



myBTEC Explained ...

Claiming and approving team roles

For BTEC Quality Nominees and
Lead Internal Verifiers





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Logging in to myBTEC



Logging in for the first time

myBTEC contains pre-defined [team roles](#) which closely reflect how you work in a BTEC team.

To ensure all BTEC team members have the correct permissions to work effectively, you need to identify the role you play for each BTEC subject team in which you work the first time you log in. This process is called [role claim](#).

I am a Quality Nominee (QN)

1. Role claim

As the Quality Nominee, you **do not need to claim any roles** in myBTEC.

When you log in for the first time, myBTEC will recognise that you are the Quality Nominee for your centre (or for your individual site within a multi-site centre) and give you permissions to carry out all team roles.

Make sure you are registered as the Quality Nominee for your centre or site in Edexcel Online before you log in.

Learn more about [team structure](#) and [role claim](#) for your team, and about [Quality Nominee permissions](#) in myBTEC.

2. Approving role claim

You play a vital quality role in ensuring your BTEC teams are set up with the correct permissions in myBTEC.

You will need to approve role claims from your Lead Internal Verifiers, who in turn will need to approve role claims from their subject team members. You can also approve any role claims in your centre.

Learn more about [approving role claims](#).

I am a Lead Internal Verifier (LIV)

1. Role claim

When you log in to myBTEC for the first time, you need to claim the most senior role you carry out for each subject team in which you work in the **Claim roles** screen.

So, if you are LIV for two or more subjects, you need to claim the LIV role for **each** subject area.

Learn more about [team structure](#) and [role claim](#) for your team, and about [Lead Internal Verifier permissions](#) in myBTEC.

2. Approving role claim

As LIV, you play a vital quality role in ensuring your subject teams are set up with the correct permissions in myBTEC.

You will need to approve role claims from your subject team members, and you will automatically have permissions for all roles within your team.

Learn more about [approving role claims](#).



How do I get a username and password?

Your myBTEC username and password will be the same as your Edexcel Online username and password.

Your Examinations Officer will need to update your Edexcel Online account profile to include myBTEC access. Edexcel Online will then automatically transfer your login details, and **you will be able to log in to myBTEC using your Edexcel Online username and password.**

Contact your Examinations Officer - or whoever administers Edexcel Online in your centre - if you need:

- to **update** your Edexcel Online account profile and tick the myBTEC box to enable myBTEC access, or
- someone to **create** a new Edexcel Online account for you and enable myBTEC access in your account profile.

Once this simple process is complete, you will have single sign-on access to Edexcel Online and myBTEC.

Will my Examinations Officer know what to do?

We've created a **Get Started with myBTEC Guide for Examinations Officers** which takes them through the processes in Edexcel Online.

They can find the Guide on the myBTEC website at www.btec.co.uk/myBTEC in the **Get Started with myBTEC** area, and in the Examinations Officer section of the **I am a ...** area.





How do I log in?

Where do I go to log in to myBTEC?

Log in to myBTEC from the myBTEC support website at www.btec.co.uk/myBTEC, where there is a **Log in to myBTEC** button on every page.

Can't I just go straight to Edexcel Online to log in?

No – Edexcel Online needs to recognise that you want to log in to myBTEC, so you need to log in either via the **Log in to myBTEC** buttons at www.btec.co.uk/myBTEC, or go via <https://myBTEC.pearson.com>.

What if I forget my password – or it doesn't work?

If you can't remember your password, you can request help from the Edexcel Online login page at <https://www.edexcelonline.com>.

Passwords are case sensitive. If you enter your password incorrectly three times in a row:

- your account will be locked and
- you will be unable to login for one hour.

If you are still unable to log in after this time, you can request help from the Edexcel Online login page at <https://www.edexcelonline.com>.

