

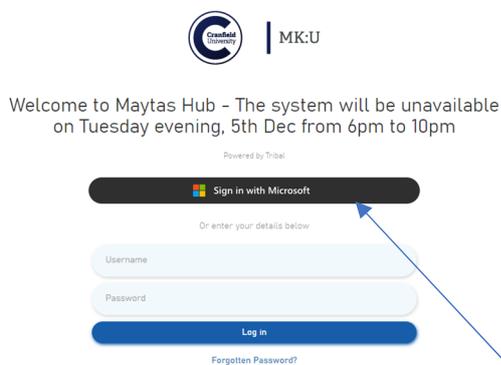


To access Maytas Hub, you will need to complete the account creation process, if you have reached this document, you may well have already done this. If you haven't, please refer to the account creation guidance document.

You can access the system at this link: <https://cranfielduniversity-etrack.cloud.maytas.co.uk/etrack/Login>

Logging In

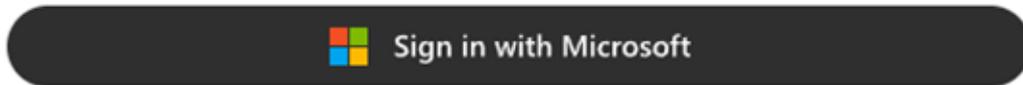
After you have completed the registration processes, you will be greeted with the below log in screen when you access Maytas Hub.



Maytas Hub – Cranfield University’s E-Portfolio System – End Point Assessor Guidance

To access your account you must click on the “Sign in with Microsoft”

POWERED BY TRUST



You will be asked to enter your given Cranfield username and password previously set.

A screenshot of a web form for signing in to Cranfield University's system. The form is white with a light blue border and is set against a light green background. At the top left is the Cranfield University logo. Below it is the heading "Sign in". There is a text input field containing the placeholder text "email@cranfield.ac.uk or username@cranfield.ac.uk". Below the input field is a link that says "Forgotten your password?". To the right of the input field is a blue button with the text "Next". Below the input field and link is a grey box containing the text: "Please login using your Cranfield email address (e.g e.mail@cranfield.ac.uk) or username (x23456@cranfield.ac.uk) and password." At the bottom of the form is a white box with a magnifying glass icon and the text "Sign-in options".

You will then be asked to approve your sign in through your Microsoft authenticator app

Approve sign-in request



Open your Authenticator app, and enter the number shown to sign in.

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No numbers in your app? Make sure to upgrade to the latest version.

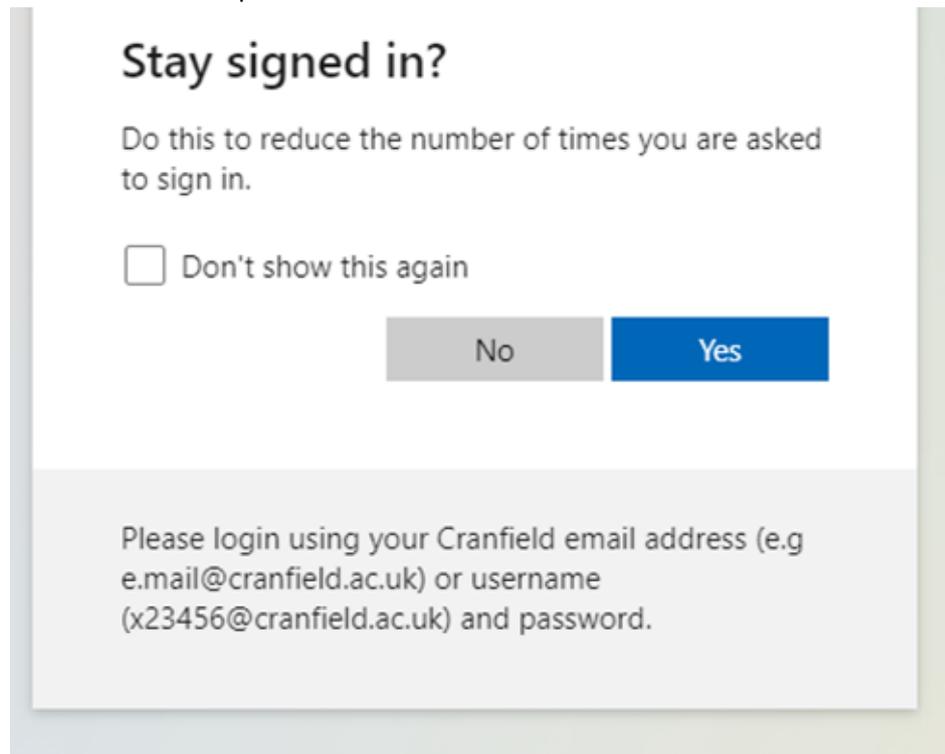
[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Please login using your Cranfield email address (e.g e.mail@cranfield.ac.uk) or username (x23456@cranfield.ac.uk) and password.

