



## Learner guide for first login to the new portal

1. When your new registration is processed, you will receive the below "Welcome to ABE" email with a link to complete the activation process on the new portal from [admin@abeuk.online](mailto:admin@abeuk.online).

**From:** No Reply <[admin@abeuk.online](mailto:admin@abeuk.online)>

**Sent:** Monday, March 27, 2023 4:20 PM

**To:** Learner@>

**Subject:** Welcome to ABE



To complete the activation process, please follow the Url below:

<https://abeuk.education/resetpassword?Code=64&ContactCounter=64>

XXXXXX

**Thank you for joining ABE.**

We are pleased to confirm your registration and first year's subscription as an ABE learner. Your membership number is **XXXXXX** and should be quoted on any correspondence with ABE. This will remain your ABE membership number for life. Should you choose to have a break in your studies, or move to a different centre, your membership number will remain the same, this ensures we have a complete record of your academic achievements.

After the first year for your ABE membership, to remain active you need to pay an annual subscription fee. ABE will send you a reminder and a message will also appear on your portal. You will need an active membership to have access to the ABE portal and be eligible to book for assessments.

You will receive an email to activate your online account on the ABE portal. Please use the following details to log in:

Username: membership number

Password: date of birth using the following format dd/mm/yyyy

Finally, during your studies please ensure our records remain accurate. This is so that you receive important correspondence and membership news, and that your name appears on the certificate correctly.

Kindly email [info@abeuk.com](mailto:info@abeuk.com) with any changes to regarding:

- your current email address
- your current study centre – ie let us know if you move to a different college
- your legal name - as it should appear on your certificate – this should correspond with your formal identification documents
- your postal address

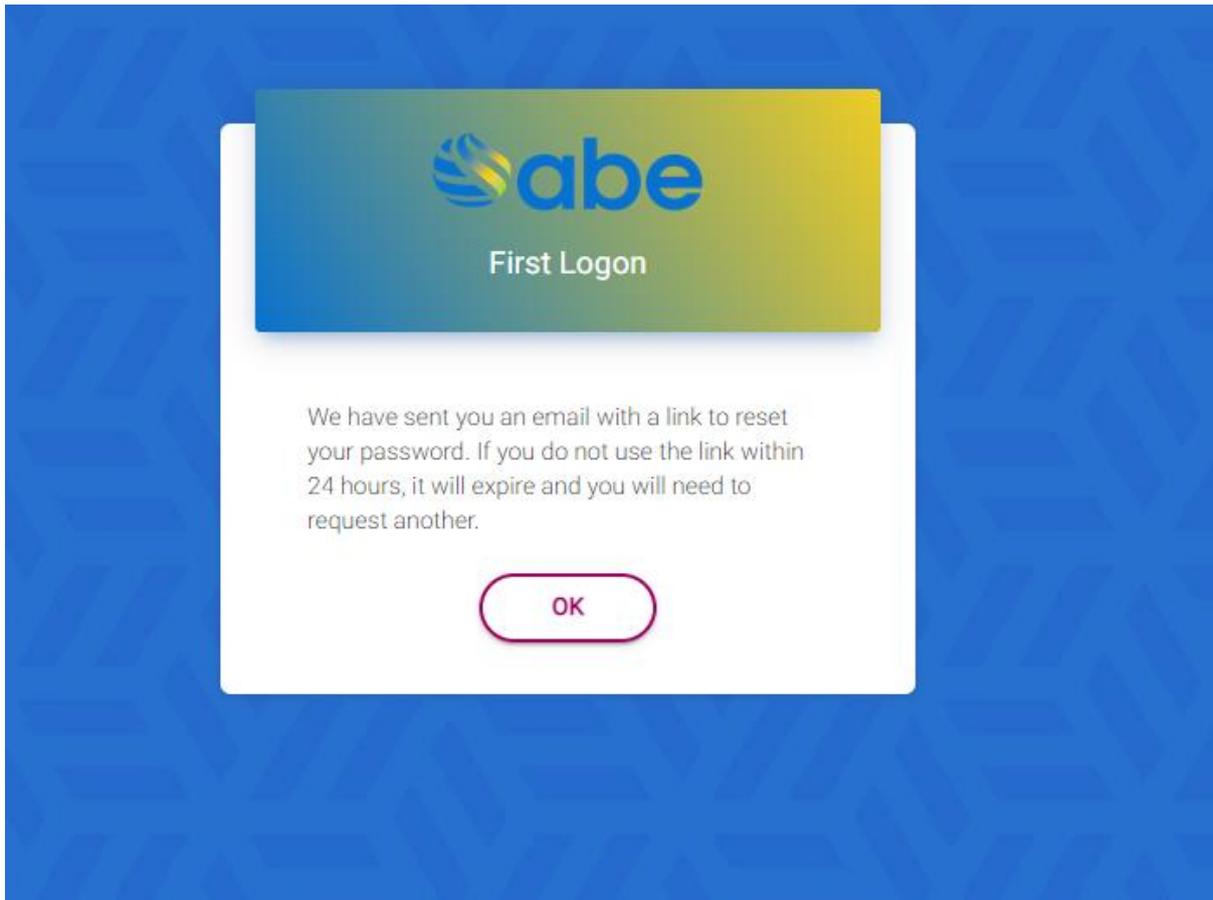
If you have any questions please contact ABE by email: [info@abeuk.com](mailto:info@abeuk.com)

From everyone at ABE, we wish you every success with your future studies.

Kind regards,  
The Operation Team

**This email is for information purposes only and you should not attempt to reply to this message.**

2. After clicking on the activation link in the “Welcome to ABE” email in step 1, an email will be sent to confirm that the account has been activated, and the below message will appear in the web browser.





