

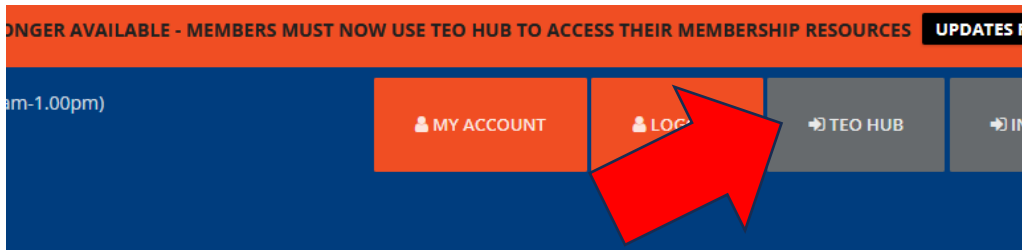
Login process

TEO members who did not complete the Exams Officer Digital Accreditation (EODA) during the previous (2022/2023) academic year

PLEASE NOTE: You do not need to login to The Exams Office website. All of our resources are now contained within TEO Hub

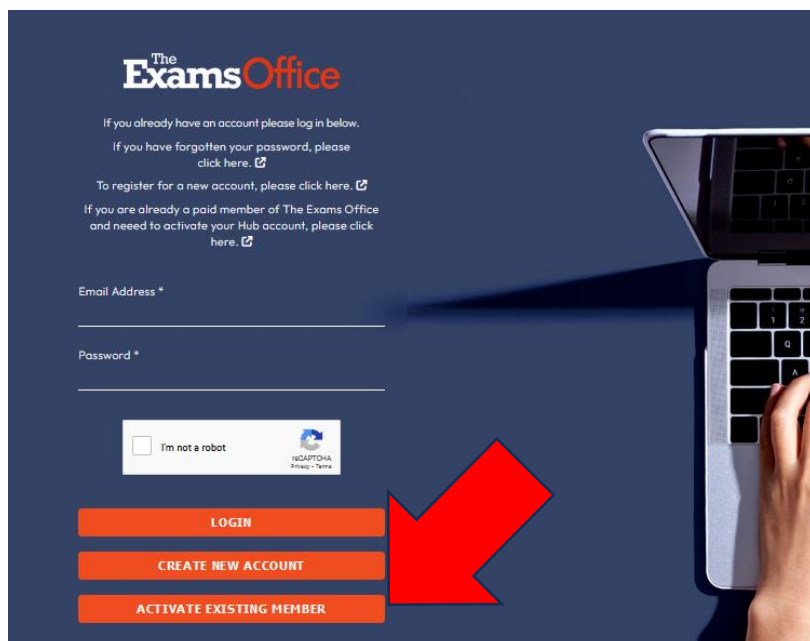
Step 1

Select the *TEO Hub* tab which is at the top of The Exams Office website



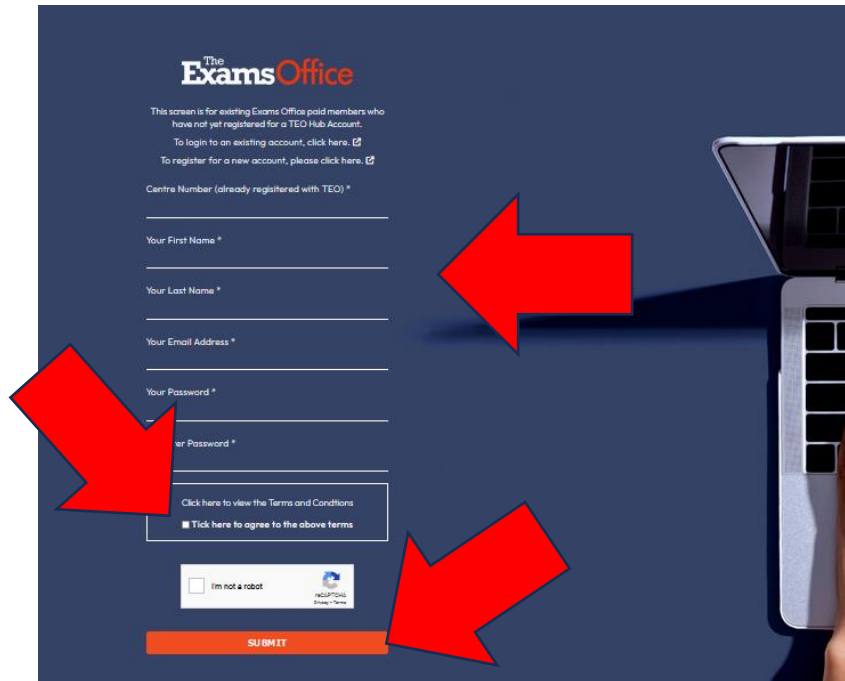
Step 2

You are presented with this login page. Select *Activate Existing member*



Step 3

Complete the form, read the *terms* and tick the box if you agree, and select *Submit*



