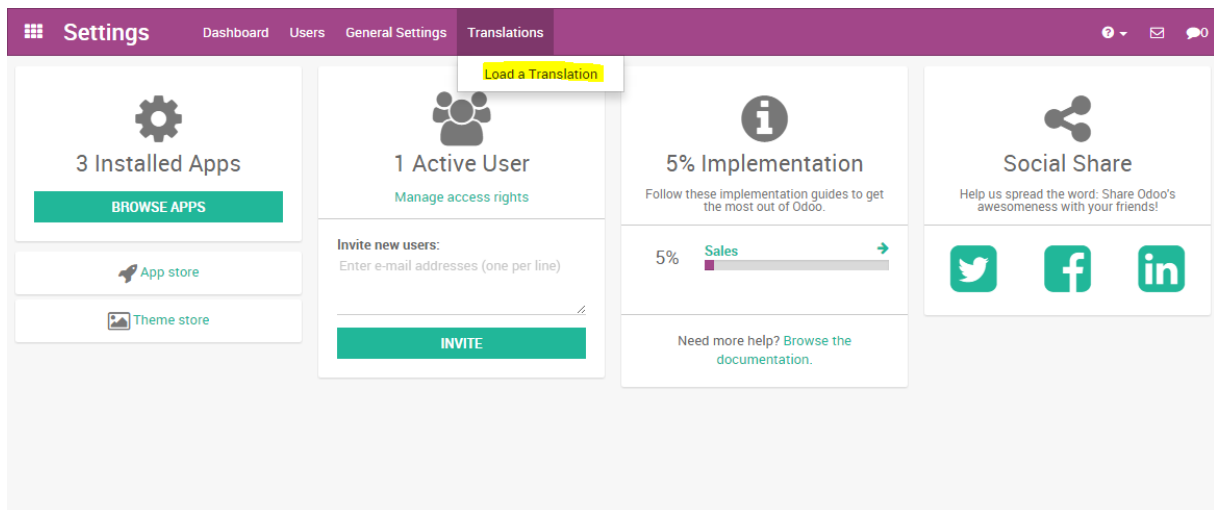
And now they can continue the process like explained in point 1. They choose a module to install, etc. You can add this kind of instructions (which apps should be installed) in the description of the database. And the students will create his own account too.

## 5. Change the language of your database

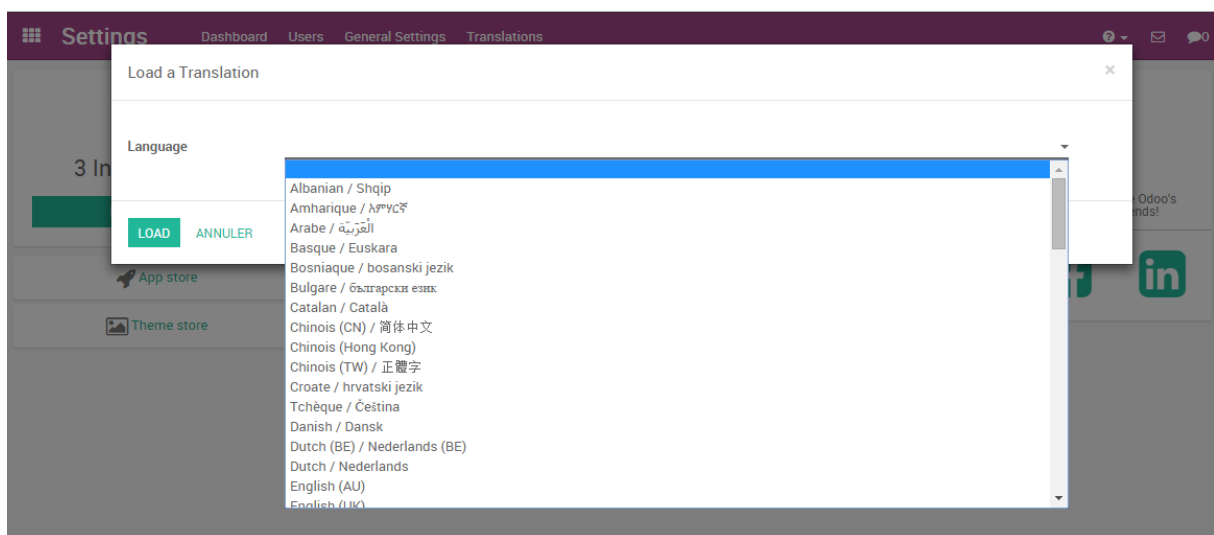
In your database home page, click on the icon "Settings".



