




ASL Web Portal – Registering a Student (individual)

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

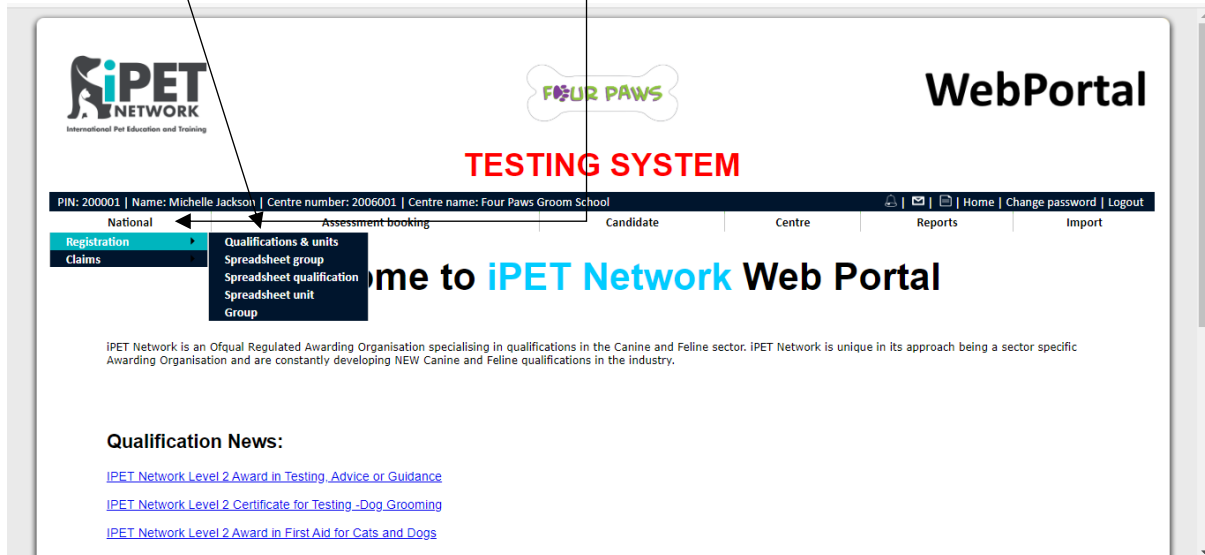
Step 1

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.

A screenshot of the iPET Network web portal's 'Centre Login' page. The page has a white background with a dark blue header containing the iPET NETWORK logo and tagline. Below the header, the text 'Centre Login' is displayed in a teal color. A message states: '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'. A dark blue login form is centered on the page, containing the following fields: 'PIN' (with a white input box), 'Password (case sensitive)' (with a white input box and a masked password '*****'), 'Centre number' (with a white input box), 'Email address' (with a white input box containing '200001'), and 'Re-enter email address' (with a white input box). Below the form, a note reads: 'Registration and certification confirmation emails will be sent to address provided above'. At the bottom of the form are two buttons: 'Sign In' and 'Register'. Below the form, there is a small disclaimer: '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 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 > Qualifications and Units**.



WebPortal

TESTING SYSTEM

PIN: 200001 | Name: Michelle Jackson | Centre number: 2006001 | Centre name: Four Paws Groom School

National | Assessment booking | Candidate | Centre | Reports | Import

Registration
Claims

Qualifications & units
Spreadsheet group
Spreadsheet qualification
Spreadsheet unit Group

