


ISSUING LEARNER LOGINS – EMAIL 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 Email version sends usernames and passwords direct to learners from the system. The email they receive will look like this :-

eProspectus - New Account Creation

 noreply@eprospectus.co.uk
To: Lovell, Jackie - TEP

Dear Amy Apprentice

You have been created a new account on [KentChoices](#)

Your login details are:

Username: apprentice391252
Password: BurnHomeDeep3

You will be prompted to change your password on first login.

Many Thanks
KentChoices

First step - Add your learners email addresses

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 and select **Learner Exports**
6. Tick **Selected learners only**, then **Advanced Export**
7. Select Mode, Current School Id, First Name, Last Name, ULN, UPN, Date of Birth, Postcode and School Email Address and click **Export**
8. Add your learners school email addresses to your newly created spreadsheet
9. Save your spreadsheet ensuring you keep the format as a CSV file

Next step - Upload your learners email addresses to their KentChoices accounts



Check with your IT dept that noreply@eprospectus.co.uk is whitelisted



1. In the **Schools** section, select **Data Upload**
2. Select **Learners** in the **Type** and **Default** in the **Format** drop down boxes
3. Click **Choose File**, select your new spreadsheet and click **Check File**
4. Click **Upload Learner Data** to confirm
5. Your report has been sent for processing, wait for an email from eprospectus to confirm the upload has been complete

Tel: [03301 651 120](tel:03301651120) | Email: KentChoices@theeducationpeople.org

Final step - Email learners log in details

1. In the **Schools** section, select **Learners**
2. Select **All** in the **Show entries** box
3. Tick the box to the left of First Name to select **All** learners
4. Click the green **Actions** button and select **Manage Passwords**
5. Tick **Selected learners only**
6. Choose the **Reset and Email Usernames and Passwords** option
7. Check the amount of learners looks correct, click **Yes, Continue**
8. Your learner emails have been sent for processing
9. After a few minutes you will receive an email advising complete