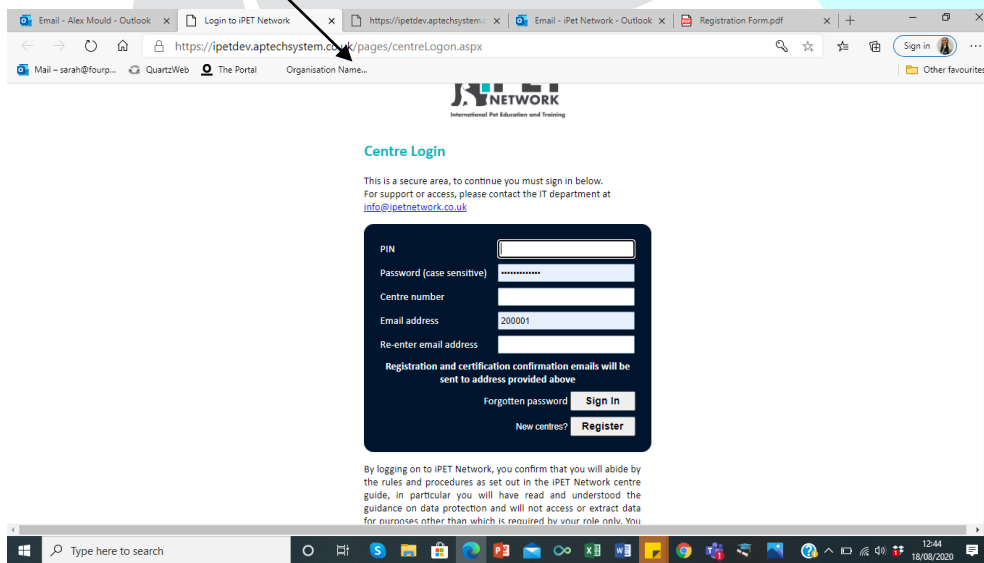


ASL Web Portal – Registering a Student (Groups) - (Short courses only)

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 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.



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

Re-enter email address

Registration and certification confirmation emails will be sent to address provided above

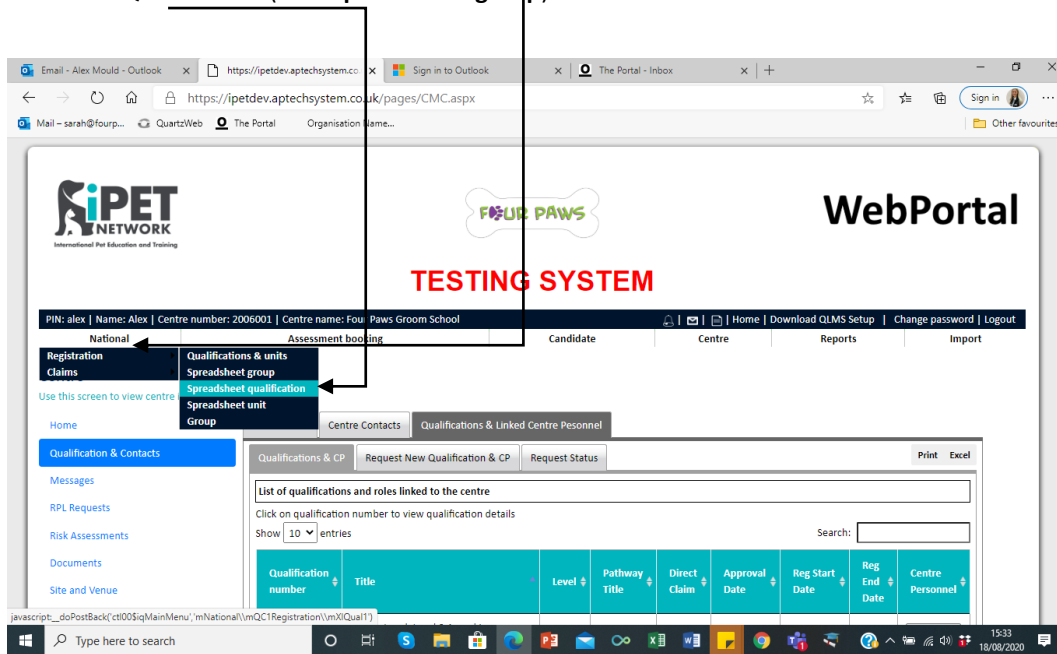
[Forgotten password](#)

New centres?

