



# **SOLAR Centre User Access Management**

Published: April 2023 (Version 1.0)  
Revised: March 2024 (Version 1.1)

# Summary of changes

Version No	Revision date	Section	Page	Change
1.1	11/03/2024	Create a new user	2	Naming convention for users changed to <i>InitialSurnameCentreNumber</i>

# Contents

Introduction	1
Roles	1
Create a new user	2
Show all users or find a user	5
Edit or retire a user	6
Support	7

# Introduction

SOLAR (Scottish OnLine Assessment Resources) is Qualifications Scotland free digital assessment system for all approved Qualifications Scotland centres.

This guide sets out how to manage access to SOLAR for your centre. It is for use by the Centre SOLAR Co-ordinator who is responsible for maintaining access to SOLAR for any other staff within your centre who require it.

You must follow all instructions in this guide exactly as described. Failure to follow all instructions correctly may result in issues for users using SOLAR.

Please also read the [SOLAR Centre Operating Guide](#) for information on access to SOLAR and data used.

# Roles

In SOLAR, three centre roles are available.

Centre SOLAR Co-ordinator – Setup

- This role is for Centre SOLAR Co-ordinators and gives you access to create and maintain other SOLAR users in your centre, and to create and maintain candidates in your centre.

Centre SOLAR User – Setup

- This role is for Centre SOLAR Users and gives you access to create and maintain candidates in your centre.

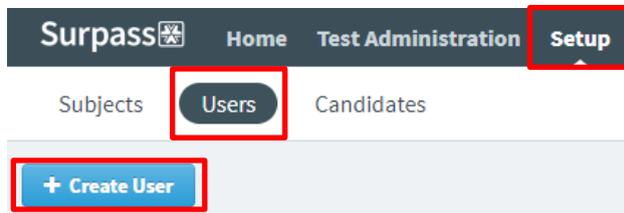
Centre SOLAR User – Test Administration

- This is for both Centre SOLAR Co-ordinators and Centre SOLAR Users and gives you access to schedule, invigilate and mark assessments, view results and schedule candidate reviews of assessments.

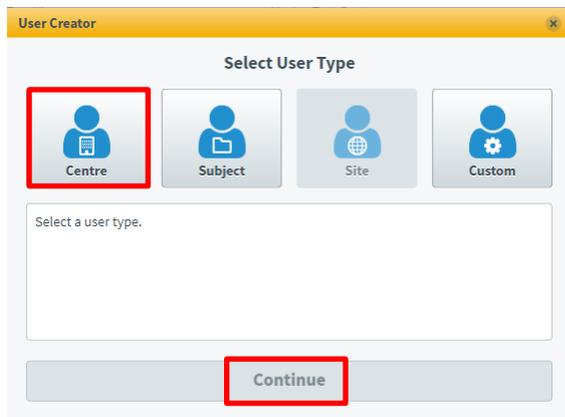
As Centre SOLAR Co-ordinator you can set up Centre SOLAR User roles for users in your centre. You cannot set up Centre SOLAR Co-ordinator roles. If you need to change your Centre SOLAR Co-ordinator you must contact our Digital Services Support Helpdesk.

# Create a new user

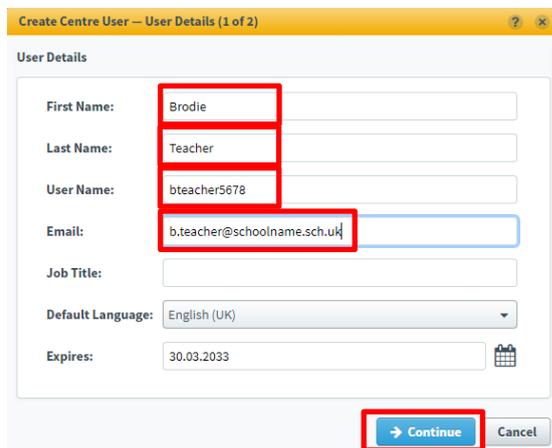
1. Select 'Setup' > 'Users' > 'Create User'.



