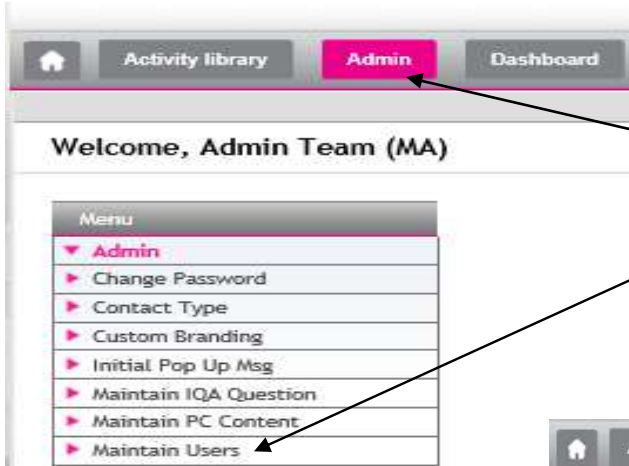




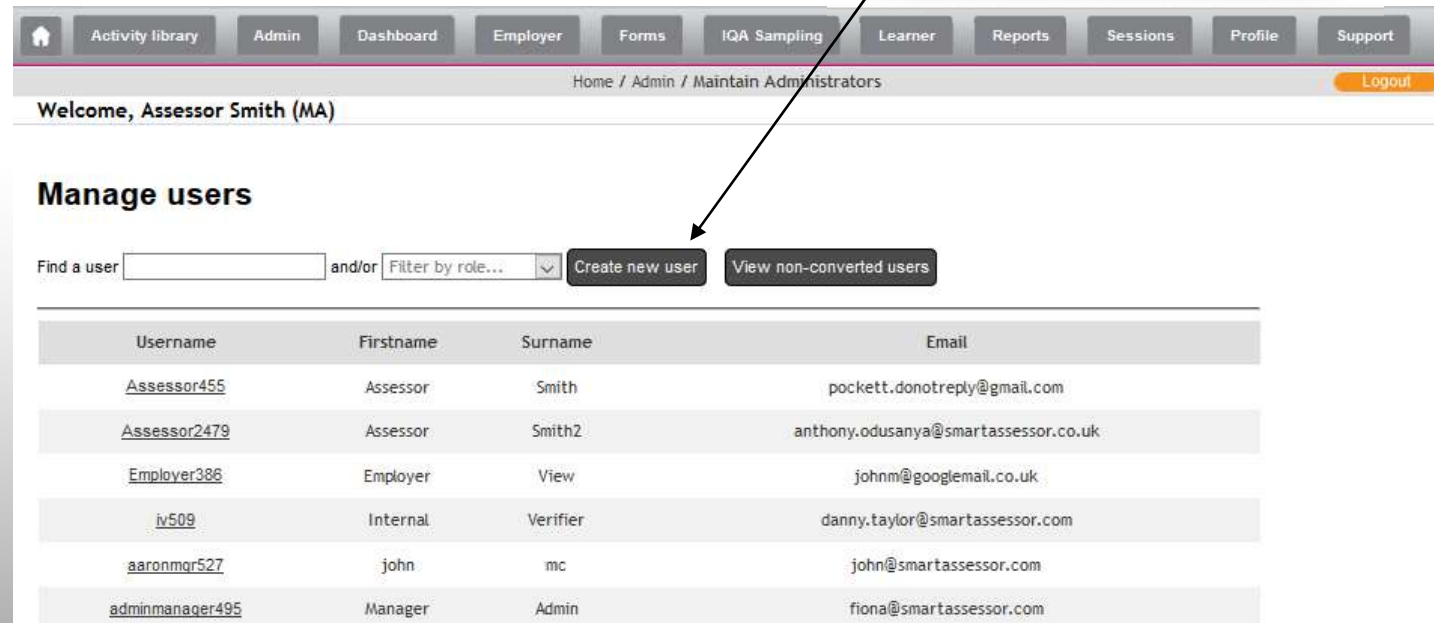
## How to create an EQA Login and attach Learners



**Step 1** – Click on the “Admin” tab.

**Step 2** – Click on the “Maintain Users” button.

**Step 3** – Click on Create new user.





**Step 4** – complete all the details for the EQA and select EQA in the Roles list. Then click Update.

Activity library Admin Dashboard Employer Forms IQA Sampling Learner Reports Sessions Profile Support

Home / Admin / Maintain Administrators Logout

Welcome, Assessor Smith (MA)

### Create user

Registration information (All registration fields are mandatory)

Username\*

Unique email\*

Password\*

Confirm password\*

---

Core information

First name\*

Last name\*

Phone

Mobile

Region

Branding

Time zone

Is archived

Is read only

Roles

- Assessor
- BasicAdmin
- CurriculumManager
- CustomManager
- EmployerManager
- EmployerOverview
- EQA
- ExecutiveManager
- IQA
- MasterAdmin
- PartnerLogin

your user will be created and they will receive an email with their login details.



