

# TEF Hub: User guide for TEF student contacts

This is the TEF Hub user guide for TEF main student contacts and TEF alternative student contacts.

If you need support with using the Hub or encounter any issues, please contact us at [tefsystems@officeforstudents.org.uk](mailto:tefsystems@officeforstudents.org.uk)

## What is the TEF Hub?

The TEF Hub is a secure file sharing site for TEF main student contacts to upload their student submission. It can also be used by the TEF main and TEF alternative student contacts to access the published Guidance on student submissions<sup>1</sup>, the TEF data<sup>2</sup>, and to send queries to the TEF team.

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<sup>1</sup> Available at [www.officeforstudents.org.uk/publications/tef-student-submission-guide/](http://www.officeforstudents.org.uk/publications/tef-student-submission-guide/).

<sup>2</sup> Available at [www.officeforstudents.org.uk/data-and-analysis/tef-data-dashboard/](http://www.officeforstudents.org.uk/data-and-analysis/tef-data-dashboard/).

# Accessing the TEF Hub

## Setting up your TEF Hub account

Before you can log in to the TEF Hub you will need to set up your TEF Hub account. You can start to set up your account once you receive a TEF Hub login invitation email from [TEF@officeforstudents.org.uk](mailto:TEF@officeforstudents.org.uk). This will confirm your TEF contact role and contain:

- a URL link to the TEF Hub
- an invitation code unique to you, for you to use to redeem your invitation to the TEF Hub.

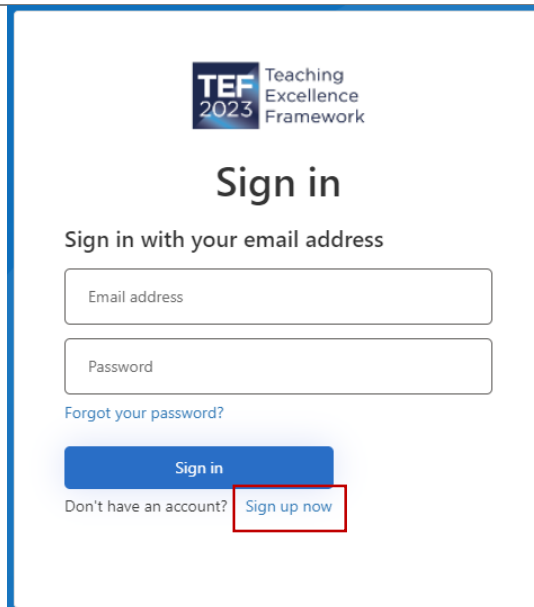
### 1. Redeem your invitation

- Click on the **TEF Hub URL link** in your invitation email which will take you to the **'Sign-up with an invitation code'** page.
- Copy and paste the invitation code from the email into the **\*Invitation code** field and then click the **Register** button.
- Click the **Log in** button.

The screenshot displays two stages of the TEF Hub registration process. The top stage is the 'Sign up with an invitation code' page, which includes a navigation bar with 'Sign in' and 'Redeem invitation' options. Below the navigation bar, there is a section titled 'Sign up with an invitation code' containing an input field for the '\* Invitation code', a checkbox for 'I have an existing account', and a blue 'Register' button highlighted with a red box. The bottom stage is the 'Redeem invitation' page, which features a navigation bar with 'Sign in' and 'Redeem invitation' options. A light blue banner displays the 'Redeeming code: e80fe550-4e45-441e-bf31-a86a88bdfd7c9d314967-848b-4bdc-9fe9-9a364b0660e3'. Below this, there is a section titled 'Register using an external account' and a blue 'Log in' button highlighted with a red box.

## 2. Sign up for an account

- Click on the **Sign up now** link at the bottom of the form.



## 3. Send verification code

- Enter your email address and click on **Send verification code**.
- An email with a 6-digit code will arrive in your inbox within 2-5 minutes.

