

# ManageAssess

## Logging in and Password Reset

### Content

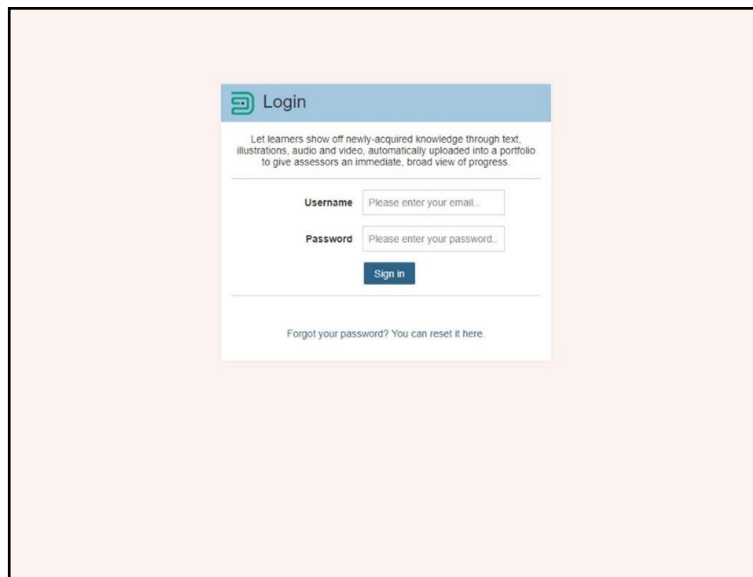
1. Logging in and password reset

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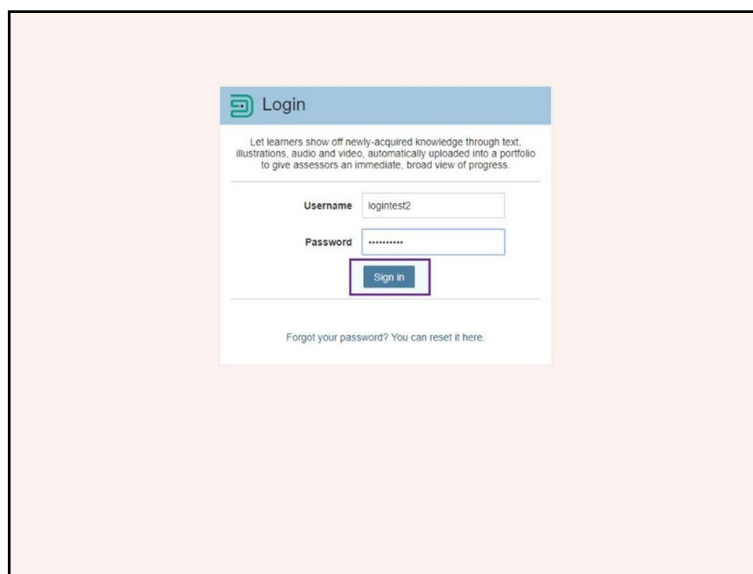
02

# 1. Logging in and password reset

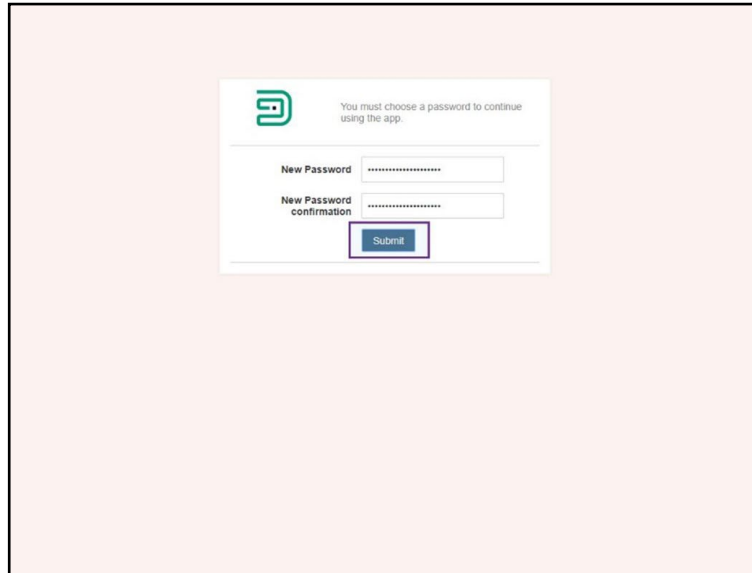
1. The website address for ManageAssess is: <https://www.manageassess.com/accounts/login/>  
You can also access the login page via the [VTCT website](#).
2. The ManageAssess login page.