## To attach learners

**Step 1** - select the EQA from the list of users

Username	Firstname	Surname	Email
<a href="#">Assessor455</a>	Assessor	Smith	pockett.donotreply@gmail.com
<a href="#">Assessor2479</a>	Assessor	Smith2	anthony.odusanya@smartassessor.co.uk
<a href="#">Employer386</a>	Employer	View	johnm@googlemail.co.uk
<a href="#">iv509</a>	Internal	Verifier	danny.taylor@smartassessor.com
<a href="#">aaronmgr527</a>	john	mc	john@smartassessor.com
<a href="#">Wilcox</a>	Louise	Wilcox	louise.wilcox@smartassessor.co.uk
<a href="#">adminmanager495</a>	Manager	Admin	fiona@smartassessor.com

## Edit user: Wilcox

**Core information**

Username:

First name\*:

Last name\*:

Email\*:

Phone:

Mobile:

Region:

Branding:

Time zone:

Primary role:

Is archived  
 Is read only

**Learners**

**Roles**

- Assessor
- BasicAdmin
- CurriculumManager
- CustomManager
- EmployerManager
- EmployerOverview
- EQA
- ExecutiveManager
- IQA
- MasterAdmin
- PartnerLogin

**Step 2** – Click on the learners tab



**Edit Learners**

Course :

Remove

- 1st4sport Level 3 Certificate in Achieving Excellence in Sports Performance (QCF) 6014158X
- 1st4sport Level 3 Certificate in Understanding Sports Performance (QCF) 60141761
- 50068829 EDI Level 2 Certificate in Retail Knowledge
- 50087009 Edexcel Level 1 Functional Skills in English
- 50089067 Edexcel Level 1 Functional Skills in Maths
- 50091700 C&G Level 3 Diploma for the Children and Young Peoples Workforce (QCF)
- 50093009 EDI Level 2 NVQ Certificate in Business and Administration**
- 50093381 City & Guilds Level 3 Diploma in Cleaning Supervision
- 50093423 EDI Level 2 Certificate in Principles of Business and Administration
- 50094683 Edexcel Level 1 Functional Skills in ICT
- 50095444 C&G Level 2 NVQ Diploma in Food and Beverage Service
- 50100804 Edexcel Level 2 NVQ Certificate in Customer Service
- 50111942 C&G Level 3 NVQ Diploma in Health and Social Care (Adults) for England
- 50117233 C&G Level 2 Award in Employment Responsibilities and Rights in Health Social Care and Children and Young Peoples Setting
- 60001082 C&G Level 3 Certificate in Preparing to Work in Health and Social Care
- 60008416 C&G Level 2 Certificate in Hospitality and Catering Principles (Food and Beverage Service)
- 60039826 EDI level 2 Certificate in Retail Skills
- 6012653X C&G Level 2 Diploma in Work-based Agriculture
- Access to HE Nursing and Health Care

**Step 3** – select the course from the drop down list and all learners will display.

**Edit Learners**

Select which learners to assign :

Learner Name	Portfolio	Course Status	Start Date	End Date	Select
Jeff Newman		In Training	1 Dec 2014	2 Sep 2015	<input type="checkbox"/>
Danny Taylor		Course Completed	15 Feb 2015	15 Feb 2016	<input type="checkbox"/>
Helen Wilkes		Awaiting Induction	24 Feb 2015	24 Feb 2016	<input type="checkbox"/>
Simon Bates		Awaiting Induction	25 Feb 2015	25 Feb 2016	<input type="checkbox"/>
Shaun Jennings		Awaiting Induction	25 Feb 2015	25 Feb 2016	<input type="checkbox"/>
Karen Reeves		Awaiting Induction	25 Feb 2015	25 Feb 2016	<input type="checkbox"/>
David Rimmer		Awaiting Induction	25 Feb 2015	25 Feb 2016	<input type="checkbox"/>

Total : 7 Records. Page 1 out of 1

Add Learner

**Step 4** – select the learners by checking the box on the right. Then click add learner.



Select which learners to assign :

Learner Name	Portfolio	Course Status	Start Date	
Helen Wilkes		Awaiting Induction	24 Feb 2015	24
Shaun Jennings		Awaiting Induction	25 Feb 2015	25
David Rimmer		Awaiting Induction	25 Feb 2015	25

Total : 3 Records. Page 1 out of 1

**Add Learner**

Learner Name	Course	Portfolio	Start Date	
Jeff Newman	50093009 EDI Level 2 NVQ Certificate in Business and Administration		1 Dec 2014	25
Danny Taylor	50093009 EDI Level 2 NVQ Certificate in Business and Administration		15 Feb 2015	15
Simon Bates	50093009 EDI Level 2 NVQ Certificate in Business and Administration		25 Feb 2015	25
Karen Reeves	50093009 EDI Level 2 NVQ Certificate in Business and Administration		25 Feb 2015	25

Total : 4 Records. Page 1 out of 1

**Remove Learner**

Your selected learners will now show in the list below and be accessible to the EQA when they login.

To remove learners from the EQA login, follow steps 1 to 4 and click on the remove learner tab.