

Portal

User Account

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

Setting Up Your Account (Exams Officers)

1 At the portal Log In page, click the “Set up my account >” link.

2 Enter your email address.

The email address must match the one contained in the “New Portal – submit grades with confidence!” introduction email.

3 Click “Request password update”.

4 If the provided email address exists in Portal, you will receive an email containing a temporary password / code.

Temporary passwords / codes are valid for 24 hours.

4 Enter the temporary password / code in the “Code” field.

5 Enter your new password.

Passwords must follow the below policy:

- Minimum length of 8 characters

6 Click the “Update password” button.