Portal

Change of Exams Officer guidance

Click the tiles below:

I have access to Portal and I want to change Exams Officer details

I can't access Portal but I need to change Exams Officer details

How to edit your centre details

How to edit your Profile

Portal

Change of Exams Officer

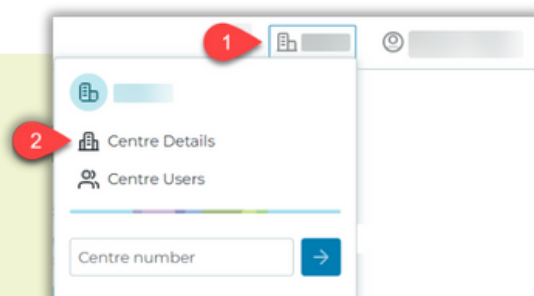I have access to Portal and I want to change Exams Officer details:

1

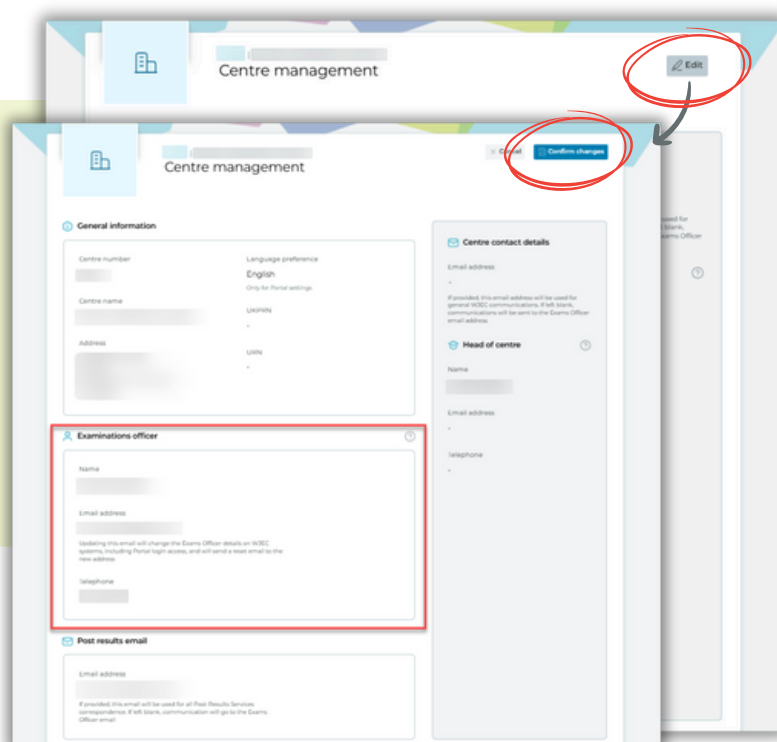**An Exams Officer or Admin account needs to log in to Portal.**

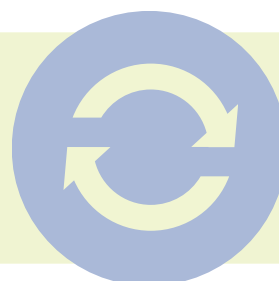Click the centre icon and then 'Centre Details'

2

Click Edit, then update the Examinations Officer details.

Once updated, just click 'Confirm Changes'

3

Updates will take effect immediately.

4

An invite will be emailed within 5–10 minutes. If it does not arrive, please contact portal@wjec.co.uk for assistance.

Portal

Change of Exams Officer

I can't access Portal but I need to change Exams Officer details:

1

Please email centres@wjec.co.uk on school letterhead to outline the change of personnel. Your email must include:

1. New Exams Officer Name
2. New Exams Officer Email Address
3. Your Centre name
4. Your Centre Number

Finally, the letterhead should be signed off by the Head of Centre or Senior Leadership Team

2

Once updated, WJEC will perform a security check

3

Our aim is to process these requests within 48 hours

4

A new invite will be sent to the new Exams Officer's email address.

