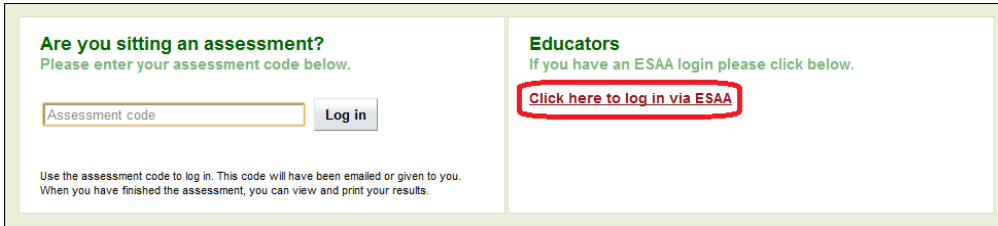


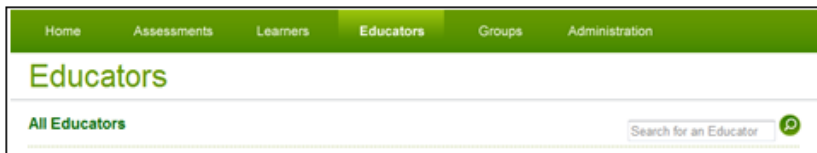
How to retrieve an Educator Code

If an Educator has been added to the Assessment Tool but they have not received notification of their Educator Code it can be located using the below process.

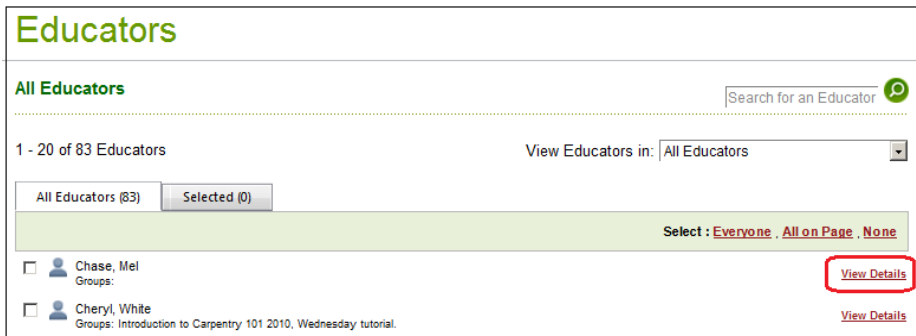
1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:



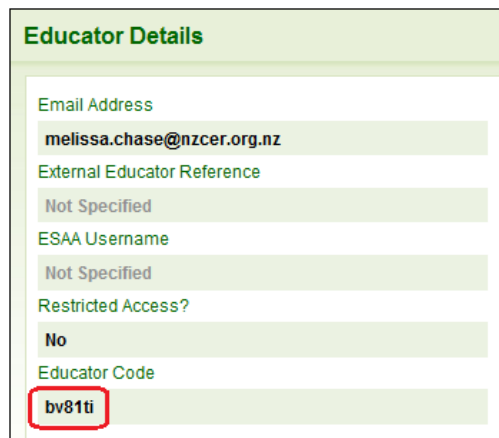
2. Click on the Educators tab:



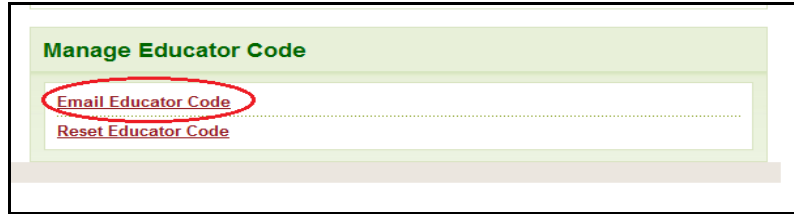
3. Click on 'View Details' for the Educator who that requires the code:



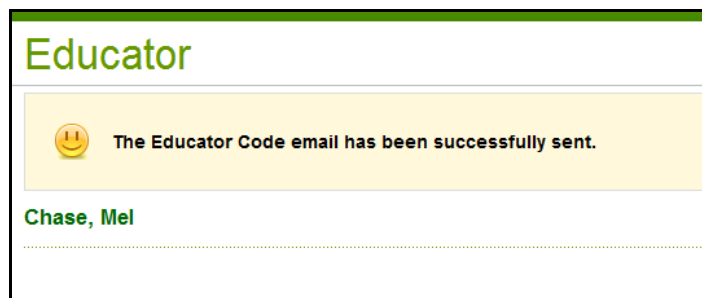
4. The Educator Code is listed at the bottom of the screen on the Educator Details page:



5. You can now provide the Educator with the code they require.
6. Alternatively, if the 'Email Address' field has been completed you can select the 'Email Educator Code' option contained underneath Educator Details:



7. You will receive the following message:



Important note:

If you have followed the above process but no Educator Code was displayed on the Educator Details page (step 4) this will be because the ESAA Username field has been completed. If the Educator is being prompted to input an Educator Code the first time they log in to the Assessment Tool, this means there is a discrepancy between their actual ESAA Username and the one that has been inputted into the field.

To rectify this problem you will need to delete the Educator from the system and create them again leaving the ESAA Username field blank. This will then generate an Educator Code.