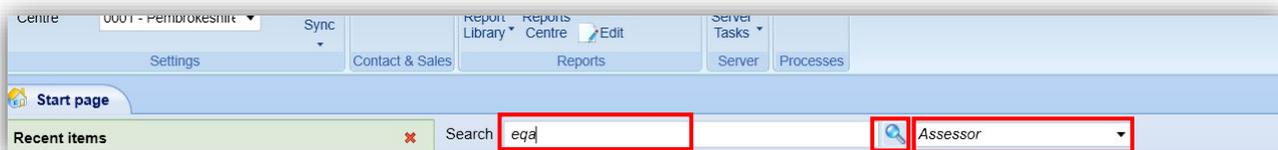# e-track – EQA Access

*This is a guide showing how to enable EQAs to access learners within e-track*

EQAs for each provider are set up in the same way as Assessors are in Maytas. Before adding a new EQA to Maytas, first check that one doesn't exist already. To do this, choose Assessor from the search options and then enter EQA as the surname and click the search icon.

If there are no EQA users for your provider then to create an EQA record in Maytas, ensure you have your **Centre** selected, click on the **M** icon in the top left corner, click **New** and then **Assessor**:
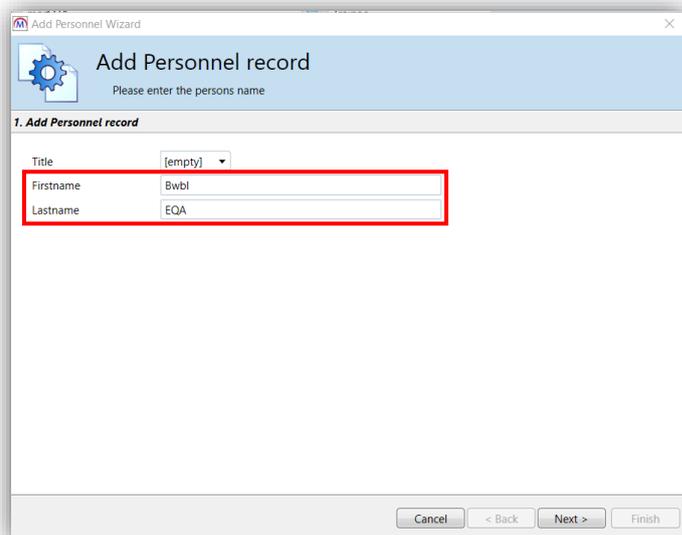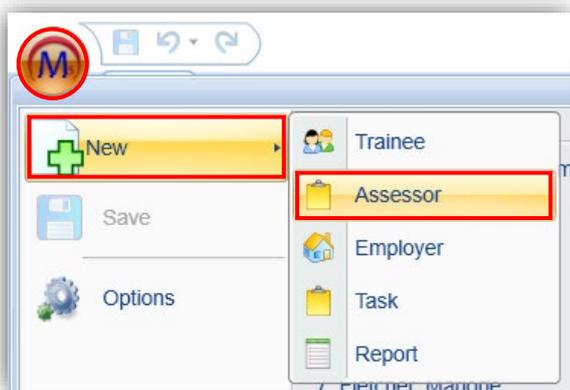
On the next tab, add your provider name e.g. Coleg Sir Gar, PRP, Bridgend etc. as the first name and 'EQA' as the last name. Click **Next.**
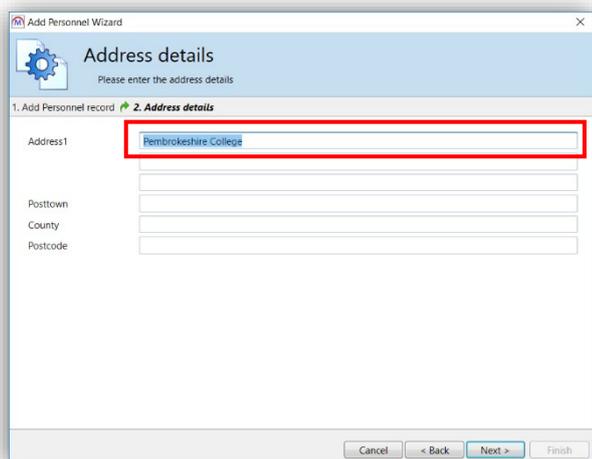
On the next screen add your provider name in the **Address1** field and click **Next** and then **Finish.**

This will create an 'Assessor' record for an EQA who learners can be attached to as and when required, so they can be viewed in e-track.

