



# EDUCATION PROGRAM



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# What is the Odoo education program?

The Odoo education program allows teachers, educators and students to access Odoo Enterprise for academic purposes, **completely free of charge**. As a teacher or educator, you have the possibility to integrate real business software in your course to teach your students business management. You can also use Odoo as a tool to put into practice the notions seen in class.



Our software is ideal to work with for use-cases and for classes of business management, human resources, accounting, sales, etc. The Education Program gives you and your student a way to learn in a fun and interactive way!

With Odoo, you will be able to build a course by creating a sample company. Then, you'll have the opportunity to share your database (already configured) with your students. You can also ask them to create their own account and start a database by themselves from scratch / with your guidelines. You can create as many databases as you want. For example, you can create a database per student, per group or per class. There are plenty of ways to use Odoo, and probably the one that fits you best too!

This documentation will guide you through the different processes in order to create your course with Odoo. We'll also give you a wealth of resources to help you familiarize with the use of the software: documentation, forums, learning platform, etc.

But before diving into the different steps, here are some useful information:



## Valid for 10 months

Once you create your educational database(s), you have free access for a period of 10 months. Afterwards, they are automatically deleted and they can't be saved. However, your personal account will remain active.



## Everything unlimited

You can have as many databases as you want, add an unlimited number of users and all the applications you want, without any limit.



## Work on the cloud

You'll have access to the Odoo enterprise version, which we also call Odoo Online. Everything is on the cloud, which makes it easy for your students to work from everywhere. Also, there's nothing to install!

Hope you'll enjoy Odoo!

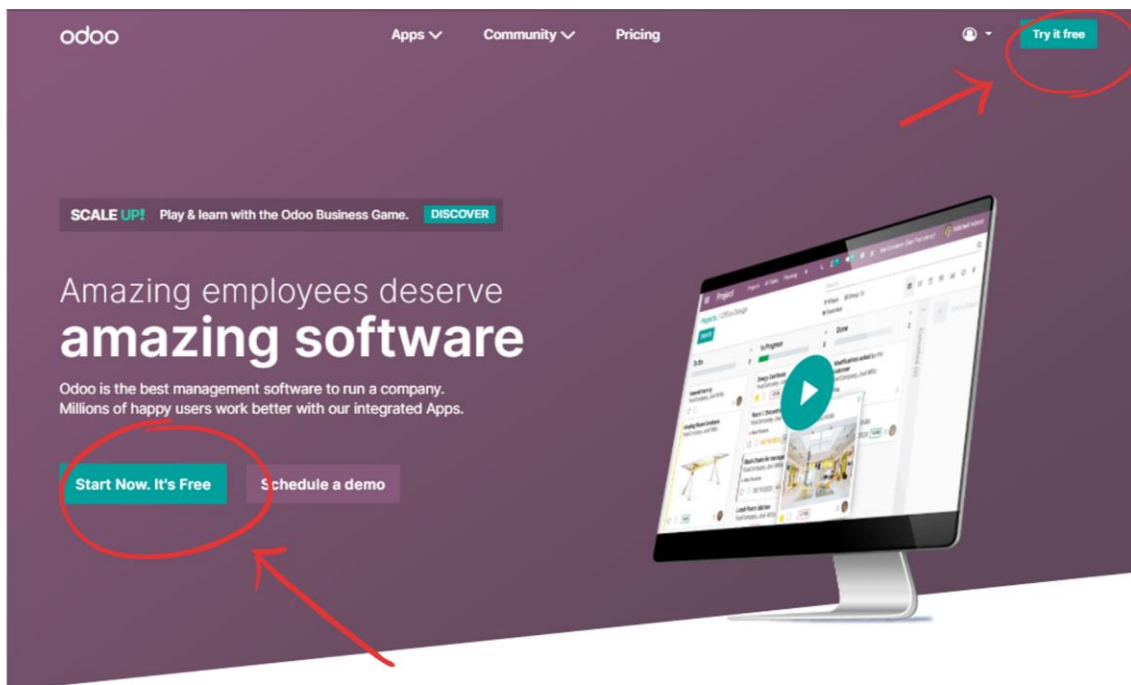
- The Odoo team

# Let's get started!

## Create your first database

First of all, don't forget that the main account should only be accessible by you. Students and other teachers should not have access.