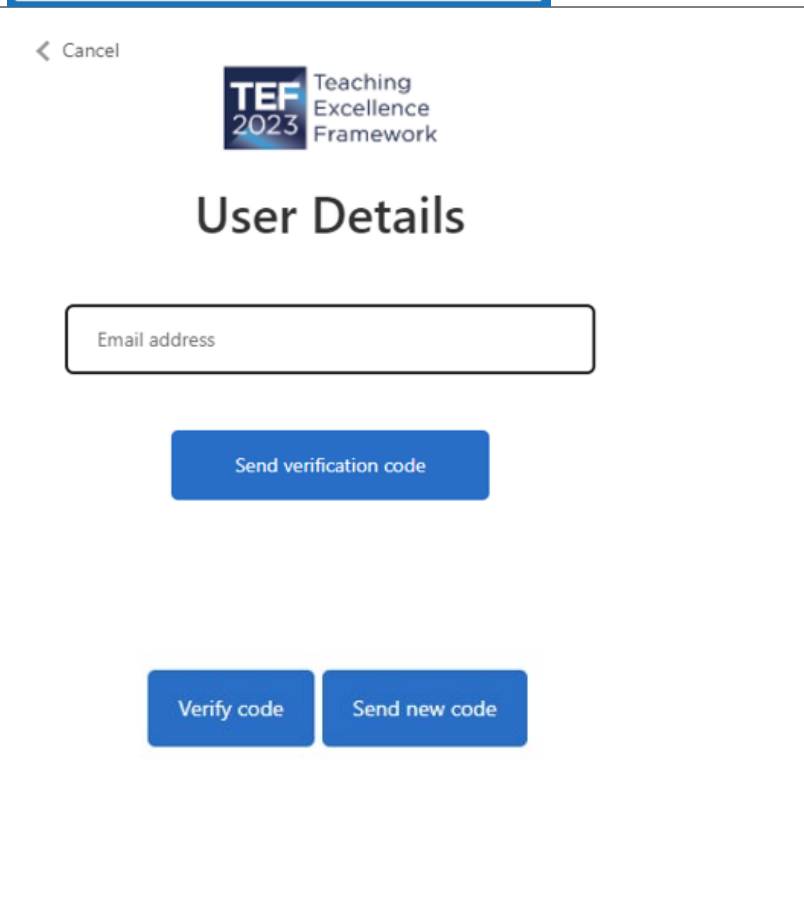
N.B The verification code will expire roughly 10 minutes after you receive the email.

You may need to check your Spam folder if you cannot see the email in your inbox.

If you do not receive your verification code, and you have checked your Spam folder:

- Click on **Send new code**.

If you still do not receive your verification code, please contact [tefsystems@officeforstudents.org.uk](mailto:tefsystems@officeforstudents.org.uk)



#### 4. Verify your account

- Once the email arrives, copy and paste the code into the **verification code** field (or type it in).
- Click on **Verify code**.
- If the verification code has expired, please click **Send new code** and repeat the steps above.

< Cancel



## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

sl.tefmainstudentcontact@officeforstudents.uk

233095 |

Verify code

Send new code

#### 5. Create your password

- Click in **New Password** and type in your choice of password and repeat it in **Confirm New Password**.
- If these fields already have dots in them, your browser may have selected a password for you. You can continue with that password or click in the fields to type in your own password.
- Click the **Create** button (you do not need to confirm your Given name and Surname).

##### Password rules:

- It must be between 8 and 64 characters.
- It must have at least 3 of the following:
  - a lowercase letter
  - an uppercase letter
  - a digit
  - a symbol
- It must not begin or end with a space.

