Logging in and password reset – Assessor/IQA

February 2021

## Contents

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1. Logging in and password reset

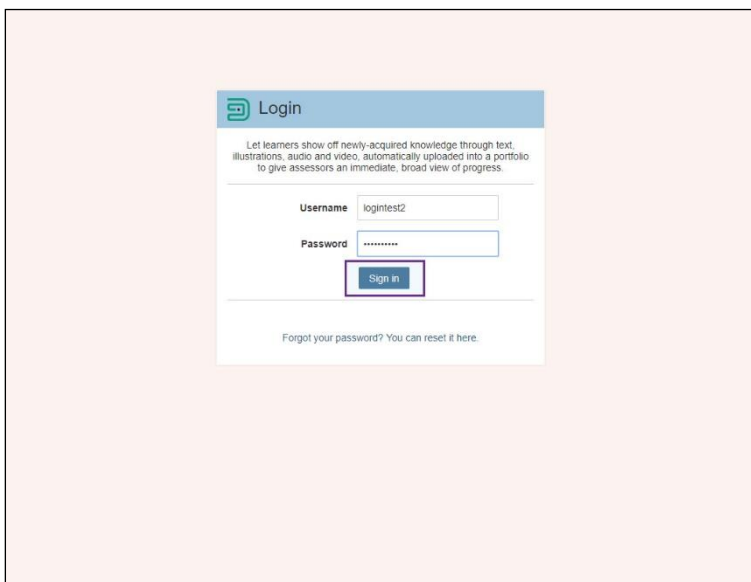1) The website address for ManageAssess is: https://www.manageassess.com/accounts/login/

   You can also access the login page via the VTCT website

2) The ManageAssess login page
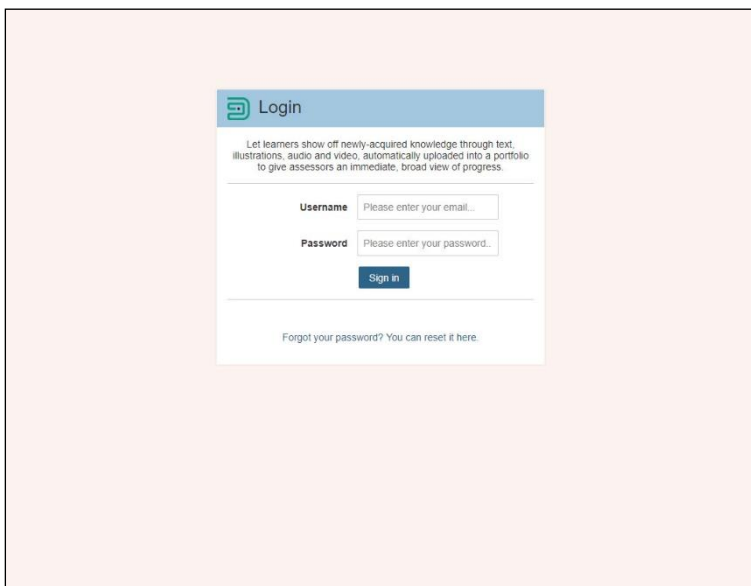
3) Enter your login and select Sign in.

   You will have received your login details either by email or in person.

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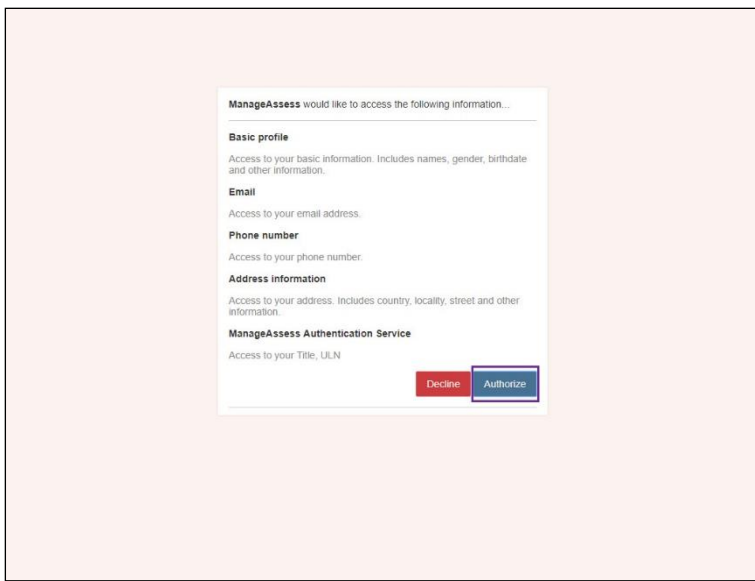
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4) Upon first time login you will be prompted to enter a new password. Complete this and select Submit.
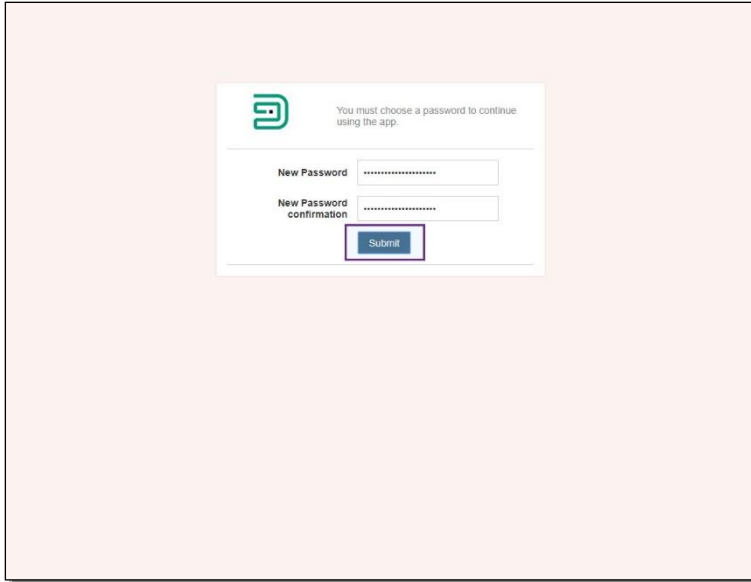
5) Select Authorize. You will only need to perform this action once.

