Online Services
Account Activation Guide for New Candidates

Contents

About the Site

New Directions Education Ltd uses a secure website so that allows you to view your payslips as soon as they have been processed by our payroll team. Doing this helps us to be more environmentally friendly and enables us to offer you additional services, for example viewing your past and future bookings, confirming timesheets and being able to send messages to your Account Manager.

Where is it?

The site is available at www.ndteach.co.uk . There is also some information relevant to the education sector available on the site, so it is worth checking it now and again.

How do I access it?

On the right-hand side of the page you will see the below link:

Client/Candidate Log In

328 Vacancies Available.

You will now be presented with the following page:

New Directions Online Services

Your account at your fingertips
24 hours a day, 7 days a week
Log Out

Welcome to New Directions

For Candidates: If this is the first time you have used this website then you will need to Activate your account. (New Directions Education has provided an account activation guide).

Candidate Login

NI Number	ND123456A
Company	Education
Password	••••••••

Submit

Client Login

Client Ref	YE190022C
Password	•••••

Submit

- New User? Activate your Account for online access.
- Lost Password?
- New User Account Activation Guide (Education)

Candidate Login

This login is for individuals who work for us on a temporary or permanent basis.

Please note that to activate your account you have to be registered with us.

This is a facility for existing candidates. If you are not currently registered with us then please contact us on 029 2039 0150.

- Lost Password?

Client login

This login is for all organisations who use our recruitment and training services.

If you do not know your Client Ref please call the accounts team on 029 2039 0150.

You should see a closed padlock symbol in your browser which shows that the site is secured just like when you bank online.
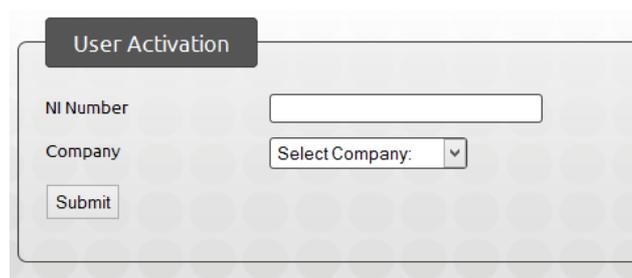
Once you have activated your account you will be able to log in from this page just by entering your National Insurance number and password. Additionally you will need to select the company you are working for. (Education, Social Care or Care & Support)

Activating your account

The first time you log into the site you will need to activate

your account. Halfway down the page (beneath the login box)

you will see this text:

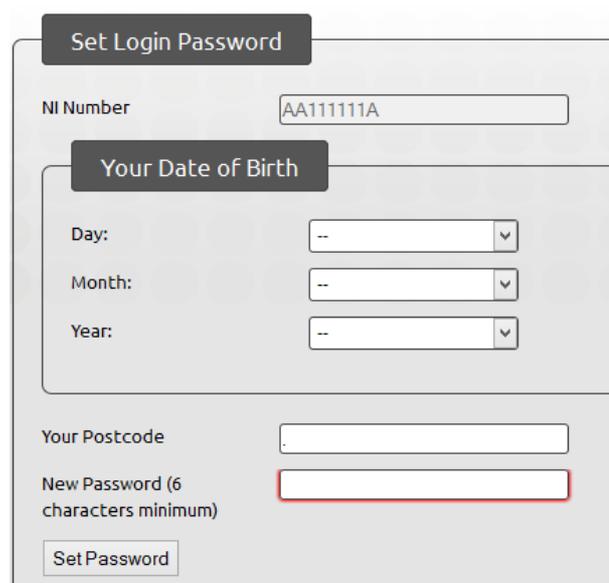'New User? Activate your Account for online access.'

Click on that link and enter your National Insurance number in the box and select your relevant company (Education, Social Care or Care & Support) see below:

Click the 'Submit' Button. You will now be presented with the

page below:

Please enter your Date of Birth, Postcode and a password that you can remember easily in the boxes provided. Your password needs to be at least 6 characters long. Click 'Set Password'.

You will now see the following box:
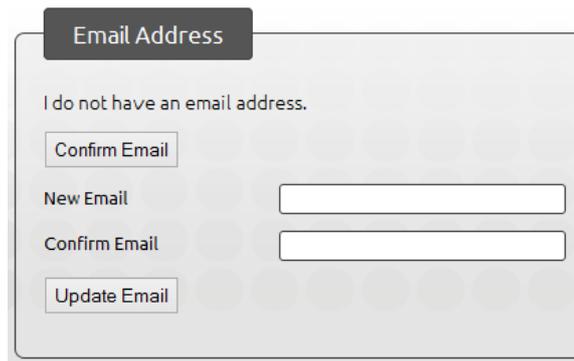
Email Address

I do not have an email address.

Confirm Email

New Email

Confirm Email

Update Email

We'll show you what we have recorded as your email address. If this is correct click 'Confirm
Email' or if not enter your correct address in the boxes provided and click

'Update Email'. Congratulations! You have now activated your account for

using the Online Services.