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

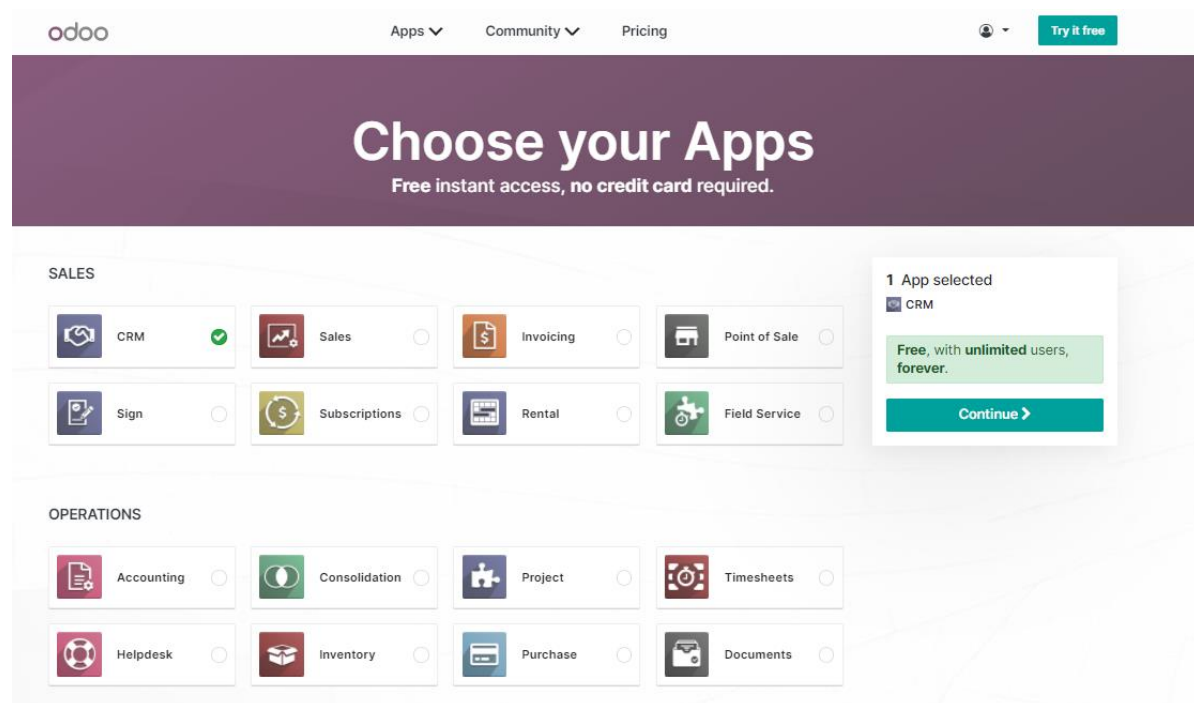


→ On the home page, click on "Try it Free" or "Start Now: It's Free".

You'll land on the webpage that presents all available apps on Odoo Online. Click on the applications you need. If you need more apps later, you'll also have the possibility to install more afterwards, when the database is activated.

Let's start with Odoo CRM for example.

*N.B. : If you have chosen the Odoo Sales app, a pop-up window will ask you which accounting plan you need: simply choose your country.*



→ Click on “continue”, and you’re now ready to go to the next step!

## Create your main account

→ Fill in the form with all the requested information. These account details are not meant to be shared with other teachers or students. We recommend that you add your own mail address, with your name. On “Company Name field”, fill in the name that your database will have (note that this name can’t be changed).



There is one **crucial step** you need to do so that you can take advantage of the Education program (and get 10 a month validity as well as unlimited users on Odoo Enterprise):

→ when typing your database name, start with the prefix **“edu-”**

(example: “edu-studentname.odoo.com” or “edu-fakecompanyname.odoo.com”).

odoo Apps Community Pricing Try it free

### Odoo | Get Started

Instant access.

First and Last Name

Email

Company Name **edu-odooschool** Phone Number +32

edu-odooschool.odoo.com

Country Belgium Language English

Company size Primary Interest

By clicking on **Start Now**, you accept our [Subscription Agreement](#) and [Privacy Policy](#)

Change apps selection Start Now

**Ministério da Educação**  
Portugal

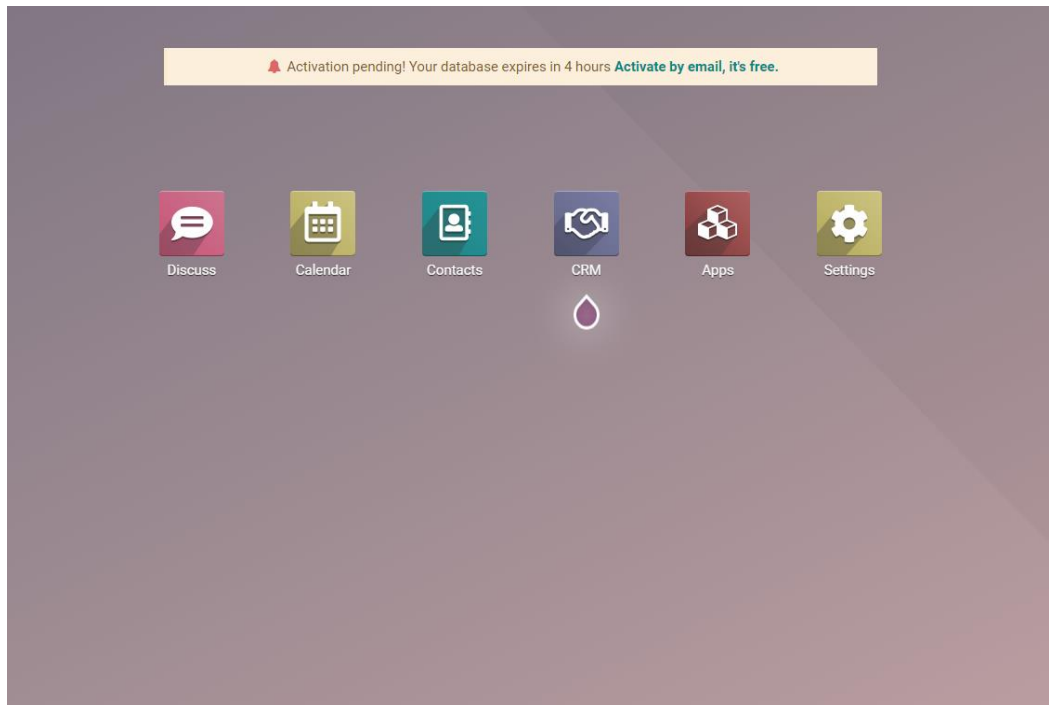
Over the past three years, we replaced 150 legacy applications by Odoo. We use Odoo for several of our most complex and visible processes: HR, budgets, assets management, road infrastructure, universities, inventories, etc. It allowed us to cut our budgets by 70%, for a better system!

-- Official Press Release from European Commission [1] [2] [3]

Once everything is filled out correctly, click on start now. In only a few seconds, you'll get your account and database ready.

Welcome to Odoo !





