



Pearson

**Access to Scripts
Self-service Portal**

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Introduction

This document provides an overview of how to use the Access to Scripts self-service portal.

The Pearson Access to Scripts self-service portal allows you to view electronically marked scripts as part of the Enquiries about Results service. The system is web based and facilitates

- Viewing of electronically marked scripts online
- Printing of scripts in pdf format to be printed or saved and distributed electronically

Getting started

The self-service portal is accessed via the Edexcel Online website using the URL www.edexcelonline.com. Centre administrators should already have a username and password for this site. If you already have a username and password, you should request access to the self-service portal from your centre administrator. If you do not have a username and password, you should request an account from your centre administrator.

Logging in

Go to site www.edexcelonline.com and type in your username and password on the login page. Click on the checkbox to accept the terms and conditions and click '**Login**' to enter the site. If you don't have access, please speak to your centre administrator.

Edexcel Online - System x

/EOL/Account/Login.aspx

Chrome

Pearson

EDEXCEL ONLINE

Log in

Username:

Password:

I accept the [Terms & Conditions](#)

[Forgot password?](#)

[Change password?](#)

Service status

Available

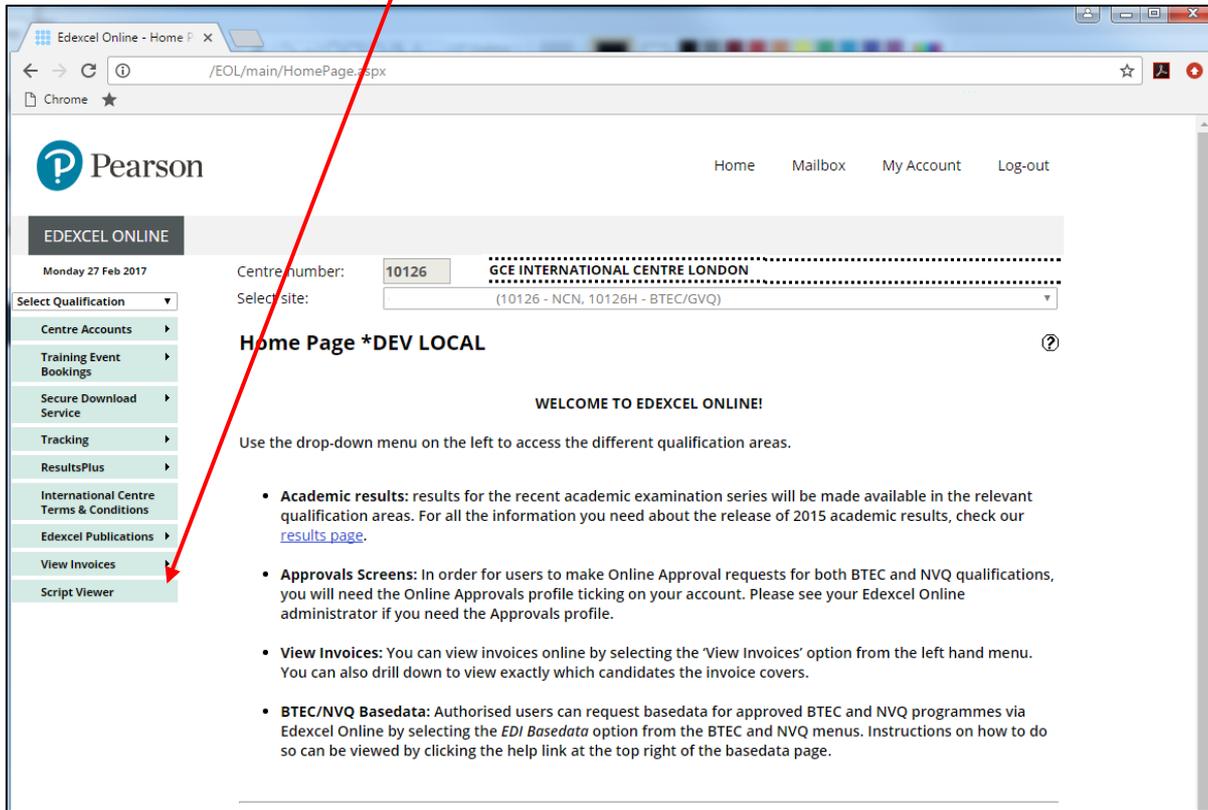
Service offline daily: 00:00 - 02:00 Testing Ticker Message

Need help logging in?

