

# ECT Manager

Basic 'How to' guide



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# What is a School Administrator

# School Administrator

A School Administrator can Register Tutors and NQTs at your school.

## School Administrator Access Privileges

- Add NQTs.
- Add Tutors.

# How to log in to NQT/ECT Manager

# NQT/ECT Manager log in

You will need to login to NQT Manager with your unique username and password in order to use the system.

- **Entering a Username and Password**

To return to the login page from any NQT Manager page you can click on the Login link from the top right corner of the screen. If this link is not available and you see Log Out instead this means that you are already logged in.

**Please Note:** *You should never login using a password belonging to another member of staff. This is against the terms and conditions of using nqtmanager.com. If you require access to NQT Manager please ask an existing Tutor, Induction Coordinator, or Head Teacher to add you to the system as a Tutor.*

# NQT/ECT Manager log in

**nqt manager**  
NQT Management Software

[Help & Support](#)

[Demo's online NQT support and induction management system](#)

Welcome to our paperless NQT Management system. This service allows you to register your NQTs and submit their electronic assessments securely online.

[Click here](#) if you don't know your login details or can't access your account

### Login

If you don't know or can't remember your username/password [click here to reset it](#).

**Username:**

**Password:**

Show Password

[Log In](#)

[\\*Can't access your account?](#)

### Register Your School's Induction Coordinator

If you are from a school and your school is new to this website, your school's induction coordinator will need to register their details. They will then need to be authorised by the Appropriate Body.

[Register as an Induction Coordinator](#)

### User Manuals

Need some extra help? Then our user manuals are here to get you up and running. [Download them now](#).

Need

From the Login Page you will need to:

Enter

Enter your username and password.

- You can use the Show Password checkbox to see what you are entering for your password.
- Enter the username and password exactly as you received them.

Click on

Click on Log-in to be taken to your dashboard. If you cannot login to ECT Manager please see How to Retrieve a Username or Password.

# How to retrieve a Username and Password

The password recovery page can be used for retrieving login details for all users at your school.

## Accessing the Password Recovery Page

The link to the password recovery page is below the Login Details box on the Login page.




Cont'd...

Click on the 'Can't access your account link

This will give you three different methods to retrieve your login details. You only need to enter one and click the accompanying continue button

If you do not have any security questions assigned to your account, we will send you a password reset link.

 We've sent a password reset link to your registered email address. Click on the link and you will be taken to a page to enter a new password. This link will be valid for one hour.



NQT Management Software

Help & S

## Demo's online NQT support and induction management system

Welcome to our paperless NQT Management system. This service allows you to register your NQTs and submit electronic assessments securely online.



[Click here](#) if you don't know your login details or can't access your account

### Login

If you don't know or can't remember your username/password [click here to reset it.](#)

**Username:**

**Password:**

Show Password

Log In

[\\*Can't access your account?](#)

### Register Your School's Induction Coordin

If you are from a school and your school is new to the website, your school's induction coordinator will need to register their details. They will then need to be authorized by the Appropriate Body.

[Register as an Induction Coordinator](#)



### User Manuals

Need some extra help? Then our manuals are here to get you up and running. [Download them now.](#)

Cont'd...

## Reset your Password

If you have forgotten, or don't know your login details, you can reset them here. You can use one or more of the three options below. Please ensure the details you enter are linked to the account you are trying to access.

Enter one of the pieces of information which you know and click the continue button below the text box.

### Email Address

Please enter the email address that you are registered on the system with. If you are an NQT and your email address is wrong on the system, your tutor, head or coordinator can update this for you from your overview page. If you are a tutor, your head or coordinator can update this for you from your details page.

Your Email:

[→ Continue](#)

### Mobile Phone

Please enter the mobile number that you are registered on the system with. If you are an NQT and your mobile number is not entered or is wrong on the system, your tutor, head or coordinator can update this for you from your overview page. If you are a tutor, your head or coordinator can update this for you from your details page.

Your Mobile No:

[→ Continue](#)

### Username

Your username is the username that you normally use to login to NQT Manager. If you are an NQT and do not know your username, your tutor, head or coordinator can find this for you from your overview page. If you are a tutor, your head or coordinator can find this for you from your details page.

