

DfE Portal Registration

DfE portal registration is for the Early Career Framework and indication of Appropriate Body. You also need to register your ECT with the Appropriate Body. Please click [here](#) to register with us on ECT Manager; please feel free to give us a call if you need any help.

The Induction Tutor will need to log in to the DfE portal [here](#).

You will be asked to enter the training provider and appropriate body you wish to work with:

- UCL are the lead provider of the ECF
- East Manchester Teaching School Hub is the training provider and appropriate body.

To begin registration, you must have the following information for each ECT and Mentor:

- Full name
- TRN
- Date of Birth
- Email address – school email
- Start date at your school

This information must be accurate to complete registration.

In this guide you will find step by step help for:

1. First time registration
2. Returning schools adding ECTs or Mentors
3. Assigning a mentor to an ECT
4. Registering an ECT that is transferring to your school
5. Amending details of ECTs or mentors

If you have any issues registering your ECT/Mentor, please do not hesitate to email or call us.
Info@eastmanchesterteachinghub.com / 01617855082

If you have any issues with login details for the DfE portal, please email;
continuing-professional-development@digital.education.gov.uk

1. First time registration

1. If you are a new school registering an ECT you will need to go to 'Manage training for Early Career Teachers' on the DfE website here [Manage training for early career teachers \(education.gov.uk\)](https://www.education.gov.uk)

2. You will then be asked if you expect any Early Career Teachers to join your school this academic year.

If you are expecting to, and would like to sign them up please press **YES**.

If you are not or you are not sure press **NO** or **WE DON'T KNOW** and you can revisit at a later date when you wish to register an ECT.



ACME Primary School

Do you expect any early career teachers to join your school this academic year?

These are teachers who have finished their initial teacher training. It does not include teachers who started or completed their statutory induction before 1 September 2022.

Yes

No

We do not know yet

[Continue](#)

3. If you have chosen **YES** you will then be asked to nominate an Induction Tutor for your school.

Induction Tutors coordinate training, support and assessment for ECTs in school. Please note Induction Tutors should not be mentors. Induction Tutors are responsible along with the Headteacher for ensuring ECTs receive all of their entitlements. They also write the progress reviews and assessments.

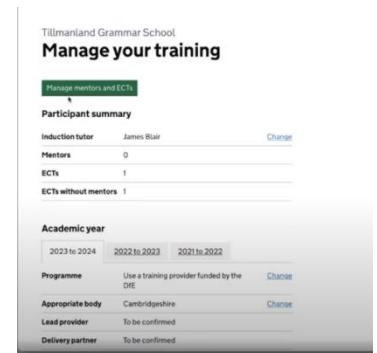
4. Enter the Induction Tutor's full name and email address.
5. They will then receive an email with a sign-in link to the online service.
6. They will then sign in with their email.
7. They will read and accept the privacy agreement
8. They will then be asked how the school wants to run its training in 2023-25. Choose **use a training provider funded by the DfE**.
9. They can then add the ECT/s and Mentor/s details to the portal, it will ask for their TRN, DOB, email address and start date.

2. Returning schools: adding a new ECT or mentor

1. The induction Tutor must log in on the DfE website here on the DfE website here [Manage training for early career teachers \(education.gov.uk\)](https://www.education.gov.uk)

2. The click the green button 'manage mentors and ECTs'

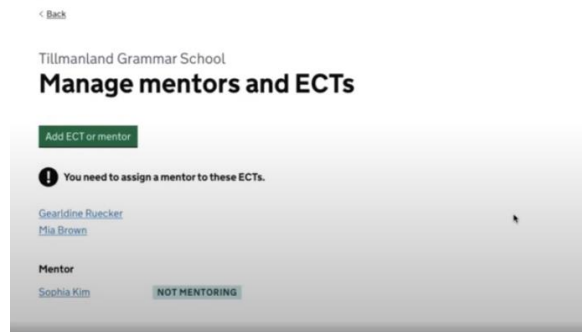
This will take you to a new page – then click the green button 'add ECT or mentor'