*This is Odoo's dashboard*

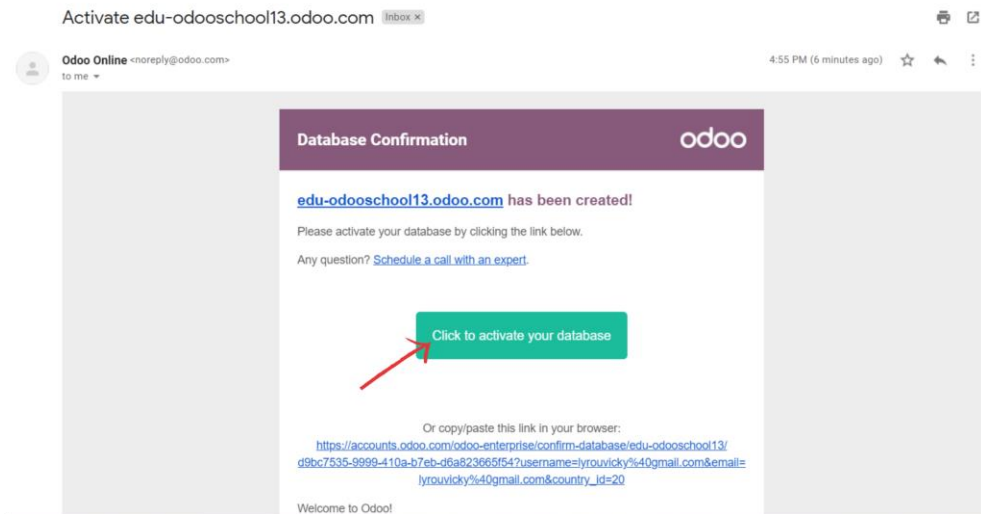
Once your database appears, don't be surprised if there are more apps than the ones you chose. The app Discuss, Calendar and Contacts are useful apps automatically installed on any database. It is also possible that you have chosen an app that is dependent on another one to work. For example, if you installed the eCommerce app, you'll also see the Invoice and Website apps in your database.

Now, the next step is to activate your database which is currently valid for 4 hours.

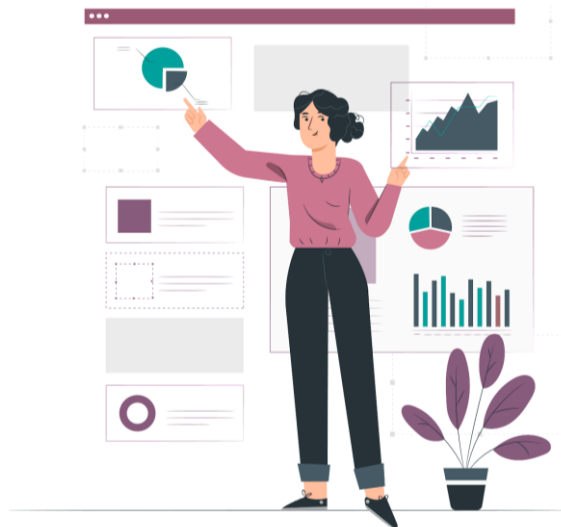
*N.B. The 4-hour validity is useful for users to make trials so that they test various actions and see how Odoo behaves, before doing it on their real database. When they are done, they can leave the database and as it has not been activated, it will be deleted.*

To do so:

- Go to your inbox, you'll see an email from Odoo
- If you don't see it, check you spam folder too
- Click on "activate your database" and enter your credentials (it is also at this point that you choose your password)



And there you go, it's all set ! You can now use Odoo.





## The different ways how your students can use Odoo

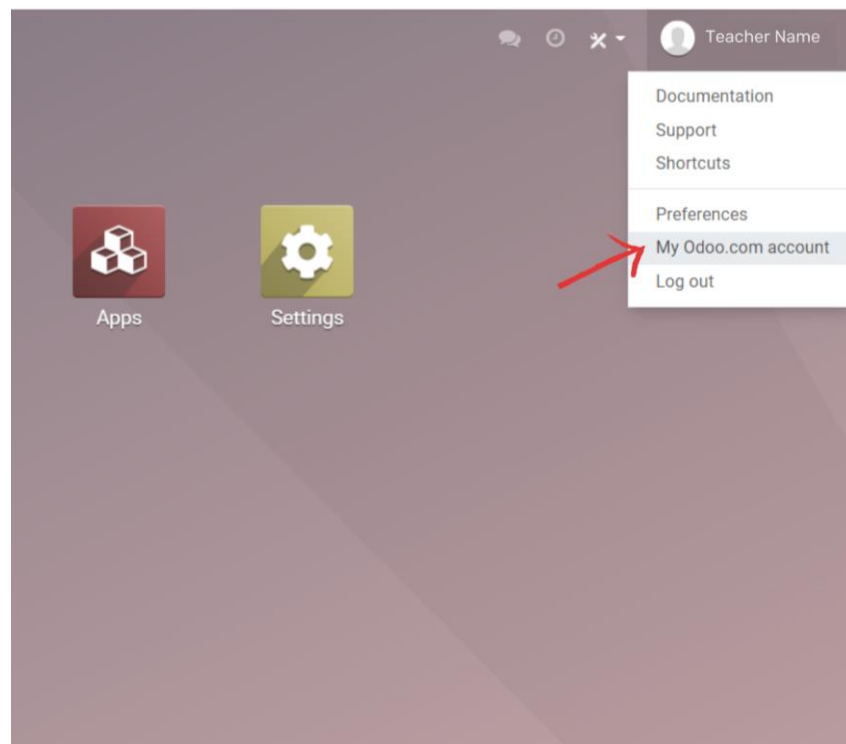
Now that you have an account and a database, you need to choose one of the methods for your students to access the software and thus a database. Take the time to read this guide and once you have finished you will know which method is best for your needs.

### ● Create more databases with the same Odoo account

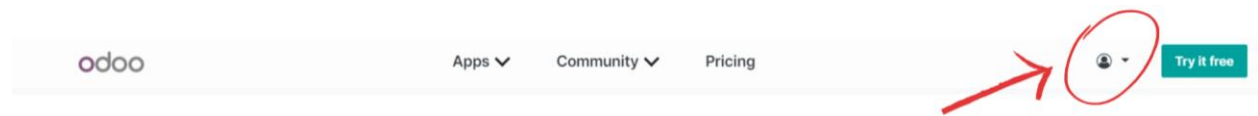
Depending on the object of your course and on how you plan on using Odoo, you might need one database per student, per group of students, or per class. This method helps you create as many databases as you want, all of them within your own account. It will also allow you to keep an eye on your students' work and progress.

