

# ManageAssess

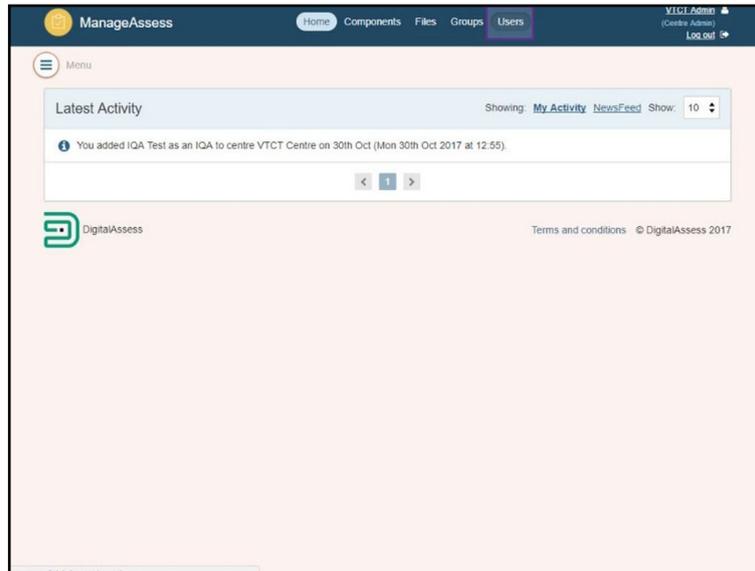
## Creating Tutor and IAQ users

### Content

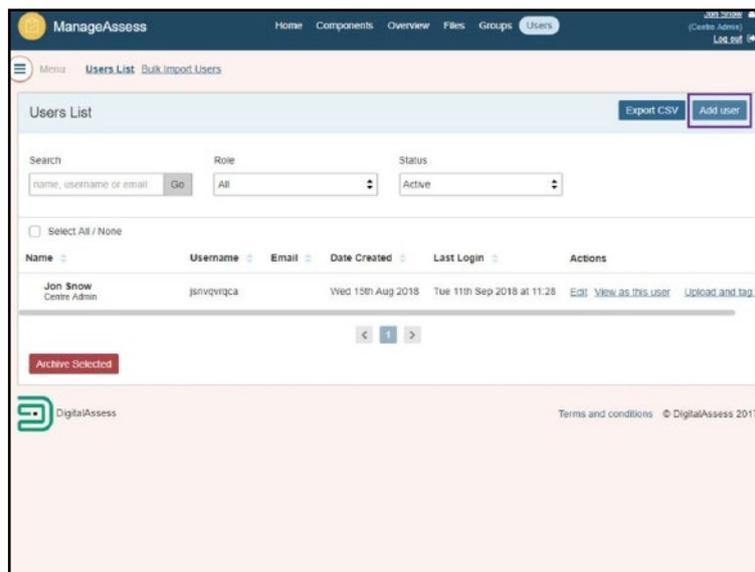
1. Creating Tutor and IAQ users	02
1.1 Editing a user	06
1.1.1 Learner accounts	07

# 1. Creating Tutor and IQA users

1. Select 'Users'.



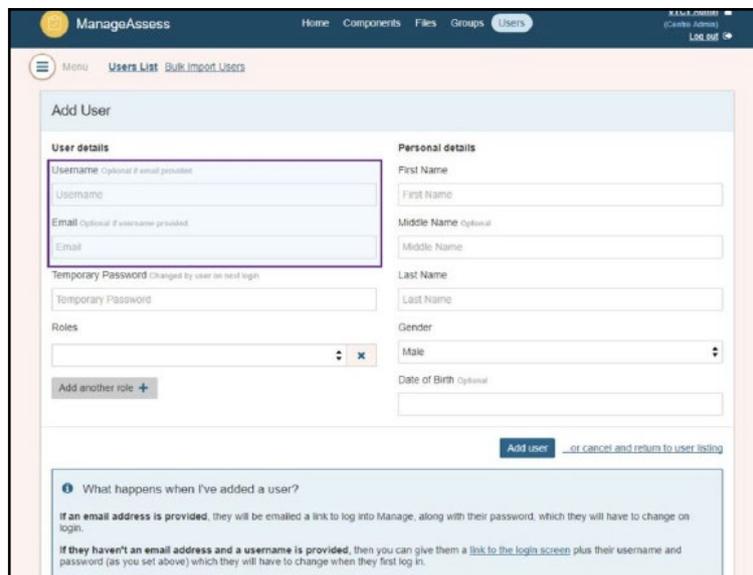
2. Select 'Add user'.