2. In Select User Type select 'Centre' > 'Continue'.



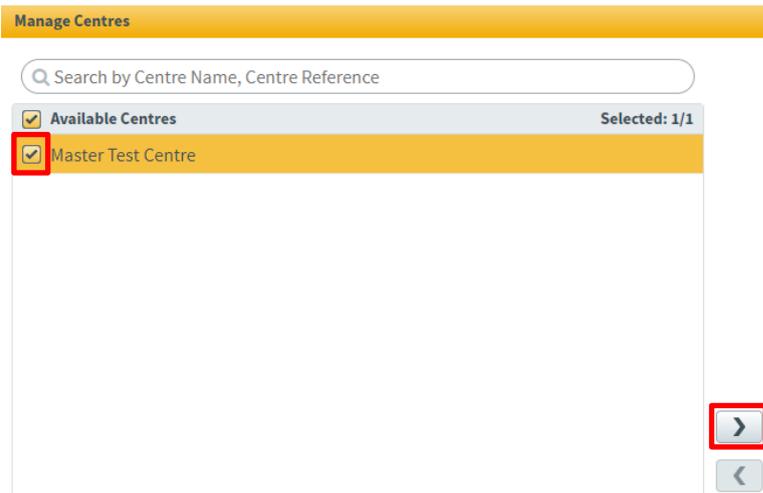
3. Input the
  - a. First Name and Last Name
  - b. User Name using the format *InitialSurnameCentreNumber*, eg bteacher2345678
  - c. Email
4. Select 'Continue'



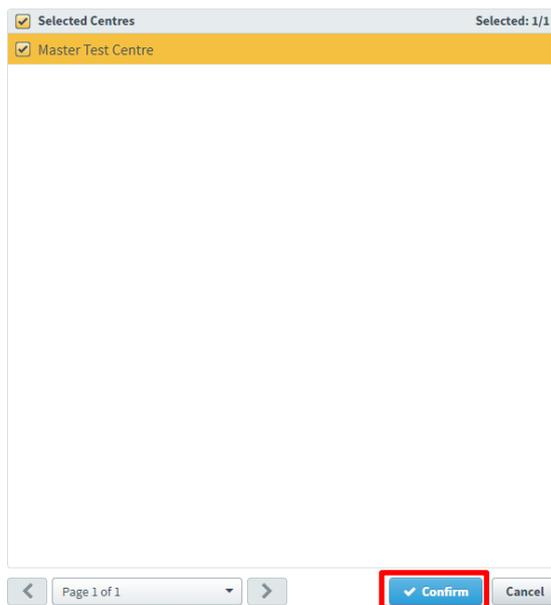
5. Select 'Manage Centres'.



6. Your centre should be listed under Available Centres. Check the checkbox next to your centre and select the right-facing arrow.



7. Your centre should now be listed under Selected Centres. Select 'Confirm'.



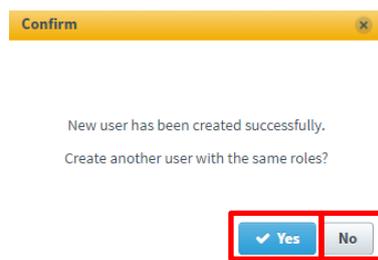
- Under Centre Roles check the checkboxes next to 'Centre SOLAR User – Setup' and 'Centre SOLAR User – Test Administration'.

Centre Roles		Assignable
<input checked="" type="checkbox"/> Setup	<i>i</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Centre SOLAR User - Setup	<i>i</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Test Administration	<i>i</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Centre SOLAR User - Test Administration	<i>i</i>	<input type="checkbox"/>

- Select 'Create User'.



- A message will confirm that the new user has been created and you will be asked if you want to create another user with the same roles. Select 'Yes' if you want to create another new user or 'No' if you do not.



- Each user you create will receive an email from [noreply@surpass.com](mailto:noreply@surpass.com) confirming their username and asking them to click on a link to set their password and security question. If the user says they have not received the email, ask them to check their junk or spam email folder in case it has been redirected there. You may also wish to check with technical staff in your centre or with your email provider to ensure the email address [noreply@surpass.com](mailto:noreply@surpass.com) is permitted.

