

Centre guide for first login to the new portal

1. Centres will receive the below “Welcome to ABE” email with a link to complete the activation process on the new portal.

From: support@abe-portal.protechwebdev.co.uk <support@abe-portal.protechwebdev.co.uk>
Sent: Thursday, March 2, 2023 3:28 PM
To: Cynthia Deyzel <CynthiaD@abeuk.com>
Subject: Welcome to ABE

You don't often get email from support@abe-portal.protechwebdev.co.uk. [Learn why this is important](#)

Portal User Welcome
Dear Cynthia Deyzel,

You have now been set up as **Centre Portal User** for **ZYX - ZYX College** on the ABE Education Candidate Registration Portal.

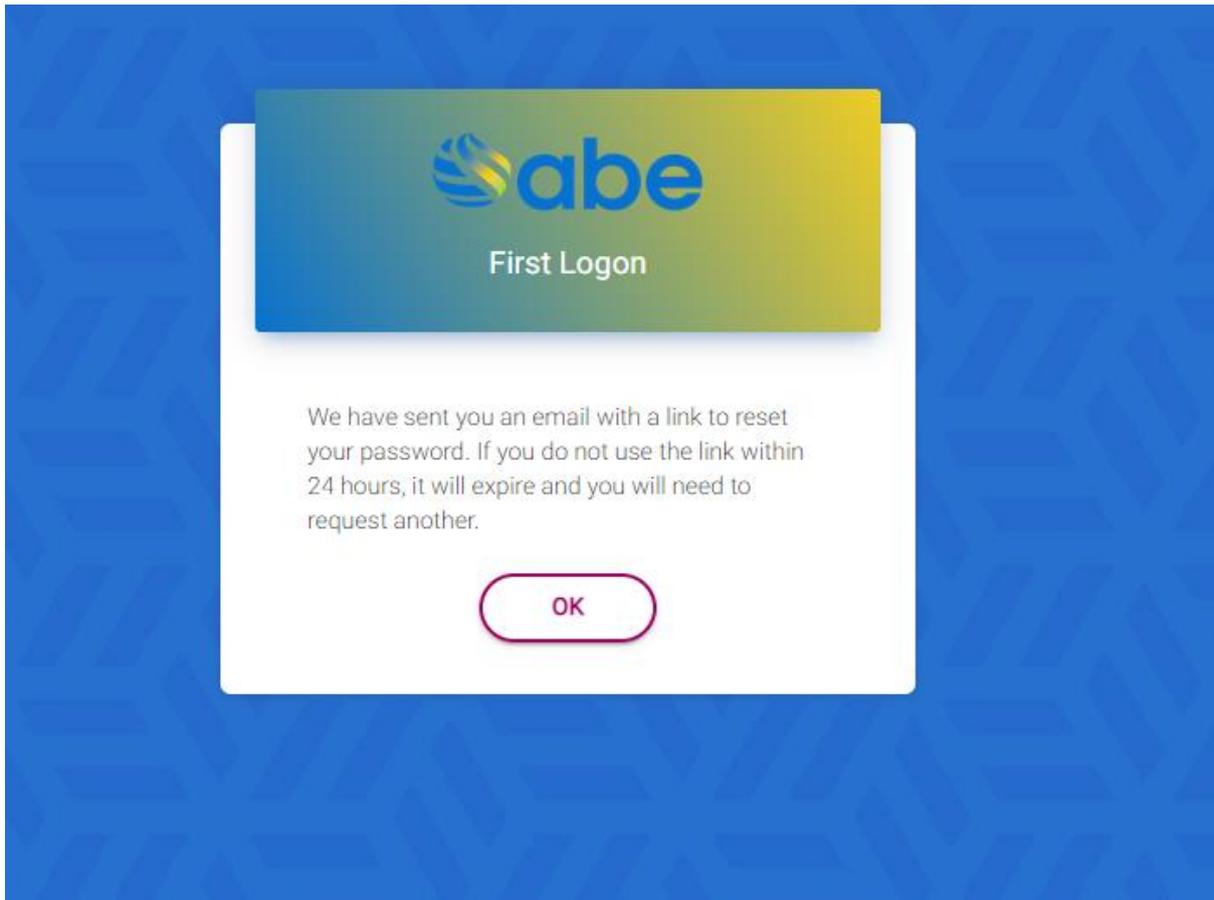
To complete the activation process, please follow the Url below:

<https://abe-portal-ga.protechwebdev.co.uk/resetpassword?&Username=CYNT000875&Code=64&ContactCounter=64>

Best Regards,
ABE Education Team

**** Something will be included to provide the source date (date of birth field) for first login. ****

2. After clicking on the activation link in the “Welcome to ABE” email in step 1, an email will be sent to confirm that the account has been activated, and the below message will appear in the web browser.





3. The below email is an example of the activation confirmation email. Click on the “SET PASSWORD” button, which will be a link that takes you to login screen in step 4.

This link is only valid for 24 hours.

Delete | Respond | Teams | Quick Steps |

Thank you for registering with the ABE Portal

 ABE Portal <david.mazmanov@saatec.com> (ABE Portal via sendinblue.com)
To ● Cynthia Deyzel

 We could not verify the identity of the sender. [Click here to learn more.](#)
The actual sender of this message is different than the normal sender. [Click here to learn more.](#)
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from david.mazmanov@saatec.com. [Learn why this is important](#)

Hello Cynthia Deyzel,

You have now been registered on the ABE Portal.

Your username is: CYNT000875

To set up a password and start using your new account, please click on the link below:

SET PASSWORD

Please note that the above link is only valid for 24 hours from the start of the registration process.

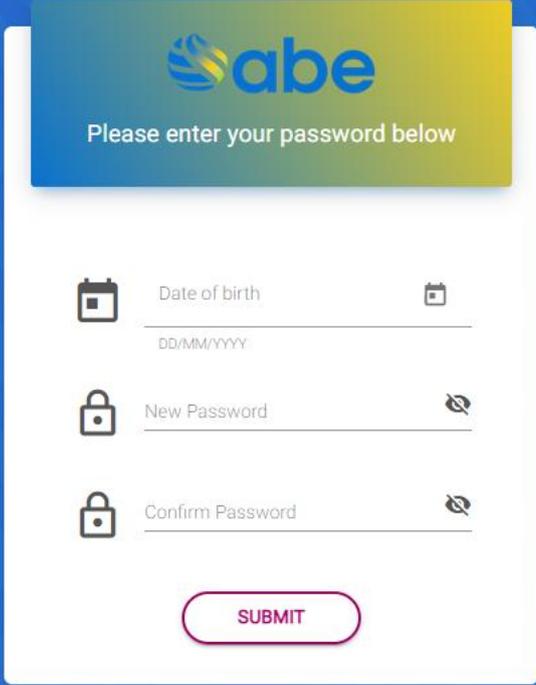
-Team at ABE

4. To complete the registration process, the below information should be completed.

Date of birth = source date in email received in step 1.

Password format requirement:

- **Minimum 7 characters**
- **One uppercase**
- **One lowercase**
- **One number**
- **One special character**



The screenshot shows a registration form on a blue background. At the top, there is a header with the 'abe' logo and the text 'Please enter your password below'. Below this, there are three input fields: 'Date of birth' with a calendar icon and a date format 'DD/MM/YYYY', 'New Password' with a lock icon and a visibility toggle, and 'Confirm Password' with a lock icon and a visibility toggle. At the bottom of the form is a purple 'SUBMIT' button.

If the password link has expired; go back to step 1 and click on the link and continue through the steps.