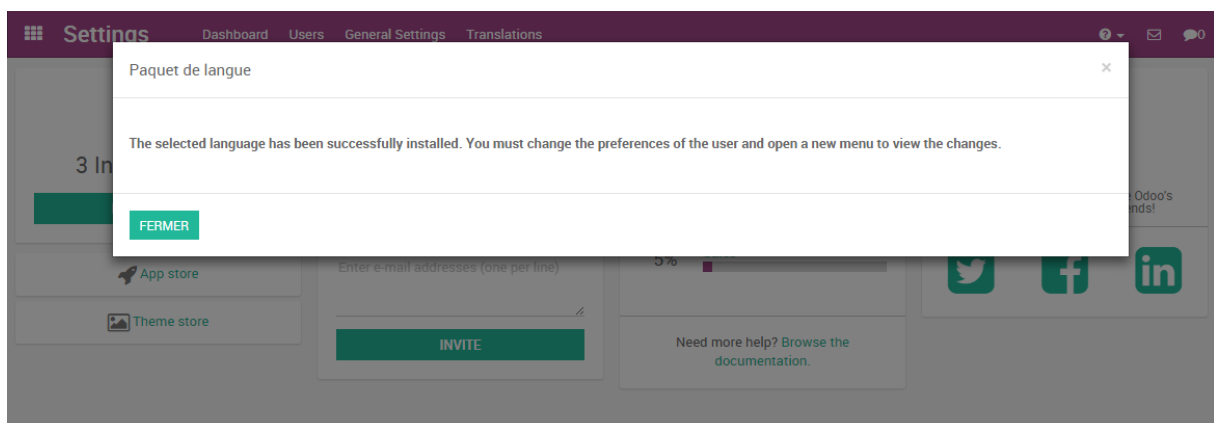
Click on Translations > Load a translation



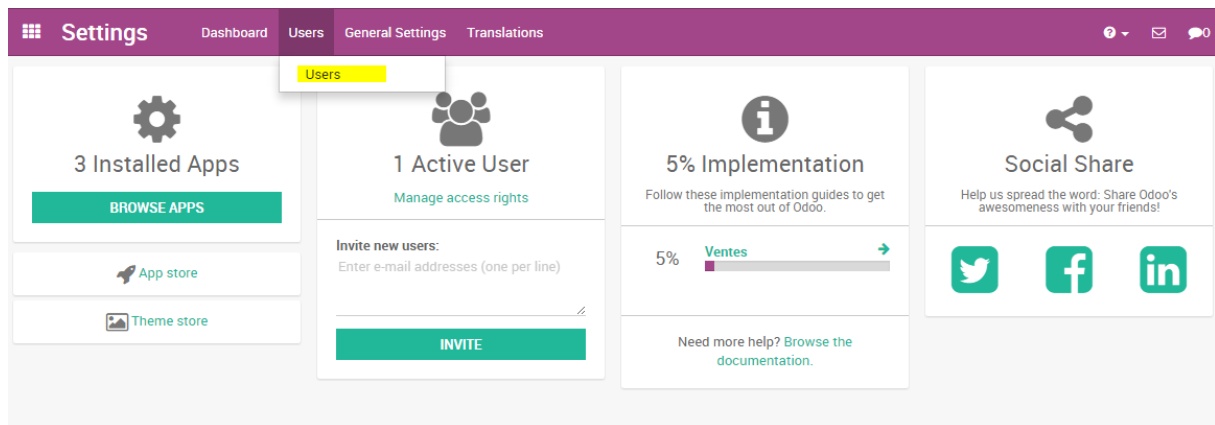
Choose your language (as the Odoo 9 version has just been release, all language versions are not yet fully translated).



