

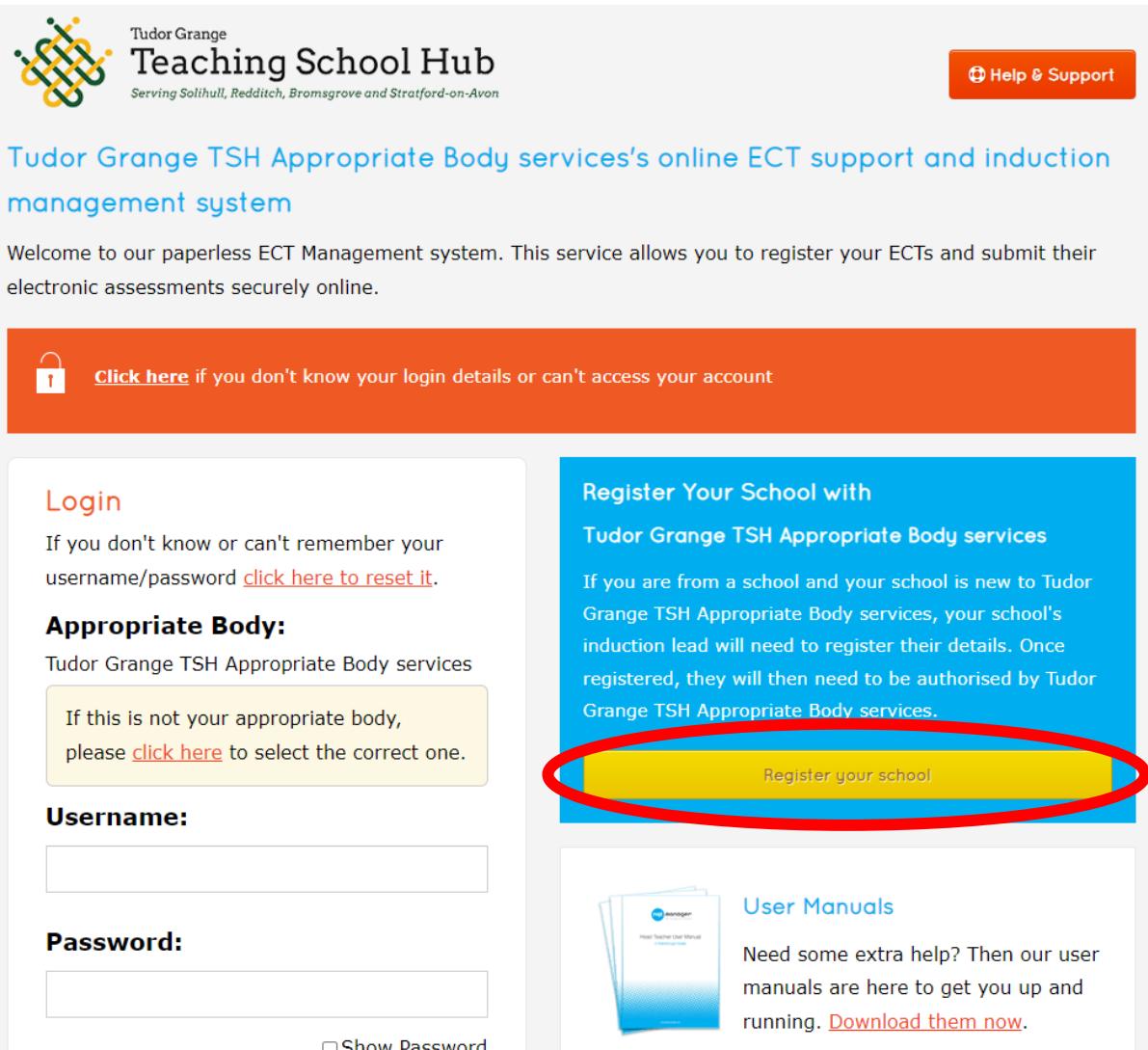
### Guide: How to Register with ECT Manager

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](mailto: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:



The screenshot shows the Tudor Grange TSH Appropriate Body services login page. At the top, the Tudor Grange logo and 'Teaching School Hub' text are visible, along with a 'Help & Support' button. Below this, a blue header bar contains the text 'Tudor Grange TSH Appropriate Body services's online ECT support and induction management system'. The main content area has an orange header with a lock icon and the text 'Click here if you don't know your login details or can't access your account'. The left side of the page has a 'Login' section with a note about forgotten passwords and an 'Appropriate Body:' section with a note about selecting the correct body. The right side has a 'Register Your School with Tudor Grange TSH Appropriate Body services' section, which includes a yellow 'Register your school' button that is circled in red. Below this section is a 'User Manuals' section with an image of three manuals and a link to download them.

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

Header: 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:**

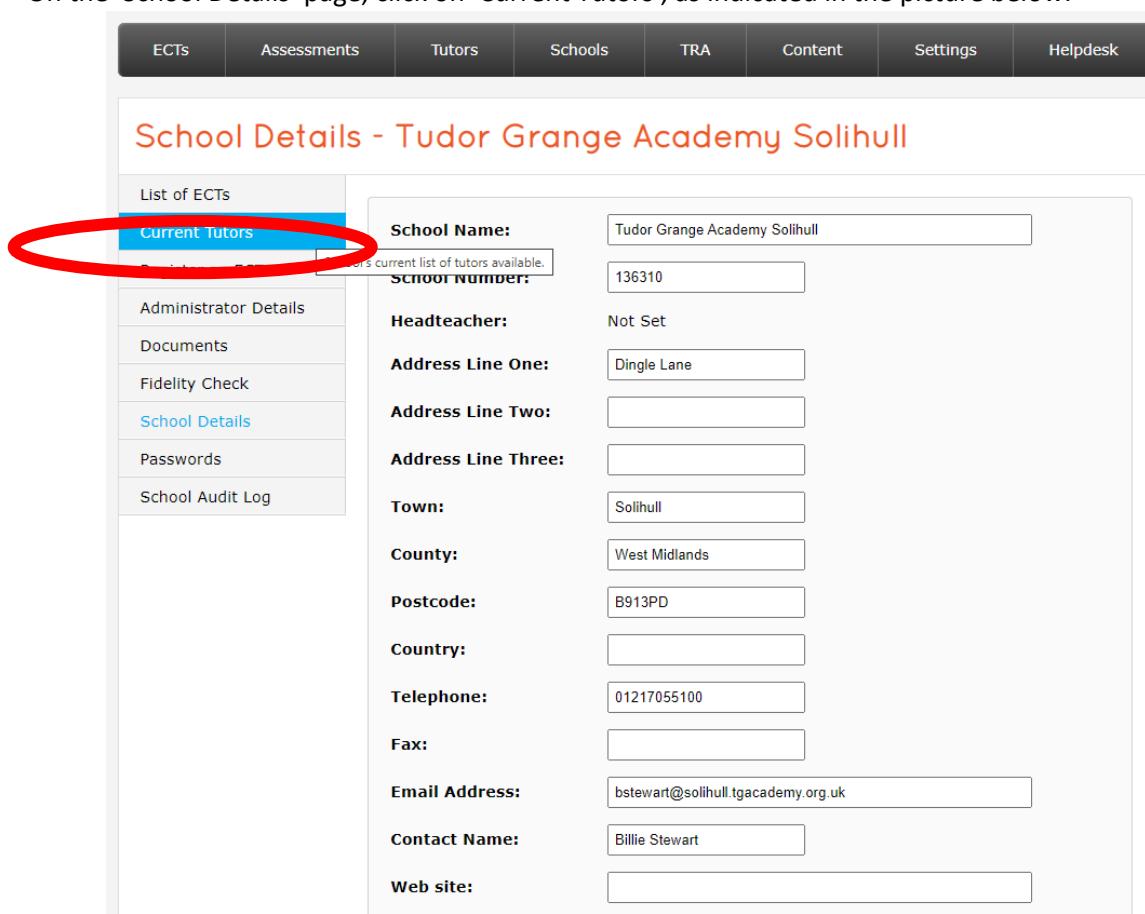
**Tutor Training:**  (Not ECT Manager Training)

