

Any problems? Contact Customer Service customerservice.eltonline@oup.com Tel: +44 (0)1865 354500

Chain Management Accounts Getting started

Create a chain management account if you:

- \checkmark are the head of an organisation with schools, campuses or offices in different locations.
- \checkmark want to buy test licences in bulk and transfer them to members of your organisation.
- \checkmark want to have access to your chain members' accounts.

Opening a Chain Management Account

Step 1 - register or log in

Not yet registered?

Go to www.oxfordenglishtesting.com/login and click the <u>I would like to register my</u> organisation link. Fill in the details and register. You will be sent log in details by email. Check your spam/junk folder if the email does not appear in your Inbox.

You can then buy tests in the Online shop.

Already registered?

Go to www.oxfordenglishtesting.com/login and log in.

Step 2 - create a chain account

- 1. Click the My account tab.
- 2. Click the **Create chain** button at the bottom of the page and follow the instructions.



3. Log out and then log in again. You'll see a new Manage Chain tab, where you manage your members' accounts.





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Adding members to your chain

Your members need to open their own accounts and then request to join your chain. To do this you need to provide them with your *Organisation ID* and *Authorisation code*.

Step 1 - find your Organisation ID and Authorisation code

- 1. Login at www.oxfordenglishtesting.com/login
- 2. Click the Admin tab and select Manage organisation settings.
- 3. Make a note of your Organisation ID and Authorisation code.

	Home	Admin	Tests	Online praction	ce My accou	nt Manage chain
oxford english testing .com					Organisat	ion: Oxford University Press Logged in: Jane Smith Log out
Organisation details	Manage organisa	ation settings: Org	anisation details			Help for this page
View licences	To update your organ After changing the ac	isation name, or to cha count holder, log in as t anisation ID	nge account holder details he new account holder and	make the required I use the 'My accour	change and click 'save' nt' tab to change other d	letails such as email address.
Create grade cards	Organi	sation name Oxford	University Press			
Define organisation fields	Account	owner email	A signationate com			
Set registration fields	Account owner repe	at password				
Add extra columns	Author	Time zone (GMT)	Greenwich Mean Time : Du	ıblin, Edinburgh, Li	sbon, London 🔻	
Upload logo	Men	iber of chain n/a				
Default in file	Odve		and the second second second	an a		hard the state of

Step 2 - Invite members to join

Send an email similar to the one below to your chain members replacing the XXXXX with a name, and your ID and Code:

00	New Message	\bigcirc			
Send Attach Address	Save As Draft				
Dear XXXXX,					
We will shortly be star for your students, I ne	rting to use www.oxfordenglishtesting.com. So that I can give you tests eed you to register and link your account to mine.				
1. Go to www.oxforde organisation link.	englishtesting.com/login and click the I would like to register my				
2. Enter all the registr 3. Check your email for	ration information and click Register . Then click Save registration details or your login details.	•			
4. Go to www.oxfordenglishtesting.com/login and enter your login details.					
5. Click the Admin tab and select Manage organisation settings.					
6. Click Join / leave c	chain on the menu on the left.				
7. Enter the following	, Information:				
Authorisation Code	: XXXX-XXXX-XXXX				
8. Click Continue.					
9. Click Apply to join		- 18			
Best Wishes,					