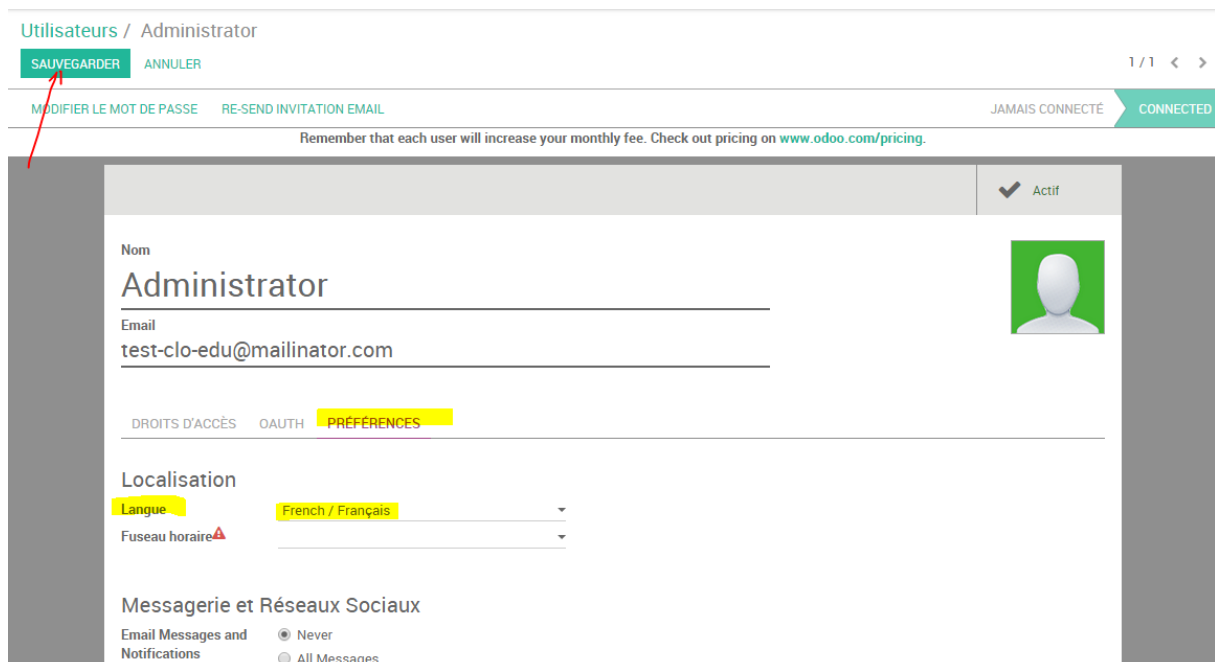
A new window will appear and confirm that the language has been correctly loaded onto your database. Click "Close".



Now that you have successfully downloaded the language, you need to change the language preference of the user. Still in the "Settings", click on Users > Users.



Choose the user, click on Edit and choose "Preferences" in the 3rd tab menu of the user document. Choose the language downloaded next to "Language" and Save. Don't forget to reload the page to make sure that the new language is loaded.



## 6. "Sign In" to your main account as Administrator.

When you are in the database on the home page (with all the apps installed): just click on the top right corner on your login name. Choose "My Odoo.com Account". You might need to re-enter using your email address and password as Administrator.

