



REGISTRATION/LOGIN

Fellowship Advisors

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ACCOUNT REGISTRATION & LOGIN

User account registration

New fellowship advisor accounts are generated by system administrators on ASAMS. Once generated, a notification titled "Invitation to join ASAMS" will be sent out to the new user's email address via marshall.awards@notifications.service.gov.uk

Once the notification has arrived, the new user should open the link in the registration email to commence registration.

Please note, the registration link is valid for a period of 7 days after the invitation is generated. Once this period lapses, the advisor will be required to follow the '[Resend verification link](#)' process to proceed with registration.

Please observe the following recommendations before completing account registration:

- We recommend **against** opening the registration link to complete the process on a mobile phone, as the user will require a separate mobile device available to scan the QR code to link their account to an authenticator application.
- We recommend that you complete the whole registration process in one go, otherwise your account could be locked.
- We recommend having a mobile device with an authenticator app (for example the Google Authenticator, or the Microsoft Authenticator) available, as this will be required for account setup. For guidance on using authenticator apps with ASAMS, please jump to [this section](#).

Account registration process

Email verified

Thank you for verifying your email address. To proceed with your account registration please create a password and pick three security question prompts. The answers you set to these questions are used for account verification and recovery purposes, in the event that you lose access to your account.

Password	Confirm Password
<input type="text"/>	<input type="text"/>
Security question 1	Answer 1
<input type="text" value="Choose question"/>	<input type="text"/>
Security question 2	Answer 2
<input type="text" value="Choose question"/>	<input type="text"/>
Security question 3	Answer 3
<input type="text" value="Choose question"/>	<input type="text"/>

Please accept the terms and conditions below, before proceeding to the next stage of account registration.

[Terms and Conditions](#)

The next step of account registration requires access to a mobile device with an authenticator app such as Microsoft Authenticator, Google Authenticator, Authy or Duo Mobile. Please select "Continue" below once you are ready to proceed with authentication set up.

Step 1: Set a password and three security question answers.

Step 2: Agree to the Terms and Conditions of the ASAMS platform.

Select 'Continue' to proceed to the next stage of the registration process

Setup authenticator:

In order to complete your account registration, you are required to link your account to an authentication app on a mobile device. Please follow the steps outlined below:

1. If you have not done so already, please download an authentication app such as [Microsoft Authenticator](#), [Google Authenticator](#), [Authy](#), or [Duo Mobile](#) on to a mobile device Authenticator, Authy, or Duo Mobile on to a mobile device
Please note, you must use an authentication app on a separate device, as you will be required to scan the QR code shown below.
2. Open the authentication app, and follow the steps to link a new account via QR code.
Please note, you must not use your devices generic camera app to scan the code - it must be the QR code scanner in the authentication app itself.
3. Scan the QR code below with the scanner in your chosen authenticator app.



Once scanned, a new refreshing 6-digit numeric code will appear in your app. Enter the code from your app and then select "Submit" below.

Please enter the code without any spaces - i.e. "123456"

Submit

Step 3: Scan the QR code with a preferred dual-authentication application on a separate mobile device (i.e. a mobile phone).

Please note, you must scan the QR code with the scanner in the app, not your mobile device camera.

For further guidance on using authenticator apps, please see [this section](#).

This will add a refreshing 6 digit code to the users app, listed under **UK-Scholar** by default.

To proceed, input the 6 digit code without spaces and select 'Submit'.

Authenticator Successfully Setup

You will be required to re-input the code from your authentication app each time you login.

Should your device become lost or stolen you can use the one-time recovery code listed below to recover your account.

A141563858

Please note, you will not be shown this code again. It is recommended that you keep a copy of this code somewhere safe.

To use the recovery code, input it in the field where you would normally input the code from your authenticator app during login.

