

Most tools in E2E Passport Online hold information in a single form. Details can be changed easily over time, but no record is kept of previous entries other than printed copies taken at the time. This is a general guide as to how these single instance tools work.

STEP 1 : Open Passport

- open a web browser such as Internet Explorer
 - go to www.e2epassport.com
 - adviser enters their **login** and **password**
 - learner enters their **login** and **password**
 - click the **Login** button
- Or use Caseload -> Name -> Login from an Adviser-only login*

Passport Sessions?

When a Passport Adviser logs in with a learner (dual login) the learner's E2E Passport is opened to receive new information. This new information is added by opening Passport's forms or tools, eg Profile, and editing or typing in the form's boxes. The results are saved and can be printed.

After Login you will be taken to the main E2E Passport menu for the learner with whom you have chosen to log in.

STEP 2 : Select Single Instance Tool

- select the tool you want from the menu
- click the arrow to the right of its name
- you will be taken straight to the form
- if the form has been used, information from the last time you used it will be viewable

Different Ways of Entering Data

If you use computers you will already have come across many different ways of answering questions. These include single line text box, drop-down lists, radio buttons, tick boxes, etc. All of these are used as appropriate in E2E Passport Online to make data entry quicker and easier. See examples below and left.

STEP 3 : Add / Edit

- click or press TAB to select a field or option
- type, edit, delete text as appropriate
- scroll to see more
- be aware of 60 minute timeout

STEP 4 : Save / Preview / Print

- when you have finished editing the form ...
- click **Save**
- from the **Preview** either click **Okay** to return to the menu or **Print** to print the current form.

Save / Preview / Print

When you click Save you will be presented with a preview screen allowing you to see changes. You can either return to the menu (menu icon top left or Okay) or choose to Print.

Printed forms are optimised for A4 paper and most printers and will add spaces for learner / adviser authentication signatures.

STEP 5 : Menu / Choose Again / Logout

- from the menu either choose another tool (Step 1) or **Logout**

Logging Out is Important

You must log out when you have finished using a Passport. This closes the session and secures all data entered.