

How to Set Up Access to the New Herts Primary Assessment Profile – Headteachers

This new online Assessment Profile replaces the Excel spreadsheet version that used to be downloadable from the grid. You need to register to be able to access this new tool.

1. Go to <http://atlas.hertslis.org/login>
2. Click on the **Register** button
3. **Please complete the form as the head of your school** (and not as an individual user as this will cause delay or automatic disapproval in the approval process).

Sign Up for Your New Account

User Name:

Password:


Confirm password:

E-mail:

Security question:

Answer:

Confirm: Enter the text shown in the image into the box below.



User name: Please create this as the name of your school suffixed with 'Head', as in example above. **Please ensure you remember your user name.**

Password: Please enter a password. Requirement is for a minimum of 7 characters with at least one non-alphanumeric character (e.g. a character like !"£\$%^).

Email address: Please use the email address that HCC usually communicates to you on. Typically this will be in the format of head@myschool.herts.sch.uk. If you register with an alternatively formatted email address, delays may occur in the approval process whilst we contact you to verify you are a school head. Approval for access will only be given to Headteachers. Any other users will be approved at the discretion of the Herts for Learning assessment team (hfl.assessment@hertsforlearning.co.uk).

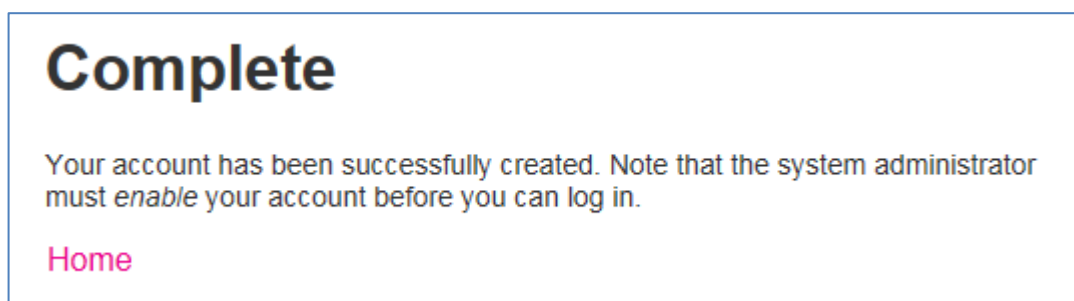
Security question: Please enter a question to which no other colleagues may know the answer. This will help you recover your password if you forget it.



Answer: The answer to your security question. (Case-sensitive.)

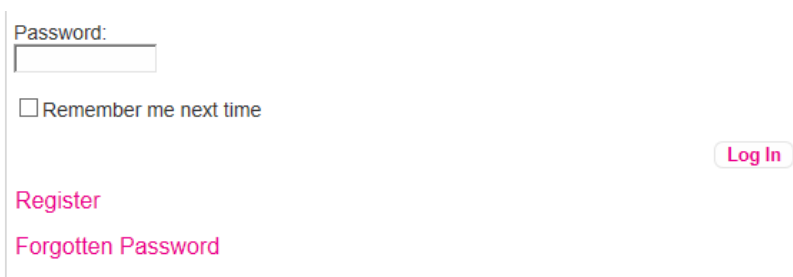
Confirm: Enter the characters that appear in the image below. (This is to prove to the server that you are not an automated machine applying for access).

4. Once successful, you should see the screen below. The request will go to the Data Collection Team at County Hall, who will process your request.



5. Keep an eye on the email address you registered with as you will be notified when the Data Collection Team has approved access. We will aim to process requests within 24 hours during working days. However it may take longer if there is a high volume of requests at the same time, therefore please allow at least 48 hours before contacting us (data.collection@hertfordshire.gov.uk).

If you forget your password, you can go back to the login screen (step 1) and use the 'Forgotten Password' at any time



How to Access the Herts Assessment Profile, once your login has been approved

You can navigate to the different areas of the Profile once logged in, by clicking on 'Profiles' on the left hand side of the screen.

Alternatively, you can go straight to the area you are interested in by clicking on the links below:

- <http://atlas.hertsllis.org/profiles/profile?profileId=1056> (EYFS GLD and Areas of Learning)
- <http://atlas.hertsllis.org/profiles/profile?profileId=1057> (EYFS Early Learning Goals)
- <http://atlas.hertsllis.org/profiles/profile?profileId=1055> (Year 1 Phonics)
- <http://atlas.hertsllis.org/profiles/profile?profileId=1052> (KS1 Attainment)
- <http://atlas.hertsllis.org/profiles/profile?profileId=1050> (KS2 Attainment)
- <http://atlas.hertsllis.org/profiles/profile?profileId=1054> (KS2 Progress)