Continue

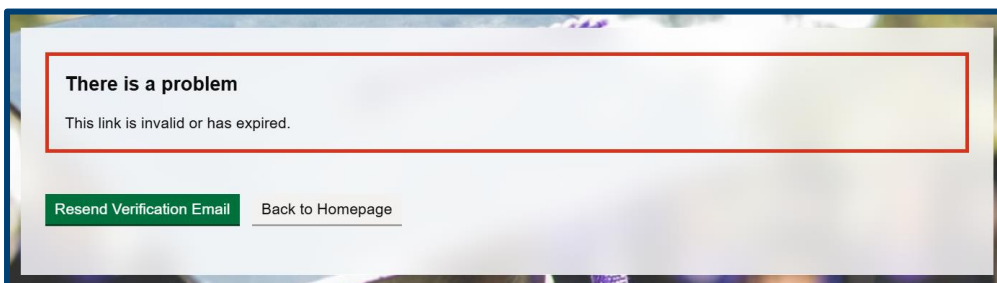
Step 4: You are then presented with a 9 digit recovery code formatted "**A123123123**".

You should keep a record of this code.

Select 'Continue' to proceed to the dashboard.

Resend verification link

If you attempt to register after the registration link has expired (7 days after link generation), you will be presented with the following error message:



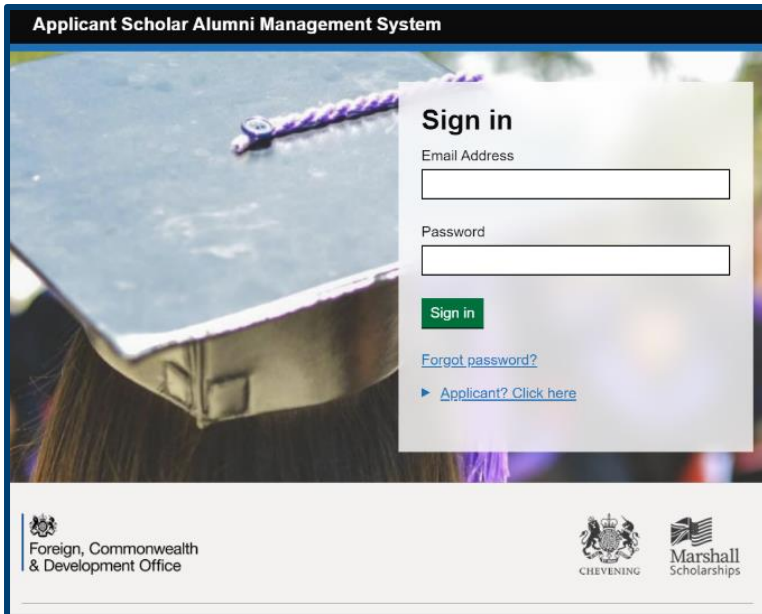
To generate a new registration link, you should select '**Resend verification email**'. You will then be asked to input your email address, and a new registration link will be sent to you.

User account login

Once you have registered your account, ASAMS can be re-accessed via the following URL:

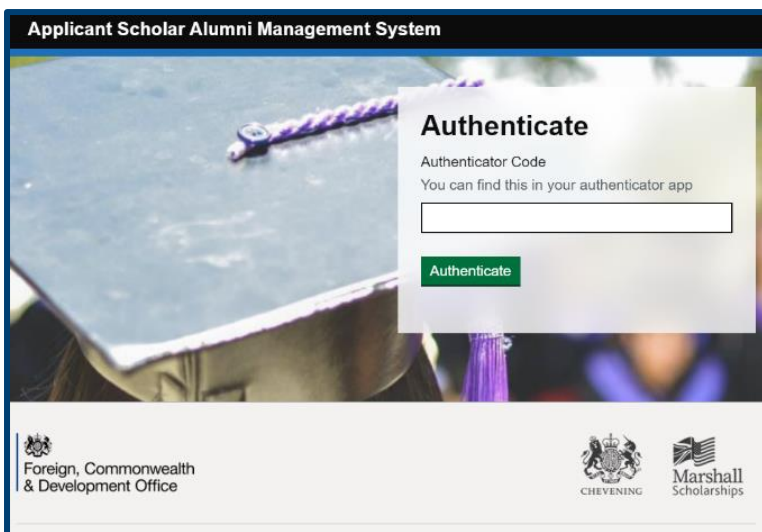
<https://asams.marshallscholarship.org/login>

Please note, once you have registered you will **not** be able to re-use the original registration link sent to your email to re-access your account. All future system access should be via the URL above.



