

Portal

Change of Exams Officer

Click the tiles below:

Need more help?

If you need further help or are having any issues, please do not hesitate to contact our Centre Support team at centres@wjec.co.uk



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 profile

Portal

Change of Exams Officer

Please follow the steps below:

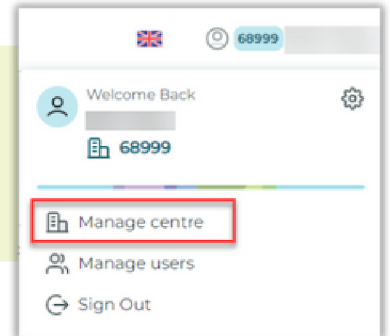
1

Exams Officer or Admin account can log in to Portal.

Click profile icon and then 'Manage Centre'

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2

Update details:

1. EO Name
2. Email Address
3. Save Changes

A screenshot of the 'Account Admin' page. The title is 'Account Admin' and the user is identified as '(68999) - Administrator'. The 'Examinations Officer Details' section is active, with a warning that updates will affect central records. It contains two input fields: 'Name' (highlighted with a red circle and number 1) and 'Email Address' (highlighted with a red circle and number 2). Below this is the 'Centre Details' section, which includes fields for 'Head of Centre Name' and 'Telephone Number (Update via NCN)'. At the bottom, there is a 'Post Results Email Address' section with an 'Email Address' field. Two buttons, 'SAVE CHANGES' and 'CANCEL CHANGES', are at the bottom right, with the 'SAVE CHANGES' button highlighted by a red circle and number 3.

3

Once updated, please email ithelpdesk@wjec.co.uk to confirm the change of Exams Officer



4

WJEC will confirm the changes via email and send an invite to the new Exams Officer's email address if necessary





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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 School name
4. Your Centre Number



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



2

**WJEC will amend the details as soon as possible
Our aim is to process these requests within 48 hours**



3

Once updated, WJEC will perform a security check



4

WJEC will confirm the changes via email and send a Portal invite to the new Exams Officer's email address.





Portal

User Guide - How to edit your profile

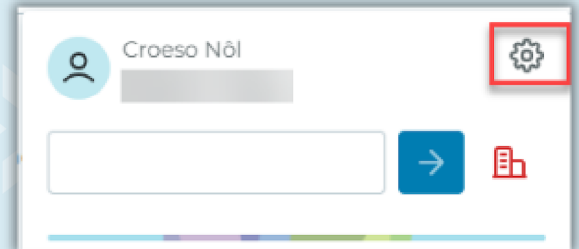
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1

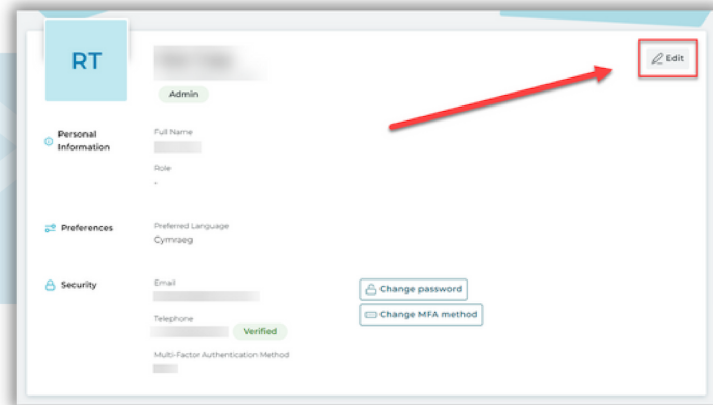
Log in to Portal

Click on your profile icon at the top right of your screen and then click the cog icon



2

Next, click Edit



3

On this page you can edit:

1. Your title, name and job role
2. Language preference
3. Phone number

finally confirm the changes by clicking here

OT Examinations Officer

Personal Information 1

Title

First name

Middle

Surname

Role

Select the role that best describes you

Preferences 2

Preferred Language

Security 3

Email

Country Code Telephone

Multi-Factor Authentication Method

Cancel

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