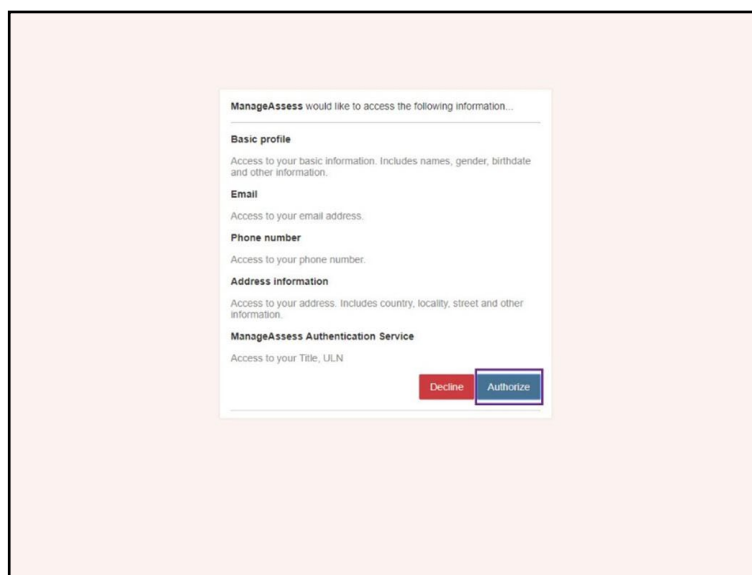
3. Enter your login and select 'Sign in'.  
You will have received your login details either by email or in person.



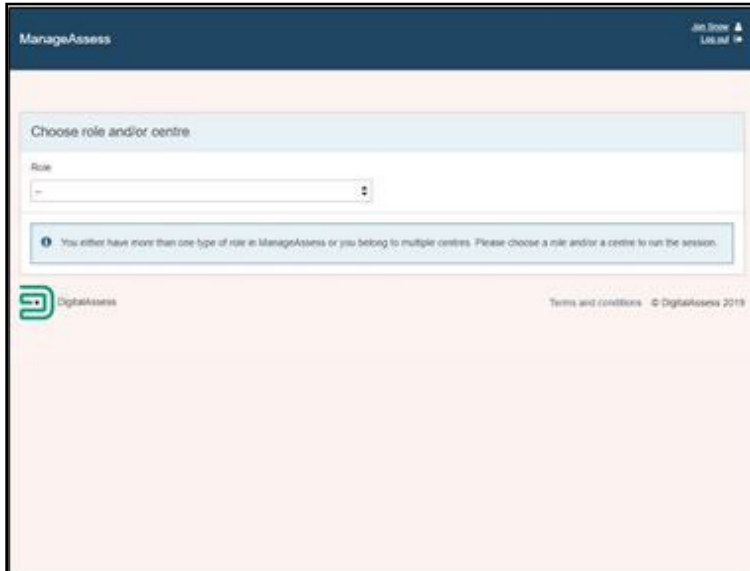
4. Upon first time login, you will be prompted to enter a new password. Complete this and select 'Submit'.



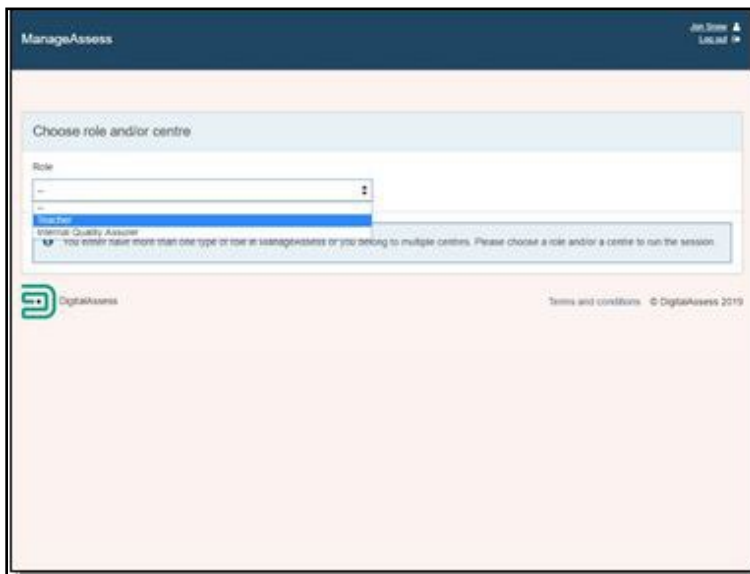
5. The information that ManageAssess is asking permission to access may or may not have been entered in to the system by the person who created you as a user. ManageAssess does not access information via any other sources.
6. Select 'Authorize'. You will only need to perform this action once. You will not be able to access ManageAssess if you Decline.



