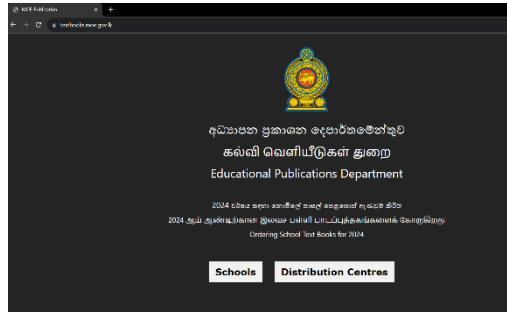
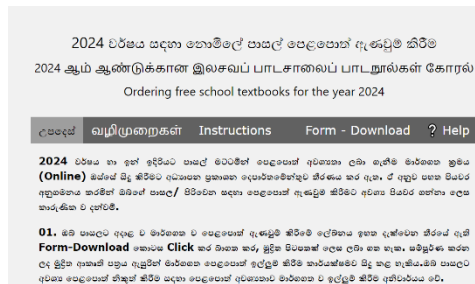


Instruction sheet for ordering free school textbooks for the year 2024

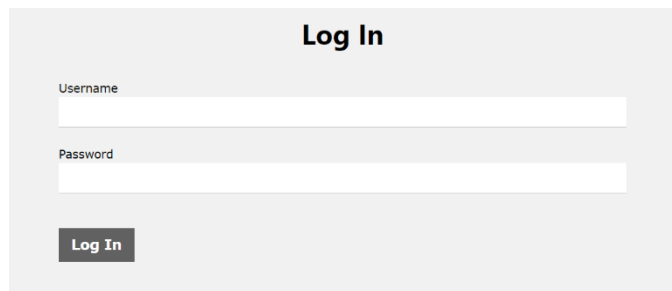
1. Access the relevant software to order textbooks from the Educational Publications Department through <https://textbooks.moe.gov.lk>.



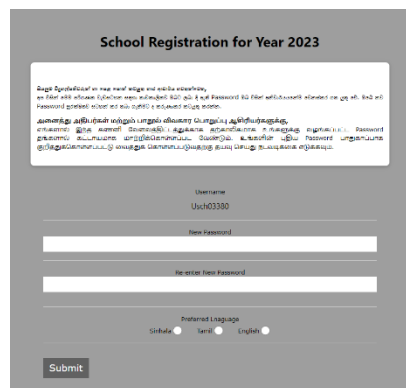
2. Click on **Schools** and then the below screen will appear. Read the instructions carefully.



3. Enter the **Username** and **Password** given to you in the relevant places. Click **Login**.



4. Enter the new password you created in the **new password** field below. Never enter the **Default Password** given to you by the Educational Publications Department as this new password. Use another password you have created for that.



5. Enter the **new password** entered above in **Re-enter new password** field.

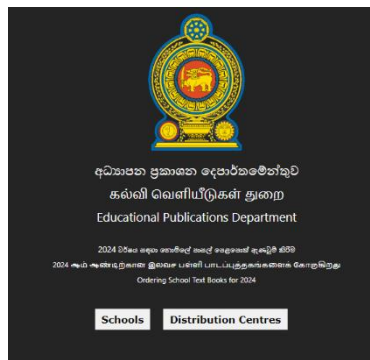
6. **Submit** using the relevant language in **Preferred language** field. Then the following screen will appear

You have successfully registered. Please login again using your new credentials.

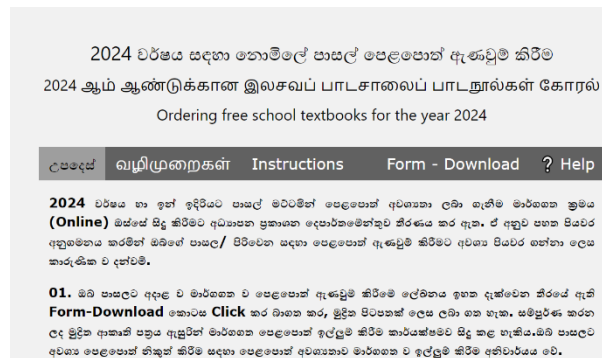
Proceed >>

7. Click **Proceed** there.

8. Then the first screen appeared will be displayed again.



9. Click on **Schools** there. Then again, the instruction sheet screen will be displayed.



10. Enter the **Username** given to you in the above screen and the **new password** you created in the **Log in** field. Never enter the **Default Password** given to you by the Educational Publications Department as this new password. For that, use the same new password you entered in step 4.

