REX – British Council Online Registration System Instructions to partner schools

1. Go to this link: https://esolb2b.britishcouncil.org/Login#

2. Click on "Forgot password" link

3. Your email address is your username.

4. Enter it in the field required and click on "Submit" button. You will get an email to that address from **noreply.rex@britishcouncil.org** asking you to reactivate your account.

5. Click on the link in the email – you will be taken to the Preparation Centre Portal to reset your password. Invent a new password for your school and note it down – you will use it to log onto the portal and register candidates each session. The password should:

   – have 6-20 characters
   – contain one capital letter
   – contain one digit
   – contain one of these special characters: @ # $ %

6. After resetting your password you will be prompted to log in – use your email address as your user name and the new password that you have just invented.

7. After logging in you will see a dark grey toolbar with the following links:

   UPLOADS – this link you will use when uploading new exam candidates

   REGISTRATIONS – this link you will use to check, search and review your upload

   ACCOUNT – this link you will use to e.g. change your password and add users (e.g. one of your teachers)

   LOGOUT – this link you will use when you finished your work in REX

8. To register new candidate you will need to upload their details using an excel sheet. Fill in a separate excel document for each exam. This is very similar to what you have been doing up to now, but the excel sheet now has a few more columns. The new excel sheet can be downloaded from the REX system.

9. Click on UPLOAD, then UPLOAD CANDIDATES link

10. At the right hand side you can see the excel sheet to be downloaded and the instructions on how to fill in the sheet.

11. Fill in the columns in the sheet as required. Please make sure that the date of birth of each candidate is entered in the format dd/mm/yyyy

12. *__IMPORTANT__* - after you fill the excel sheet with candidate data SAVE THE DOCUMENT to your computer and save it somewhere you can easily find. Name the document so that you know what is in it – e.g. "Sunny Hill School – FCE – Dec 2015"

13. On the UPLOAD CANDIDATES link choose:

    LOCATION → here always choose „AT BRITISH COUNCIL"
    CENTRE → British Council Croatia
    VENUE → choose the city in which you want to have the exam
    EXAM – be careful, there is a lot of them in the drop down menu – some are paper based, some are computer based!
    DATE → be careful

14. Click on "Next" button

15. Now you need to upload the excel sheet(s) you have filled in earlier. Click on "Choose file" – you will be prompted to point to your excel table you filled in earlier. Find the appropriate table and click on the "Open" button in the lower right corner.

16. Click on "Next", read and tick the "Terms and Conditions" and then click on "Confirm".

17. Your upload is complete. You will receive an email from the system confirming the successful upload of candidate data.

18. Repeat the same for each exam.

If you have any questions, please send us an email to exams@britishcouncil.hr