# Chain Management Accounts
## Getting started

**Create a chain management account if you:**
✓ are the head of an organisation with schools, campuses or offices in different locations.
✓ want to buy test licences in bulk and transfer them to members of your organisation.
✓ 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 I would like to register my 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.
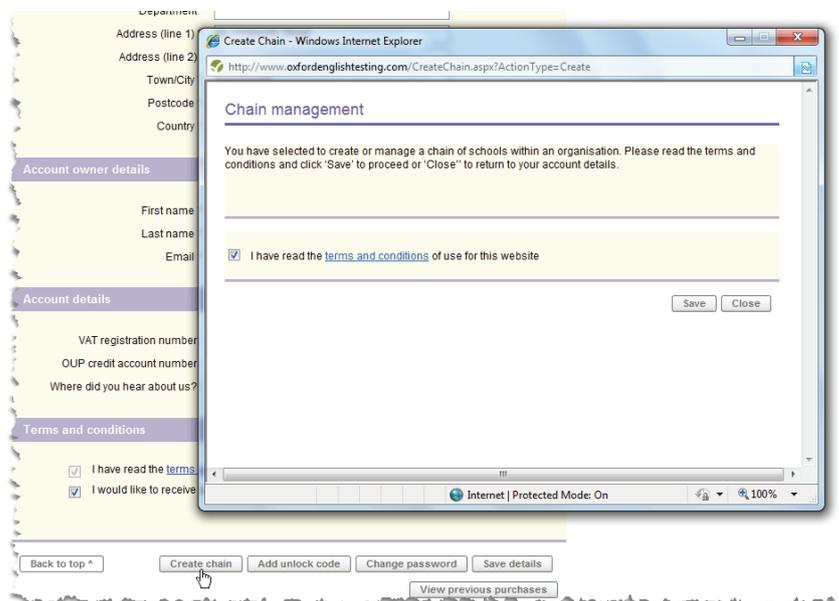
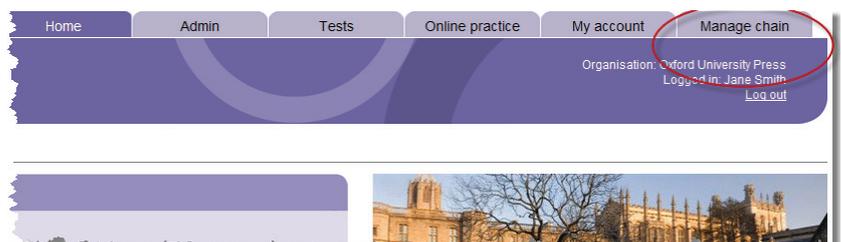You can then buy tests in the **Online shop**.

**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.
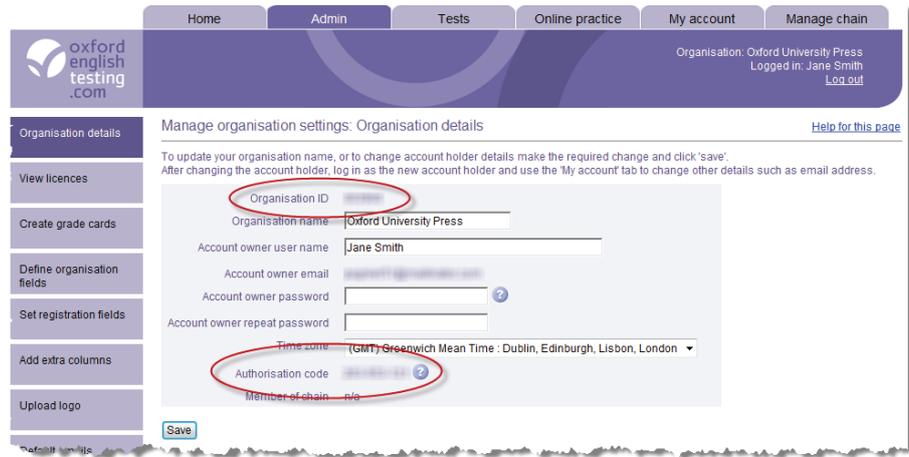
# Adding members to your chain

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*.