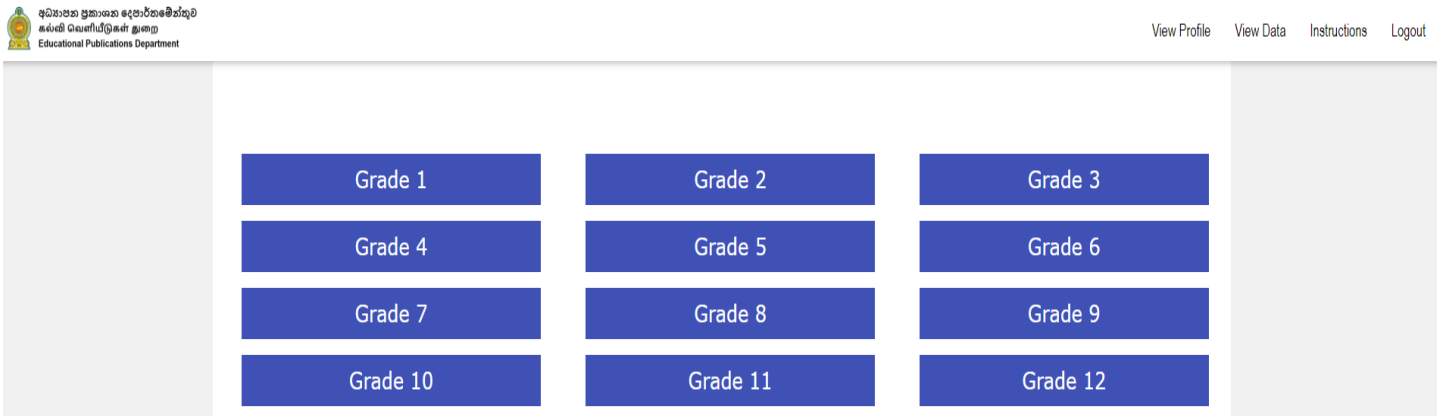
Log In

Username

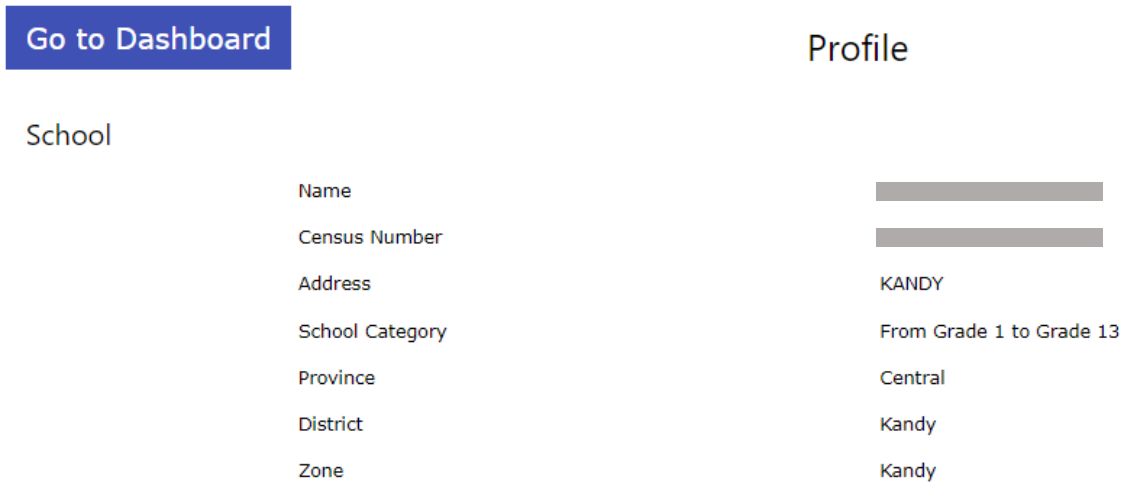
Password

Log In

11. Now the below screen will be displayed with grades related to your school.



12. Click on **View Profile** at the top bar. Then you will get the data you have entered related to your school last year. Check if the information in **School Profile** is correct. If corrections are required, you should inform the subject Director of Textbooks of the relevant zone and send a WhatsApp message to 071 0523142. (You cannot correct that information.)