Portal

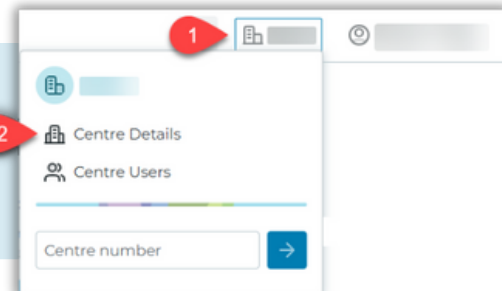User Guide - How to edit your centre details

1

**Exams Officer or Admin account must log in to Portal.**

Click the centre icon and then 'Centre Details'

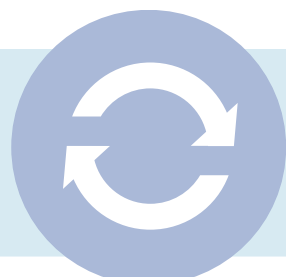

2

Click edit to start, then update each area:

1. Provide an email address for general communications
2. Language preference can be changed for Portal
3. EO details can be updated
4. Provide an email address for all Post results queries (if different to EO)
5. Edit Head of Centre details.
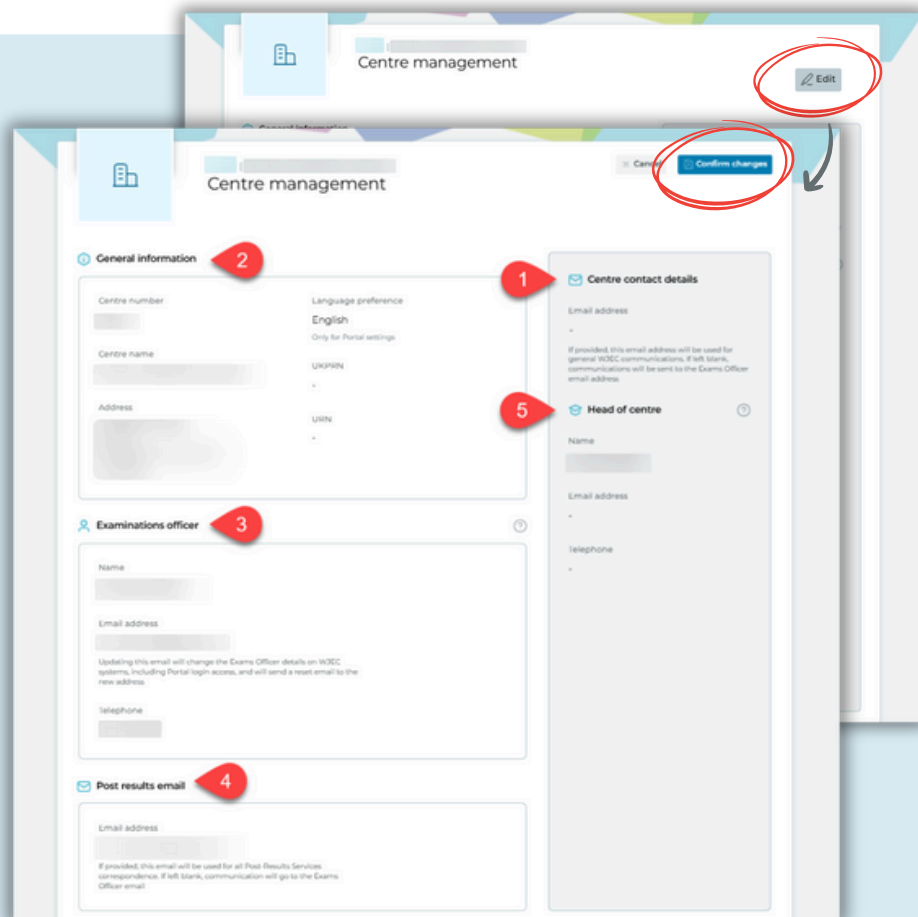
Finally, click 'Confirm changes'

3

Updates will take effect immediately
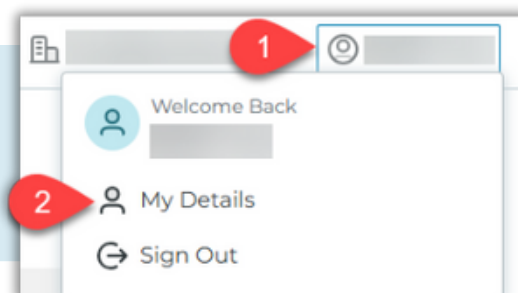
Portal

User Guide - How to edit your profile

1

Exams Officer or Admin account needs log in to Portal.