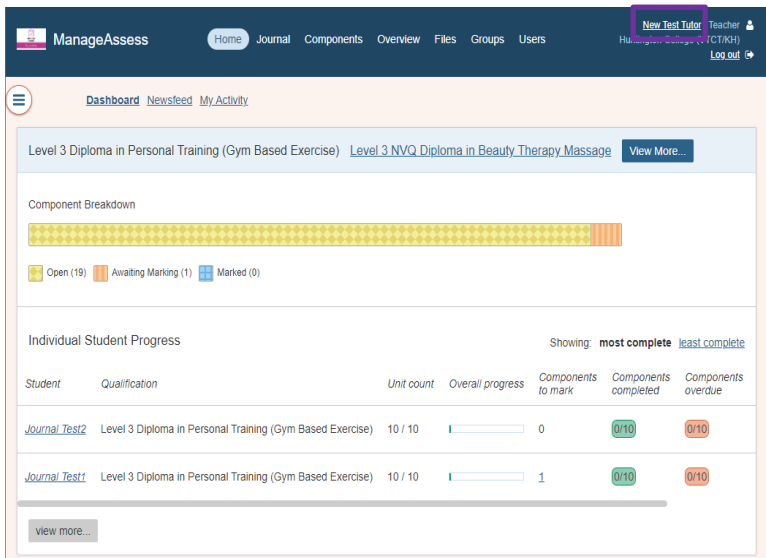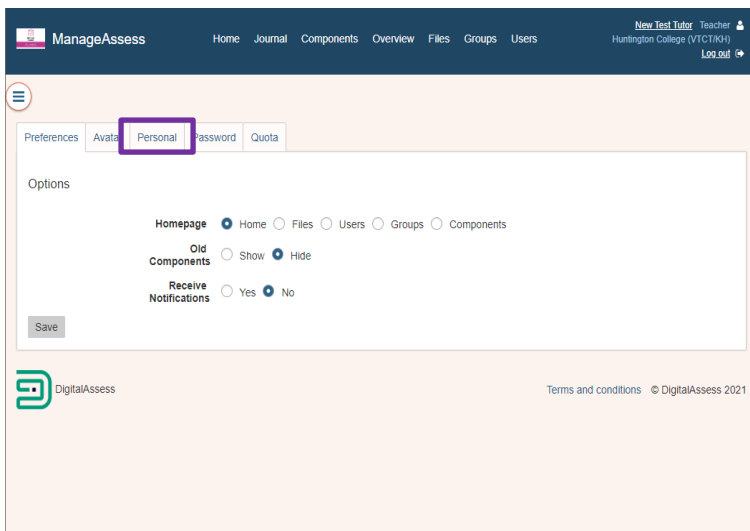You will not be able to access ManageAssess if you Decline.

