



Employer OneFile Instructions – Getting Started

All apprenticeship sign ups now take place electronically using a system called OneFile. Both you and your apprentices will have accounts created by Grŵp Llandrillo Menai.

Verifying your OneFile account

You will receive an email similar to the one below asking you to complete the registration process.

1. Click on the link in the email - Important – this link expires after 24 hours

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OneFile Registration Confirmation								
 alert (alert@onefile.co.uk) To: you Details ~ Hi JOHN JONES GLLM Practice Site has just set you up with a new account on OneFile. To access your new account, please click the link below to complete the registration process. <u>Click to set up your new account</u> 								
Kind regards The OneFile Team								
🔦 Reply 🔦 Reply All 🇪 Forward								

2. Follow the instructions to create a password.

Note: If you forget this password you will need to click on the Forgotten Password option.



Logging in to OneFile

					1 Onefile				
1.	Visit <u>www.onefile.co.uk</u>								
						Eportfolio	Eforms	CPD	
-									
2.	Enter your login details (click the Forgotten password option to reset your password)			User	name or Keychain				
				Pass	word				
3.	Click the blue LOG I	N box			Forg	ot password?			
							Login		
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					Logir	n area Eportfolio		•	
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		1Onefile tport	ww2.pmefile.ce.uk/eula/default.aspx?ReturnUrl=%2f				80	HOLLAND KLARE EMPL	LOYER
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4. Select your Profile

Conefile Andrew	Morris' Keychain		
My Accounts	My Accounts		Edit account details H Add account
Change Password	Ali Eportfolio (Practice) Eportfolio + Get free CPD account		٩
⊖ Help & support	Andrew Morris (Assessor *GLLM NEW MAIN CENTRE 2019) Eportfolio Last activity on 17/07/2019 15:02:28	Keychain protected 🗸	2
	Andrew Morris Learner (Learner GLLM Practice Site) Eportfolio Last activity on 05/07/2019 14.09-32	Keychain protected 🗸	9
	Andrew Morris PRACTICELearner (Learner GLLM Practice Site) Eportfolio Last activity on 05/07/2019 14:15:16	Keychain protected 🗸	9
	Andrew Morris WPO (Assessor GLLM Practice Site) Eportfolia Last activity on 05/07/2019 14:08:18	Keychain protected 🗸	9



Tasks

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If any tasks require actioning such as a form needs signing, you will receive an email to notify you.

These will appear as tasks within OneFile in the top right of the screen.

Click on this icon to reveal the task