From here you can also add an **email address** so when an e-track log in is created, this email address can then be used to change the password, using the **Forgotten Password** option on the e-track login page. Contact the B-wbl Team who can then create a login for this EQA user. The username will be in the format of provider abbreviation followed by EQA e.g. CSGEQA, PRPEQA, PembsEQA etc.

NB. Please note that once an e-track login has been created, changing the email address from here will NOT change the email address that is associated with the e-track login. If you want to change the email address that can be used to change passwords then please contact the B-wbl team.

## Attaching/Removing Learners within Maytas

Open the EQA Assessor record in Maytas in the same way that you would open any other assessor record.

Select the **Trainees** tab. Click the **New** icon and select **Trainee** to add a new trainee to their caseload.
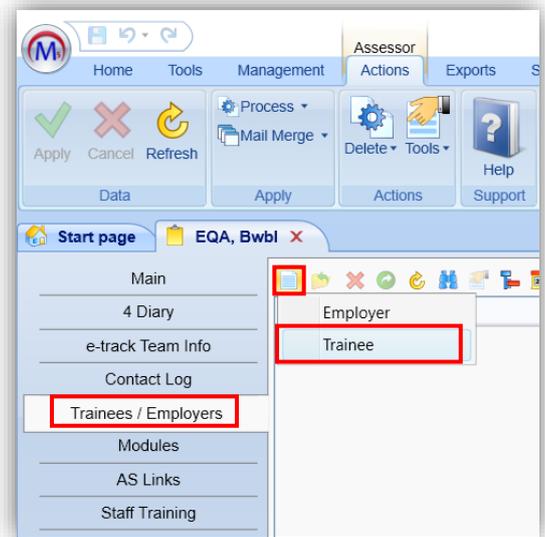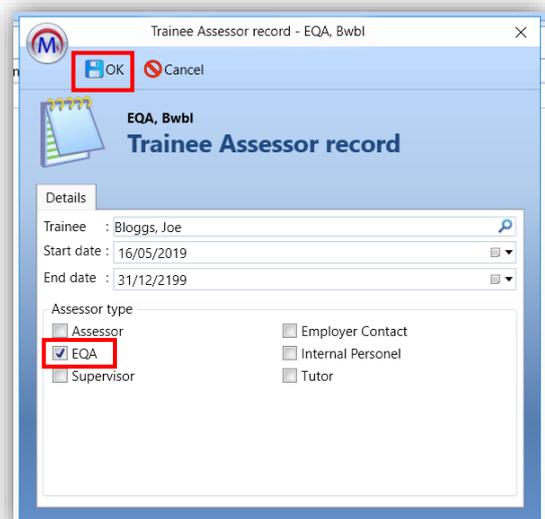

