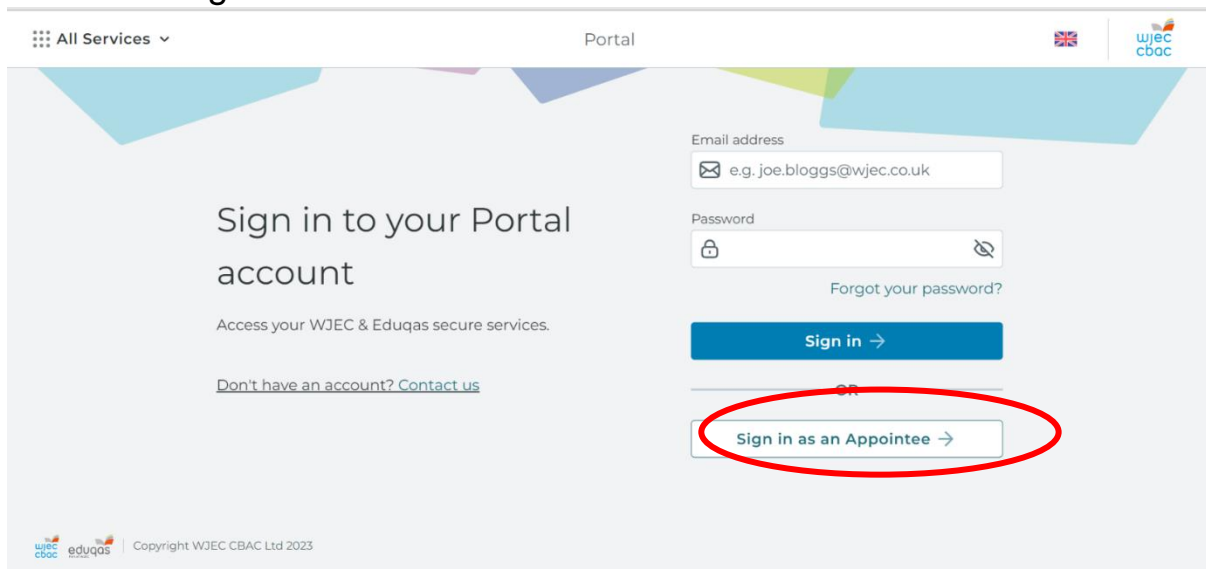


# Logging into the WJEC Portal

To access your allocated online electronic mark sheets, you will be required to log into the WJEC Portal using the following URL:

<http://www.portal.wjec.co.uk>

The following screen will become available:



Select 'Sign in as an Appointee'.

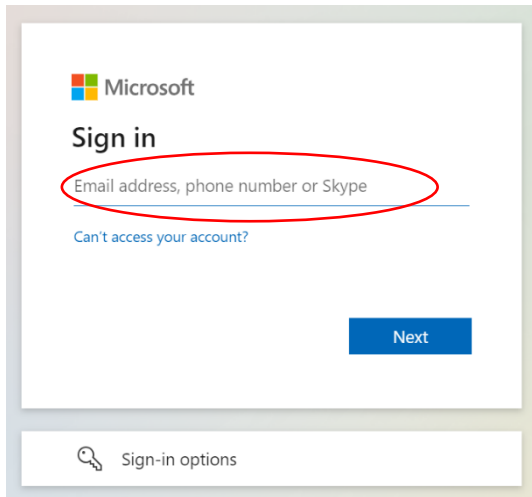
## Username and Password

All appointees have a username and password automatically generated and sent across to them as soon as they create an account with WJEC. The username will contain **@wjec-appointees.co.uk**. It is the same username and password that you use to log into your AMP account.

If you have already signed into AMP on the device you are using, you will be automatically logged in to Portal.