Your Username:

[→ Continue](#)

If you do have security questions assigned to your account you can fill them out and reset your username and password with

## Reset your Password



To be able to reset your password you will also need to answer your two security questions.

### Security Questions

If you can't remember or don't know the answers to your security questions, just click [here](#) and you will be emailed a password reset link.

What Is Your Mothers Maiden Name?

What Is Your Fathers Middle Name?

[→ Continue](#)









[? Can't remember my security questions](#)

If you can't remember your security questions; click the red button to have your login details sent to you.

# Creating a new Tutor

## 1. Login to NQT/ECT Manager.

**Dashboard**

 <b>Create New Tutor</b> Add a new tutor, head or coordinator to assign NQTs to.	 <b>Register NQT</b> Add a new NQT, or transfer an existing one to your school.	 <b>Update My Details</b> Change your login email address and your password.
 <b>User Manuals</b> Manuals to help guide you through the whole NQT process.	 <b>Helpdesk</b> Add a helpdesk ticket if you are having problems using the site.	 <b>Resources</b> See documents and links that have been uploaded by your Appropriate Body.
 <b>Available Courses</b> Courses available for your NQTs to go on.	 <b>Booked Courses</b> Courses you have already booked for your NQTs.	 <b>Course Packages</b> Buy in for courses.

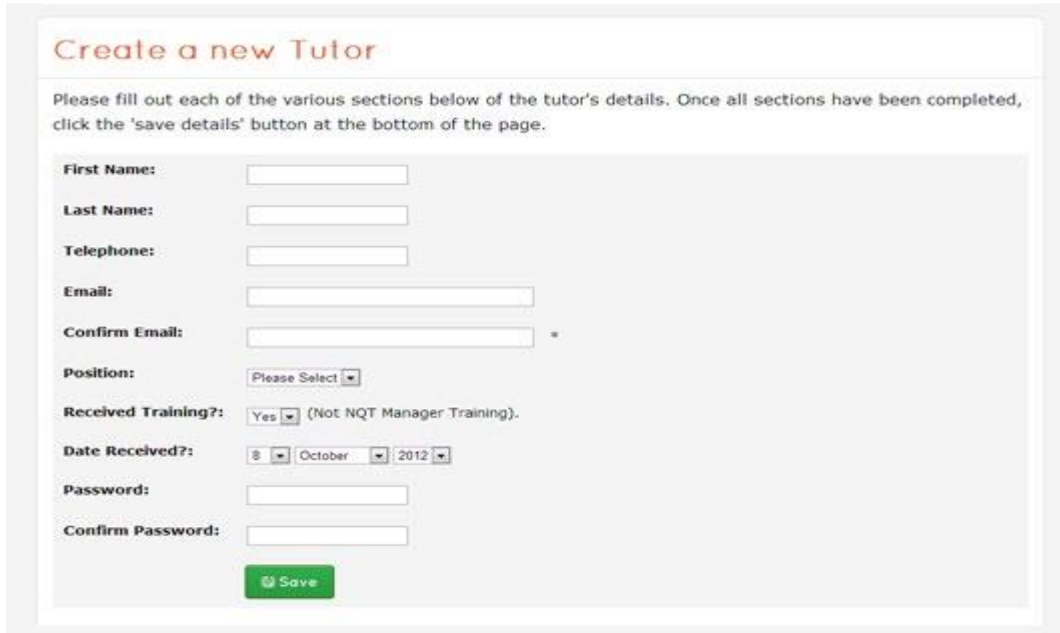
## 2. From the top grey menu click on Tutors.

## 3. Click on the Create a new Tutor link.

# Creating a new Tutor

You will need to:

1. Complete all of the required information.



The screenshot shows a web form titled "Create a new Tutor". Below the title is a instruction: "Please fill out each of the various sections below of the tutor's details. Once all sections have been completed, click the 'save details' button at the bottom of the page." The form fields are as follows:

- First Name:** Text input field.
- Last Name:** Text input field.
- Telephone:** Text input field.
- Email:** Text input field.
- Confirm Email:** Text input field with an asterisk indicating it is required.
- Position:** Dropdown menu with "Please Select" as the current selection.
- Received Training?:** Radio button labeled "Yes" followed by the text "(Not NQT Manager Training)".
- Date Received?:** Three dropdown menus for day (8), month (October), and year (2012).
- Password:** Text input field.
- Confirm Password:** Text input field.

