

# UCL ECT Development Programme

## Getting Started on UCL Extend

(Updated August 2023)

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### Section 1: How to access UCL Extend

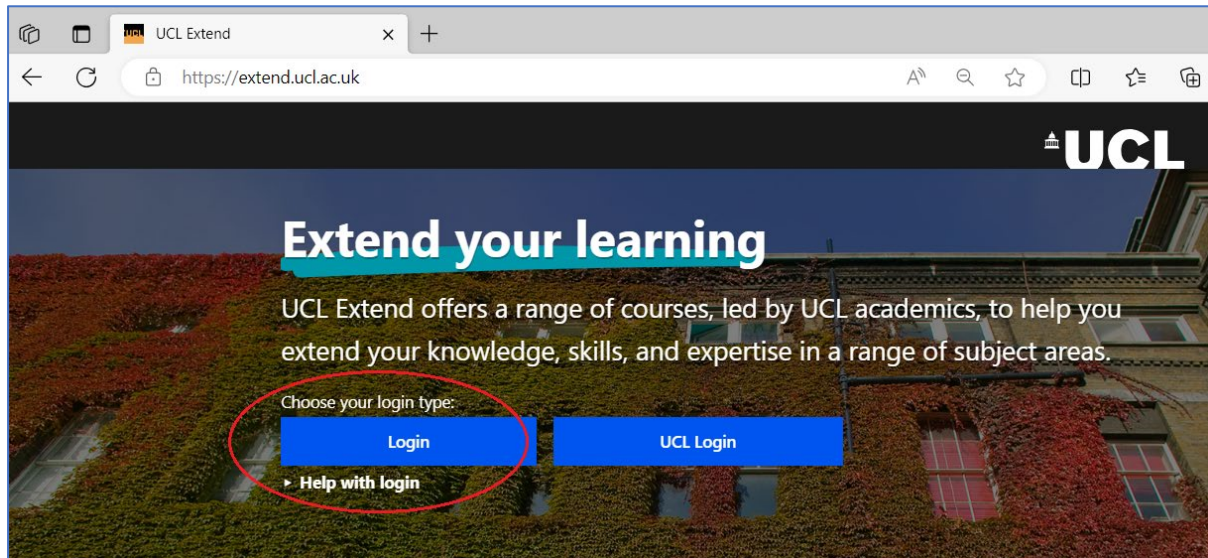
Please note the following when trying to access UCL Extend:

- You should receive an autogenerated email from UCL Extend with your username and password. It takes a few days for the registration with the DfE to filter through the system and your Extend account to be created.
- Do not try to create your own account on Extend – you cannot enrol yourself on the ECF Extend site.
- If you do not get an email with log in details, check your junk email folder.
- If you've checked your junk folder and you are still unable to locate the email with login credentials, try the 'Lost password' option. This should work even if you haven't had the original email with password from UCL Extend
- Everyone is enrolled as a **“learner”** – whether they are a mentor, ECT or induction coordinator or facilitator.

