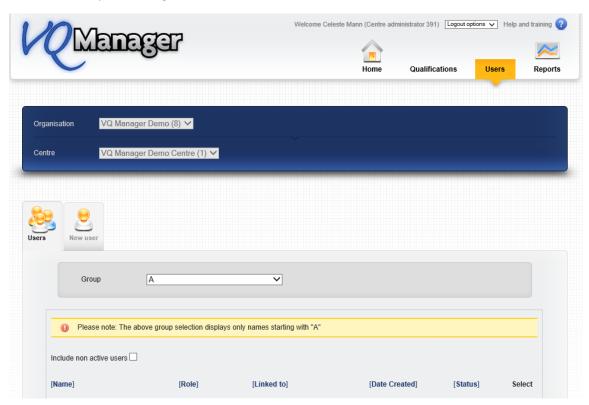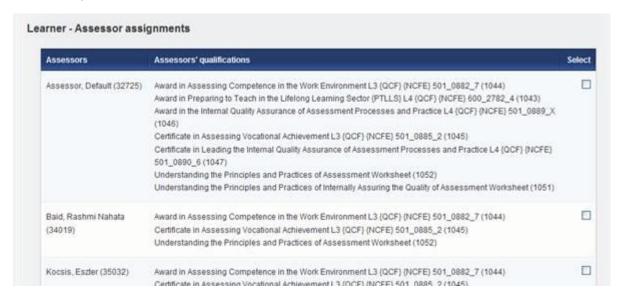# Linking Users together

To access user profiles, log in as Centre Admin and click on the Users tab.

Linking Learner to Assessor

This is done in the Learner's user profile. Select the Assessor/s who are going to contribute to the learner's e-portfolio. This includes Trainee Assessors.

Linking Trainee Assessor to Assessor

By linking Trainee and Qualified assessors to the Learner as above this automatically links the Trainee to the Qualified. The workflow will always go from Learner to Trainee to Qualified and back through the Trainee to the Learner. [By clicking "save and send for countersigning" as a Trainee, this will always send the work to the Qualified before going on to the IQA.]
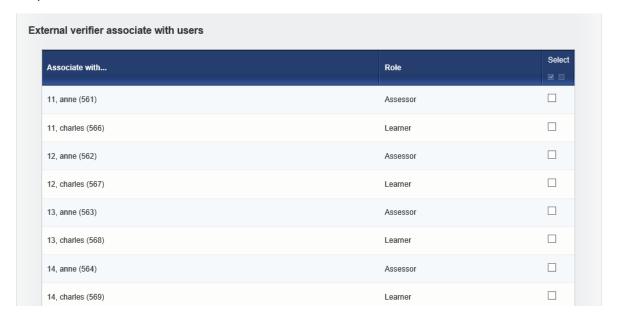
Linking Assessor to IQA

To link the Assessor to the IQA you go to the IQA User profile and select the relevant Assessors from the list.

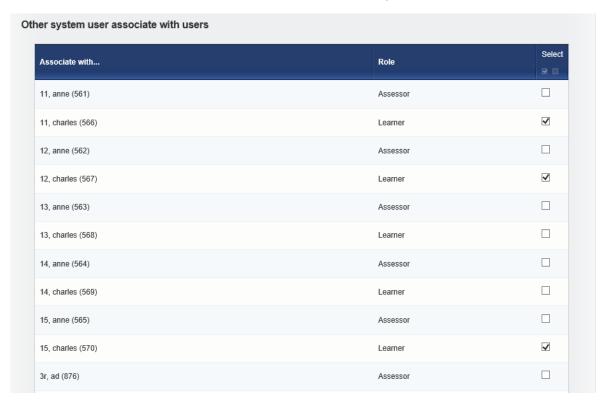| Internal verifier associate with assessors	
Assessor	**Select** ☑ ☐
11, anne (561)	☐
12, anne (562)	☐
13, anne (563)	☐
14, anne (564)	☐
15, anne (565)	☐
3r, ad (876)	☐
Andrews, Stephen (740)	☐
anne, Anne (392)	☑

Linking EV to IQA and assessor and Learner

The EV must always be linked to all users in the 'chain', i.e. it is not enough to link them to the IQA and assume the Assessors will be visible; or to link them to the Assessor and assume the Learners will be visible. It is designed this way deliberately so that the EV only sees the users requested, and doesn't have access to anyone else. This gives you complete control over what they see and what they do not.

External verifier associate with users		
Associate with...	**Role**	**Select** ☑ ☐
11, anne (561)	Assessor	☐
11, charles (566)	Learner	☐
12, anne (562)	Assessor	☐
12, charles (567)	Learner	☐
13, anne (563)	Assessor	☐
13, charles (568)	Learner	☐
14, anne (564)	Assessor	☐
14, charles (569)	Learner	☐

Other System User and Line Manager

The Other System User can effectively log in as any user they are linked to, and see all of their pages. So, if they are linked to an assessor, they can drill down and see all of this assessor's learners, exactly as the assessor does. The difference is that this user is read only.

Other system user associate with users		
Associate with...	**Role**	**Select** ☑ ☐
11, anne (561)	Assessor	☐
11, charles (566)	Learner	☑
12, anne (562)	Assessor	☐
12, charles (567)	Learner	☑
13, anne (563)	Assessor	☐
13, charles (568)	Learner	☐
14, anne (564)	Assessor	☐
14, charles (569)	Learner	☐
15, anne (565)	Assessor	☐
15, charles (570)	Learner	☑
3r, ad (876)	Assessor	☐

The Line Manager is managed in the same way but has the additional functionality of bulk loading learners from a particular employer and also for adding any future learner automatically who is associated with that employer. This user is read only.

Line manager associate with users

Once-off bulk associate with all learners from employer: None ▼

In future, automatically associate with all new learners from employer: None ▼

Associate with...	**Role**	**Select** ☑ ☐
11, anne (561)	Assessor	☐
11, charles (566)	Learner	☐
12, anne (562)	Assessor	☐
12, charles (567)	Learner	☐
13, anne (563)	Assessor	☐
13, charles (568)	Learner	☐
14, anne (564)	Assessor	☐