Instructions For New Users

March 2021

New Headteacher Account

If you do not have a Headteacher account you must contact the helpline by using the **'Contact Us'** link on the login page of the Tables Checking website and provide the following information:

- your full name
- your school DfE number
- confirmation you are the Headteacher
- your Headteacher email address for the school you wish to access. It is not possible for you to use an email address for another school, a school admin or info email address or your own private email address

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.

If the information is incorrect on these websites you will need to change them before applying for a login account. The information should be changed even if you are the acting Headteacher.

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

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.

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