

Dechrau defnyddio Pro

Mewngofnodi

Getting started in Pro

Logging on



Rhestr termau yn Pro

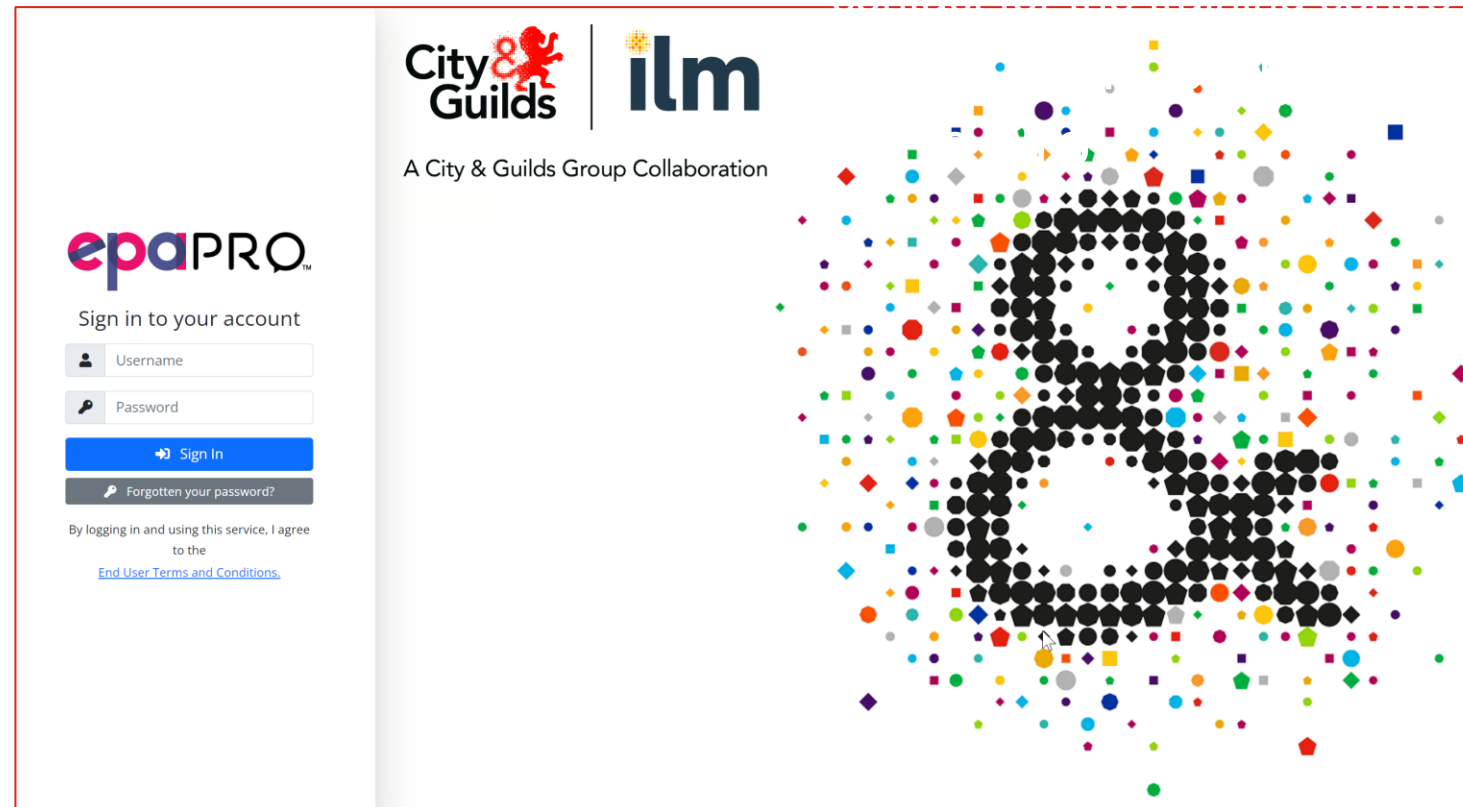
Glossary of Terms in Pro

EPA Pro term	What it means for QW
Provider	Training Centre, College, Work Based Learning Centre
Primary User	The main contact for the training centre. The primary user can create multiple sub-users to register and follow learners progress
Apprentice	Learner
Standard	Qualification
External AO ID	Learner's Enrolment Number (ENR) with C&G
EPA (IEPA)	External Assessor (EA)
Gateway	Ready for External Assessment - this triggers allocation of an EA to the learner by C&G
Planning Meeting	Virtual meeting to agree dates for external assessment elements with EA, if required
Assessment Plan	Schedule of dates for events - these are visible on your Pro dashboard
Assessment Event	External Assessment

Mewngofnodi ar Pro

Logging on to Pro

- Bydd prif gyswilt y ganolfan hyfforddi yn cael e-bost sy'n dweud sut mae mewngofnodi.
- Y wefan yw www.epa.cityandguilds.com
- The primary contact for the training centre will receive an email with details on how to log in.
- The website is www.epa.cityandguilds.com.



Mewngofnodi ar Pro

Logging on to Pro

- Bydd Proyn agor ar sgrin dangosfwrdd.
- Ar yr ochr chwith mae Dewislen sy'n eich cyfeirio at y gwahanol dasgau y byddwch chi'n eu cyflawni
- Pro will open on a dashboard screen.
- On the left-hand side there is a Menu list which directs you to the various tasks you will perform.

City & Guilds ilm
A City & Guilds Group Collaboration

Afternoon Provider,

This is your dashboard where you can see key stats, news and other details about your apprentices.