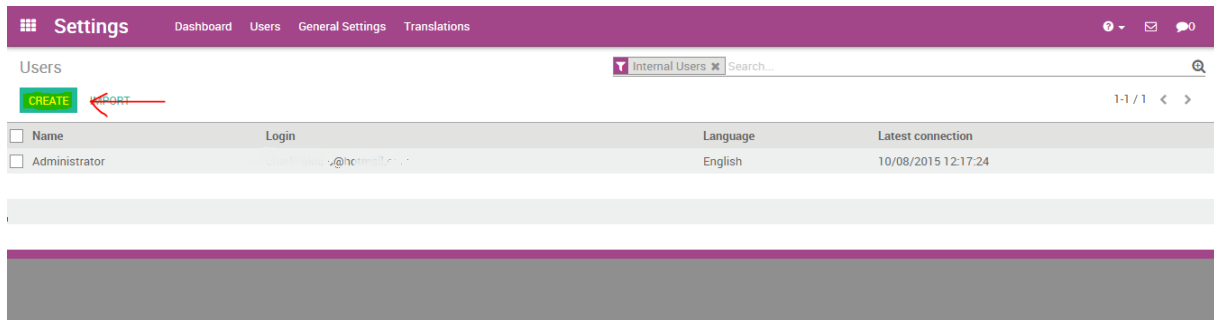
You'll be back on the main page of your account.

From [www.odoo.com](http://www.odoo.com): Click on “Sign In” in the top right hand corner and add your email address and password if necessary.

## 7. Add users to the database

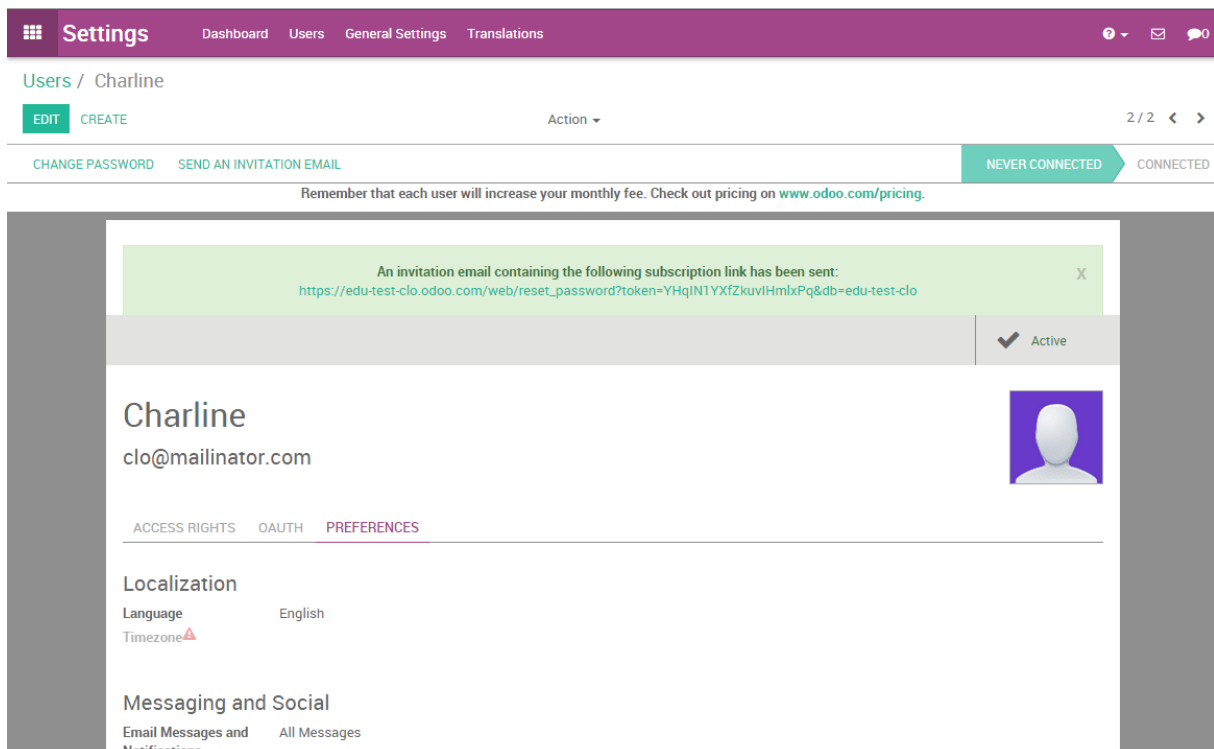
From your accounts, choose the database to which you want to add extra users.

