



Exchange Teaching Hub

inspiring professional learning

Barnsley | Doncaster | Selby | Wakefield

Appropriate Body Registration Instructions

May 2023

Appropriate Body Registration Process

Registering additional ECTs with Exchange Teaching Hub

If you already have ECTs registered with our Appropriate Body (Exchange Teaching Hub) please log into ECT Manager [Exchange Teaching Hub - ECT Paperless Induction and Assessment Management System \(ectmanager.com\)](https://ectmanager.com). Click register new ECT and follow the process.

If a reminder is needed, please see this ECT manager help video: [Register an ECT \(ectmanager.com\)](https://ectmanager.com)

Registering a school for the first time

Please follow the steps below to register your school with Exchange Teaching Hub for the first time.

- Visit [Exchange Teaching Hub - ECT Paperless Induction and Assessment Management System \(ectmanager.com\)](https://ectmanager.com) and click on the yellow 'Register your school' button.
- You can watch a short video on the process here: [How to Register Your School \(ectmanager.com\)](https://ectmanager.com) Or follow the steps below:
 - Select your school from the drop-down list. If your school isn't on the list someone else may have started the registration process. Email ECTinduction@exchangeteachinghub.org.uk for support.
 - Fill in your contact details and select a password.
 - Once this is complete the Appropriate Body will receive notification of your registration and authorise this.

Registering a Headteacher or Induction Lead

Once your school is registered, you can access the platform to register other users.

- Log in to ECT manager [Exchange Teaching Hub - ECT Paperless Induction and Assessment Management System \(ectmanager.com\)](https://ectmanager.com) this time you can enter your log in details.
- You can watch a short video here: [Creating a new Tutor or Induction Lead \(ectmanager.com\)](https://ectmanager.com). Or follow the steps below.
 - Each school must have a headteacher registered. **NB** If the head is to be the induction lead they do not need to register as induction lead as well. If there are two people carrying out these roles in school, please ensure both are registered.

Registering new ECTs with Exchange Teaching Hub

To register an ECT please either watch this short video ([Register an ECT \(ectmanager.com\)](https://www.ectmanager.com)) or follow the steps below:

- Click register a new ECT from your dashboard.
- Work through the steps adding the ECTs details as you go.
- You can save and return to a registration at any time.
- Once complete you will be asked to submit the registration.
- If the headteacher registered the ECT no further action is required. If the induction lead registered the ECT the headteacher will receive an email to review and sign the registration.
- To review the registration the head will log in and tick the box on the dashboard to sign.
- The ECT registration will come to the Appropriate Body for review and authorisation.
- Once authorised the ECT will receive their log in details via email.
- Please repeat the process for all ECTs.

Registering transferring ECTs with Exchange Teaching Hub

To register ECTs who are currently registered with another Appropriate Body, please follow the registration process outlined above.

The Appropriate Body will be unable to authorise transferring ECTs until their current Appropriate Body has released them following the receipt of any outstanding progress reviews or assessments.

You will be able to see registered ECTs on your dashboard, but they won't receive log in details until they are authorised.

Seeking additional support

If you have any issues with the registration process, you can seek support in one of two ways.

- Log a help desk ticket. Here is a short video on how to do this. [Help and Support \(ectmanager.com\)](https://www.ectmanager.com)
- Email ECTinduction@exchangeteachinghub.org.uk