Keeping learner data secure

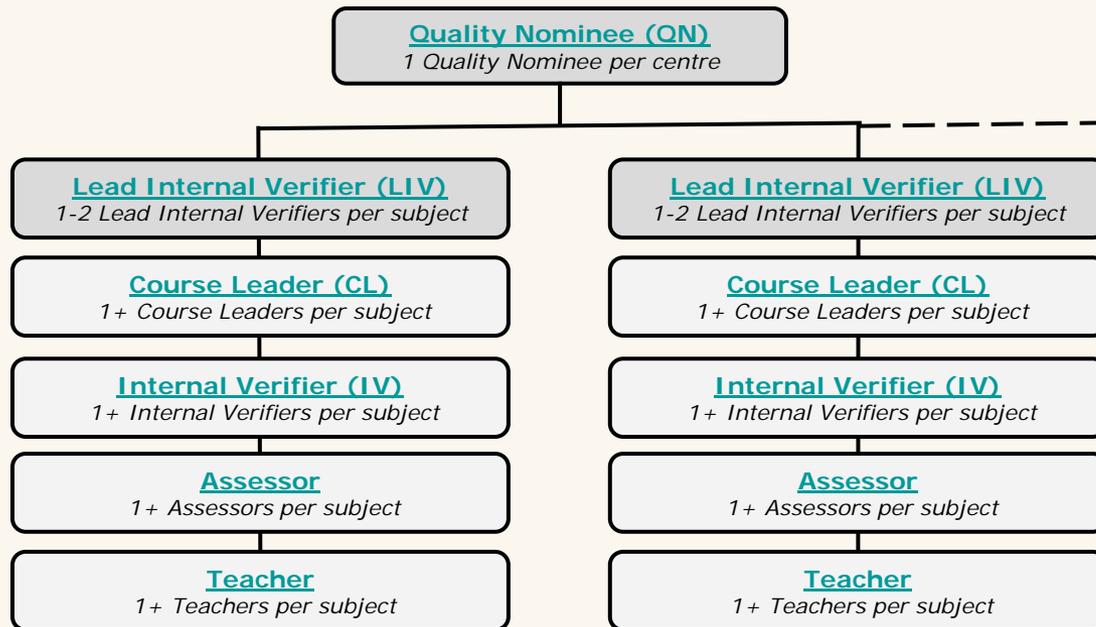
The first time you use myBTEC, you will need to read and accept the terms and conditions of use, which include your responsibilities around the use of learner data. **To keep your learner data secure, it is very important that you do not share your Edexcel Online account details with anyone else.**



Team structure and role claim



Team structure in myBTEC



myBTEC structures roles into subject teams, with the:

- **Quality Nominee (QN)** as the BTEC team leader for the centre (or for an individual site within a multi-site centre), and the
- **Lead Internal Verifier (LIV)** as the team leader for each subject.

Quality Nominee

myBTEC will recognise you as the Quality Nominee when you log in - you do not need to claim any roles, although you will need to approve role claims from your LIVs and team members.

Make sure you are registered as the Quality Nominee for your centre or site in Edexcel Online before you log in.

Lead Internal Verifiers

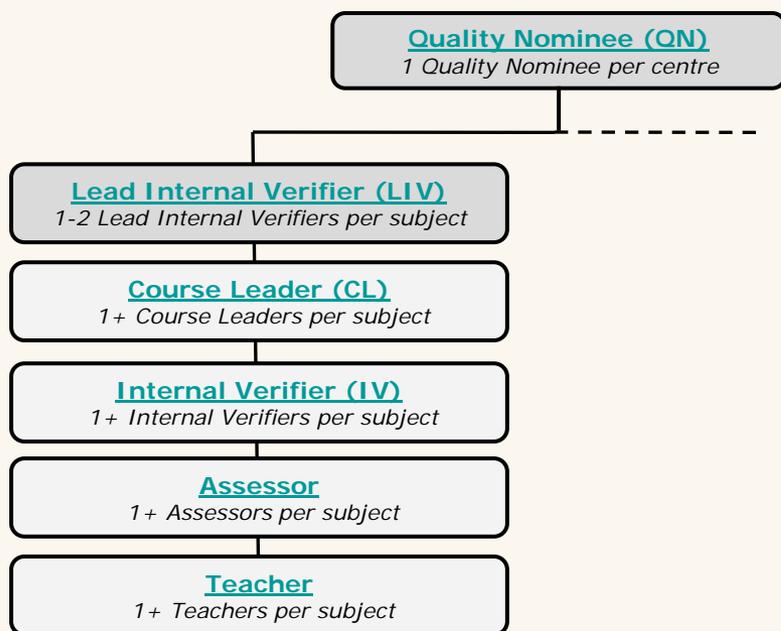
When you first log in to myBTEC, you need to claim the most senior role you play in each subject team in which you work – in this case the LIV role.