Click on “Settings”, choose “Users”, then click on “Create”.



You'll see a message in explaining that each user added will increase the monthly fee. You can ignore this message as it doesn't apply to you, as you started the DB with "edu-" and activate your DB.

Add the name and **the real email address** of the user and click “Save”.



An email will be sent to the user’s email address with the link to get into the database.

To: [clo](#)

From: [test-clo-edu@mailinator.com](mailto:test-clo-edu@mailinator.com)

Subject: [edu-test-clo invitation to connect on Odoo](#)

Received: Thu Oct 08 2015 12:14:27 GMT+0200 (Romance Daylight Time)

Original Forward Delete

Charline,

You have been invited to connect to "edu-test-clo" in order to get access to your documents in Odoo.

To accept the invitation, click on the following link:

- [Accept invitation to "edu-test-clo"](#)


Thanks,

--  
edu-test-clo  
[test-clo-edu@mailinator.com](mailto:test-clo-edu@mailinator.com)

In order to access the database the new user (Charline) will come to the page where they will have to sign in. If the student doesn't have an Odoo account yet, they will have to create their own account. This means, adding their email address, name and choosing their own password.

Menu

Essai Gratuit



Please sign up to accept the invitation to <https://edu-clotest.odoo.com>

Your Email

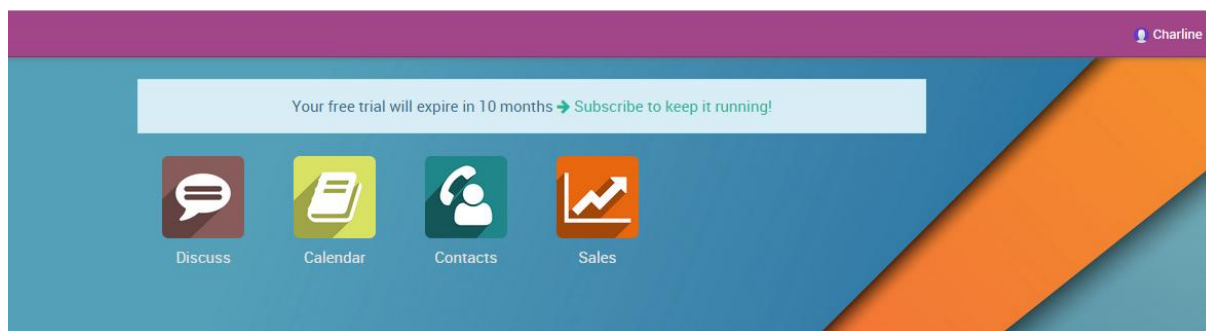
Your Name

Password

S'enregistrer

I already have an account

As soon as it's done, "Charline" will be entered into the database as user "Charline" with the rights that you have given them.



**Warning:** The student will have a message on the home page telling him to Subscribe to go longer than 10 months. **The student SHOULD NOT click on this.** If the student does this, he'll go into the payable version and will receive invoices every month.

The students can join many different databases. If this is the case, when they go to <https://accounts.odoo.com/> and sign in, they'll be able to see all the databases where they have a "role".

Please note that the student will only be the Administrator of a database if **YOU** have given them these rights when you first created their role.

\*\*\*

With all the information above, you are ready to start using Odoo 9!

If you have specific questions, you'll find many of the answers in the functional material available on:

You can also post questions in our forum: <http://help.odoo.com>.

More documentation about Odoo is also available on :

- <https://www.odoo.com/documentation/user/> (Odoo 9 - not complete yet)
- <https://www.odoo.com/slides/user-training-4> (Odoo 8)
- <https://www.odoo.com/documentation/8.0/> (Odoo 8)
- <https://www.odoo.com/forum/help-1> (Forum)
- <https://www.odoo.com/forum/how-to> (Q&A)

Don't forget the teachers mailing list ([teachers@odoo.com](mailto:teachers@odoo.com)) where you can interact with other teachers using Odoo.

Kind Regards,

Charline Louis,  
Odoo Education Program Coordinator.