

Accessing the Portal

(Secure Portal Guidance)



What You Need

To access the Secure Portal, you will require log in credentials (username and password); initially obtained from Open Awards.

It is advised that you attend Administration Training. For more information, [please contact us](#).

Portal Features & Navigation

For more information about basic Portal features, or for details concerning the navigation of the Portal, see the [General Functionality](#).

For detailed information regarding processes such as submitting registrations, awarding learners, or using the document manager, see the [relevant section of the guidance](#).

Logging In

To log into the Secure Portal, navigate to portal.openawards.org.uk. You may also access the Secure Portal via our website, at openawards.org.uk, using the 'Log In' button at the top of any page.

When at the log in page:

1. Enter your username (this is your forename and surname conjoined and in lower case, e.g. 'johnsmith' or 'janedoe').
2. Enter your password
3. By logging in, you are agreeing that you have read the Terms and Conditions
4. Click 'Log In'.

Click here to return to the [Secure Portal Guidance Menu](#).

Forgotten Your Password?

If you have forgotten your password, use the 'Forgotten Your Password' link and provide your username (as noted above) when prompted. An automated email will be sent to your registered email account containing your new password. You will be required to change all newly reset passwords upon login. For more information, see Changing Your Password.

If you experience any issues further to the above, [please contact us](#)

Changing Your Password

For security reasons, it is recommended that you select a new password on a periodic basis. You will be prompted upon login whenever this is required. Please follow the on screen instructions to configure a new password.

New passwords should be more than eight characters in length and contain at least one numeric character. If you experience any issues whilst changing your password, [please contact us](#)

If you want to change your password outside of these prompted intervals, you can do so via the [My Details](#) screen.

Click here to return to the [Secure Portal Guidance Menu](#).

More Information?

For more information, [please contact us](#)