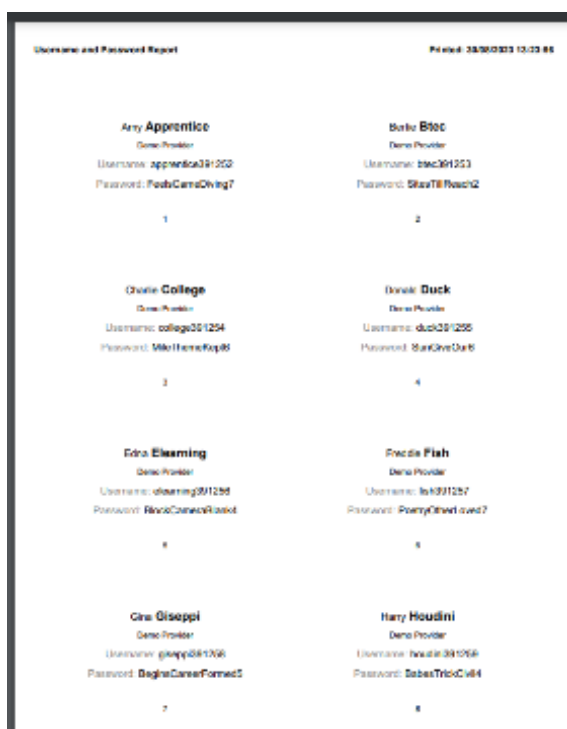


ISSUING LEARNER LOGINS – PDF VERSION

- For** Schools
- Staff** Head of Year 11, Year 11 Administrators, Careers Support Staff
- Video link** [Click here](#)
- To Note** There are a few different ways to issue logins.
The PDF version is the quickest and easiest and look like this :-



How to

1. Logon to the [KentChoices Admin Site](#)
2. In the **Schools** section, select **Learners**
3. Check your Year 11's are showing, then select **All** in the **Show entries** box
4. Tick the box to the left of First Name to select **All** learners
5. Click the green **Actions** button
6. Select **Manage Passwords** and tick **Selected learners only**
7. Choose the **Reset and Create PDF** option
8. Check the amount of learners looks correct, click **Yes, Continue**
9. Your report has been sent for processing
10. Upon receipt of email advising complete
11. Click **Secure Uploads** and download your file
12. Print single sided
13. Cut up and hand out when needed

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