--> Connect to your Odoo database (log in with your credentials via <https://www.odoo.com>)

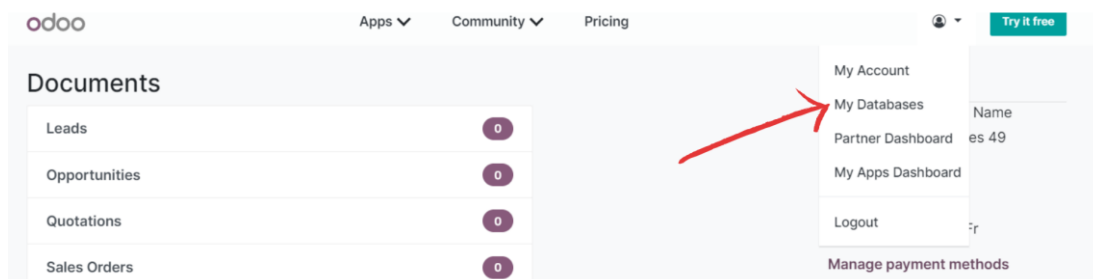
--> Click on your name on the top right corner and then on "My Odoo.com account"



--> You'll arrive on your portal  
--> Click on the icon on the top right corner (see below)

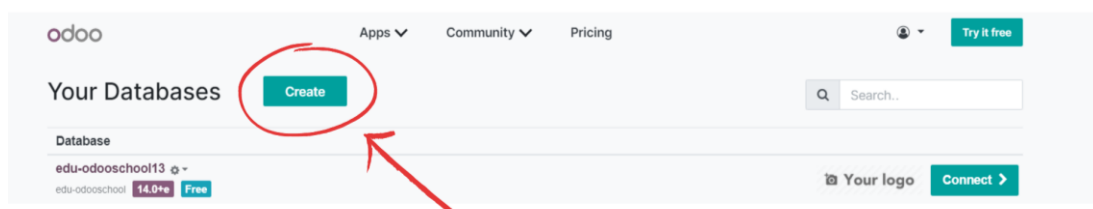


--> Select "My databases" in the drop down menu



You will land on the database menu which is the page where you have an overview of all the existing databases under your Odoo account.

--> To add a new database, click on "Create"



--> You'll be redirected to the page where you can choose your apps, just as you did for your first database

## Choose your Apps

Free instant access, no credit card required.

**SALES**

CRM ☐

Sales ☐

Invoicing ☐

Point of Sale ☐

Sign ☐

Subscriptions ☐

Rental ☐

Field Service ☐

2 Apps selected

- Website
- eCommerce

15 day free trial, no credit card required.

Continue >

→ Once you choose the apps and click on continue, the subscription page is displayed. Some information is already filled in. Pick & type a name (under the “company name” field) for your new database and add the rest of the missing information (company size and primary interest).



When typing the database’s name, **don’t forget to add “edu-” as a prefix!** Otherwise, this database will be in the paid version.

## Odoo | Get Started

Instant access.

First and Last Name  
Odooschool, Teacher Name

---

Email  
name@hotmail.com

---

Company Name  
edu-

---

edu-.odoo.com

Phone Number  
0412345678

---

Country  
Belgium

---

Language  
English

---

Company size

---

Primary Interest

---

By clicking on **Start Now**, you accept our [Subscription Agreement](#) and [Privacy Policy](#)

[← Change apps selection](#)

[Start Now >](#)

## ● Share your database on the Education Platform

You may be in a situation where you want to create a database, fill it with the data you need and then share it with your students so that they have the same settings and data as you directly.

The **Education platform** is here to help you easily make your database public and let students create their database from a copy of yours. You'll then be able to give your lessons with a pre-set database. By making public and sharing your database, a copy becomes available on the public platform. This means that you can make changes in your DB that won't affect the copy available on the platform. This available copy on the platform is not limited by time. Teachers can then keep their template DB over the years for the next classes.

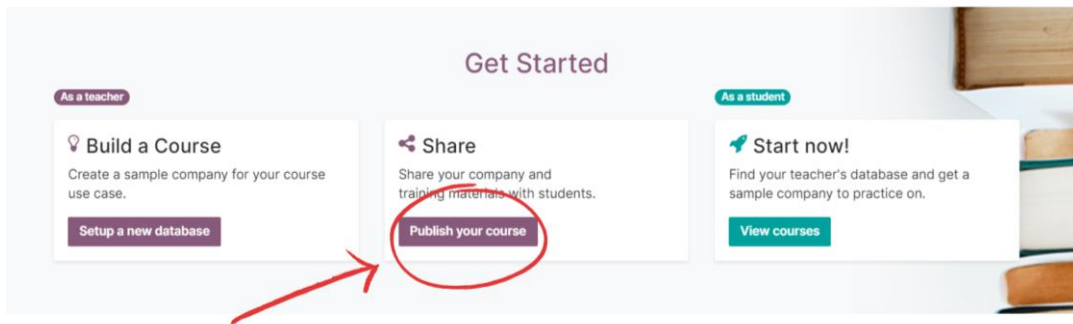
The student can visit the platform (<https://www.odoo.com/odoo-enterprise/template>), choose his/her teacher's database template and create a new database from it. Make sure that your student's database starts with "edu-" to benefit from the Education program advantages. Don't forget to tell them to do this!

On your side, as a teacher, you can keep your original database and continue to work in it. You can choose to copy/share it again later if you want. (Be careful to avoid duplicates with the previous shares you made available on the platform, delete the ones students don't need anymore to avoid confusion).

