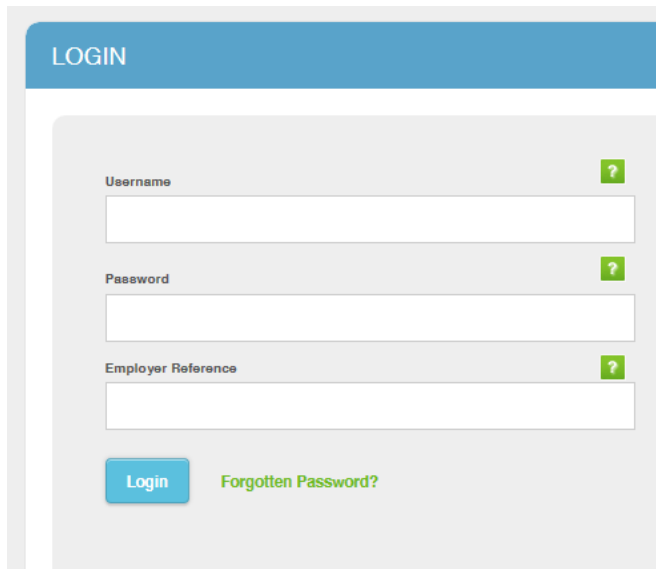


EDM User Guide – Login

Choose 'Login' from the menu on the EDM home page and you will be presented with the screen below. If you haven't registered to use the site you will not be able to login yet so please see the Registration User Guide to complete registration.



The screenshot shows a login form with the following elements:

- A blue header bar with the text "LOGIN".
- A light grey container box containing:
 - A "Username" label above a white input field, with a green question mark icon to the right.
 - A "Password" label above a white input field, with a green question mark icon to the right.
 - An "Employer Reference" label above a white input field, with a green question mark icon to the right.
 - A blue "Login" button at the bottom left.
 - A green "Forgotten Password?" link at the bottom right.

Complete the login page using the following information:

- | | |
|------------------------|---------------------------------------------------|
| 1. Username: | The email address you used to register |
| 2. Password: | Your chosen password |
| 3. Employer Reference: | The SPPA employer Reference for your organisation |

If you enter an incorrect password more than twice you will be locked out of the system and will need to click on 'forgotten password?'. You will need to answer the security questions you set up at registration before your password is reset.

The first time you log in after registration, you will see the following registration screen:

Your Details

• You must verify your details before you can continue.

Verify Your Details

Display Name	Mr Test Teacher
Email	test.teacher@anyschool.co.uk
Title	Mr
Forename	Test
Surname	Teacher
Initials	
Phone Number	0123456789

[Mark as verified](#)
[Edit Details](#)
[Edit Username](#)

Please check your details to ensure they are correct. You are able to edit the details by clicking on the 'Edit Details' or 'Edit Username' buttons. Click 'Mark as verified' and you will see the screens below:

Your Details

Verify Your Details

Display Name	Mr Test Teacher
Email	test.teacher@anyschool.co.uk
Title	Mr
Forename	Test
Surname	Teacher
Initials	
Phone Number	0123456789

Thank you. Your details have been successfully verified.

[Back to Homepage](#)

Successful Registration

You have successfully registered on the site.

Your account is associated with the following employers:

Name	Reference	Role
Arbreck School	EA0241	EDM Data Principal User - STSS

[Close](#)

You can now proceed to the site.