

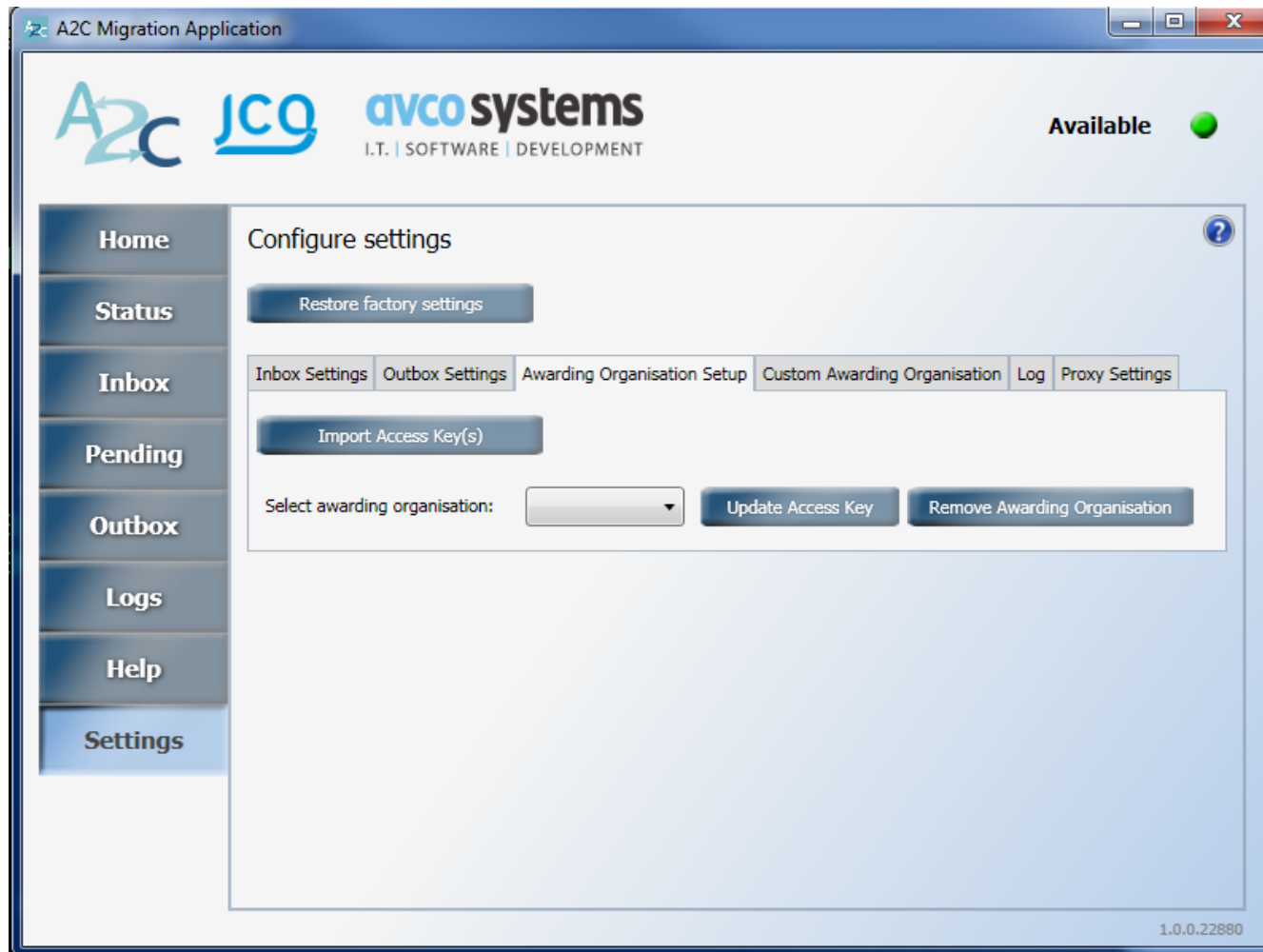
To be able to import your new A2C access key, you need to remove you current access key first.

