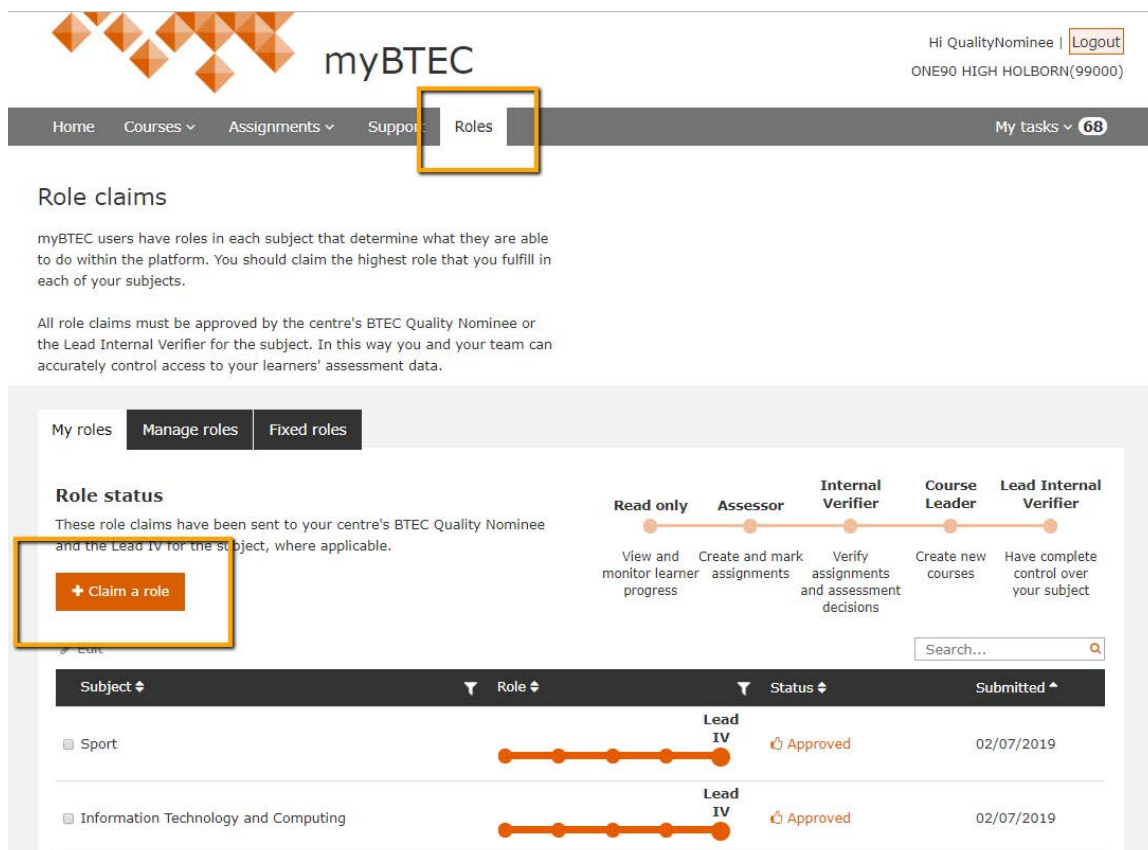![myBTEC logo]

2. How to claim and approve roles in myBTEC
Step-by-step process

Section 1: Claim a role

Step 1– Select **'Roles'** then click on the **'Claim a role'** button.

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Step 2– On the **'Roles'** screen select the subject, and click **'See roles'**.

Step 3– Slide the selector up to the most senior role you perform in that subject. For example, if you are an Assessor in Business but occasionally Internally Verify colleagues' assignments then you will need the IV role in Business. To create courses in Retail you must have the Course Leader role in Retail.

Step 4– If you need access to more than one subject then click **'Add another subject'** now.

Step 5– Click **'Submit for approval'**.

myBTEC will now ask your **BTEC Quality Nominee (QN)** and, if applicable, the **Lead Internal Verifier (IV)** in the subject to approve your role. After your **QN** or **Lead IV** has agreed your access you must log in again and you will have your permissions in myBTEC.