Be aware that any DB shared is public on the platform and so, can be used by any student (or visitor) around the world!

Here is how to share your course:

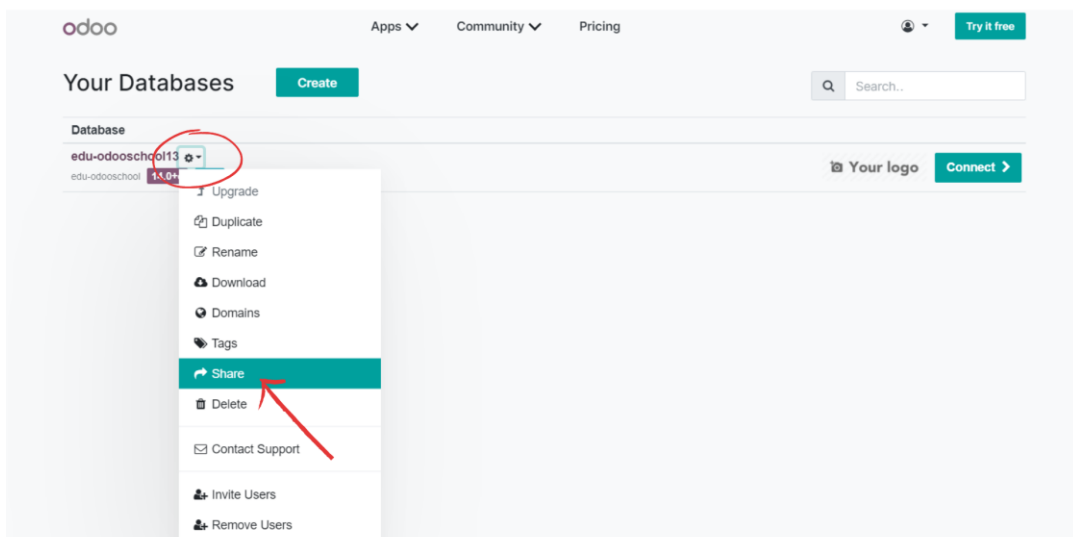
- > Visit: <https://www.odoo.com/page/education-program>
- > Make sure you are signed in
- > Scroll through the page to find a section "Get Started"
- > Click on "Publish Your Course"



You will be directed to your account page with your database.

--> Click on the settings icon next to the name of the DB you want to share

--> A new "Share" button is available in the drop-down menu



Odoo will ask you to add information to introduce your course (brief summary) for students.

Click on the option **"Publish as a Course"**. 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 this case, the more, the better !

odoo Apps Community Pricing Try it free

**Publish database** edu-odooschool13.odoo.com

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

Course name Demo name

Course description Demo description

Author

School or university Company

**Publish database**

Once everything is completed, publish your database. You will be redirected 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 "stop sharing" your DB from the platform.

You're now ready to share your database with your students!

odoo Apps Community Pricing Try it free

**Business management**  
**OdooSchool13**

**Start now**

This full year course covers the basics of the management of a small business, from the customer management to accounting and project management. An introduction to concepts and methods to assist management in the evaluation of the business enterprise and to aid in its planning of functions. Topics include cost-systems, break-even analysis, flexible budgets, variance analysis, and capital budgeting

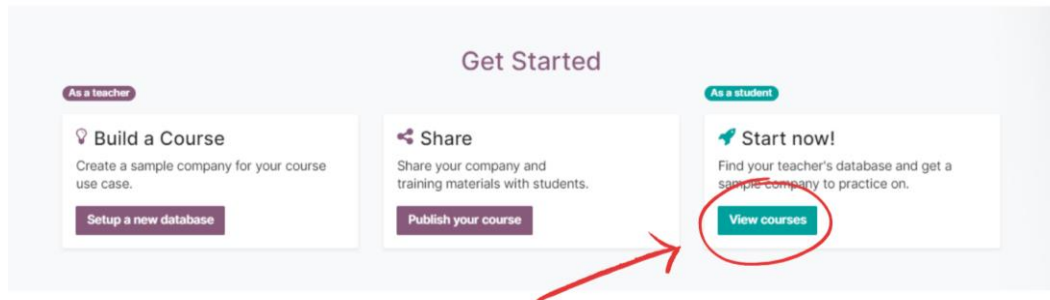
odoo Odooschool13  
Teacher's Name

**Edit** **Stop sharing**

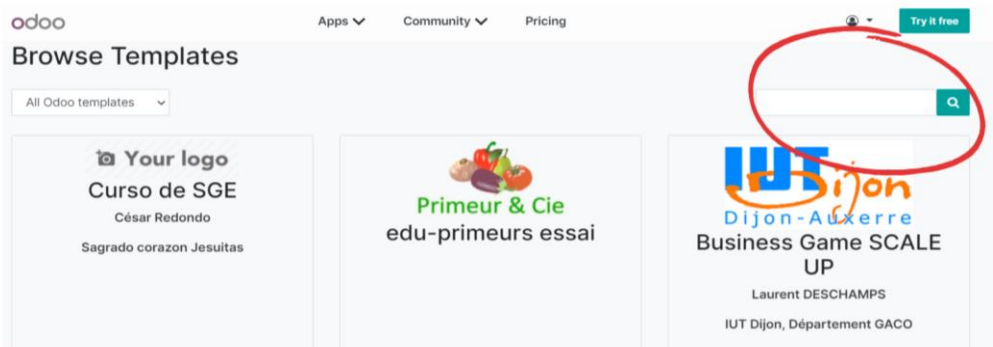
## Access to a database shared on the platform

--> Ask your students to go on the main page of the education program (<https://www.odoo.com/page/education-program>)

--> They can click on “view courses”



They get access to the list of all the education databases available. They can directly make a search on the top right corner in order to find yours.



