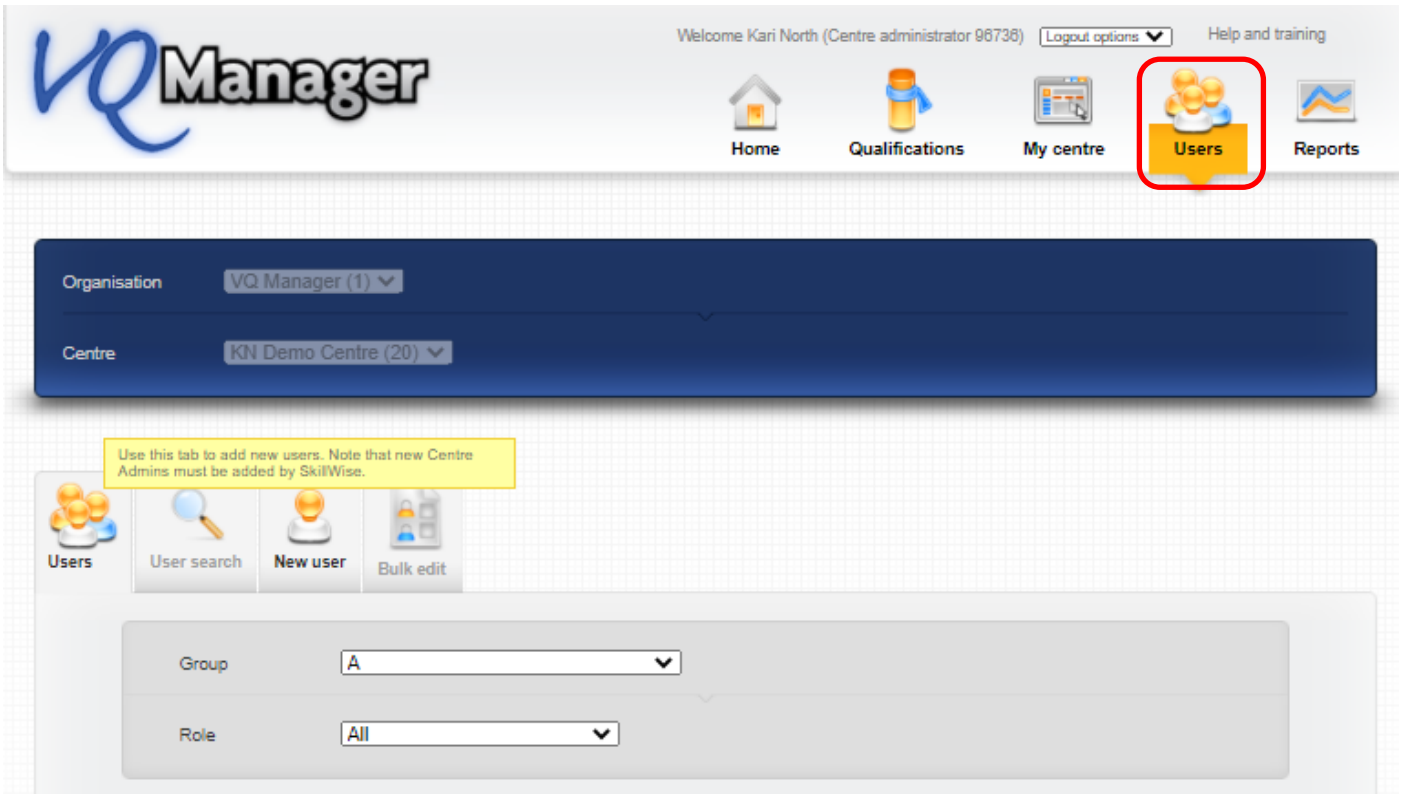
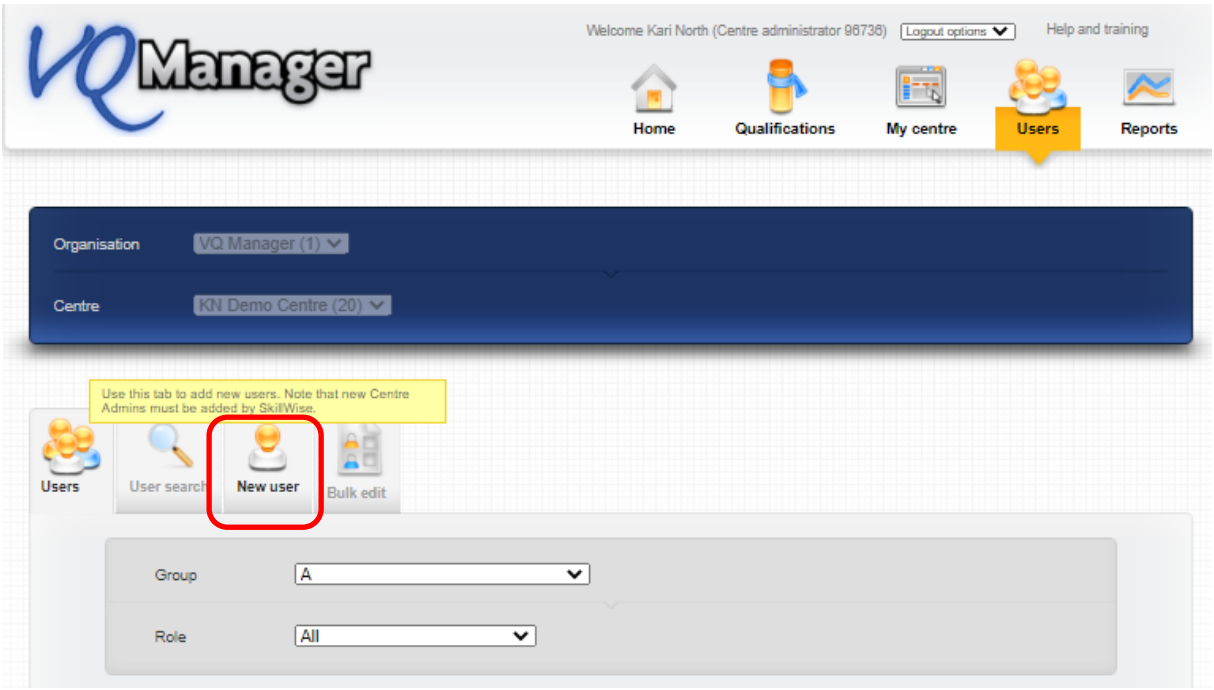
Creating an EV

