



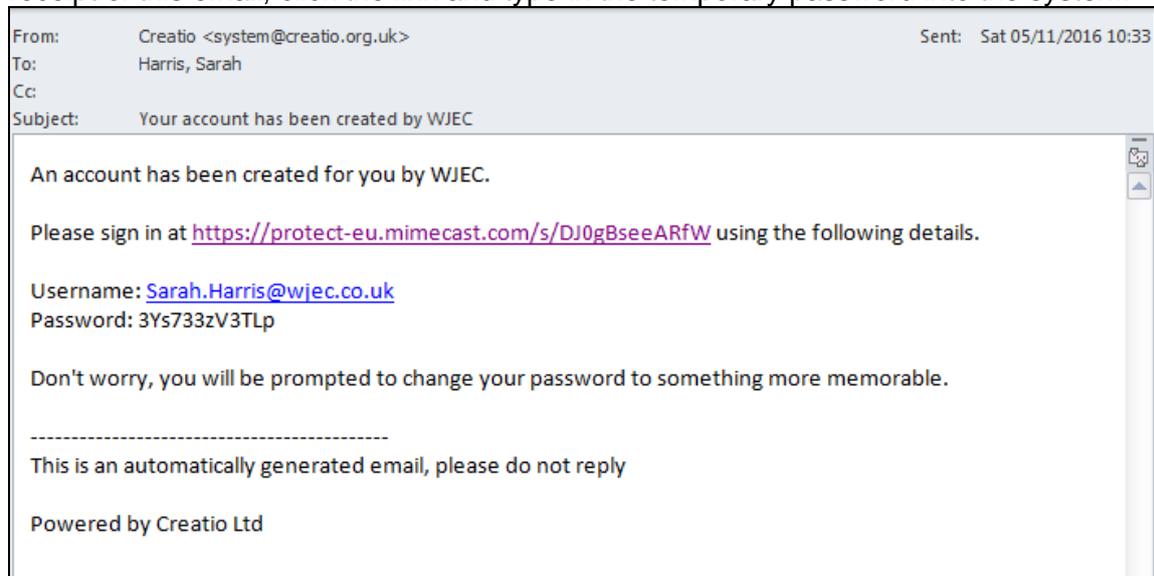
Connect user setup – Quick Guide

CONNECT

CYSWLLT

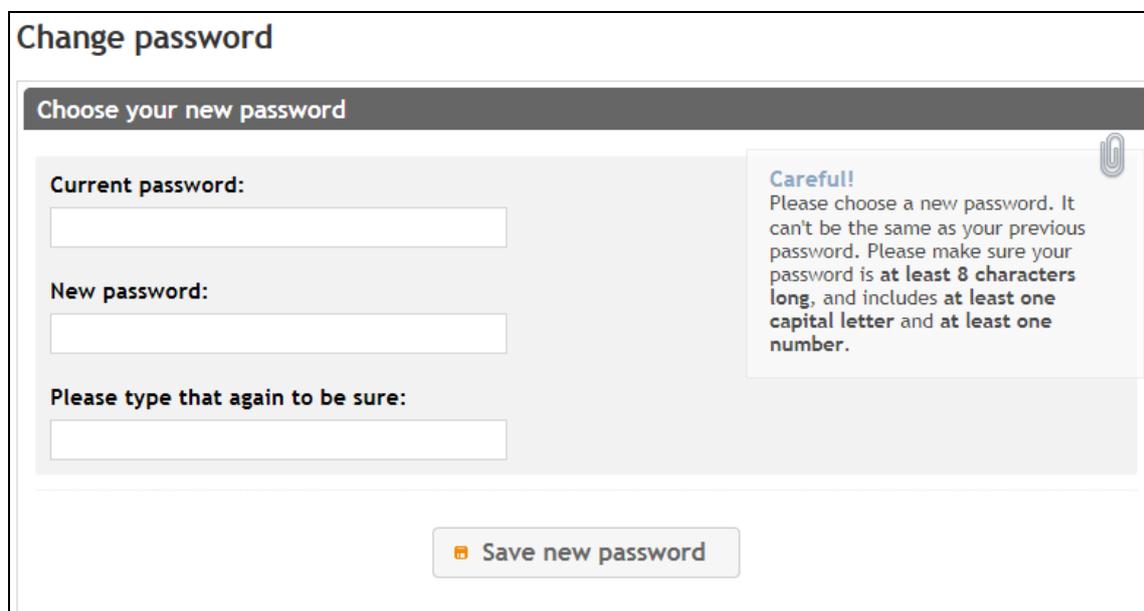
1. Initial account set up

Your Exams Officer will be given a Connect user account and set up as a Super User for the centre. S/he will be responsible for setting up additional users and super users. Once an account has been set-up for you in Connect you will receive a welcome email which will include a link to Connect, your username and a temporary password. On receipt of this email, click the link and type in the temporary password into the system.



Hints and tips: The system is 'case' and 'space' sensitive so it may be helpful to copy and paste the temporary password into the password box on the system.

Upon entry you will be prompted to change the password to something more memorable.



The screenshot shows a 'Change password' form with the following fields and instructions:

- Choose your new password** (Section header)
- Current password:**
- New password:**
- Please type that again to be sure:**

Careful! Please choose a new password. It can't be the same as your previous password. Please make sure your password is **at least 8 characters long**, and includes **at least one capital letter** and **at least one number**.

Hints and tips: We would also recommend that you save the 'website' in your favourites bar on your system for easy access.

