



# School Administrator User Manual

A Walkthrough Guide



## What is a School Administrator?

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

### School Administrator Access Privileges

- Add NQTs.
- Add Tutors.

## How to Login to NQT Manager

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

**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 school administrator.

### 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.

REF 3.1



From the Login Page you will need to:

1. Enter your username and password.
  - a. You can use the *Show Password* checkbox to see what you are entering for your password.
  - b. Enter the username and password exactly as you received them.
2. Click on *Log-in* to be taken to your dashboard.

If you cannot login to NQT Manager please see [How to Retrieve a Username or Password](#).

Notes

Series of horizontal lines for taking notes.

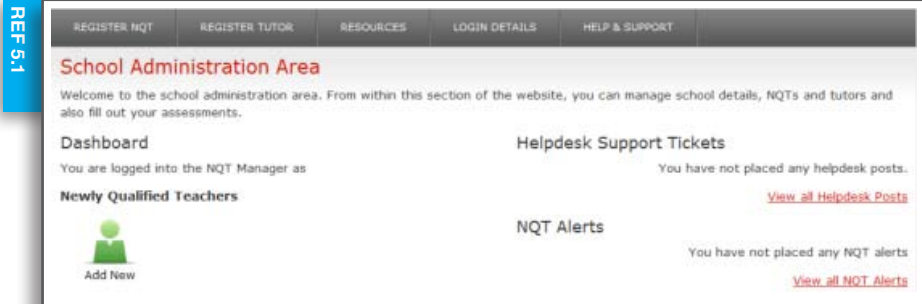




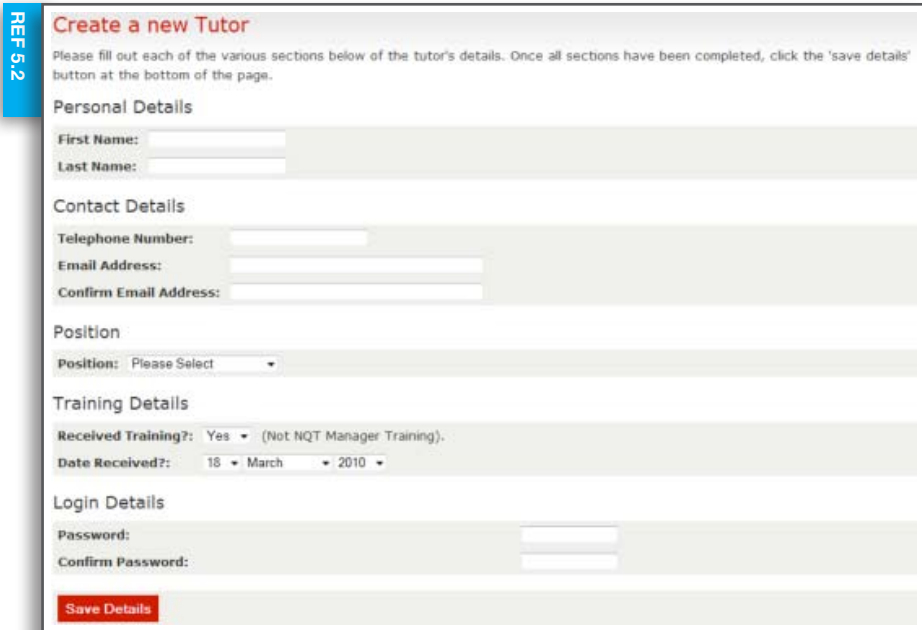
- 4. An Induction Coordinator or Head Teacher can login to view the username or change the password for any Tutor or NQT. To do this they will need to login and go to the list of NQTs or Tutors and select the relevant user. From the user details page they will see the username and be able to change the password.
- 5. If you are still having trouble retrieving the login details you can add a new helpdesk ticket or contact the technical support number at the top of the screen.

## Creating a new Tutor

- 1. Login to NQT Manager.



- 2. From the top grey menu click on *Tutors*.
- 3. Click on the *Create a new Tutor* link.



You will need to:

- 4. Complete all of the required information.
  - a. Ensure that the email address is entered correctly. NQT Manager will use this email address to inform of important information such as when assessments are due.
  - b. Choose a password that is not easy to guess.

**Please Note:** Received Training is not for training on the NQT Manager system. This is for the training received from the Awarding Body for monitoring NQT induction.

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### Notes

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5. Click *Save Details*.