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 for purposes other than which it is required by your role only. You

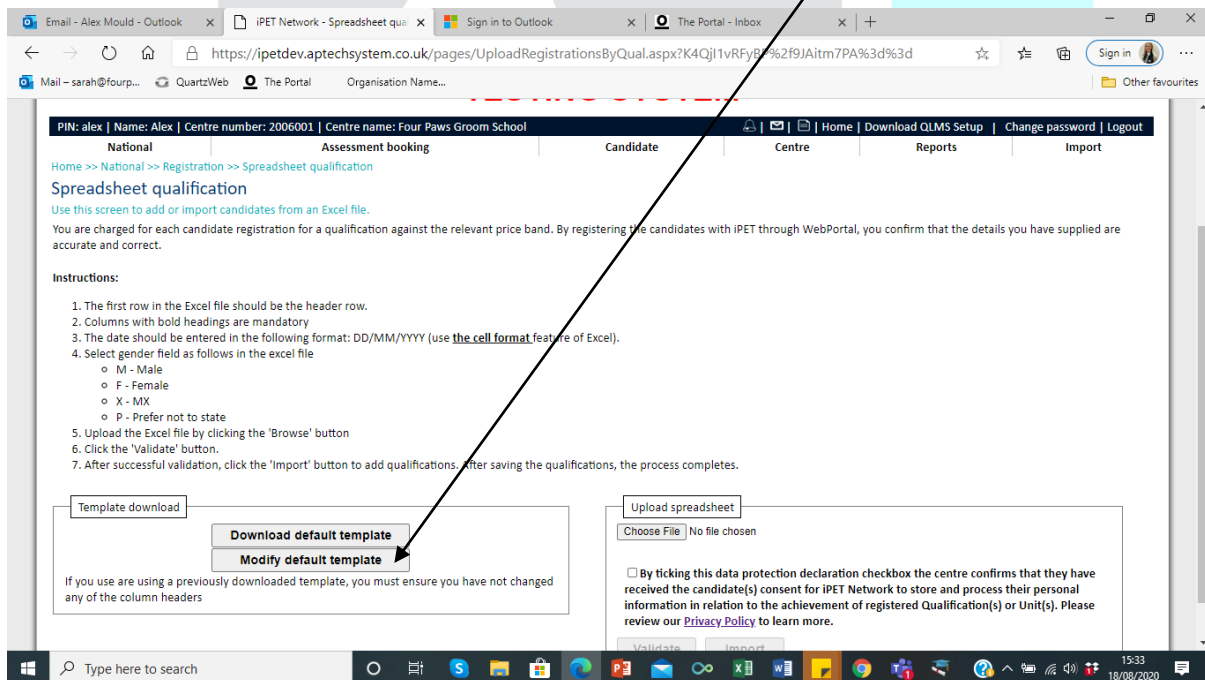
Step 2

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

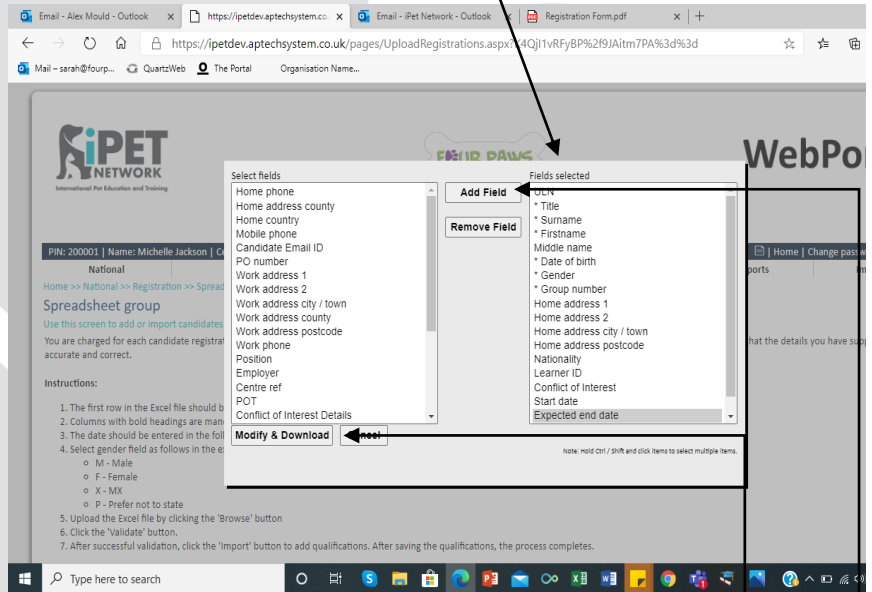
Please read the instructions on this page. Then click on **Modify default template**.



Step 4

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:

- 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)

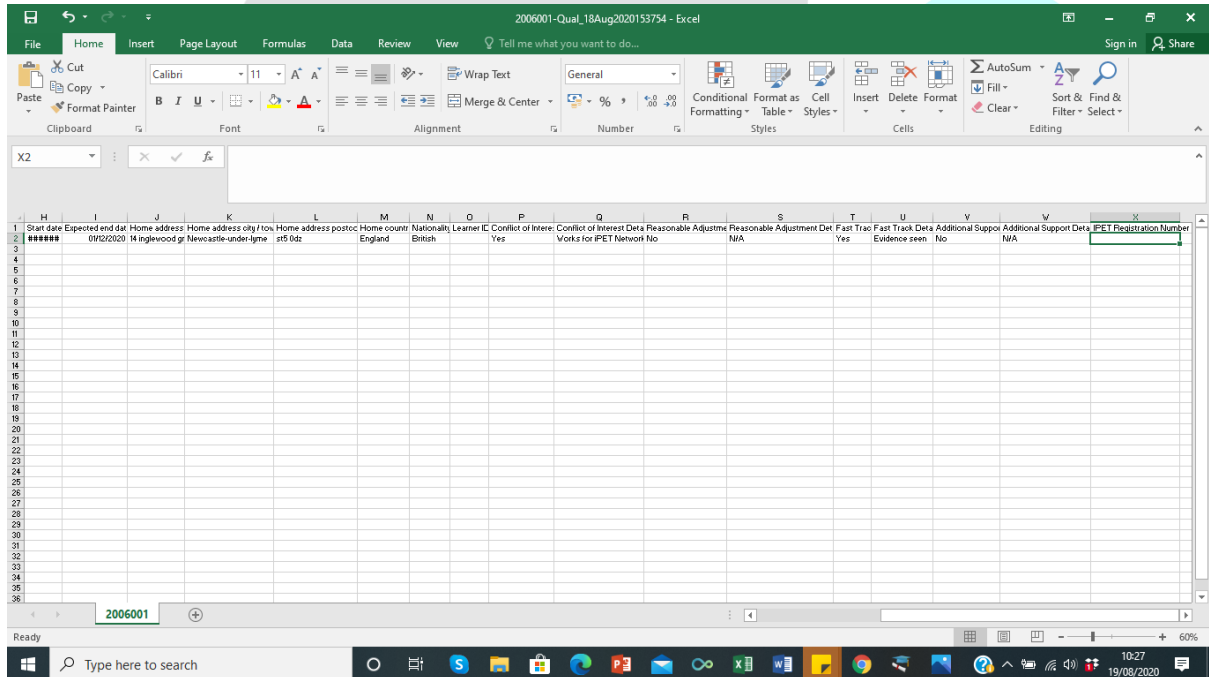


You can move the fields from the left hand side to the right hand side by selecting the fields and then clicking **Add Field**. Once you have added all of the fields then select **Modify & Download**

Step 5

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.



*Qualification numbers

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

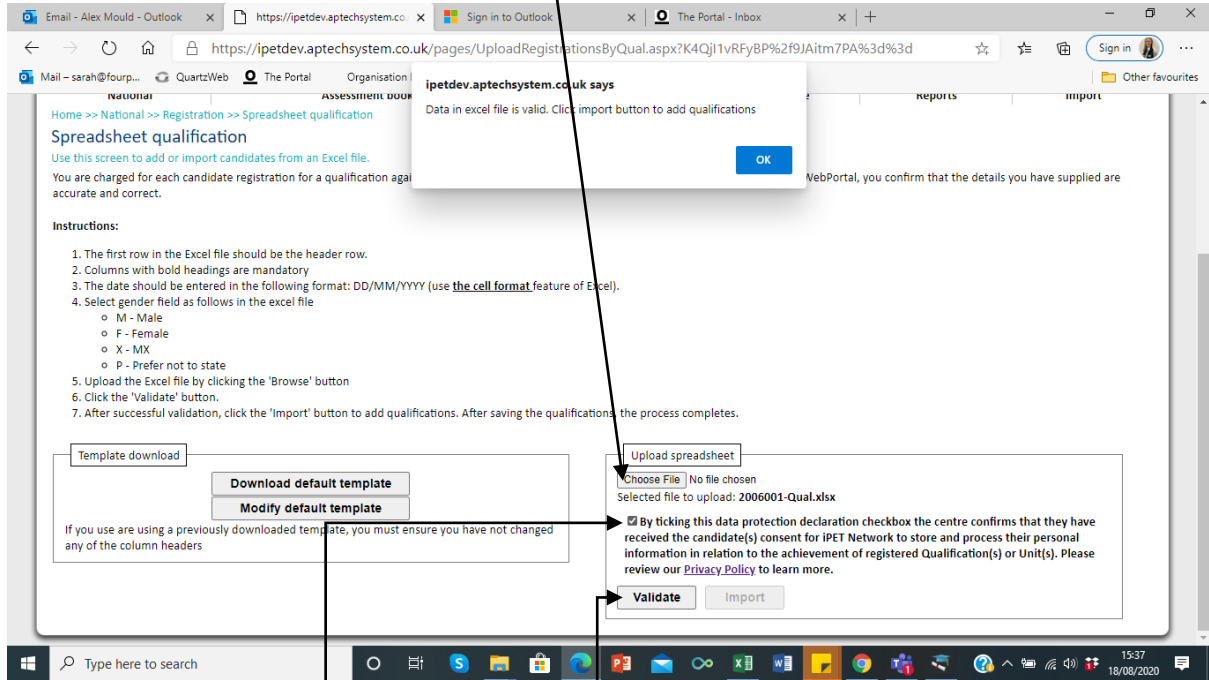
603/5990/0 - iPET Network Level 3 Certificate in Dog Grooming and Introduction to Styling

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

Step 6

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



ipetdev.aptechsystem.co.uk says
Data in excel file is valid. Click import button to add qualifications

Spreadsheet qualification
Use this screen to add or import candidates from an Excel file.
You are charged for each candidate registration for a qualification against the fee set on the WebPortal, you confirm that the details you have supplied are accurate and correct.

Instructions:

1. The first row in the Excel file should be the header row.
2. Columns with bold headings are mandatory
3. The date should be entered in the following format: DD/MM/YYYY (use the [cell format](#) feature of Excel).
4. Select gender field as follows in the excel file
 - o M - Male
 - o F - Female
 - o X - MX
 - o P - Prefer not to state
5. Upload the Excel file by clicking the 'Browse' button
6. Click the 'Validate' button.
7. After successful validation, click the 'Import' button to add qualifications. After 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

Upload spreadsheet
Choose File | No file chosen
Selected file to upload: 2006001-Qual.xlsx