Click the centre icon and then 'My Details'

Welcome Back

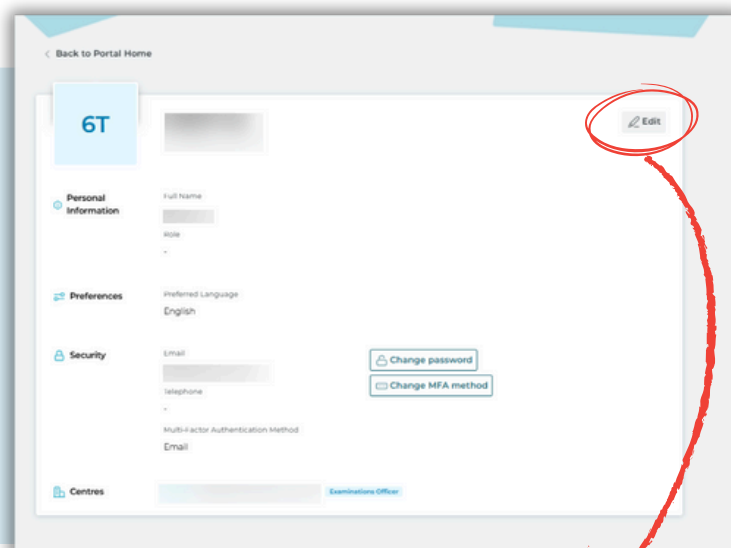My Details

Sign Out

2

On this screen you can:

1. Change your password

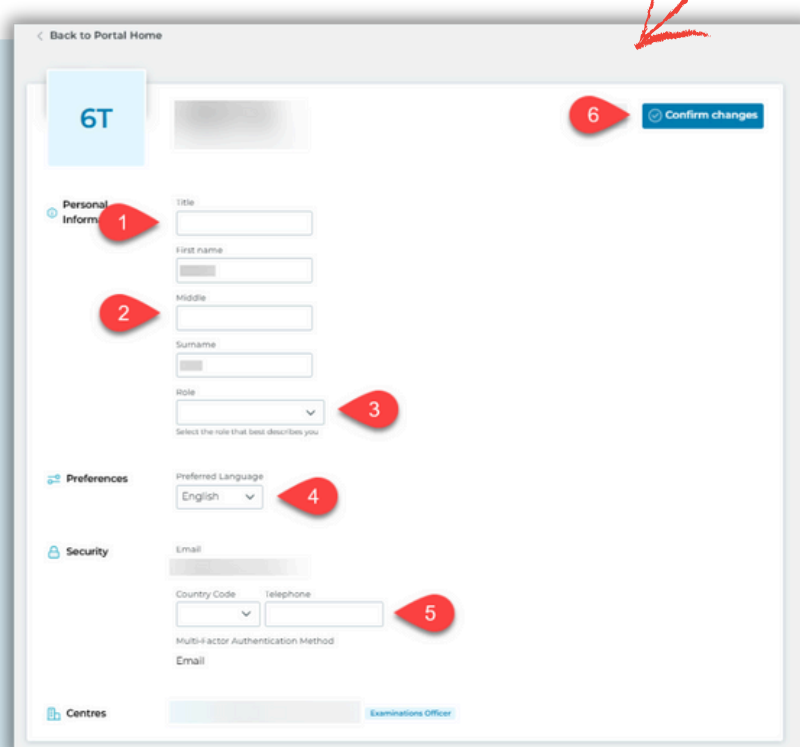2. Change your MFA method

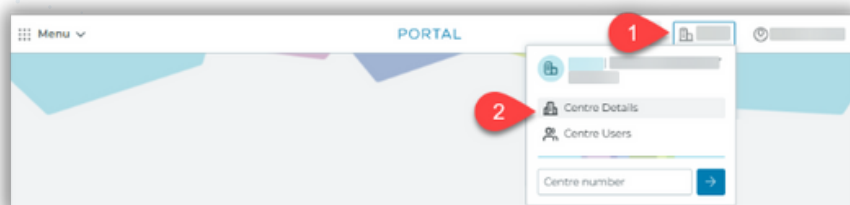Just click **'Edit'** to update further information

3

Here you can:

1. Change your title

2. Change your name

3. Change role within your centre

4. Change preferred language in Portal

5. Change your phone number

6. Click **'Confirm changes'** to complete the update

Stay *INFORMED*

General Communications
If provided, this email address will be used for general communications

ⓘ

If left blank, the EO email will be used

Exams Officer (EO)
To change EO details please update here.

ⓘ

Updating the email address will reset the account and send a reset email to the new address

Post Results
This email will receive PRS outcomes & script access requests etc.