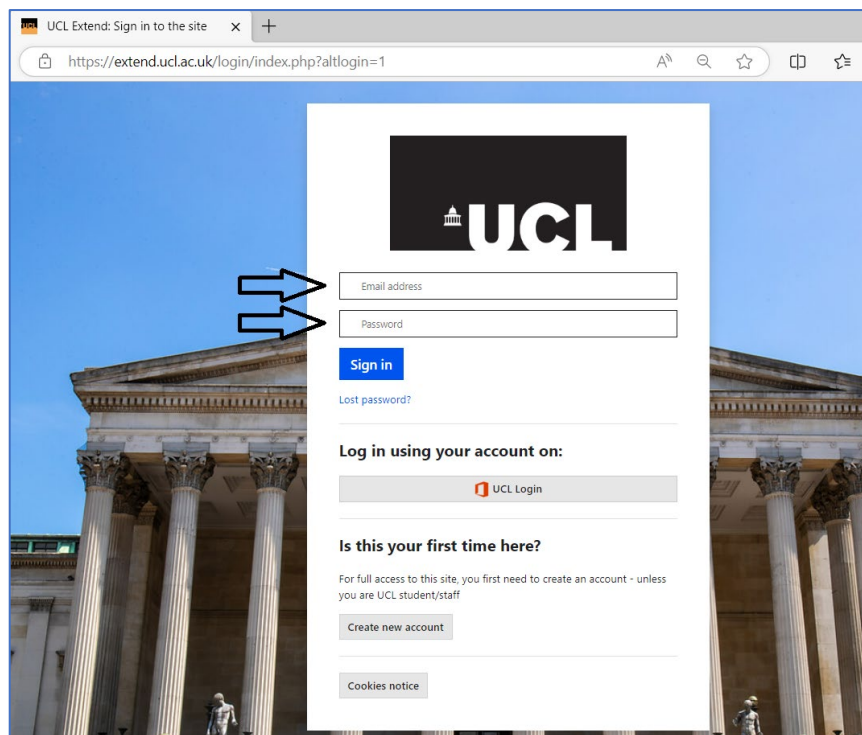
## 1.1 Login instructions

**Step 1:** To access UCL Extend, follow the link to the [UCL Extend front page](https://extend.ucl.ac.uk).

**Step 2:** Click on the 'Login' box on the left.

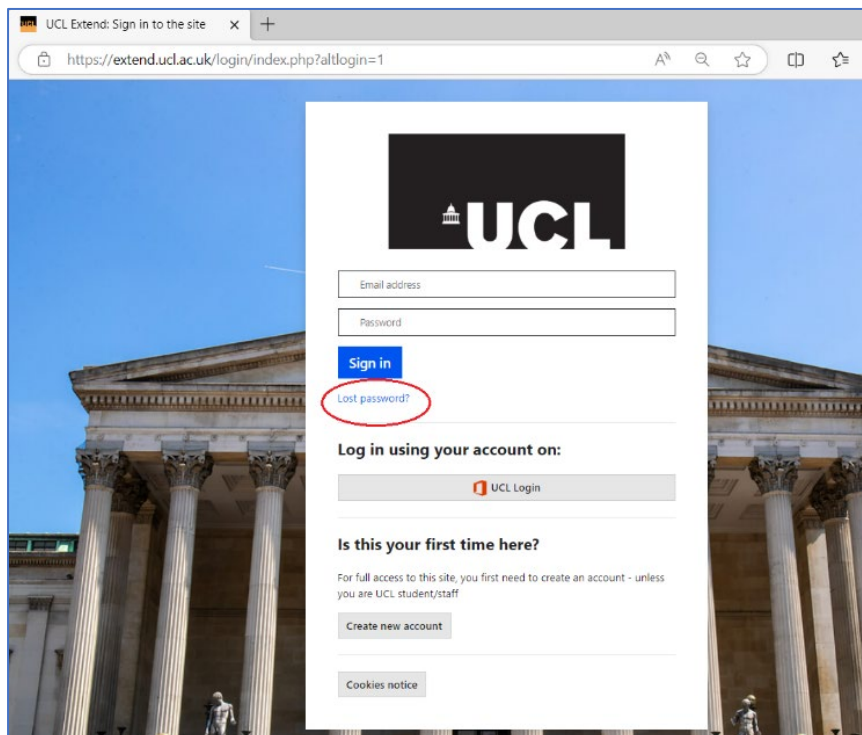


**Step 3:** On the next page, enter your email address and password received via autogenerated email from UCL Extend in the corresponding boxes. See screenshot below.