13. See whether the medium of the school grade range is selected correctly. If not correct it through **Change Grade and Medium Selection**.

Current Medium Selection

Grade	Sinhala Medium	Tamil Medium	English Medium
Grade 1	yes	no	No
Grade 2	yes	no	No
Grade 3	yes	no	No
Grade 4	yes	no	No
Grade 5	yes	no	No
Grade 6	yes	no	yes
Grade 7	yes	no	yes
Grade 8	yes	no	yes
Grade 9	yes	no	yes
Grade 10	yes	no	yes
Grade 11	yes	no	yes
Grade 12	no	no	yes

Change Grade and Medium Selection

14. If the following information is not correct, correct it through **Edit**

Principal

Title	Mr.	Edit
Name	K.W.U.Paill Chandrakumara	Edit
Address	Kingswood College, Kandy	Edit
Telephone - Private	0718563919	Edit
Telephone - Office	0812224502	Edit

Teacher in charge

Title	Mrs.	Edit
Name	D.S Gamage	Edit
NIC	9271122851	Edit
Telephone - Private	0779739853	Edit

15. Now **click** on **Go To Dash Board**. Then the screen containing grades will be displayed again.

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සinhala Language Department
Educational Publications Department

View Profile View Data Instructions Logout

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

16. **Click** on the grade and enter the relevant data. Click **close** at the end of a grade to enter data relevant to the next grade.

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සinhala Language Department
Educational Publications Department

View Profile View Data Instructions Logout

Sinhala Medium Books

Subject	Total Students	Additional Books	Remaining Books	Distributed among students	Total books	Submit	Clear
SC01110S - පූර්ව පන්තිය 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear
SC01150S - ප්‍රථම පන්තිය (සි) 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear
SC01140S - තෙවන පන්තිය (සි) 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear
SC01160S - චතුර්ථ පන්තිය (සි) 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear
SC0121PS - පහළ පාඨමාර්ග පොත 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear
SC0121WS - පහළ පාඨමාර්ග පොත 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear
SC01320S - සමාජ (සි) 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear

English Language Books

Subject	Total Students	Additional Books	Remaining Books	Distributed among students	Total books	Submit	Clear
SC01311E - My Activity Book 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear
SC01312E - ABOE Song Book 1 පොත	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Submit	Clear

[Close](#)

17. Enter data relevant to all grades of your school.

18. Enter the data and finally click on **View Data** and check whether the data entered is correct.
19. If there is data to be amended, **edit** and **submit** it.
20. Go to **View Data** and download the properly completed data sheet by clicking **Download Data**.

Common mistakes

1. On the screen shown in number 3, check if English characters (simple letters and capital letters) are correctly entered while entering the **Username** and **Password**.
2. On the screen shown in number 4, enter the new password that you have created in the **new password** field. Never enter the password (**Default password**) given to you by the Educational Publications Department as this new password. Use another password that you have created for that. Please note that if **Default password** is entered by mistake in **new password** field, your **Profile** will be **locked**.

If by mistake the **Default Password** is entered in the **new password** field, inform the EPD and **reset** your **password**. After resetting the password, enter the **Username** and **Password** given to you by the EPD and then log in. Then on the screen shown in number 4, you should create and enter a new password in the **new password** field.

3. Before entering the information related to the textbooks required by your school, go to **View profile** and check if the information entered in the **School Profile** is correct. In **Current Medium Selection**, see if the medium relevant to the grade range of your school has been selected correctly. If there is a change to be made then enter your correct details through **Change Grade and Medium Selection**.

Please note that if you change the medium of the grade range after entering the school textbook requirement, **all information entered will be automatically deleted**. The information cannot be retrieved, and you will have to enter it again.

4. When entering the information on the screen shown in number 16, enter the information in all 4 columns **Total Students, Additional Books, Remaining Books** and **Distributed Among Students**. If the number of books to be entered in a certain column is 0, even if 0 appears on the screen, **type** it again as **0**.

If the columns **Total students** and **reusing books** are not calculated automatically, check your internet connection. Log in again and enter the data.

If there are any other problems apart from the above send a **WhatsApp** message to 071-0523142 (Mr. Adheesha) or 071-7790995 (Commissioner-Production and Distribution).

Please mention the name of the school, province, Username, Password and your problem clearly when referring the problem.

Hiroshi Gunawardena

Commissioner

(Production and Distribution)

Educational Publications Department