Click on the role names in the team structures on the left to learn more about permissions for each role.

Click [here](#) to learn about [how role claim works](#).



Understanding and choosing team roles



I am the Lead Internal Verifier - how does role claim work for my subject team members and me?

Permissions in myBTEC work in a cascading hierarchy, which means that:

- for each BTEC subject area in which you work, **you only need to claim the most senior role you carry out**
- once your role claim is approved, myBTEC will automatically give you permission to carry out **that role, and all the roles beneath it**, in that subject area
- if you work in **more than one BTEC subject area**, you will need to **claim the most senior role you carry out in each subject**.

Is there a limit on how many roles my team members and I can claim?

No - you should claim the most senior role you play in each subject area, and, as long as those roles are approved by either the Lead Internal Verifier or Quality Nominee, you can claim roles in as many subject areas as you need.

Once I've claimed a role, can I start using myBTEC straight away?

Yes - you can start building courses or creating assignments and save them as draft as soon as you've claimed a role. However, you won't be able to confirm your course or send your assignments to your IV for approval until your role is approved.

[Learn more about approving roles.](#)



How do I claim a role (LIVs)?

How do I claim a role?

The first time you log in to myBTEC, you need to click on **Claim roles** in the top right of the screen.

Tell me more about role claim and approval

Any role you - or your team members - claim in myBTEC needs approval either by you (as the Lead Internal Verifier) or by the Quality Nominee (who will approve your role claim(s)). When any team member claims a role, myBTEC will indicate:

- **who needs to approve** the role claim
- what **permissions** come with the role on approval.

Do I need to ask someone to approve my role claim?

No - myBTEC will automatically route your role claim(s) to the relevant person for authorisation and prompt them to review it.

How do I know when someone has approved my role claim?

myBTEC will send you an email confirming or rejecting your role claim. You can also check the status of your claim on the role claim screen.

We are suggesting that your team members discuss any roles you reject directly with you, and we would also suggest that, if your LIV role claim is rejected, you discuss this directly with your Quality Nominee.

Do I - or my colleagues - need to wait for approval before starting to use myBTEC?

Check the answer to **Once I've claimed a role, can I start using myBTEC straight away?** [here](#).

myBTEC Hello, Demo LIV (Site 99000 99000 99000) **Claim roles** | User role approval | Help | Feedback | Log out

Home Courses Assignments Links

Claim roles

First name: Demo	Last name: LIV
Username: demo.liv@learntodrive.org.uk	Created on: 01 Mar 2013
Site: JONATHAN SOANES	Last login: 23 May 2013

Welcome to myBTEC. To get started you need to set up your user profile. This will determine what you can do within myBTEC. Please answer each question as it appears by clicking the radio buttons.

Subject area:
Business

Are you a Lead Internal verifier for this subject?
Yes No

If approved as a Lead Internal Verifier by your Quality Nominee you will have the following permissions within this subject: Lead Internal Verifier, Course Leader, IV, Assessor, Teacher.



Approving role claims from your team

How do I approve a role?

When someone in your team claims a role, you will receive an email prompting you to either approve or reject their claim.

Log in to myBTEC and select **User role approval** on the top right.

You will see any claims awaiting your approval on the screen.

- To **approve a role**, select **Yes** in the approval role column and then click **Confirm**
- **If you need to reject a role claim**, select **No** in the approval column and then click **Confirm**.

How do I know what permissions each role has before I consider the role claim?

Learn more about permissions for each role [here](#).

Do I need to notify my team members when I approve or reject a role claim?