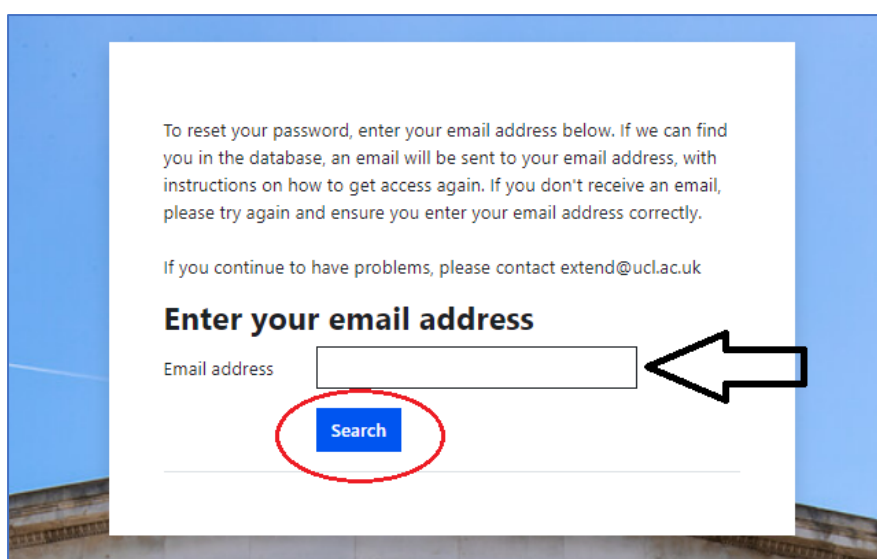


## 1.2 Password Reset

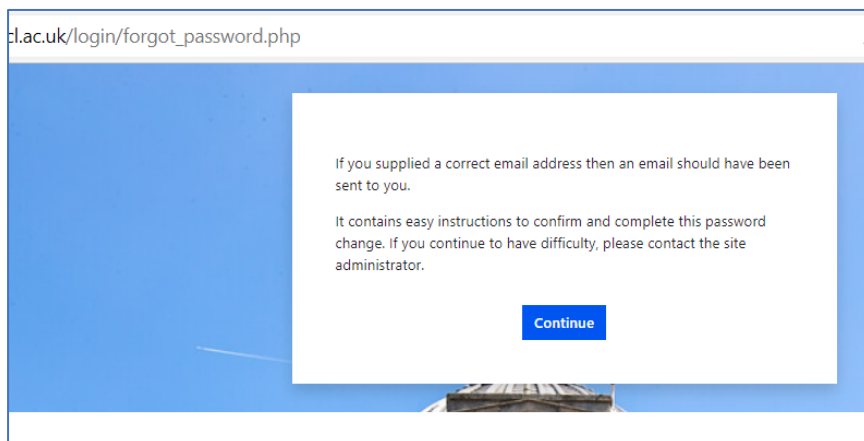
If you are unsure of your password, **click on 'Lost password?'**. You will then be redirected to a page to enter your email address.



Once directed to the 'Lost password?' screen, **enter your email and click on the 'search' button.** **NOTE:** This must be the same as the email that your school registered you with on the DfE online service.



Once you have completed the steps above, you should see a message stating:  
 'If you supplied a correct email address then an email should have been sent to you.  
 It contains easy instructions to confirm and complete the password change. If you  
 continue to have difficulty, please contact [extend@ucl.ac.uk](mailto:extend@ucl.ac.uk).'



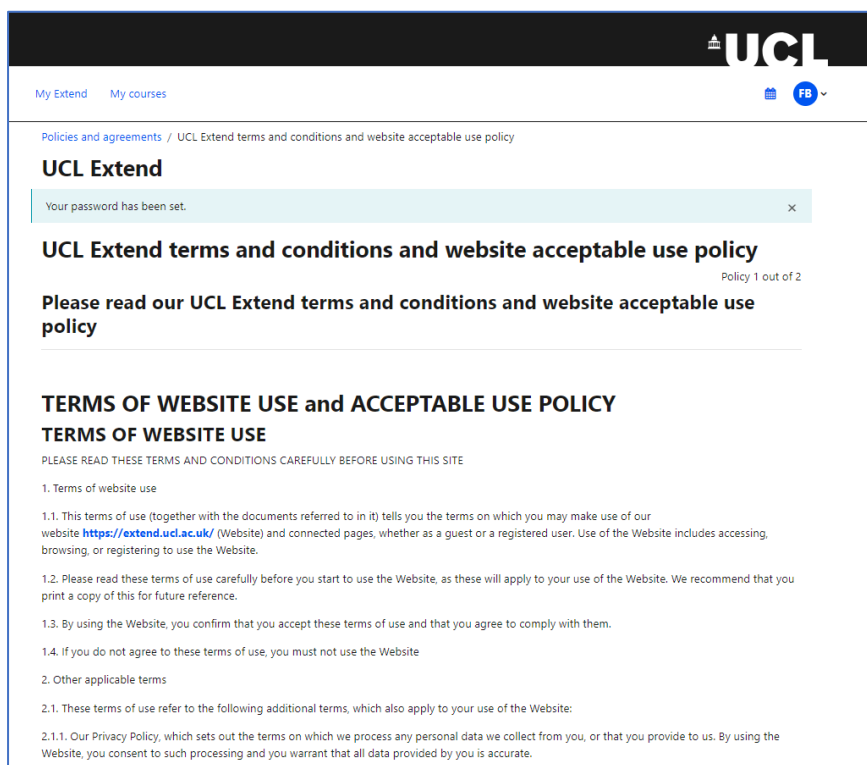
## 1.3 Troubleshooting

If you have tried 'Lost password' and you do not receive an email from UCL Extend with a link to set a new password, do the following:

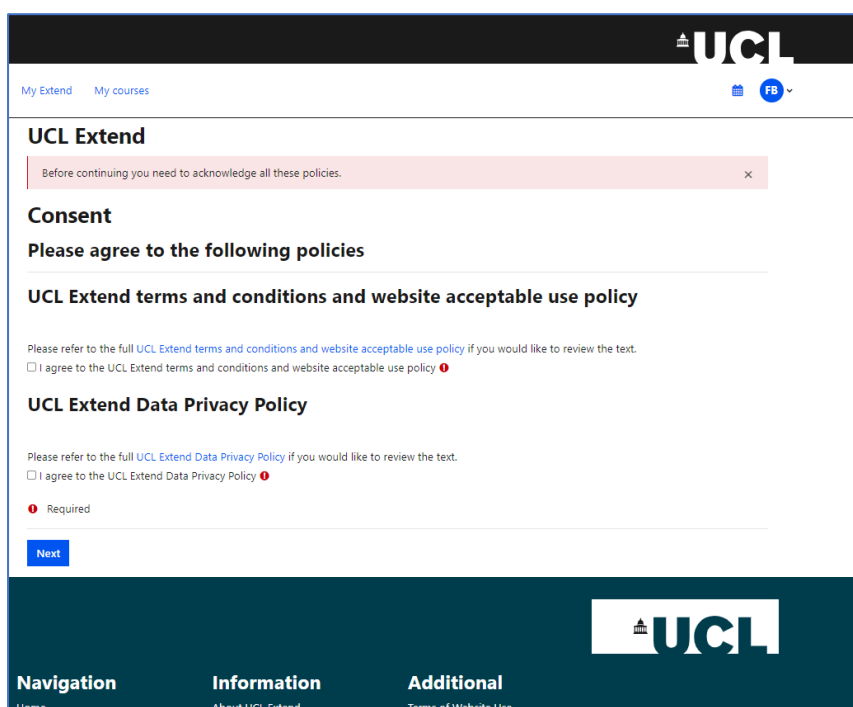
- Check with your School IT systems support that the school spam filter is not blocking receipt of emails from UCL Extend.
- If there is no spam filter contact your delivery partner (Teaching School Hub) directly or via your induction tutor. Your delivery partner (Teaching School Hub) will escalate to UCL.

## Section 2: How to access the UCL ECT Development programme

**Step 1:** Read and confirm that you accept the UCL Extend terms and conditions, website acceptable use and Data Privacy policies

