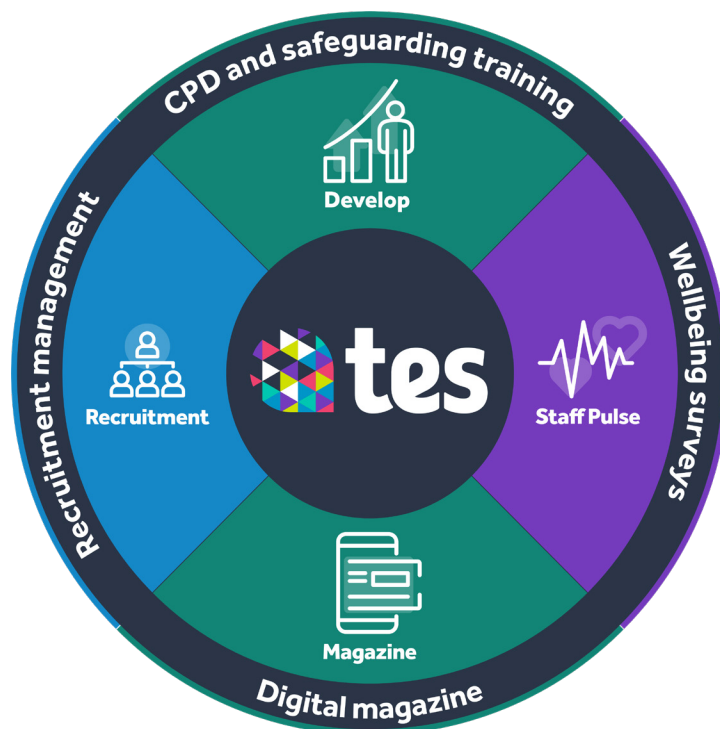# Welcome to your Staff Management Subscription

This guide will show you how to get started and get the most from your Staff Management Subscription
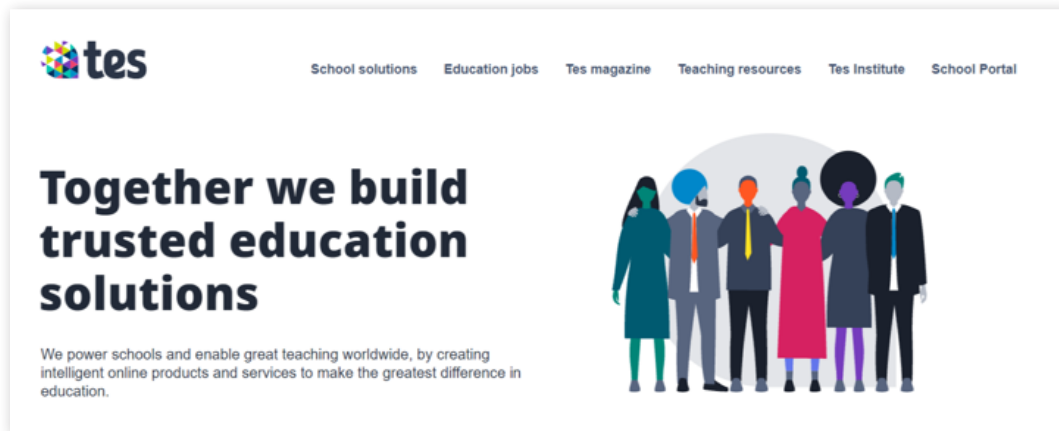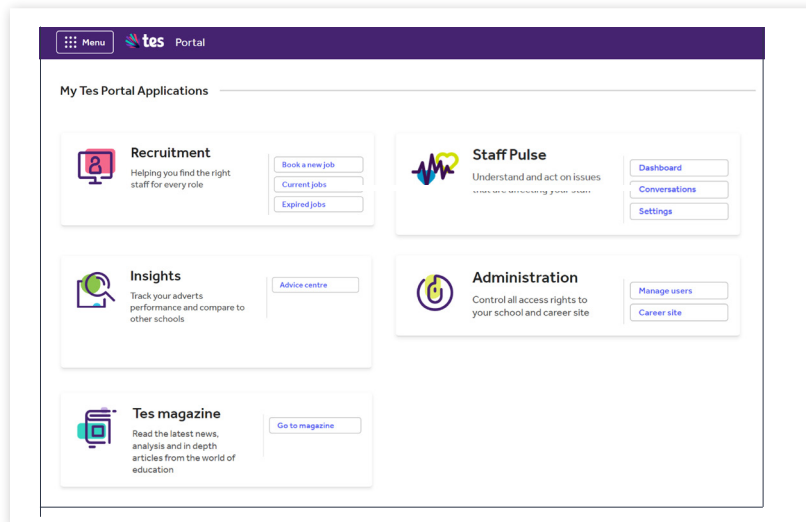
Contents