--> Once on your database’s description page, they click on “Start Now” to get a copy with your pre-sets already in

--> They still need to fill the form in order to create their account. Remind them also to **add the prefix edu-** to benefit from the 10 months validity period

The screenshot shows the Odoo 'Get Started' registration page. At the top, there are links for 'Apps', 'Community', and 'Pricing'. The main heading is 'Odoo | Get Started' with the subtext 'Instant access.' Below this is a registration form with the following fields: 'First and Last Name', 'Email', 'Company Name' (with 'edu-' entered), 'Phone Number' (with '+32' entered), 'Country' (with 'Belgium' selected), 'Language' (with 'English' selected), 'Company size', and 'Primary Interest'. A disclaimer states: 'By clicking on Start Now, you accept our Subscription Agreement and Privacy Policy'. At the bottom, there are two buttons: 'Change apps selection' and 'Start Now'.

Once this is done, they'll get a copy of your database.

## User access

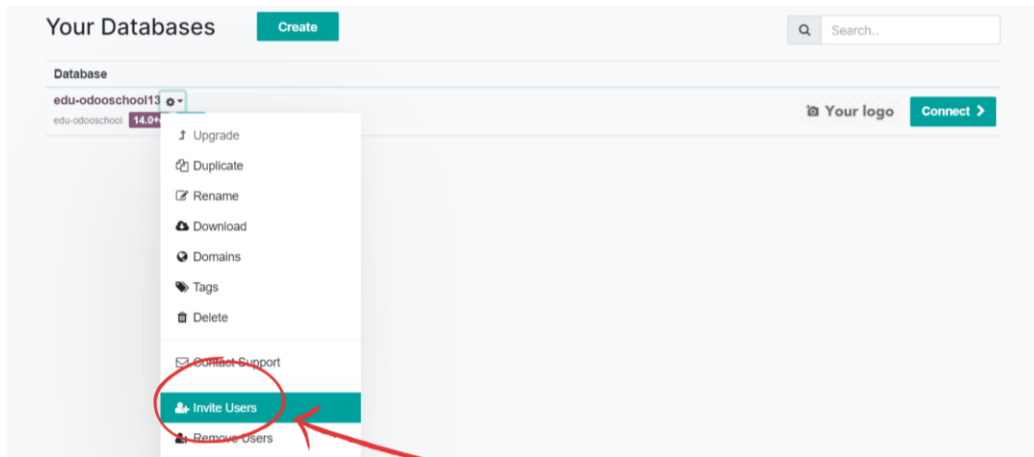
### ● Become a user from your students databases.

If you need to keep an eye on your student's copy database in order to monitor their progress or to correct them, you will need to ask them to add you as a user to get access to their copy.

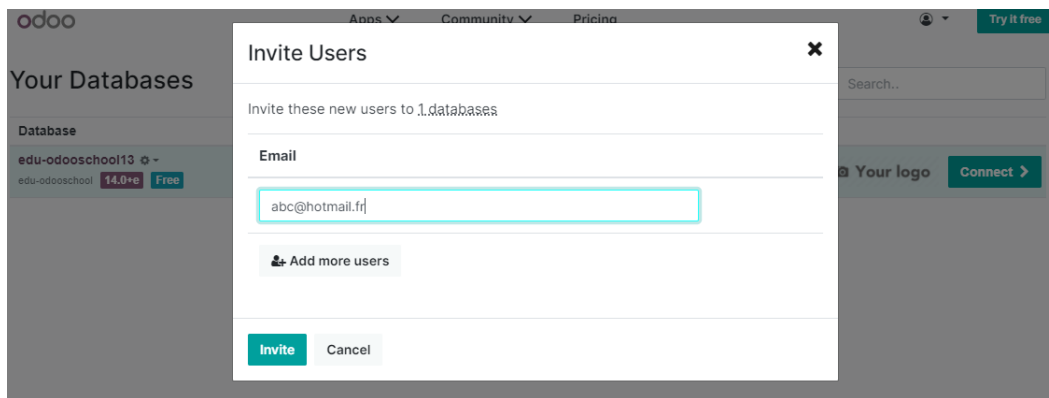
Here is how:

- Ask them to log in to their account (via <https://www.odoo.com>)
- Then click on the icon (at the top right) next to "try it free" and choose "my databases" → Click on the settings icon next to the DB in which they want to add a user
- Click on "invite users"

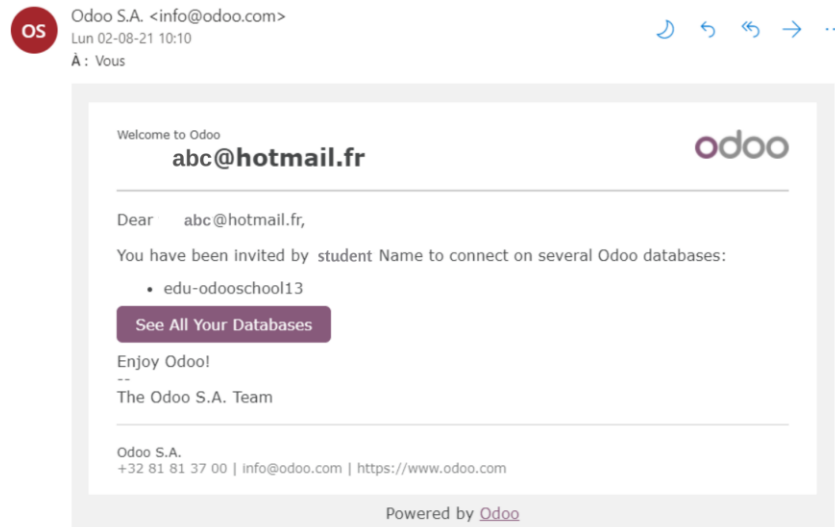




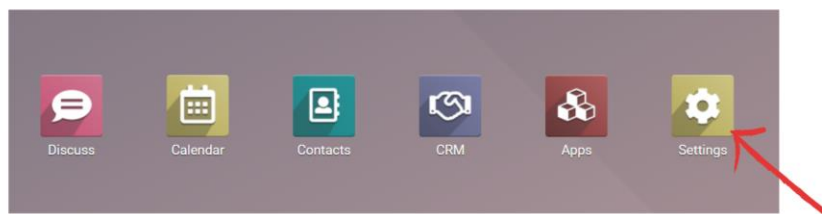
→ Insert the teacher's email address and click on "invite"



