

# Portal

## User Management

### Need more help?

If you need further help or are having any issues, please do not hesitate to contact our IT Helpdesk at [ithelpdesk@wjec.co.uk](mailto:ithelpdesk@wjec.co.uk)

### Creating a New User

- 1 Click the “Invite new user” button.
- 2 Enter the following information for your user:
  - Email Address
  - First Name
  - Last Name
  - Language Preference

All of these fields are required.
- 3 Click “Invite user”.

#### Important

When a new user is invited, they will receive an email asking them to complete their account setup. Invites are valid for 8 days.

Following successful setup the user will have access to Portal and information that your centre may deem to be sensitive.