Area Performance (local statistics for you and your areas of responsibility)

These stats were calculated Friday 22nd July 2022 11:21 and are based on actions since 1st Jul

0 Apprentices in EPA	0 Completed gateways	0 Completed planning meetings	0 Published certifications
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Latest News

Update on Engineering Fitter EPA Standard
NEW 2 days ago
Engineering Fitter EPA As previously communicated, we have been working hard to update Engineering Fitter EPA as per the updated assessment plan. We are happy to announce the new Engineering fitter EPA product (9335-22) is now open for registr...

EPAPro - Next Release - Downtime Tuesday 19th July
NEW 4 days ago
The next release of EPA Pro will go live on Tuesday 19th July (there will be a short period where the platform will be in maintenance mode 5-6pm). The EPA Pro User Manual has been updated with screenshots to reflect this update. For other details of...

Calendar

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16



Dechrau defnyddio Pro

Canllaw ar olygu a chreu defnyddwyr

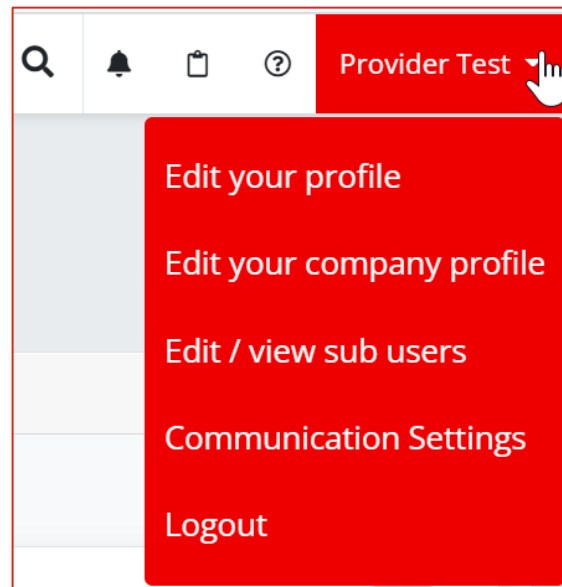
Getting started in Pro

Guide to editing and creating users

Golygu eich proffil defnyddiwr & chreu defnyddwyr newydd

Editing Your User Profile and Creating New Users

- Wrth fewngofnodi ar Proy tro cyntaf efallai y byddwch am olygu eich proffil ac ychwanegu defnyddwyr eraill, neu is-ddefnyddwyr.
- Yng nghornel dde uchaf y Dangosfwrddfe welwch eich enw a saeth cwmprestr.
- O'r fan hon fe welwch restr o opsiynau.
- When you first log on to Pro you may want to edit your profile and add other, or sub-users.
- In the top right-hand corner of the Dashboard you will see your name with a drop-down arrow.
- From here you will see a list of options.



Golygu eich proffil defnyddiwr

Editing Your User Profile

- Dewiswch Edityourprofileo'r gwympleni newid eich manylion.

Sylwch: Ni allwch newid yr Enw Defnyddiwr.

- Rydym yn argymhell eich bod yn ychwanegu llofnod electronig.
- Mae'r tab Diogelwch yn caniatáu i chi newid eich cyfrinair.

- Select Edit your profile from the drop down to amend your details.

Note: You cannot amend the Username.

- We recommend that you add your electronic signature.
- The Security tab allows you to change your password.

Edit My Profile

User Details | Linked Accounts | Security

User Details

Username *
Providertest@cityandguilds.mailinator.com

Given Name *
Provider

Email *
Providertest@cityandguilds.mailinator.com

Middle Name
Middle Name

Purchase Order Number
Purchase Order Number

Family Name *
Test

Signature Name
Signature Name

Telephone *
01543266812

Signature
[Empty Signature Box] Clear Signature

Update My Profile

Creu defnyddwyr newydd

Creating New User

- Dewiswch **Edit/View sub users** o'r gwympleni ychwanegu neu olygu is-ddefnyddwyr.
- Dewiswch Create New Provider User i ychwanegu defnyddiwr Newydd

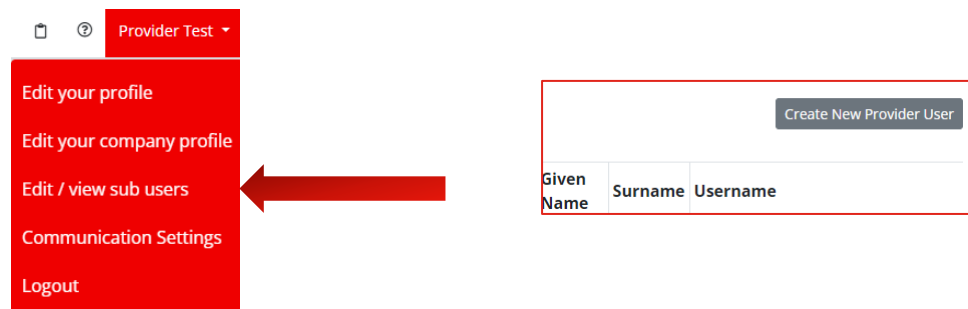
Sylwch: cyfeiriad e-bost yr unigolyn y dylid ei roi fel Enw Defnyddiwr.

- Toglo'r Dulliau Mewngofnodi Caniatáu ar (glas)..
- Rhaid i'r cyfeiriad e-bost fod yn unigryw yn y system.
- I olygu defnyddwyr cliciwch ar y bensel wrth eu henw.

- Select **Edit/View sub users** from the dropdown to add or edit sub users.
- Select Create New Provider User to add a new user

Note: the Username should be the user's email address.

- Toggle the Allow Login Methods on (blue).
- The email address needs to be unique in the system.
- To edit users, click on the pencil next to their name.



Created	Status	Edit
09/02/2021	Active	
04/03/2021	Inactive	
04/03/2021	Active	
26/03/2021	Active	
26/03/2021	Active	
26/03/2021	Active	
15/06/2022	Active	