

ISSUING LEARNER LOGINS (Year 10's) – PDF Version

For Schools

Staff Head of Year 10/11, Year 11 Administrators, Careers Support Staff

Video link [Year 10 Issuing Learner Logins - PDF Version](#)

To Note **Please check your learners are accurate before issuing your learners their login in details (Guide can be found [here](#))**

There are a few different ways to issue your learner logins.
The PDF version is the quickest and easiest and looks like this :-

Learner Name	Username	Password	
Any Apprentices			
Username: anyapp101020		Password: PabCaveChng7	1
Duke Blot			
Username: dukeblot22		Password: DukeBlot202	2
Duke College			
Username: dukecol1224		Password: MchTenseFng8	3
Duke Dick			
Username: duked222		Password: DukeDck24	4
Duke Elmring			
Username: dukeelmring201208		Password: DukeCaveWlndd	5
Duke Fish			
Username: dukefish22		Password: DukeFish202	6
Duke Gilling			
Username: dukegilling201506		Password: DukeCaveFmnc2	7
Duke Houdini			
Username: dukehoudini201506		Password: DukeFish202	8

How to

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 **Actions** and select **Manage Passwords**
5. Tick the **All learners matching the search criteria** button
6. Select the **Reset and Create PDF** option
7. Click **Yes** to confirm
8. Your report will be sent for processing
9. You'll receive an email when your report is ready to download
10. Go to the **Secure Uploads** area and download your file
11. Print single sided
12. Cut up and hand out when needed



Please Be Aware - Only use the **Manage Passwords** option once.

Every time you run the report it will generate new passwords overwriting previously issued ones for learners that may have not yet logged on.

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