 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 emailed 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:



**School Details - Tudor Grange Academy Solihull**

**List of ECTs**

- [Current Tutors](#) (highlighted with a red circle)
- [ECTs](#)
- [Assessments](#)
- [Tutors](#)
- [Schools](#)
- [TRA](#)
- [Content](#)
- [Settings](#)
- [Helpdesk](#)

**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

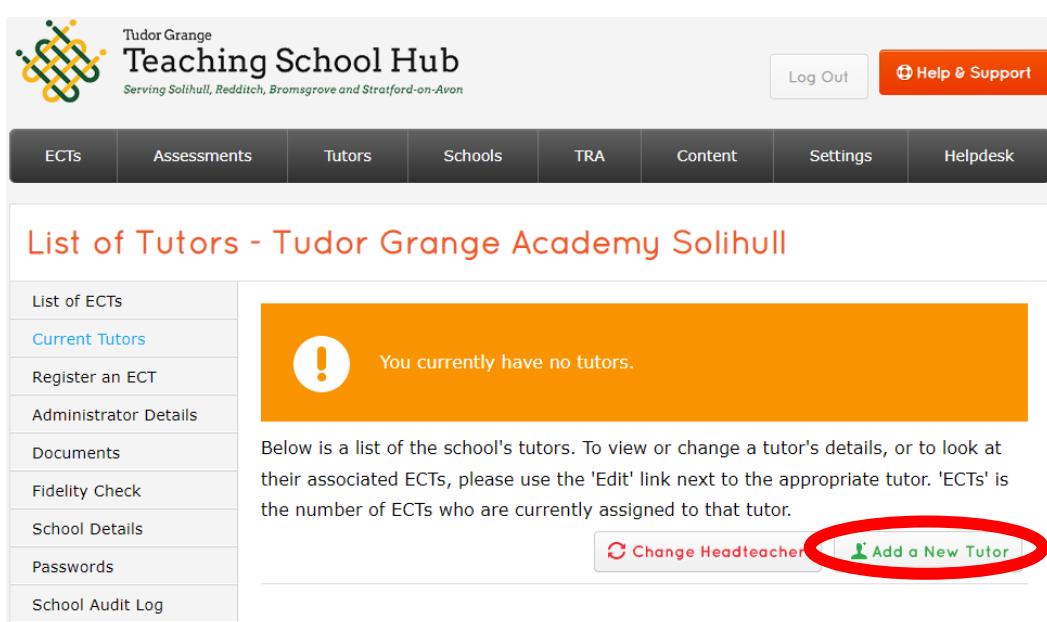
**Fax:**

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

**Contact Name:** Billie Stewart

**Web site:**

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



**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**

**List of Tutors - Tudor Grange Academy Solihull**

**List of ECTs**

- [Current Tutors](#) (highlighted with a red circle)
- [ECTs](#)
- [Assessments](#)
- [Tutors](#)
- [Schools](#)
- [TRA](#)
- [Content](#)
- [Settings](#)
- [Helpdesk](#)

 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](#) (highlighted with a red circle)



Tudor Grange  
Teaching School Hub

*Serving Solihull, Redditch,  
Bromsgrove and Stratford-on-Avon*

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

ECTs    Assessments    Tutors    Schools    TRA    Content    Settings    Helpdesk