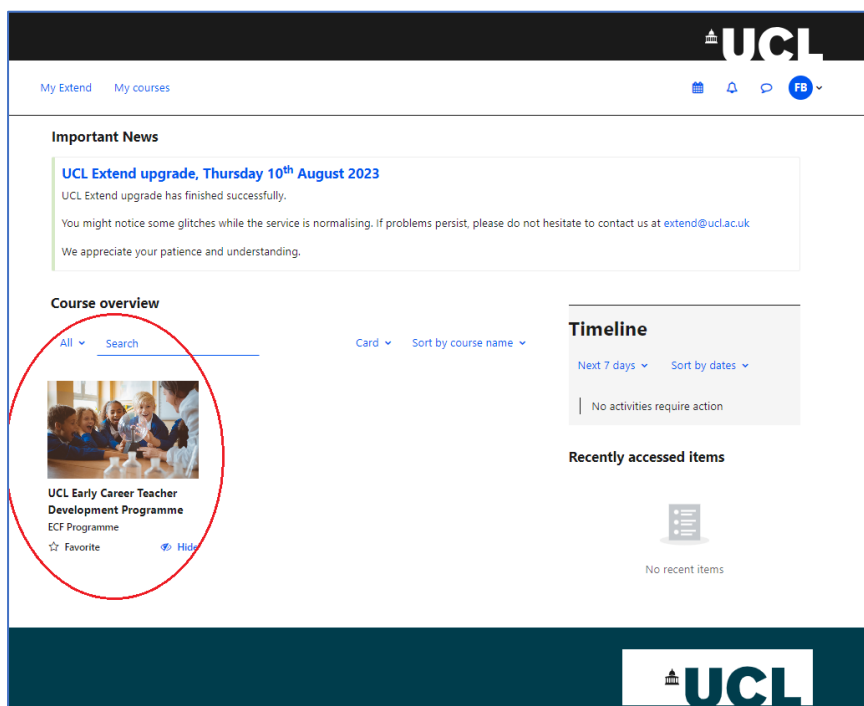


The screenshot shows the UCL Extend website interface. At the top, there's a navigation bar with 'My Extend' and 'My courses' links. Below this, a breadcrumb trail reads 'Policies and agreements / UCL Extend terms and conditions and website acceptable use policy'. The main heading is 'UCL Extend', followed by a success message: 'Your password has been set.' Below this is the title 'UCL Extend terms and conditions and website acceptable use policy' with a sub-header 'Policy 1 out of 2'. The main content area is titled 'TERMS OF WEBSITE USE and ACCEPTABLE USE POLICY' and 'TERMS OF WEBSITE USE'. It begins with a warning: 'PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE USING THIS SITE'. The content is organized into sections: '1. Terms of website use' and '2. Other applicable terms'. Section 1 includes sub-points 1.1, 1.2, 1.3, and 1.4, detailing the terms of use and the requirement to accept them. Section 2 includes sub-point 2.1, which refers to additional terms, and 2.1.1, which refers to the Privacy Policy.

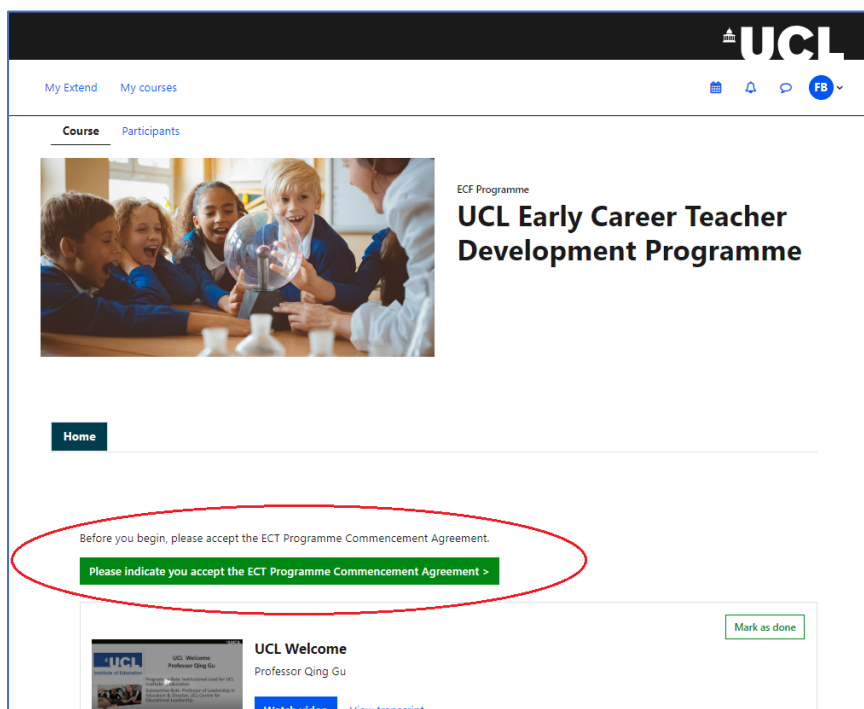


The screenshot shows the UCL Extend website interface for the consent step. At the top, there's a navigation bar with 'My Extend' and 'My courses' links. Below this, a breadcrumb trail reads 'Policies and agreements / UCL Extend terms and conditions and website acceptable use policy'. The main heading is 'UCL Extend', followed by a warning message: 'Before continuing you need to acknowledge all these policies.' Below this is the title 'Consent' and the heading 'Please agree to the following policies'. The main content area is titled 'UCL Extend terms and conditions and website acceptable use policy'. It begins with a warning: 'Please refer to the full UCL Extend terms and conditions and website acceptable use policy if you would like to review the text.' Below this is a checkbox labeled 'I agree to the UCL Extend terms and conditions and website acceptable use policy' with a red error icon. The next section is titled 'UCL Extend Data Privacy Policy'. It begins with a warning: 'Please refer to the full UCL Extend Data Privacy Policy if you would like to review the text.' Below this is a checkbox labeled 'I agree to the UCL Extend Data Privacy Policy' with a red error icon. At the bottom, there's a 'Next' button. The footer contains a navigation menu with 'Home', 'About UCL Extend', and 'Terms of Website Use' links.