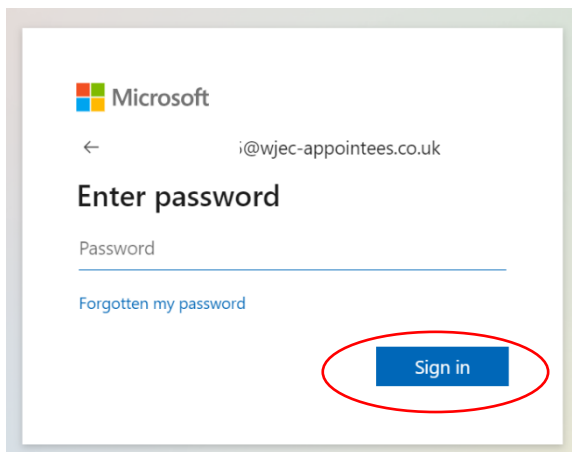
If you are using a device for the first time, you will need to log in. You will need to use the username and password you have been assigned for your AMP log in.

## Sign in:



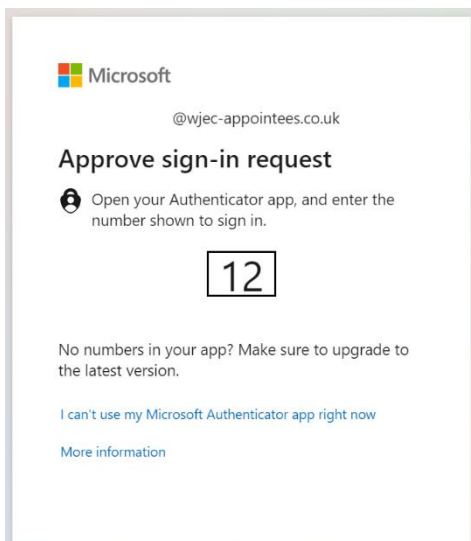
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the placeholder text "Email address, phone number or Skype" and is circled in red. Below the input field is a link that says "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". At the bottom of the page, there is a section titled "Sign-in options" with a magnifying glass icon.

1. Enter your username into the field. Once you have typed in your username, select 'Next'.



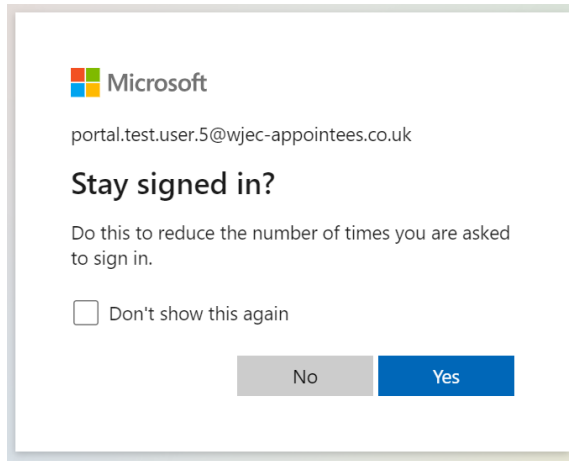
The screenshot shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is a back arrow and the email address "i@wjec-appointees.co.uk". The heading "Enter password" is displayed. Below it is a text input field labeled "Password". Below the input field is a link that says "Forgotten my password". At the bottom right of the main content area is a blue button labeled "Sign in", which is circled in red.

