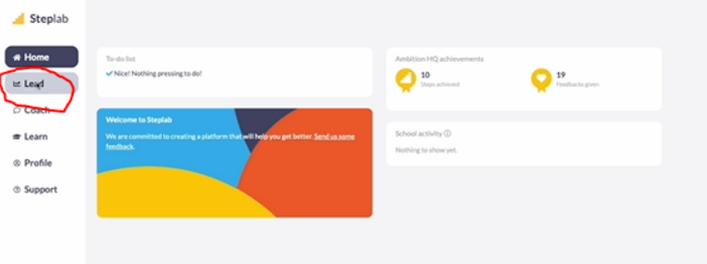


# Induction Tutor support on Step Lab

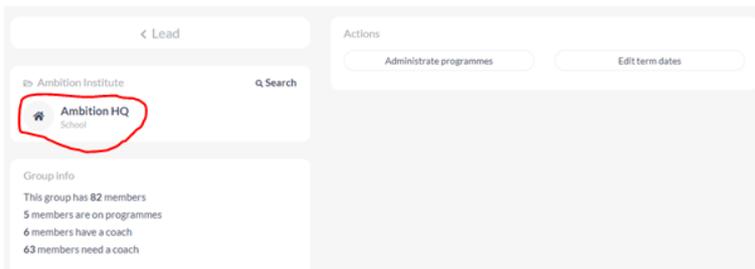
## How to set term dates:

Setting term dates:

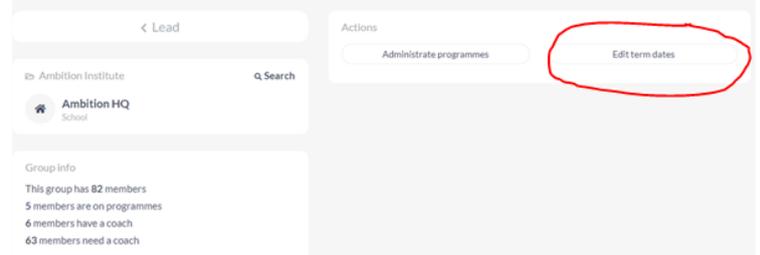
1) Click on Lead



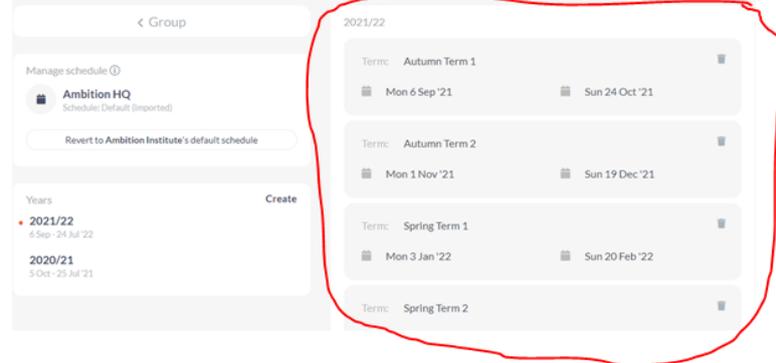
2) Click on the school you wish to set dates for (in this case Ambition HQ)



