

## Step-by-step guide to re-registering students with new UCIs for ResultsPlus Direct

As a result of the recent update to your students' exam entry records and the issue of a new UCI, your students need to be re-registered for access to ResultsPlus Direct. To do this, you need to take the following steps.

### Prepare your data before uploading:

1. A 'Learners upload file' will need to be uploaded to our system in CSV format. Prior to uploading your 'Learners upload file', you will need to populate it. Manual editing of data can lead to errors, so ideally the data should be provided as a CSV export from your school's MIS. **It is important that the data in each of the required fields is identical to the data supplied when you updated your students' records (including any new UCIs issued).**
2. To view the template file: log into your ResultsPlus account and navigate to ResultsPlus Direct Administration > Import student details from file. From this screen you can download the template CSV 'Learners file'.
3. A template file is provided to show you the format in which your 'Learners upload file' must be supplied. The 'Learners upload file' that you provide must be in exactly the same format as the template file, so please work with your school's MIS administrator to prepare the file ready for upload. Here is an example of how these fields should be populated:

| FirstName | LastName | DOB        | Gender | UCI           | ULN* | Email                    | OptIn |
|-----------|----------|------------|--------|---------------|------|--------------------------|-------|
| JO        | SMITH    | 12/01/1998 | F      | 12345A123456B |      | jo.smith@example.com     | Y     |
| JAMES     | BLOGGS   | 13/06/1997 | M      | 67891C678910D |      | james.bloggs@example.com | Y     |

\*This is an optional field that is not needed to create the account

### When you have the 'Learners upload file' ready:

1. Log into your [ResultsPlus account](#) and navigate to: ResultsPlus Direct Administration > Import student details from file. This takes you to the *File upload area*.
2. From the *File upload area*, click 'Browse' and find the location of your 'Learner upload file'.
3. Click 'Upload'. If there are any problems with the content of the file, you will be given hints on how to correct it. When the file is checked and approved, you will see a summary of all the students' details. The system then matches the details provided in your 'Learner upload file' to the details already held within ResultsPlus. If the system finds a match, the summary will show that an account can be created, and that the student will be able to view High Stakes (HS) and Mock entries. The 'Create Student' check box will be ticked. If the system cannot find a match, or if the student already has an account in ResultsPlus Direct, a message will be displayed and you will not be able to create an account, but you can continue to create accounts for the other students. For uploaded students who cannot be matched, please check their details in the CSV file to ensure they match the details provided to Edexcel when the student was entered for exams - they must match exactly.
4. Review the list of students for whom accounts will be created.
5. When you are ready to proceed and create accounts for those students who are ticked, press the 'Confirm' button. You will then see a confirmation message stating that the accounts have been successfully created.

### What happens next?

1. The students will receive a welcome email, which will include a link that they must click to complete their account creation. Please encourage your students to check their email (and look in their spam folder if they do not see the email), to complete the process to activate their ResultsPlus Direct 2.0 accounts. When they click on the link, they will need to validate their account by entering their date of birth. They will also need to set a security question and create their password.
2. Once the student has completed the process, they will have immediate access to ResultsPlus Direct 2.0, including analysis for all the exam papers they have taken with Edexcel.

Any problems? Why not post a question on our forum at [www.edexcel.com/resultsplus](http://www.edexcel.com/resultsplus)