



Customer's Guide to UK Teach

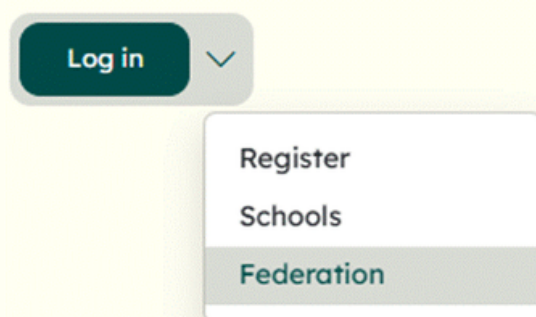
Our system has had an update! Here is your guide to navigating the new UK Teach site and account functions.

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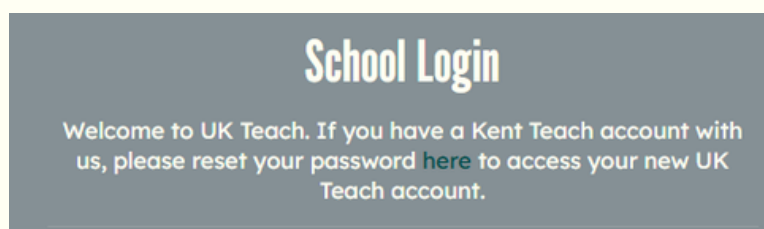
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Password change when you first log in:

When you reach the UK Teach homepage, click the **School OR Federation** from the dropdown, to ensure you are taken to the correct portal.



From there, select '**Forgotten Password**' or click '**here**' in the message displayed at the top of the login box:



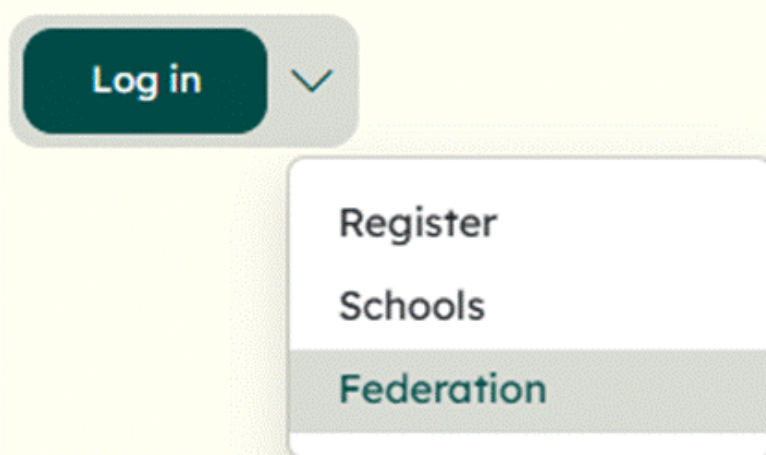
Enter the email address associated with the account and wait for the email to arrive in your inbox. **Please check your Junk/Spam as this will be a new sender to your mailbox.**

Follow the link and reset your password with the given criteria.

Tip: Dictionary words are only identified if they are separated by a digit or special character. If you type 'redblegreen' this will be accepted.

I cannot log in, what do I do?

Our log on portal has updated and **Schools/Federations** will now need to log in by clicking the **down arrow** next to the login button and selecting **School** if you are a single school, or **Federation** if you are a trust or federation account managing vacancies for your schools.



You will then need to use the email address registered to the account. You will have received a launch email to the address you can log in with.

If you need help identifying this, please contact us on contactus@ukteach.com

I am a trust/federation and need to post/manage a job for my school, how can I do this?

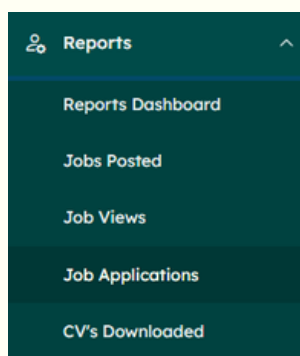
Over the next couple of weeks, we'll be linking federation and trust accounts with their schools on Kent Teach and UK Teach.

During this period, your schools will continue to show as part of your federation. However, you'll need to **access and post vacancies through each school's individual account** rather than centrally.

This is only a **temporary arrangement** allowing us to **safely** connect all schools to their federation accounts within the new platform. Once this is done, you will be able to post vacancies centrally.

If you need support accessing individual school accounts or would like the Kent Teach team to post and manage vacancies on your behalf while we complete the migration, please get in touch, as we would be happy to do this for you.