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

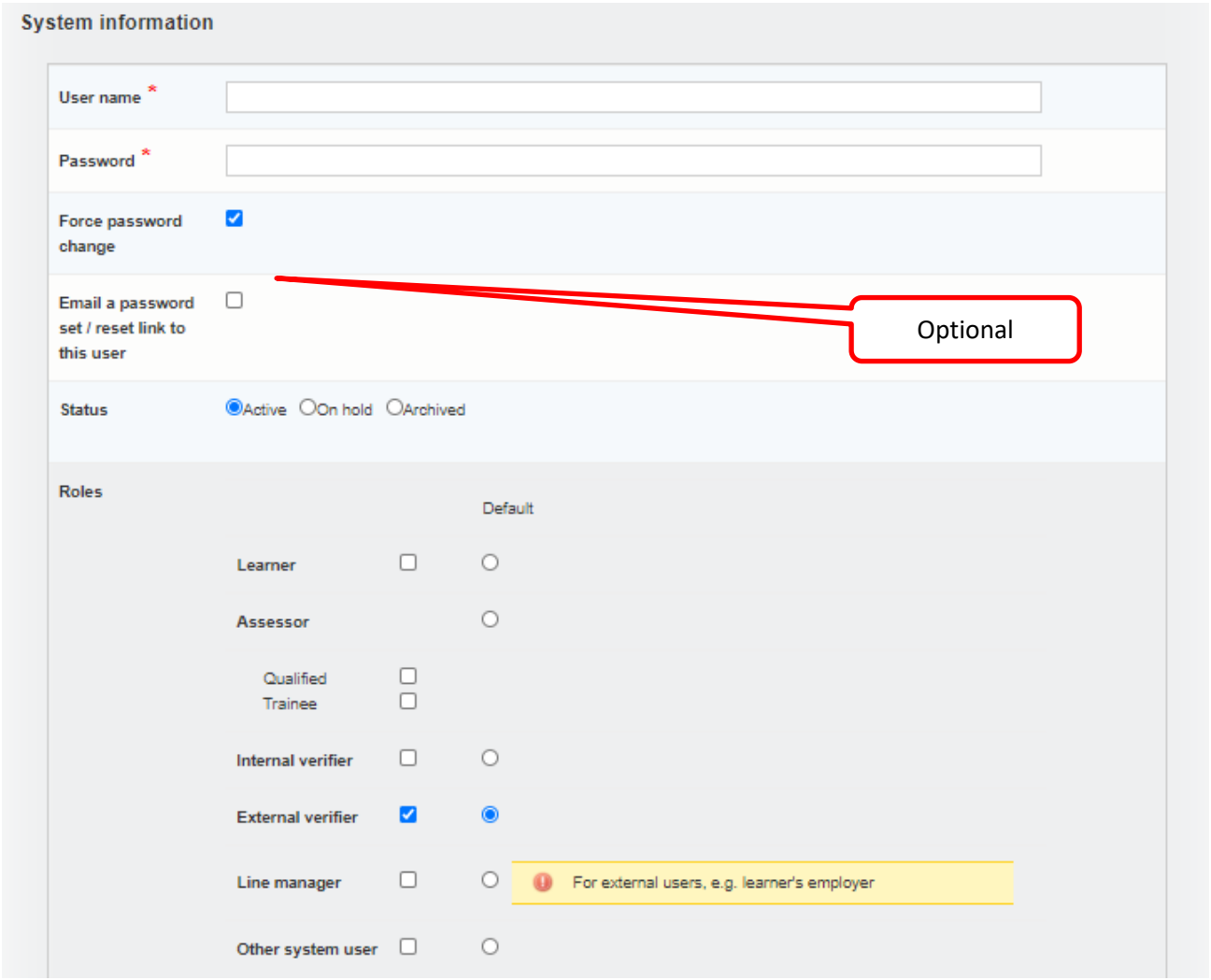
Step 2 – Go to USERS:



