



ACTION

COMPLETED BY

Step one

Register ECTs on the DfE Register ECTs Portal

Following an invite email from the DfE you will be asked to record your ECTs and Mentors for the AY 2026/27.

Log into the [Register ECTs Portal](#), if you do not yet have access to the portal, please create an account using [this link](#).

Once on the portal click 'Register an ECT starting at your school' and continue.

Enter your ECTs TRN and date of birth, this will bring their records from the teaching records system, and you can then confirm that it is correct.

Submit their email address, start date, and working pattern.

If you have historically used our services, these will be saved in the system. This has not changes so, please select you would like to use the same choices.

Induction Tutor

Induction Tutor

Induction Tutor

Induction Tutor

Induction Tutor

Step two

Register and assign your ECTs Mentor

Enter your mentors TRN and date of birth, this will bring their records from the teaching records system, and you can then confirm that it is correct.

Enter their email address (your mentor will be notified by email that you have registered them).

You will then be informed if your mentor is eligible for the funded ECTE mentor programme and continue.

Note: Mentors will only have access to the EDT Online learning platform when linked with an active ECT.

Induction Tutor

Induction Tutor

Step three

Register your school with Redhill Hub's Appropriate Body Service via ECT Manager.

Log onto [ECT Manager](#) and select 'Register ECT' on your homepage.

Complete the registration form.

(There is a lot of information required, please see [the checklist here](#). We recommend trying to complete this in collaboration with your ECT, but you can save the application and come back to it at a later point).

Digitally sign the registration form to complete the application.

The cost of the AB Service is charged at £240 per ECT, per year. Please instruct your finance manager to pay via our [website here](#).

If your school belongs to one of the Trusts listed below, you do not need to pay via our weblink, your Trust pays as a collective. (Redhill Academy Trust, Minster Trust for Education, Diverse Academies Trust, The Forge Trust, Nova Education Trust or White Hills Park Trust)

Induction Tutor

Induction Tutor

Induction Tutor & Head Teacher

Induction Tutor

EDT will then be notified about the registration of your participants by the DfE. Mentors will receive login details from EDT around mid-July to allow them to complete their induction. ECTs will receive their login details from EDT upon successful registration, on or after 1st September 2026.