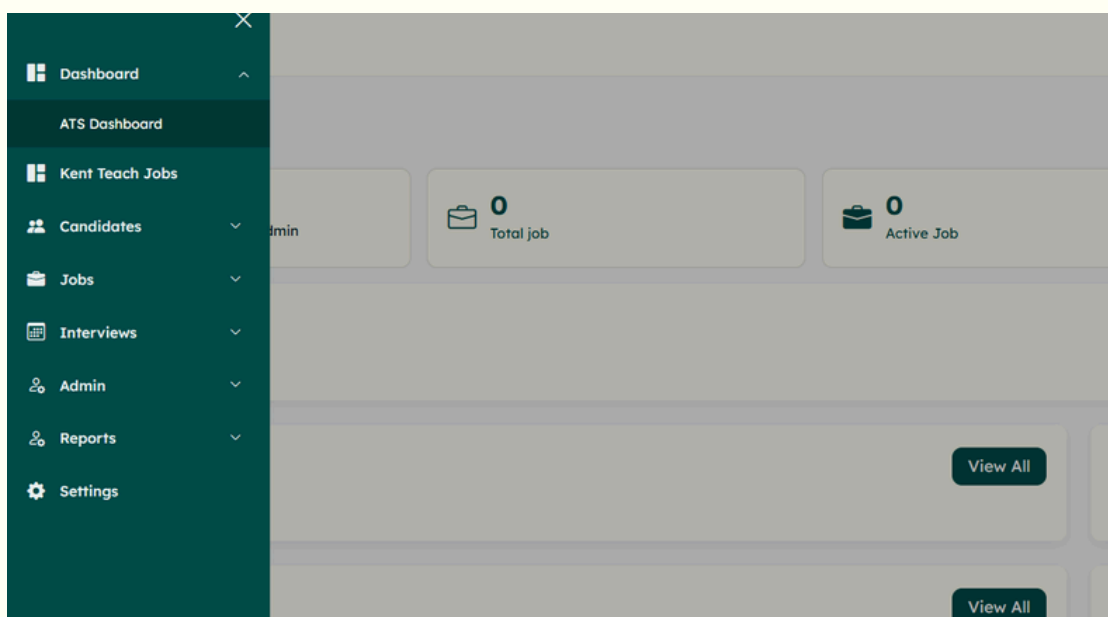
You will still have access to all the applications through the **Report** functionality in the menu **under Job Applications**.



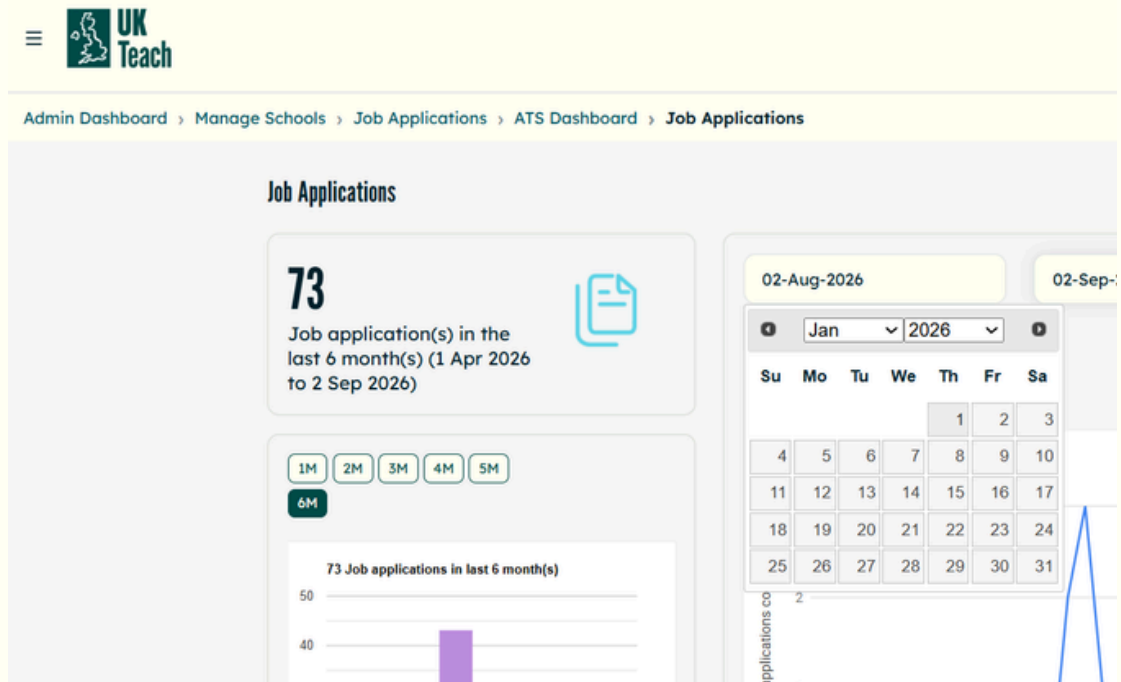
How do I access the jobs and view applications from Kent Teach?