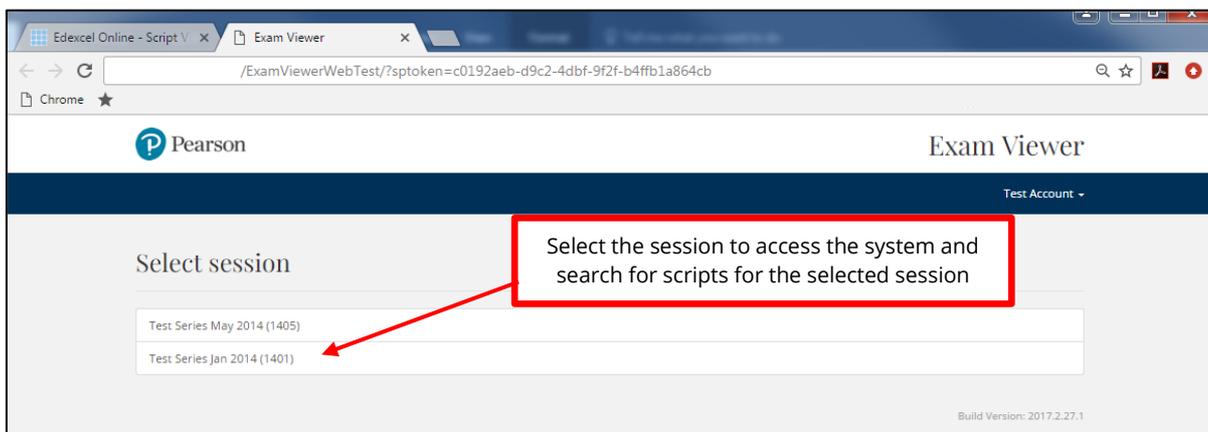
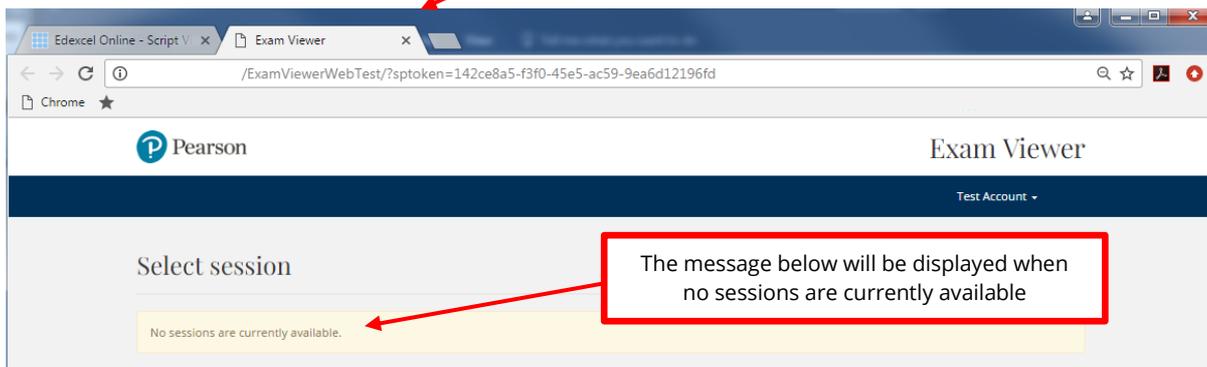
If you have any issues then please get in touch

