



WEB PORTAL 2 GUIDANCE

REPORTS

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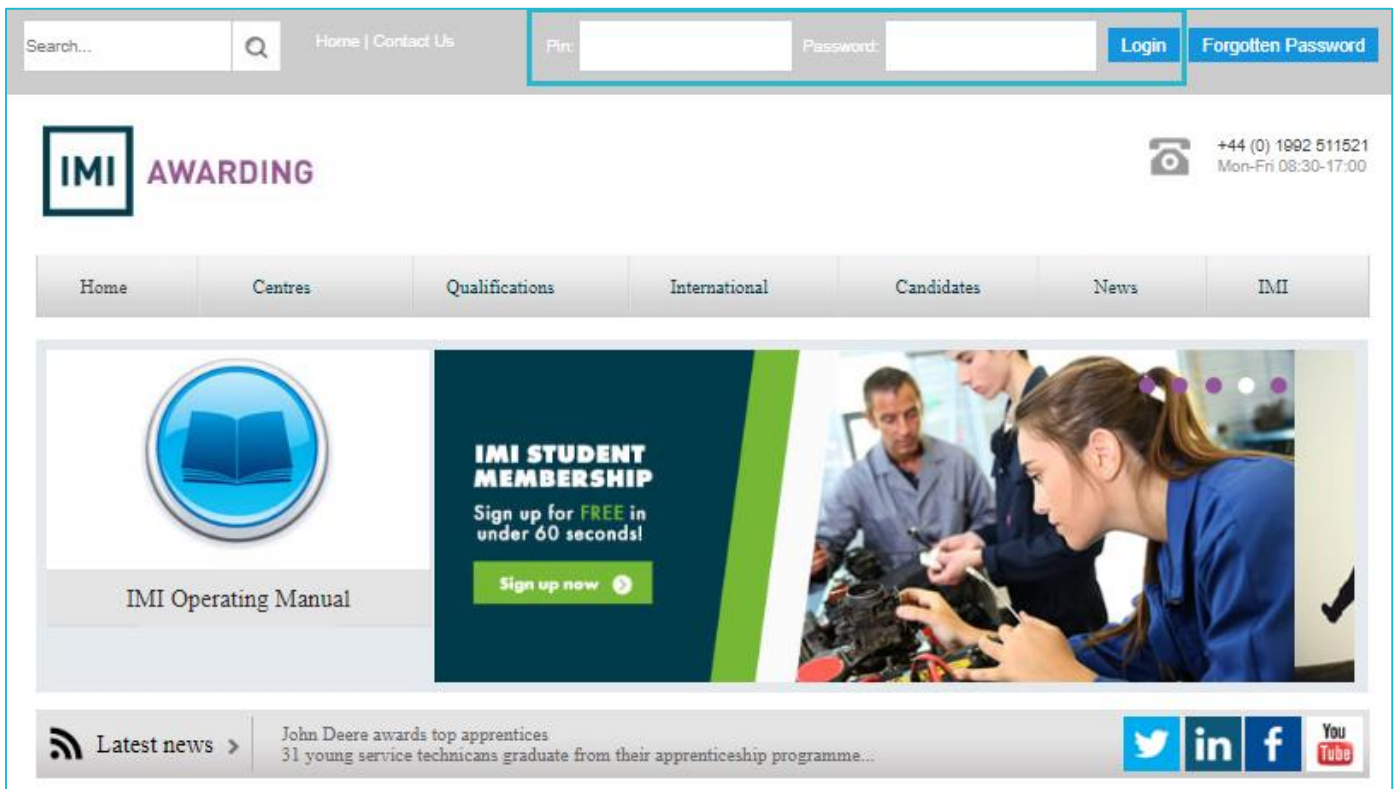
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Website Login

To access the IMI online registration and certification system, please visit the IMI website – <https://awarding.theimi.org.uk/>.

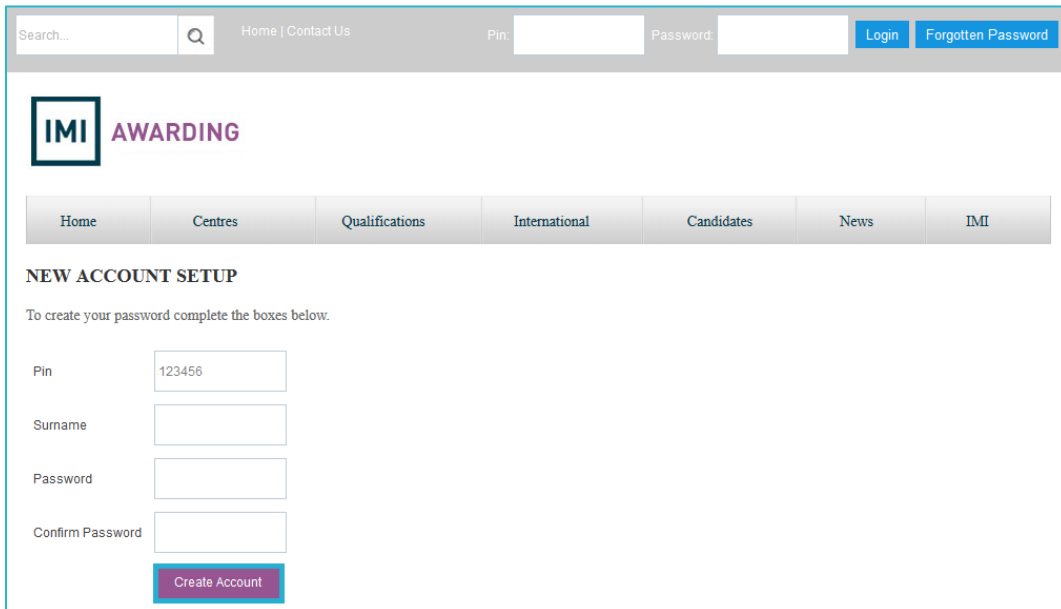
Note: if you are going to be using this regularly, you may want to add the IMI website to your web browser favourites/bookmarks.

The IMI Awarding website home page will be displayed:



Insert the **PIN** and **Password** and click **Login**.

If this is the first time logging on to the IMI website, insert the surname as the password. The **New Account Setup** page will be displayed:



Search... Home | Contact Us Pin: Password: [Login](#) [Forgotten Password](#)

IMI AWARDING

Home Centres Qualifications International Candidates News IMI

NEW ACCOUNT SETUP

To create your password complete the boxes below.

Pin

Surname

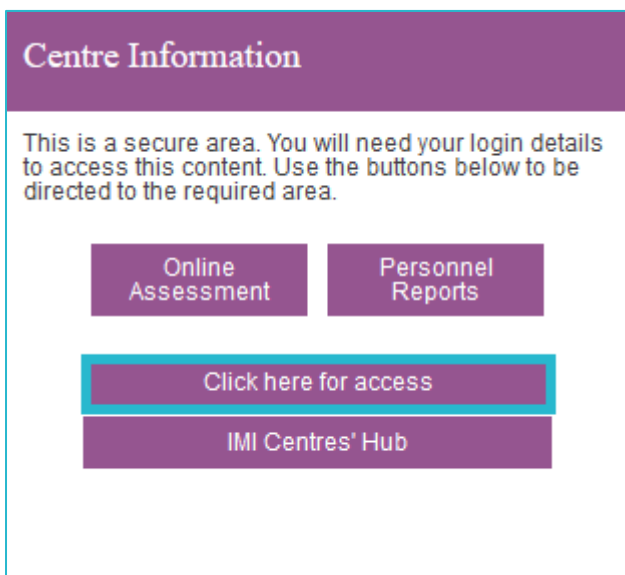
Password

Confirm Password

[Create Account](#)

Insert the surname, the required password and confirm the password. Click **Create Account** when ready.

Once the new account has been successfully created, click **Click here for access** from the homepage:



Centre Information


This is a secure area. You will need your login details to access this content. Use the buttons below to be directed to the required area.

[Online Assessment](#) [Personnel Reports](#)

[Click here for access](#)

[IMI Centres' Hub](#)

