myBTEC Explained ...

Claiming and approving team roles

For BTEC tutors and teachers

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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**.

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.

Learn more about:

- getting your **username and password and logging in**: **click here**
- **team structure and role claim**: **click here**.

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 either in the **Get Started with myBTEC** area, or 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.

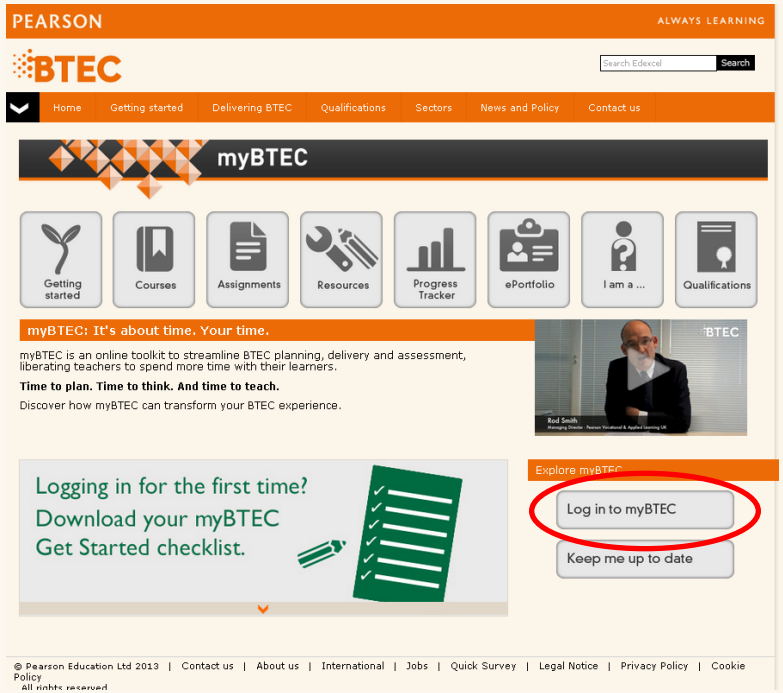
What if I forget my password – or it doesn't work?

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.

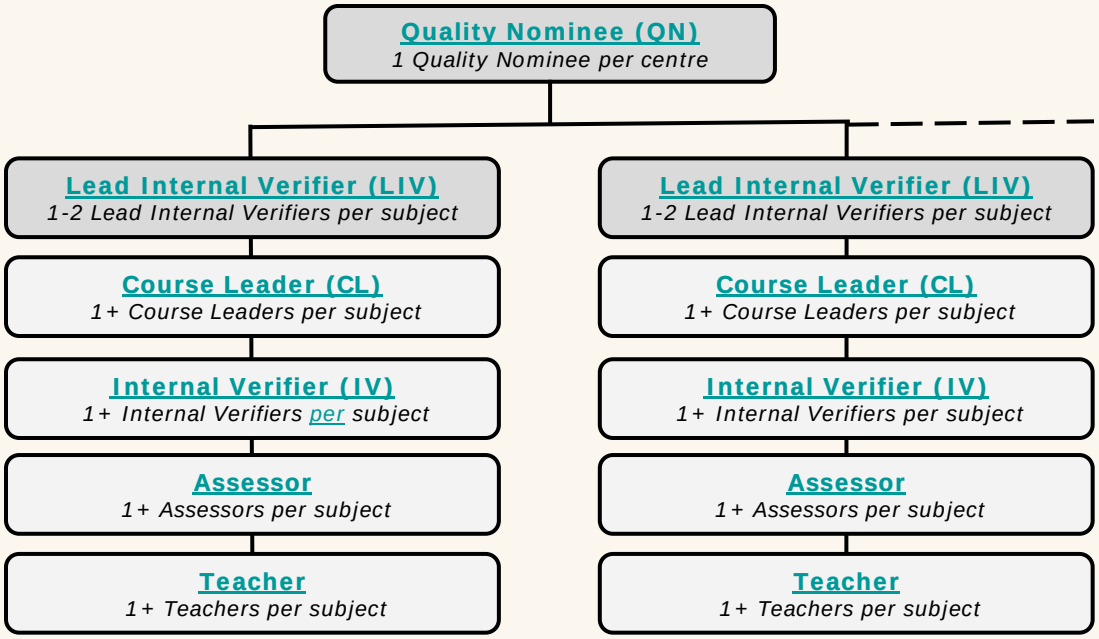


Keeping learner data secure

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



Tell me more about roles 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.

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.