[Contact us](#)

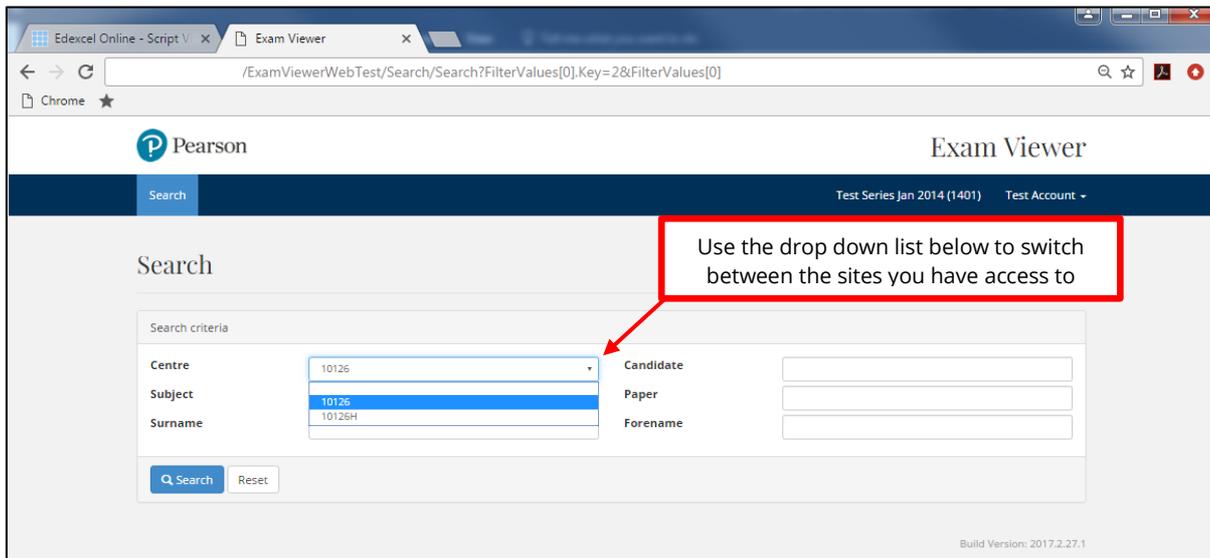
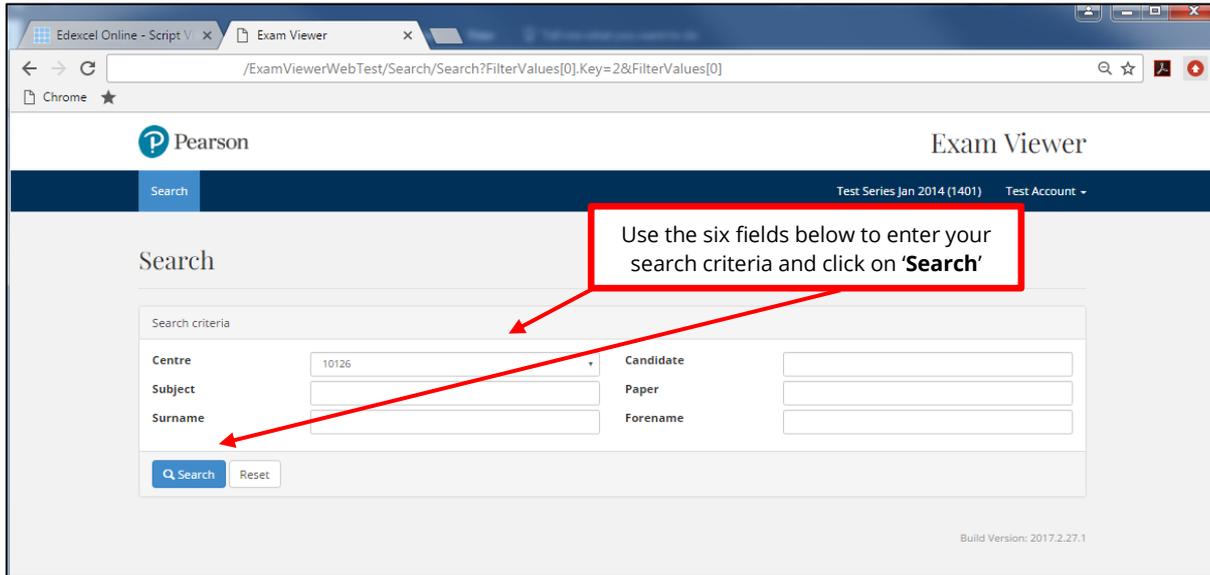
Select the menu option **'Script Viewer'**

