

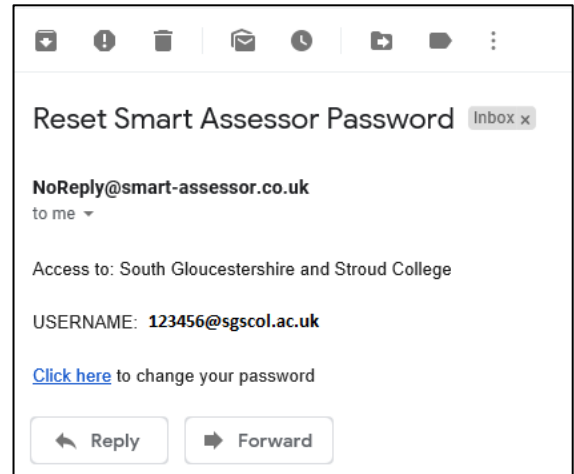
Once you have been set up on your course, you will be sent an automatic **Welcome Email** with your initial log in details.

Note: This email only lasts 72 hours, if you open and close it without using the link it will assume the link has been used and will not work. There are problems with the initial welcome emails being marked as spam by the .GOV email addresses. If you don't receive your email contact your assessor or email smartassessor@sgscol.ac.uk.

Your **USERNAME** is your unique college learner number which will not change.

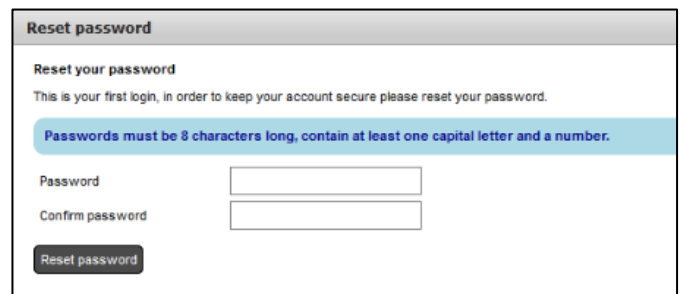
Note: Take a note of your username now as you will need it later in the login process.

You now need to **click here** to change your password.



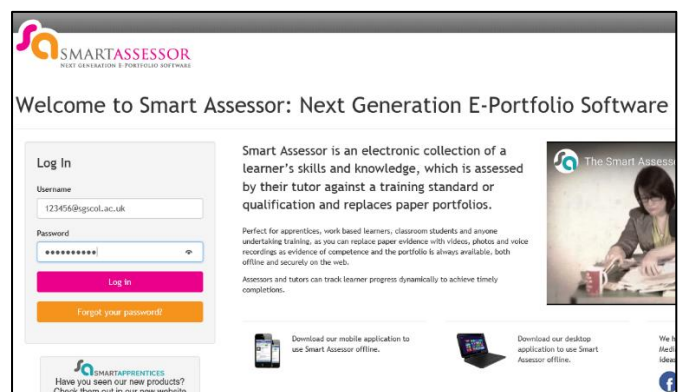
You will be asked to change your password via a pop up screen.

Note: Your password should be at least 8 characters long and must include at least one upper case and one lowercase letter and at least one number.



Once you have entered your password you will be taken to the Smart Assessor login page www.smartassessor.co.uk.

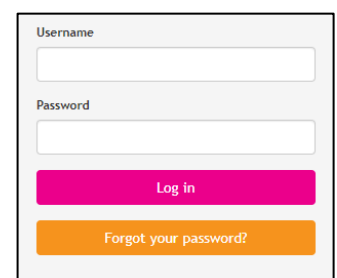
Enter your username and your new password.



IF YOU FORGET YOUR PASSWORD BUT KNOW YOUR USERNAME

Use the **Forgot your password?** button on the login page

You will be prompted to enter your email address which is the one you provided at your enrolment.

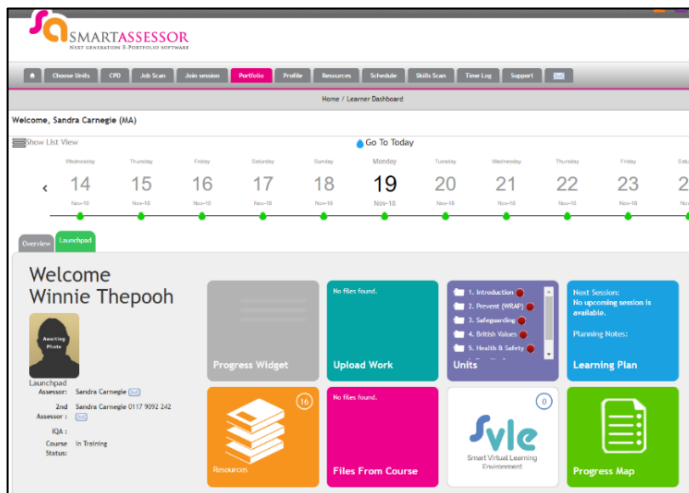


THIS IS YOUR PORTFOLIO

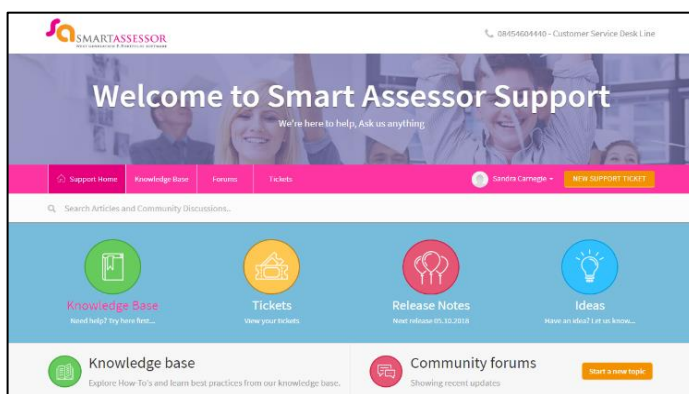
On the left hand side you will see your assessor and second assessor if you have one and your IQA.

You can use the envelope icon here to contact your assessor.

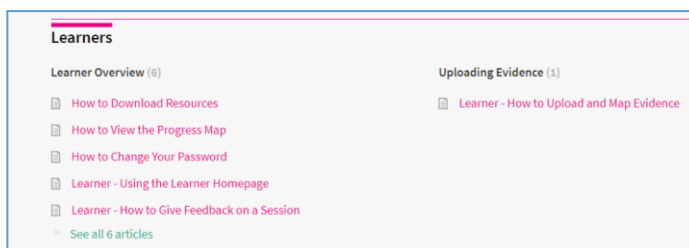
You can also add a picture of yourself if you wish via the **PROFILE** tab



You can find all of the instructions you need via **SUPPORT** tab, then **KNOWLEDGE BASE**.



You will now see all of the links to videos, covering using your home page to uploading and mapping evidence etc.



For further help either contact your Assessor or

Email: smartassessor@sgscol.ac.uk