To remove an A2C key:

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



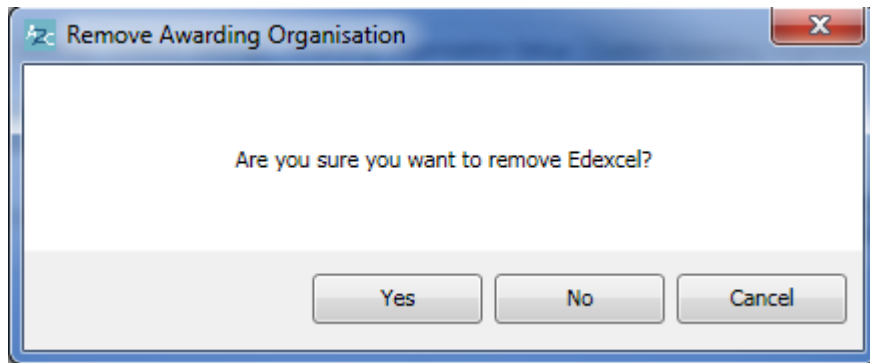
2. Select the 'Awarding Organisation Setup' tab:



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



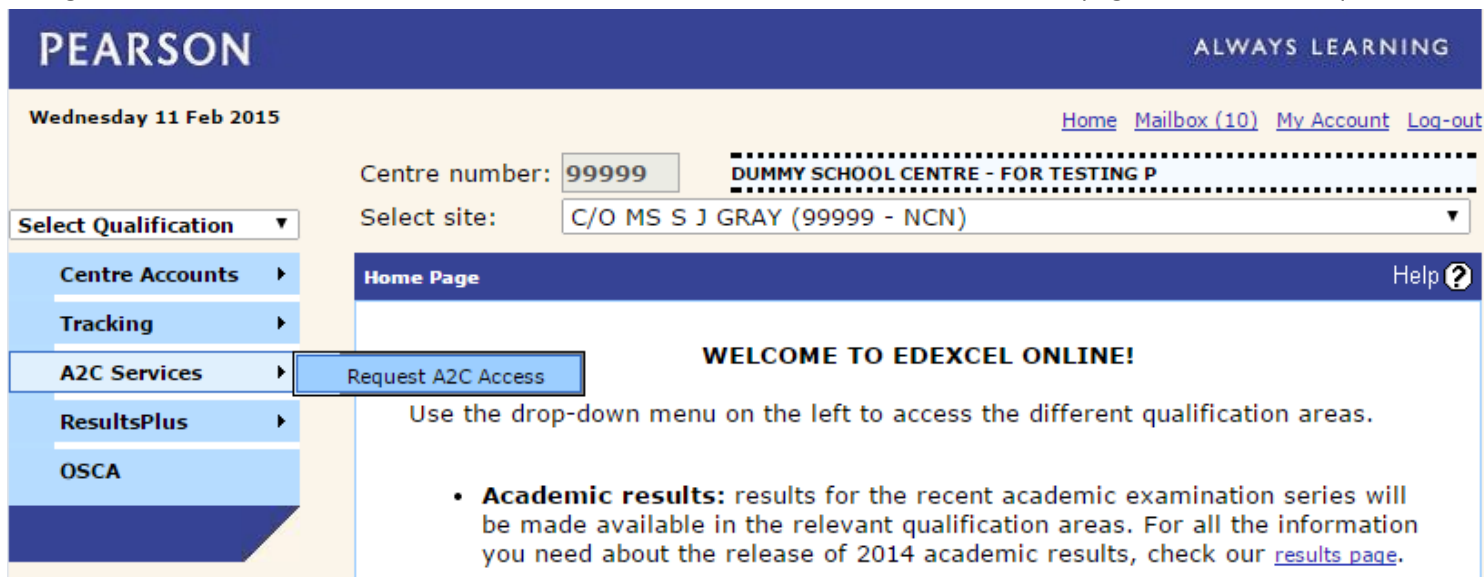
4. Click on the 'Remove Awarding Organisation' button and the following message will appear:



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'



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Centre number: **DUMMY SCHOOL CENTRE - FOR TESTING P**

Select site:

Select Qualification ▾

- Centre Accounts ▶
- Tracking ▶
- A2C Services ▶**
 - Request A2C Access**
- ResultsPlus ▶
- OSCA

Home Page [Help ?](#)

WELCOME TO EDEXCEL ONLINE!

Use the drop-down menu on the left to access the different qualification areas.

- **Academic results:** results for the recent academic examination series will be made available in the relevant qualification areas. For all the information you need about the release of 2014 academic results, check our [results page](#).

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

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Centre number: DUMMY SCHOOL CENTRE - FOR TESTING P

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Select Qualification ▼

- Centre Accounts ▶
- Tracking ▶
- A2C Services ▶**
- ResultsPlus ▶
- OSCA

A2C Service Registration Help ?

A2C Data Exchange

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 centres, bringing the process into the 21st century. Part of the way it will achieve this is by removing the central hub (the EDI carriers) from the process and replacing it with a free JCQ Migration Application.

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.