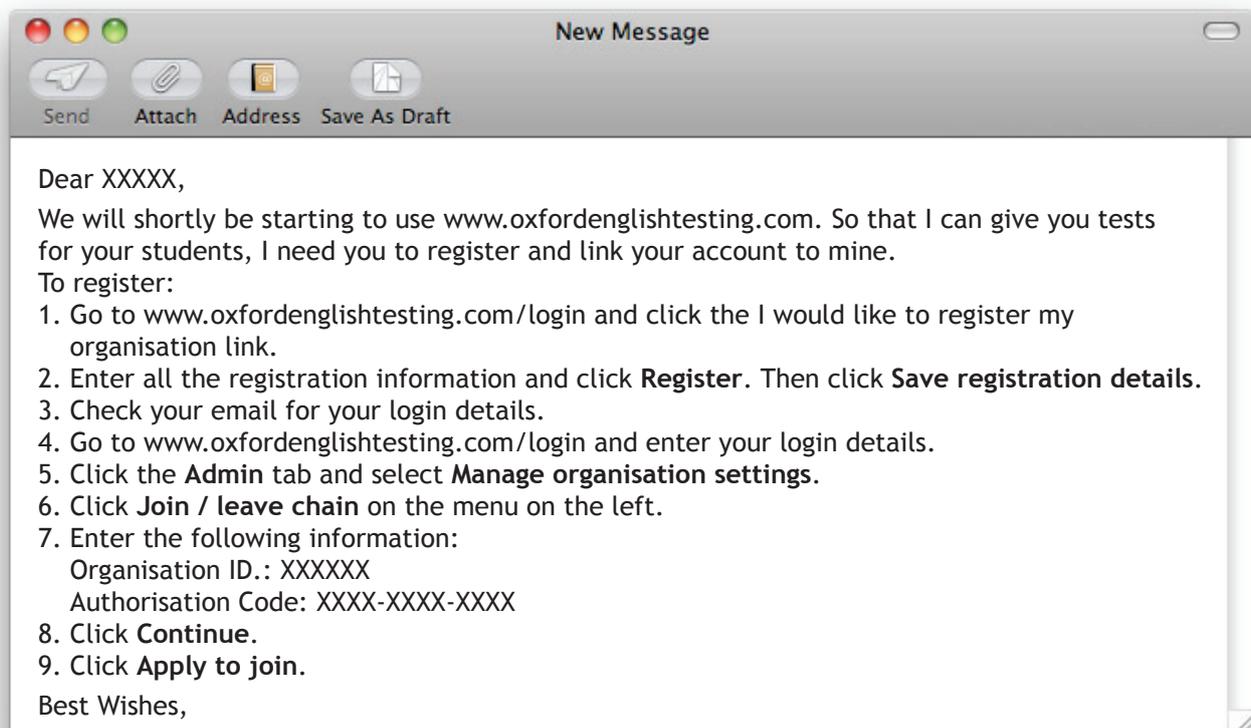## Step 1 – find your *Organisation ID* and *Authorisation code*

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*.



## 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:



Dear XXXXX,

We will shortly be starting to use www.oxfordenglishtesting.com. So that I can give you tests
for your students, I need you to register and link your account to mine.
To register:

1. Go to www.oxfordenglishtesting.com/login and click the I would like to register my
   organisation link.
2. Enter all the registration information and click **Register**. Then click **Save registration details**.
3. Check your email for 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 chain** on the menu on the left.
7. Enter the following information:
   Organisation ID.: XXXXXX
   Authorisation Code: XXXX-XXXX-XXXX
8. Click **Continue**.
9. Click **Apply to join**.

Best Wishes,