

1. Detailed steps on migrating SA account to DSI

Please start from the DfE Sign In Services page - <https://services.signin.education.gov.uk/>

If the service you need to access has been migrated to DfE Sign In, you will be directed to the DfE Sign In login page, where you need to enter your **Secure Access username and Password**. You will then be guided through the migration process.

The steps will be as follows:

1. Follow the prompts to confirm your details
2. Confirm you wish to use the default email address or enter a different one
3. Verify your email address (you will receive an email containing a verification code)
4. Create a new password for DfE Sign-In (12 or more characters)
5. You will receive confirmation that your account has been created and be presented with the login page again, enter your **email address** and the 12 character password that you created. This email address is now your username.

If you experience any problems during this process, could you please email me details of the error and at which stage of the process this is happening.

When you have successfully migrated your account to DfE Sign In, you do not need to log in to Secure Access to access that service. Please start your service from the link below. This will automatically direct you to DfE Sign In to enter your username (email address) and password, and then back to the service webpage:

<https://services.signin.education.gov.uk/>

2. Merging SA account to existing DSI account

The ability to migrate your Secure Access accounts to an existing DfE Sign In account (email address), is now available.

Please find below the process to assign and migrate an account to your current DfE Sign In account:

1. Sign into Secure Access and select the service you wish to migrate to your DfE Sign In account, which would be Teacher Services or ASP
2. You will be directed to DfE Sign In where you will need to enter the **Secure Access username and password** – the same as you entered to access Secure Access in the previous step (sa.education.gov.uk)
3. The migration journey will start, progress through the prompts clicking on Continue where necessary
4. When prompted, enter the same email address as your DfE Sign In username (e.g. joe.bloggs@domain.com)
5. You will receive an email containing a verification code, which must be entered to confirm the email address
6. Select the option to *Merge your Secure Access account to your <email address> DfE Sign-in account*
7. The migration will be complete and you can log in using your DfE Sign In username (email address) and password

8. If you are associated with multiple organisations, then select the organisation you wish to act on behalf of and gain entry to

Once you have migrated your account(s), you do not need to sign into Secure Access (sa.education.gov.uk) instead the relevant service links can be accessed from:

<https://services.signin.education.gov.uk/>

3. User already migrated

Please reattempt the login to access this service, starting from this link:

<https://services.signin.education.gov.uk/>

When you are directed to the DfE Sign In login page, your username is **your registered email address**.

If you have forgotten your password, you can use the forgotten password link on the same page. This will then email you to change your password.

If you don't receive this email into your Inbox, please check your spam/junk/clutter folders, as it often goes into these type of folders.