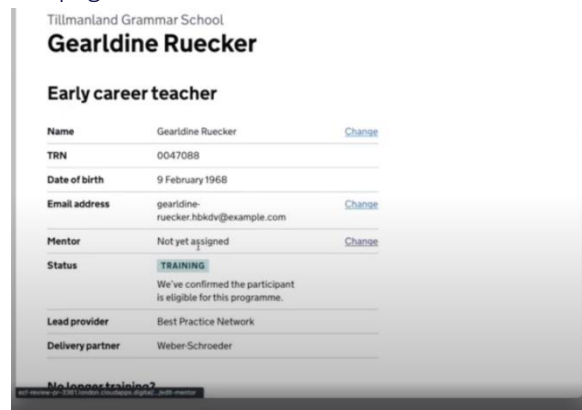
3. Then select who you would like to add: an ECT/mentor
4. To register the ECT/mentor you will need the following information:
 - Full name
 - TRN
 - Date of Birth
 - Email address – school email address is best as this is linked to the ECF access
 - Start date at your school
5. You will then be asked to enter the ECT/Mentors information.
6. You will then be asked to confirm the Appropriate Body Service the ECT is with (East Manchester Teaching School Hub).
7. Check that the ECT/mentors details are correct – if they are correct click the green button 'confirm and add'
8. If you have added a transferring ECT, please refer to section 4
9. For ECTs, you will be asked to link them to a registered mentor. If you have not yet added the mentor to the portal this can be done later following steps in section 3.
10. Check and confirm that the details are correct – the colleague will be notified that they have been added.

3. Assigning a mentor to an ECT

1. Log in to the portal as an Induction Tutor, select manage mentors and ECTs.



2. Select the name of the ECT – you will be taken into a page with the ECTs details.



3. The 'mentor' heading will say 'not yet assigned' – select change – then select the mentor for the ECT. If the correct mentor doesn't come up for the ECT please add them to the portal following the steps in .



4. Transferring an ECT or mentor to your school from another school

1. Log in to the DFE portal as an Induction Tutor, you will be taken to this dashboard.
2. Select 'add ECT/Mentor' then select ECT or Mentor and then continue.
3. You will need the following information you will need;
 - Full name
 - TRN
 - Date of Birth
 - Email address - school email address is best as this is linked to the ECF access
 - Start date at your school



Once you have entered this information if the ECT/mentor is transferring from another school you will see this message – click confirm if this is correct.



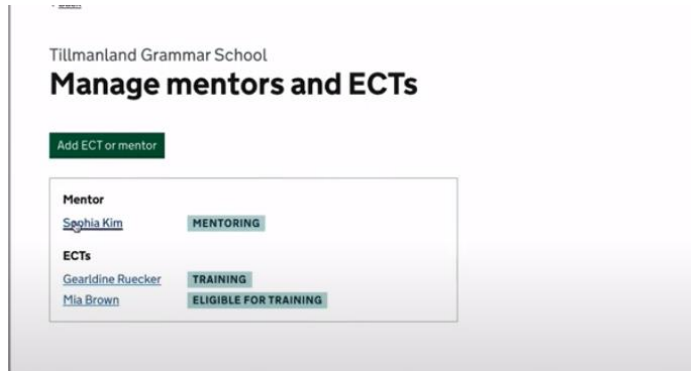
4. Once you have confirmed – you will be asked the date the ECT/Mentor will start at your school, their new email address
5. You will be asked to confirm that they are moving to the same ECF/Appropriate Body as your school uses (East Manchester Teaching School Hub)
6. Please note our lead provider is **UCL** and the delivery partner is **East Manchester Teaching School Hub**.



7. Check and confirm the information. Once this has been done the ECT/mentor will be notified.

5. Updating an ECT or Mentors name/email

1. Log in to the service as the Induction Tutor and select 'manage mentors and ECTs'



2. Choose the name of the ECT/mentor you need to amend the details for.
3. The email address and name can be changed if needed just select 'change' next to the details.
4. You can make the amendments and then click continue.
5. The new details will be updated on the portal.