

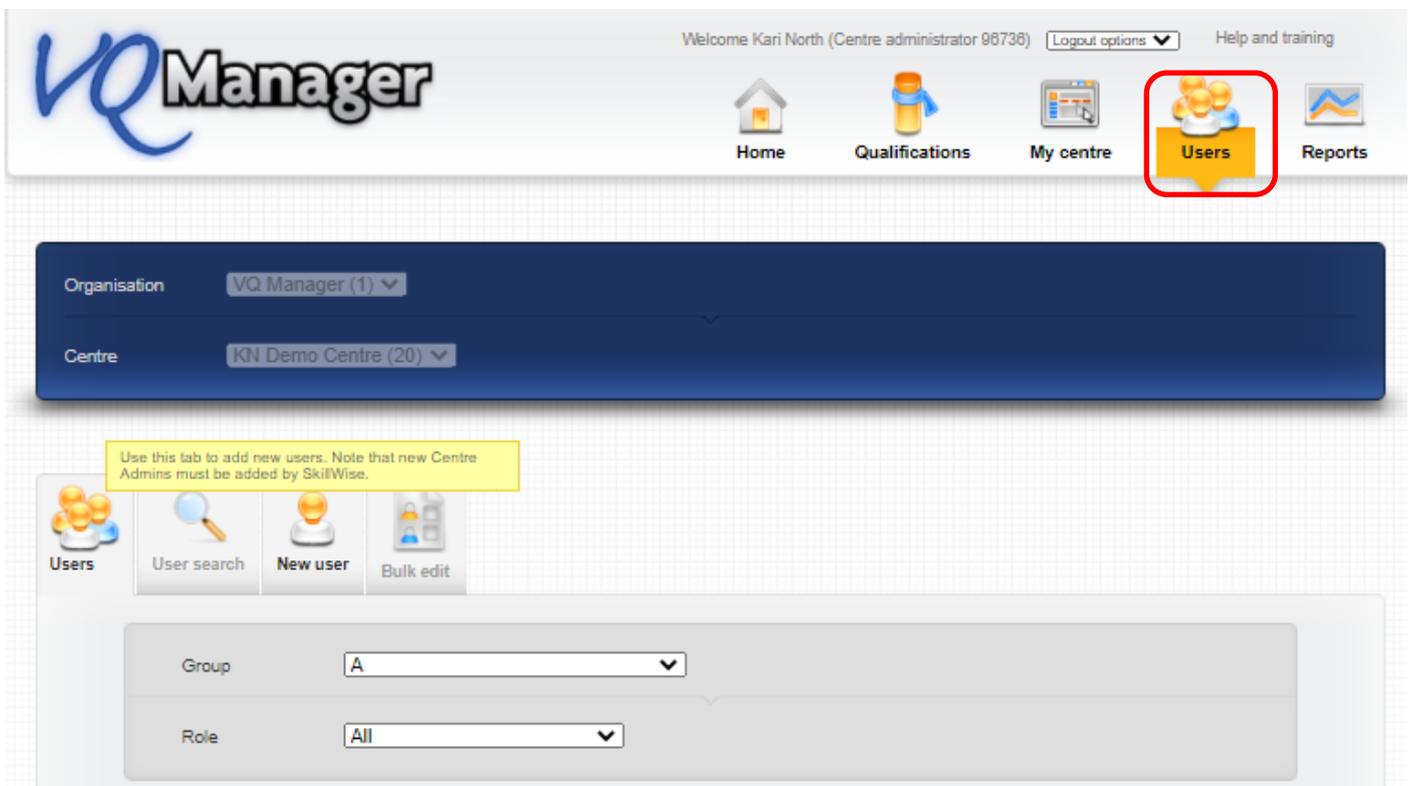
Creating an IV / IQA

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



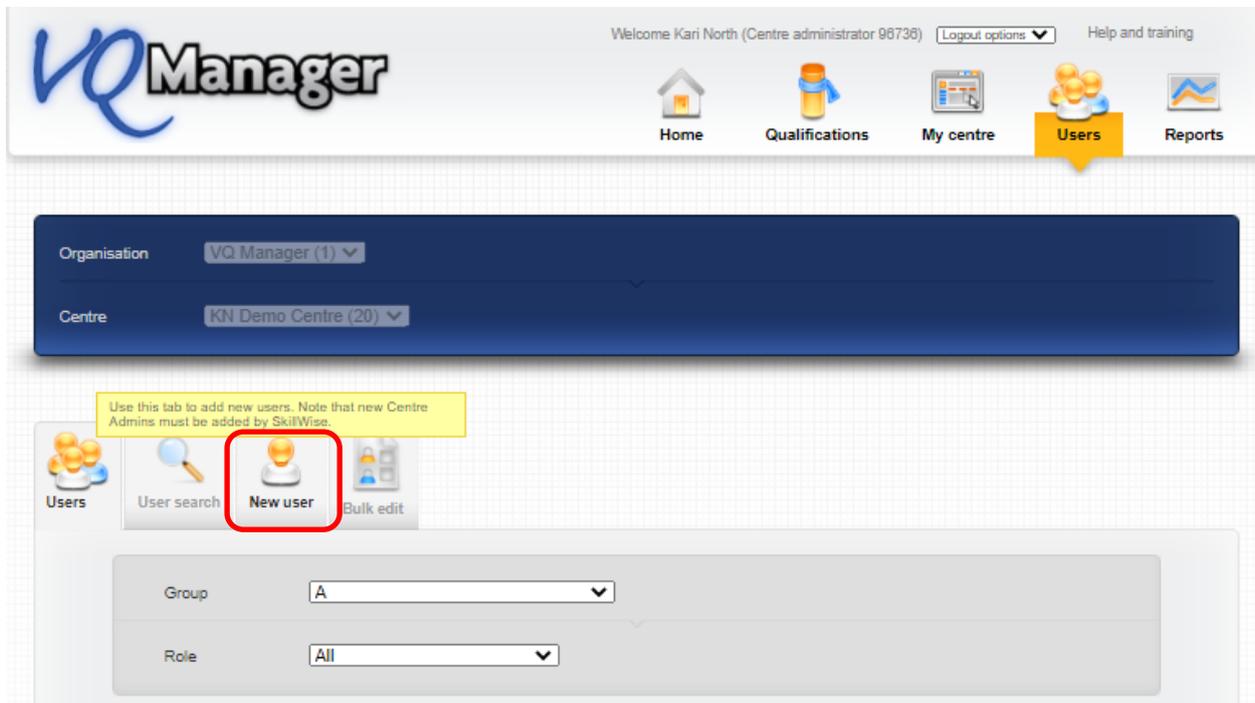
The image shows the VQ Manager login page. At the top, the logo 'VQ Manager by SkillWise' is displayed. Below it, the 'User Login' section contains two input fields: 'User name or email' and 'Password'. There are links for 'Forgotten your user name?' and 'Forgotten your password?'. A 'Login' button is positioned 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'. Below this are icons for 'Home', 'Qualifications', 'My centre', 'Users' (highlighted with a red box), and 'Reports'. A dark blue sidebar contains filters for 'Organisation' (VQ Manager (1)) and 'Centre' (KN Demo Centre (20)). A yellow tooltip above the 'Users' icon reads: 'Use this tab to add new users. Note that new Centre Admins must be added by SkillWise.' Below the tooltip are icons for 'Users', 'User search', 'New user', and 'Bulk edit'. At the bottom, there are dropdown menus for 'Group' (set to 'A') and 'Role' (set to '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	<input type="checkbox"/>	
Trainee	<input type="checkbox"/>	
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"/>

! 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 (mandatory):

Personal information

Title

Forename * L10

Surname/ family name * L09

Complete Email and Telephone number (mandatory):

Email *

Default telephone number * L23

All other fields are optional.

Step 5 – Select internal verifier assessor assignment:

Internal verifier associate with assessors

Assessors	Select
Smith01, Anne (35855)	<input checked="" type="checkbox"/>
Smith04, Anne (42978)	<input type="checkbox"/>
Smith05, Anne (42979)	<input type="checkbox"/>
Smith06, Anne (42980)	<input type="checkbox"/>

Click Save

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"/>