



# How to Register on Jaggaer

ITT Accreditation Process

# Are you already registered on Jaggaer

If you are **already** registered on Jaggaer please log in using your existing account to view the opportunity.

If you are not already registered on Jaggaer please create an account (web address below). Details on how to do this are provided in this slide pack.

url for Jaggaer registration

<https://education.app.jaggaer.com/web/login.html>

# Jaggaer Welcome webpage

[Procurement at DfE](#)

[Crown Commercial  
Service](#)

[Contracts Finder](#)

[Tenders Electronic  
Daily \(TED\)](#)

## Welcome to the DfE eTendering Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

[Click here to register!](#)

[Click here for details on how to register](#)

## Opportunities and notices

[View Opportunities](#)

Login

Enter

[I cannot access my account](#)

Need assistance?

Please contact our eTendering helpdesk:

**Phone:**  
0800 069 8630  
+44 203 608 4013

**E-mail:**  
[help\\_UK@jaggaer.com](mailto:help_UK@jaggaer.com)

[Contact us](#)

To Register select the "Click here to register!" button

**WARNING:** Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's logon identity. Anyone using this system consents to active monitoring for security policy compliance purposes.

# Organisation details

## Registration Data

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save

Close

## Organisation Details

High Contrast Stylesheet

Switch to Accessible Controls

Reset

\* Organisation Name

\* Country

UNITED KINGDOM

\* Address line 1

\* City

\* State/County

---

\* Postal Code

UK Provider Reference Number (UKPRN)

\* Main Organisation Phone Number

The '**Registration Data**' tab asks you to complete information about your organisation (ie your address and postcode) You only need to complete the fields marked with a **red asterisk(\*)**.

AND

## User Details

# User details

Registration Data

Registration Data Basic Profile Forms My Category Selection Registration Confirmation

Save Close

## User Details

Title	Mr. ▾
* First Name	Joe
* Last Name	Bloggs
* Telephone	12345678910
Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces) <i>(please enter "+" "country code" and "your mobile phone number" with no spaces)</i>	
* Email <i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.</i>	asherdjones@gmail.com
* Username <i>(please make note of your username and do not forget)</i>	ExampleSchool1
* Preferred Language	English (UK) ▾

The **'Registration Data'** tab also asks you to complete information about your user details (ie Your name, telephone number, email address, user name (this could be the name of your school) and preferred language).

You only need to complete the fields marked with a **red asterisk(\*)**.

Once you have completed these mandatory fields, click on "Save".

# Basic Profile information

## Basic Profile Form: Basic Information

Registration

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save & Continue

Cancel

The **'Basic Profile Forms'** tab asks about your organisation (ie number of employees, UKPRN and trading status).

Once you have completed this section click on "Save and Continue".

### Basic Information

Label	Description	Response
Number of employees	* Please state the number of employees in your organisation	Less than 50
UKPRN	* Department for Education will require all suppliers to register for a UK Provider Reference Number (UKPRN) prior to receiving a contract award. Does your organisation currently have a UKPRN?	No, we will obtain a UKPRN prior to receiving a contract award
SQ-1.1(c)	* Trading status	g) other (please specify your trading status)

## Basic Profile Form: Other Trading Status

Registration

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save & Continue

Cancel

### Other Trading Status

Label	Description	Response
SQ-1.1(c) - (other)	If 'other', please specify your trading status	School

Characters available 1993

# My Category Selection

Begin Vendor Registration

Cancel

Confirm

✓ Registration Data

✓ Onboarding Pages

3 My Category Selection

4 Registration Confirmation

The **'My Category Selection'** tab asks you to select a category.

In the "Search or Navigate the Tree" box type 'teacher training'.

Select "Teacher training services"

Click on "Confirm".

teacher training

X

Search or Navigate the Tree

Selected Items: 0

Categories

01 - Procurement

86000000- - Education and Training Services

86100000- - Vocational training

86101700- - Non scientific vocational training services

86101710 - Teacher training services



# Confirmation of Registration



Department  
for Education

## Registration Confirmation

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Close Window

The Registration Process is complete. Your account has been activated and an email sent to confirm this.

Log in with your Username and Password to access the platform.

The **'Confirmation of Registration'** tab confirms that you have successfully completed your registration.

Once complete, you can close the window.

# Example email confirmation

Registration on Department for Education  Inbox x

**noreply@jaggaer.com**

2:09 PM (4 minutes ago)

to me ▾

Dear Example School,

Welcome to Department for Education

You have now successfully registered to use <https://education.app.jaggaer.com>

Your Password is: 1823412292

You should receive an email to confirm you have successfully registered (see example).

If you do not receive the email please check it's not been quarantined by your organisation's firewall or spam filter.

For assistance please contact our Helpdesk operated by JAGGAER, as per the details on the Login Page.

## GUIDANCE ON SPAM FILTERS:

In order to prevent eTendering portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from a ".bravosolution.com"; ".bravosolution.co.uk" and ".jaggaer.com" address.

Please also review the Junk Email settings of your email client software to avoid accidental message deletion.

 Reply

 Forward

# Start an application



Logout » [Supplier reserved area](#)

## Welcome to the DfE eTendering portal

**Delivering Procurement Excellence**

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**User Profile**

- [Manage Your Profile](#)
- [Modify Password](#)
- [Manage Users](#)

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Once logged in, you can start an application by clicking '**ITTs Open to All Suppliers**' from the left-hand menu. (For the avoidance of confusion, the term 'ITT' within Jaggaer stands for 'Invitation to Tender'. For the purposes of the accreditation rounds, an Invitation to Tender project is being used to securely communicate, receive and manage applications for accreditation).

# Initial Teaching Training Accreditation

Select **itt\_1349 - Initial Teacher Training Accreditation (Round 2)** and select **'Express Interest'** to begin an application. In future, the ITT can also be accessed from **'My ITTs'**.

Having accessed the ITT, you will find tabs towards the top of the screen to access necessary information and documents within an **attachments** section about the application process. The **'Messages'** tab should be used to submit questions before the question deadline and for DfE to securely communicate with you during the application process.

Response templates will be available within the **'Attachments'** list which should be completed, named in accordance with the naming convention and uploaded against each question within the response envelope.

**Important: You must ensure applications are submitted ahead of the deadline. DfE will not be able to access incomplete or unsubmitted applications. You should contact the Jaggaer helpdesk in the event of any technical difficulties ahead of the deadline.**

# Help with using Jaggaer

If you need assistance with the registration process or submitting your application on Jaggaer, please contact the eTendering helpdesk:

**Phone:**

0800 069 8630

0203 608 4013

**E-mail:** [help\\_UK@jaggaer.com](mailto:help_UK@jaggaer.com)



# View Opportunities on Jaggaer

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[View Opportunities](#)

To view opportunities, click on the "View Opportunities" link

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# Published Opportunities

Published Opportunities ... [Switch To Accessible Controls](#)

Current Opportunities Past Opportunities Global Opportunities

Enter Filter (type to start search) ▼ **Select "Project Info" from the drop down list. This opens "Filter Details".**

Filter Details ▼ 🗑️

Criteria	Operator	Value
<span>🗑️</span> Project Info	Contains <span>▼</span>	accreditation <span>👉</span>

**Change the operator to "contains"**  
**In the value box, type "accreditation"**  
**Select the search button to bring up the list of opportunities.**

[Search](#)

**Name of Opportunity:**  
**itt\_1349 - Initial Teacher Training Accreditation (Round 2)**