

ECT Registration checklist

IMPORTANT:

Register all ECTs/mentor(s) at the same time.

Update both the DfE Portal/ECT Manager throughout the year to make **ANY** changes.

Change of Details Form [here](#).

STEP 1: Register with the DfE:

Click here to register: [Manage registration of ECT](#)

- Identify your school's Induction Tutor.
- Identify your ECT's subject/phase.
- Identify your ECT's mentor.
- Register your ECT on the DfE Portal.
- Identify your chosen Provider and Delivery Partner

***Provider =Ambition**

***Delivery Partner = Manor Teaching School Hub**

STEP 2:

Register with ECT Manager

(APPROPRIATE BODY ONLY):

If you intend to use Manor School Teaching Hub as your **Appropriate Body**, you will need to register your ECT(s) on ECT manager.

If you have registered ECTs with Manor previously, you will already have a login for ECT manager.

- I have the name, DoB and TRN of my ECT(s).
- I already have an ECT manager account.

[Log in ECT Manager](#) (this link can be used to login or retrieve passwords)

If you have not previously registered with Manor Teaching School Hub for AB services, please contact us on info@manorteachingschoolhub.com

STEP 3: Create an Ambition account:

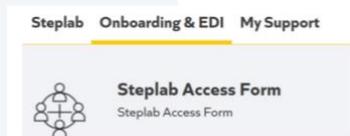
If you have signed up with Manor Teaching School Hub as your ECF provider on the DfE portal, your information will be passed through to Ambition Institute (Lead Provider).

Look out for the following:

- Induction tutor has received a welcome email from Ambition (check spam)
- Mentor(s) have received a welcome email from Ambition (check spam)
- ECT(s) have received a welcome email from Ambition (check spam)

Follow the link in the welcome email to set up your account with **Ambition** and **StepLab**

Once you have set up and logged in, complete a Steplab Access Form under 'Onboarding and EDI tab



Please ensure all fields are completed. You will then be able to access Steplab via My Ambition homepage within 24hours of submitting your form.

If you do not receive a welcome email from Ambition, please contact ectsupport@ambition.org.uk