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6) After logging in for the first time, you can add an email address. Having an email address within the system will mean you can:

>reset your password

>receive notifications (if turned on)
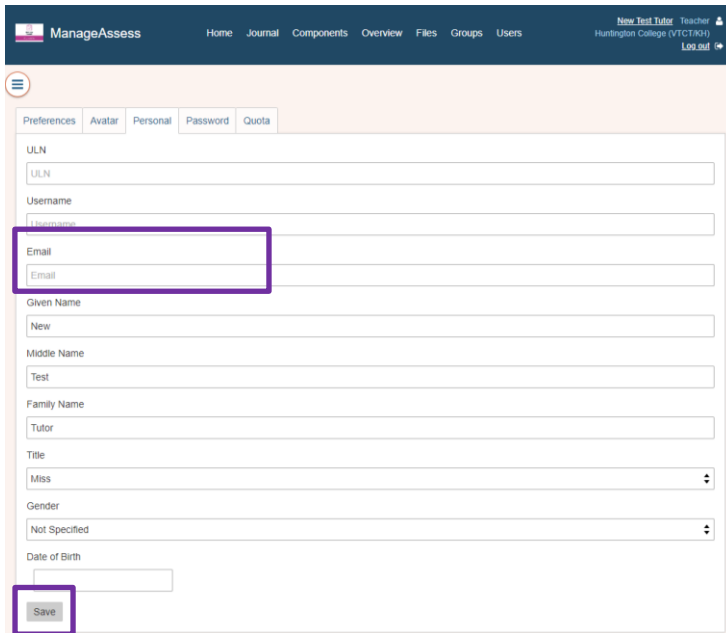
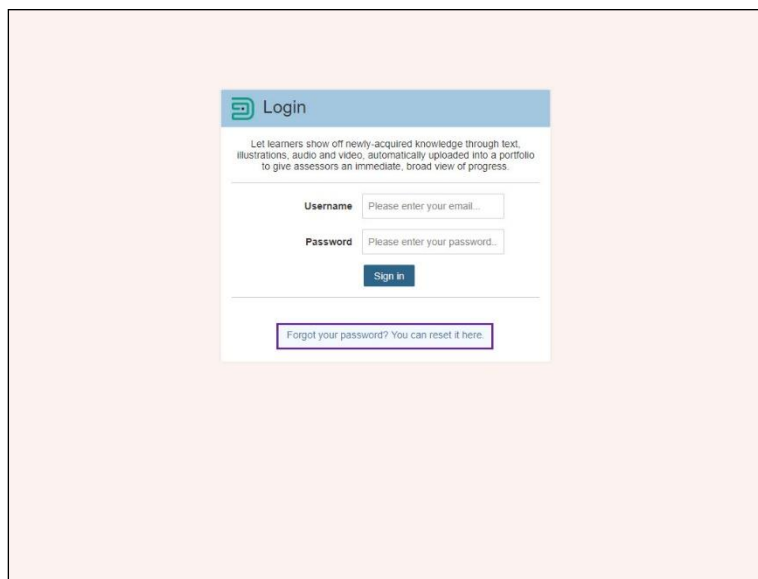7) Select your name link in the top right of the screen.

8) Select the Personal tab.

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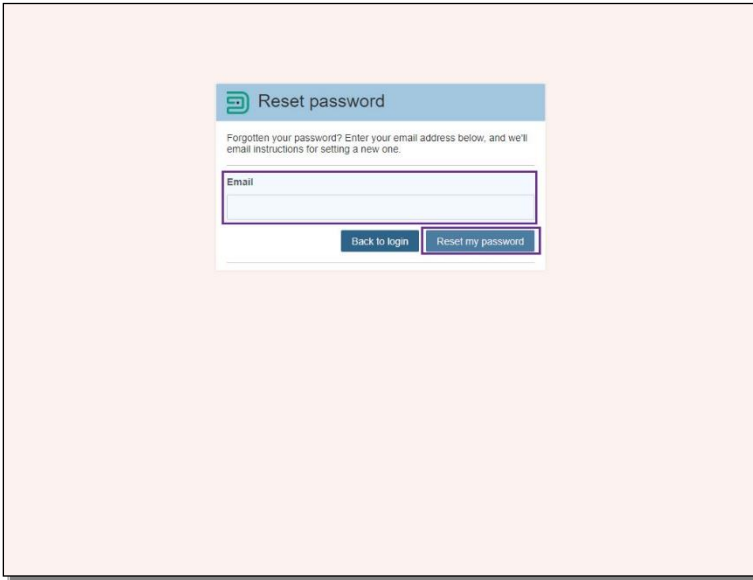9) If an email is present, check it is correct. If no email address is present, enter your address.

10) Select Save.

11) If you forget your password you can reset it via the ManageAssess login page by selecting the 'Forgot your password?' link.

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12) Enter the email address associated with your account and select 'Reset my password'.

13) You will now receive an email which contains a link to enable the password reset. The email will also confirm what your username is.

For help and support:

- E: customersupport@vtct.org.uk / T: +44 (0) 2380 684500
- ManageAssess support page

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Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
[0.1 Draft]	Customer Support Manager	07/06/2019	[First draft for internal consultation]	Customer Support Manager
1	Customer Support Manager	05/02/2021	Document published; information classification added	

Document Review

Role	Review Status
QA and Technical Support Manager	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	QA and Technical Support Manager

Document Sign-off

Role	Sign-off Date
Customer Support Manager	05/02/2021

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