Accessing Portal

Log in to tes.com and click on School Portal.

If you have more than one school account, you will need to select which school you wish to view. If you do not yet have admin access, please email permissions@tes.com and we will get this set up for you.

You will then see the Portal homepage showing the products in your Staff Management Subscription.

Administration

Administrators control the access rights to your school and career site.

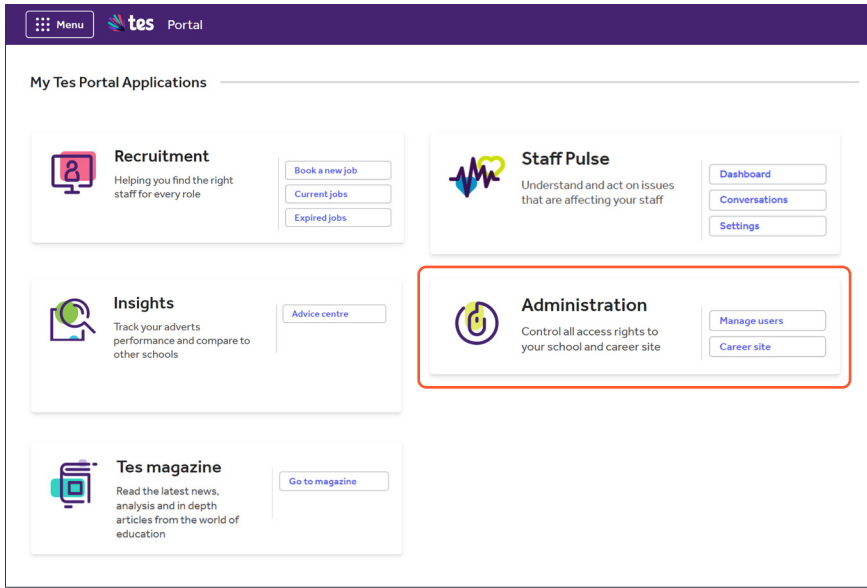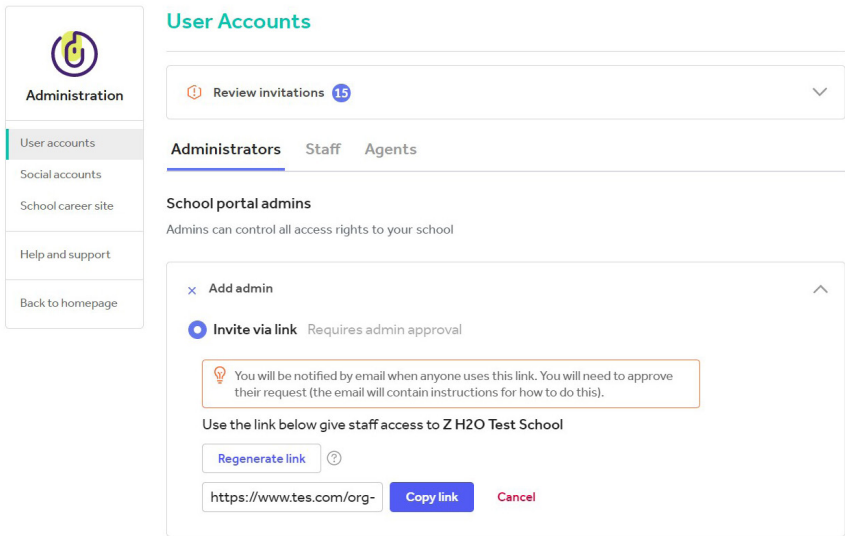## How to add an administrator

1. In Portal, click on 'Manage users' in the Administration tab.

2. Click on 'Administrators' and then 'Add admin'.

3. This will provide you with a link to send to the staff member who requires admin access. They will then be prompted to log in.

4. You will be notified by email when anyone uses this link. You will need to approve their request (the email will contain instructions on how to do this).

How to add staff members
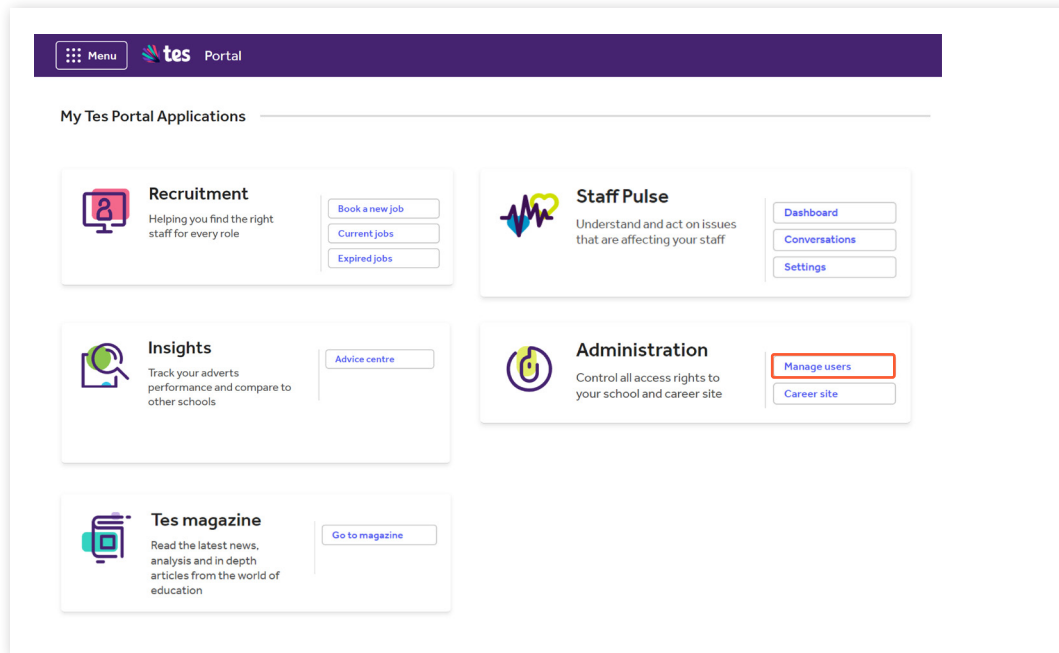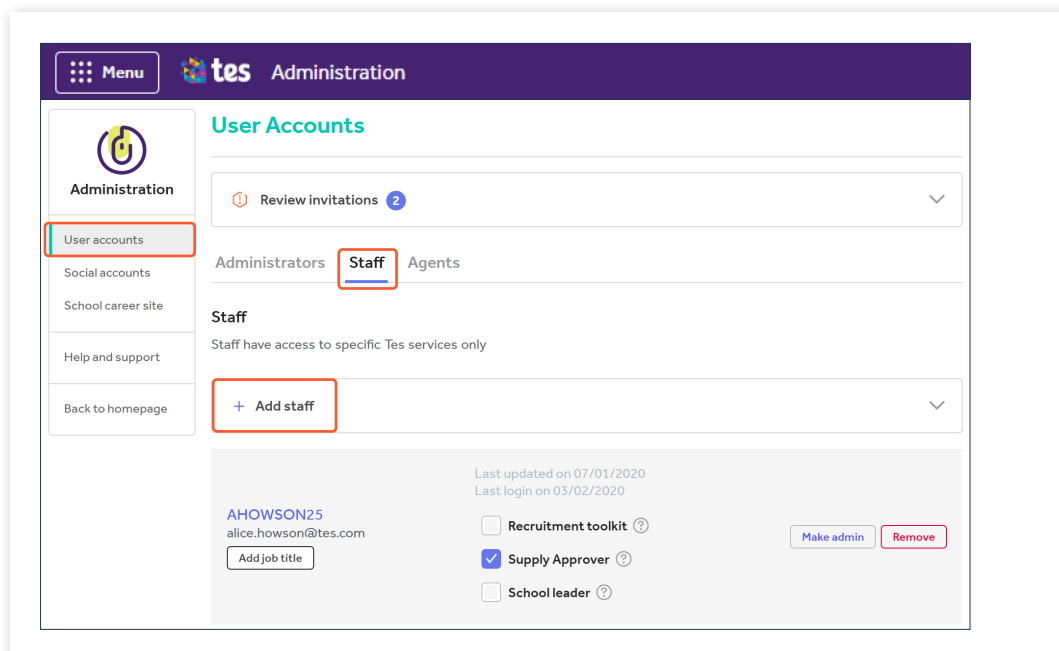
Add staff members to allow them to receive the wellbeing surveys you send from Staff Pulse.

