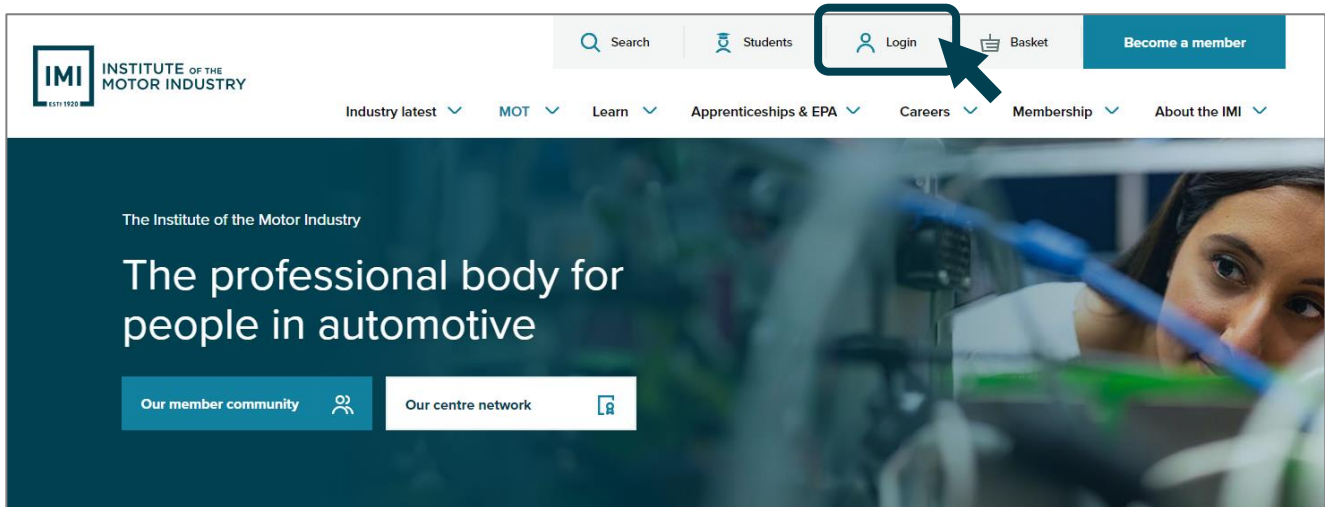


Web Portal 2 Access & Login Guide

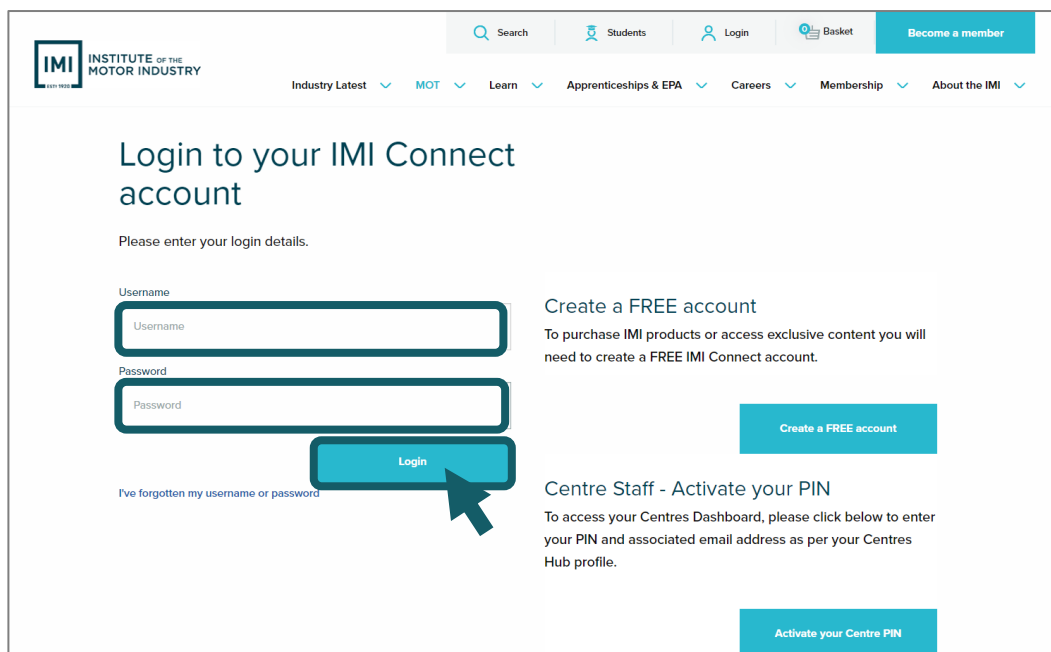
1. To access the IMI online registration and certification system WebPortal2, please visit the IMI website - <https://tide.theimi.org.uk/>.

