

## **ECT Align 2023-25 Registration Process Guidance**

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### Confirm current partnership

1. Email sent to school asking if they expect to have ECTs joining their school
2. Use hyperlink in email to visit DfE service and respond
3. If Yes, asked to confirm if they wish to continue the partnership with the current Provider and Delivery Partner
4. Asked to confirm type of AB
5. Asked to confirm which AB by selecting from drop down menu (can type into box to narrow results)

### New school sign up

1. Email sent to school asking if they expect to have ECTs joining their school
2. Use hyperlink in email to visit DfE service and respond
3. If Yes, school asked to nominate Induction Tutor (name, email)
4. Email sent to Induction Tutor with next steps
5. Induction Tutor signs in to DfE service using the registered email address
6. DfE send email to this email address with 'magic link' to access
7. Asked to confirm school is expecting ECTs
8. Asked to confirm how training will be delivered – select top option 'Use a training provider, funded by DfE'
9. Asked to confirm school have appointed an Appropriate Body (AB)
10. If Yes, asked to confirm type of AB
11. Asked to confirm which AB by selecting from drop down menu (can type into box to narrow results)

### Registering an ECT

1. Induction Tutor logs in to DfE service
2. Select Manage ECTs and Mentor button
3. Select Add ECT or Mentor
4. Select ECT option
5. Add ECT Name (first name, surname), TRN, date of birth and email address
6. Asked to confirm Appropriate Body
7. Check and confirm
8. ECT receives notification of their registration

### Registering a Mentor

1. Induction Tutor logs in to DfE service
2. Select Manage ECTs and Mentor button
3. Select Add ECT or Mentor
4. Select Mentor option
5. Add Mentor Name (first name, surname), TRN, date of birth and email address
6. Asked to confirm when Mentor will start training (term)
7. Check and confirm
8. Mentor receives notification of their registration

### Registering a transferring ECT

1. Induction Tutor logs in to DfE service
2. Select Manage ECTs and Mentor button
3. Select ECT
4. Add all information (Name (first name, surname), TRN, date of birth)
5. Asked to confirm that this ECT is moving from another school
6. Confirm start date at your school
7. Add new email address
8. Asked to confirm whether the ECT will remain with current provider – Yes/No
9. If Yes, continue
10. If No, confirm details of new provider

### Assigning a Mentor to the ECT

1. Induction Tutor logs in to DfE service
2. Select Manage ECTs and Mentor button
3. Choose ECT
4. Click 'Change' next to Mentor not assigned
5. Choose Mentor from list of all available Mentors in school

### Updating the name or email address of an ECT or Mentor

1. Induction Tutor logs in to DfE service
2. Select Manage ECTs and Mentor button
3. Select ECT or Mentor
4. Click change next to name or email
5. Make changes