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):

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Centre number: **DUMMY SCHOOL CENTRE - FOR TESTING P**

Select site:

Select Qualification ▼

- Centre Accounts ▶
- Tracking ▶
- A2C Services ▶
- ResultsPlus ▶
- OSCA

A2C Service Registration [Help ?](#)

A2C Download Access Key

You are now registered to use the A2C services. Please click on the button below to download your Edexcel access key.

This access key is valid for centre number - 99999

The password for this access key is : [Copy to clipboard](#)

Please note - If your centre uses one MIS system amongst multiple centre numbers, a 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.

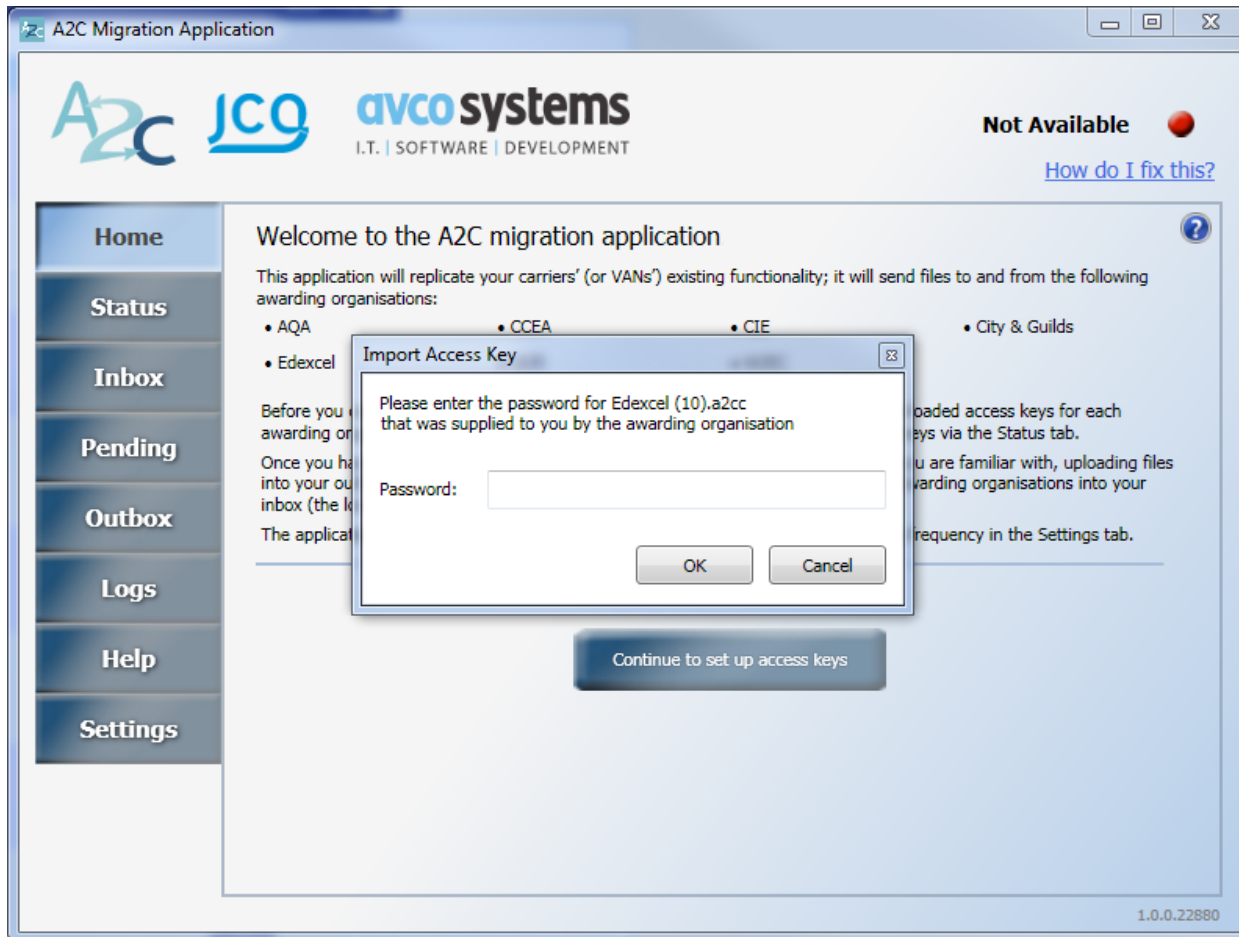
For further information about the A2C Project

- go to [AVCO Migration Application Website](#)
- go to [JCQ A2C Website](#)
- look out for e-mail updates from JCQ
- e-mail A2Cenquiries@jcq.org.uk
- Edexcel 0844 463 2535

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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:



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:

