# EDUCATION CONTRACT ATTENDANCE SYSTEM

TRAINEE USER GUIDE

When you receive notification that you can begin using the Education Contract Attendance System (ECAS), use the password creation link to create the password for your account. Once this is complete, go to ecas.walesdeanery.org. From here, enter your email address as the username and the password you have created.
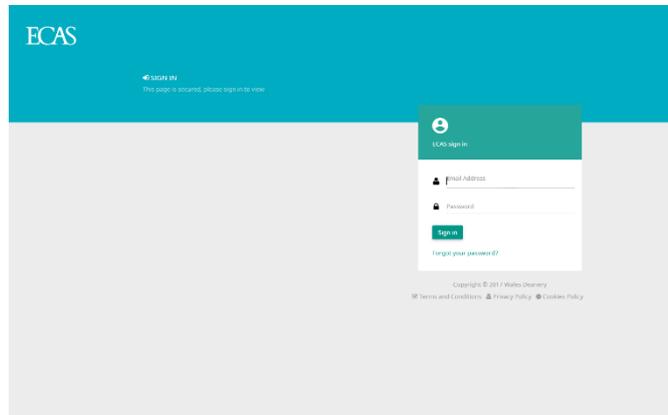
If you currently have no active placements the message below will be shown. This is unlikely due to the email service notifying you when the placement is active, however if you believe you should have an active placement and you don't, please contact educationcontract@cardiff.ac.uk.
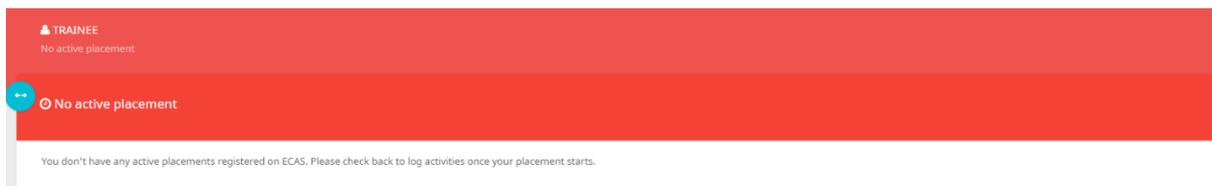
When you have a placement active and assigned to you, the 'Add New Activity' screen will be shown. This is where the information is entered. Pick the activity type that you have completed from the dropdown menu, before selecting the date that you completed it from the calendar. Then you will have to get the activity confirmed by somebody, and in the 'Name' box, you will enter this person's name, before selecting their position. If 'Other' is selected, please also write the name of this position when the text box appears. When all 4 boxes are completed, click '+ Add Activity'.
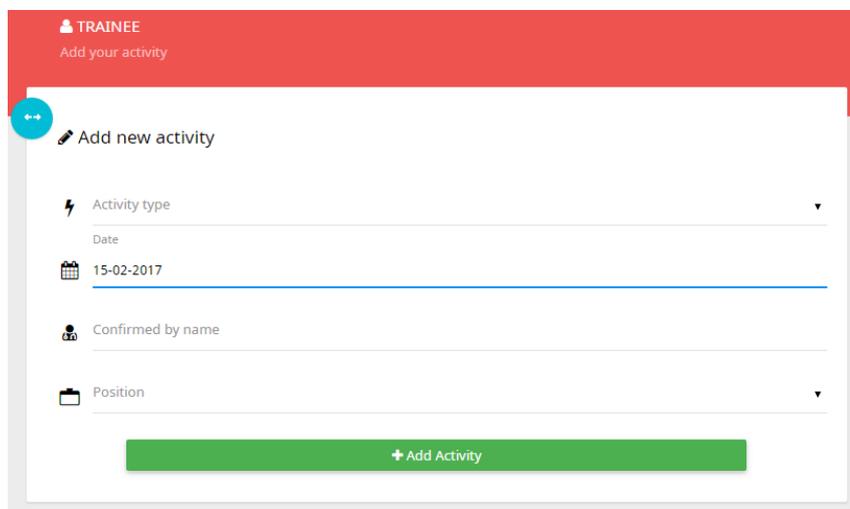
Once the activity has been added, you will see a list of the activities that you have added. To the right you can see that the 'Outpatient Sessions' has been selected as the activity, with the date and who it is confirmed by. If you have made a mistake in filling in the form, you can delete the activity here by clicking on the red trash bin.

⏱ Activities logged

+ Babies Admitted To Neonatal Unit

+ Consultant Led Ward Rounds

+ Deliveries

+ MDT Meeting

− Outpatient Sessions

DATE	CONFIRMED BY	POSITION	ACTION
28/09/2016 Dr Kamalanathan		Consultant	🗑

To change your password on the account, go to the top right hand corner of the page. You will see the red person icon Click on this and you will see 'Settings'. Also found here is the logout button for when you have finished your session. When you have clicked 'Settings', you will be asked to enter your current password, and then set a new password.

⚙ Settings

👤✗ Revert to actual role

⏻ Logout
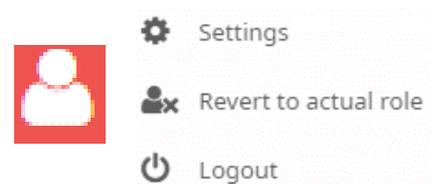
When on the Manage Account screen, enter your current password, followed by the new password and a confirmation of a new password. Then hit save, and the password should be saved.

⚙ CHANGE PASSWORD
Change password

👤 Set password for ECAS

🔒 Current Password

🔒 Password

🔒 Repeat password

Set password

Any further queries or problems that you may have should be directed to eduactioncontract@cardiff.ac.uk.