Section 2: Edit a role

Step 1– If you need to increase your permissions in any subject select **'Roles'** and select the role you would like to upgrade.

Step 2– Click **'edit'** at the top of the table.

Step 3– Edit the role by sliding the selector to a higher position

Step 4– Click **'Save'** at the bottom of the screen.

myBTEC will now ask your **BTEC Quality Nominee (QN)** and, if applicable, the **Lead Internal Verifier (IV)** in the subject to approve your role. After your **QN** or **Lead IV** has agreed your access you must log in again and you will have your permissions in myBTEC.

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Section 3: Approve

We realise that control of access to assessment functions and learner data is important to you. So if you are a **BTEC Quality Nominee** or **Lead IV**, you play an important role in myBTEC.

When someone in your centre claims a role, myBTEC will send you an email prompt and a task in your task list asking you to approve the role. They will not have full access to the role until you approve it.

Step 1– Select **'Roles'**. Then, on the **'Manage Roles'** tab, you will see the pending role claim(s) in a table.

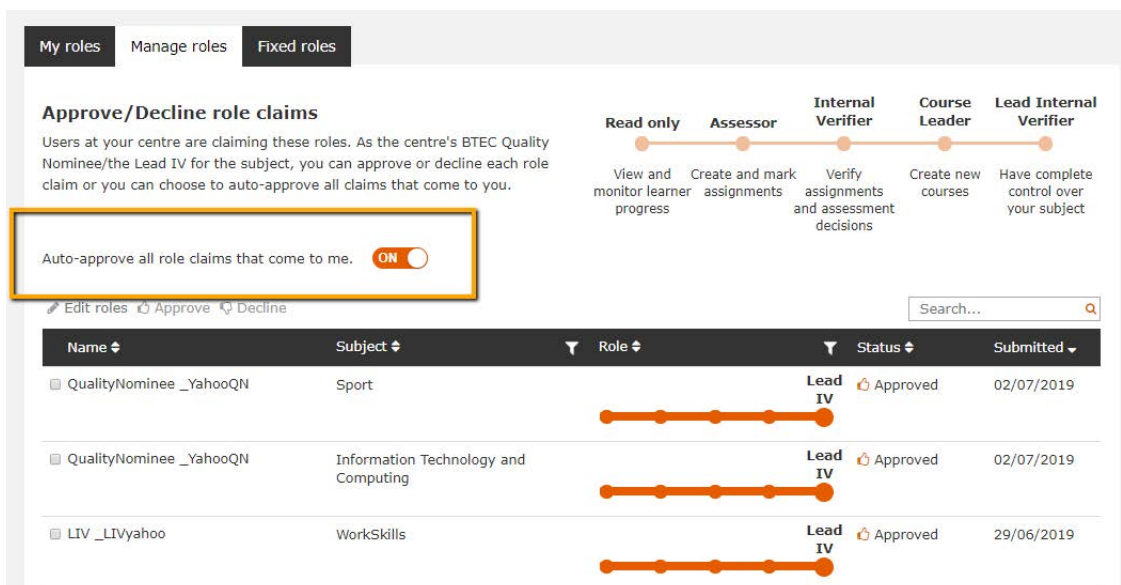**Step 2**– Click the switch to **'Approve/Decline'**

Step 3– Click **'Confirm roles'** at the bottom.

Step 4– Your colleague will then be notified that they have / don't have the access they have requested.

Section 4: Auto-approve all role claims

Remember, in order to access myBTEC you need to have first been given an Edexcel Online (EOL) login. So if you do not want to approve each role as it is claimed then you do not have to. myBTEC has a facility to auto-approve all role claims and to edit at any time.

Step 1– Select **'Roles'**. Then, on the **'Manage Roles'** tab, you will see a switch **'Auto-approve all role claims that come to me'**.

Step 2– Slide the switch to **'ON'**. You are choosing to pre-approve all role claims. You will still receive an email notification when anyone claims a role but you will not need to take any action. You can edit or decline any role in your Manage roles screen.

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