

## ECT Align 2026-28 Registration Process Guidance

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### Registering an Induction Lead

1. Log in to [Register early career teachers](#)
2. Enter the Induction Lead name and email address
3. Check and confirm details

### Registering an ECT for the first time

1. Induction Lead logs in to [Register early career teachers](#)
2. Click 'Register an ECT starting at your school' button
3. Enter the Teacher Reference Number (TRN) and Date of birth
4. Check and confirm details (if the name is wrong or spelt incorrectly, click No and make amendments)
5. Enter the ECT email address
6. Enter the ECT's start date at your school
7. Confirm whether the ECT will be Full time or Part time
8. Enter the details of your Appropriate Body
9. Confirm that you will be using a Provider-led training programme
10. Choose Ambition Institute from the list of Lead Providers
11. Check and confirm details
12. ECT receives notification of their registration

### Registering an ECT

1. Induction Lead logs in to [Register early career teachers](#)
2. Click 'Register an ECT starting at your school' button
3. Enter the Teacher Reference Number (TRN) and Date of birth
4. Check and confirm details (if the name is wrong or spelt incorrectly, click No and make amendments)
5. Enter the ECT email address
6. Enter the ECT's start date at your school
7. Confirm whether the ECT will be Full time or Part time
8. Check and confirm the programme choices (AB, Ambition Institute and Hampshire LA) – if incorrect, click No and update
9. Check and confirm details
10. ECT receives notification of their registration

### Registering a transferring ECT

1. Induction Lead logs in to [Register early career teachers](#)
2. Click 'Register an ECT starting at your school' button
3. Enter the Teacher Reference Number (TRN) and Date of birth
4. Check and confirm details (if the name is wrong or spelt incorrectly, click No and make amendments)
5. The ECT's induction information will be displayed, click Continue
6. Enter ECT email address
7. Enter the ECT's start date at your school
8. Confirm whether the ECT will be Full time or Part time
9. Check and confirm the programme choices (AB, Ambition Institute and Hampshire LA) - if incorrect, click No and update
10. Check and confirm details
11. ECT receives notification of their registration

### Assigning a new Mentor to an ECT

1. Induction Lead logs in to [Register early career teachers](#)
2. Select the ECT tab
3. Choose the ECT
4. Click 'Assign a mentor for this ECT'
5. Enter the mentor TRN and date of birth
6. Check and confirm details (if the name is wrong or spelt incorrectly, click No and make amendments)
7. Enter mentors email address
8. Advised whether mentor is eligible for training, click Continue
9. Check and confirm details
10. Mentor receives notification of their registration

### Assigning an existing Mentor to an ECT

1. Induction Lead logs in to [Register early career teachers](#)
2. Select the ECT tab
3. Choose the ECT
4. Click 'Assign a mentor for this ECT'
5. Select the mentor from the dropdown menu
6. Check and confirm details

### Updating the details of an ECT or Mentor

1. Induction Lead logs in to [Register early career teachers](#)
2. Select ECT or Mentor tab as appropriate
3. Select ECT or Mentor
4. Click change next to the details which are incorrect (name/email address/mentor/full or part time/training programme/Lead Provider)
5. Make changes
6. Check and confirm details
7. Repeat these steps for any further details which need to be amended

### Registering a mentor who has previously been registered at another school

1. Induction Lead logs in to [Register early career teachers](#)
2. Select the ECT tab
3. Choose the ECT
4. Click 'Assign a mentor for this ECT'
5. Enter the mentor TRN and date of birth
6. Click 'Assign a mentor for this ECT'
7. Enter the mentor TRN and date of birth
8. Check and confirm details (if the name is wrong or spelt incorrectly, click No and make amendments)
9. Enter mentors email address
10. Confirm whether the mentor will be mentoring at your school only or if they will also be mentoring at another school
11. Enter the mentor's start date at your school
12. Confirm whether the mentor will train (if eligible) using the same programme as their ECT
13. Check and confirm details

### Updating Induction Lead details

1. Induction Lead logs in to [Register early career teachers](#)
2. Select IT tab
3. Change details as necessary
4. Check and confirm details

### Telling the DfE about an ECT or Mentor who is leaving your school

1. Induction Lead logs in to [Register early career teachers](#)
2. Select ECT or Mentor tab as appropriate
3. Select ECT or Mentor
4. Scroll to the bottom of the page
5. Click 'Tell us if ECT/Mentor name is leaving permanently'
6. Enter the leaving date
7. Check and confirm details