

Registering your students - Quickstart Guide

Please follow these step-by-step instructions to accessing and using the ResultsPlus Direct administration area within your ResultsPlus account.

1. Log into ResultsPlus at www.resultsplusdirect.co.uk/ResultsPlus/Default.aspx

Please use the same username and password when accessing [Edexcel Online](#).

Trouble shooting: '**My Edexcel Online username and password doesn't work?**' Your exams officer can grant access to ResultsPlus using Edexcel Online. If you're an International centre and you don't know who your exams officer is contact pqs.internationaleo@pearson.com or your relevant RDM.

2. Select the 'ResultsPlus Direct (for students) administration' option

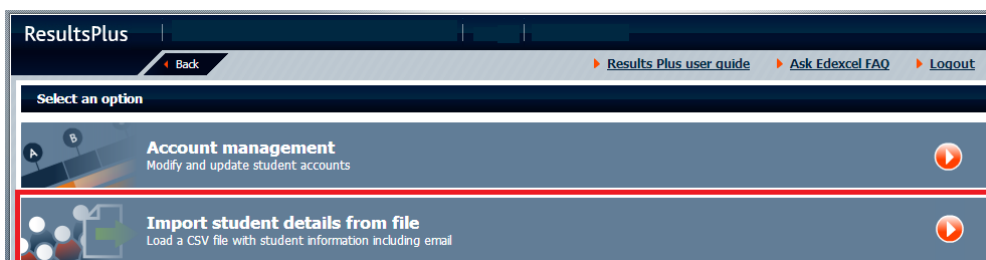
Please note only Exams Officers, Exams Managers and Exams Assistants can see this option.



Trouble shooting: '**I cant see this option?**' ask permission from your exams officer to change your role within [Edexcel Online](#).

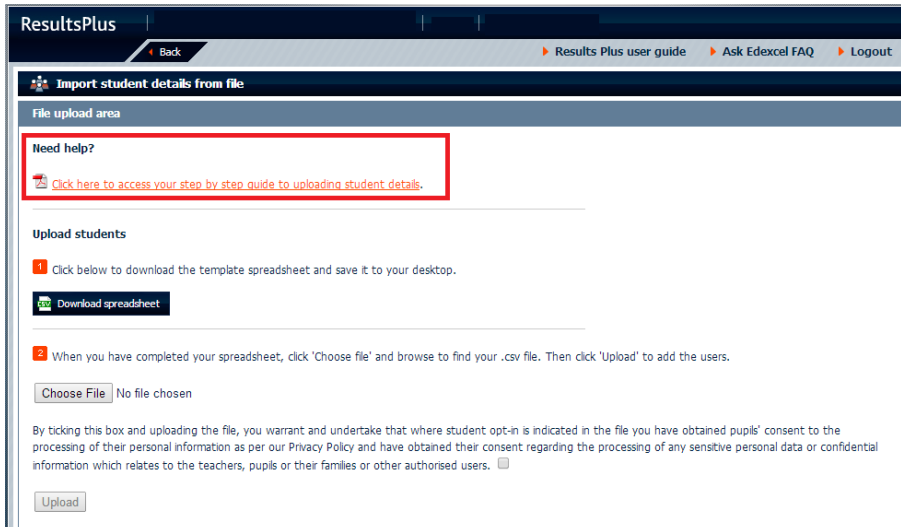
3.1 How to use the Import (CSV upload) option

Please note that the import option can only be used if your school gives permission to share student email addresses with third parties.



3.2 Using the Import registration option:

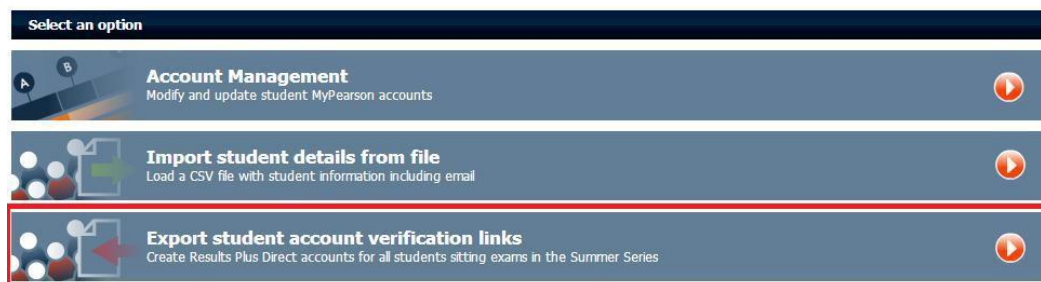
Please refer to the user guide provided in the import registration area when preparing and uploading your student file. Note that only 600 students can be uploaded via CSV at one time.



Please note it is important that data entered in the required fields of the CSV file is identical to the data supplied during student registration for an exams series.