1. Once in Portal, click on 'Manage users' in the Administration tab.

2. Click on the Staff tab and then the 'Add staff' button.

3. There are three ways to add staff to Tes Portal (you'll need to use your staff's work email addresses):

a) To invite via email, simply input the email address and send an invite.

b) To invite via group invitation link, copy the generated link and email it to all staff who require digital access. If this link isn't used within 14 days, a new link will need to be generated.
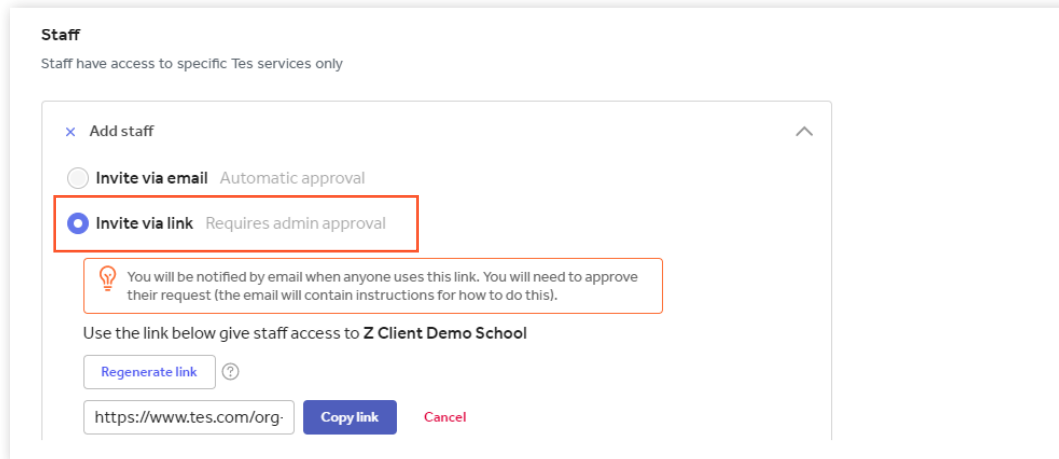

When a staff member clicks on the link, they will be asked to log in or to create a free account.

Once they've logged in, the administrator will receive an email to approve their access, which they can do by clicking on Tes Portal in the left-hand menu followed by Manage users and Review invitations and choosing 'Approve' or 'Reject' in the Approval required tab.
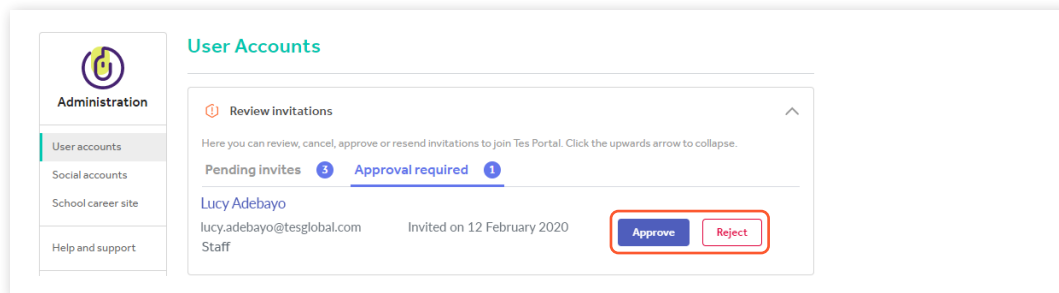
To ensure the staff invitation emails don't go to your junk mail, please add **noreply@tes.com** to your trusted email addresses.