Welcome to iPET Network Web Portal

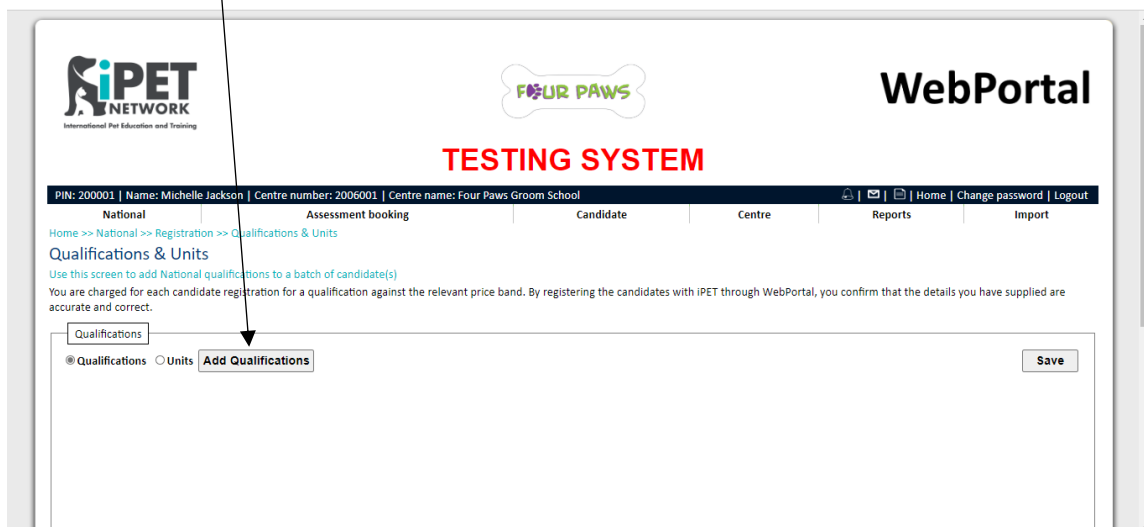
iPET Network is an Ofqual Regulated Awarding Organisation specialising in qualifications in the Canine and Feline sector. iPET Network is unique in its approach being a sector specific Awarding Organisation and are constantly developing NEW Canine and Feline qualifications in the industry.

Qualification News:

[iPET Network Level 2 Award in Testing Advice or Guidance](#)
[iPET Network Level 2 Certificate for Testing -Dog Grooming](#)
[iPET Network Level 2 Award in First Aid for Cats and Dogs](#)
[iPET Network Level 2 Award in Feline Testing Qualification](#)

Step 3

Select **Add Qualifications** – this is where you will select the qualification that you are registering the student onto.



WebPortal

TESTING SYSTEM

PIN: 200001 | Name: Michelle Jackson | Centre number: 2006001 | Centre name: Four Paws Groom School

National | Assessment booking | Candidate | Centre | Reports | Import

Home >> National >> Registration >> Qualifications & Units

Qualifications & Units

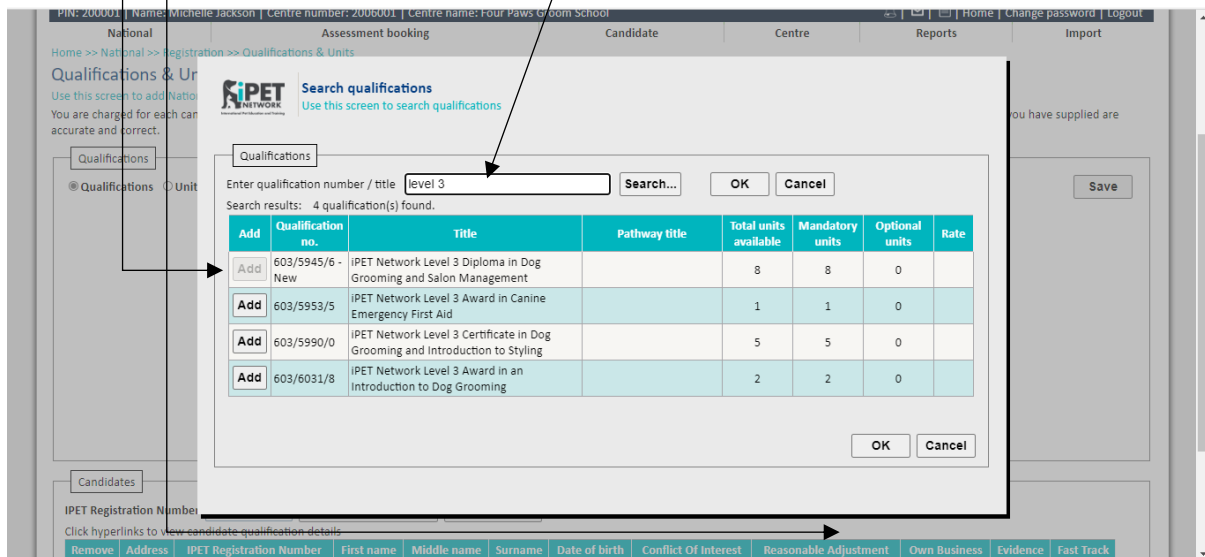
Use this screen to add National qualifications to a batch of candidate(s)