Step 3 – Select NEW User:



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



Status:

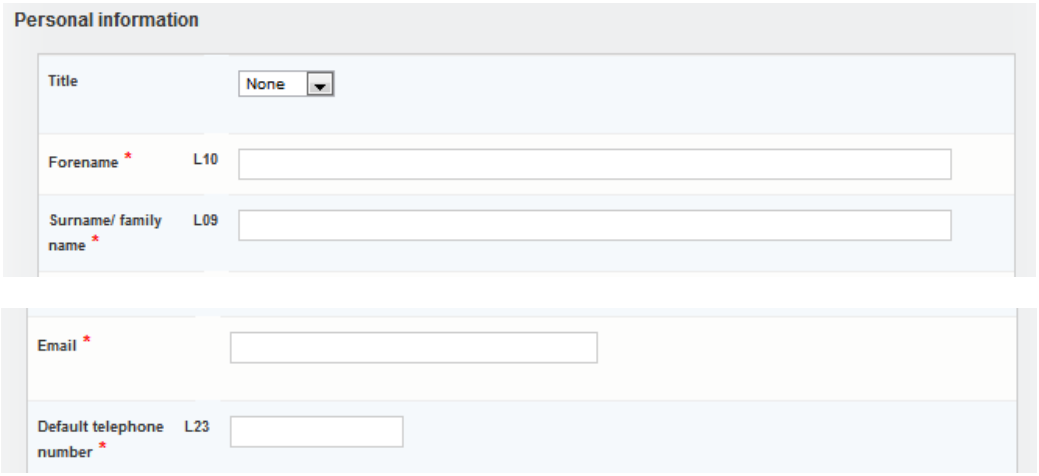
- Active – new user
- Disabled – break in work, will be coming back to use the system
- Archived – left the organisation

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.

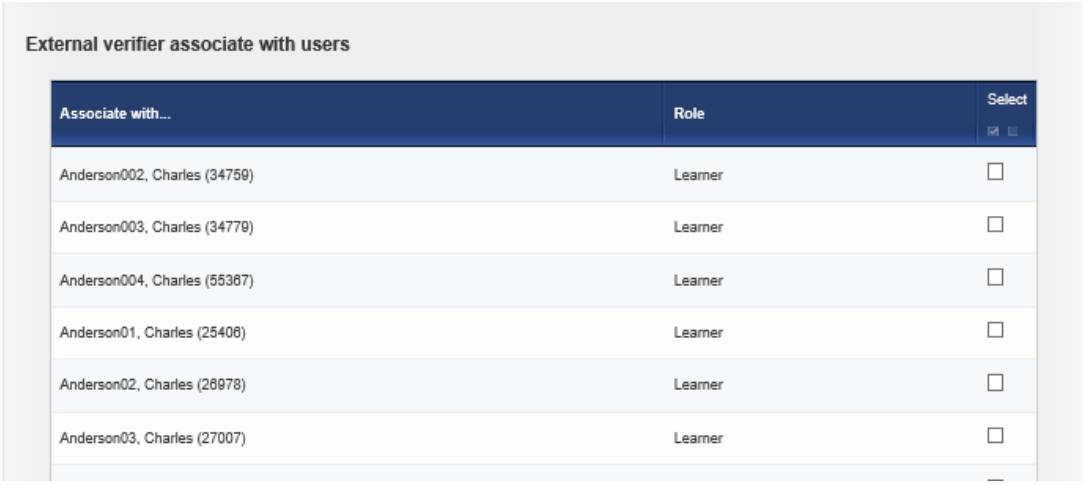
NB The page will not load completely until you have selected the user role

Complete Personal Information Email and Telephone number (mandatory):