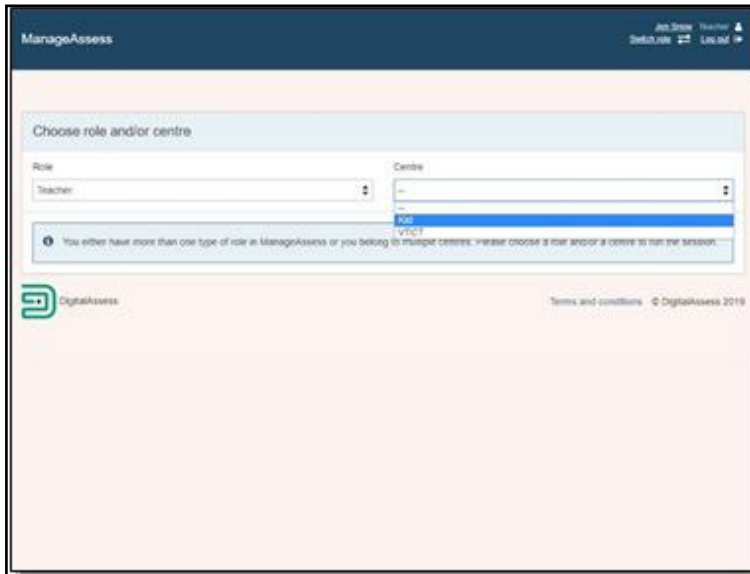
- If you have been assigned multiple roles and/or multiple centres/sites, you will be presented with the role picker screen.



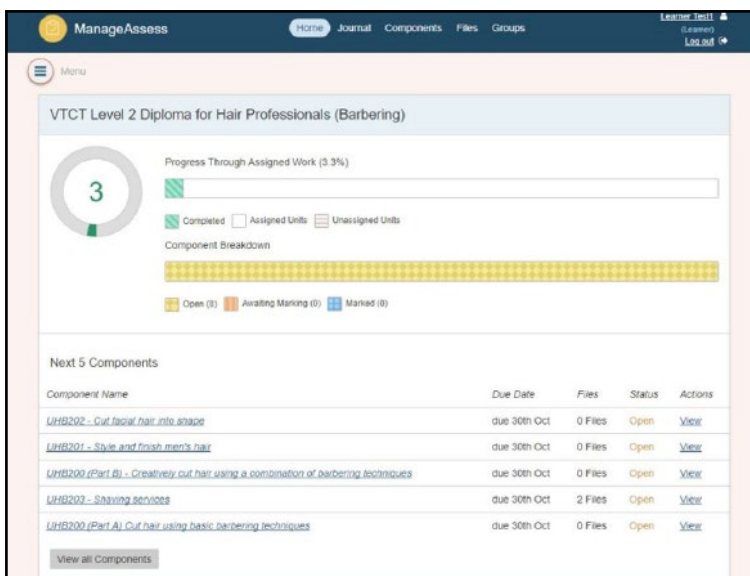
- Select the role that you wish to login as.



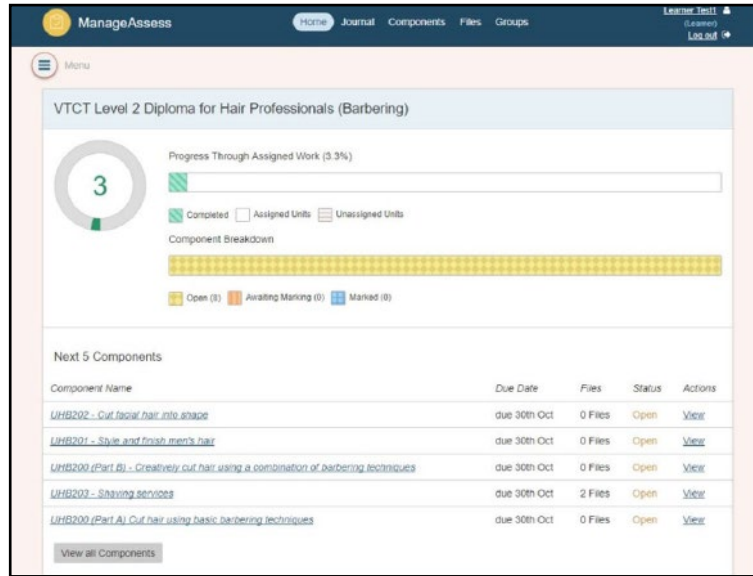
9. Then select the centre/site that you wish to login as.