Your Inbox

Each time you log in to the system you are taken to your home page which displays your personal inbox. This shows you all of the 'forms' that you have created and/or which have been 'assigned' to you by a colleague and which are active and within the control of your centre (i.e. not with WJEC). More information on forms can be found in Section 5. Please note, some users may have access to see your overall centre's 'inbox' depending on their access rights.

On the right hand side of your inbox you will be able to see a list of forms you might need to use. Below this is a list of key documents WJEC has uploaded for your centre.

Next to your inbox you will also be able to see 'Actions'. If WJEC has assigned any actions for your centre to complete they will be shown here.

Managing your profile

To can see the 'access rights' which have been set for you select 'My details' at the top of the screen.

From this screen you can maintain your own contact details, reset your password and review the 'roles' you have been assigned.

Home / Cartref / My centre / Fy nghanolfan / Documents / Dogfennau / Users / Defnyddwyr / Sites / Safleoedd / Staff / Staff

Qualification library / Llyfrgell cymwysterau / Reg/Cert / Ymr/Tyst / Learners / Dysgwyr

My details Change password

Update your details Documents My access*

Reference
Your internal reference has not been set.

What is this?
When your account was created your organisation may have assigned a unique reference to you. Only the person who created your account can change it.

First name
Sarah

Middle name (optional)

Last name
Harris

Email address
Sarah.Harris@wjec.co.uk

These 'roles' determine which 'forms' you can access and the level of access you have to them (eg the ability to edit, close, etc). Only Super Users can amend the form access rights for themselves and for Users.

From this screen you can also select when you want to receive notifications from the system.

Roles You are a Super User!

Forms Notification

Select all | Select none

WJEC: Centre visit report forms - limited access.
This role enables the user to edit and search Centre visit report forms. However users with this role cannot add public comments or submit or return the form to the awarding organisation.

WJEC: Centre visit report forms - full access.
This role enables the user full access to Centre visit report forms. Users with this form can also add 'Public Comments' if required and submit or return the form to the awarding organisation.

WJEC: Centre visit report forms - view only.
Users with this role can only search for and view Centre visit report forms.

WJEC: Centre approval application forms - limited access.
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WJEC: Centre approval application forms - view only.

2. Managing the centre's profile

On the 'My centre' screen you can see your centre's contact details, main centre contacts, qualifications your centre has been approved to offer plus information regarding the current risk and compliance status of your centre. Super users and senior managers can also see information relating to take-up and fees accumulated.

The screenshot shows the 'My centre' profile page for 'NEW WJEC-CBAC Test Centre'. The page has a blue header with the WJEC CBAC logo and navigation links: Home / Cartref, My centre / Fy nghanolfan (highlighted), Documents / Dogfennau, Users / Defnyddwyr, Sites / Safleoedd, and Staff / Staff. Below the header is a breadcrumb trail: Qualification library / Llyfrgell cymwysterau, Reg/Cert / Ymr/Tyst, and Learners / Dysgwyr. The main content area is titled 'My centre' and features a left-hand navigation menu with links: Centre details / Manylion y ganolfan (highlighted), Qualifications / Cymwysterau, AO contacts / Cysylltiadau CD, Risk / Risg, Compliance / Cydymffurfio, Notes / Nodiadau, and Take-up / Defnydd. The main content area displays the following details:

Organisation name	NEW WJEC-CBAC Test Centre
Your centre's internal reference with WJEC	0001
Main location	
Address:	245 Western Avenue, Cardiff, CF5 2YX
Country in UK:	Wales
Country:	United Kingdom

Centre Details: this screen provides an overview of your centre's current details.

Qualifications: this screen allows you to view the qualifications your centre has been approved to offer and view users (staff) linked to each of the qualifications.

Centre Contacts: On this screen you can manage details of your centre's main contacts. These contacts are visible to WJEC as read only. If you need to update these details please contact: centres@wjec.co.uk

Take-up: This screen is accessible to super users and senior managers and provides an overview of all bookings made through the system and associated fees accumulated.

3. Setting up other users and maintaining user profiles

Setting up user(s)

Super users are responsible for setting up other users and giving them access rights within Connect. Super users can add and maintain users by going to 'Users' and selecting 'Add a User'. They can also maintain or change a user's details by clicking on the 'users' record.

Users Add a user

Search: download

Name	Job	User type	Status	Date created	Last accessed
Nicole Roderick	Project Manager, Centre Coordinator	General User	active	05/11/2016 11:16:29	Never logged in Nicole's details

Showing 1 to 1 of 1 entries

N.B. YOUR EXAMS OFFICER CONTACT WILL BE MADE THE FIRST SUPER USER FOR YOUR CENTRE. THE SYSTEM WILL SEND THEM A PASSWORD AND THEY WILL BE ABLE TO LOG IN AND CREATE OTHER USER ACCOUNTS FOR THEIR CENTRE. THEY WILL BE ABLE TO ADD MORE USERS AND SUPER USERS FOR YOUR CENTRE.

Super users can:

1. Remove an existing User's access by marking them as 'not active'
2. Set/change a user's 'User Type' (see below).
3. Assign the user appropriate 'roles' in order to access relevant forms; receive email notifications; and action relevant 'logs' in the Corporate Governance area.

User type

Super User General User Senior Manager

Roles

Forms Notification

[Select all](#) | [Select none](#)

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User roles

Role

Descriptor

Super User

Has full access to system and can create, edit, view, search and delete all forms and information. Super Users can add users and have the functionality to receive all types of notifications relevant to the centre. Super Users can upload documents to the library, add assessment sites and add members of staff.

General User

Has limited access to the system and can create, edit, view, search and delete certain forms and information. General users will receive notifications relevant to them. This type of user can upload documents to the library but cannot add sites or members of staff.