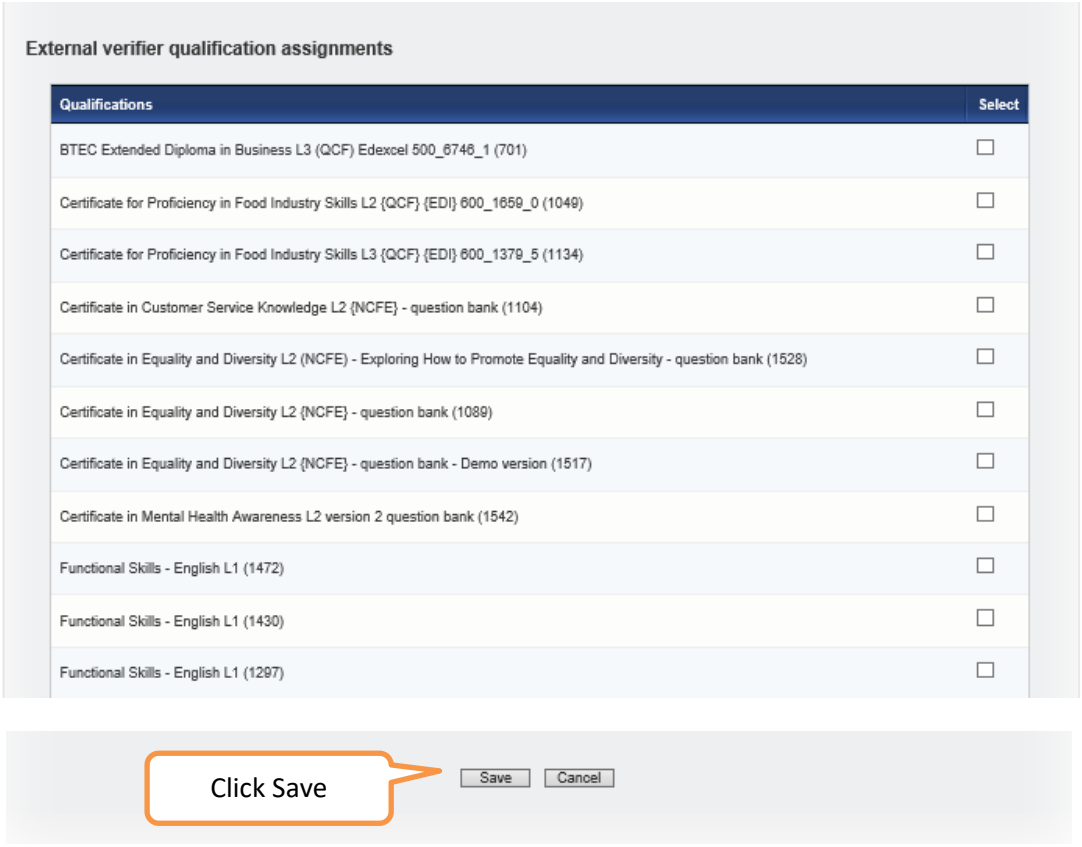
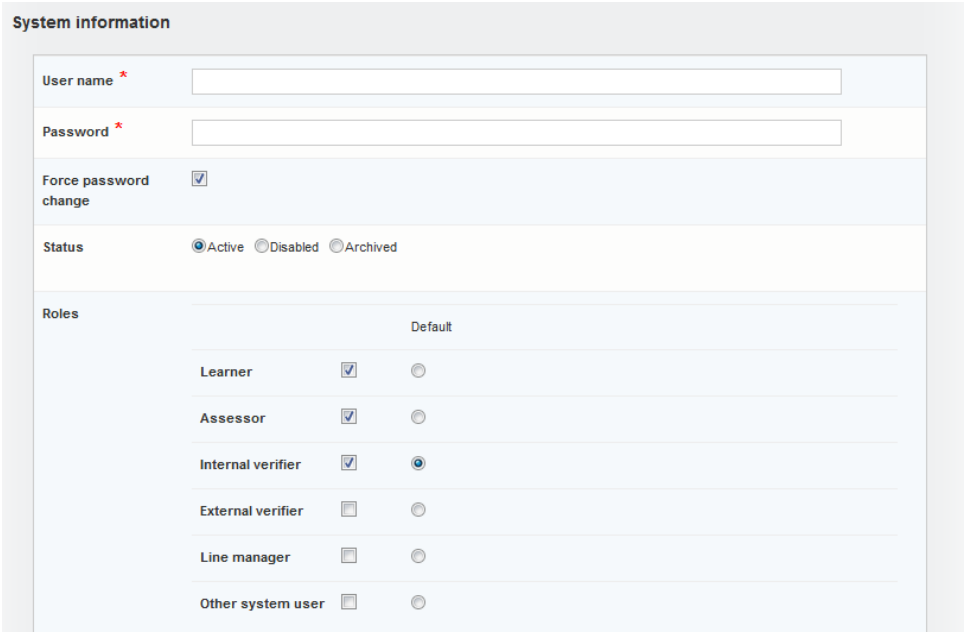


All other fields are optional.

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



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



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