Verify code

Send new code

New Password

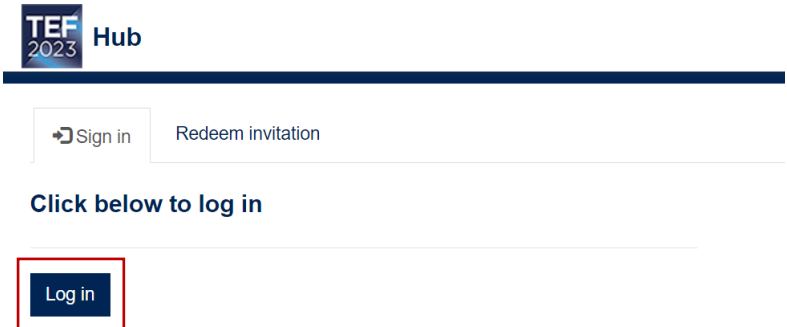
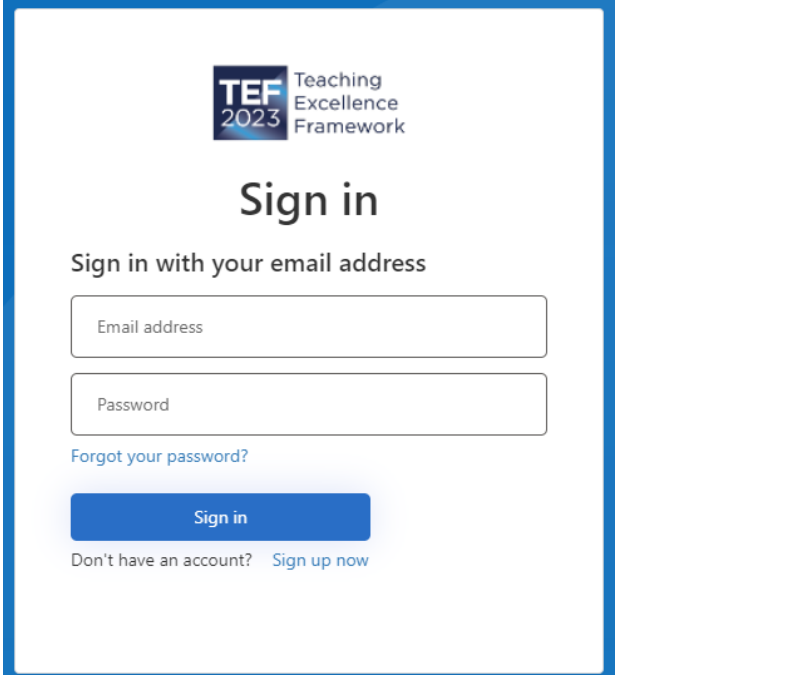
Confirm New Password

Given Name

Surname

Create

## Logging in to the TEF Hub

<p><b>1. Open the TEF Hub launch page</b></p> <ul style="list-style-type: none"><li>• Open this link: <a href="https://tef-submissions.officeforstudents.org.uk/">https://tef-submissions.officeforstudents.org.uk/</a></li><li>• Click on the <b>Log in</b> button.</li></ul>	 <p>TEF 2023 Hub</p> <p>Sign in Redeem invitation</p> <p>Click below to log in</p> <p>Log in</p>
<p><b>2. Complete your sign in</b></p> <ul style="list-style-type: none"><li>• Enter your email address and password and click on <b>Sign in</b>.</li></ul>	 <p>TEF 2023 Teaching Excellence Framework</p> <h3>Sign in</h3> <p>Sign in with your email address</p> <p>Email address</p> <p>Password</p> <p><a href="#">Forgot your password?</a></p> <p>Sign in</p> <p>Don't have an account? <a href="#">Sign up now</a></p>

### 3. Multi-factor authentication process

- We have implemented multi-factor authentication, so you will need to request a verification code to sign into the TEF Hub.
- Click on the **Send verification code**.
- An email with a 6-digit code will arrive in your inbox within 2-5 minutes. Please note that this email will be from Microsoft on behalf of the OfS.

N.B The verification code will expire roughly 10 minutes after you receive the email.

< Cancel



## User Details

Verification is necessary. Please click Send button.

Email Address

H\*\*\*\*\*@mailinator.com

Send verification code

Continue

#### 4. Verification code

- Once the email arrives, copy and paste the code into the verification code field (or type it in).
- Click on **Verify code**.

#### Troubleshooting tips

- If the verification code has expired, please click **Send new code** and repeat the steps above.
- If you cannot see the email with your verification code:
  - a. Check your Spam folder
  - b. If it is not there, try requesting a new code by clicking on **Send new code**.

