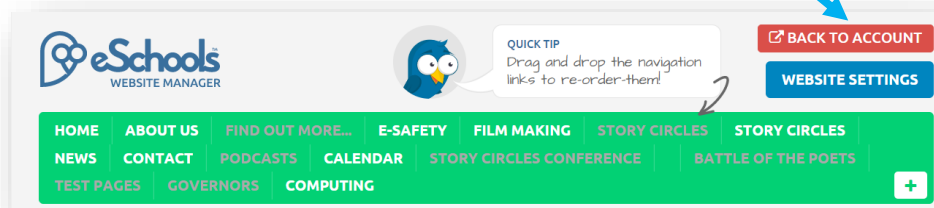


# For Website Users: Accreditations

## To add or change the accreditation logos found in the website footer:

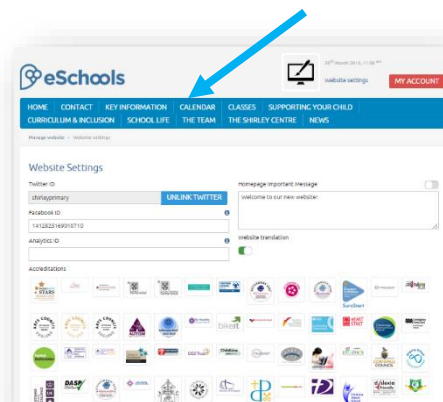
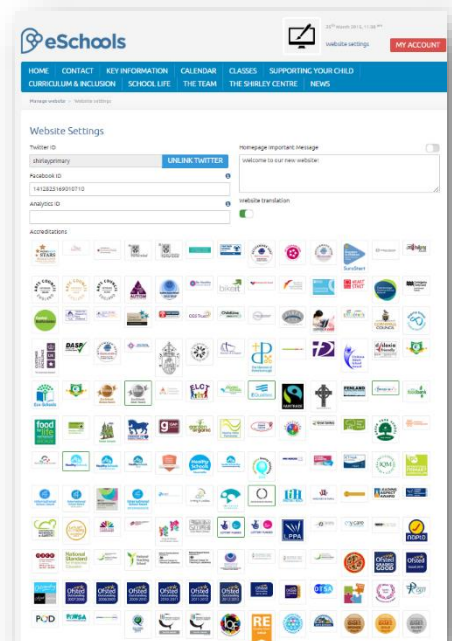
Go to your website

- Log in to an account with website editing rights and select the option to edit the website.
- In this website editing view, select the website settings options here.



**Please note:** this is also the option to take if you need to set an 'important notice' but remember to scroll right down to the save button, hidden at the bottom.

- You'll now see a set of logos that are available for showing in a footer. Any that are already showing on your site will be listed under Active accreditations and have a clear green border around them.
- To remove one, simply click on it so the green border is removed
- To add a logo, simply click on it to add a green border.
- When you are finished, scroll down to the bottom of the page to the save button and select to save these changes.
- To get out of this view, select any of the category buttons that make up your website navigation



If the logo you need to add is not showing in this list, please forward us the best quality logo that you have been provided with, along with any branding guidelines to [elarning@theictservice.org.uk](mailto:elarning@theictservice.org.uk)

We will submit these to eSchools and the logo should appear in this list after, approximately, seven working days.