

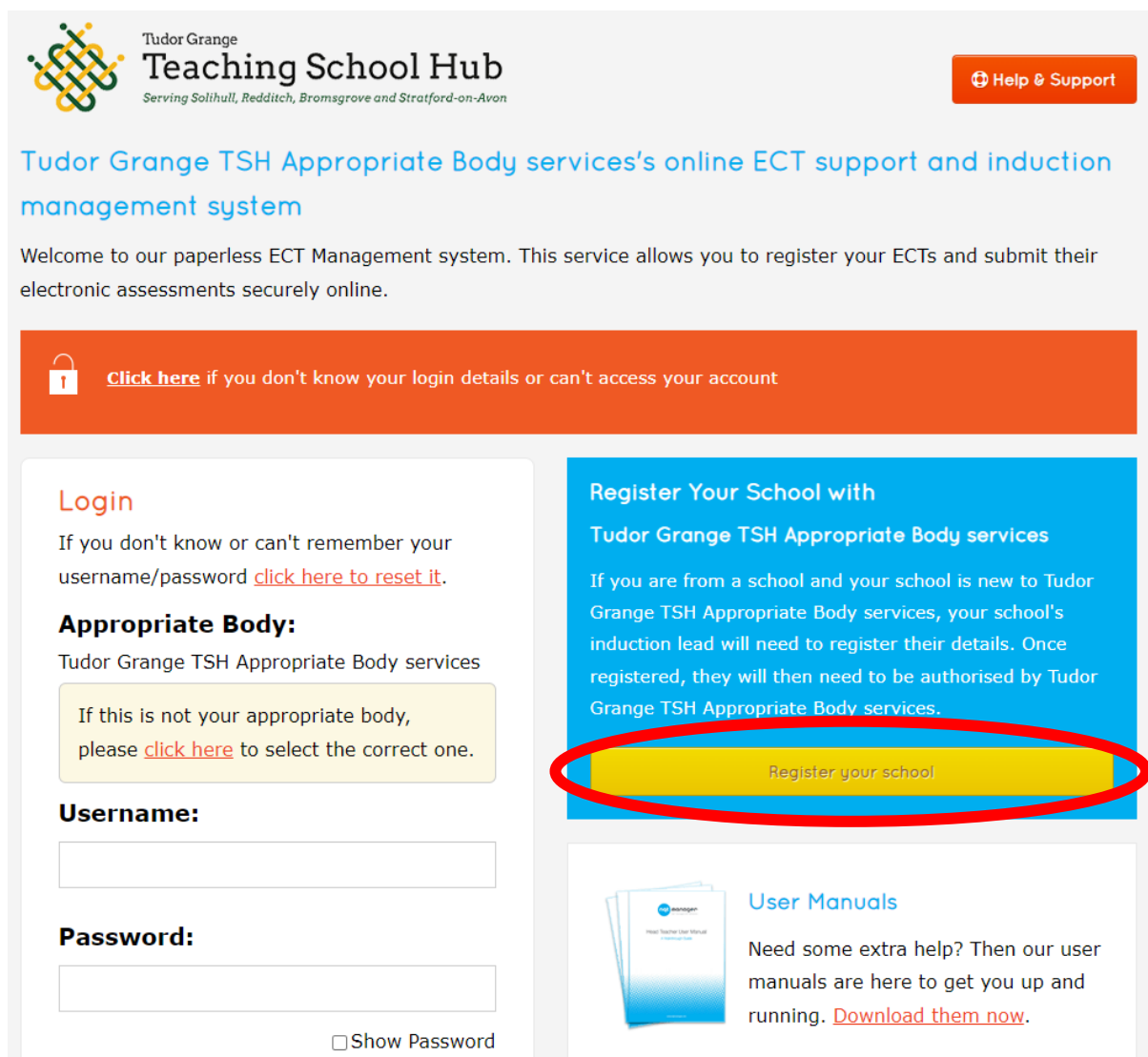
Guide: How to Register with ECT Manager


This is a three-step process – first you will need to register your school as using our services, then you will be able to add yourself as an Induction Tutor and your ECTs (both year 1 and year 2).

Note: When we claimed your ECT with the TRA, we will have created a profile for your school. If your school is not on the list when registering, please contact ckuria@solihull.tgacademy.org.uk

Step 1: Register your School:

Go to <https://tudorgrange.ectmanager.com/Login.aspx> and click the Yellow Box as seen in the picture below:




 Tudor Grange
Teaching School Hub
Serving Solihull, Redditch, Bromsgrove and Stratford-on-Avon

[Help & Support](#)

Tudor Grange TSH Appropriate Body services's online ECT support and induction management system

Welcome to our paperless ECT Management system. This service allows you to register your ECTs and submit their electronic assessments securely online.

