

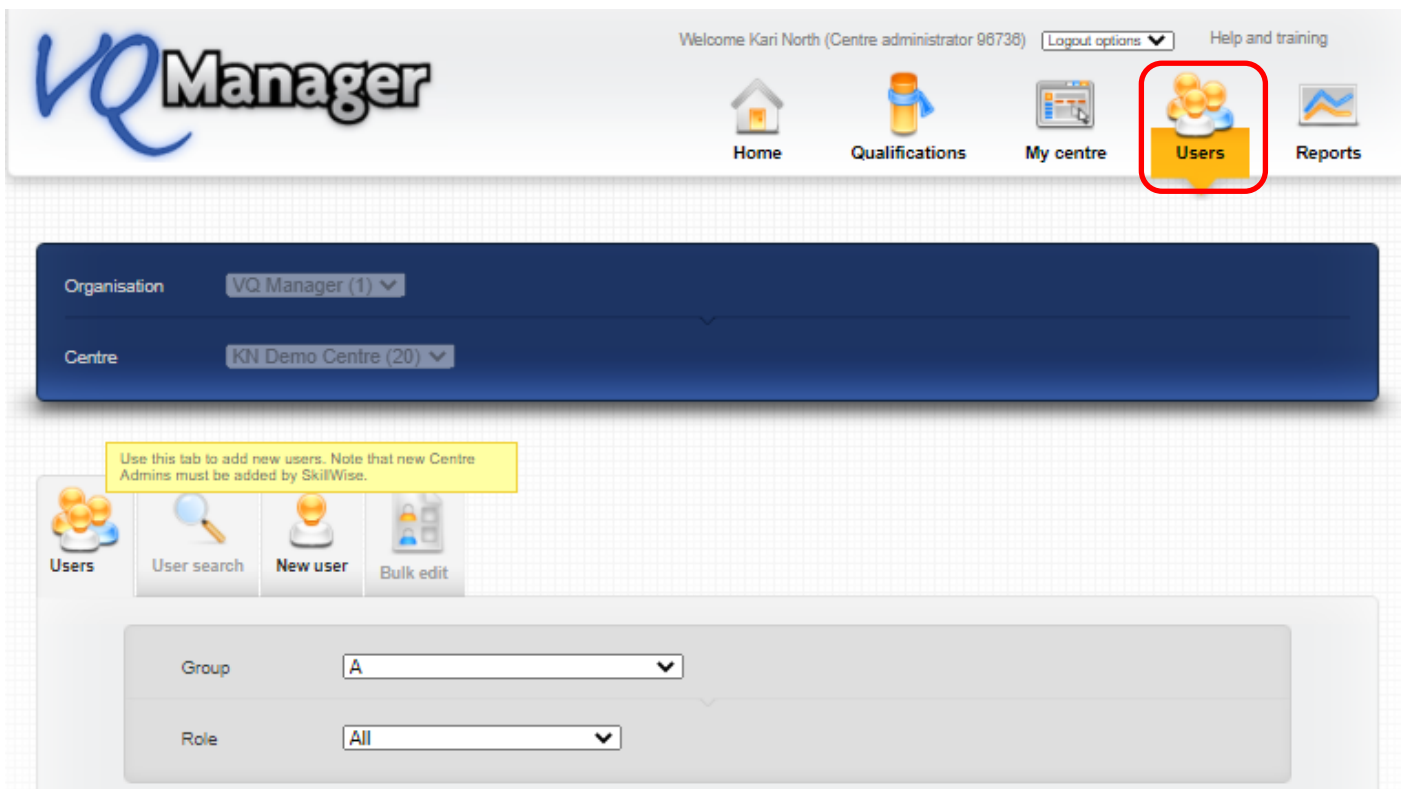
Creating an EV

Step 1 – Log in as centre administrator using your user name and password:



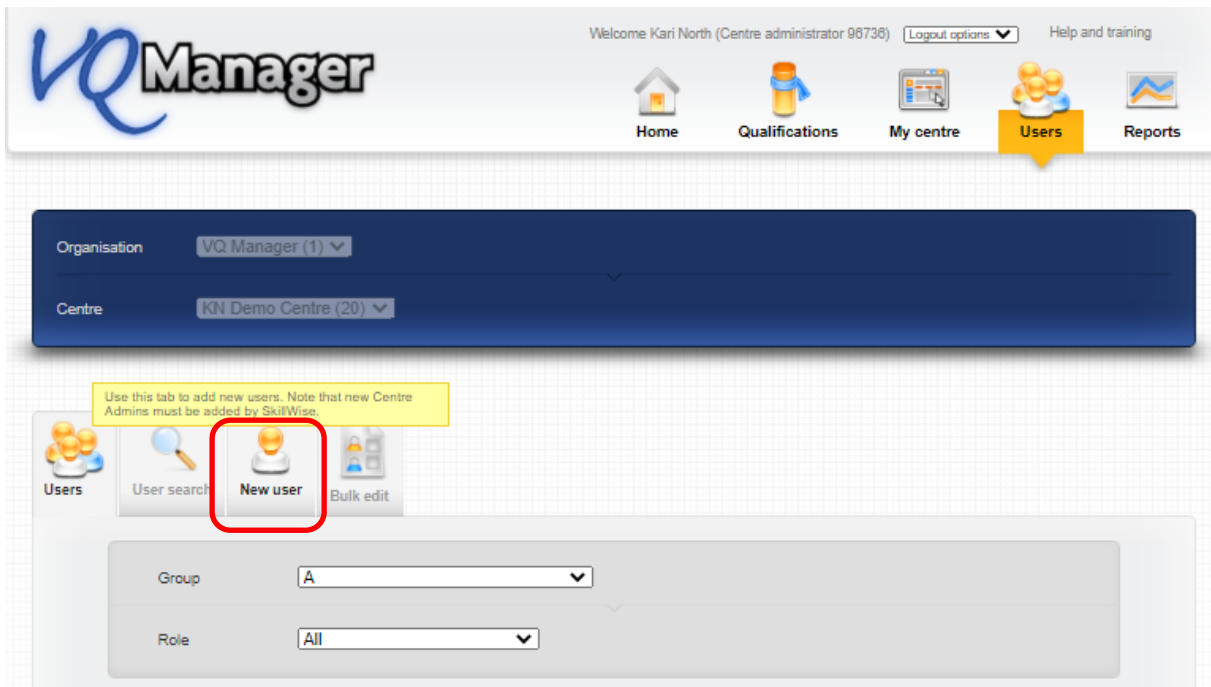
The image shows the VQ Manager login page. At the top, the logo 'VQ Manager by SkillWise' is displayed. Below it is the 'User Login' section with two input fields: 'User name or email' and 'Password'. There are links for 'Forgotten your user name?' and 'Forgotten your password?'. A 'Login' button is located to the right of the password field. At the bottom, there is a link to 'SkillWise' for more information and a disclaimer about data security.

