

### ASL Web Portal – Booking an Assessment

Please follow the instructions and the screen grabs below to book an assessment for your students.

## Step 1

Using <u>https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx</u> link, input your unique login details (provided by iPET Network) to access the Web Portal. Please note you will need you your 'centre number' which is detailed on your approval certificate. You will be asked to change your password on the first time logging in and then asked to log in again with your new password.

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	Registration and certification confirmation emails will be sent to address provided above				
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Click on 'Assessment booking' > 'Book assessments – existing candidates'.



# Step 3

Complete all the fields under 'Exam Date & Location'.

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Click on 'Select Assessments & Candidates' and click on 'Add Assessment'.



#### Step 5

Click on the small + button.

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Click 'Add' > 'Close' You may see more than one assessment can be added depending on the qualification, if the qualification requires more than assessment these can be booked all at once or individually. Please note that assessments must be booked within 5 days prior to the assessment.

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## Step 7

Your list of registered Candidates will appear, click on the candidates that you are booking the assessments





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If you have completed all the fields correctly you will receive a message as shown below, click 'OK'.

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Congratulations you have now booked an assessment! (3) (Please note you will have to do this booking for each assessment that is required for the qualification e.g. for the Level 3 Diploma in Dog Grooming and Salon Management you will need to do this booking 3 times.)

Once the assessment is complete you will need to upload the results, please see additional training guides for this process.

\*Please note some of these fields may change slightly on the live system, if you require any further clarification or assistance on booking assessment with iPET Network please email <u>info@ipetnetwork.co.uk</u>.