Note: IMI systems work best on the Microsoft Edge browser.

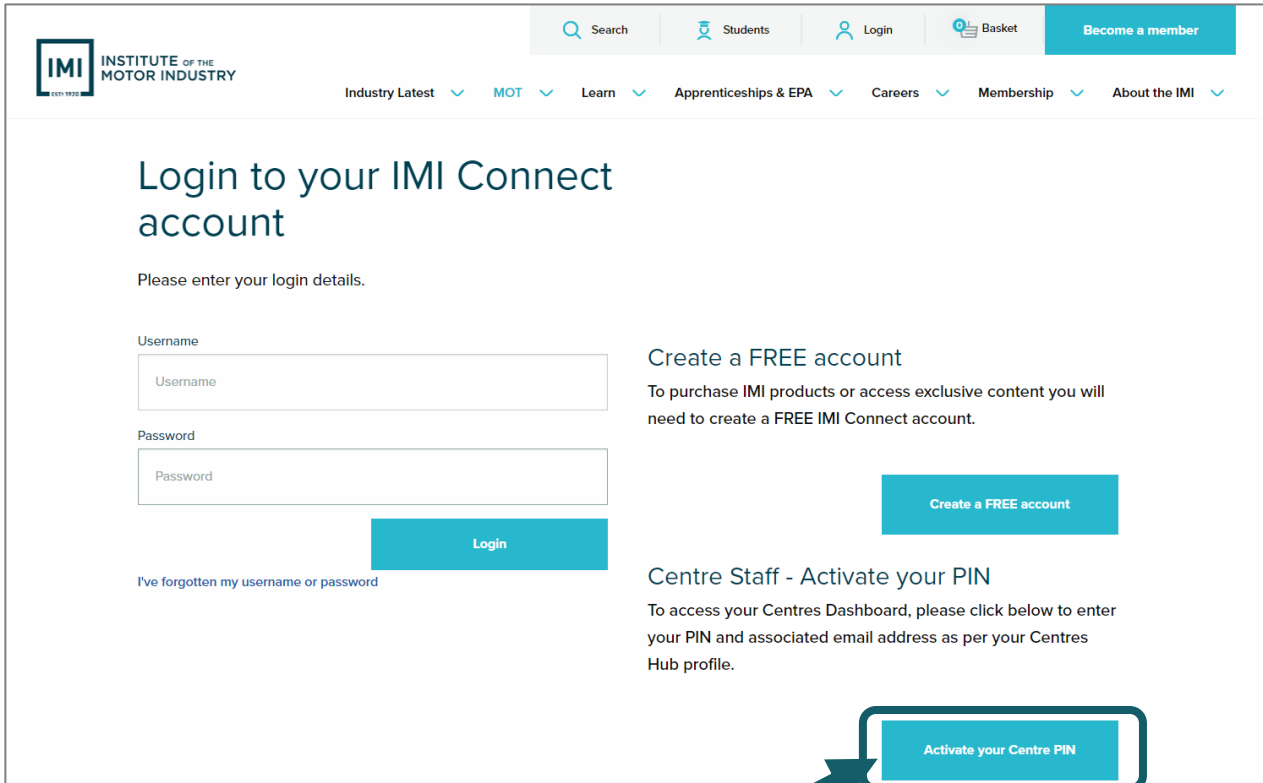
2. The IMI website home page will be displayed – select **Login** from the top ribbon:



3. The IMI login page will be displayed - insert the **Username** and **Password** and click **Login**:



3.1. If this is the first time logging on to the IMI website, you will first need to activate your Centres PIN – select the ‘**Activate your Centres PIN**’ option to complete this step:



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Login to your IMI Connect account

Please enter your login details.

Username

Password

Login

I've forgotten my username or password

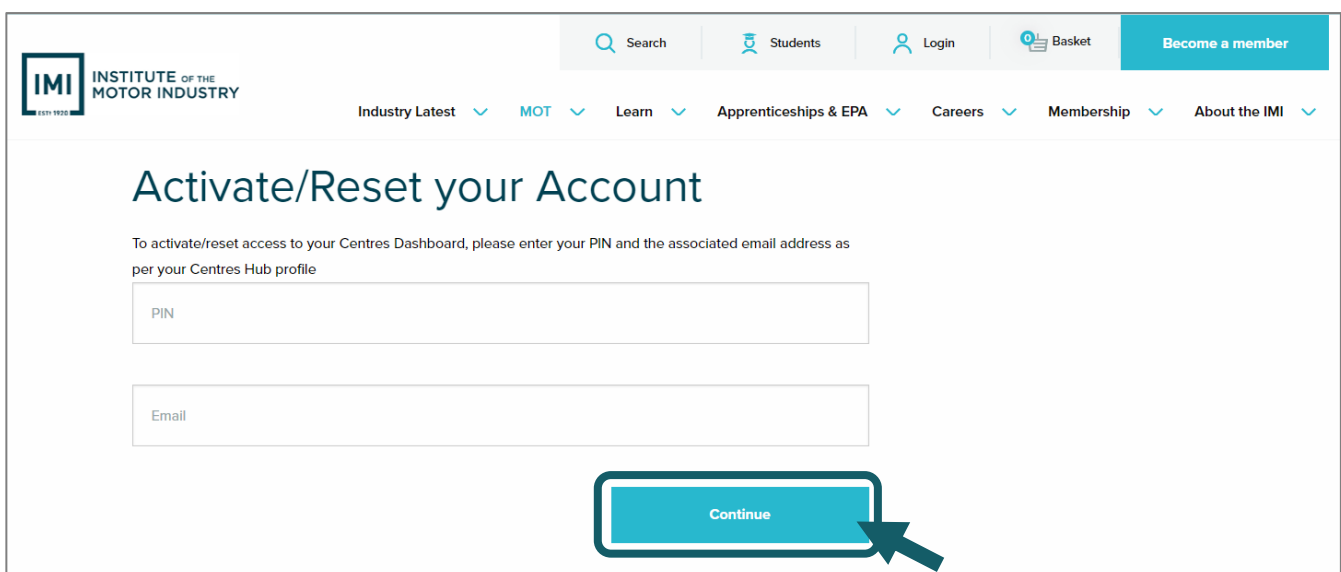
Create a FREE account
 To purchase IMI products or access exclusive content you will need to create a FREE IMI Connect account.

Create a FREE account

Centre Staff - Activate your PIN
 To access your Centres Dashboard, please click below to enter your PIN and associated email address as per your Centres Hub profile.