Maytas Hub – Cranfield University’s E-Portfolio System – End Point Assessor Guidance

If using a secure device you can click “yes” on the below screen to reduce the required times the authenticator is required



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

Please login using your Cranfield email address (e.g e.mail@cranfield.ac.uk) or username (x23456@cranfield.ac.uk) and password.

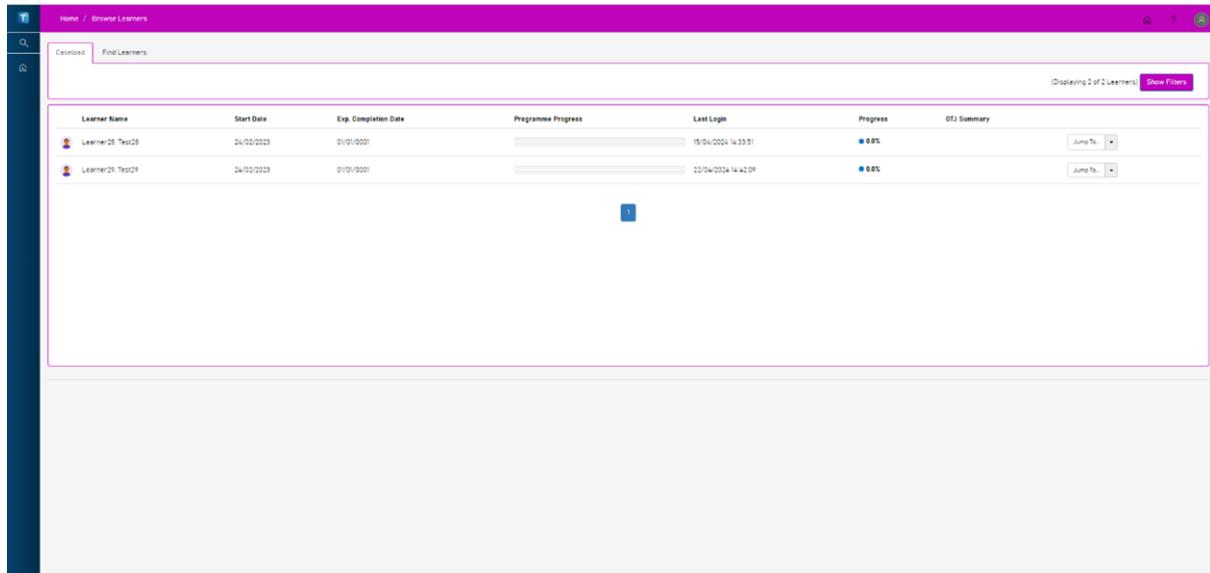
Should you need assistance...

If you are having any difficulty with creating an account or logging into Maytas Hub, please contact servicedesk@cranfield.ac.uk and they will create a ticket and be able to assist with your query.