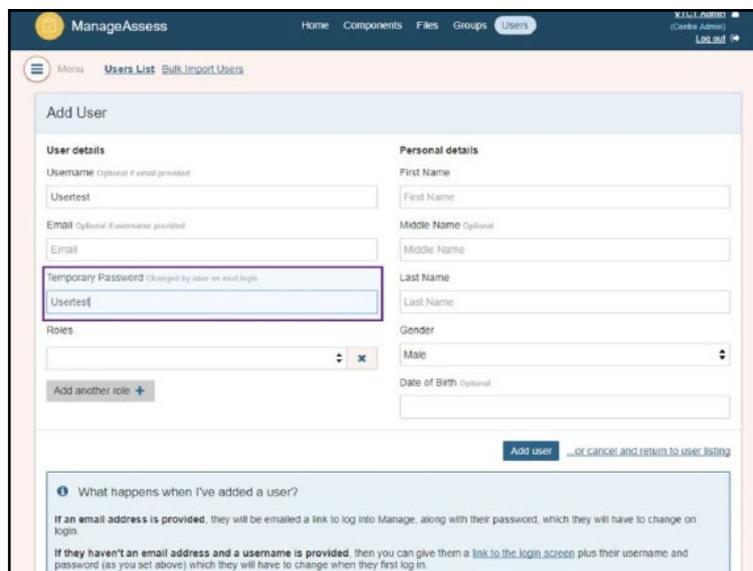
3. Enter a Username and/or Email address.

- **If an email address is provided**, the user will be emailed a link to log into ManageAssess, along with their login details, which they will need to change upon initial login.
- **If an email address is not available**, enter a username and a temporary password, then provide the user with a [link to the login screen](#) plus the username and password you set. The user will be required to change the password when they first log in.

**NB:** *If emailing a user their login details, it is strongly recommended that the username and password are sent in separate emails.*



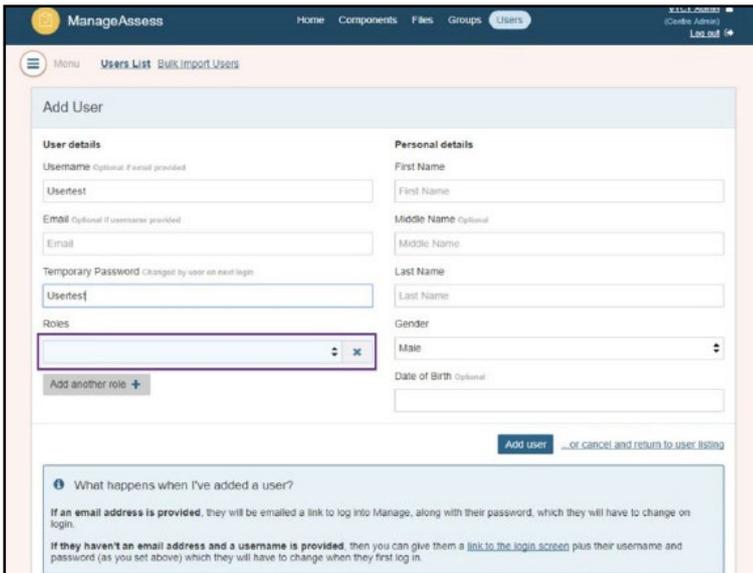
4. If no email address is available, enter a username and temporary password.



Select the user's 'Role'.