2. Type in your password. Then select 'Sign in'.



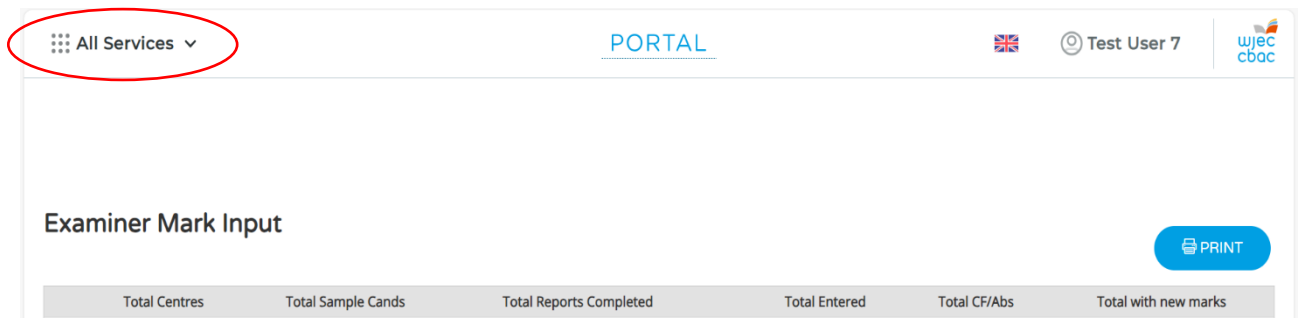
The screenshot shows the Microsoft "Approve sign-in request" screen. At the top left is the Microsoft logo. Below it is the email address "@wjec-appointees.co.uk". The heading "Approve sign-in request" is displayed. Below it is a circular icon with a checkmark and the text "Open your Authenticator app, and enter the number shown to sign in." Below this text is a box containing the number "12". Below the box is the text "No numbers in your app? Make sure to upgrade to the latest version." At the bottom of the page, there is a link that says "I can't use my Microsoft Authenticator app right now" and another link that says "More information".

3. You will then be required to confirm your identity via Authenticator App or SMS (this will depend on what type you have selected when setting up your AMP account).



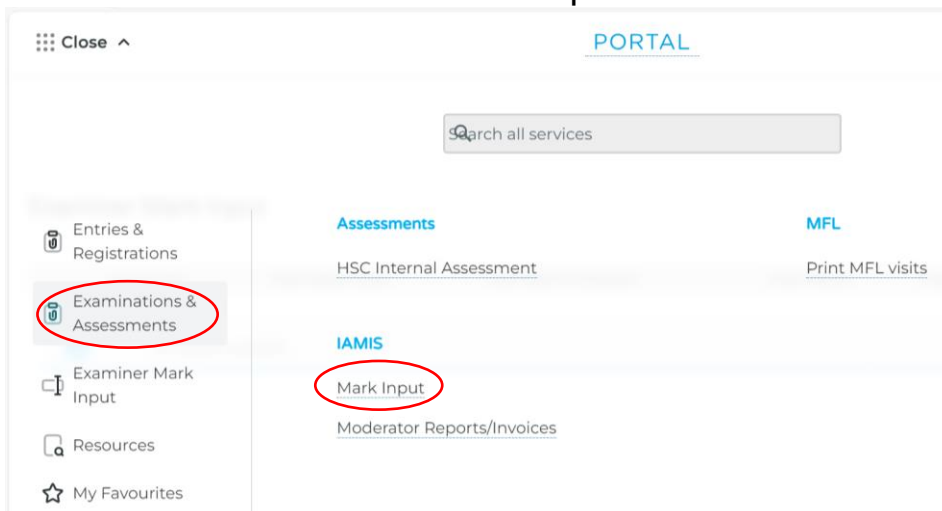
4. Once you have confirmed your identity, you can confirm that you want to stay signed in by selecting 'Yes'.

After a successful login the following screen will appear. Select 'All Services',



For IAMIS:

A menu will appear on the left-hand side, from here select 'Examinations & Assessments' and then 'Mark Input' underneath the IAMIS header.



This will then bring up the page you need to enter candidate marks.

### Moderator Mark Input

View Team FORMULA PDF FORMULA PDF (WELSH) PRINT

Work as:  
Principal

	Total Centres	Total Sample Cands	Total Reports Completed		Total Entered	Total CF/Abs	Total with new marks
GCSE JUNE 2017 WELSH LANGUAGE UNED 1 - LLAFAR (3000N1)	6	74	0	<span>REVIEW MARKS(74) REMAINING</span>	506	0	506

For EMI:

After a successful login the following screen will be available:

All Services PORTAL Test User 7

## ELECTRONIC MARK INPUT

VIEW CONFERENCE AGENDA

**GCSE JANUARY 2017 LATIN LANGUAGE CORE: LEVEL 2 (9521/01)**

ENTER MARKS (290 LEFT) NO MARKS TO SUBMIT (0 SUBMITTED)