If you still do not receive your verification code, please contact [tefsystems@officeforstudents.org.uk](mailto:tefsystems@officeforstudents.org.uk)

[← Cancel](#)



## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

H\*\*\*\*\*@mailinator.com

Verification code

Verification code

Verify code

Send new code

Continue

#### 5. You are now signed into the TEF Hub

On the Home page you can view:

- Your name in the top right hand corner.
- Your provider's name and UKRPN.
- You can see three buttons for **Submissions**, **Guidance and templates** and **TEF data**.



[Home](#) | [Contact us](#) | [TEF main student contact](#)

### Welcome to the TEF Hub

Provider A (10000123)

#### Submissions

Create and manage submissions

#### Guidance and templates

View guidance and templates on the OfS website

#### TEF data

View indicators and size and shape of provision dashboards

Please contact [tefsystems@officeforstudents.org.uk](mailto:tefsystems@officeforstudents.org.uk) if you have any issues accessing the TEF Hub.

## TEF guidance and TEF data

### Accessing guidance and templates

<ul style="list-style-type: none"><li>• Sign in to the TEF Hub (see details on the previous page).</li><li>• Click on <b>Guidance and templates</b>.</li><li>• You will be re-directed to the OfS website<sup>3</sup> where you'll find relevant TEF guidance and templates.</li></ul>	<h3>Welcome to the TEF Hub</h3> <p>Provider A (10000123)</p> <div data-bbox="651 548 1018 672"><p><b>Submissions</b> Create and manage submissions</p></div> <div data-bbox="1050 548 1423 672"><p><b>Guidance and templates</b> View guidance and templates on the OfS website</p></div>
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### Accessing TEF data dashboards

<ul style="list-style-type: none"><li>• Sign in to the TEF Hub.</li><li>• Click on <b>TEF data</b>.</li></ul>	<div data-bbox="662 884 1364 1131"><p><b>TEF data</b> View indicators and size and shape of provision dashboards</p></div>
<ul style="list-style-type: none"><li>• You will see two options, one for the <b>Indicators dashboard</b> and one for <b>Provision dashboard</b>.</li><li>• Click these options to be redirected to the data dashboards on the OfS website.</li></ul>	<h3>TEF data</h3> <p>Use the buttons below to access the data dashboards on the OfS website</p> <div data-bbox="657 1355 981 1467"><p><b>Indicators dashboard</b></p></div> <div data-bbox="1008 1355 1332 1467"><p><b>Provision dashboard</b> Size and shape of provision</p></div>

For queries relating to the **TEF guidance and template**, please contact [TEF@officeforstudents](mailto:TEF@officeforstudents)

For queries relating to **TEF data**, please contact [providermetrics@officeforstudents.org.uk](mailto:providermetrics@officeforstudents.org.uk)

<sup>3</sup> See [www.officeforstudents.org.uk/advice-and-guidance/teaching/about-the-tef/tef-guidance/](http://www.officeforstudents.org.uk/advice-and-guidance/teaching/about-the-tef/tef-guidance/).



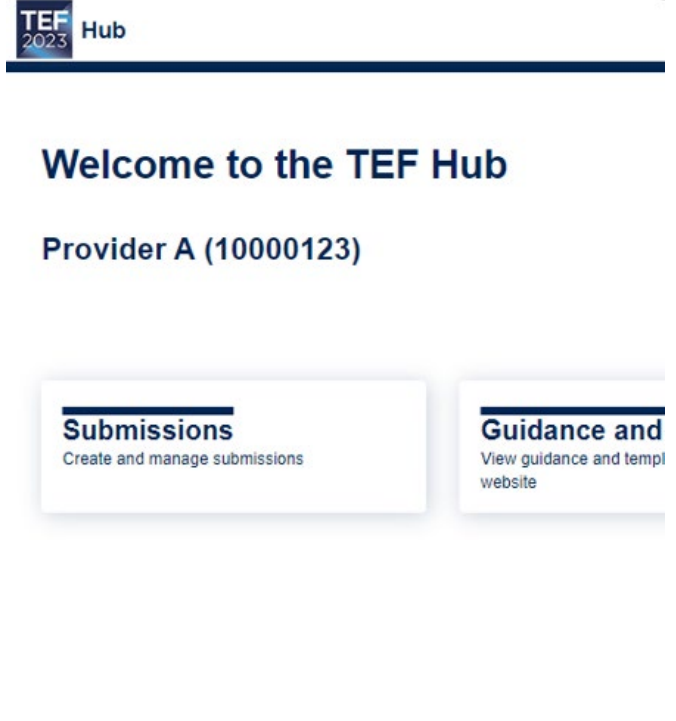
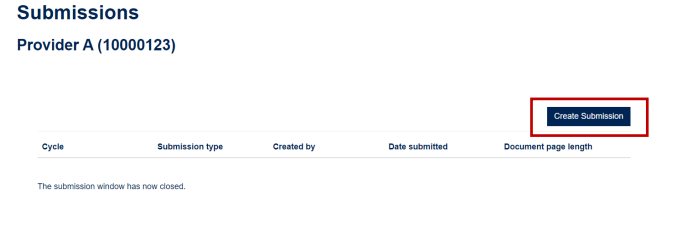
# Submissions