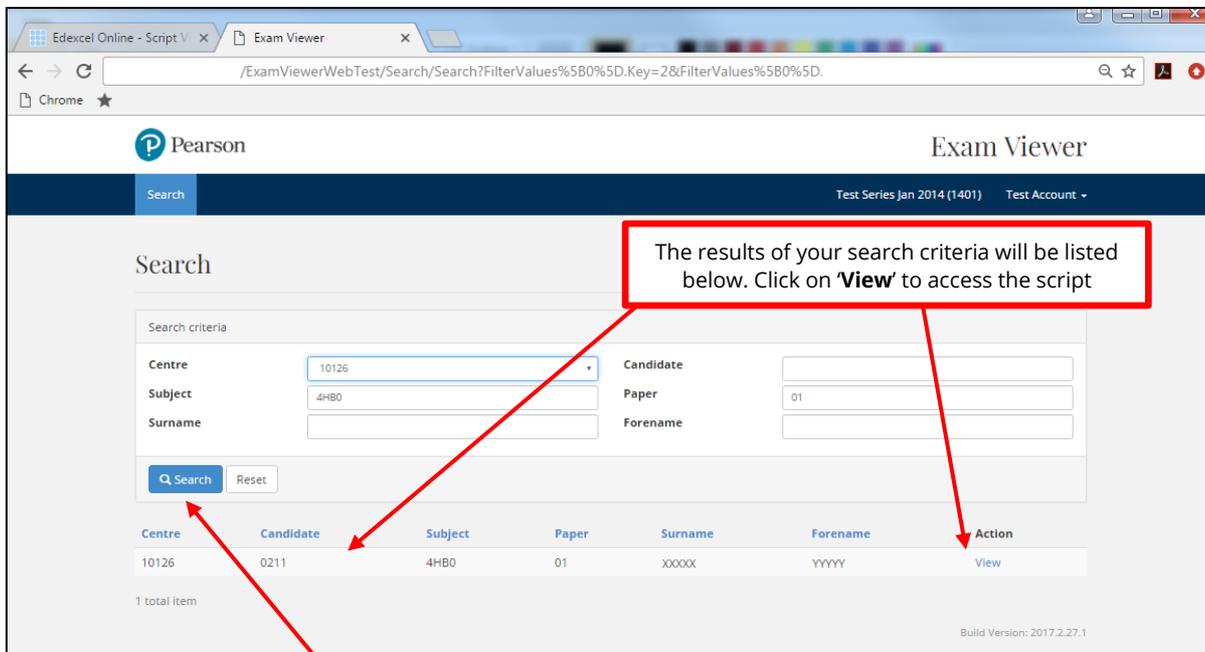


The self-service portal will open in a **new tab**. If the self-service portal does not open in a new tab, please allow pop ups from Edexcel Online and select the menu again.

