

Learner registration

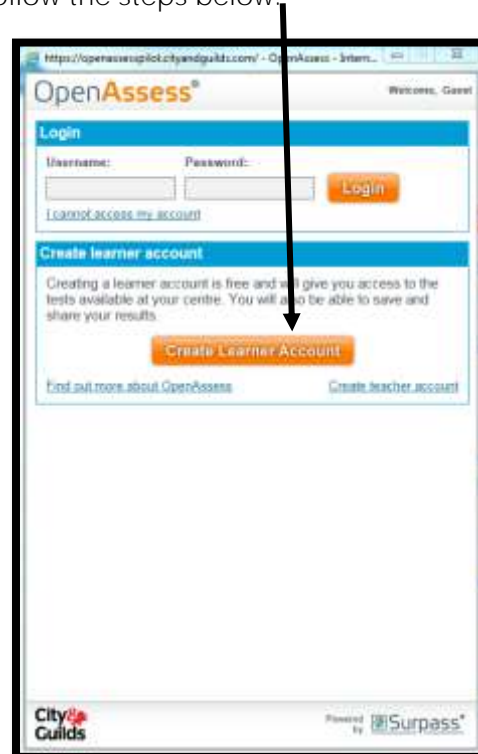
Before you register you will need to get your City and Guilds e-volve Installation ID number from your teacher/centre as you will be asked for this at the start of the registration process.

In Internet Explorer, go to <https://openassess.cityandguilds.com/openassess> and save it in your favourites for easy future access.

- 1** The following page will open. Click the bar to launch OpenAssess



- 2** Click on 'Create Learner Account' and follow the steps below.



3 Select Yes, I have a centre number

The screenshot shows the 'Create Learner account' dialog box on the OpenAssess website. It asks, 'Do you know your centre number?' and provides two buttons: 'Yes, I have a centre number' (green) and 'No, I do not have a centre number' (red).

4 Enter the centre Installation ID number

The screenshot shows the 'Create an account' page with the 'Your Centre' tab selected. It says 'Thank you for choosing to create an account.' and 'Please enter your centre number:'. A text box contains '123456' and a 'Find Centre' button is next to it.

5 Tick 'This is my centre'

The screenshot shows the 'Create an account' page with the 'Details' tab selected. Under 'Centre Details', it shows '123456 Pilot Centre'. Below that, it says 'To confirm you belong to this centre please tick the box below.' and 'This is my centre' with a checked checkbox. There are two buttons: 'This is not my centre' (red) and 'Next' (orange).

6 Complete all available fields

The screenshot shows the 'Create an account' page with the 'Options' tab selected. It says 'Please enter your details.' and has several form fields: 'User name' (TestStudent), 'First name' (Test), 'Surname' (Student), 'Choose a Password' (*****), 'Re-enter a Password' (*****), 'Secret question' (First Pet's name), and 'Answer' (*****). There are 'Back' and 'Next' buttons at the bottom.

7 Emails and extra time are optional

OpenAssess® Welcome, Guest

Create an account

Your Centre Details Options **Confirm**

Email

To receive results via email, please provide your email address.

Email address:

Confirm email address:

[Please read the Terms and Conditions](#)

Extra time

If you require extra time to complete your test, please tick the box below.

Please note: You should only tick this box with your teachers' agreement.

I require extra time: ☐

[Back](#) [Next](#)

8 Confirm details and tick the box

OpenAssess® Welcome, Guest

Create an account

Your Centre Details Options **Confirm**

Please check your details are correct and read the terms and conditions before creating your account.

Please take a note of your user name for future reference:

Your centre: 123456 Pilot Centre
User name: TestStudent
First name: Test
Surname: Student
Secret question: First Pet's name
Answer: pilot
Email address: Not provided
Extra time: Not required

[Please read the Terms and Conditions](#)

☒ I have read and agree the terms and conditions

[Back](#) [Create Account](#)

9 Select Continue

OpenAssess® Welcome, Guest

Create an account

Your Centre Details Options **Confirm**

Please check your details are correct and read the terms and conditions before creating your account.

Please take a note of your user name for future reference:

Your centre: 123456 Pilot Centre
User name: TestStudent
First name: Test
Surname: Student
Secret question: First Pet's name
Answer: pilot
Email address: Not provided
Extra time: Not required

[Please read the Terms and Conditions](#)

☒ I have read and agree the terms and conditions

[Back](#) [Create Account](#)

Registration complete

OpenAssess® Welcome, Guest

Create an account

Your Centre Details Options **Confirm**

Please check your details are correct and read the terms and conditions before creating your account.

Please take a note of your user name for future reference:

Your centre: 123456 Pilot Centre
User name: TestStudent
First name: Test
Surname: Student
Secret question: First Pet's name
Answer: pilot
Email address: Not provided
Extra time: Not required

[Please read the Terms and Conditions](#)

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