Manage trainers and assessors in Sentinel

This section is designed to outline how you should manage your online account simply. As a Training Provider, you should already have access to the Sentinel system here: https://www.railsentinel.co.uk/Sentinel/Account/LogOn however if you do not then please call the Sentinel helpdesk on **0330 726 2222**

Once you have logged in, you should be able to see a maintenance section on the dashboard, called 'Maintenance' which gives you an opportunity to:

- View / access trainer and assessor records
- Create logins for trainers and assessors

This should be self-explanatory, however below is a 'step-by-step' guide if you are unsure:

1. **View trainer and assessor records**

You can view and access records in two ways:

- Search for Trainers & Assessors by name in the 'Search' box

Or

- Double click on a name in the list which then allows you access to:
  - Details - view and edit basic details as well as Suspend the Trainer
  - Capabilities - view capabilities to Train and or Assess
  - Competences – view competences and expiry dates

2. **Create logins**

To create a login for a new Trainer or Assessor:

- Click the 'My Account' icon on the System Dashboard then:
- Click 'Manage Colleague Logins'

You will now see a list of people who already have access.

- To add a new person, click 'Add'
- Choose the 'Type of login' from the drop down list, and then fill in the remaining fields
- When you click save, an email will be sent to the user with their login details