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

## Register an NQT

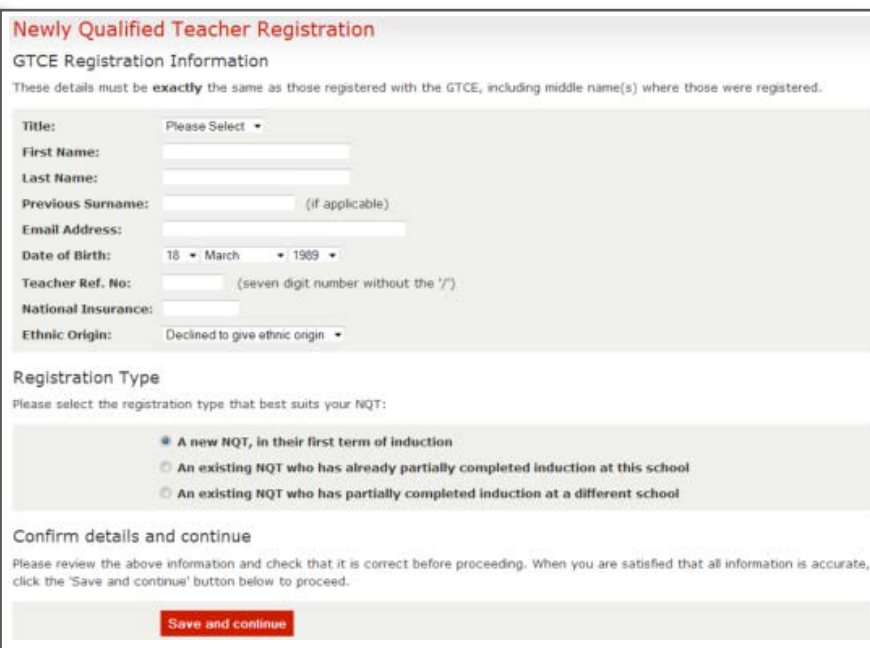
1. From the top grey menu select *Register an NQT*.

REF 6.1



### GTCE Registration Information

REF 6.2



A screenshot of the 'Newly Qualified Teacher Registration' form. The form is titled 'GTCE Registration Information' and includes a note: 'These details must be **exactly** the same as those registered with the GTCE, including middle name(s) where those were registered.' The form fields are: Title (Please Select), First Name, Last Name, Previous Surname (if applicable), Email Address, Date of Birth (18 March 1989), Teacher Ref. No. (seven digit number without the '/'), National Insurance, and Ethnic Origin (Declined to give ethnic origin). Below the form is a 'Registration Type' section with three radio button options: 'A new NQT, in their first term of induction' (selected), 'An existing NQT who has already partially completed induction at this school', and 'An existing NQT who has partially completed induction at a different school'. At the bottom, there is a 'Confirm details and continue' section with a 'Save and continue' button.

2. Complete all of the required information.

*Please Note:*

- a. **You cannot register an NQT that does not have a Teacher Reference Number.** Contact your Awarding Body if you do not know what this is.
- b. The Last Name and Date of Birth must exactly match what is registered with the GTCE.

3. Click on *Save and Continue*.

### Notes

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## Contract Details

## Notes

REF 71

### Newly Qualified Teacher Registration - Step Two

**Contract Details**

Please enter the details of the post at your school. Please inform us if this contract changes.

**Start Date of Induction:** (at this school) 22/02/2010 - 28/05/2010

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:**

**Year(s) NQT is to teach:**  To choose multiple years, please hold down Ctrl and click each required year

**Subject(s) NQT is to teach:**  To choose multiple subjects, please hold down Ctrl and click each required subject

**How Many Days per week:** 5 days a week (Full Time) (This includes release time).

**Contract Type:** Please Select

Has the NQT been CRB checked?

Have references been sought for this NQT?

**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:** John Smith - Induction Co-ordinator [Add New Tutor](#)

**Confirm details and continue**

Please review the above information and check that it is correct before proceeding to the next step. When you are satisfied that all information is accurate, click the 'next step' button below to proceed. To change any information from the previous step, please click the 'previous step' button.

<< Previous Step
Next Step >>

4. Complete all of the required information.
  - a. 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.

5. Select an existing Tutor from the drop down list or click *Add New Tutor*.
6. Click *Next Step*.

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## Training Details

## Notes

REF 8.1

### Newly Qualified Teacher Registration - Training Details

#### Qualifications

Please complete the teachers initial teacher training details and teaching history information.

Teacher training institution: Please Select. ▾

Qualification awarded: Assessment Only ▾

Qualified Subject(s):

- Not Applicable
- Art
- Art & Design
- Biology
- Business Studies
- Careers
- Chemistry
- Citizenship
- Classics
- Dance
- Design & Technology
- Drama

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

Qualified age range(s):

- 3 - 5
- 3 - 7
- 4 - 11
- 7-14
- 9 - 13
- 11 - 16
- 11 - 18
- Post 16

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

#### Confirm details and continue

Please review the above information and check that it is correct before proceeding to the next step. When you are satisfied that all information is accurate, click the 'next step' button below to proceed. To change any information from the previous step, please click the 'previous step' button.

<< Previous Step   Next Step >>

7. Complete all required information.
  - a. If the teacher training institute is not available select *Other*.
  - b. To select multiple qualified subjects hold down the *CTRL* button on your keyboard and click on each subject.
8. Click *Next Step*.

## Home Address

REF 8.2

### Newly Qualified Teacher Registration - Home Address

#### Home Address

Please enter the NQT's home address below. This is important as it will be used for forwarding certificates after induction in the event that the NQT moves school after their induction.

House:

Street:

Town:

County:

Postcode:

Telephone (Home):

Telephone (Work):

Telephone (Mobile):

#### Confirm details and continue

Please review the above information and check that it is correct before proceeding to the next step. When you are satisfied that all information is accurate, click the button below to proceed.

<< Previous Step   Next Step >>

9. Complete all required information.
10. Click *Next Step*.

CONTINUED OVER



