

Teacher and Pupil Login/Registration

CCEA ProgressFile

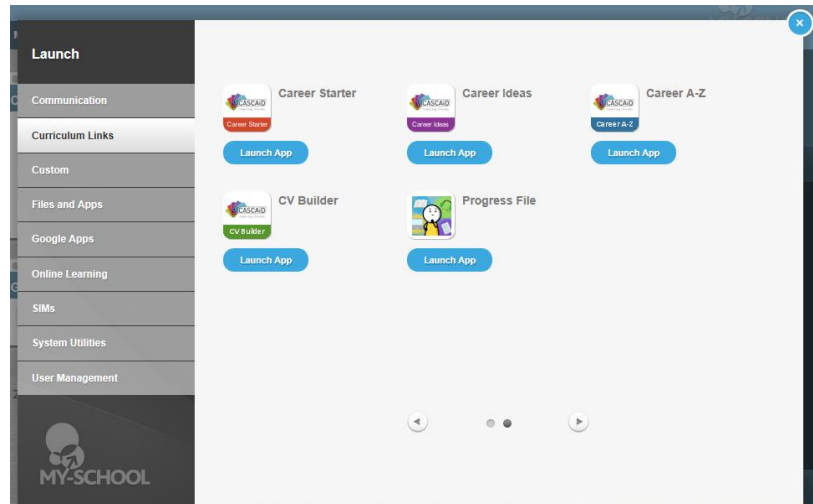
Getting Started (Key Stage 3)

Moving On (Key Stage 4)

Widening Horizons (Post 16 Pupils)

Step 1: Login to Progress File

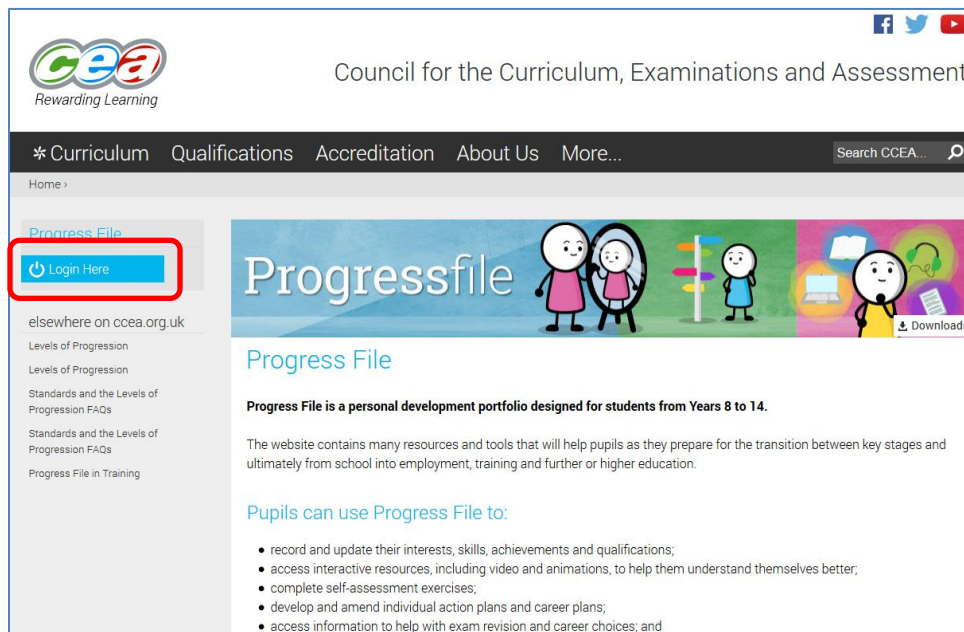
There are two ways to access Progress File. Within **MY-SCHOOL** go to **Curriculum Links** and click on the **Progress File** app (see below).



Alternatively--Open your web browser, and go to:

www.ccea.org.uk/progressfile

You will see the Progressfile screen (For ease of access you may want to add this to your "Favorites"). Click the **Login Here** button.

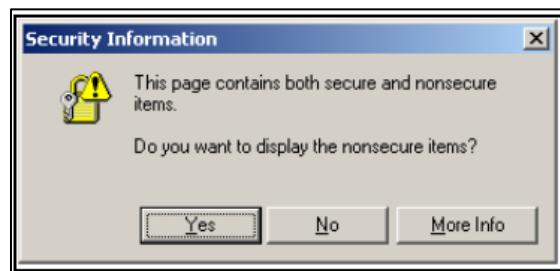


After a few moments the screen below will appear. Enter your C2k Username and Password in the appropriate boxes (these are the details you use to login at school) and click **Login**.



The screenshot shows the Shibboleth login interface. At the top is the Shibboleth logo, which features a stylized orange and yellow phoenix-like bird. Below the logo, a text block states: "Shibboleth allows you to access web applications, such as NI Maps, using your C2k username and password." The main content area is titled "Login" and contains an information icon followed by the text "Please enter your C2k username and password." There are two input fields: one labeled "username" and one labeled "password". Below these fields is a blue "Login" button.

If you see a **Security information** dialogue box. Click **Yes** to continue.