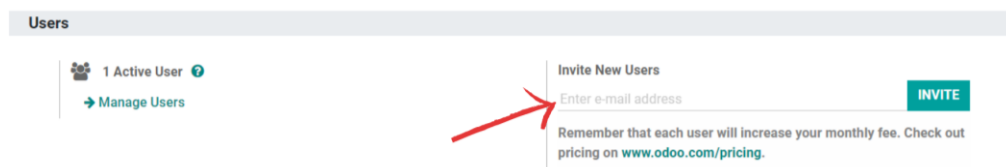
Once the student has completed these steps, you will receive an email that invites you to access the database.



Another way to add new users is through the settings in the homepage of the database where you can see all apps.



--> Go to the settings page



--> Enter the mail address and click on “invite”

An email will be sent to the user’s email address with the link to get into the database. The new user will have to log in to his account, or create one if he doesn’t have any yet.

Note that the administrator (which is the database’s owner) can give different user rights to anyone he sends an invitation to. He can also modify them through the settings app, in the “users” section.

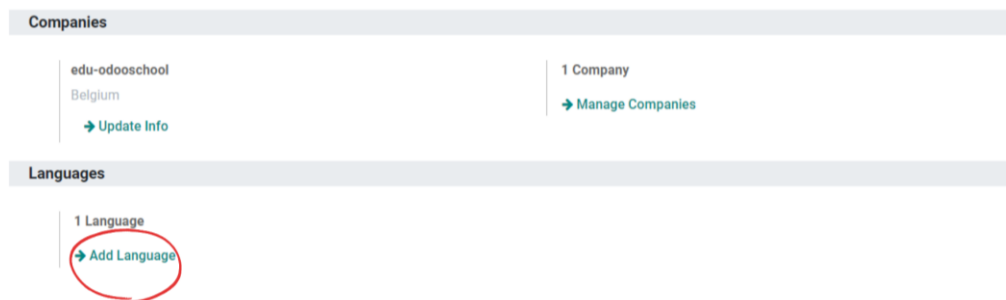
## ● Getting access to different databases

Any Odoo user can join more than one database with their Odoo account. In this situation, you (or the student) can go to <https://accounts.odoo.com/> and sign in. You will be able to see all the databases where you have access.

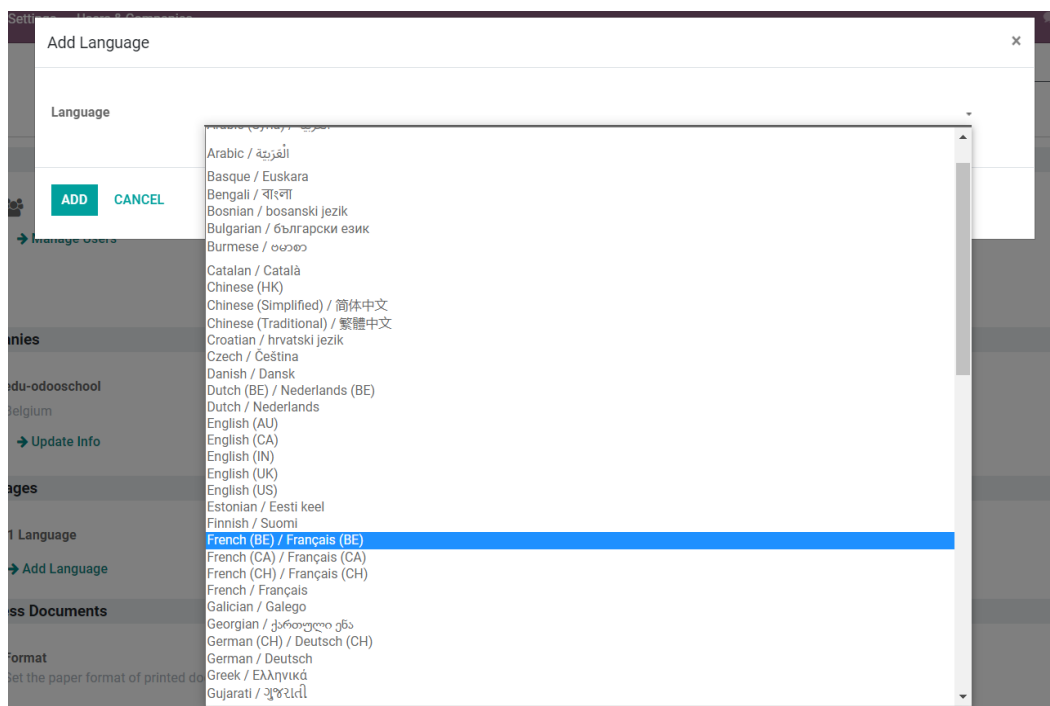
Please note that the student will only be the Administrator of a database if YOU have given them these rights when you first created their User in your DB.