### 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.)

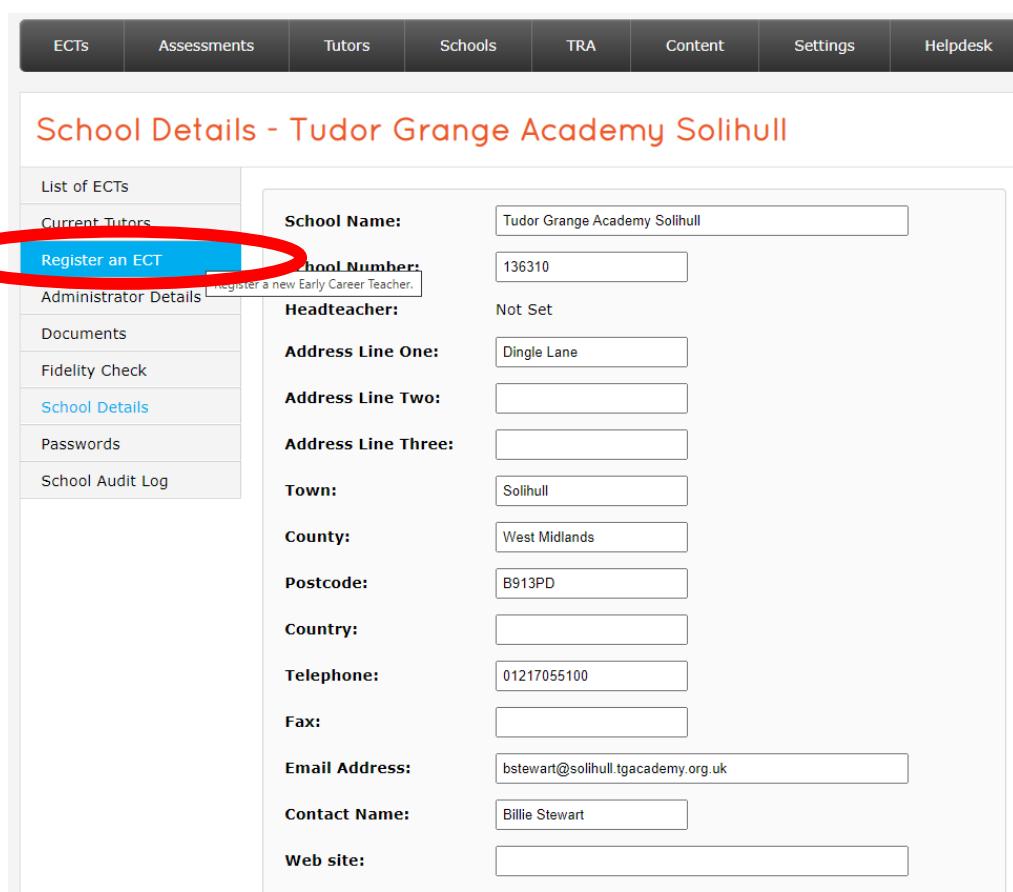
**Position:**

**Received Training:**  (Not ECT Manager Training)

**Save**

### **Step 3: Adding an ECT**

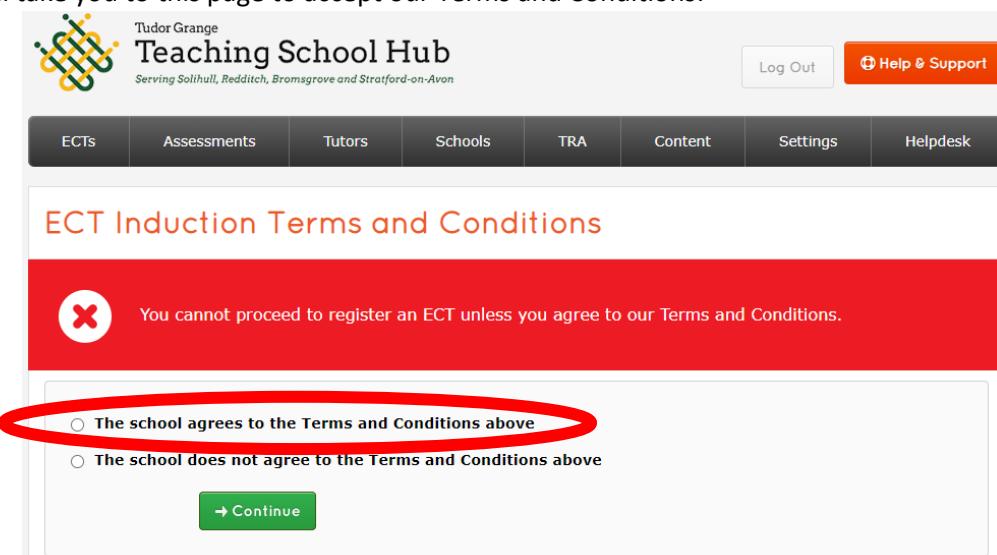
On the 'School Details' page, click on 'Register an ECT', as indicated in the picture below:



**School Details - Tudor Grange Academy Solihull**

List of ECTs	
Current Tutors	School Name: Tudor Grange Academy Solihull
<b>Register an ECT</b>	School Number: 136310
Administrator Details	Headteacher: Not Set
Documents	Address Line One: Dingle Lane
Fidelity Check	Address Line Two:
School Details	Address Line Three:
Passwords	Town: Solihull
School Audit Log	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:



**ECT Induction Terms and Conditions**

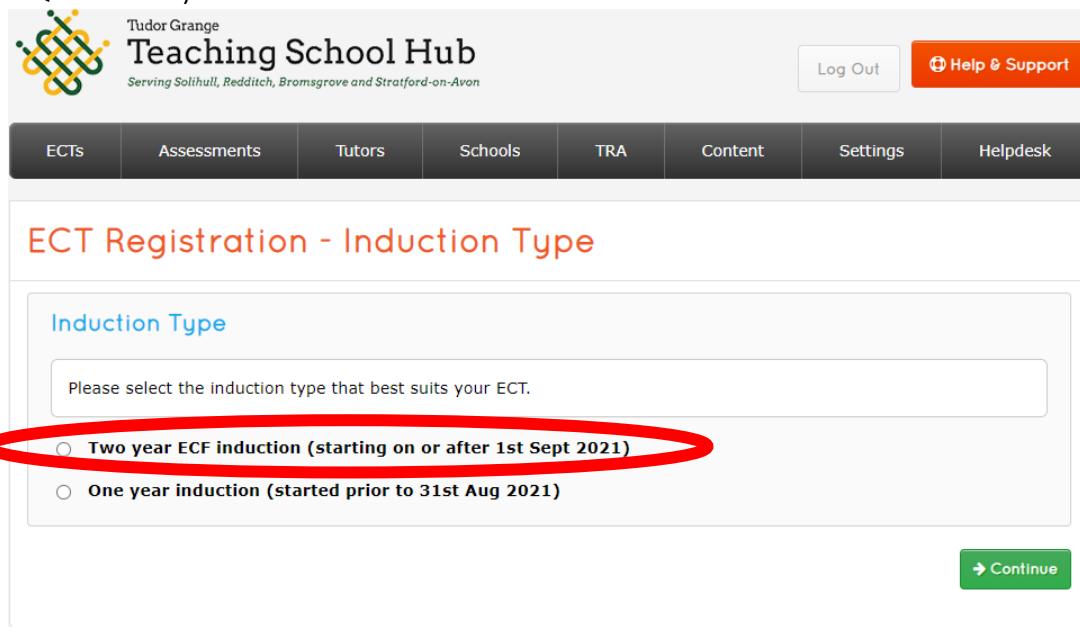
You cannot proceed to register an ECT unless you agree to our Terms and Conditions.

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):



**ECT Registration - Induction Type**

**Induction Type**

Please select the induction type that best suits your ECT.

**Two year ECF induction (starting on or after 1st Sept 2021)**

**One year induction (started prior to 31st Aug 2021)**

**Continue**

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

#### Teaching Regulation Agency Registration Information

These details must be **exactly** the same as those registered with the Teaching Regulation Agency, including middle name(s) where those were registered.

**Title:**

**First Name:**

**Last Name:**

**Previous Surname:**  (if applicable)

**Email Address:**

**Date of Birth:**

**Teacher Ref. No:**  (seven digit number without the '/')

**This ECT did their training outside of England and does not have a TRN**

#### Registration Type

Please select the registration type that best suits your ECT.

**A new ECT, starting their first term of induction**

**An existing ECT who has partially completed induction at a different school**

**An existing ECT who has already partially completed induction at this school**

**Back**

**Continue**