Activate your Centre PIN

3.2. The Active/Reset page will be displayed. Enter your Centres **PIN** and the **email address** associated with your Centres Hub profile and select **Continue**:



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Activate/Reset your Account

To activate/reset access to your Centres Dashboard, please enter your PIN and the associated email address as per your Centres Hub profile

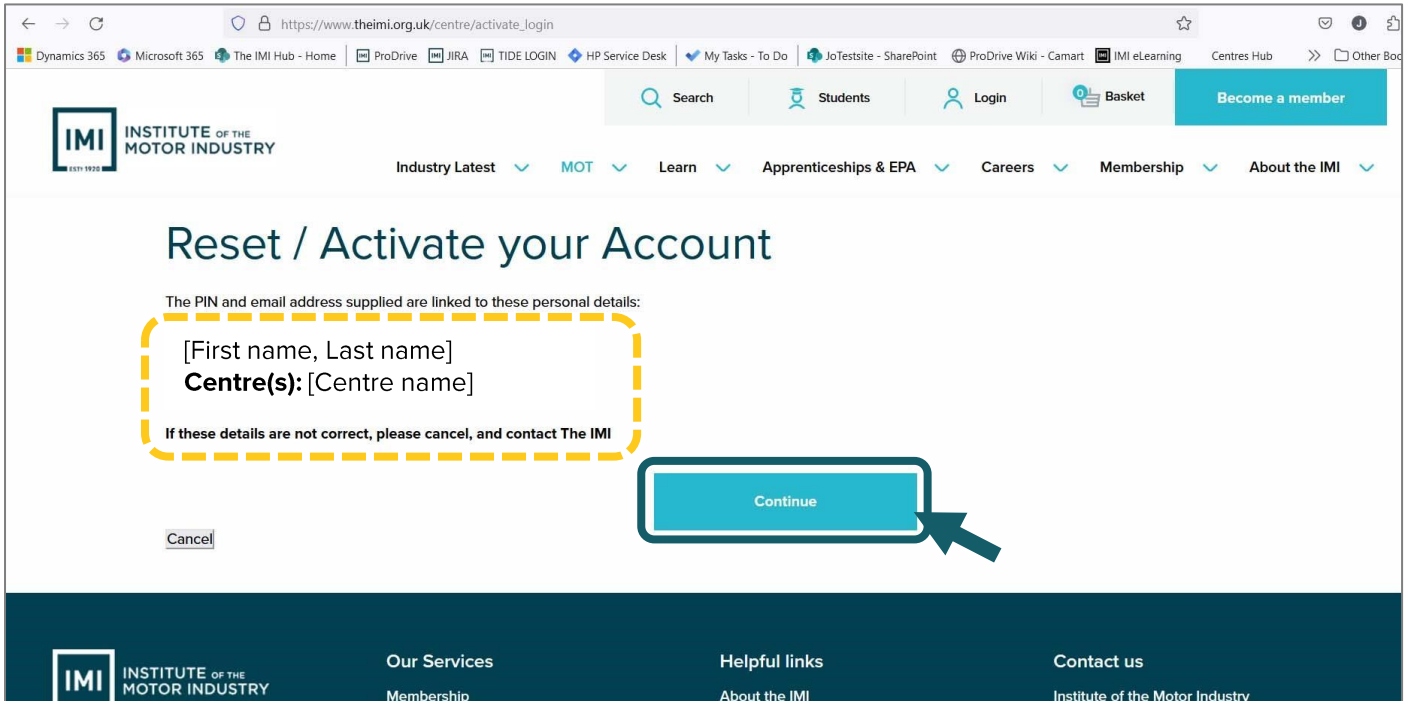
PIN

Email

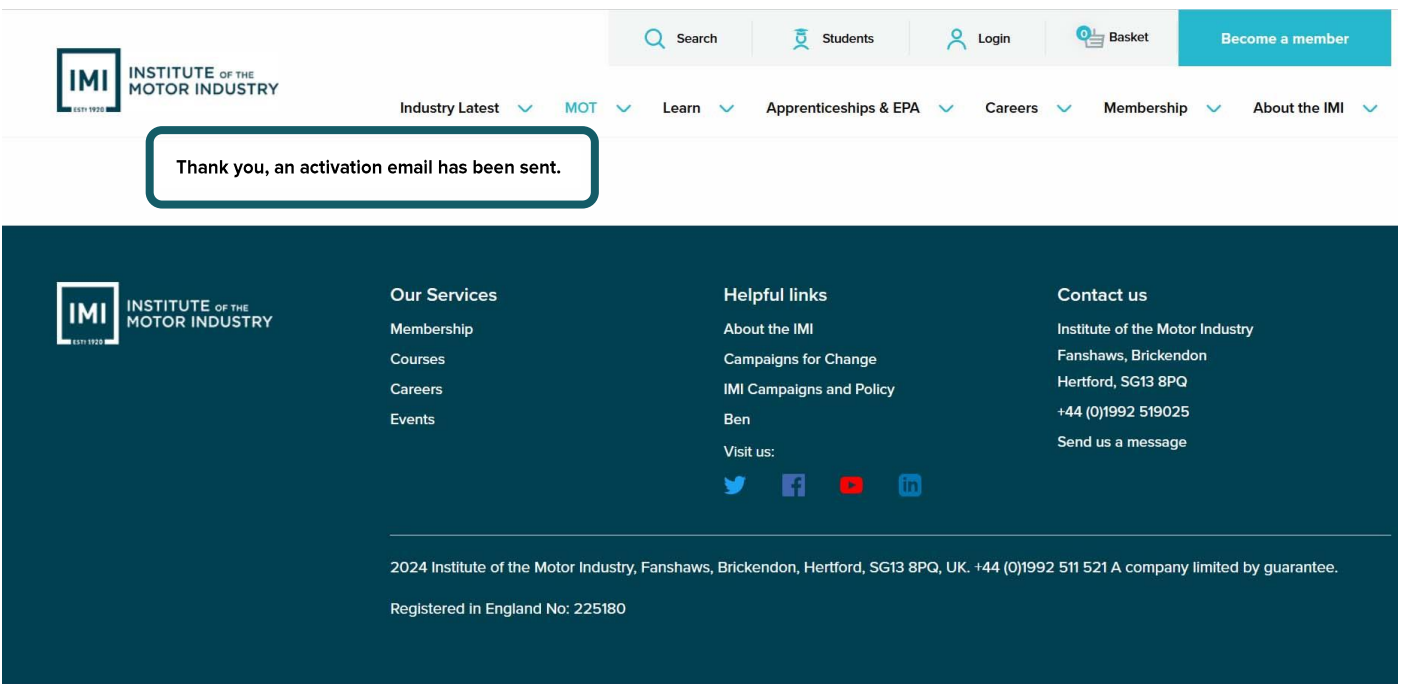
Continue