## Submission format

Please refer to the TEF student submission guide<sup>4</sup> for the submission date<sup>5</sup>, the submission format requirements, and for access to the optional student submission template.

## How to upload your student submission

The submission can only be uploaded during the submission window. Only the main student contact should upload the submission. The alternative contact should not normally upload the submission, and the OfS may ask for an explanation where this is the case.<sup>6</sup>

<p><b>1. Open Submissions</b></p> <ul style="list-style-type: none"><li>Log on to the TEF Hub and click on <b>Submissions</b>.</li></ul>	 <p>TEF 2023 Hub</p> <h2>Welcome to the TEF Hub</h2> <p>Provider A (10000123)</p> <div><p><b>Submissions</b> Create and manage submissions</p><p><b>Guidance and</b> View guidance and templ website</p></div>					
<ul style="list-style-type: none"><li>Click on the <b>Create Submission</b> button.</li></ul>	 <p>Submissions Provider A (10000123)</p> <p><b>Create Submission</b></p> <table><thead><tr><th>Cycle</th><th>Submission type</th><th>Created by</th><th>Date submitted</th><th>Document page length</th></tr></thead></table> <p>The submission window has now closed.</p>	Cycle	Submission type	Created by	Date submitted	Document page length
Cycle	Submission type	Created by	Date submitted	Document page length		

<sup>4</sup> See the [TEF student submission guide - Office for Students](#), page 13.

<sup>5</sup> See the [TEF student submission guide - Office for Students](#), page 26.

<sup>6</sup> See the [TEF student submission guide - Office for Students](#), page 8.