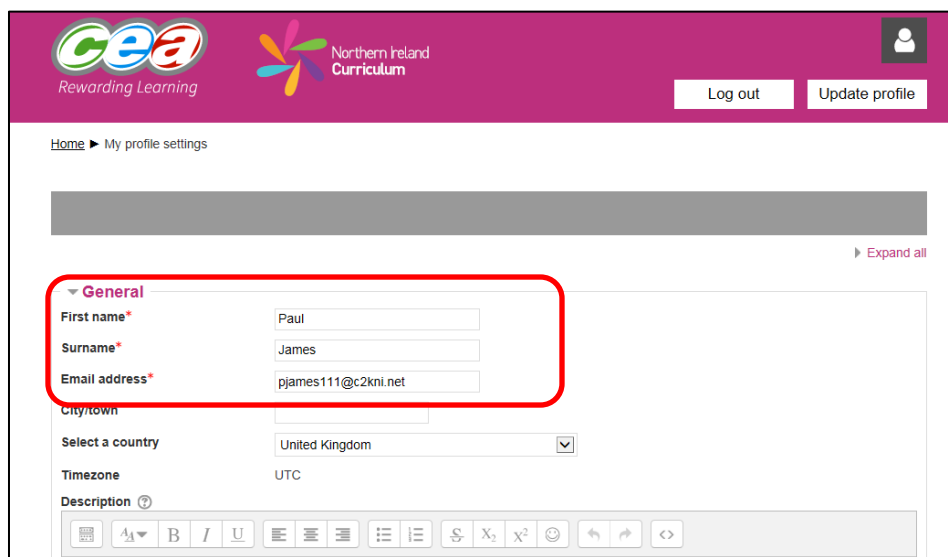
Please note: If you have previously registered for Progress File you will be taken to the course list page as shown in **Step 3**, where you can click on the appropriate ProgressFile course and continue.

Step 2: Enter Your Profile Details

Note: If you have used CCEA training courses before, the screens below will not appear; you will be directed to the course list page instead. Please go to **Step 3**.

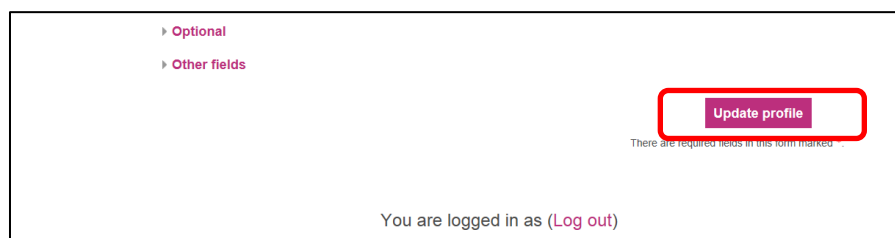
After you login for the first time, you'll see the screen below. Fields marked with an **asterisk (*) are mandatory for you to fill in**. Other details such as a picture and your interests are optional. **This will become your profile that others within your school can see.**

Note: You only have to enter your profile information once as the system will remember your details in the future.



The screenshot shows the 'My profile settings' page. At the top, there are logos for 'CCEA Rewarding Learning' and 'Northern Ireland Curriculum'. Navigation buttons for 'Log out' and 'Update profile' are in the top right. The main content area shows a breadcrumb 'Home > My profile settings' and a grey bar for a profile picture. Below this, the 'General' section is expanded and highlighted with a red box. It contains the following fields: 'First name*' with the value 'Paul', 'Surname*' with 'James', and 'Email address*' with 'pjames111@c2kni.net'. Other fields include 'City/Town', 'Select a country' (set to 'United Kingdom'), and 'Timezone' (set to 'UTC'). A 'Description' field with a rich text editor is also present.

Once you have entered your Profile details, click on **Update profile** at the bottom of the screen. (You will need to scroll down the page to see this.)



This screenshot shows the bottom of the profile settings page. It features links for 'Optional' and 'Other fields'. The 'Update profile' button is highlighted with a red box. Below the button, a small error message reads 'There are required fields in this form marked'. At the very bottom, it says 'You are logged in as (Log out)'.

If you get a message to say that your email is already registered, you will need to enter another email address. Please use your C2k email where possible.

If you are still experiencing difficulties, please let your C2k administrator/teacher know.

Step 3: Select Course

You will now see the screen below. There are **three** Progress File courses available:

- Getting Started (Key Stage three);
- Moving On (Key Stage Four); and
- Widening Horizons (Post16 Pupils).

Click on the appropriate **Progress File** course link.

The screenshot shows a user profile for Paul James. The header includes the GEA logo (Rewarding Learning) and the Northern Ireland Curriculum logo. The user's name, Paul James, is displayed along with a profile picture icon and buttons for 'Log out' and 'Update profile'. Below the header, there are navigation links for 'Home', 'My profile', and 'View profile', and a 'Customise this page' button. The main profile section shows the user's name 'Paul James' and a profile picture. The profile details include:

Country	United Kingdom
c2kdenino	2459876
c2kaffiliation	member@c2kni.net
c2kentitlement	Teacher
Course profiles	Progress File - Getting Started Progress File - Moving On Progress File - Widening Horizons
First access to...	Wednesday, 12 August 2015, 11:52 AM (4 mins 5 secs)
Last access to...	Wednesday, 12 August 2015, 11:56 AM (now)

At the bottom of the page, it states: 'You are logged in as Paul James (Log out)'.

Your selected Progress File course will open.