3) Click on edit term dates

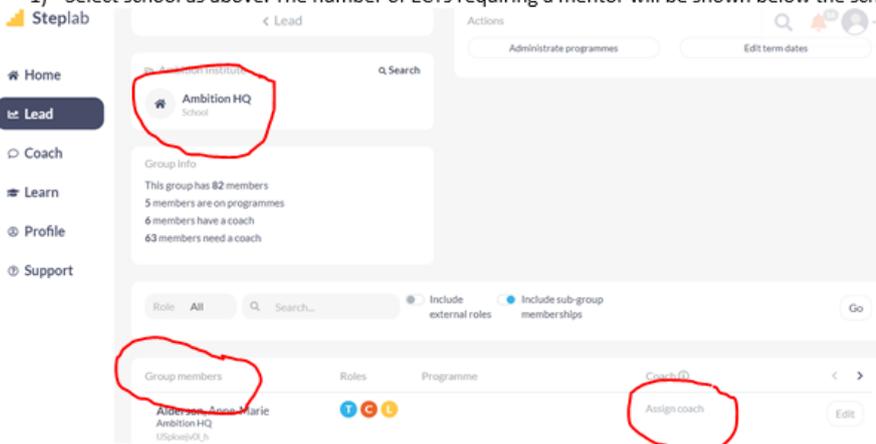


4) Edit term dates on right of screen as needed

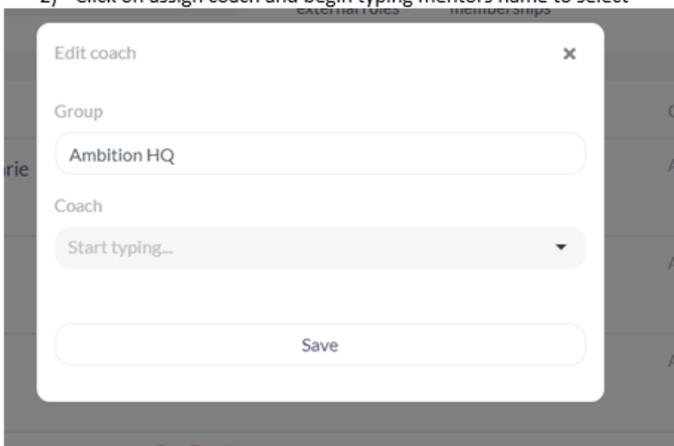


## How to assign coaching pairs:

1) Select school as above. The number of ECTs requiring a mentor will be shown below the school name. Scroll down to view list of participants.



2) Click on assign coach and begin typing mentors name to select



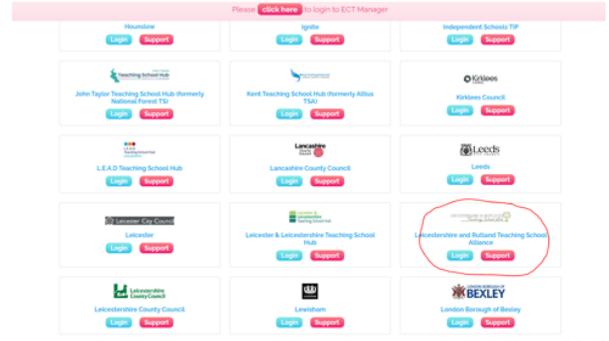
## Induction Tutor support on ECT manger:

### How to login:

[www.lrtshub.org.uk](http://www.lrtshub.org.uk)



[www.ectmanager.com](http://www.ectmanager.com)

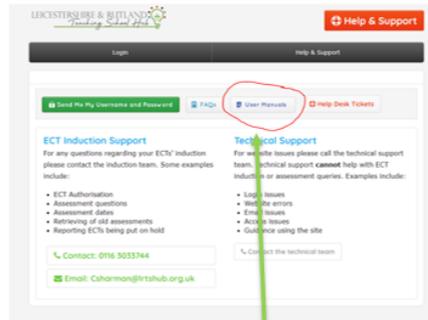


Login through the button on our website or scroll to our logo on ect manager.com

### How to access support:



1. On the home page click on the help and support button



2. Click on the user manual button

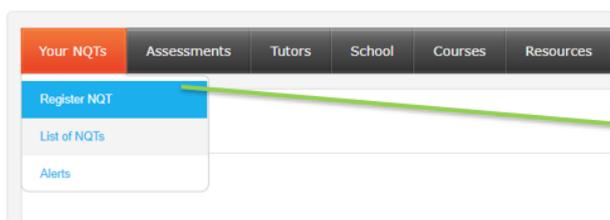


3. Click induction lead manual

## How to register ECTs and Mentors (called tutors in ect manager)

### Register an ECT

1 From the top grey menu move your mouse pointer over NQTs. A drop down menu will appear.



#### NQT Registration - Step One - Personal Details

National College for Teaching and Leadership Registration Information  
These details must be **exactly** the same as those registered with the National College for Teaching and Leadership, including middle name(s) where those were registered.

**Title:**

**First Name:**

**Last Name:**

**Previous Surname:**  (if applicable)

**Email Address:**

**Date of Birth:** 15 August 1996

**Teacher Ref. No.:**  (seven digit number without the '/')

This NQT did their training outside of England and does not have a TRN

**National Insurance:**

**Registration Type**  
Please select the registration type that best suits your NQT:

- A new NQT, starting their first term of induction
- An existing NQT who has already partially completed induction at this school
- An existing NQT who has partially completed induction at a different school