The screenshot shows the 'Sign in' page of the Applicant Scholar Alumni Management System. The page features a background image of a graduation cap. A white sign-in form is overlaid on the image, containing the following elements: the title 'Sign in', an 'Email Address' input field, a 'Password' input field, a green 'Sign in' button, a blue link for 'Forgot password?', and a blue link for 'Applicant? Click here'. At the bottom of the page, there are logos for the Foreign, Commonwealth & Development Office, Chevening, and Marshall Scholarships.

Step 1: Input the email address and password registered to your account.



The screenshot shows the 'Authenticate' page of the Applicant Scholar Alumni Management System. The page features the same background image of a graduation cap. A white authentication form is overlaid, containing the title 'Authenticate', the text 'Authenticator Code' and 'You can find this in your authenticator app', an input field for the code, and a green 'Authenticate' button. At the bottom, the same logos for the Foreign, Commonwealth & Development Office, Chevening, and Marshall Scholarships are present.

Step 2: Input the 6-digit refreshing code shown in the dual-authentication app that was used during account registration.

The code will appear under the heading **'UK-Scholar'** as standard.

If you are unable to locate the authentication code in your app, or if the link to the app has been removed, please consult the relevant [technical support](#) section.

Once the authentication code is inputted, you will load into your user account dashboard.

TECHNICAL SUPPORT

Support for advisors

If you experience any technical difficulties registering on the ASAMS platform, logging into your account, or using the platform please contact institutionsupport@marshallscholarship.org in the first instance.

Please note, if you lose access to your mobile device and/or need to re-establish a link with a new authenticator app, we may need to reset your account in order for you to re-link your account. Please consult the Institution Support team via the email listed above in the first instance for all log-in or access issues.

Support for applicants

Applicants experiencing technical difficulties on the ASAMS platforms are advised to submit a query to the applicantssupport@marshallscholarship.org mailbox.

Common technical queries from applicants

Applicant unsure how to start application

Applicants can commence an application from the Applicant Scholar Alumni Management System apply page [here](#). Applicants are required to select their endorsing institution, award programme and US region before providing registration contact details. Applicants can only commence applications during the application period.

Lost unique access code / unable to login

*Applicants who lose their unique access code or are unable to login must follow the recovery code process to regain access to their account. This involves requesting a reset code text from the system and retrieving their unique access code. Applicants who are unable to receive a reset code text should contact applicantssupport@marshallscholarship.org **OR restart their application.***

Applicant wants to change award programme (from 1 year to 2 year or vice versa)

*Applicants that want to switch award programmes after commencing an application are recommended to **restart their application** and begin again with the correct award programme selected.*

Applicant unable to find endorsing institution on the ASAMS [apply page](#)

If an applicant is unable to find your endorsing institution on the apply page, this could be for a number of reasons. In the first instance, please ensure that your applicant is using the correct search terms to locate your institution in the list – there may be a different naming convention in the system to the one being used by the applicant. Institutions are listed in the dropdown once their fellowship advisor has had an account created on the system – if you are still waiting for your registration request to be processed your applicants will not yet be able to commence an application.

AUTHENTICATOR APPS

Mobile Authenticator apps are tools that generate short-lived login codes for **multi-factor authentication (MFA)**, adding a second layer of security beyond your password.

