To be able to import your new A2C access key, you need to remove you current access key first.

## To remove an A2C key:

1. Start up the A2C application and click on the 'Settings' menu option:

😓 A2C Migration App	lication			
A2c		VELOPMENT		Available 🥥
Home	Configure settings			0
Status	Restore factory settings			
Inbox	Inbox Settings Outbox Settings Aw	arding Organisation Setup	ustom Awarding Organisation	Log Proxy Settings
Pending	Inbox Location:	C:\Inbox\		Browse
0.1	Pending Location:	C:\Inbox\pending\		Browse
Outbox	Enable Automatic Polling:			
Logs	Poll Frequency:	120 minutes		
Help	Enable Automatic Send/Receive:			
пар	Send/Receive Frequency:	60 minutes		
Settings				Save
				1.0.0.22880

## 2. Select the 'Awarding Organisation Setup' tab:

😓 A2C Migration Appli	cation	x
A2c !	CO SYSTEMS I.T.   SOFTWARE   DEVELOPMENT Available	
Home	Configure settings	0
Status	Restore factory settings	
Inbox	Inbox Settings Outbox Settings Awarding Organisation Setup Custom Awarding Organisation Log Proxy Settings	
Pending	Import Access Key(s)	
Outbox	Select awarding organisation:	
Logs		
Help		
Settings		
	1.0.0.2	2880

🔁 A2C Migration App	lication 📃 🗖 🖉 🗙
A2c :	Available
Home	Configure settings
Status	Restore factory settings
Inbox	Inbox Settings Outbox Settings Awarding Organisation Setup Custom Awarding Organisation Log Proxy Settings
Pending	Import Access Key(s)
Outbox	Select awarding organisation: Edexcel Update Access Key Remove Awarding Organisation
Logs	
Help	
Settings	
	1.0.0.22880

3. Click into the drop down menu and choose 'Edexcel' (You may see other awarding bodies here such as AQA/OCR/WJEC etc):

4. Click on the 'Remove Awarding Organisation' button and the following message will appear:

ker Remove Award	ling Organisation
	Are you sure you want to remove Edexcel?
	Yes No Cancel

5. Click on Yes to continue. Your old key for Edexcel has now been removed.

## To install the new key:

1. Login to Edexcel Online and select' A2C Services' from the left hand menu on the home page and click on 'Request A2C Access'

PEARSON	ŧ	ALWAY	S LEARNING
Wednesday 11 Feb 20	15	Home Mailbox (10)	ly Account Log-out
		Centre number: 99999 DUMMY SCHOOL CENTRE - FOR TESTING P	
Select Qualification	•	Select site: C/O MS S J GRAY (999999 - NCN)	٣
Centre Accounts	•	Home Page	Help 🤗
Tracking	•		
A2C Services	•	Request A2C Access	
ResultsPlus	•	Use the drop-down menu on the left to access the different qualification	areas.
OSCA	/	<ul> <li>Academic results: results for the recent academic examination so be made available in the relevant qualification areas. For all the in you need about the release of 2014 academic results, check our results.</li> </ul>	series will nformation esults page.

## 2. Click on 'request A2C access' you then need to click on the 'A2C services' tab again and click on 'request A2C access':

PEARSON	ALWAYS LEARNING		
Thursday 18 Jun 2015	Home Mailbox My Account Log-out		
	Centre number: 99999 DUMMY SCHOOL CENTRE - FOR TESTING P		
Select Qualification 🔻	Select site: C/O MS S J GRAY (99999 - NCN)		
Centre Accounts 🔸	A2C Service Registration Help ?		
Tracking >	A2C Data Exchange		
A2C Services	Welcome to Edexcel's A2C registration page for the JCQ Migration Application. The A2C Data Exchange Project aims to streamline the data and transfer of data between Awarding Organisations and control, bringing the process into the 21ct contury. Batt		
ResultsPlus >			
OSCA	of the way it will achieve this is by removing the central hub (the EDI carriers) from		
	If you use the JCQ EDI or EDIFACT formats for transferring data to and from your centre, you need to download the Migration Application before August 2012. After this date, all JCQ Awarding Organisations will stop supporting the current carrier contracts for these data transfers. You also need to download an access key for each JCQ Awarding Organisation you work with. You will then be able to exchange data directly between your centre and Awarding Organisations. Please click on the button below to download an access key for Edexcel. Request A2C Access This access key is valid for centre number - 99999		

3. On the next screen you will see the details of which site(s) your key is valid for and the password (Password removed for illustration purposes):

PEARSON	ALWAYS LEARNING		
Wednesday 11 Feb 2015	Home Mailbox (10) My Account Log-out		
Select Qualification •	Centre number:       99999       DUMMY SCHOOL CENTRE - FOR TESTING P         Select site:       C/O MS S J GRAY (99999 - NCN)       T		
Centre Accounts 🔶	A2C Service Registration Help 🕐		
Tracking >	A2C Download Access Key		
A2C Services   ResultsPlus	You are now registered to use the A2C services. Please click on the button below to download your Edexcel access key.		
OSCA	This access key is valid for centre number - 99999		
	Download Access Key         The password for this access key is:       Copy to         Cipboard       Copy to         Base note - If your centre uses one MIS system amongst multiple centre numbers, single key will have been provided by Edexcel. Please ensure you are the main centre for your associated sites and contact them once this has been downloaded. <b>Definition of the Acce Project</b> 9 to ACC Migration Application Website         9 to JOQ A2C Website         10 tok out for e-mail updates from JCQ         9 tok out for e-mail updates from JCQ         9 tok B44 463 2535		
	Home Mailbox My Account		

Note: If you have a multi-site centre and the details on this screen are wrong, please e-mail us on eprocessing@pearson.com so we can correct it.

4. Click on the 'Download Access Key' button and choose the open option (If prompted) or double click on the file once downloaded and your A2C application will start up and ask you for the password:

A2C Migration Application
Not Available How do I fix this?
Home Welcome to the A2C migration application
Status       This application will replicate your carriers' (or VANs') existing functionality; it will send files to and from the following awarding organisations:         Inbox       • AQA       • CCEA       • CIE       • City & Guilds         Inbox       • Edexcel       Import Access Key       • City & Guilds         Pending       Once you ha into your ou inbox (the k       Please enter the password for Edexcel (10).a2cc that was supplied to you by the awarding organisation       • City & Guilds         Outbox       The applicat       • Password:       • OK       • Cancel
Help Settings

5. Copy and paste the password from Edexcel Online into the box and click ok

6. Once you click OK the A2C application should refresh and you will then see Edexcel listed with the green 'Ready' indicator:

🕿 A2C Migration Appl	ication	
A2c	I.T.   SOFTWARE   DEVELOPMENT	Available 🔵
Home	Configured awarding organisations	0
Status	The list below displays all configured awarding organisations and their current status. You awarding organisation that you wish to exchange data with. To download access keys for click on 'Acquire Access Key' next to the awarding organisation logos below and then impo	will require an access key for each each awarding organisation, please ort them <u>here</u> .
Inbox	edexcel ::: Edexcel Ready 🥥	Check Connection
Pending		
Outbox	AQA AQA	Acquire Access Key
Logs	CCEA	Acquire Access Key
Help	City & Guilds Cuilds	Acquire Access Key
Settings	OCR <sup>\$ OCR</sup>	Acquire Access Key
	WJEC CBAC WJEC	Acquire Access Key
		1.0.0.22880