Click the **Search** icon and enter the details of the learner you wish to add in the seach box that appears and click **Search.**
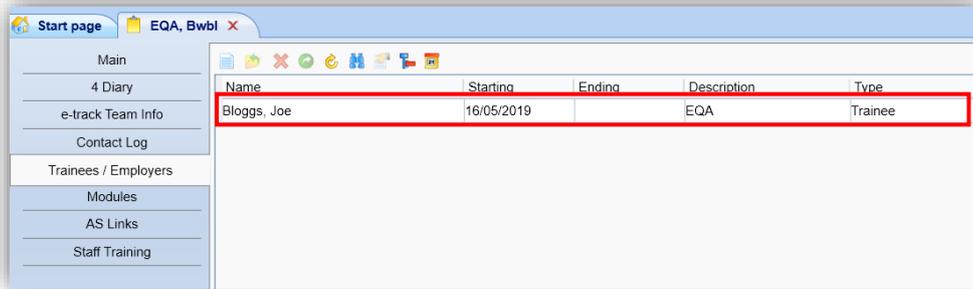
Choose the learner from the search results and click **OK.**
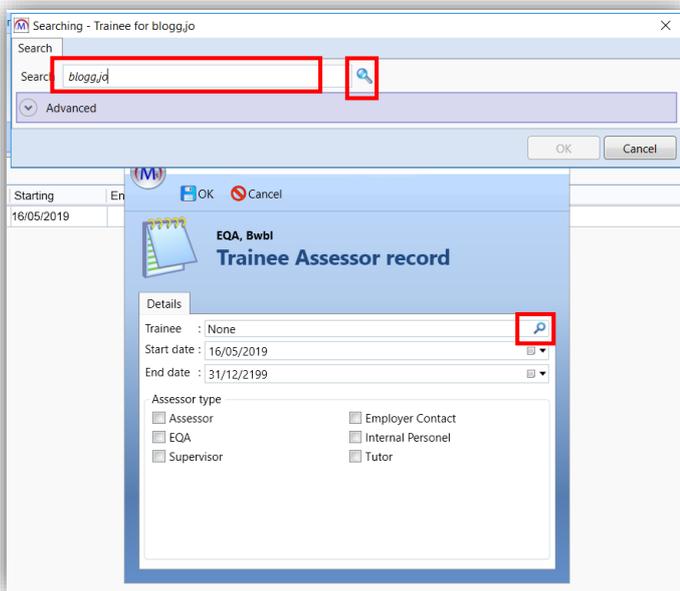
Tick the **EQA** box as the **Assessor Type** and click **OK.**

Repeat this process for all the learners you wish to add. The learners will then appear in the EQA caseload.

Once the EQA has finished and there is no longer a need for those learners to appear in that caseload, the link can be deleted.

Again, look up the EQA record in Maytas in the same way you would look up any other assessor. Click on a learner to highlight then and either click **Delete** underneath the learner's name, or the **red cross** in the toolbar.
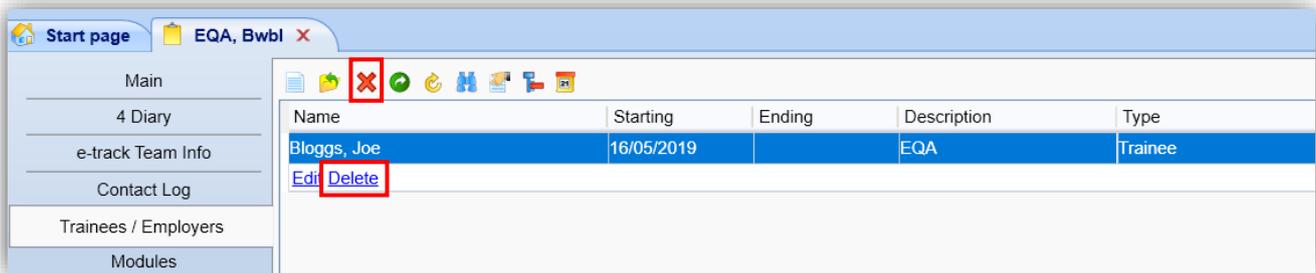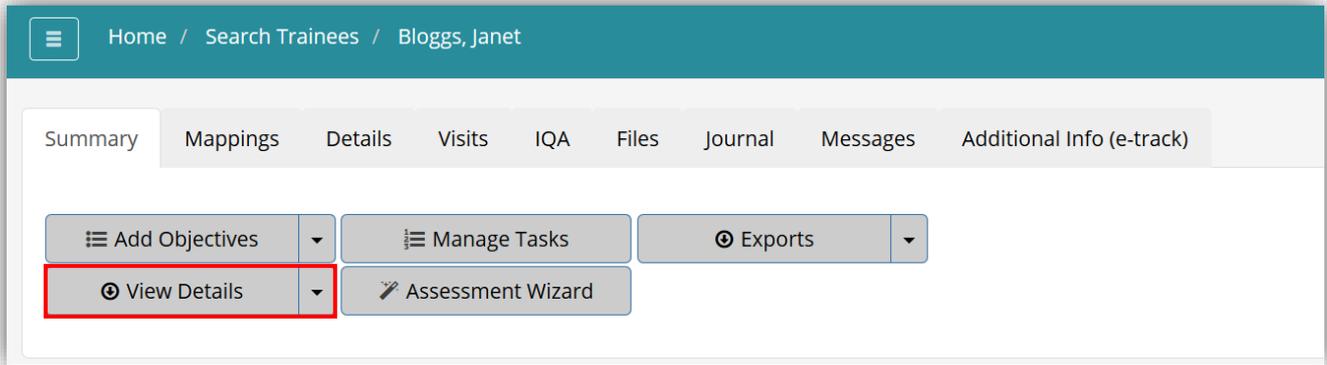