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 supplied are accurate and correct.

Qualifications
 Qualifications Units **Add Qualifications** **Save**

Step 4

Search for the qualification by entering the qualification title or words in the title, see below. Then Click on **Add** and then **OK**.

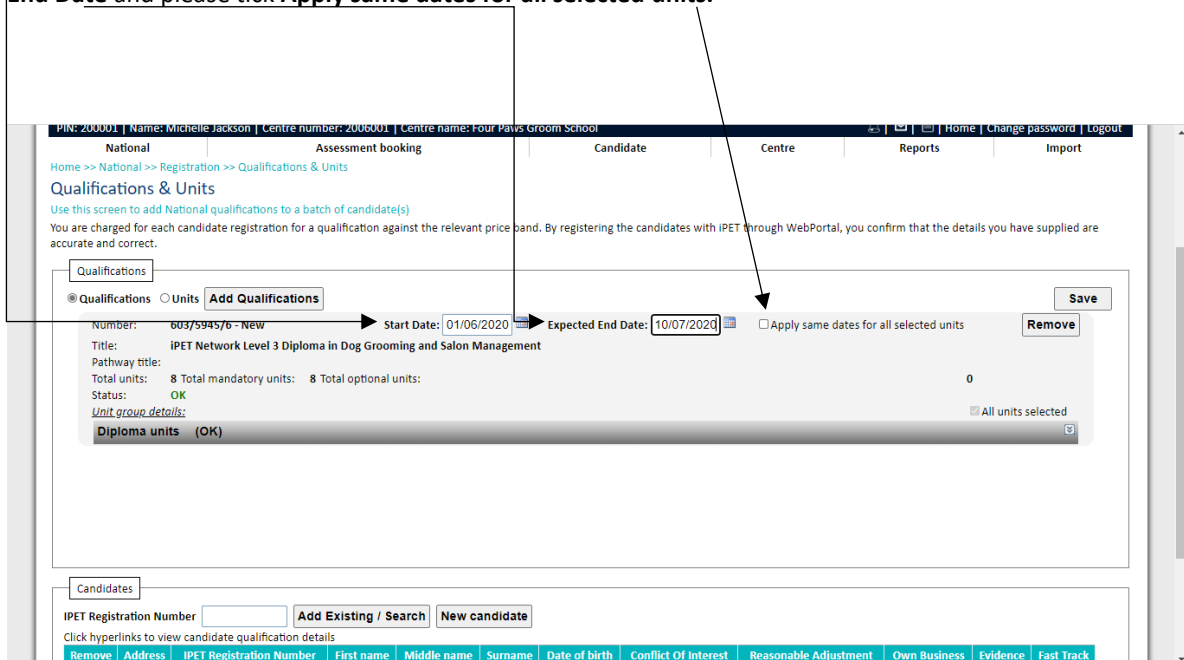


Search results: 4 qualification(s) found.

