

Verify your user account

- When your exams officer creates a user account for you, you should immediately receive an automated **Verify account** email to the email address recorded in your account (check your spam/junk inbox)
- Follow the instructions in the email to verify your account

Log in

- When you have verified your account and set up your secure password you will immediately receive a further automated **Account set-up confirmation** email providing a click link to log in
- On logging in, you will see the **Assessments** screen or the **Assessment Portal** icon (which you click on to take you to this screen)

If you encounter any problems verifying or confirming set-up of your account please report this to your exams officer **NOT The Exams Office**

What's next

- [How to complete the Invigilator Training and Assessment Module](#)
- [How to complete the Invigilator Digital Accreditation](#)