

Registrations and Awards Online System User Guidance

Logging in

To log in to the Online Registration & Awards system:

1. Click here [Online Registrations System](#)

I have read and agree to abide by the [Terms and Conditions](#)

Registered e-mail address or username:

Password:

Remember me next time.

[Log In](#)

[Forgotten your password?](#)

Note: After a new password has been created, please click the logout button, if the remember me next time box has been ticked previously. This will refresh the stored password in your Browser.

If you have any problems or questions, please email

registrations@gatewayqualifications.org.uk

Version:

New Users:

2. Read the Terms and Conditions and tick 'I have read and agree to abide by the terms and conditions' box. *(Before logging in this box must always be ticked to unlock the log-in screen).*
3. New users will be issued with a username and password by Gateway Qualifications. You will be prompted to change the password when you first log on.

| | |
|----------------------|---|
| New Password | Must be at least 8 characters long and contain at least one number. Case sensitive. |
| Confirm New Password | Must match new password. Case sensitive. |

Each time you log in to unlock the username and password sections you **MUST** first:

4. Tick 'I have read and agree to abide by the terms and conditions' this will unlock the username and password boxes.
5. Enter Username and Password.
6. Click 'Log In'.

IMPORTANT:

When using the Online Registration and Awarding system always click the 'Submit' buttons to send data and refrain from using the 'Enter' and/or 'Return' keyboard buttons as this may prevent your data from being submitted and would require you to re-enter the information.