The ExamsOffice

This screen is for existing Exams Office paid members who have not yet registered for a TEO Hub Account.
To login to an existing account, click here. [↗](#)
To register for a new account, please click here. [↗](#)

Centre Number (already registered with TEO) *

Your First Name *

Your Last Name *

Your Email Address *


Your Password *

re Password *

[Click here to view the Terms and Conditions](#)

Tick here to agree to the above terms

I'm not a robot

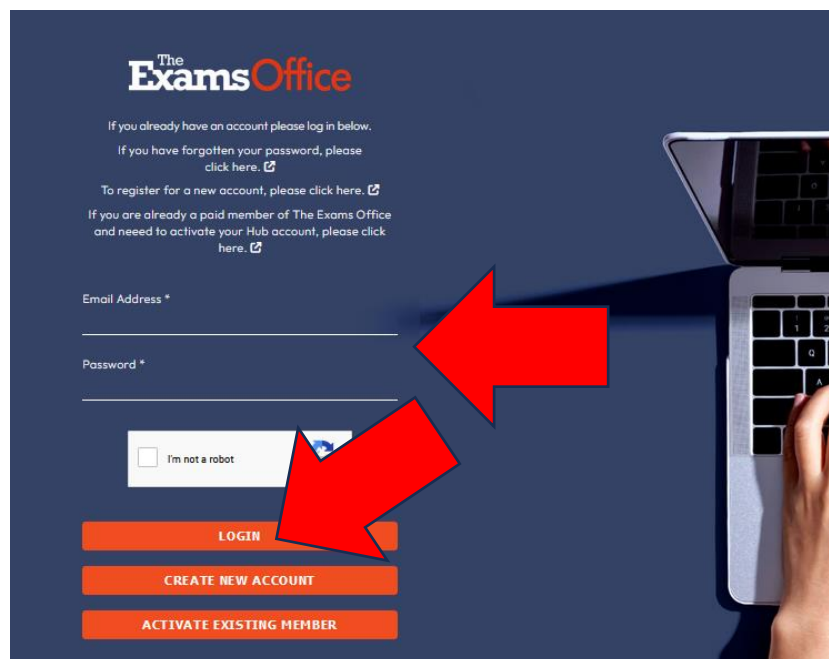


SUBMIT

Step 4

You are then presented with the homepage

Enter your *email address* and *password* and click *Login*




The ExamsOffice

If you already have an account please log in below.
If you have forgotten your password, please click here. [↗](#)
To register for a new account, please click here. [↗](#)
If you are already a paid member of The Exams Office and need to activate your Hub account, please click here. [↗](#)

Email Address *

Password *

I'm not a robot



LOGIN

CREATE NEW ACCOUNT

ACTIVATE EXISTING MEMBER

Step 5

You have now entered TEO Hub.

Explore the dashboard on the left to view the resources available to members

The information in the middle of the page is specific to your centre with the latest news and notifications from The Exams Office

The calendar on the right contains key dates from The Exams Office and JCQ (to be added in late September 2023)

The screenshot shows the user interface of The Exams Office Hub. On the left is a navigation sidebar with a 'Resources' menu. The main content area features a 'Welcome' section with a personalized greeting, a 'News and Notifications' section, and a 'Your Assessments' table. The table contains the following data:

Title	Status
Invigilator Digital Accreditation (2023/24)	Not Started
(Unit 1) New Invigilators: Instructions for Conducting Examinations (2023/24)	Started

On the right side, there is a calendar for September 2023 and an 'Upcoming Events' section with the following details:

- Event: NEW EXAMS OFFICERS - ACTIONS FOR AUTUMN 2023
- Date: 25/09/2023
- Location: Bristol
- Action: Click for more details

Further information

Please view our 'How to...videos' (available on The Exams Office website at <https://www.theexamsoffice.org/video-help-guides/>) which explain:

- [How to register for, and acquire access to, The Exams Office Hub](#)
- [How to create and manage user \(including invigilator\) accounts](#)
- [How to access online training and assessments](#)
- [How to access Key Documents](#)
- [How to use the Exams Timetable Tool](#)
- [How to use the Key Dates Calendar Tool](#)
- [How to use the Policy Generator Tool](#)
- [How to access Training Videos](#)

We also have a support video for invigilators which demonstrates how they can access and complete the invigilator training and assessments

- [Invigilators: How to access and complete online training and assessments](#)