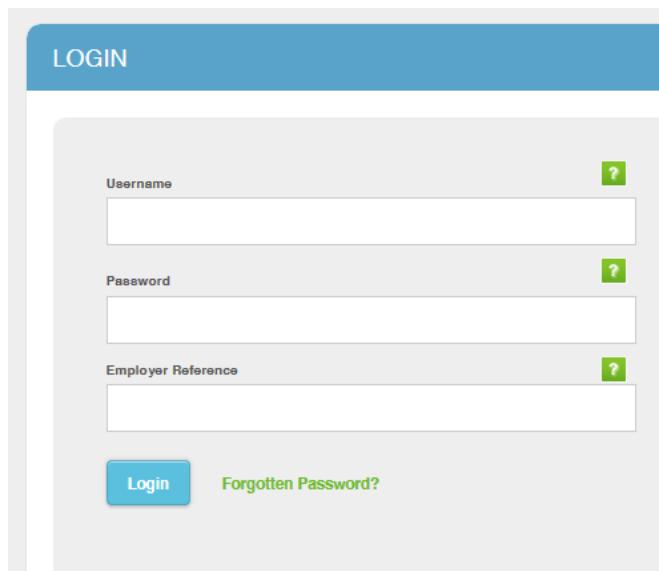


EDM User Guide – Login

Choose ‘Login’ from the menu on the EDM home page and you will be presented with the screen below. If you haven’t registered to use the site you will not be able to login yet so please see the Registration User Guide to complete registration.

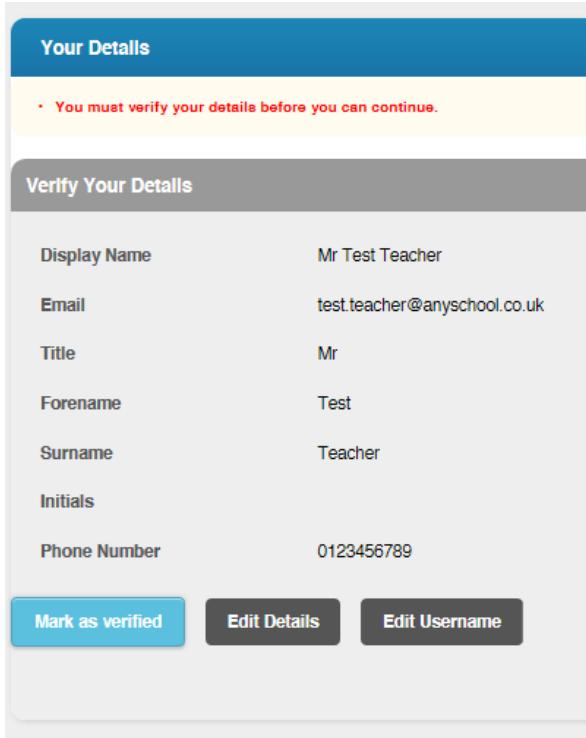


Complete the login page using the following information:

1. Username: The email address you used to register
2. Password: Your chosen password
3. Employer Reference: The SPPA employer Reference for your organisation

If you enter an incorrect password more than twice you will be locked out of the system and will need to click on ‘forgotten password?’ . You will need to answer the security questions you set up at registration before your password is reset.

The first time you log in after registration, you will see the following registration screen:

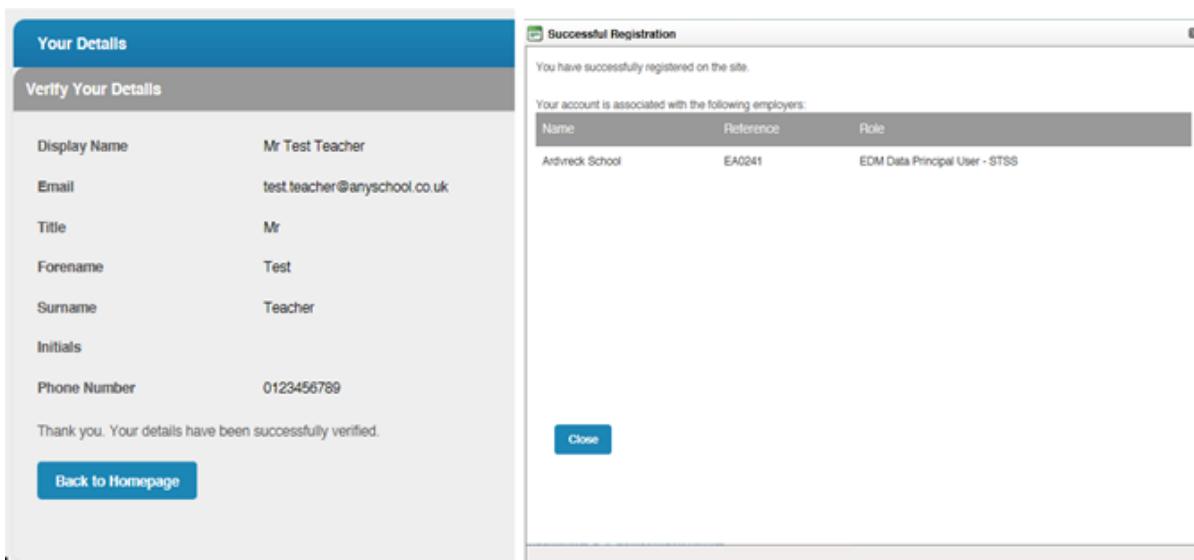


The screenshot shows a registration form. At the top, a blue header bar says "Your Details". Below it, a yellow warning bar says "• You must verify your details before you can continue." The main form area is titled "Verify Your Details". It contains the following data:

Display Name	Mr Test Teacher
Email	test.teacher@anyschool.co.uk
Title	Mr
Forename	Test
Surname	Teacher
Initials	
Phone Number	0123456789

At the bottom, there are three buttons: "Mark as verified" (highlighted in blue), "Edit Details" (grey), and "Edit Username" (grey).

Please check your details to ensure they are correct. You are able to edit the details by clicking on the 'Edit Details' or 'Edit Username' buttons. Click 'Mark as verified' and you will see the screens below:



The screenshot shows two side-by-side windows. The left window is the same registration form as above, with the "Mark as verified" button highlighted. The right window is a "Successful Registration" message. It says "You have successfully registered on the site. Your account is associated with the following employer:" followed by a table:

Name	Reference	Role
Ardbreck School	EA0241	EDM Data Principal User - STSS

At the bottom of the right window is a "Close" button.

You can now proceed to the site.