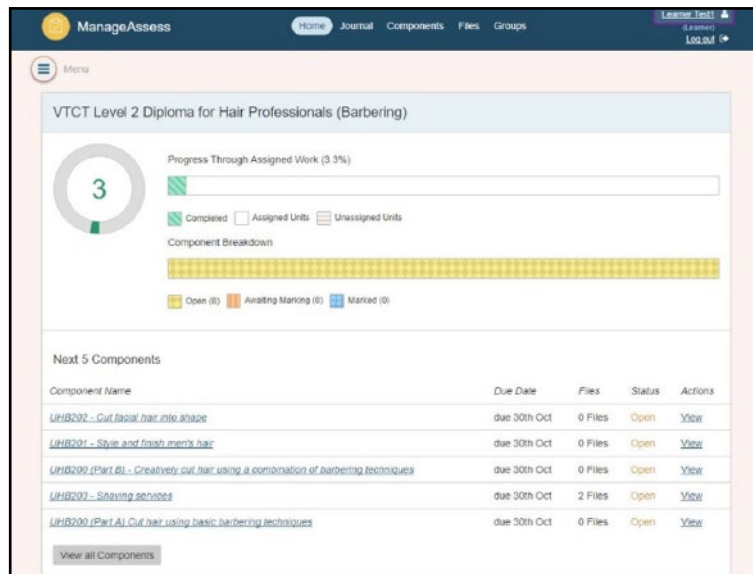
10. The Home page layout will differ depending on which role you log in to the system as.



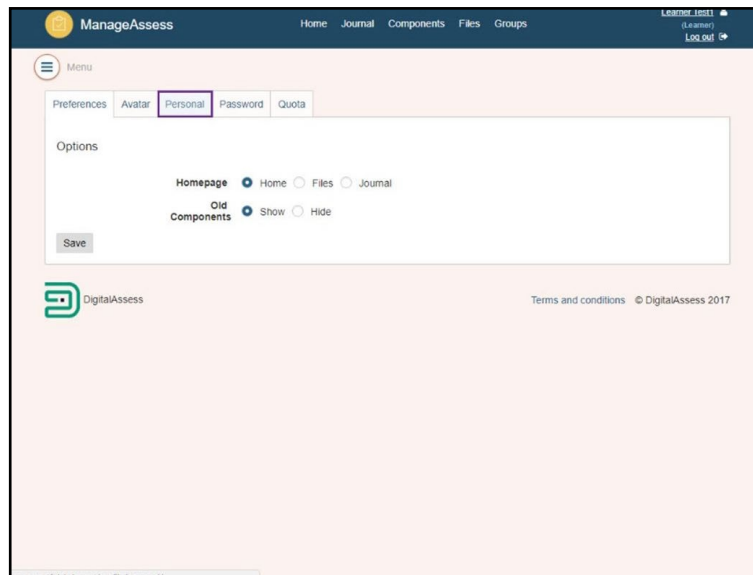
- After logging in for the first time, you need to ensure that an email address is available within the system. Having an email address within the system will mean you can reset your password should you forget it.



- Select your name link in the top right of the screen.

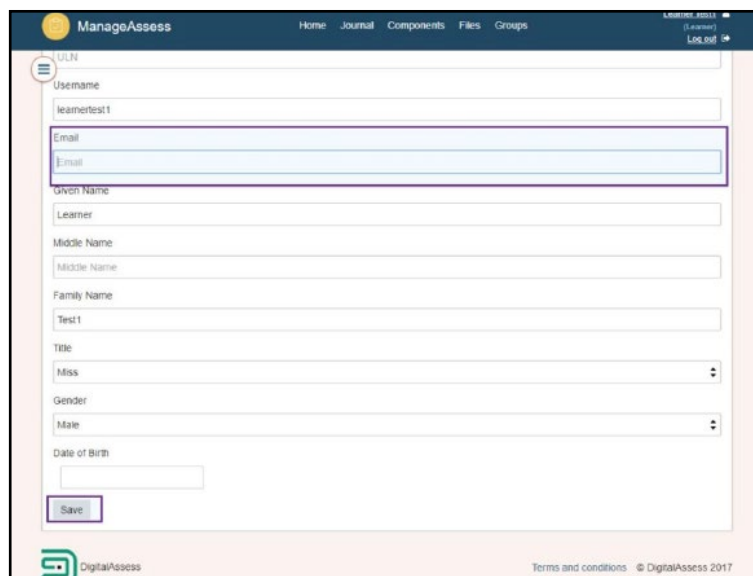


13. Select the 'Personal' tab.



14. If an email is present, check it is correct. If no email address is present, enter your address.

15. Select 'Save'.



16. If you forget your password you can reset via the ManageAssess [login page](#) by selecting the 'Forgot your password?' link.

17. Enter the email address associated with your account and select 'Reset my password'.

18. You will now receive an email which contains a link to enable the password reset. The email will also confirm what your username is.

**For help and support:**

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