



WEB PORTAL 2 GUIDANCE REPORTS

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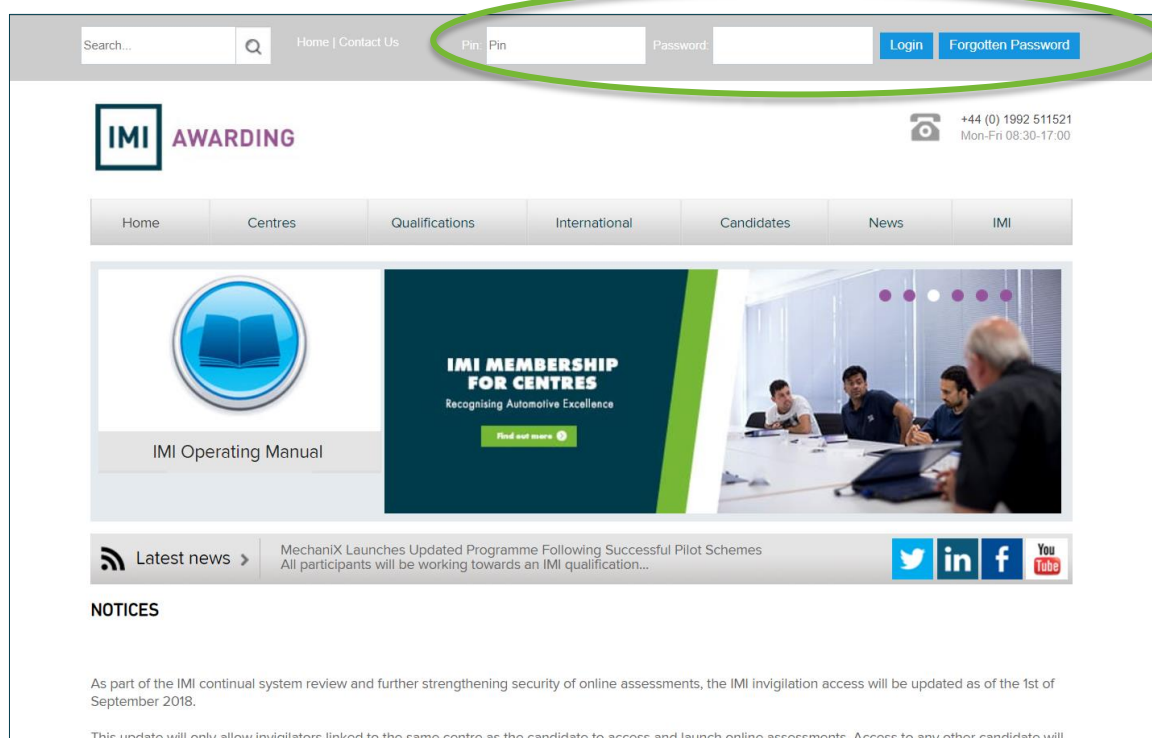
Issue Number	Effective Date	Amendments	Reason for Amendments
4	25 Jan 19	Updated content and screenshots	To make it accurate with actual system.

WEBSITE LOGON

1. To access the IMI Awards online registration and certification system, please visit the IMI Awards website - <http://www.imiawards.org.uk>

(If you are going to be using this on a regular basis, you may want to add the IMI Awards website to your web browser favourites/bookmarks)

The IMI Awards home page will be displayed.



2. Insert your PIN and Password and click Login.



Note: If this is the first time logging on to the IMI website:

- a) *Insert your PIN and surname as the password.*
- b) *The New Account sign up page will be displayed.*
- c) *Create a new password and click Create Account*

3. Select 'Click here for access.'



Once logged on to the website, the following page will be displayed.

4. The PIN will already be populated (this has linked from the website logon). Please complete all other details and click **Sign In**.

Note: Please ensure the email address is correct. All confirmation emails will be sent to this address.

Once logged on, the below Web Portal 2 home page will be displayed.

REPORTS

CANDIDATES BY REGISTRATION DATE & CANDIDATES BY CERTIFICATION DATE

- From the **Reports** drop down menu, select **Candidates by Registration Date** or **Candidates by Certification Date**.



The following page will be displayed.

- Insert the required date range in to the From Date and To Date fields. You can also insert the required date range by clicking the Calendar icons.



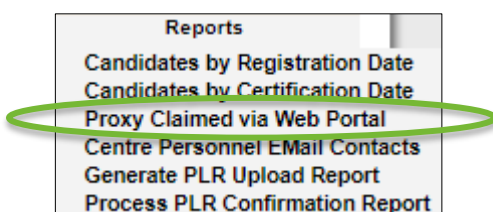
- Click **Generate Report** for an on screen report or **Generate Excel** for an Excel spreadsheet.

Note: You may need to disable anti pop-up software if you are running Excel reports.

PROXY CLAIMED VIA WEB PORTAL

Note: Your centre will need to be an IMI approved centre to use this process.

- From the Reports drop down menu, select **Proxy Claimed via Web Portal**.





The following page will be displayed.

9. Insert the required date range in to the From Date and To Date fields. You can also insert the required date range by clicking the Calendar icons.



10. Click **Generate Report** for an on screen report or **Generate Excel** for an Excel spreadsheet.

Note: You may need to disable anti pop-up software if you are running Excel reports.

CENTRE PERSONNEL EMAIL CONTACTS

The following page will be displayed.

Choose	Number	Name	Contact
<input type="radio"/>	0002227	Preston College	Mark Knight
<input type="radio"/>	0003230	Salford City College "(n/c)"	
<input type="radio"/>	0003232	North Nottinghamshire College	Collin Askew
<input type="radio"/>	0005236	Total People	Nick Lewis
<input type="radio"/>	000598	Success Factor Ltd VWG "(n/c)"	
<input type="radio"/>	000599	Oldham College "(n/c)"	
<input type="radio"/>	000600	Abingdon and Witney College	James House
<input type="radio"/>	000601	Tekne Consulting Limited	Parvez Anjum
<input type="radio"/>	000602	Stephenson Academy "(n/c)"	
<input type="radio"/>	000603	Kenton School	Christine Lewis

11. Click **Print** to print the report or **Generate Excel** to generate an Excel spreadsheet.

Note: You may need to disable anti pop-up software if you are running Excel reports.