



How to transfer your school and ECTs to United AB

1. Go to the login page for United AB.
<https://united.ectmanager.com/Login.aspx>
Check you are on the right page by looking for our logo in the top left corner.

2. Click the yellow button in the blue box which says 'register your school'.
3. Enter your school's postcode.
This will search the whole of ECT Manager to find your school.

School not found

Email unitedab@unitedlearning.com to add your school. This means you haven't been using ECT Manager so far.

School is found

This will show you a list of all the Appropriate Bodies it was found at. This may be one, or it may be several.

4. Tick the box next to the school at the AB where you **have current ECTs or have most recently had your ECTs**.
Don't worry if your school name isn't accurate, you can update this later.
Once you have ticked the school on the left hand side, click the 'continue with selected school' button at the bottom of the page.

Schools Found

Below is a list of schools we found that match that postcode. If the school is in the list, then please check the box next to the school and click the 'Continue with Selected School' button.

If you see your school at more than one AB, please choose the school that is **relevant to the ECTs that you currently or have most recently had** rather than by the most accurate school name, that can be updated later.

If your school is not shown, please contact United Appropriate Body (run by Swindon and Wiltshire TSH) directly on **01202 527818** to ask them to add your school..

Please call 01202 527818 Ext 5145

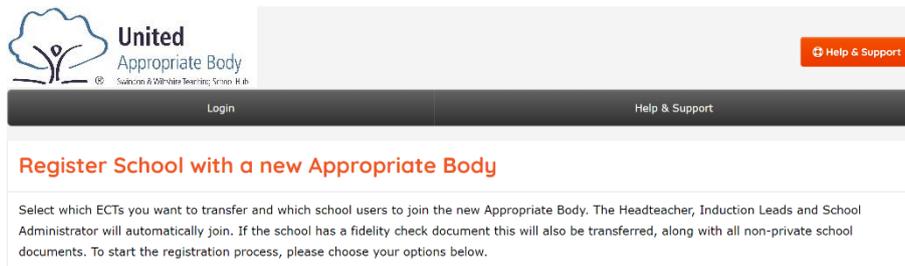
School	AB	Active ECTs
<input type="checkbox"/> Demo Academy	Wiltshire	19
<input type="checkbox"/> Demo Academy	National Teacher Accreditation	0

Schools Found

Continue with Selected School

5. You will be asked to login. Use your current ECT Manager log in (this will be for your current AB).

This will take you to the 'Register school with a new Appropriate Body' page. Check for our logo in the top left again.



Login to verify

To verify this school transfer to United Appropriate Body with their Wiltshire credentials below

Username:

Password:

When you later click the green button 'Finish School registration', the Headteacher, Induction Leads and School Administrator (if there is one) will all automatically transfer to United Appropriate Body along with the school records, and fidelity forms (if applicable).

6. It will ask you to select which ECTs you wish to transfer to United AB by clicking next to their names. The leaving date will populate automatically, but is worth a quick check. This should be the end date of the term with their current AB - NOT their contract end date or the date they resigned for example. When you select an ECT, their tutor will automatically appear in the tutor list below.

Which ECTs would you like to transfer? (optional)

Below is a list of ECTs at your school available for transfer. To transfer their induction to **Demo Teaching School Hub**, please tick the box next to their name. The tutors of selected ECTs will also be transferred.

<input type="checkbox"/>	Name	Status	TRN	FTE	Leaving Date			Tutor
<input type="checkbox"/>	Aaron Guy	Authorised	1234567	5	4	July	2023	Colin Collins

The ECTs can be selected but **won't be transferred at this time**, they will only transfer once their old Appropriate Body has read and reviewed their report or twenty days after their leaving date has passed if their reports haven't been signed. This is to ensure their records are correctly communicated to the TRA.

This will occur automatically however, if you select now to transfer them. If you want to do this at a later date, this is also possible but will generate more work for you.

7. Select the Induction Tutors you'd like to transfer too.

Which tutors would you like to join the new Appropriate Body? (optional)

Below is a list of other tutors currently at your school. If you would like them to also be able to login to **L.E.A.D Teaching School Hub** please tick the box next to their name.

<input type="checkbox"/>	Name	Role
<input type="checkbox"/>	Aviva Collins	Tutor

8. Click finish registration in the green box.

This will alert United AB who will authorise your registration.

You will receive an email to confirm that your school has requested the transfer and another when United AB authorises you. Your school users (induction tutors and school administrators) will also receive an email to let them know. You will all be able to log in with your same usernames and passwords as you already have.

At this point, you can log into [United AB](#) and start to register any new ECTs starting their induction in September.

ECT Manager support video A short 5 minute help video from ECT Manager can be access by clicking [here](#).