<p><b>2. Create the submission record</b></p> <ul style="list-style-type: none"> <li>The <b>Create a submission</b> page is auto populated with: <ul style="list-style-type: none"> <li>the submission deadline</li> <li>your provider name</li> <li>the TEF cycle</li> <li>the submission type as Student Submission.</li> </ul> </li> <li>Click the <b>Next</b> button to create the record.</li> </ul>	<p><b>Create a submission</b> Click on next to create a submission record. You will be able to add files on the next page</p> <p><b>Submission details</b> Submission deadline: 11-October-2022</p> <p>Provider Provider A</p> <p>Cycle * 2022</p> <p>Submission type * Student Submission</p> <p><b>Next</b></p>				
<p><b>3. Complete the submission</b></p> <ul style="list-style-type: none"> <li>On the <b>Complete submission</b> screen you can add your file.</li> <li>The file types accepted by the TEF Hub are shown under <b>Files</b> (see <a href="#">Submission format</a> for further information).</li> </ul> <p>Submissions in an audio or video format should be accompanied by a written, pdf transcript.<sup>7</sup> Video files have a 50MB size limit.</p> <ul style="list-style-type: none"> <li>Click on the <b>Add files</b> button to add a file to your submission.</li> </ul>	<p><b>Complete a submission</b></p> <p><b>Submission details</b> Submission deadline: 11-October-2022</p> <p>Provider Provider A</p> <p>Cycle * 2022</p> <p>Submission type * Student Submission</p> <p><b>Files</b> Allowed File Type, Size: • File Type: pdf, mp4, mp3, pptx, mov, avi, wmv, wav • Submission PDF Page Limit: 10 Pages • Maximum File Size Limit: 50 MB</p> <p><b>Add files</b></p>				
<p><b>4. Add your TEF submission file</b></p> <ul style="list-style-type: none"> <li>Click on <b>Choose files</b> to find the relevant file.</li> <li>Once your file(s) appears in the <b>Add files</b> window, click on the <b>Add files</b> button.</li> </ul>	<p><b>Add files</b></p> <p>Choose files <input type="button" value="Choose Files"/> No file chosen</p> <p><input type="button" value="Add files"/> <input type="button" value="Cancel"/></p>				
<ul style="list-style-type: none"> <li>Once the file(s) has been uploaded it will show in the <b>Files</b> section at the bottom of the <b>Complete submission</b> screen.</li> </ul>	<p><b>Files</b></p> <p>Allowed File Type, Size: • File Type: pdf, mp4, mp3, pptx • Submission PDF Page Limit: 5 Pages • Maximum File Size Limit: 50 MB</p> <table border="1"> <thead> <tr> <th>Name ↑</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td> TEF student submission.pdf (423 KB)</td> <td>28-Nov-2022 1</td> </tr> </tbody> </table>	Name ↑	Modified	TEF student submission.pdf (423 KB)	28-Nov-2022 1
Name ↑	Modified				
TEF student submission.pdf (423 KB)	28-Nov-2022 1				

<sup>7</sup> See the [TEF student submission guide - Office for Students](#), page 13.

## 5. Confirm your submission

Once you have added the relevant file(s) and you're happy with your submission you can confirm it:

- Scroll down the screen and please read the **Declaration** text.
- If the relevant parts of the declaration are accurate, click on the **Submit** button.
- Once the submission has been submitted your screen will change to **View Submission** (see details below).
- You will receive an email confirming receipt of your submission.
- This email may ask you to amend your submission if it does not meet the submission format and length requirements (see [How to amend your submission once uploaded](#)).

### Declaration

#### For all documents uploaded:

- I confirm that the information in the documents uploaded is accurate and verified
- I understand that documents uploaded to this portal as of the relevant deadline

#### For provider submissions:

- I confirm that I am uploading this submission as the Accountable Officer of my p knowledge and consent (a notification will be sent to the Accountable Officer to
- I understand that the provider holds the copyright to its TEF submission, and the property right) or other right of any third party.
- I understand that a copy of the submission will be made available to TEF panel may be published by the OfS in official sources of information as part of the TEF

#### For student submissions:

- I confirm that I am uploading this submission as the TEF main student contact o so independently and I have had the final say over the submission's content.
- I understand that a copy of the submission will be made available to TEF panel may be published by the OfS in official sources of information as part of the TEF

Submit

## 6. View your submission

- You are now able to view your submission.

## View Submission

Below are the details of the submission related to your p

### Submission details

Submission open date: 03-October-2022

Submission deadline: 11-October-2022

Provider

Provider A

Cycle \*

2022

Submission type \*

Student Submission

### Files

Name ↑

TEF student submission.pdf (423 KB)

- You can view this at any time by clicking on **Submissions** on the Home page.
- On the **Submissions** page hover over the **Cycle** column and click on the **View details** button that appears.