Step 2 – Go to USERS:



The image shows the VQ Manager dashboard. The top navigation bar includes the logo, a welcome message for 'Kari North (Centre administrator 98736)', 'Logout options', and 'Help and training'. The main navigation menu has icons for 'Home', 'Qualifications', 'My centre', 'Users' (highlighted with a red box), and 'Reports'. Below the navigation bar, there are dropdown menus for 'Organisation' (VQ Manager (1)) and 'Centre' (KN Demo Centre (20)). A yellow tooltip says: 'Use this tab to add new users. Note that new Centre Admins must be added by SkillWise.' The 'Users' section has sub-tabs for 'Users', 'User search', 'New user', and 'Bulk edit'. At the bottom, there are filters for 'Group' (A) and 'Role' (All).

Step 3 – Select NEW User:



Step 4 – Fill in user name and password (format chosen by the organisation):

System information

User name *

Password *

Force password change

Email a password set / reset link to this user Optional

Status Active On hold Archived

Roles		Default
Learner	<input type="checkbox"/>	<input type="radio"/>
Assessor		<input type="radio"/>
Qualified Trainee	<input type="checkbox"/>	
Internal verifier	<input type="checkbox"/>	<input type="radio"/>
External verifier	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
Line manager	<input type="checkbox"/>	<input type="radio"/>
Other system user	<input type="checkbox"/>	<input type="radio"/>

! For external users, e.g. learner's employer

Status:

- Active – new user
- Disabled – break in work, will be coming back to use the system
- Archived – left the organisation

Force password change will allow the user to select their own password the first time they log in.

Email a password set/reset link to this user – will trigger an automated email with a link in the email. The link is valid for 7 days before it expires. To trigger a new link the user can select the **Forgotten password** link on the login page.

NB The page will not load completely until you have selected the user role

Complete Personal Information Email and Telephone number (mandatory):

Personal information

Title

Forename * L10

Surname/ family name * L09

Email *

Default telephone number * L23

All other fields are optional.

Step 5 – Select ALL users to associate with the EV, IQA’s Assessors AND Learners:

External verifier associate with users

Associate with...	Role	Select
Anderson002, Charles (34759)	Learner	<input type="checkbox"/>
Anderson003, Charles (34779)	Learner	<input type="checkbox"/>
Anderson004, Charles (55367)	Learner	<input type="checkbox"/>
Anderson01, Charles (25406)	Learner	<input type="checkbox"/>
Anderson02, Charles (28978)	Learner	<input type="checkbox"/>
Anderson03, Charles (27007)	Learner	<input type="checkbox"/>

Step 6 – Select which qualifications to associate with the EV:

External verifier qualification assignments

Qualifications	Select
BTEC Extended Diploma in Business L3 (QCF) Edexcel 500_6746_1 (701)	<input type="checkbox"/>
Certificate for Proficiency in Food Industry Skills L2 (QCF) {EDI} 600_1659_0 (1049)	<input type="checkbox"/>
Certificate for Proficiency in Food Industry Skills L3 (QCF) {EDI} 600_1379_5 (1134)	<input type="checkbox"/>
Certificate in Customer Service Knowledge L2 (NCFE) - question bank (1104)	<input type="checkbox"/>
Certificate in Equality and Diversity L2 (NCFE) - Exploring How to Promote Equality and Diversity - question bank (1528)	<input type="checkbox"/>
Certificate in Equality and Diversity L2 (NCFE) - question bank (1089)	<input type="checkbox"/>
Certificate in Equality and Diversity L2 (NCFE) - question bank - Demo version (1517)	<input type="checkbox"/>
Certificate in Mental Health Awareness L2 version 2 question bank (1542)	<input type="checkbox"/>
Functional Skills - English L1 (1472)	<input type="checkbox"/>
Functional Skills - English L1 (1430)	<input type="checkbox"/>
Functional Skills - English L1 (1297)	<input type="checkbox"/>

Click Save

Save Cancel

Note – multiple roles are possible, just select all applicable and the default login:

System information

User name *

Password *

Force password change

Status Active Disabled Archived

Roles

		Default
Learner	<input checked="" type="checkbox"/>	<input type="radio"/>
Assessor	<input checked="" type="checkbox"/>	<input type="radio"/>
Internal verifier	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
External verifier	<input type="checkbox"/>	<input type="radio"/>
Line manager	<input type="checkbox"/>	<input type="radio"/>
Other system user	<input type="checkbox"/>	<input type="radio"/>