 [Click here](#) if you don't know your login details or can't access your account

Login

If you don't know or can't remember your username/password [click here to reset it](#).

Appropriate Body:

Tudor Grange TSH Appropriate Body services

If this is not your appropriate body, please [click here](#) to select the correct one.

Username:


Password:

☐ Show Password

Register Your School with Tudor Grange TSH Appropriate Body services

If you are from a school and your school is new to Tudor Grange TSH Appropriate Body services, your school's induction lead will need to register their details. Once registered, they will then need to be authorised by Tudor Grange TSH Appropriate Body services.

[Register your school](#)



User Manuals

Need some extra help? Then our user manuals are here to get you up and running. [Download them now](#).

This will then bring you to this webpage, where you can register your details and choose a password:

[Login](#)[Help & Support](#)

Register Your School with Tudor Grange TSH Appropriate Body services

If this is not your appropriate body, please [click here](#) to select the correct one.

The Headteacher or Induction Lead must register the school.

School:

If your school is not shown in this list, it means that your school is most likely already registered [click here to login](#) or contact the Appropriate Body direct to ask them to add your school.

Position:

First Name:


Last Name:

Telephone:

Email:

Confirm Email:

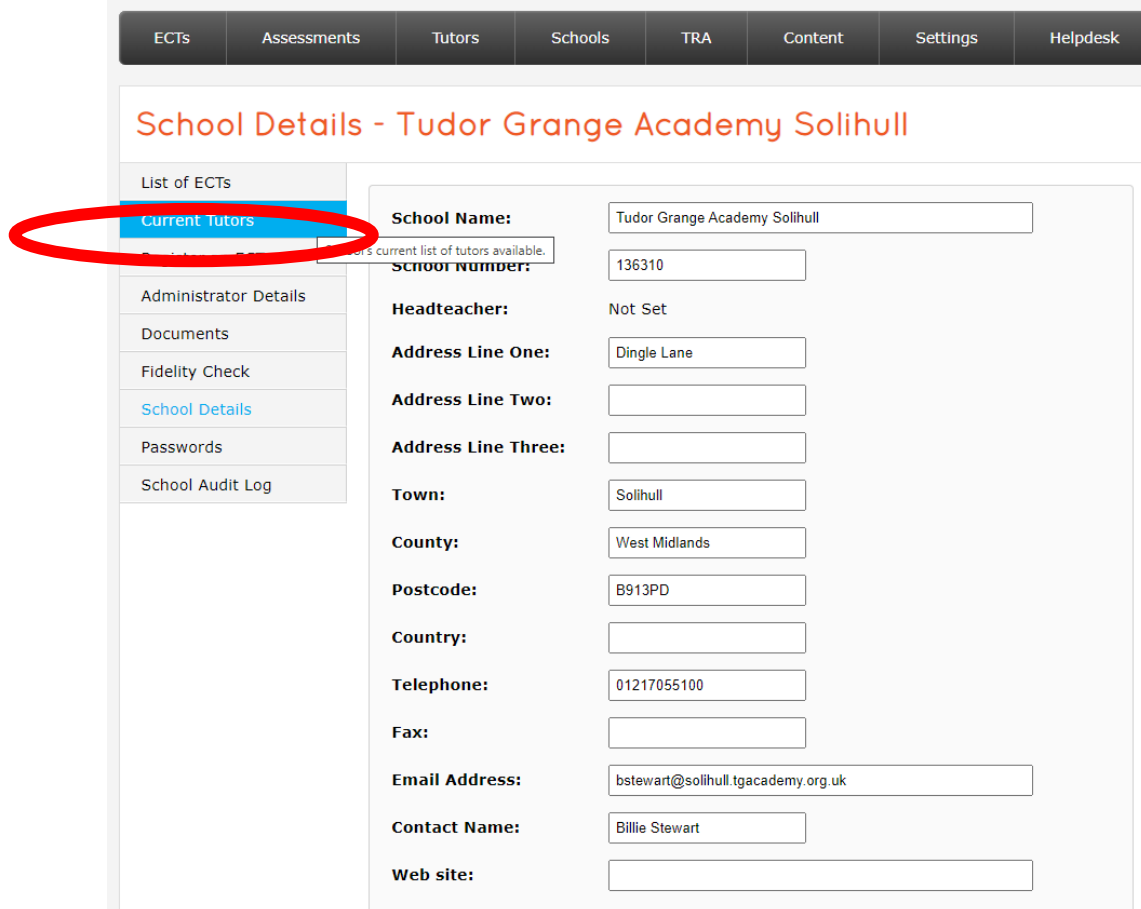
Tutor Training: (Not ECT Manager Training)