Attaching/Removing Learners within e-track

In order to add learners to an EQA caseload from within e-track you will need to have IQA level permissions.
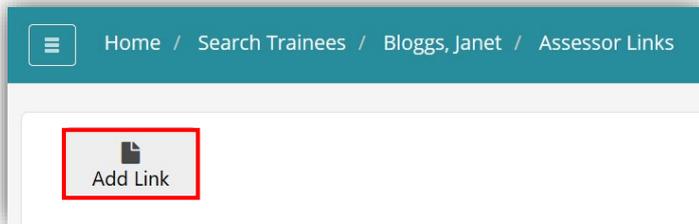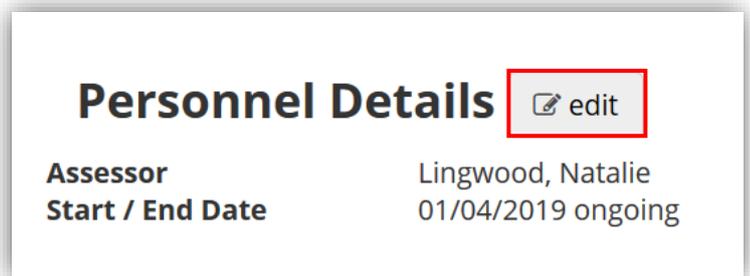
From the side menu, select **Trainees** and then the **Find Trainees** tab. Search for the learner you wish to add to the EQA and click the learner's name from the search results.
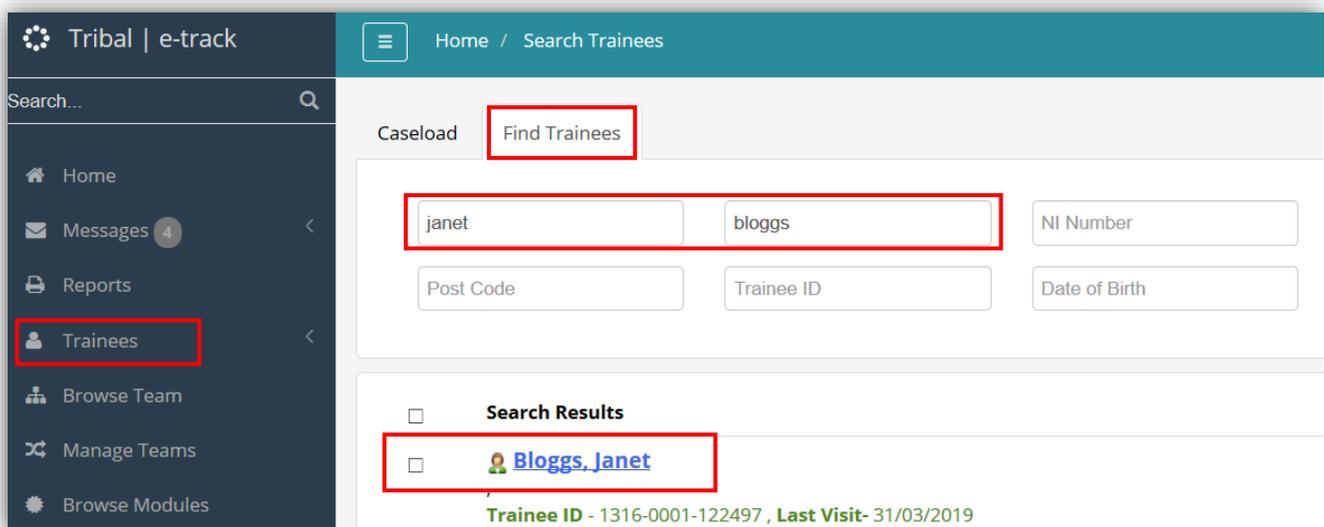
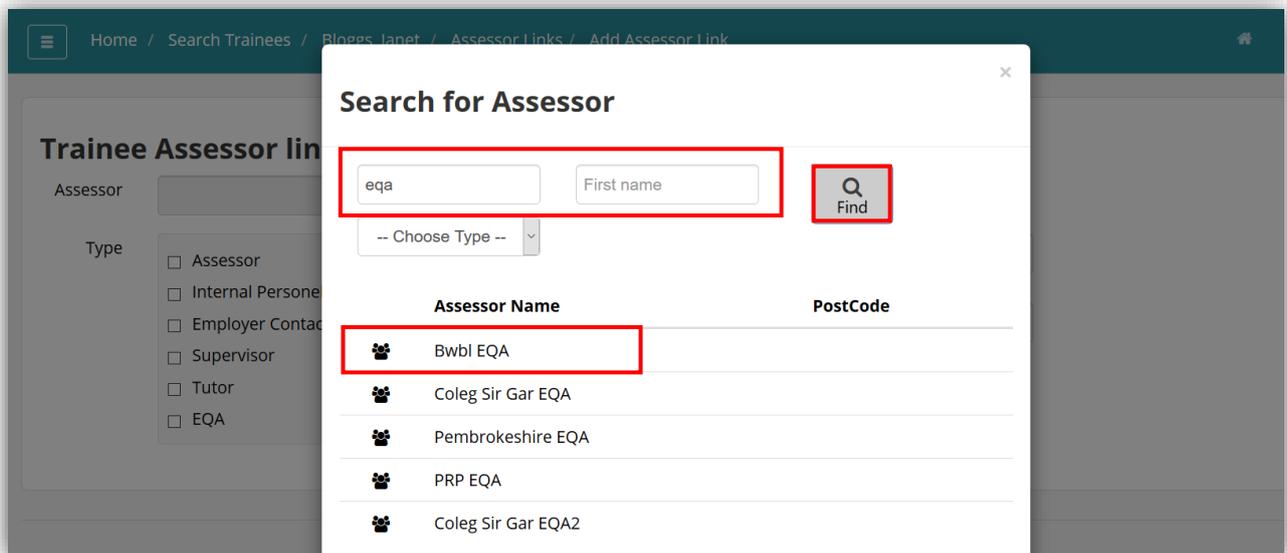Once in the record, click **View Details**

On the pop-up screen click the **Edit** button next to **Personnel Details**

On the next screen **Add Link**

Click the **Search** icon to search for the EQA you want to add the learner to. Enter their details and click **Find**. Choose the EQA from the search results by clicking on them:

Tick the **EQA** box and add a start date (either today's date or the date the EQA needs to sample the learners) then click **Save**:

Once the learner is no longer required in the EQA caseload, the link can be removed by going to **View Details** within the learner's record as above and **Edit** Personnel Details. Click on the EQA:

Click **Actions** in the top right corner and then **Delete Link:**

In the pop-up box that appears click **Confirm** to finalise the deletion of the link: