

ASL Web Portal – Registering a Student (Groups) - (Short courses only)

Please follow the instructions and the screen grabs below to register your students.

Step 1

Using https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx 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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Mail – sarah@fourp QuartzWeb O The Portal	Organisation Name		Cther favourites
	International Pot Education and Training		
	Centre Login		
	This is a secure area, to continue you must sign in below.		
	For support or access, please contact the IT department at info@ipetnetwork.co.uk		
	PIN Password (case sensitive)		
	Centre number		
	Email address 200001		
	Re-enter email address		
	sent to address provided above		
	Forgotten password Sign in		
	(Gradito) (Gyate)		
	By logging on to IPET Network, you confirm that you will abide by the rules and procedures as set out in the IPET Network centre		
	guide, in particular you will have read and understood the guidance on data protection and will not access or extract data		
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Your homepage will look very similar to the one below (this is a test page). Click on **National > Registration > Spreadsheet Qualification** (NOT **Spreadsheet group**)



Step 3

Please read the instructions on this page. Then click on Modify default template.

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PIN: alex Name: Alex Centre number: 2006001 Centre name: Four Paws Groom School 🖉 🕒 Home Download QLMS Setup Change pass	word Logou	ut	
National Assessment booking Candidate Centre Reports I	mport		
Home >> National >> Registration >> Spreadsheet qualification		- 1	
Spreadsheet gualification		- 1	
Use this screen to add or import candidates from an Excel file.		- 1	
You are charged for each candidate registration for a qualification against the relevant price band. By registering the candidates with IPET through WebPortal, you confirm that the details you have su accurate and correct.	pplied are		
Instructions:			
 The first row in the Excel file should be the header row. Columns with bold headings are mandatory The date should be entered in the following format: DD/MM/YYYY (use <u>the cell format</u> feature of Excel). Select gender field as follows in the excel file M - Male F - Female X - NK P - Prefer not to state Supload the Excel file by clicking the 'Browse' button Click the 'validate' button. After successful validation, click the 'Import' button to add qualifications, ther saving the qualifications, the process completes. 			
Template download Download default template Modify default template			
If you use are using a previously downloaded template, you must ensure you have not changed any of the column headers 	have al lease		
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The fields on the right hand side are the ones you have selected or mandatory ones. The fields that need to be put in to the right hand side from the left hand side are:

Mail - sarah@fourp... 🖓 QuartzWeb **O** The Portal Organisation Name.

PET

PIN: 200001 | Name: Michelle Jackson | Ce

are charged for each candidat

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Spreadsheet group

Instructions:

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 \leftrightarrow \rightarrow \circlearrowright \Uparrow https://ipetdev.aptechsystem.co.uk/pages/UploadRegistrations.asp

Select fields

Home phone Home address county Home country Mobile phone Candidate Email ID

Candidate Email ID PO number Work address 1 Work address 2 Work address clty / town Work address county Work address postcode

Modify & Download

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2

Work phone

Position Employer Centre ref POT Conflict of Interest Detail

- Title •
- Surname •
- First name
- DOB •
- Gender •
- Qualification number •
- Start date •
- Expected end date •
- Home address 1 •
- Home address city / town •
- Home address postcode •
- Home country •
- Nationality •
- Learner ID •
- Conflict of interest •
- Conflict of interest details •
- Reasonable adjustments • details
- Fast Track •
- Fast Track details •
- Additional support
- Additional support details •
- iPET registration number (leave blank if student is not already registered) •

You can move the fields from the left hand side to the right hand side by selecting the fields and then clicking Add Field. Once you have added all of the fields then select Modify & Download

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Registration Form.pdf

lds selected

Middle name * Date of birth

* Date of birth * Gender * Group number Home address 1 Home address 2 Home address city / town Home address scity / town Home address postcode Nationality Learner ID Conflict of Interest Start date Expected end date

Note: Hold Ctrl / Shift and click items to selec

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Add Field

Remove Field

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This will then open up your modified spreadsheet, as shown below (you can save this spreadsheet on to your computer and use it again for future registrations). You will need to input data for each of the students you are registering in **all** of the columns. The **Qualification number*** is a drop down please see below the numbers for each qualification.

Once complete save this excel spreadsheet to your computer.

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*Qualification numbers

603/6031/8 - iPET Network Level 3 Award in an Introduction to Dog Grooming

603/5990/0 - iPET Network Level 3 Certificate in Dog Grooming and Introduction to Styling

603/5945/6 New - iPET Network Level 3 Diploma in Dog Grooming and Salon Management

603/5953/5 - iPET Network Level 3 Award in Canine Emergency First Aid

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Upload the spread sheet by clicking on **Choose File**, select the completed spreadsheet you have saved to your computer.

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Mail – sarah@fourp QuartzWeb D The Portal National >> Registration >> Spreadsheet qualific Spreadsheet qualification Use this screen to add or import candidates from an Excel You are charged for each candidate registration for a qual accurate and correct.	Organisation smient poor atton file. fication aga	cuk says ic import button to add qualifications OK	vebPortal, you confirm that t	he details you have	e supplied are	er favourites
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Tick the data protection box and then click on Validate.

Step 7

If you have completed all of the columns accurately on the spreadsheet the message below will appear, click **OK**. If you have not completed the spreadsheet correctly a notification will come up detailing what is incorrect and you will have to amend and upload the spreadsheet again.



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You will now see you can click on the **Import** button. This will complete your Student registration process and an email confirmation will be sent out.

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Iome >> National >> Registration >> Spreadsheet gualification	candidate Centre Reports Import
Spreadsheet qualification	
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Congratulations you have now registered your student's 🕄

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

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