At the bottom of the form is a green button labeled "Save".

2. Ensure that the email address is entered correctly. NQT/ECT Manager will use this email address to inform of important information such as when assessments are due.

3. Choose a password that is not easy to guess

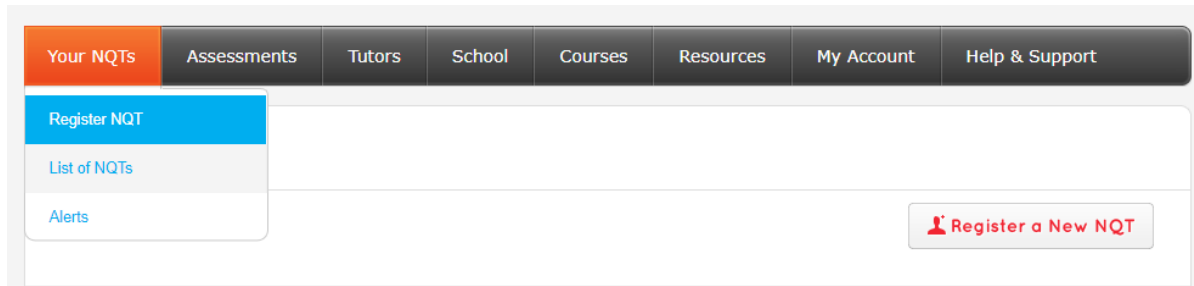
4. Click Save Details.

5. An email will be sent to the Tutor's email address with the username and password.

# Register an NQT/ECT

# Register an NQT/ECT

1. From the top grey menu move your mouse pointer over NQTs. A drop down menu will appear.



1. Select Register NQT/ECT

# Teaching Agency Registration Information

Complete all of the required information.

## Please Note:

You cannot register an NQT/ECT that does not have a Teacher Reference Number. Contact your Awarding Body if you do not know what this is.

The Last Name and Date of Birth must exactly match what is registered with the Teaching Agency.

Click on Save and Continue.

### NQT Registration - Step One - Personal Details

**National College for Teaching and Leadership Registration Information**  
These details must be **exactly** the same as those registered with the National College for Teaching and Leadership, including middle name(s) where those were registered.

**Title:**

**First Name:**

**Last Name:**

**Previous Surname:**  (if applicable)

**Email Address:**

**Date of Birth:**

**Teacher Ref. No:**  (seven digit number without the '/')

This NQT did their training outside of England and does not have a TRN

**National Insurance:**

**Registration Type**  
Please select the registration type that best suits your NQT:

- A new NQT, starting their first term of induction
- An existing NQT who has already partially completed induction at this school
- An existing NQT who has partially completed induction at a different school

# Contract Details

## Complete all of the required information.

**NQT Registration - Step Two - Contract Details**

**Start Date of Induction:** (at this school)

Please select the term date from above. If the NQT did not start on the first day of the term, please also tick the checkbox below and enter the date that the NQT started.

**The NQT started between terms:**

**How Many Days per week:**  (This includes release time).

**Contract Type:**

**Year(s) NQT is to teach:**

Foundation  
Nursery  
Reception  
Year 1  
Year 2  
Year 3  
Year 4  
Year 5  
Year 6  
Year 7  
Year 8

To choose multiple years, please hold down Ctrl and click each required year

**Subject(s) NQT is to teach:**

Citizenship  
Classics  
Computing  
Dance  
Design & Technology  
Drama  
Economics  
English  
Expressive Arts  
EYFS  
Food Technology

To choose multiple subjects, please hold down ctrl and click each required subject

**Has the NQT been DBS checked?**

**Have references been sought for this NQT?**

**Has this NQT completed the skills tests for Numeracy and Literacy?**

**Induction Tutor**  
Please select the NQT's induction tutor from the list, or alternatively, click the 'Add New Tutor' link to add a new tutor.

