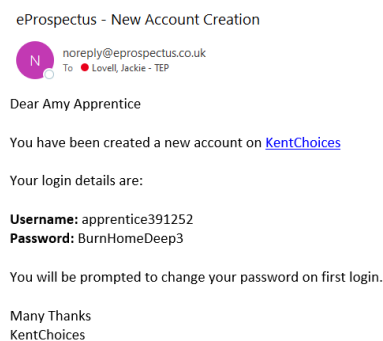


## ISSUING LEARNER LOGINS (Year 10's) – Email Version

<b>For</b>	Schools
<b>Staff</b>	Head of Year 10/11, Year 11 Administrators, Careers Support Staff
<b>Video link</b>	<a href="#">Year 10 Issuing Learner Logins - Email Version</a>
<b>To Note</b>	There are a few different ways to issue your learner logins. The Email version sends usernames and passwords to all your learners by email in one simple click. It does involve you adding their email addresses but this method can help to reduce forgotten login queries.



### Step 1 - Check your learners are accurate

What we have on KentChoices must match exactly with your own systems to avoid errors and potential data breaches. ([Find a guide on how to do this here](#))

### Step 2 – Export and add your learners email addresses

1. Logon to the [KentChoices Admin Site](#)
2. In the **Schools** section, select **Learners**
3. Click the **Year 10** tab to switch to your new learners
4. Click the **Actions** button and select **Learner Exports**
5. Tick **All learners matching the search criteria**, then **Advanced Export**
6. Select **Mode**, **Current School Id**, **First Name**, **Last Name**, **ULN**, **UPN**, **Date of Birth**, **Postcode** and **School Email Address** and click **Export**
7. Download the spreadsheet and add your learners school emails in the **School Email Address** column. (Don't add any other data or change the formatting)
8. **Save** your spreadsheet keeping it as a CSV type.

### Step 3 – Upload your learners email addresses to their KentChoices accounts

1. In the **Schools** section, select **Data Upload**
2. Select **Learners** in the **Type** and **Default** in the **Format** drop down boxes

... cont. ...

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

3. Click **Choose File**, select your new spreadsheet with emails added
4. Click **Check File**, then click **Upload Learner Data** to confirm
5. Your upload has been sent for processing
6. Please wait for an email from eprospectus to confirm your upload is complete

## Step 4 – Check with your IT department – important!

Before sending out your logins by email check with your IT department that [noreply@eprospectus.co.uk](mailto:noreply@eprospectus.co.uk) is whitelisted. If this email address is blocked, your learners won't receive their details.

## Step 5 - Email your learners their log in details

1. In the **Schools** section, select **Learners**
2. Click the **Year 10** tab to switch to your new learners
3. Click the green **Actions** button and select **Manage Passwords**
4. Tick **All learners matching the search criteria**, and choose one of the **Reset and Email Usernames and Passwords** options - you now have the option to receive a copy of logins emailed in a spreadsheet if you would find this useful
5. Click **Yes, Continue**
6. Your learner emails have been sent for processing
7. You will receive an email advising that your emails have been sent



Don't forget ....



**To check with your IT dept** that [noreply@eprospectus.co.uk](mailto:noreply@eprospectus.co.uk) is whitelisted. If our email address is blocked, your learners won't receive their details.

As learners now have an email address registered against their account, they can use the [Forgotten your username and/or password option](#) themselves to instantly reset their details if needed.

KENT CHOICES

Login Sign Up

Username  
preference433188

Password  
Password

Log In

Forgotten your username? / Forgotten your password?

Return to homepage

KENT CHOICES

Login Sign Up

Forgotten your password?

We will send you an email which will have a password reset link (check your spam). This helps show that this account really belongs to you.

Username \*

preference433188

Reset password Cancel

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