**Change Password (Brodie Teacher)**

Enter new password:  *i*

Confirm new password:

Security question:  *i*

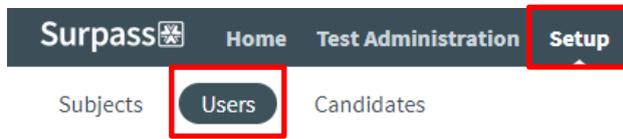
Security answer:  *i*

- The user(s) you have created will now be in the list of users for your centre.

Last Name	First Name	User Name	Associated Centres
Teacher	Brodie	bteacher5678	Master Test Centre

# Show all users or find a user

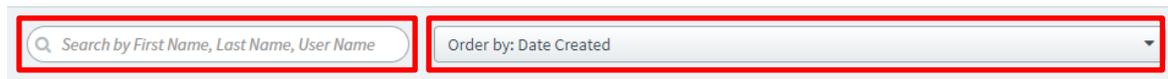
1. Select 'Setup' > 'Users'.



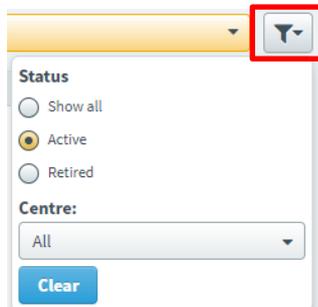
2. All users for your centre will be listed.
3. Navigational arrows and a drop down with each page number will be available at the bottom of the screen if you have more than one page of users.



4. You can use the search box to find a user or change the order in which users are displayed using the drop-down menu.

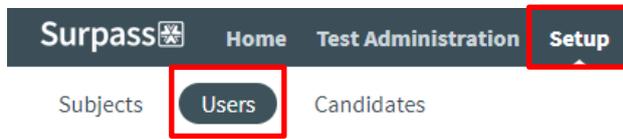


5. You can use the filter drop-down menu to show all, active, or retired users at your centre.



# Edit or retire a user

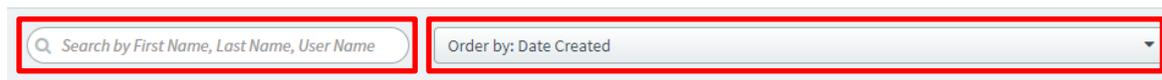
1. Select 'Setup' > 'Users'.



2. Find the user you wish to edit from the list of users. Select the user and they will be highlighted in orange.

Last Name	First Name	User Name	Associated Centres
Teacher	Carol	cteacher5678	Test Centre 1
Teacher	Brodie	bteacher5678	Test Centre 1

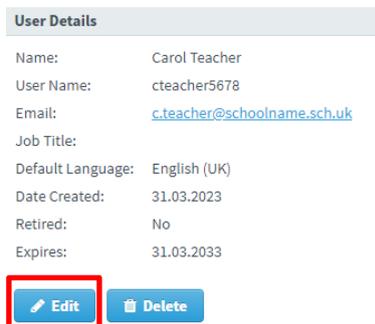
3. You can use the search box or change the order in which users are displayed using the drop-down menu if required.



4. Navigational arrows and a drop down with each page number will be available at the bottom of the screen if you have more than one page of users.



5. Select 'Edit' in the User Details box.



- You can change the user's First Name, Last Name and Email. You cannot change the user's User Name. To retire a user, check the checkbox beside 'Retired'.

First Name:	<input type="text" value="Carol"/>
Last Name:	<input type="text" value="Teacher"/>
User Name:	<input type="text" value="cteacher5678"/>
Email:	<input type="text" value="c.teacher@schoolname.sch.uk"/>
Job Title:	<input type="text"/>
Default Language:	<input type="text" value="English (UK)"/>
Retired:	<input type="checkbox"/>
Expires:	<input type="text" value="31.03.2033"/> 

- Select 'Save Changes'.

<input type="button" value="Save Changes"/>	<input type="button" value="Cancel"/>
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- Retired users will disappear from your active user list. Retired users cannot access SOLAR.
- You cannot change your own user details. Contact our Digital Services Support Helpdesk if you need to change your own user details.

## Support

Contact our Digital Services Support Helpdesk for support using SOLAR. Our Helpdesk is available from 9am to 5pm, Monday to Friday.

Email: [das.helpdesk@qualifications.gov.scot](mailto:das.helpdesk@qualifications.gov.scot)