

ECT Align 2025-27 Registration Process Guidance

[Nominating an Induction Tutor](#)

[Confirm programme selection](#)

[Registering an ECT](#)

[Registering a Mentor](#)

[Registering a transferring ECT](#)

[Assigning a Mentor to an ECT](#)

[Updating the name or email address of an ECT or Mentor](#)

Nominating an Induction Tutor if one is not already set up

1. DfE emails school using contact details on GIAS
2. Use hyperlink in email to visit the DfE service
3. Asked to confirm if any ECTs are starting at school in academic year
4. If Yes or We do not know yet, the Induction Tutor will be asked to register
5. Once confirmed, the IT will receive an email asking them to register their ECT(s) and mentor(s)

Confirm programme selection

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 use a provider led programme or a school led programme
4. Choose provider led
5. Asked whether an Appropriate Body (AB) has been appointed
6. 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 Early Career Teachers tab
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 mentor – can choose a current mentor or add a mentor later
7. Asked to confirm Appropriate Body
8. Check and confirm
9. ECT receives notification of their registration

Registering a Mentor

1. Induction Tutor logs in to DfE service
2. Select Mentor tab
3. Select Add Mentor
4. Add Mentor Name (first name, surname), TRN, date of birth and email address
5. Check and confirm
6. Mentor receives notification of their registration

Registering a transferring ECT

1. Induction Tutor logs in to DfE service
2. Select Early Career Teachers tab
3. Select Add 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 assign mentor
9. The ECT's current provision will be displayed
10. Asked to confirm whether the ECT will remain with current provider – Yes/No
11. If Yes, continue then 'Confirm and add'
12. If No, you will be asked to confirm details of new provision

Assigning a Mentor to an ECT

1. Induction Tutor logs in to DfE service
2. Select Early Career Teachers tab
3. Choose ECT
4. Click 'Assign a mentor'
5. Choose Mentor from list of all available mentors in school
6. Click continue

Updating the name or email address of an ECT or Mentor

1. Induction Tutor logs in to DfE service
2. Select Early Career Teachers or Mentor tab as appropriate
3. Select ECT or Mentor
4. Click change next to details which are incorrect
5. Make changes
6. Repeat these steps for any further details which need to be amended