

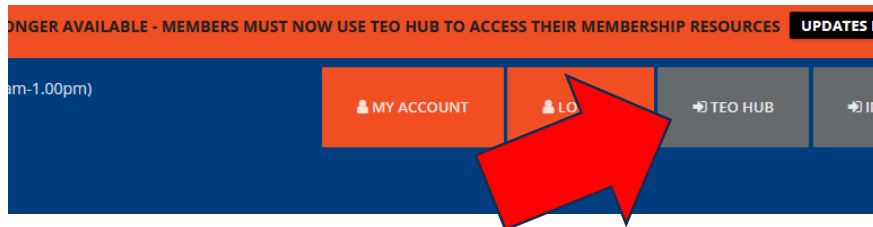
Login process

TEO members who completed 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

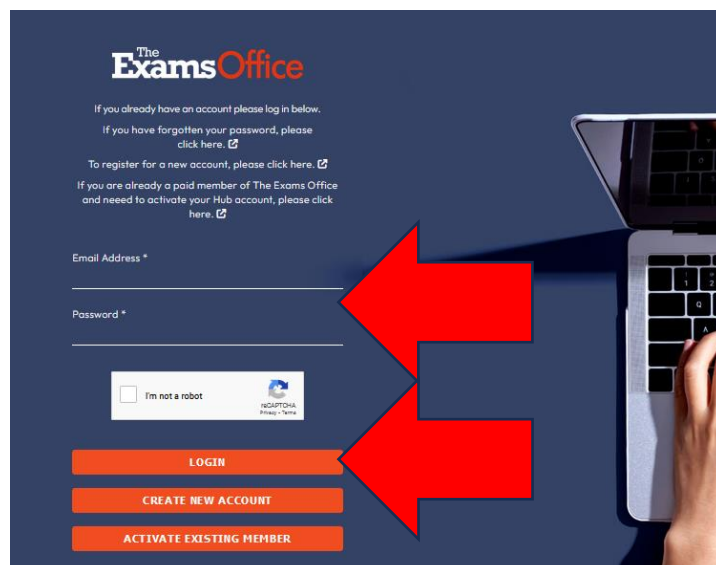
Select the *TEO Hub* tab which is at the top of The Exams Office website



Step 2

You are presented with this login page.

Enter the username and password used to login to access the Exams Officer Digital Accreditation (EODA) and select *Login*



Step 3

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 including 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' section containing links to Dashboard, Centre, User Management, User Summary, Assessments, Policy Generator Tool, Training Videos, Key Documents, Provisional Exams Timetable Tool, and Exams Timetable Tool. The main content area features a 'Welcome' section with a personalized greeting 'Hello Jugjit, Welcome to The Exams Office Hub'. Below this is a 'News and Notifications' section with a message 'No news and notifications'. The 'Your Assessments' section contains a table with 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, a calendar for September 2023 is displayed, showing the current date as Thursday, 7 September. Below the calendar is an 'Upcoming Events' section with the following details:

- NEW EXAMS OFFICERS – ACTIONS FOR AUTUMN 2023**
- 25/09/2023
- Bristol
- 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](#)