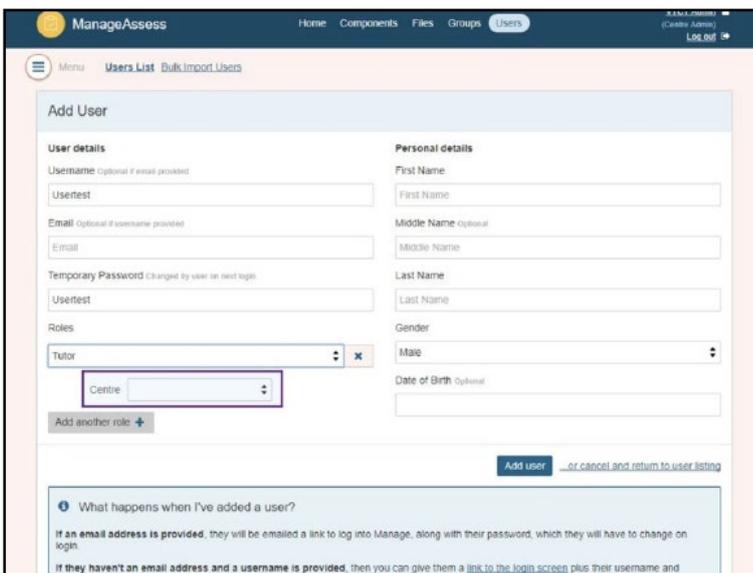
Multiple roles can be selected for a user. When the user logs in, and they have multiple roles assigned to their profile, they will select which role they wish to enter the system as.

**NB:** Centres are unable to add additional centre administrator users. If additional centre administrator users are required, an existing centre administrator needs to email [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) with their VTCT site code, and the name and email address of the additional centre administrator user(s).



The screenshot shows the 'Add User' form in the ManageAssess interface. The form is divided into two main sections: 'User details' and 'Personal details'. In the 'User details' section, the 'Roles' dropdown menu is highlighted with a red box, indicating the step of selecting a role. Below the form, there is a blue box with an information icon and the text: 'What happens when I've added a user? If an email address is provided, they will be emailed a link to log into Manage, along with their password, which they will have to change on login. If they haven't an email address and a username is provided, then you can give them a link to the login screen plus their username and password (as you set above) which they will have to change when they first log in.'

5. For each role assigned, select the associated 'Centre'.



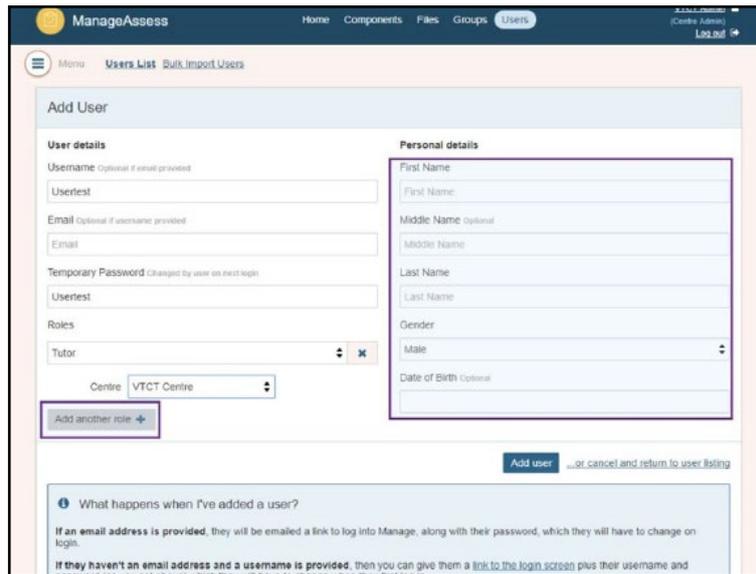
The screenshot shows the 'Add User' form in the ManageAssess interface. The 'Roles' dropdown menu is now set to 'Tutor'. The 'Centre' dropdown menu is highlighted with a red box, showing a selection. Below the form, there is a blue box with an information icon and the text: 'What happens when I've added a user? If an email address is provided, they will be emailed a link to log into Manage, along with their password, which they will have to change on login. If they haven't an email address and a username is provided, then you can give them a link to the login screen plus their username and password (as you set above) which they will have to change when they first log in.'

7. To add additional roles, select 'Add another role +'.

8. Enter the user's personal details.

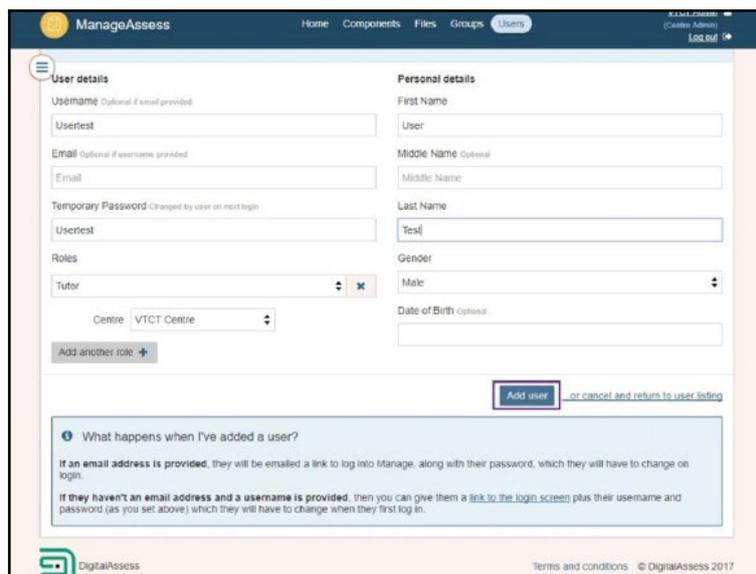
**Mandatory fields are:**

- First name
- Last name



The screenshot shows the 'Add User' form in the ManageAssess interface. The form is divided into two main sections: 'User details' and 'Personal details'. The 'Personal details' section is highlighted with a purple box and contains the following fields: First Name (with a sub-label 'First Name:'), Middle Name (Optional), Last Name (with a sub-label 'Last Name:'), Gender (set to 'Male'), and Date of Birth (Optional). The 'User details' section includes Username (Optional if email provided), Email (Optional if username provided), Temporary Password (Changed by user on next login), Roles (set to 'Tutor'), and Centre (set to 'VTCT Centre'). A button labeled 'Add another role +' is highlighted with a purple box. At the bottom right of the form, there is a button labeled 'Add user' followed by the text '...or cancel and return to user listing'. Below the form, there is an information box titled 'What happens when I've added a user?' with two paragraphs of text.

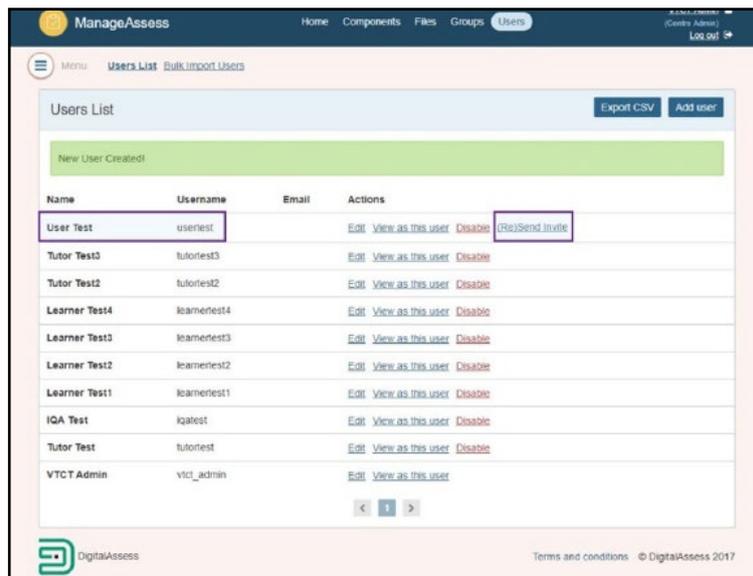
9. Select 'Add user'.