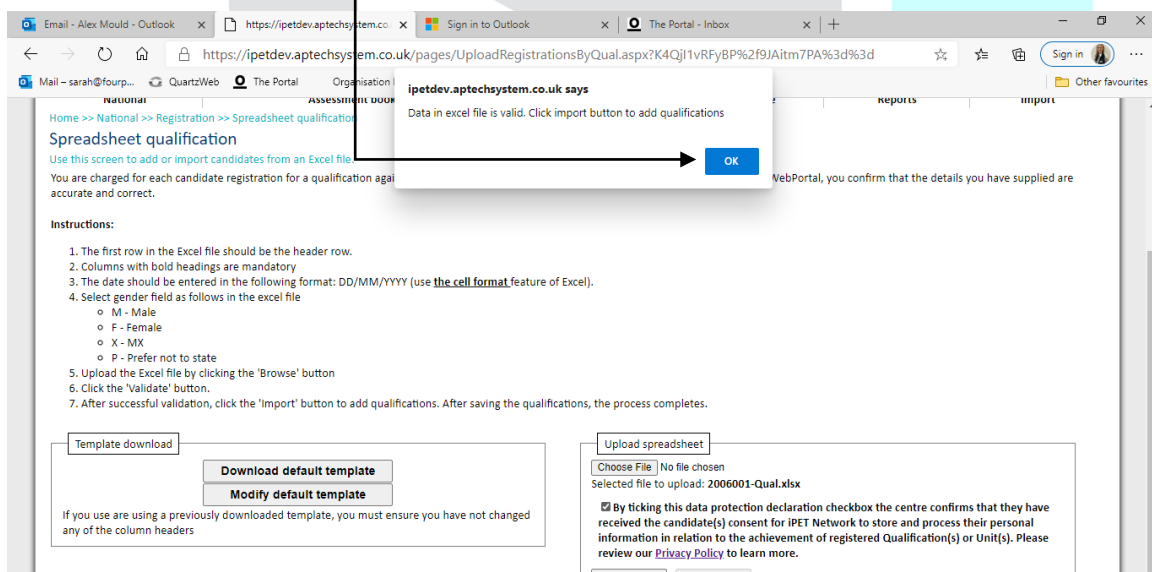
By ticking this data protection declaration checkbox the centre confirms that they have received the candidate(s) consent for iPET Network to store and process their personal information in relation to the achievement of registered Qualification(s) or Unit(s). Please review our [Privacy Policy](#) to learn more.

Validate Import

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.



ipetdev.aptechsystem.co.uk says
Data in excel file is valid. Click import button to add qualifications

Spreadsheet qualification
Use this screen to add or import candidates from an Excel file.
You are charged for each candidate registration for a qualification against the fee set on the WebPortal, you confirm that the details you have supplied are accurate and correct.

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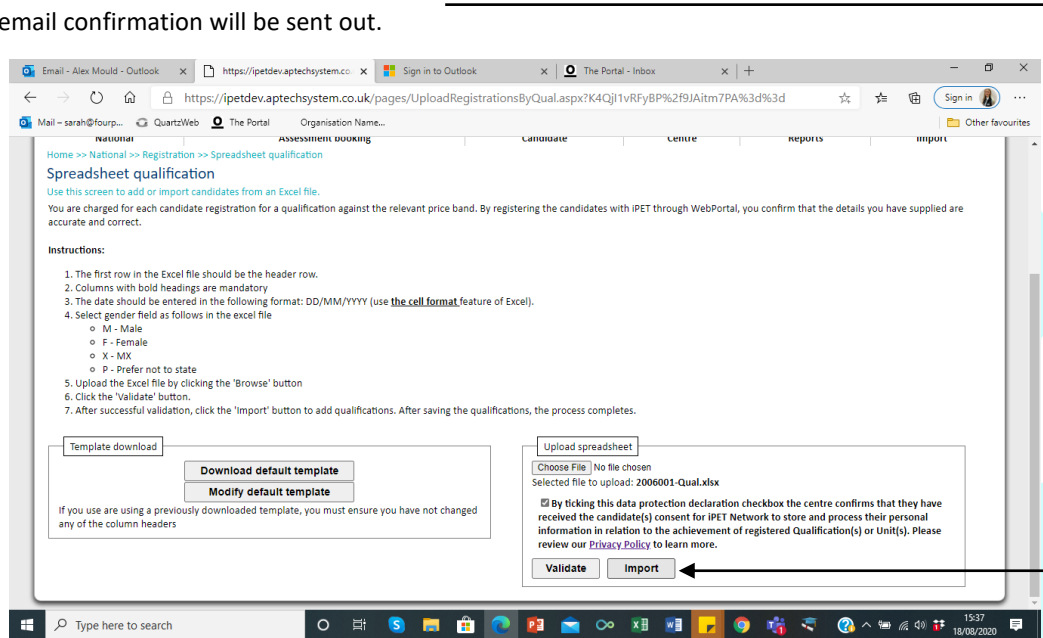
Upload spreadsheet
Choose File | No file chosen
Selected file to upload: 2006001-Qual.xlsx

By ticking this data protection declaration checkbox the centre confirms that they have received the candidate(s) consent for iPET Network to store and process their personal information in relation to the achievement of registered Qualification(s) or Unit(s). Please review our [Privacy Policy](#) to learn more.

Validate Import

Step 8

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.



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 info@ipetnetwork.co.uk.