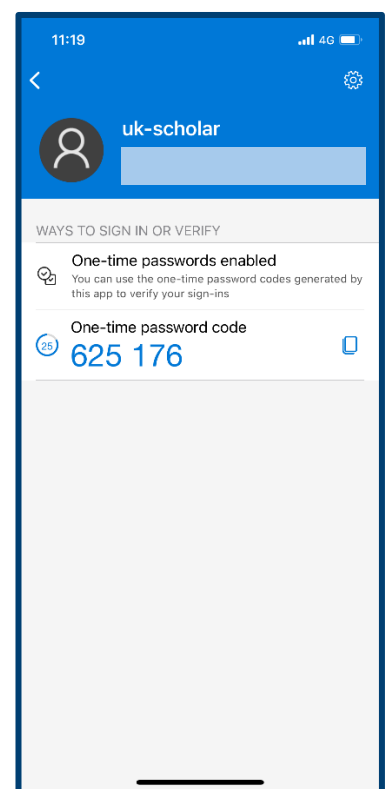
To register your ASAMS account, you must link it with an authentication app so that you can complete dual factor authentication when you log-in. You will be asked to do this after setting a password and security prompts.

There are several widely used authentication apps, which will work equally well with the ASAMS system. Guidance steps for the most common options are listed below – please note this is not an exhaustive list of the available authentication apps that work with ASAMS. If you don't already have one of these on your mobile device, you can download one from your mobile device's app marketplace.

If you experience any issues using your authenticator app please refer to the [technical support section](#) of this document.

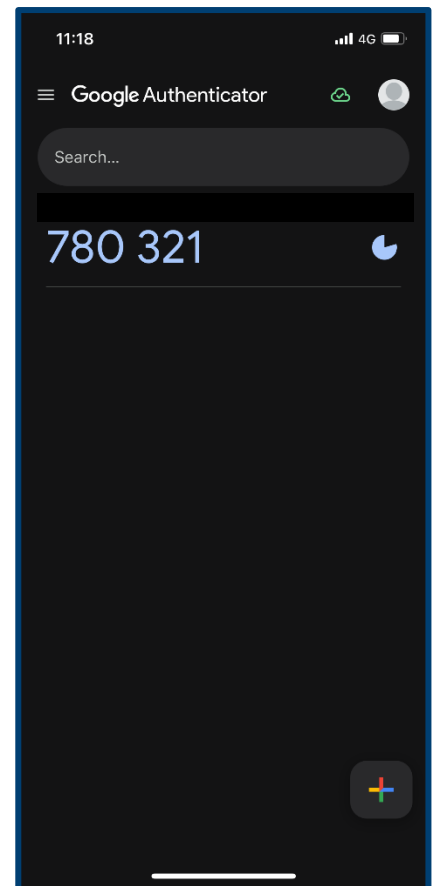
Microsoft Authenticator

1. Download and open the app.
2. From the app home screen, hit the + symbol in the top right corner.
3. Select Work or school account, which opens an options menu.
4. Select "Scan QR code" and allow the Authenticator app to access your phone camera.
5. Scan the QR on your ASAMS registration screen
6. This will add a code on the app titled "uk-scholar". If you wish, you can rename it by tapping the name, then the settings cog in the top right corner, then "Account name". The code refreshes every 30 seconds, so you need to input the code on ASAMS and select "Authenticate" before the timer on the app runs out.
7. You can now use this automatically refreshing 6-digit code each time you login.



Google Authenticator

1. Download and open the app. Select “Get started”.
2. Sign in via a Google account – this will allow you to save codes.
3. From app home screen, select “Add a code” – this opens a screen to “Add an authenticator code”
4. Select “Scan a QR code” and allow Google Authenticator to access your phone camera
5. Scan the QR code on your ASAMS registration screen.
6. This will add a code on the app titled “uk-scholar”. The code refreshes every 30 seconds, so you need to type in the code on ASAMS and select “Authenticate” before the timer on the app runs out.
7. You can now use this automatically refreshing 6-digit code each time you login.



Duo Mobile

1. Open the app to the welcome page and hit “Continue”.
2. Select “Use a QR code” and allow app to access your phone camera
3. If using the app for the first time, tap through the “How it works” screens.
4. Scan the QR code on your ASAMS registration screen.
5. Rename the account if you wish or leave it as the default (the default will be the email you signed up with).
6. Follow instructions to set and confirm a password.
7. Now you can access the 6-digit refreshing passcode. The code refreshes every 30 seconds, so you need to type in the code on ASAMS and select “Authenticate” before the timer runs out.
8. You can now use this automatically refreshing 6-digit code each time you login.