3. The below email is an example of the activation confirmation email. Click on the “SET PASSWORD” button, which will be a link that takes you to login screen in step 4.

**This link is only valid for 24 hours.**

**From:** ABE Portal <[info@abeuk.online](mailto:info@abeuk.online)>  
**Sent:** Monday, March 27, 2023 4:20 PM  
**To:** Learner@ >  
**Subject:** Thank you for registering with the ABE Portal

You don't often get email from [info@abeuk.online](mailto:info@abeuk.online). [Learn why this is important](#)

Hello Learner XX,

You have now been registered on the ABE Portal.

Your username is: XXXXXX

To set up a password and start using your new account, please click on the link below:

**SET PASSWORD**

**Password format requirement:**

- **Minimum 7 characters**
- **One uppercase**
- **One lowercase**
- **One number**
- **One special character**

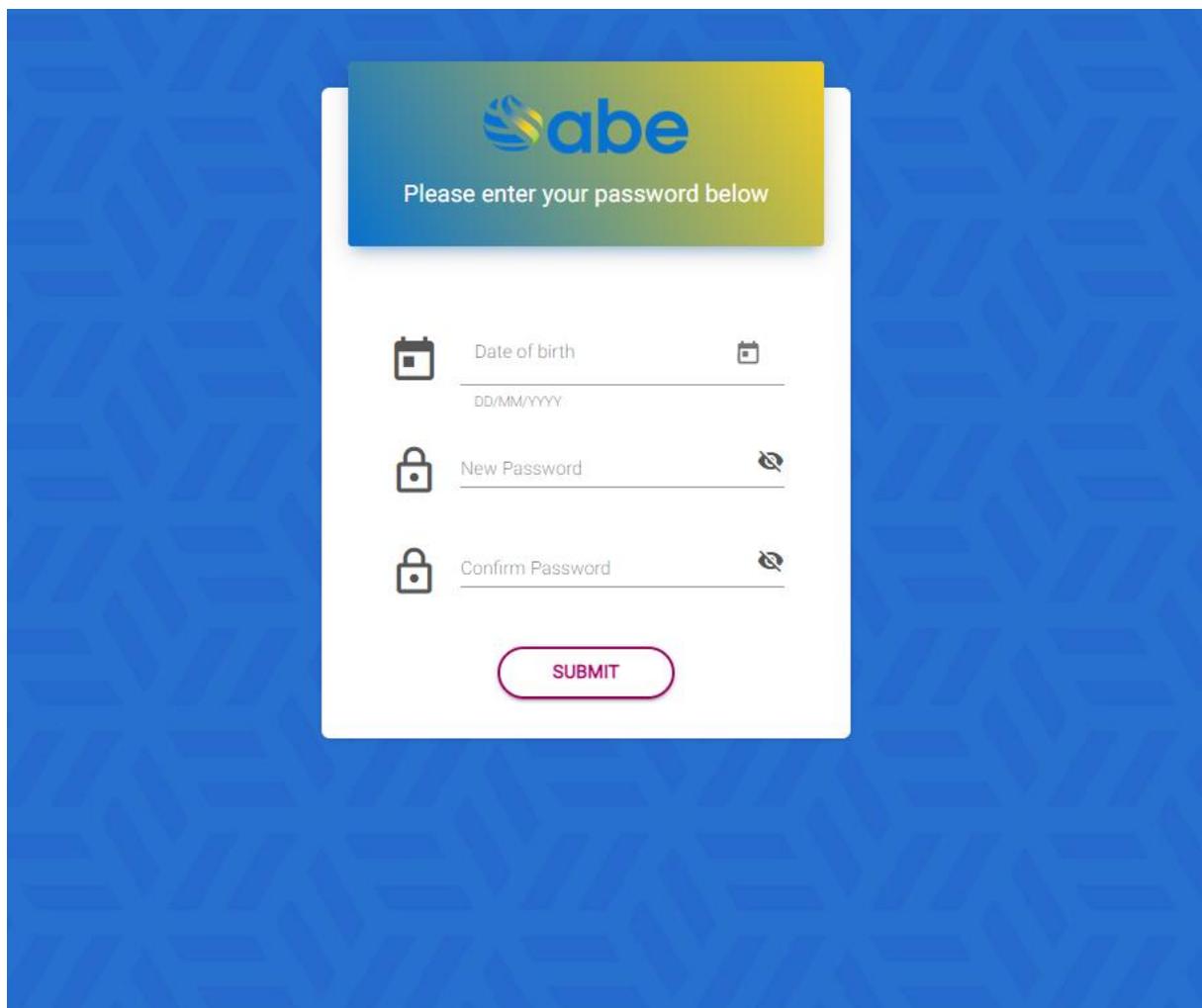
Please note that the above link is only valid for 24 hours from the start of the registration process.

-Team at ABE

4. To complete the registration process, the below information should be completed.

**Password format requirement:**

- **Minimum 7 characters**
- **One uppercase**
- **One lowercase**
- **One number**
- **One special character**

A screenshot of a registration form on a blue background. The form is white and contains the 'abe' logo at the top. Below the logo, it says 'Please enter your password below'. There are three input fields: 'Date of birth' with a calendar icon and a date format 'DD/MM/YYYY'; 'New Password' with a lock icon and a visibility toggle; and 'Confirm Password' with a lock icon and a visibility toggle. A 'SUBMIT' button is at the bottom.

If the password link has expired; go back to step 1 and click on the link and continue through the steps.