Jobs that have come across from Kent Teach will be found in a specific part of the site. We apologise for the confusion this may have caused and would like to assure you that, moving forward, you will be able to use the full ATS for a much easier experience. To locate your past roles, please follow the steps below:

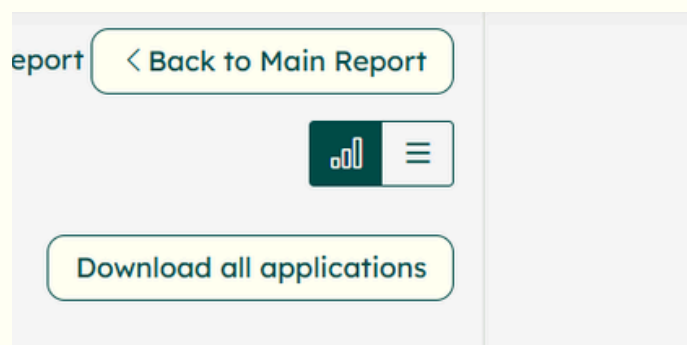
1. Once logged into your account click on the menu icon on the left hand side, scroll to reports and click job applications.



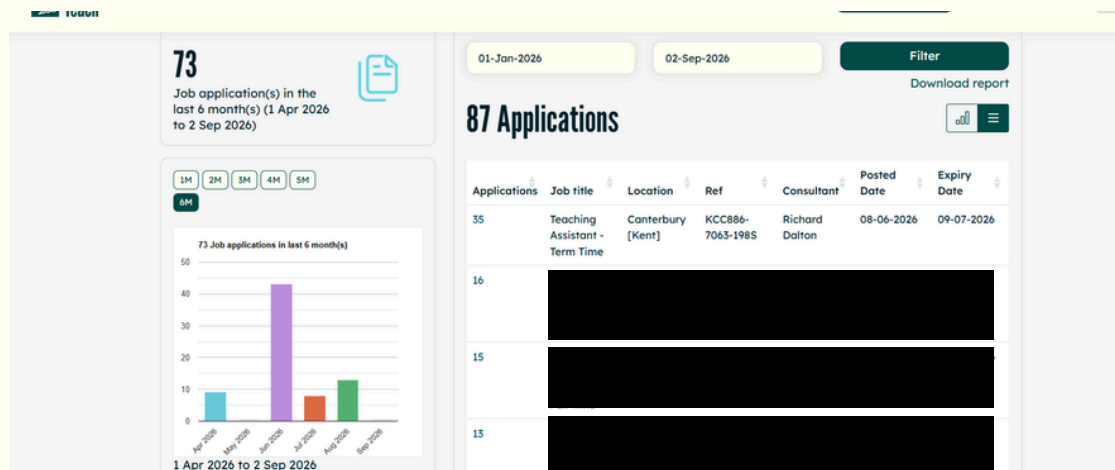
2. Once in job applications reset the filters to the dates of your advert. Set the filters for a few months ago or January to ensure you can see all vacancies you require. To reset the filter click into the first date box. Once you have selected the date you need to click the filter button.



3. Once you have filtered you will be shown a graph, you need to click on the icon next to the graph icon to bring up list view:



4. You will then be able to see the list of jobs and how many applicants you got for each. Click on the number under applicants to bring up the list of applications you have received. This will bring up a graph. From here you can click list view to see the applications individually or you can click the download all applications button and enter an email. This will email all applications to you.



5. If you change to list mode and click on each individual candidate, instead you will need to click on their name which will bring up this view and give you a highlight and then the option to download their application form. Clicking download CV will download the application form.

There are guides embedded throughout the system, please accept cookies to allow these guides to help you through or you can access them from the right hand tab called **Help** and guides as shown in the first screenshot.

The site is not recognising my email address, what do I do?

Accounts that have the same email are **not supported** on our new platform and will cause log on issues with the system, as information will not pull to the correct account, due to the duplicate address.

To fix this and ensure all your data has come across to the new website correctly, we may have amended the email on the account **temporarily**, to another listed on Kent Teach, or the main email listed on the school website. **No log on details have been sent** to this address so the account is secure.

We can amend any of these emails to something more suitable, if you just let us know which email you would like for each school we can update this.

It cannot be the same email for multiple schools as we now use email addresses to log on rather than user names.

Please email the team to resolve this on contactus@ukteach.com and we can provide the details.