

New Headteacher Account

If you do not have a Headteacher account you must email **examshelp@rm.com** with the following information:

- your full name
- your school DfE number
- confirmation you are the headteacher

In order for us to create you a Headteacher account your name must match the information on **Get Information about Schools** (GIAS) and on your own school website.

Once a new account is created a unique personal username and a temporary password are separately emailed to the new account holder.

Once you have logged into the website with your username and **temporary password** you will be required to create a **new password** of your own choice.

- Please note your new password must contain at least 10 characters, including an upper case and a lower case letter, a number and a special character (for example #/?).

New Staff Accounts

If you are a staff member wishing to gain access to the appropriate tables checking website for your key stage you will need to contact your headteacher to create you a new account.

User or Administrator accounts cannot be created by the Schools Helpline.

Manage User Facility

It is important for the headteacher to log in to the checking exercise website to check the current usernames and accounts held for the school.

By using the '**Manage user**' facility on the appropriate tables checking website for your key stage, the headteacher can create User accounts for members of staff as well as an Administrator account.

Please note these accounts cannot be created by the Schools Helpline and must be managed by the headteacher.

The Headteacher or Administrator can also reset passwords, edit details and delete accounts for staff members.

Once a new account is created a unique personal username and a temporary password are separately emailed to the new account holder. The new user should follow the same detailed procedure of creating a password of their choice.

Security

On the login page of the Tables Checking Websites there is a link to the 'Terms and Conditions' (T&C's). It is important that users read, and tick the box to acknowledge they have understood the T&C's. The T&C's describe the new security requirements for user access to the websites.

Username and passwords must not be shared or transferred to any other user.