## Change a database’s language

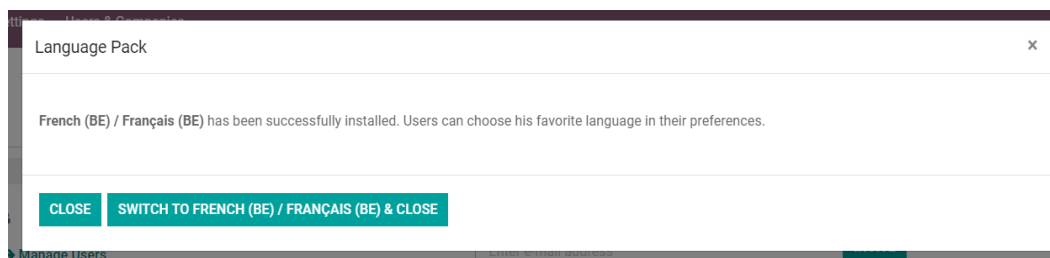
- > Make sure you are logged in
- > Go to your homepage where you see all your apps
- > Click on the settings app
- > Under the “language” section, click on “add language”



→ Choose the language you want and download it



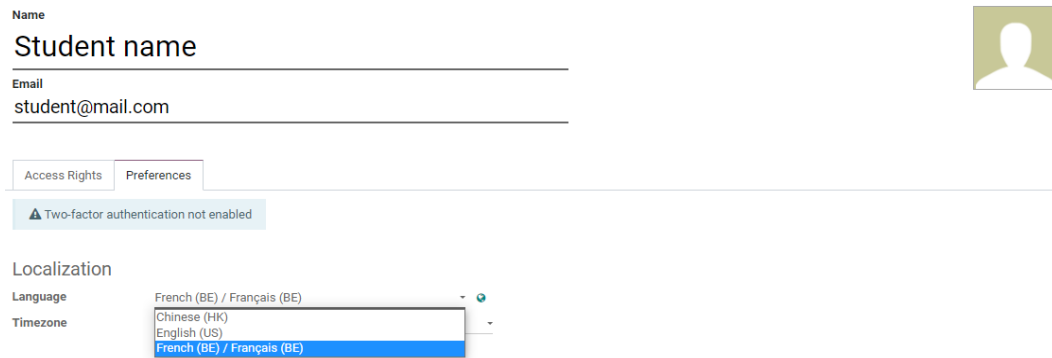
You can then directly switch to the language you chose.



If you have students who want to work in another language, it is also possible to change the language of each user/student in the settings.

--> Click on the settings app

--> Go to “manage users”



The screenshot shows the user settings page for a user named 'Student name' with email 'student@mail.com'. The page has a header with 'Name' and 'Email' labels. Below the user information, there are two tabs: 'Access Rights' and 'Preferences'. A warning message states 'Two-factor authentication not enabled'. Under the 'Localization' section, there is a 'Language' dropdown menu with a list of options: 'French (BE) / Français (BE)', 'Chinese (HK)', 'English (US)', and 'French (BE) / Français (BE)'. The 'French (BE) / Français (BE)' option is currently selected and highlighted in blue.

--> Click on “preferences” tab and choose the appropriate language, then save and refresh the page to make sure that the new language is loaded!

## Demo Data

Odoo has created a downloadable set of demo data available for anyone who wishes to work with a database directly ready to use, populated with products, clients, sales orders, invoices, etc. This may be useful for you if you don't want to create clients names, product names etc.

This means that anyone, any student who creates a database and downloads the data, has exactly the same data to start with. Before downloading the demo data, you can have a look at what they look like on: <https://www.demo.odoo.com> (keep in mind that once you close the window, the session will be deleted).

Please note that if you already have other data in your database, the demo data will be added to the existing data. Also, it is very important to know that **this action is not reversible !** Once the demo data have been installed, you can't go back and remove them.

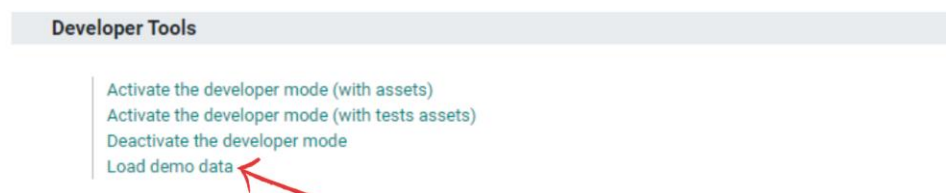
Follow these steps to install the demo data:

--> On the App switcher page, click on the settings app

--> Scroll down the page and click on "activate the developer mode"




You'll be redirected to the home page. Click on "Settings", scroll down again, you will have a new option "load demo data".



You'll get this pop up window that warns you about the irreversibility of this action. If you're sure that you want the demo data. Click on "yes, I understand the risks".

🌟 Load demo data

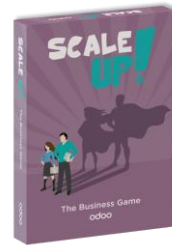
 DANGER ZONE

Demo data should only be used on test databases! Once they are loaded, they cannot be removed!

Please confirm that you want to **irreversibly** make this database a demo database.

OOPS, NO!

YES, I UNDERSTAND THE RISKS



## Resources

You are now completely ready to take advantage of our Odoo education program. Odoo provides you with several tools that will help and guide you in your use of the software.

- Odoo Academy: <https://odoo.com/learn>

Access the Odoo academy platform and discover training sessions, videos and documentation that will help you learn how to use the software efficiently. Here, each application available on Odoo (sales, HR,...) has a multitude of explanatory videos and a quiz at the end of each one of them.

- Functional documentation: <https://odoo.com/documentation/user>
- Youtube: <https://www.youtube.com/user/OpenERPonline>
  - Webinar [“How does the education program work ?”](#)
- Odoo Forum: <https://odoo.com/forum/help-1>
- Scale Up! Business Game: <https://www.odoo.com/scaleup>

Odoo created a business game that is simple, fun and interactive. The student discovers different business cases going through the processes of setting up a business from scratch. The game is presented in the form of cards, and is played while using the software at the same time. There is one digital and downloadable version as well as one hard copy. If you wish to get it, we will be happy to ship you the scale up game for free (send us an email at [education@odoo.com](mailto:education@odoo.com)) . Visit the web page for more information!





We sincerely hope that the Odoo education Program will be useful for you and that it will help you teach the next generation in the best possible way. If you still have questions about the creation of your account and your database, do not hesitate to send an email to the following address: [education@odoo.com](mailto:education@odoo.com).