 If you are an Induction Lead or Headteacher and are new to ECT Manager, you will need to register your details here. Before you can access the management area you will need to be authorised by the Appropriate Body.

Once authorised, you will be e-mailed your username and password and you will then be able to log in and register and manage ECTs. **If your school is not shown in this list, it means that your school is most likely already registered [click here to login](#) or contact the Appropriate Body direct to ask them to add your school.**

Step 2: Adding an Induction Tutor

On the 'School Details' page, click on 'Current Tutors', as indicated in the picture below:



ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

School Details - Tudor Grange Academy Solihull

List of ECTs
Current Tutors
Schools current list of tutors available.
Administrator Details
Documents
Fidelity Check
School Details
Passwords
School Audit Log

School Name: Tudor Grange Academy Solihull

School number: 136310

Headteacher: Not Set

Address Line One: Dingle Lane

Address Line Two:

Address Line Three:

Town: Solihull

County: West Midlands

Postcode: B913PD

Country:

Telephone: 01217055100

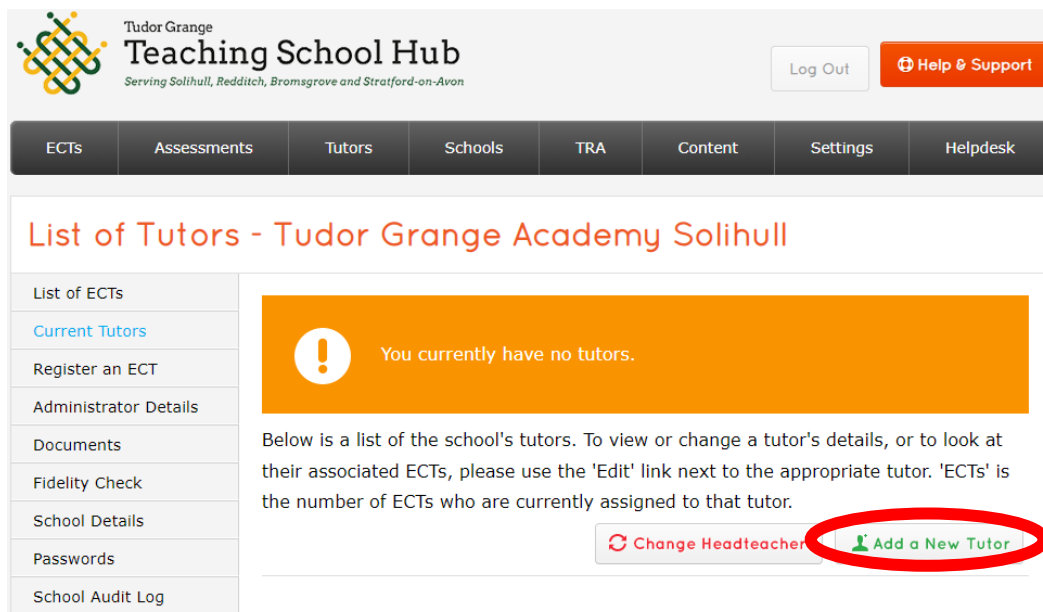
Fax:


Email Address: bstewart@solihull.tgacademy.org.uk

Contact Name: Billie Stewart

Web site:

To add a tutor, click 'Add New Tutor' as indicated below:




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Log Out Help & Support


ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

List of Tutors - Tudor Grange Academy Solihull

List of ECTs
Current Tutors
Register an ECT
Administrator Details
Documents
Fidelity Check
School Details
Passwords
School Audit Log

 You currently have no tutors.

Below is a list of the school's tutors. To view or change a tutor's details, or to look at their associated ECTs, please use the 'Edit' link next to the appropriate tutor. 'ECTs' is the number of ECTs who are currently assigned to that tutor.