To see which staff haven't accepted their invitation go to: **User accounts > Review invitations > Pending invites**
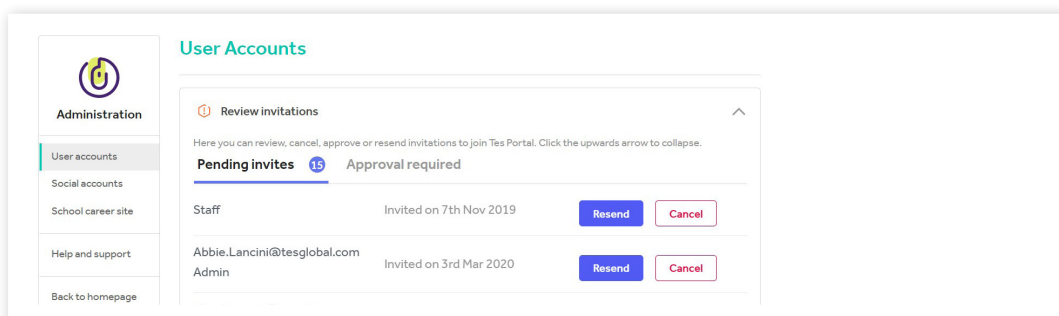
c) To invite via file upload, download the CSV template and add the email addresses of all staff who require digital access. Upload the CSV file and send an invite.

To be able to send your staff surveys from Staff Pulse, you will need to **tick the 'Staff Pulse invite' box.** All staff you upload to Staff Pulse will receive your surveys, even if they haven't registered on tes.com.

How to add an agent

If you have external recruiters who post jobs on your school's behalf, you can invite them via email or via link within the user account section.

Recruitment

Manage all your recruitment needs and find the right staff for your school.
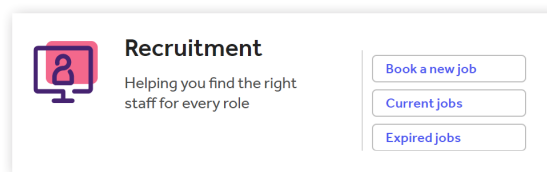

Job adverts

Post, search, view and edit current jobs, and view any expired or draft jobs.

Applicant Tracking System (ATS)

Track and manage candidates at every stage of your recruitment process, while maintaining security and transparency as required under GDPR. The ATS also enables your school team to collaborate easily, so you can respond to candidates faster, improving their application experience.

Magazine

Every member of your staff now has access to Tes magazine (using their school email addresses), enabling them to stay up to date with the latest education news, analysis, and teaching and learning knowledge.
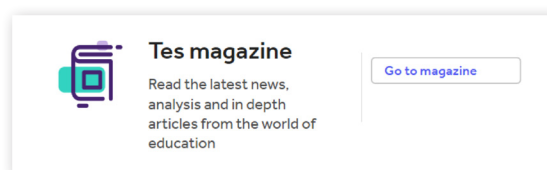
To complete the process, simply send them the guide below.

Download: **Guide to Tes magazine access**

School career site

Promote your school's vacancies, culture and ethos through a school career site – a page dedicated to your school in our on-site school directory.

Watch: **How to use the school careers site**

Staff Pulse

Give your staff a safe, anonymous space to share their experiences and concerns. It's quick and easy to get your first survey set up, and we've put together a couple of guides to help you.

Download guide: **How to add your staff**

Download guide: **How to set up your first survey**

If you have any questions about Staff Pulse please contact customer service on **pulse@tes.com**

Develop

Provide your staff with the flexible, personalised training they need to progress and be the best they can be.

Our experienced team will be able to get you set up and supported with training on the platform quickly and easily. To get started, just download the set-up template, input your staff's details and email it to developonboarding@tes.com

We recommend including location, job title and department as well as the full name and email address of each learner, as these will enable more specific allocation of courses and will be helpful in reporting. When you return the document, please ensure it is password protected, with the password sent in a separate email.

If you already have a Tes Develop account with us, email over an updated list of your learners so we can ensure all your staff have access to the courses within your new subscription.

Download: **Develop set-up guide**

And if you need any further assistance with your Staff Management Subscription, please don't hesitate to contact us.

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recruitment@tes.com