TEF 2023 Hub

Home > Submissions

## Submissions

### Provider A (10000123)

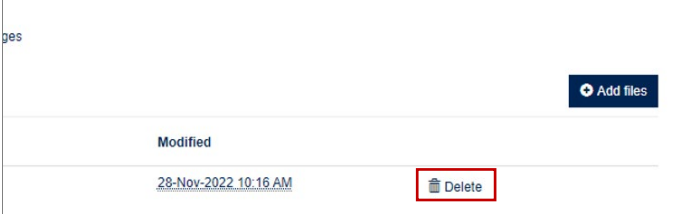
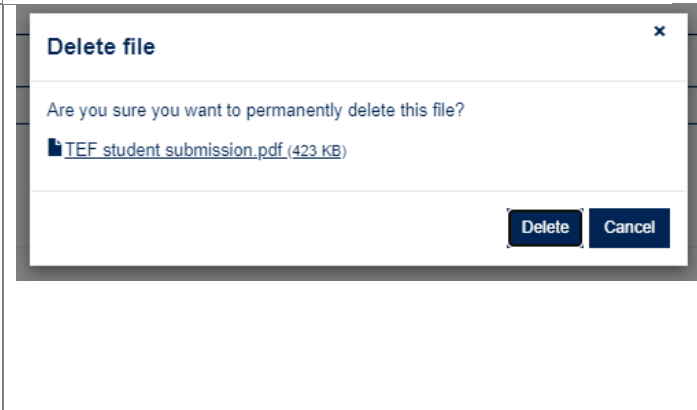
Cycle	Submission type	Created By
2022 <a href="#">View details</a>	Student Submission	TEF main student contact

## How to amend your submission once uploaded

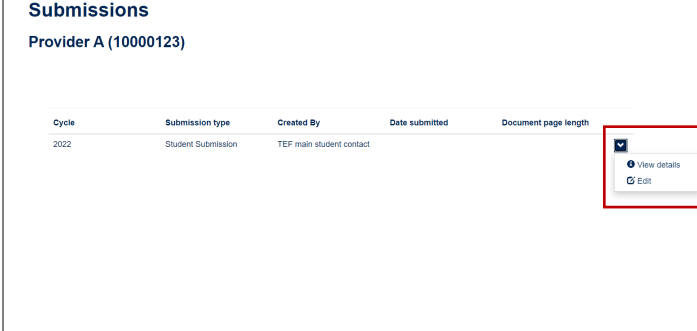
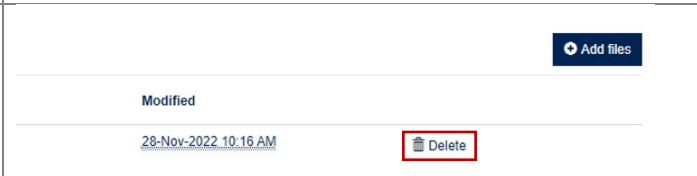
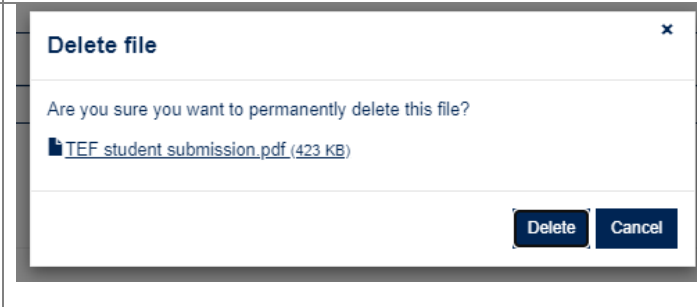
You can amend your submission **before the submission deadline**, either:

- after you have uploaded the file and before you click submit, or
- after you have uploaded the file and clicked submit.

### Amend your submission before you submit your file

<p><b>1. View the file in the Complete submission form</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Delete</b> file icon in the file record.</li> </ul>	 <p>The screenshot shows a submission form with a file record. The record includes a 'Modified' timestamp of '28-Nov-2022 10:16 AM' and a 'Delete' icon (a trash can) highlighted with a red box. An 'Add files' button is visible in the top right corner.</p>
<p><b>2. Delete file</b></p> <ul style="list-style-type: none"> <li>• Click <b>Delete</b> in the pop-up message to confirm you want to permanently delete this file.</li> <li>• Click <b>Cancel</b> if you do not want to permanently delete the file.</li> <li>• Then click the <b>Add files</b> button, choose the new file to upload and click <b>Submit</b>.</li> </ul>	 <p>The screenshot shows a 'Delete file' pop-up message. It asks 'Are you sure you want to permanently delete this file?' and lists the file 'TEF student submission.pdf (423 KB)'. At the bottom, there are 'Delete' and 'Cancel' buttons.</p>