The screenshot shows the 'Add User' form in the ManageAssess interface, similar to the previous one. The 'Personal details' section is now filled with the following values: First Name: 'User', Middle Name: (Optional), Last Name: 'Test', Gender: 'Male', and Date of Birth: (Optional). The 'Add another role +' button is now greyed out. The 'Add user' button at the bottom right is highlighted with a purple box. The information box at the bottom remains the same.

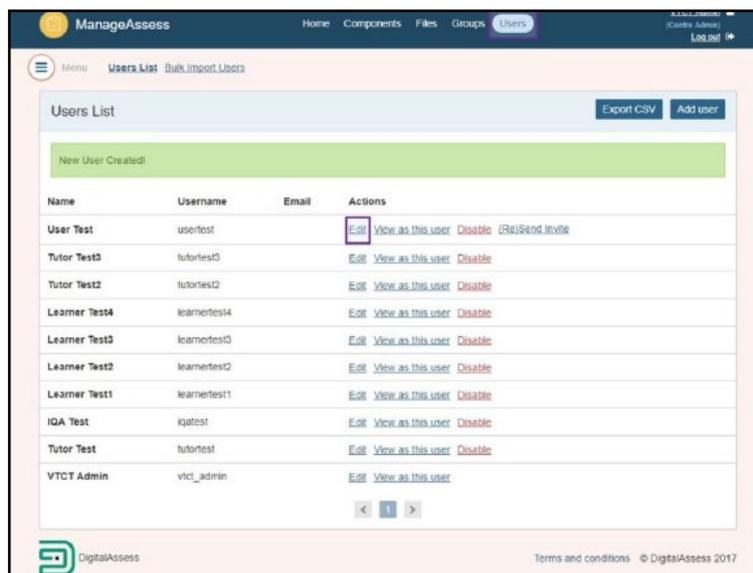
10. The user has been created.

11. If the user does not receive their login email, you can re-send the invite by selecting the ‘(Re)Send Invite’ link.

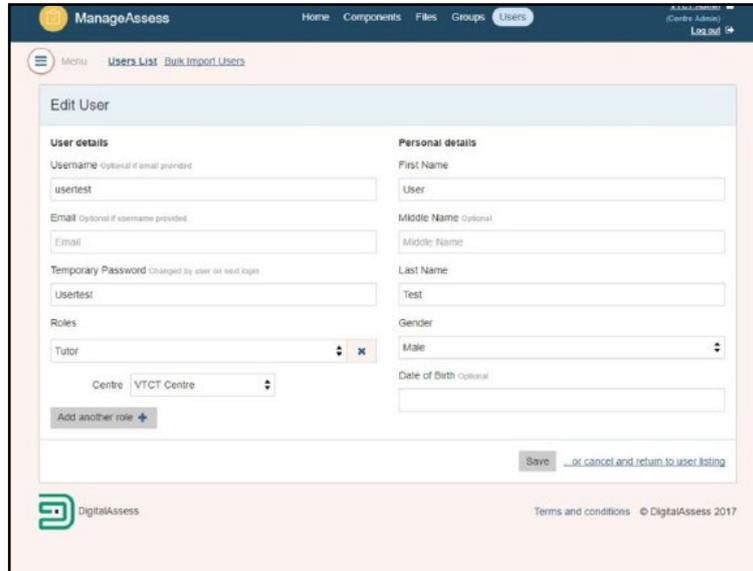


## 1.1. Editing a user

1. From the ‘Users’ page, select the ‘Edit’ link for the user you want to edit.
2. Select ‘Edit’.



3. You can now edit the user’s details.



### 1.1.1 Learner accounts

Centres do not need to create learners. Learners are added to the ManageAssess automatically following an eligible qualification registration.

A learner’s initial log in to ManageAssess will be their VTCT learner number as both the username and password. Upon initial login the learner will be forced to change their password.

Whilst Centre Administrator’s can reset learner passwords, learners should be encouraged to use the forgotten password facility on the ManageAssess login page if they need to reset their password.

#### For help and support:

- E: [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) / T: +44 (0) 2380 684500
- [ManageAssess support page](#)