**Step 2:** To access the programme, **select the ECF programme page** in your UCL Extend dashboard as shown below

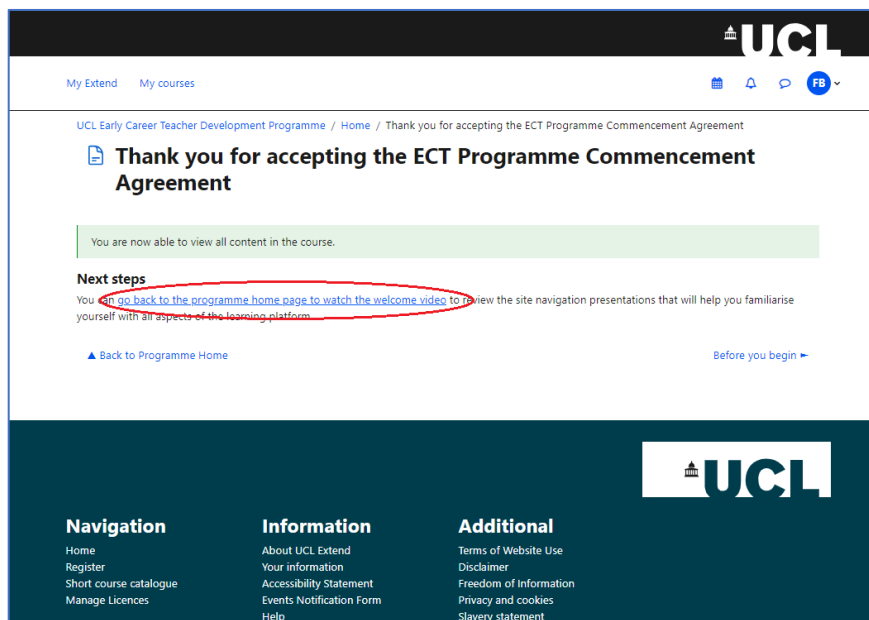


**Step 3:** When accessing the programme course page for the first time, **click on the green button to read and confirm that you accept the 'Programme Commencement Agreement'**.

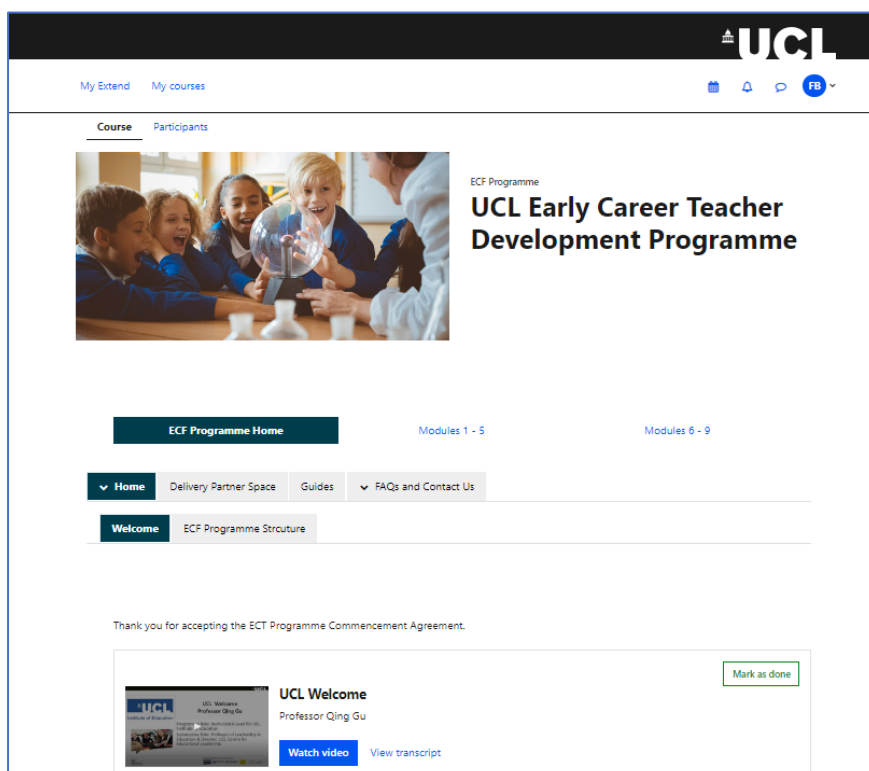


**Step 4:** After completing the 'Programme Commencement Agreement', You will be notified that you are now able to view the content on the course.

**Click on the link as shown below** to be redirected to the home page to watch the welcome video.



**Step 5:** You now have access to the programme course page content as seen below.



Please refer to the **UCL Extend ECT Programme Guide** to help you familiarise yourself with the ECT programme site.