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

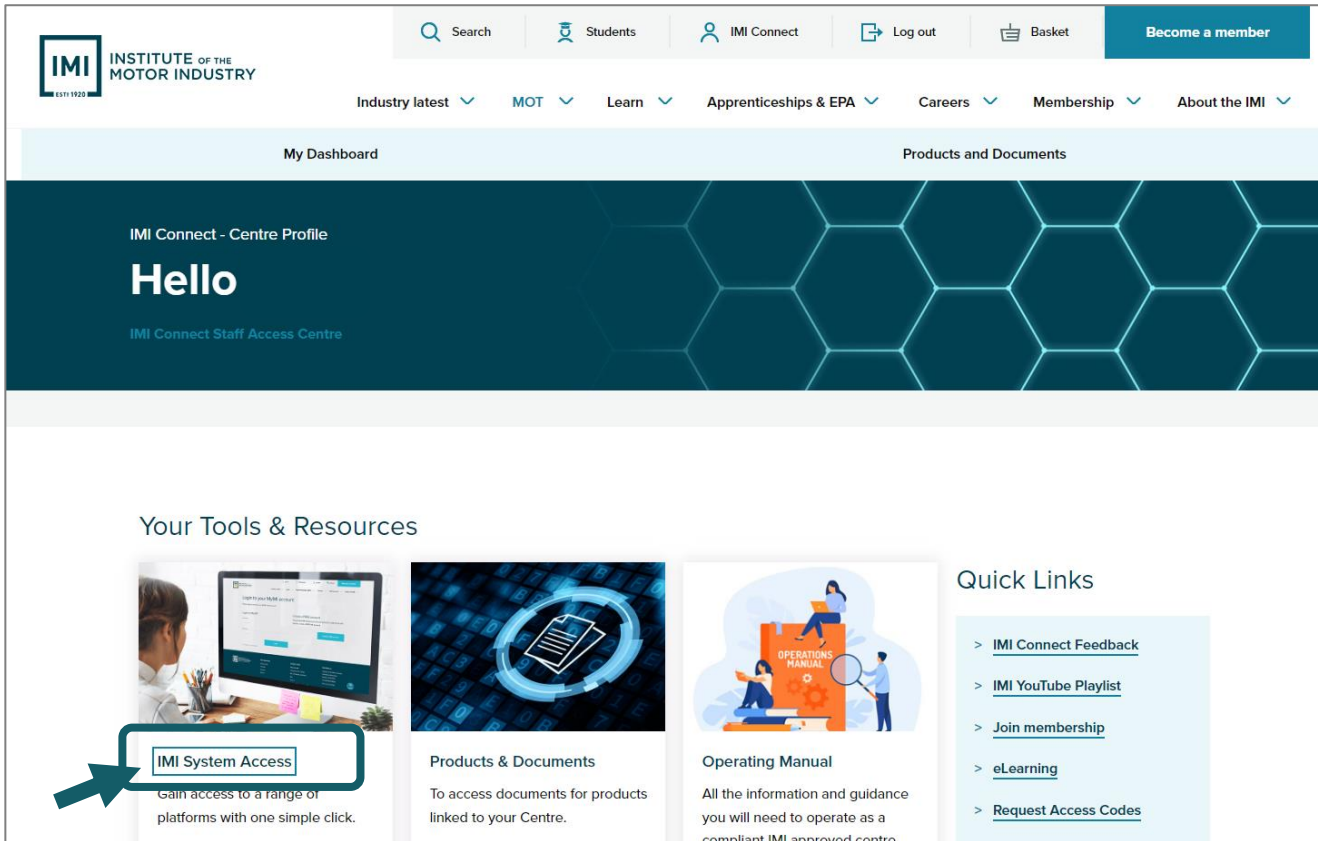
3.3. Once submitted, the system will display your submitted details to reconfirm that these are correct. Check your details and **if correct** click on **Continue**:



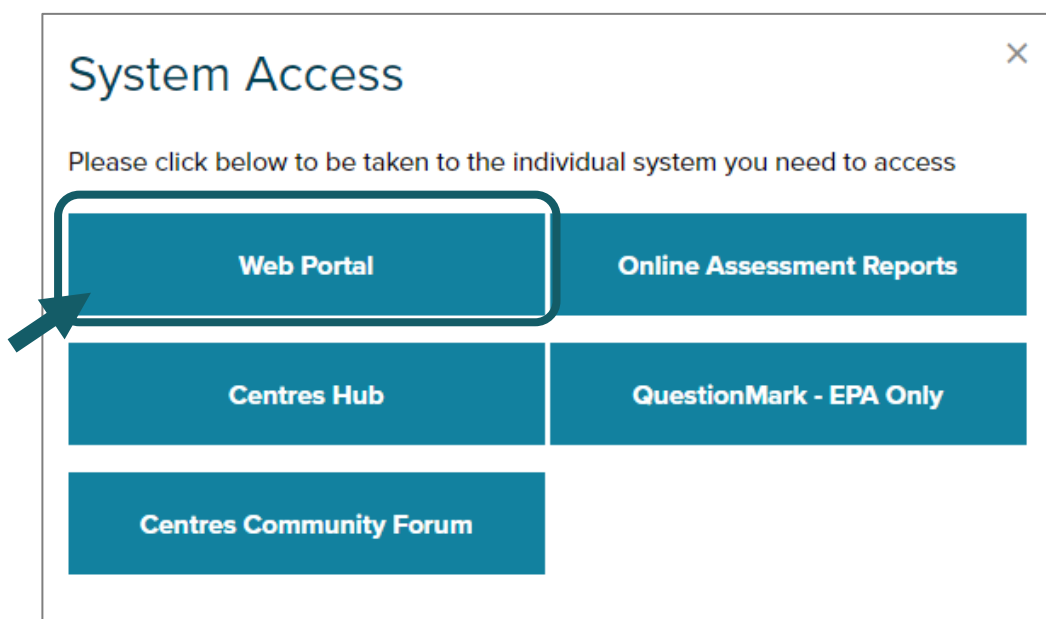
3.4. After selecting **Continue**, the below notification will be displayed – *Thank you, an activation email has been sent.*



- Once your access to the Centres dashboard has been activated and you have successfully logged into your IMI Connect account, please select Centre Profile. You will then see a section called Your Tools & Resources - click **IMI System Access** from the dashboard:



- A pop-up window will appear displaying the available System Access options. These options are linked to your permissions on Centres Hub so may display differently depending on your access rights. For registrations and claims select **Web Portal**:





6. This will automatically sign you in and display the **Web Portal 2** dashboard. You will find further step-by-step instructions and IMI contact details on your dashboard page under 'Instruction Documents':

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Web Portal 2

Return to IMI Connect | Home | Logout

Qualifications Apprenticeship QAP IMI Accredited Accreditation IRTEC Candidate Centre Reports

Home

Welcome to the IMI registration and certification portal

Confirmation Emails

Please note that confirmation emails produced by the registration and certification process are web generated from do not reply email addresses. Please use cas@theimi.org.uk to contact the Centre Admin Support Team should you require any assistance.

If you do not receive the registration/certification confirmation email, please check your "junk" mailbox and ensure the following have been added to your "safe senders" list:

- registrations@theimi.org.uk
- certifications@theimi.org.uk
- accreditations@theimi.org.uk
- imiaccredited@theimi.org.uk

Please note that candidates details will show on certificates and ID cards exactly as they are registered. If you notice an error (name spelt incorrectly, DOB incorrect etc) please report this to us straight away so that we can update the system for you.

Important Notice

Did you know anyone learning at your IMI Approved Centre may be entitled to opt-in to free IMI membership? As part of their studies, learners of all IMI qualifications, accreditations and IMI Accredited Learning Programmes are entitled to opt-in to IMI membership.

Membership with the IMI will open so many possibilities for learners, as well as giving them the extra help and support needed for them to not only succeed but strive as they learn. Share the link below with your learners so they can gain IMI membership!

<https://tide.theimi.org.uk/membership/imi-membership-and-professional-registration>

Instruction Documents

The IMI provide step by step instructions for all functionality on this web portal. Each tab now has its own step by step guide (The tab for IRTEC is covered in the Qualifications document):

- [Qualifications](#)
- [Apprenticeship Standards](#)
- [Accreditation](#)
- [Candidate](#)
- [Centre](#)
- [Reports](#)
- [IMI Accredited](#)
- [IRTEC](#)
- [Non-direct claims](#)

If you are having difficulties in accessing these documents, please contact Membership services by emailing us at cas@theimi.org.uk or call us on 01992 511521.

If you require any further assistance with accessing IMI Connect or Web Portal 2, get in touch with our Centre Support team:

Email cas@theimi.org.uk

Phone **01992 511 521** (select 'centres' option)