



Centre Manager Basics

Creating User Accounts

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As a Centre/ User Manager, creating the other users in your organisation is one of your main responsibilities. As a general rule of thumb, you should create all of your users before you create learners.

However, it is possible to create a learner provided that at least one Assessor has been created.

User Restrictions

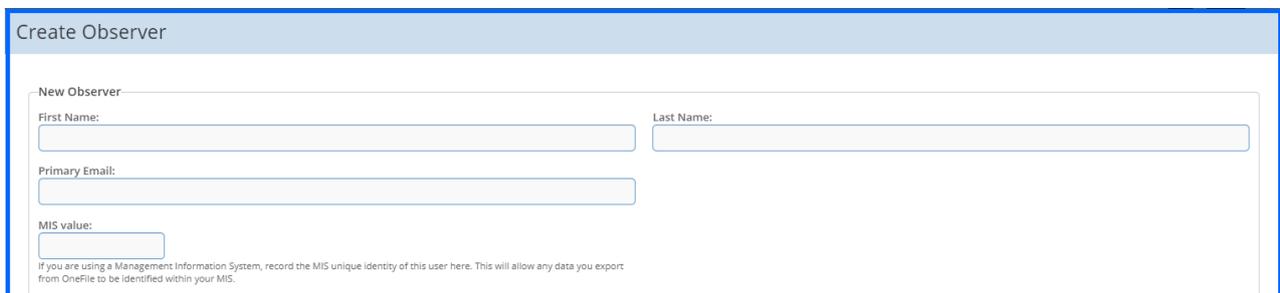
Centre Managers can create any account apart from the EV.

User Managers can create any account except from Centre Manager, User Manager and EV accounts.

If you are looking to create an External Verifier, you will need to contact the OneFile support team on support@onefile.co.uk

Creating an account

1. Click the **Users** icon on the left hand side.
2. Select a user group from the tabs at the top of the page.
Note – The tab you select is the user group of the person you are creating the account for.
3. Click the **Create new** button. If you have selected the Tutor tab, the button will read Create new Tutor and so on.
4. Enter the user's First name, Last name and their Email into the fields shown. Enter the MIS value if this is necessary.



Create Observer

New Observer

First Name:

Last Name:

Primary Email:

MIS value:

If you are using a Management Information System, record the MIS unique identity of this user here. This will allow any data you export from OneFile to be identified within your MIS.

PLEASE NOTE: Depending on what account you are creating, there may be an additional section that you can fill in on this page.

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Login Details

When the details have been saved, the account will be created and you will be presented with the user's login details unless you have the keychain setting switched on.

New Login Details

 **ATTENTION!** Please check that you have a copy of these login details before clicking the continue button.

OneFile Practice Area Login Details for Example Assessor

Login page: <https://login.onefile.co.uk/?srv=sof2>
Username : EASSESSOR34
Password : UHwwqSpCK2

IMPORTANT - PLEASE READ ...

- NEVER give, or share your login details with anyone else.
- Your username and password are CASE-SENSITIVE so remember to capitalise any letters as appropriate.
- After logging in for the first time, please register and/or verify your email address in 'My Profile'.
- If you have difficulty logging in then: try clicking 'Forgot your password?' on the login page, or contact the person who originally issued you with these login details.

If you want to print out the log in details, click the **Print Details** button.
if you would rather send an email containing their details, click **Continue**.

Login Details - Keychain

If you have the Keychain setting switched on and you have entered an email address when creating the account, this will automatically attach the account to a keychain.

Once you press **create** the system will take you straight to the account page. The user will receive an email to confirm that their account has been added to their keychain.

If this is the first time they are logging into their keychain they will receive a temporary password to get them logged in. Once they are logged in it will then prompt them to change their password to something more memorable.

To learn more see our full guides
<https://live.onefile.co.uk/userguides/>



info.onefile.co.uk/onboarding