English e-Library
Getting started

Lead user (administrator) guide
This guide covers the following lead user functions

- How to login
- Creating and using teacher access codes*
- How to access titles as an admin
- How teachers use an access code* to self-register
- How teachers create groups and student access codes*
- How students use an access code* to self-register

* Access codes are given to teacher by the lead user and to students by their teacher. This can be done via email, or whatever method works best for your school.
Quick help options

- Our **Frequently Asked Questions** may have the answer
- A User Guide can be found when you login to the English e-Library
- Reset your password here: [https://elevate.cambridge.org/AQA/Elevate/common/forgotpassword.aspx](https://elevate.cambridge.org/AQA/Elevate/common/forgotpassword.aspx)

The Cambridge Elevate web application is supported on the following browsers and versions:
  - Internet Explorer (10.0.9200.16521 & above)
  - Mozilla Firefox (36.0.4 & above)
  - Google Chrome (41.0.2272.101 & above)
  - Safari (8.0 & above).

The Cambridge Elevate app is available from the Apple store and the Google Play store, and is compatible with 7" screen tablet devices on the following operating systems:
  - iOS (7.1 & above)
  - Android (4.1 & above)
Lead user: logging in

Administrators receive an email with their username and password
Lead user: logging in

To login, go to https://elevate.cambridge.org/AQA/Elevate/Login.aspx

Enter the username and password from the email
Lead user: logging in

Read and accept the Terms and conditions

[Image of a computer screen showing the Terms of Use page for Cambridge Elevate (CE)].

**TERMS OF USE**

This Terms of Use (together with the documents referred to in it) is a legal agreement between You, the End User, and Us. By accepting the Terms of Use and by using the Platform You are indicating that You agree to be bound by the Terms of Use. Please note there are sections within this Terms of Use which are applicable to you depending on your access level and usage rights. Please read these Terms of Use very carefully.

If you do not agree to the Terms of Use, you are not authorised to use or continue to use the Platform.

We may amend the Terms of Use at any time and any revised version will be displayed on the Platform. Please check this page from time to time to take notice of any changes we make.

1. INFORMATION ABOUT US

1.1. The Platform is a site operated by Cambridge University Press. Cambridge University Press is a trading name of the Chancellor, Masters, and Scholars of the University of Cambridge and Our principal place of business is at the University Printing House, Shaftesbury Road, Cambridge, CB2 8BS. Our VAT number is GB 23847809.

1.2. In the event of any comments or questions concerning the Terms of Use, please contact us by e-mailing Legal and Business Affairs at legalbusiness@cambridge.org or writing to Legal and Business Affairs at University Printing House, Shaftesbury Road, Cambridge, CB2 8BS.

2. OTHER APPLICABLE TERMS

2.1. Our Privacy Policy (https://elevate.cambridge.org/elevate/USTerms/PrivacyPolicy.html) sets out the terms on which We process any personal data We collect from You, or that You provide to Us. By using the Platform, you consent to such processing and you warrant that all data provided by You is accurate.

2.2. Our Cookie Policy sets out information about use of cookies on Our Platform and can also be found at https://elevate.cambridge.org/elevate/USTerms/PrivacyPolicy.html.

2.3. If you use Our Mobile Application, Our Mobile Application terms of use.

3. DEFINITIONS

3.1. Account: means an Authorised User account on the Platform;

3.2. Activate: means registering an Online Product for an Account;

3.3. Access Code: means the code used to register and activate the Online Product;

3.4. Administrator(s): individual(s) authorised by the Institution to administer Teachers and Online Product access on behalf of the Institution.

[Options to Accept or Cancel the terms are visible on the screen.]
Lead user: creating an access code

You will see the titles available to your school. Titles which are not yet published will appear as ‘coming soon’
Lead user: creating an access code

Select the title(s) for which you would like to make an access code. This should be based on which texts you are teaching.

Tick the small grey box on the top left next to the title(s) to make the code.
Lead user: creating an access code

And then select ‘create code’

The access code can be given to teachers via email, instant message, or whatever method works best for your school or college.
Lead user: creating an access code

The first time you create a code, you’ll be asked to create an ‘institution code’. You will only be asked to do this once and this code will prefix all other codes.
Lead user: need to fix an existing code?

Either select the title or go to the ‘access code usage’ tab to see all of the codes
Lead user: using an access code

To use an access code as a lead user, press the ‘teacher’ button and ‘add a title’

Admins can go between Teacher and Admin pages

Enter the code and press ‘add’
Lead user: using an access code

The titles will then be on your teacher dashboard
Teacher access – first login

The lead user will give teachers the access code to the titles they are teaching, so the teacher can go on and self register. For example, if you are a GCSE teacher teaching Macbeth, Great Expectations and Telling tales: short story anthology, the lead user will have selected those titles when generating your access code.
Teacher access: first login

Teachers enter their details

- Username
- First name
- Last name
- Email address
- Confirm email address
- Password
- Confirm password

* Mandatory fields

Copyright © AQA and its licensors. All rights reserved.
Teacher access: first login

Read and accept the terms and conditions

Accept
Cancel
Teacher access: first login

Teachers will have access to the titles and can create groups.
**Teacher access: creating groups**

To create a group, press ‘add group’ and complete the details.

This is the access code students will use to self-register and access the title. It will also put them in the corresponding group.
Teacher access: creating groups

To find an access code and view group info, press ‘group details’
Student access: first login

The teacher will give students the access code to self-register

Enter the access code

The access code can be given to students via email or whatever method works best for your school or college
Student access: first login

Students enter their details

![Screen capture of the registration form](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>Required field for the student's unique identifier</td>
</tr>
<tr>
<td>First name</td>
<td>Required field for the student's first name</td>
</tr>
<tr>
<td>Last name</td>
<td>Required field for the student's last name</td>
</tr>
<tr>
<td>Email address</td>
<td>Required field for the student's email address</td>
</tr>
<tr>
<td>Confirm email address</td>
<td>Field to confirm the email address</td>
</tr>
<tr>
<td>Password</td>
<td>Required field for the student's password</td>
</tr>
<tr>
<td>Confirm password</td>
<td>Field to confirm the password</td>
</tr>
</tbody>
</table>

* Mandatory fields
Student access: first login

Students will then have access to the titles and will be a member of the group
Still need help?

Press the menu panel to get to the help button.