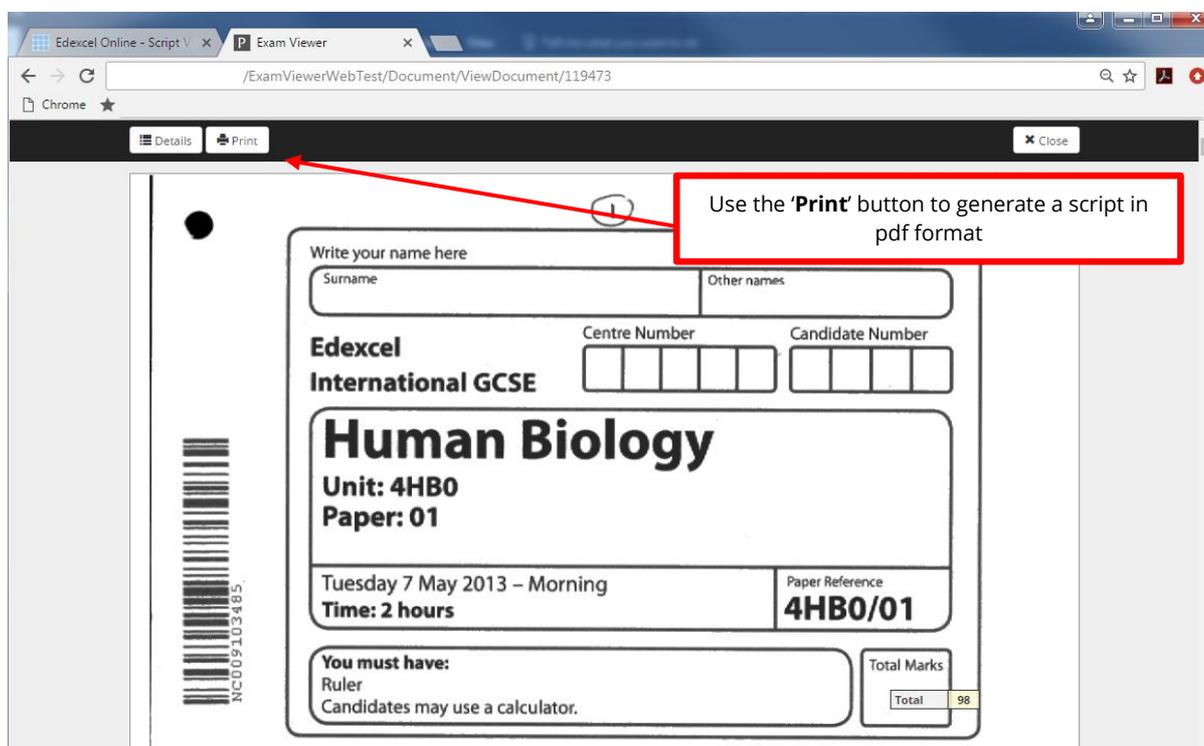


Searching for and viewing scripts

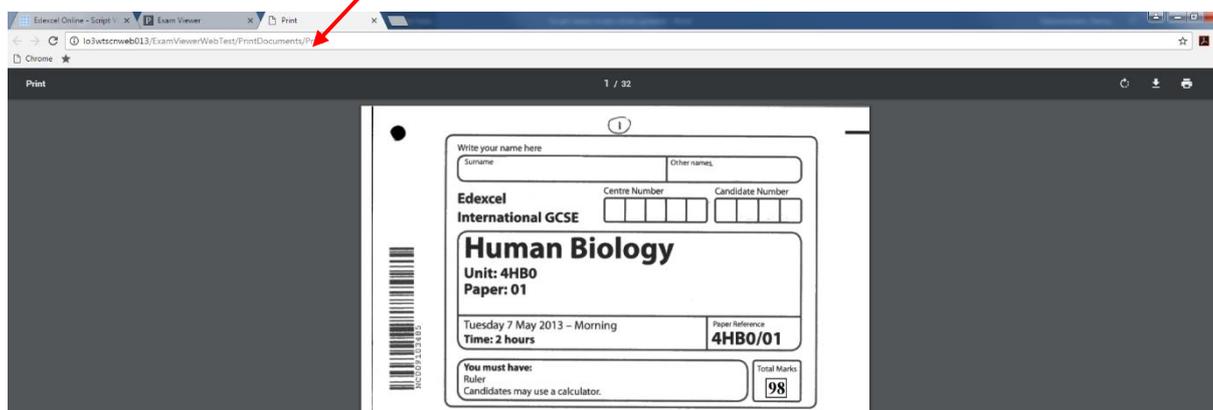
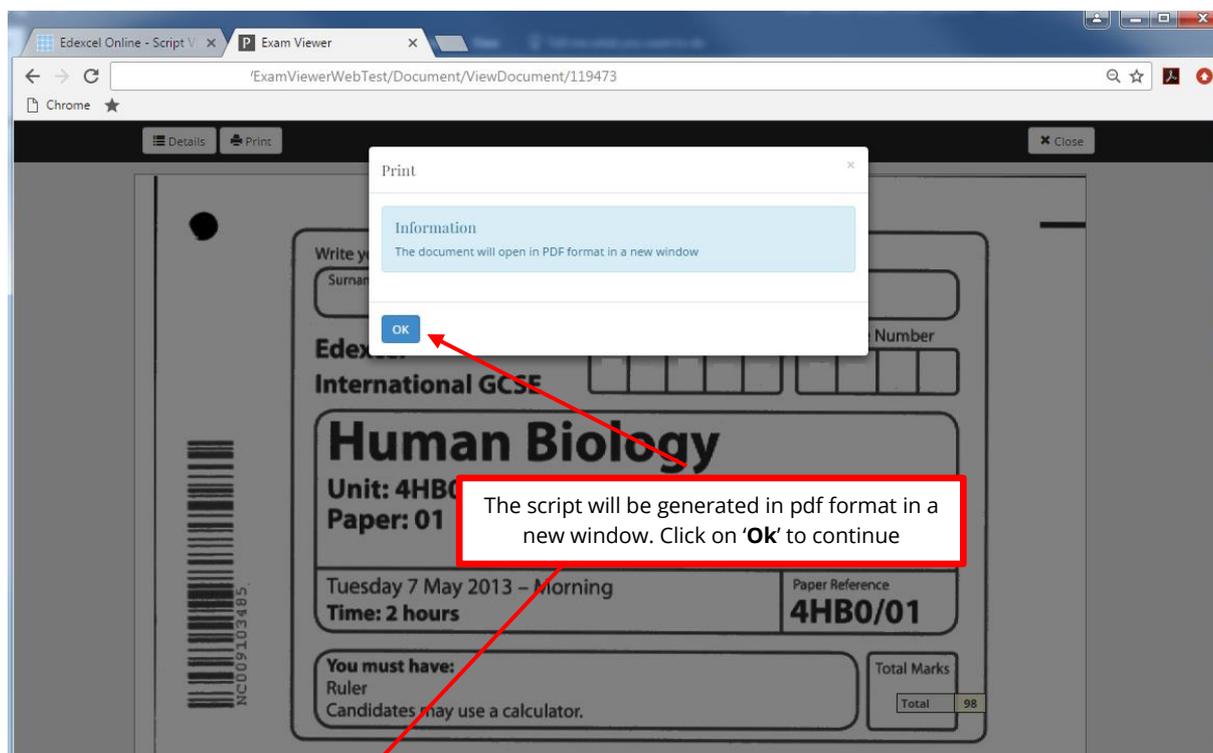




Note: if you click on **'Search'** without entering a search criteria, the system will return all available scripts for your centre for the series that has been selected.



Downloading and printing candidate scripts



Note: from this page, you can print the script locally or save the script in pdf format.

Signing out and changing session

Note: signing out of the self-service portal using the **'Sign out'** option will automatically log you out of all sessions. If you're planning to continue using Edexcel Online, please close the tab as opposed to signing out.