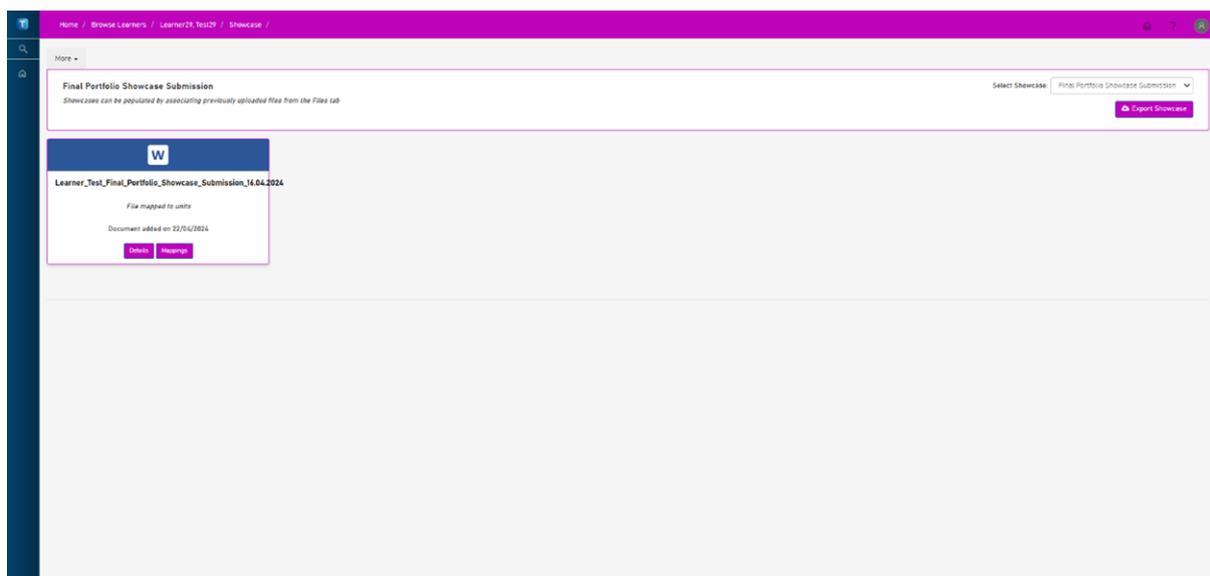
Maytas Hub – Cranfield University’s E-Portfolio System – End Point Assessor Guidance

Once you have logged in

When you first log in to Maytas Hub you will be met with the screen below and will be able to view all the learners that you have been assigned to assess.



Click on the desired learner that you want to assess, and you will be taken to a screen that looks like the below.



Please ignore the 'export showcase' button. If you click on the name of the document within the tile it will download the learners' submission for you. It will be formatted by the learner to look like the image below.

Maytas Hub – Cranfield University’s E-Portfolio System – End Point Assessor Guidance

Name	Status	Date modified	Type	Size
01 Personal Statement Matthew Maytas final	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
02 Context Narratives for all 32 KSB's final	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
03Matthew Maytas Statement of Authenticity f...	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
04 Matthew Maytas Evidence Locator	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV1_Financial Forecast	✓	16/04/2024 12:06	Microsoft Excel Work...	9 KB
EV2 People Strategy working group	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV3 Witness Testomnies	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV4 Project Q	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV5 Business Development Initiative	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV6 Executive Board Reports	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV7 Marketing launch for Maytas	✓	16/04/2024 12:06	Microsoft PowerPoin...	32 KB
EV8 Presentation on xxx	✓	16/04/2024 12:06	Microsoft PowerPoin...	32 KB
EV9 xxxxxxx	✓	16/04/2024 12:06	Microsoft Excel Work...	9 KB
EV10 xxxxxxx	✓	16/04/2024 12:06	Microsoft Excel Work...	9 KB
EV11 Presentation on xxx	✓	16/04/2024 12:06	Microsoft PowerPoin...	32 KB
EV12 xxxxx	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV13 Project E	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV13 Project P	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV14 Presentation on xxx	✓	16/04/2024 12:06	Microsoft PowerPoin...	32 KB
EV15 xxxxxx	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV16 xxxxxx	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV17 xxxxxx	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB
EV18 xxxxxx	✓	16/04/2024 12:06	Microsoft Word Doc...	13 KB

You should find all relevant documentation within this folder. If you are expecting to see something else in this folder, please contact apprenticeships@cranfield.ac.uk