 Change Headteacher **Add a New Tutor**

This will take you to this webpage where you can add your details:

ECTs	Assessments	Tutors	Schools	TRA	Content	Settings	Helpdesk
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Create a new Tutor

- List of ECTs
- Current Tutors
- Register an ECT
- Administrator Details
- Documents
- Fidelity Check
- School Details
- Passwords
- School Audit Log

Please fill out each of the various sections below of the tutor's details. Once all sections have been completed, click the 'save details' button at the bottom of the page.

Passwords must be at least 10 characters long, and it must also contain an upper case letter, a lower case letter and a number. You can generate a random password [here](#).

First Name:

Last Name:

Telephone:

Mobile:

(Mobile is not required but you'll be able to request username/password sent by SMS)

Email:

Confirm Email:

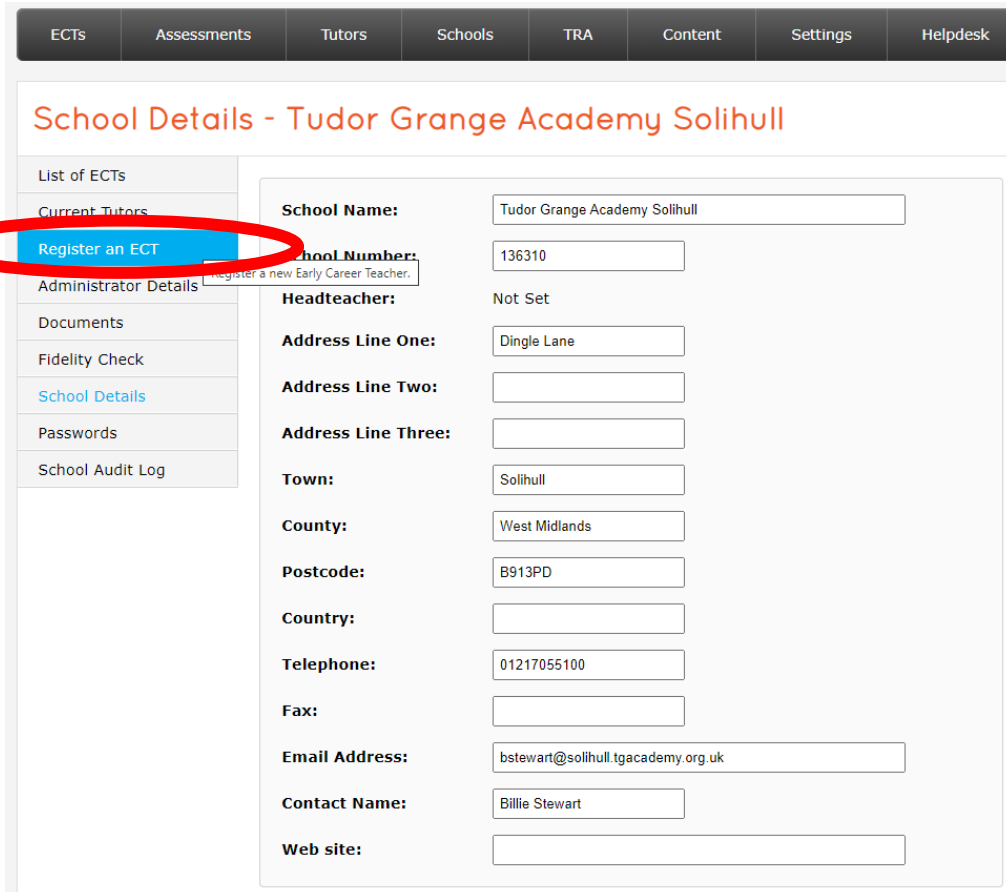
Opt Out of Marketing Emails: ☐ (Assessment reminders will still be sent.)

Position:

Received Training: (Not ECT Manager Training)

Step 3: Adding an ECT

On the 'School Details' page, click on 'Register an ECT', as indicated in the picture below:



ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

School Details - Tudor Grange Academy Solihull

List of ECTs
Current Tutors
Register an ECT
Administrator Details
Documents
Fidelity Check
School Details
Passwords
School Audit Log

School Name: Tudor Grange Academy Solihull

School Number: 136310

Headteacher: Not Set

Address Line One: Dingle Lane

Address Line Two:

Address Line Three:

Town: Solihull

County: West Midlands

Postcode: B913PD

Country:

Telephone: 01217055100

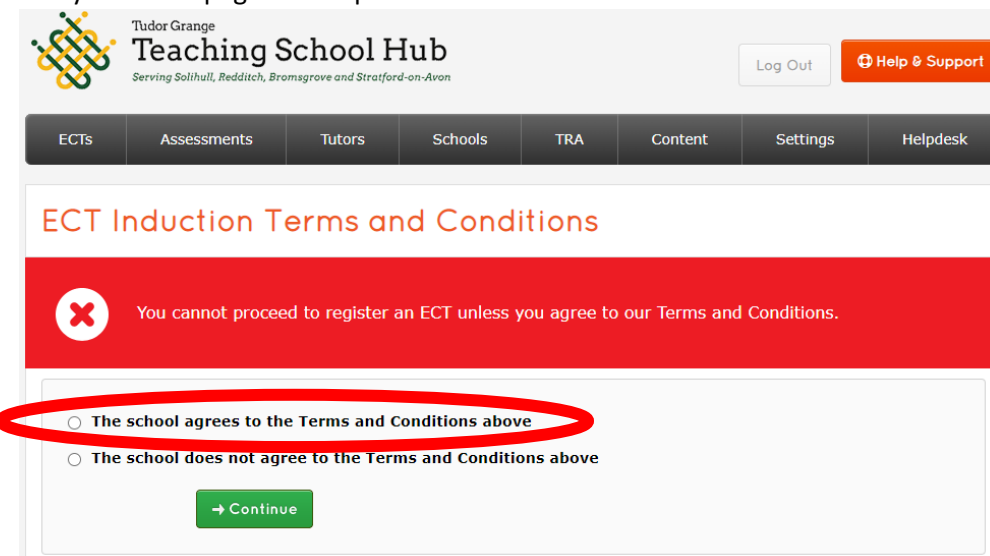
Fax:

Email Address: bstewart@solihull.tgacademy.org.uk

Contact Name: Billie Stewart

Web site:

This will take you to this page to accept our Terms and Conditions:




Tudor Grange Teaching School Hub
Serving Solihull, Redditch, Bromsgrove and Stratford-on-Avon

Log Out Help & Support

ECTs Assessments Tutors Schools TRA Content Settings Helpdesk

ECT Induction Terms and Conditions

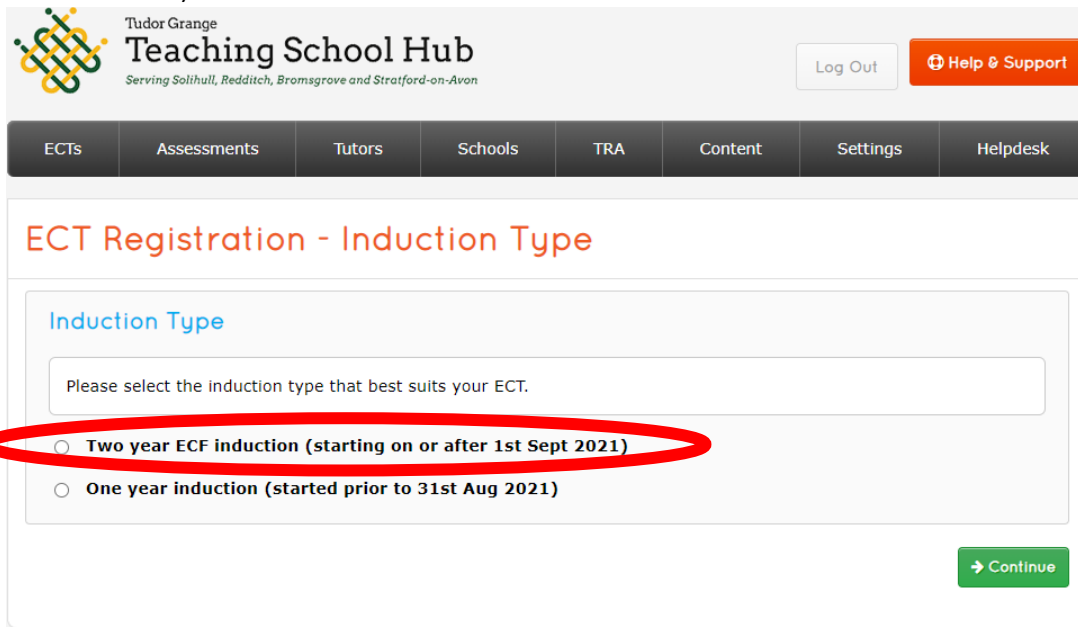
 You cannot proceed to register an ECT unless you agree to our Terms and Conditions.

