

EDUIGNITE

OPERATING SYSTEM

EduIgnite Offline — Setup Guide

Run your whole school with zero internet.
A step-by-step walkthrough of the desktop app's setup wizard,
plus how to activate your first year's license.

Powered by EduIgnite · Bamenda, Cameroon

1. What Edulgnite Offline is

Edulgnite Offline is a Windows desktop app that runs your school's day-to-day administration — student records, attendance, marks, report cards and fees — completely offline, on the office computer, with nothing stored anywhere else.

It is a separate product, not a replacement for the full connected Edulgnite platform. It exists so a school with no reliable internet connection can start using Edulgnite today, and move to the cloud whenever a stable connection becomes available — without losing or rebuilding any of its records.

Free for the first year. No payment and no internet connection is needed to install and start using Edulgnite Offline. An internet connection is only needed once, briefly, to activate the license — see section 3.

What you need before you start

- A Windows 10 or 11 computer (64-bit) for the school office.
- An internet connection for the first two minutes of setup only (Steps 1 and 2 below) — everything after that works fully offline.
- Your school's official name, or its Edulgnite matricule if it is already registered on the platform.
- A phone with Edulgnite Companion (or the Companion tools built into Edulgnite Mobile) for the activation step in section 3.

2. The setup wizard

The first time Edulgnite Offline starts, it walks you through a 5-step wizard. Each step must be completed before the next one unlocks.

Step	Name	What happens
1	Connect	Confirms this computer can reach the Edulgnite server, just this once.
2	Find your school	Search and confirm your school by name, short name, or matricule.
3	School details	Fill in the rest of your school's profile (logo, address, contact details).
4	Create admin	Create the first administrator login for this installation.
5	Done	Setup is complete — continue straight to the sign-in screen.

Step 1 — Connect

Edulgnite Offline first checks that this computer can reach the Edulgnite server. This is the only step, along with Step 2, that needs an internet connection at all — everything after this works fully offline. Press **Check connection**; once it succeeds, press **Continue**.

Step 2 — Find your school

Type your school's name, short name, or matricule into the search box. Select your school from the results, then press **Confirm this is my school**. This links your installation to your school's real Edulgnite School ID — the same ID used everywhere else on the platform, including if you ever migrate to the cloud.

If your school does not appear in the results, it has not been registered on Edulgnite yet. Use the "Request a school account" link on the Edulgnite website first.

Step 3 — School details

Fill in the rest of your school's profile: logo, motto, address, contact details and similar. You can always change these later from School Profile inside the app, so nothing here needs to be final.

Step 4 — Create admin

Create the first administrator account for this installation: a full name, an email or username, and a password (at least 8 characters). You will sign in with this account once setup finishes, and can add more staff accounts afterwards from Settings.

Step 5 — Done

Setup is complete. Press **Continue to sign in** to reach the normal sign-in screen and start using Edulgnite Offline with the administrator account you just created.

3. Activating your first year, via the Companion app

EduIgnite Offline works immediately after setup — no license is required to start. A license only becomes necessary once your free first year needs renewing (or sooner, if your school chooses paid activation earlier). Because the desktop app runs with no direct line to EduIgnite's servers, activation and renewal both happen through a QR code, scanned by a phone that does have internet.

Step	What happens
1	On the desktop app, open the license screen. It shows a short-lived, one-time QR code — a temporary cryptographic challenge
2	Your school's administrator opens the EduIgnite Companion app on their phone (or the Companion tools built into EduIgnite M
3	The server verifies the request, signs a license tied to your School ID and that computer's hardware, and sends it back throug

Each QR challenge expires after a few minutes and can only be used once. The exact same flow covers annual renewals and device replacement (moving the installation to a new computer) — see the EduIgnite Companion guide for the Companion app's side of this.

Only your school's technical administrator needs a Companion-capable phone. Everyone else using EduIgnite Offline day to day never sees this screen.

4. Moving to the cloud later

EduIgnite Offline is not a dead end. When your school is ready for a stable internet connection, moving to the full connected EduIgnite platform does not mean starting over.

- Your School ID and every Student ID stay identical after migration.
- Classes, subjects, marks, results and report cards keep their relationships intact.
- Attendance history, academic records and financial ledgers move across in full — nothing is deleted or rebuilt.

A school can start entirely offline, sync occasionally when a connection is available, or migrate fully to the cloud — at its own pace, without ever losing or fragmenting its records.

Questions about EduIgnite Offline? Use the Feedback screen in the EduIgnite Companion app, or write to us at edugnitecmr@gmail.com.