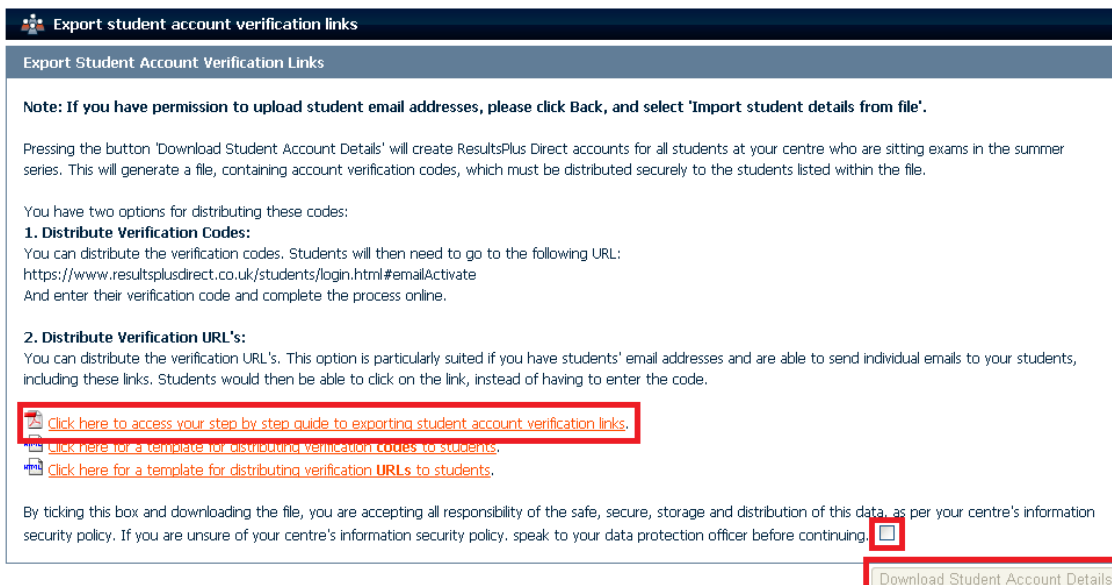
4.1 How to use the Export registration option:

This option is more suitable for larger groups and if you are still in contact with your students (method involves passing on activation information).



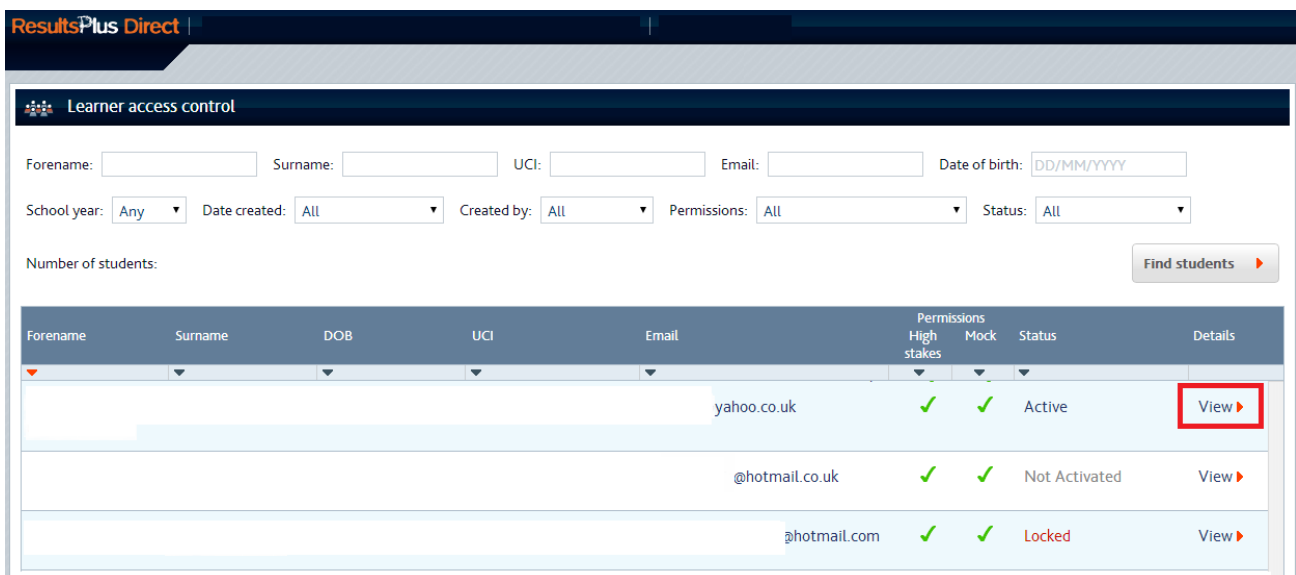
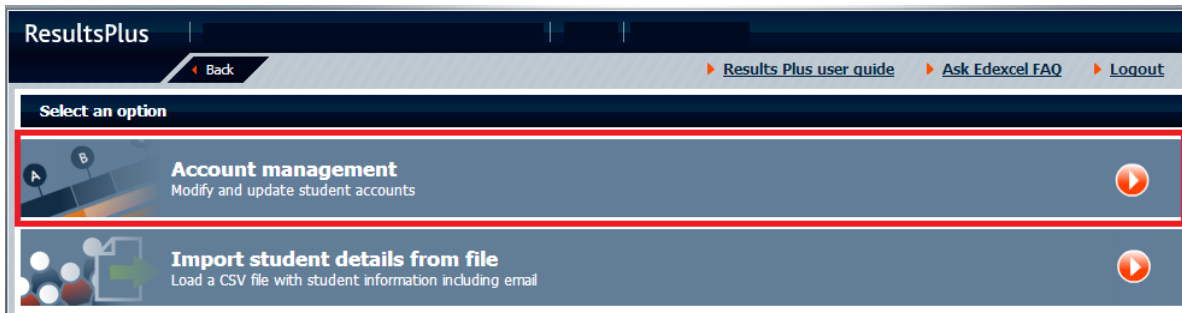
4.2 Using the Export registration option:

Please refer to the user guide provided in the export registration area when downloading your student file.




5.1 Using the Account Management Option; Searching for registered students

You can search for students using any of the search fields available – including accounts that are locked, not yet activated, or where students have forgotten their passwords. Once you have found your student click 'View'.




Please note you only need to register your students **once**, you do not need to do this for each exam session.


5.2 Registered accounts that are 'Not activated'

If a registered student has not yet activated their account, please check the email address that is stored for that user. The email address can be edited via the edit icon  Changing or re-entering the student email address will trigger the deployment of a new welcome email.

Learner details >

Learner name: View analysis 


Date of birth:

Email: @yahoo.com 

New email address

Confirm new email address


I accept the [Terms of Service](#)

Cancel Save new email address 

Results access permissions

Mock results

High stakes UCI:

 Pearson are committed to providing students with results analysis on their own Edexcel examinations and mocks. You should only remove access permissions in exceptional circumstances: in the case of security breaches, suspected misuse of the system or where teaching colleagues have concerns around student welfare.

If you un-tick these permissions options, this student will not be able to view their results until access has been granted again (by you or by a ResultsPlus administrator.)


Account status: Not Activated
The student has not activated their account yet.

5.2 Failed activation


If a registered student has failed to activate their account, they may have been entering the wrong date of birth for that account. This may happen if an incorrect date of birth was provided when the candidate was entered for the exam, or if during the registration process the wrong email addresses was entered against that student. If this has happened, you can resolve this by:

- Logging into account management (step 5.1) then searching for the student
- Check the students email address & DOB is correct, if the email address is incorrect update it using the 'Edit Icon' (pictured above). A new welcome email will then be sent to the student
- If the DOB displayed is incorrect this means an incorrect DOB was given during an exam entry for this student – Please [contact us](#) to resolve this
- If both the email address and the DOB are correct (you may want to double check with the student) then select 'Reactivate Account', the student will then receive another email allowing them to re-attempt the activation process

Learner details >

Learner name: View analysis 


Date of birth:

Email: @hotmail.com 


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If you un-tick these permissions options, this student will not be able to view their results until access has been granted again (by you or by a ResultsPlus administrator.)

Account status: Failed Activation Reactivate account 

The student's account has been locked due to too many failed attempts to activate.

Click 'Reactivate account' to send a new activation email to the student's email address. The student will then be able to follow a link to activate their account.

If this happens repeatedly to a student, the date of birth stored on our records could be wrong. Please check and contact us if it is incorrect.

5.3 Forgotten password

If a registered student has forgotten their password and has locked their account by entering the wrong password 3 times, they should click on the forgotten password link stated on the [login page](#) of ResultsPlus Direct.

Learner details >

ResultsPlus Direct

Learner name:
Date of birth:
Email: @live.co.uk

Results access permissions

Mock results
 High stakes UCI:

! Pearson are committed to providing students with mocks. You should only remove access permissions breaches, suspected misuse of the system or where welfare.
If you un-tick these permissions options, this student will not be able to view their results until access has been granted again (by you or by a ResultsPlus administrator.)

Account status: **Forgotten Password**
The student's account has been locked due to an incorrect password being entered 3 times.

The student should click the 'forgotten password' link situated on the login page of ResultsPlus Direct.
Once they have entered their email address, they will receive an email describing how they can reset their password.

Email
Password
Login
? Forgotten your password?
Don't have an account? Find out more about [ResultsPlus Direct](#)

5.4 Locked accounts

If a registered student has locked their account by entering the wrong date of birth or security question 3 times while trying to reset their password, click on the 'Reactivate account' button

Reactivate account to send a new activation link to the students email account.

Learner details >

View analysis

Learner name:
Date of birth:
Email: @hotmail.com

Results access permissions

Mock results
 High stakes UCI:

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If you un-tick these permissions options, this student will not be able to view their results until access has been granted again (by you or by a ResultsPlus administrator.)

Account status: **Locked**
The student has unsuccessfully attempted the forgotten password process 3 times.

Reactivate account

To reactivate this account click 'Reactivate account' to send a new activation link to the student's email address.
The student will then be able to follow a link to activate their account.

6. Any questions?

Please refer to our [contact us](#) page.