☒ The school agrees to the Terms and Conditions above

☐ The school does not agree to the Terms and Conditions above

→ Continue

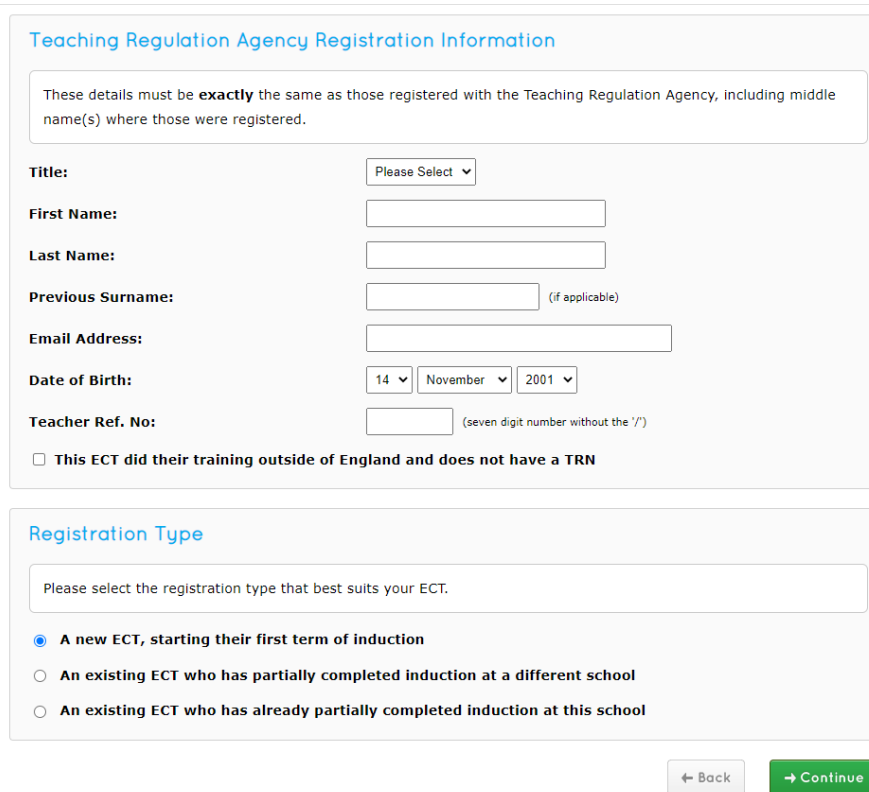
Then you need to choose that you are registering an ECT (as opposed to someone completing the 1-year NQT induction):



The screenshot shows the 'ECT Registration - Induction Type' form. At the top, there is a header with the Tudor Grange Teaching School Hub logo and navigation links: Log Out, Help & Support. Below the header is a menu bar with links: ECTs, Assessments, Tutors, Schools, TRA, Content, Settings, Helpdesk. The main content area is titled 'ECT Registration - Induction Type'. Under the heading 'Induction Type', there is a text box that says 'Please select the induction type that best suits your ECT.' Below this, there are two radio button options: 'Two year ECF induction (starting on or after 1st Sept 2021)' and 'One year induction (started prior to 31st Aug 2021)'. The first option is circled in red. At the bottom right, there is a green 'Continue' button.

You will now have to add your ECT's details, paying close attention to ensure contact details are accurate. Once registered please save the details. ECTs will receive automatic updates when assessments are due.

ECT Registration - Personal Details



The screenshot shows the 'ECT Registration - Personal Details' form. The title is 'Teaching Regulation Agency Registration Information'. Below the title, there is a text box that says 'These details must be **exactly** the same as those registered with the Teaching Regulation Agency, including middle name(s) where those were registered.' The form contains several fields: 'Title:' with a dropdown menu, 'First Name:', 'Last Name:', 'Previous Surname:' with a note '(if applicable)', 'Email Address:', 'Date of Birth:' with three dropdown menus (Day, Month, Year), 'Teacher Ref. No:' with a text box and a note '(seven digit number without the \'/')', and a checkbox 'This ECT did their training outside of England and does not have a TRN'. Below these fields is a section titled 'Registration Type' with a text box that says 'Please select the registration type that best suits your ECT.' and three radio button options: 'A new ECT, starting their first term of induction' (which is selected), 'An existing ECT who has partially completed induction at a different school', and 'An existing ECT who has already partially completed induction at this school'. At the bottom right, there are two buttons: 'Back' and 'Continue'.