

How to Activate your Organisation's Alps Connect Account

To submit data to us or access your reports, you will need to activate your Organisation's Alps Connect account. Alps Connect uses the same user name and password as our previous system, myAlps. If you have a myAlps account that is linked to your Organisation then you will be able to login to Alps Connect using your myAlps username and password.

1 Get your activation code

If you are unsure whether your Organisation has an activated account, then get in touch with us on **01484 887 600**, or email us at **connect@alps.education**.

2 Activate your Organisation's Alps Connect account

Follow the instructions on your activation letter. You will be asked to confirm your Organisation's details.

3 Create your personal account

Once activated you will be taken to a sign in screen. You will need to create a personal Connect account. This account will be linked to your Organisation.

You will receive a confirmation email, click on the link to confirm your email address – you will then have a personal Alps Connect account. If you do not receive the above confirmation email, please check your junk or spam folders.

4 Add other users

As you have activated the school account, the account you login with will automatically have administrator permissions. This means you can add users and control the permissions of the users. We recommend that you add at least one other account Administrator.

Details of how to add users and manage user permissions are available in our **Adding Users** guide.

If you have any questions or require any assistance, our Customer Support Team are always happy to help.

You can contact us on:

01484 887 600, 9am-5pm Monday-Friday,
or email **connect@alps.education**

