VQManager Enhancements March 2017

Add a new page for requesting to set/reset password

We have increased security and updated the process for resetting a password.

It applies when a new user account is created, or when a user has forgotten their password and needs to reset it. This is linked to the next development in this document as well.

When clicking on the 'forgotten password' link on the log in page, the user will be required to:

- Enter their user name (as we currently do)
- Complete a security code

As long as both user name and code is supplied successfully, and there is an email address recorded in VQM, an email will be sent to the user. The message will contain a link to a page where the new password can be entered. This increases security because the emailed link contains a unique security key, without which it's not possible to change the password on the account. It effectively verifies that the person trying to enter a new password is the user who owns the account.

The text of the e-mail is as follows:

Hi Eastwood Vivienne

You may set / reset your VQManager password by clicking this link:

http://www.vqmanager.co.uk/cgi/radSVQ.cgi/p?rf=F6B41E2D-4BC7-4574-BA11-97A5AEB5FE87

This link can be used only once and will expire on 04/03/2017 11:59

Please note that this is a notification email only and any replies to this email address will not be answered.

If you have a query regarding this email or any aspect of VQManager, please contact your Assessor or Centre Administrator directly.

You can change your email address recorded in VQManager and unsubscribe from, or control which emails you receive on your Personal details page in VQManager.

The VQManager team

www.vqmanager.co.uk

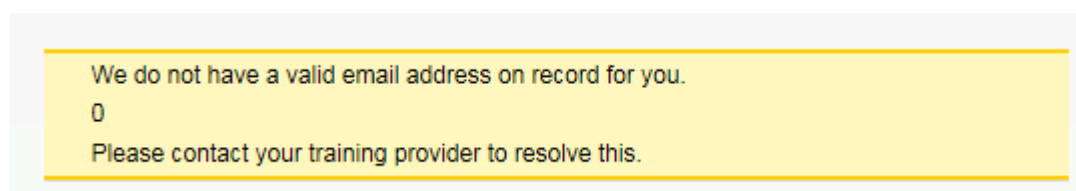The emailed security key can only be used once, and is valid for the following periods of time:

User requesting re-set of own password: **1 hour**
Centre Admin sending password re-set to user: **24 hours** (see below for further details)
Centre Admin creating new learner account: **7 days** (see below for further details)

If the key has expired, the user will need to request a new one by clicking on the forgotten password link again.

If there is no email address recorded in VQManager for the user, a message is presented explaining that.

> We do not have a valid email address on record for you.
> 0
> Please contact your training provider to resolve this.
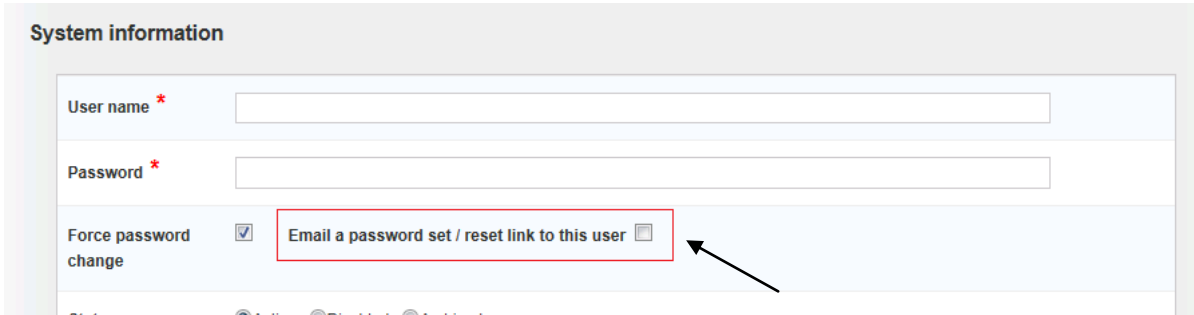
In this example, the user has put '0' in the email field of the Personal Details page.

E-mail notification to learner when account is created

Centre Admins are now able to ask the system to email learners with their VQManager log in details when they create a new account.

(Please note, unfortunately this feature won't currently work for accounts created via integration, or using the Mass Uploader.)

A new tick box appears under the username and password fields which will trigger an email similar to the above to the new user. The one difference is that the message will also contain the username.

System information

User name *	
Password *	
Force password change	☑ Email a password set / reset link to this user ☐
Status	⦿ Active ◯ Disabled ◯ Archived

This feature can also be used by the Centre Admin to trigger a password re-set email for any user. In the case of password re-sets, the username is not included in the email, for security.

The Centre Admin can open the User Profile and use the tick box as above, or they can click on the new email icon on the User List.

When you select the mail icon a popup appears checking you wish to send the email.

When you select "ok" the icon displays a message showing progress. If the system shows 'Failed', you can mouse over the word to see the reason for the failure.

Linking an OSU account to all learners automatically

We have introduced a feature that allows a specified OSU account within a centre to be automatically linked to all active learner accounts in that centre. This will allow, for example, an administrator to have access to all learner accounts for monitoring purposes, without the Centre Admin having to manually link the learners.

Other user types can be linked to the specified account manually.

If you'd like to use this feature, please contact SkillWise, so we can set it up for you.

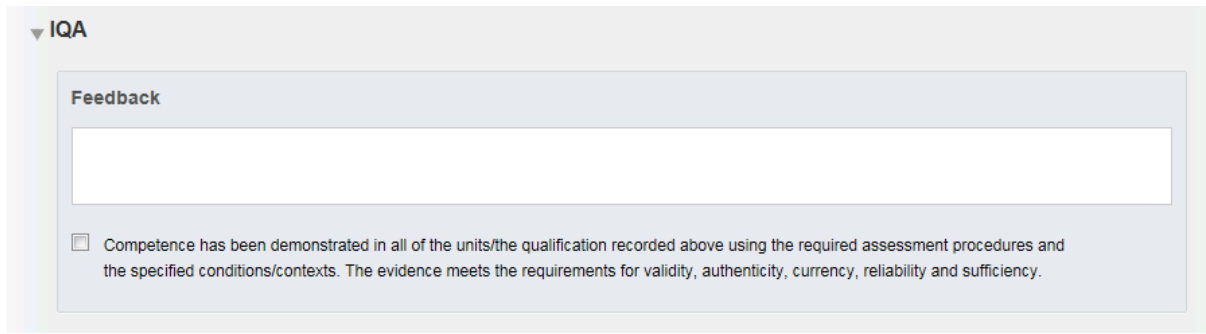This function is limited to one OSU account per centre.

Allow filtering of Sampling Plan by Curriculum Area

Users are now able to filter the Sampling Plan and also the sampling plan report by Curriculum Area as well as Employer.

Change wording at IQA qual sign off

We have altered the wording at qualification sign off. The IV /IQA comments box now reads Feedback rather than Summative Assessment because this better reflects the IQA role.