



Connect - Accessing Secure Documents Quick Guide



Log in to Connect and navigate to Home / Cartref

The screenshot shows the top navigation bar of the Connect system. The 'Home / Cartref' link is highlighted with a red box. Below the navigation bar, there is a green notification bar stating 'Your password has been changed.' To the right, there is a 'Start a new...' section with links to various forms. Below this, there is an 'Inbox (29)' and 'Actions (1, 1 overdue)' section. A search bar with a 'Filter' dropdown and a 'download' button is visible. Below the search bar, there is a table with columns for 'Date', 'Form ref.', 'Form title', 'Linked products', and 'Latest stage'.

To the right hand side of your user inbox and actions you will find WJEC Documents 'requiring acceptance' and 'key WJEC documents'

Click 'WJEC documents requiring acceptance' and 'old' and you will be able to click on the report document that has been shared with your centre

The screenshot shows the 'WJEC documents requiring acceptance' section. The title 'WJEC documents requiring acceptance' is highlighted with a red box. Below the title, there is a 'LIVE' section with a message: 'WJEC hasn't added any documents requiring acceptance.' Below this, there is an 'OLD' section with two documents listed:

- [Test Document.docx](#) (12.63 KB)
This is how you will....
- [Screenshot 2024-01-23 at 15.36.27.png](#) (162.22 KB)
Acceptance view test

Alternatively you can access any / multiple documents that have been shared with your centre under the 'Documents' tab



Use the dropdown menus and search filters to retrieve documents. Reports can be found under the 'quality assurance' document type

Document owner would be either your centre name and/or WJEC

Then click 'search documents'

Documents

File name or document reference or file storage location

Document status

Current Both

Document types

Please select... ▼

Quality Assurance ⊖

Document owner

Please select... ▼

BIRCHGROVE COMPREHENSIVE SCHOOL ⊖

WJEC ⊖

[Search documents](#)

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The document that has been shared with your centre, by whom and when will be visibly to you where you click 'download' to access

Documents [Cancel search](#) [Add a document](#)

Searching by [BIRCHGROVE COMPREHENSIVE SCHOOL](#) [WJEC](#) [Current docs](#) [Quality Assurance](#) [clear search](#)

Filter [advanced search](#) [download](#)

Reference	Owner	File name	Version	Type	Visibility	Uploaded by	Date uploaded	
24 Report	WJEC (restricted to BIRCHGROVE COMPREHENSIVE SCHOOL)	test.docx	v1	Quality Assurance	Restricted	Katie Norman	Tuesday, 12 November 2024 15:16:30	Download (11.72 KB) details