**Induction Tutor:**  [Add New Tutor](#)

- To select multiple years to teach hold down the CTRL button on your keyboard and click on each year.
- **Please Note:** *It is important that you select the correct days per week as this will be used when generating assessments.*
- Select an existing Tutor from the drop down list or click Add New Tutor.
- Click Next Step.



# Training Details

## Complete all of the required information.

**NQT Registration - Step Three - Training Details**

**Teacher training institution:**

**Qualification awarded:**

**Qualified Subject(s):**   
Art  
Art & Design  
Biology  
Business Studies  
Careers  
Chemistry  
Citizenship  
Classics  
Computing  
Dance  
Design & Technology

To choose multiple subjects, please hold down Ctrl and click each required subject.

**Qualified age range(s):**   
3 - 7  
4 - 11  
7-14  
9 - 13  
11 - 16  
Post 16

To choose multiple age ranges, please hold down Ctrl and click each required age range.

- If the teacher training institute is not available select Other.
- To select multiple qualified subjects hold down the CTRL button on your keyboard and click on each subject.
- Click Next Step.

# Home Address

Complete all of the required information.

- Click Next Step.

## NQT Registration - Step Four - Home Address

Please enter the NQT's home address below.

House:

Street:

Town:

County:

Postcode:

Telephone (Home):

Telephone (Work):

Telephone (Mobile):

[← Back](#)

[→ Continue](#)

# Confirm Registration Details

## Confirm Registration Details

Please check each item of information to ensure that it is correct. If you wish to alter any of the details then click the modify button beneath that section. You will be taken back to that step of the registration process where you can alter any of the information.

Once you are satisfied that all information is correct, please click the button at the bottom of the page marked 'Click here to Complete Registration'.

### Personal Details

Title:	Mr
First Name:	Dan
Last Name:	Matters
Previous Surname:	
Email Address:	dan@matters.org.uk
Date of Birth:	15/8/1996
Teacher Ref. No:	
National Insurance:	
Induction Tutor:	Testono Testerino

[Edit](#)

### Contract Details

Year(s) to teach:	Year 3
Subject(s) to teach:	Design & Technology
Employment Type:	Full Time
Contract Type:	Permanent Contract
Start Date of NQT:	05/01/2009
DBS Checked:	Yes
References Sought:	No

[Edit](#)

### Training Information

Training Institute:	Anglia Ruskin University - 0/0
Qualification awarded:	Assessment Only
Qualified Subject(s):	Careers
Qualified Age range(s):	4 - 11
First term of induction:	Yes

[Edit](#)

### Home Address

House:	312
Street:	Hound Way
Town:	Woodway
County:	Testington
Postcode:	TN14 9GA
Telephone (Home):	45612879456112
Telephone (Work):	45612879456112
Telephone (Mobile):	45612879456112

[Edit](#)

### Previous Schools if transferred during Induction Period

No previous schools added...

[Edit](#)

### Courses

Buy In: Yes

[Edit](#)

### Complete Registration

Is all the information above correct? If so, then click the 'confirm' button below to proceed.

[Confirm](#)

- Click Next Step
- Check that the NQT/ECT's details are correct.
- Click Click here to Complete Registration.
- Digitally sign the registration form.

## Digital Signature

Thank you for registering your NQT. To complete the registration process the registration needs to be digitally signed by the Headteacher. They will need to login using their own username and password and they will be able to digitally sign the registration.

You are currently logged in as **Testono Testerino**, role **Head**

[View Printable Form](#)

### What Happens Next?

To complete the registration process, you now need to digitally sign the registration. Once you have digitally signed, the NQT's registration will be submitted to your appropriate body for approval.

### Digital Signature


Your digital signature is a very important part of the NQT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything. Digitally signing the registration is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

To digitally sign this registration, just tick the box below and then click the 'Digitally Sign Form'" button.

#### Sign Form

**Tick this box to Digitally Sign this Registration.**

[Confirm](#)



Any questions  
please contact the  
ECT Administrator  
on [ECT@milton-  
keynes.gov.uk](mailto:ECT@milton-keynes.gov.uk)



**Thank you**