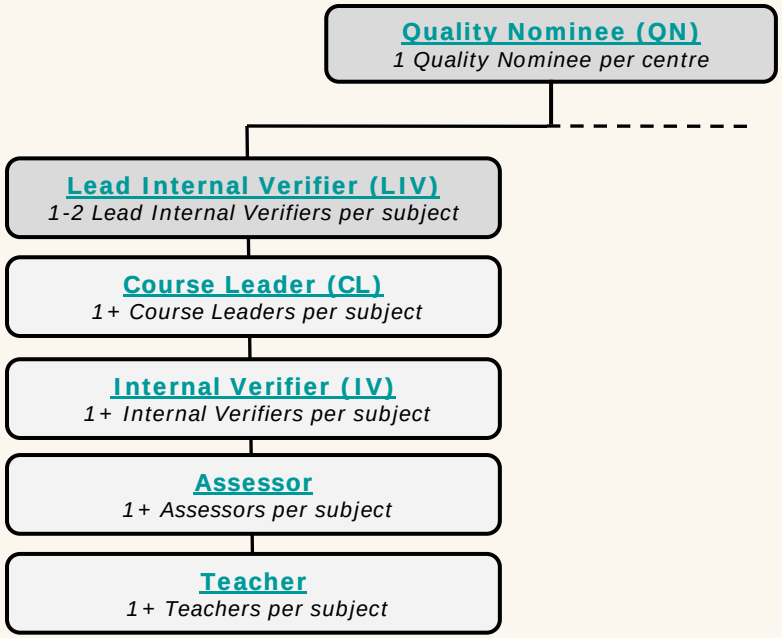
Can I claim the same role in more than one subject area?

Yes – or you can claim different roles. The role you claim will dictate what permissions you have for each individual subject area in which you work.

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.

How do I claim a role?

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 claim in myBTEC needs approval either by your Lead Internal Verifier or by the Quality Nominee. When you claim 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 you discuss any role claims which are rejected directly with your Lead Internal Verifier or Quality Nominee.

Do I 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.**

What can each role do in myBTEC?

Roles in myBTEC at a glance

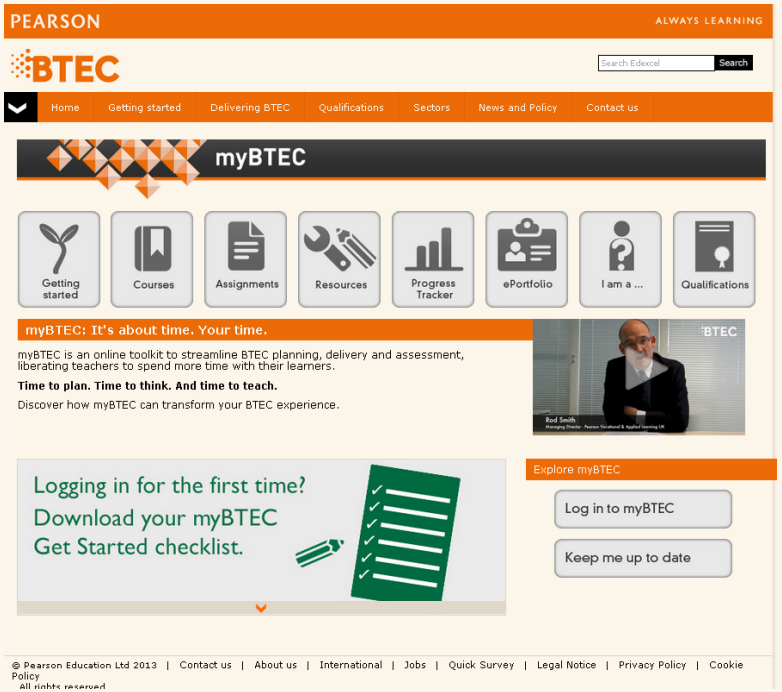
myBTEC role	Approve role claim	Courses	Assignments
Quality Nominee	✓	• **Carry out all roles listed below** for Courses.	• **Carry out all roles listed below** for Assignments.
Lead Internal Verifier	✓	• **Add and remove** Course Leaders • **Be added** as Course Leader • **Create, edit, clone, delete or confirm** Courses • **Add or remove** Course team members (if Course Leader) • **Carry out all roles listed below** for Courses	• **Create, approve and view** Assignment Briefs
Course Leader	✗	• **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	• **Create, approve and view** Assignment Briefs
Internal Verifier	✗	• **Be added** as Course Team member • **Carry out all roles listed below** for Courses	• **Create, approve and view** Assignment Briefs
Assessor	✗	• **Be added** as Course Team member • **Carry out all roles listed below** for Courses	• **Create and view** Assignment Briefs
Teacher	✗	• **Be added** as Course Team member	• **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.



www.btec.co.uk/myBTEC