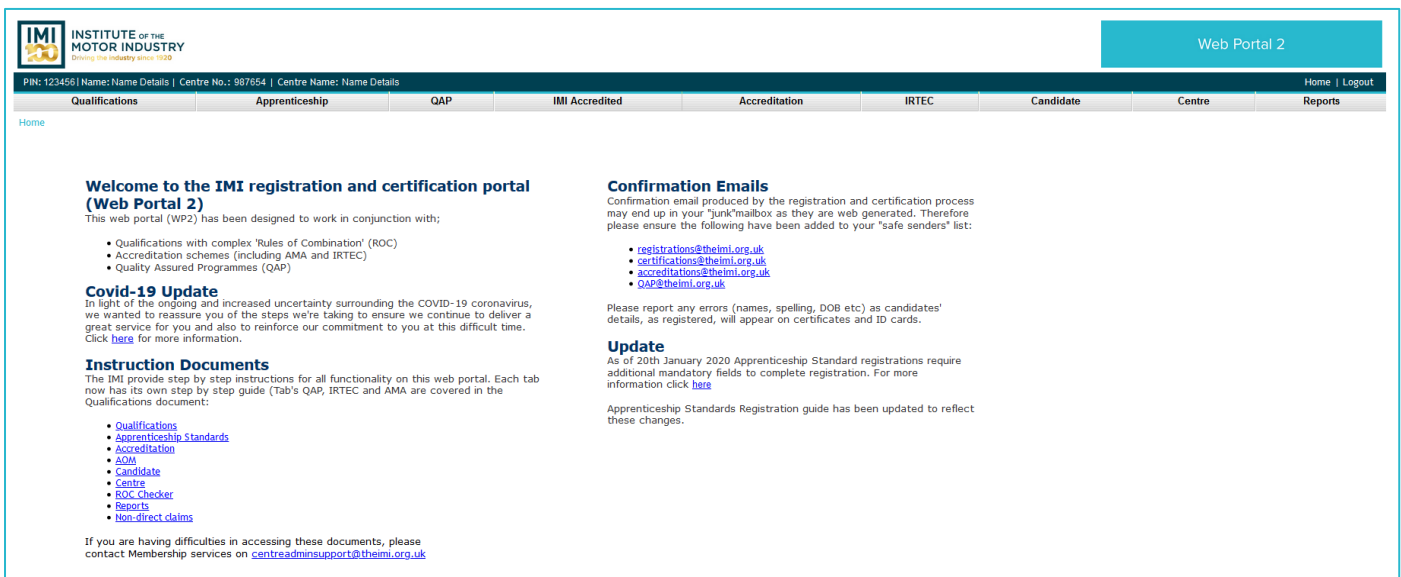
The **Web Portal 2** login page will be displayed:



The PIN will already be populated (this has linked from the website login). Please complete all other details and click **Sign In**.

Note: Please ensure the email address is correct as all confirmation emails will be sent to this address.

Once successfully logged on, the Web Portal 2 homepage will be displayed:



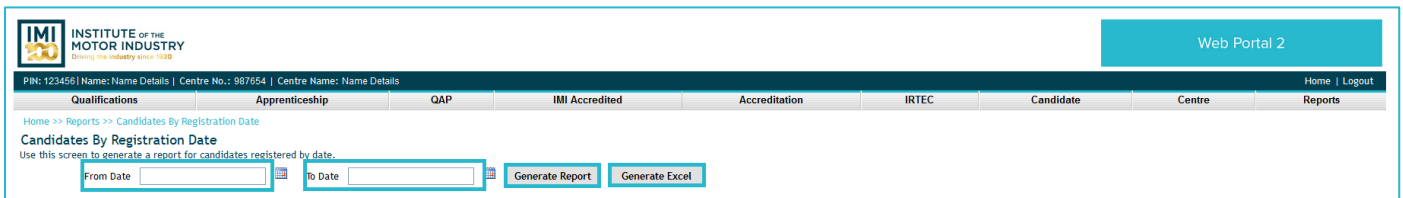
Reports

Registration

From the Reports drop-down menu, select **Candidates by Registration Date**:



The registration report page will be displayed:



To generate a report, insert the **From Date** and the **To Date** – these can be inserted manually or by using the calendar icons.

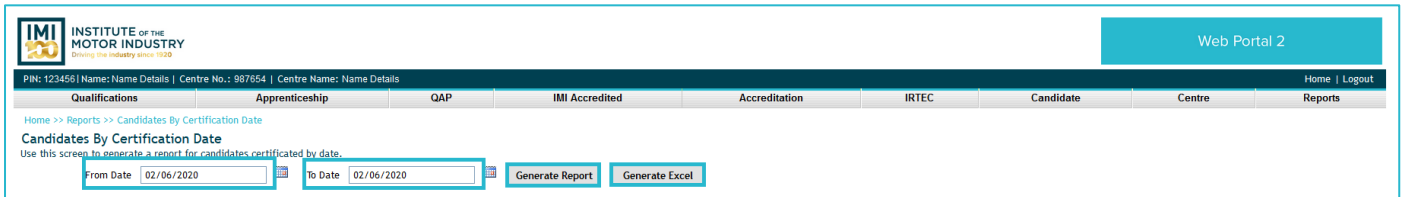
Click **Generate Report** to view an onscreen report, or **Generate Excel** to download the data in a spreadsheet.

Certification

From the Reports drop-down menu, select **Candidates by Certification Date**:



The certification report page will be displayed:



To generate a report, insert the **From Date** and the **To Date** – these can be inserted manually or by using the calendar icons.

Click **Generate Report** to view an onscreen report, or **Generate Excel** to download the data in a spreadsheet.