

# Data Insights: quick start guide

Multi Academy Trust main administrators

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# 1. Introduction

To access Data Insights there are steps that need to be taken to make sure that you are compliant with data agreements and can access all the relevant school and college data that you are expecting to see.

This guide will help **new users** to set up their account, and **previous Power BI users** to complete the correct next steps.

**If you already have a Multi Academy Trust (MAT) login to Centre Services, you can skip to section 3: Logging in.**

# 2. Getting started

A member of the Senior Leadership Team (SLT) is required to supply AQA with a designated Centre Services Administrator name and email address. AQA will send the nominated person the link to register to Centre Services. Please note, this should only be an email address within the MAT domain.

1. Open the link from the email that we sent to you. This has been sent to the email address provided by your Senior Leadership Team. The link will take you to the registration page.

**Note:** If you already have a Centre Services account, a MAT role will be added to your existing account if you provide the same email address associated with your account when registering for a MAT role. You will still need to register to log into Data Insights.

If for any reason your link has expired or is not working, please contact Customer Services, [HyperCareSupport@aqa.org.uk](mailto:HyperCareSupport@aqa.org.uk).

2. Submit your email address and MAT Unique Group Identifier (UID) to begin registration. This will send you to a thank you page and you'll receive an email with a link, inviting you to set up a password.
3. If you already have an account on Centre Services, you'll be able to use your existing password. You'll be asked to verify your email. This will send a verification code to your email address.
4. Copy the verification code from your email into the text box and select 'verify code'. This will take you through to create your password.
5. Once you've verified your email address, you'll need to set a password. Your password must contain three of the following:
  - a. a lowercase letter
  - b. an uppercase letter
  - c. a digit
  - d. a symbol.

Once you've entered your password, it'll take you back to the login page, where you'll be able to log in.

6. You'll then need to complete Multifactor Authentication (MFA) set up as an additional security measure. If you already have an account on Centre Services, you'll be able to use your existing method.

### 3. Logging in

Once you're logged in and have completed your MFA, you will be presented with a Data Sharing Agreement (DSA) and Terms and Conditions (T&C). The DSA and T&Cs are signed by selecting the checkbox. You will need to do this to proceed into the system.

### 4. Onboarding process

Once you are logged in, and have agreed to the DSA and T&Cs, please verify the centres associated with your Trust and confirm Personally Identifiable Information (PII) access rights.

If there are any discrepancies between your centre and Trust relationships, contact the Department for Education (DfE) as usual. You will need your UID when calling. The DfE will let AQA know.

You can access this information under **Manage user roles** in the top right-hand bar. From here this will open a new window where you can update and manage your **User Administration, Centre Membership Administration** and **Access to PII Administration**. This is where you can add new users in your MAT.

### 5. Changes to account

If you have a change of MAT lead, please let us know by emailing AQA on the address below and letting us know the name of new MAT lead. Email address must contain the name and MAT domain and a role must be confirmed.

To remove a main administrator, the MAT lead should email AQA and request removal. The MAT lead will additionally provide a name and email address of any replacement MAT administrators.

### 6. Contact support

Our team is here to support you through live chat, which is available on the Data Insights pages in the bottom right-hand corner, but if you have any technical trouble when logging in, you can email the team on [HyperCareSupport@aqa.org.uk](mailto:HyperCareSupport@aqa.org.uk)