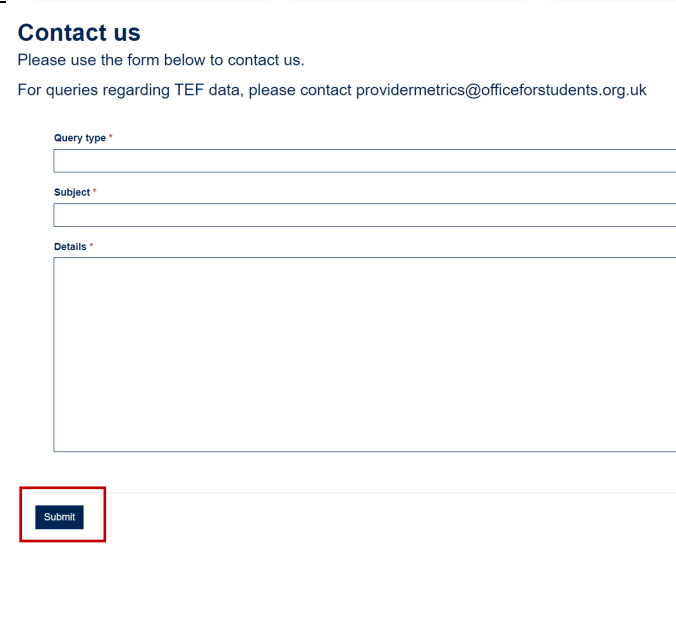
### Amend your submission after you have submitted your file

<p><b>1. Open submissions</b></p> <ul style="list-style-type: none"> <li>• Go to the home page and click on the <b>Submission</b> button.</li> <li>• You will see the student submission uploaded previously.</li> <li>• Click the drop-down arrow on the right and select <b>Edit</b>.</li> </ul>	 <p>The screenshot shows a 'Submissions' table for 'Provider A (10000123)'. The table has columns for Cycle, Submission type, Created By, Date submitted, and Document page length. A row is shown for Cycle 2022, Submission type Student Submission, and Created By TEF main student contact. A drop-down arrow on the right of the row is highlighted with a red box, showing options for 'View details' and 'Edit'.</p>
<p><b>2. Select the file to delete</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Delete</b> file icon in the file record.</li> </ul>	 <p>The screenshot shows a submission form with a file record. The record includes a 'Modified' timestamp of '28-Nov-2022 10:16 AM' and a 'Delete' icon (a trash can) highlighted with a red box. An 'Add files' button is visible in the top right corner.</p>
<p><b>3. Delete the file</b></p> <ul style="list-style-type: none"> <li>• Click <b>Delete</b> in the pop-up message to confirm you want to permanently delete this file.</li> <li>• Click <b>Cancel</b> if you do not want to permanently delete the file.</li> </ul>	 <p>The screenshot shows a 'Delete file' pop-up message. It asks 'Are you sure you want to permanently delete this file?' and lists the file 'TEF student submission.pdf (423 KB)'. At the bottom, there are 'Delete' and 'Cancel' buttons.</p>

- Then click the **Add files** button, choose the new file to upload and click **Submit**.

# Help and queries

## How to contact the TEF Team via the TEF Hub

<p><b>1. Open the Contact us form</b></p> <ul style="list-style-type: none"><li>Click on the <b>Contact us</b> tab on the TEF at the top of the TEF Hub screen.</li></ul>	
<p><b>2. Complete the contact us form</b></p> <ul style="list-style-type: none"><li>Select your query type from the <b>Query Type*</b> drop-down list.</li><li>Add a subject line for your query in the <b>Subject* box</b>.</li><li>Under <b>Details*</b>, add the details explaining your query.</li><li>Click the <b>Submit</b> button.</li><li>Once your query has been submitted you'll be returned to the TEF home screen.</li></ul> <p><i>For queries regarding TEF data, please contact <a href="mailto:providermetrics@officeforstudents.org.uk">providermetrics@officeforstudents.org.uk</a></i></p>	

If you need support with using the Hub or encounter any issues, please contact us at [tefsystems@officeforstudents.org.uk](mailto:tefsystems@officeforstudents.org.uk).