No – myBTEC will automatically notify them as soon as you approve or reject their role claim.

We do suggest that, if your role claim is rejected, you discuss this directly with your Quality Nominee. If you reject any role claims from your team, we again recommend you discuss it directly with them.

Are my colleagues dependent on me approving the role claim before they can do anything in myBTEC?

No – they can get going with building courses and creating assignments and save them as draft. **However, you do need to approve the role claim before they can either confirm the course or send the assignment to their IV for verification.**

myBTEC Hello, Demo LIV (Site 99000 99000 99000) | [Claim roles](#) | [User role approval](#) | [Help](#) | [Feedback](#) | [Log out](#)

Home Courses Assignments Links

The following people have claimed course delivery and assessment related roles within myBTEC. As Lead Internal Verifier you need to approve these before they can carry out these roles within myBTEC.

Click the radio buttons to approve or not. When you have finished click Confirm.

Name	Subject	CL	IV	Assessor	Teacher	Status	Approve role?
Demo Courselead	Business	✓				Approved	<input checked="" type="radio"/> Yes <input type="radio"/> No
Demo Courselead	Applied Science	✓				Approved	<input checked="" type="radio"/> Yes <input type="radio"/> No
Demo Courselead	Performing Arts	✓				Approved	<input checked="" type="radio"/> Yes <input type="radio"/> No
Demo Courselead	Application of Science	✓				Approved	<input checked="" type="radio"/> Yes <input type="radio"/> No
Demo Courselead	Principles of Applied Science	✓				Approved	<input checked="" type="radio"/> Yes <input type="radio"/> No
Demo Courselead	Engineering	✓				Approved	<input checked="" type="radio"/> Yes <input type="radio"/> No
Demo Courselead	Information and Creative Technology	✓				Approved	<input checked="" type="radio"/> Yes <input type="radio"/> No



What can each role do in myBTEC?



Roles in myBTEC at a glance

myBTEC role	Approve role claim	Courses	Assignments
Quality Nominee		<ul style="list-style-type: none"> • Carry out all roles listed below for Courses. 	<ul style="list-style-type: none"> • Carry out all roles listed below for Assignments.
Lead Internal Verifier		<ul style="list-style-type: none"> • Add and remove Course Leaders • Be added as Course Leader • Create, edit, clone, delete or confirm Courses • Add or remove Course team members (if Course Leader) • Carry out all roles listed below for Courses 	<ul style="list-style-type: none"> • Create, approve and view Assignment Briefs
Course Leader		<ul style="list-style-type: none"> • Be added as Course Leader • Create, edit, clone, delete or confirm Courses • Add or remove Course team members (if Course Leader) • Carry out all roles listed below for Courses 	<ul style="list-style-type: none"> • Create, approve and view Assignment Briefs
Internal Verifier		<ul style="list-style-type: none"> • Be added as Course Team member • Carry out all roles listed below for Courses 	<ul style="list-style-type: none"> • Create, approve and view Assignment Briefs
Assessor		<ul style="list-style-type: none"> • Be added as Course Team member • Carry out all roles listed below for Courses 	<ul style="list-style-type: none"> • Create and view Assignment Briefs
Teacher		<ul style="list-style-type: none"> • Be added as Course Team member 	<ul style="list-style-type: none"> • View Assignment Briefs • CANNOT create or approve Assignment Briefs



How can I stay up to date with myBTEC developments?



How can I stay up to date with myBTEC developments?

Bookmark the myBTEC website at www.btec.co.uk/myBTEC where you can:

- **stay up to date** and join the myBTEC Community - sign up to receive exclusive alerts at www.btec.co.uk/myBTECCommunity
- find **user guides, FAQs and video tutorials** to support myBTEC services
- check the **list of qualifications currently available** in myBTEC
- **log in** to myBTEC.

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myBTEC: It's about time. Your time.

myBTEC is an online toolkit to streamline BTEC planning, delivery and assessment, liberating teachers to spend more time with their learners.

Time to plan. Time to think. And time to teach.

Discover how myBTEC can transform your BTEC experience.

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