Add	Qualification no.	Title	Pathway title	Total units available	Mandatory units	Optional units	Rate
<input type="button" value="Add"/>	603/5945/6 - New	iPET Network Level 3 Diploma In Dog Grooming and Salon Management		8	8	0	
<input type="button" value="Add"/>	603/5953/5	iPET Network Level 3 Award in Canine Emergency First Aid		1	1	0	
<input type="button" value="Add"/>	603/5990/0	iPET Network Level 3 Certificate in Dog Grooming and Introduction to Styling		5	5	0	
<input type="button" value="Add"/>	603/6031/8	iPET Network Level 3 Award in an Introduction to Dog Grooming		2	2	0	

Step 5

This will save the qualification you have selected. Then you will need to enter the **Start Date** and **Expected End Date** and please tick **Apply same dates for all selected units**.



Number: 603/5945/6 - New Start Date: 01/06/2020 Expected End Date: 10/07/2020 Apply same dates for all selected units

Title: iPET Network Level 3 Diploma in Dog Grooming and Salon Management

Pathway title:

Total units: 8 Total mandatory units: 8 Total optional units: 0

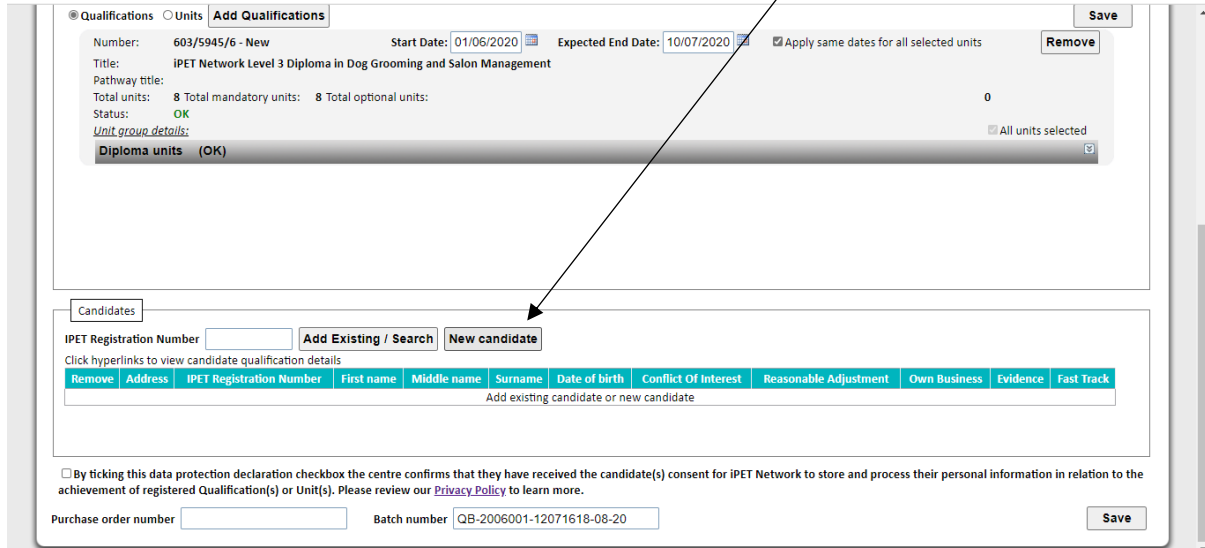
Status: OK

Unit group details: All units selected

Diploma units (OK)

Step 6

Now you will need to add the Candidate (student) by clicking on **New Candidate**.



Qualifications Units **Add Qualifications** Save

Number: 603/5945/6 - New Start Date: 01/06/2020 Expected End Date: 10/07/2020 Apply same dates for all selected units Remove

Title: iPET Network Level 3 Diploma in Dog Grooming and Salon Management

Pathway title:

Total units: 8 Total mandatory units: 8 Total optional units: 0

Status: OK All units selected

Unit group details:

Diploma units (OK)

Candidates

IPET Registration Number Add Existing / Search New candidate

Click hyperlinks to view candidate qualification details

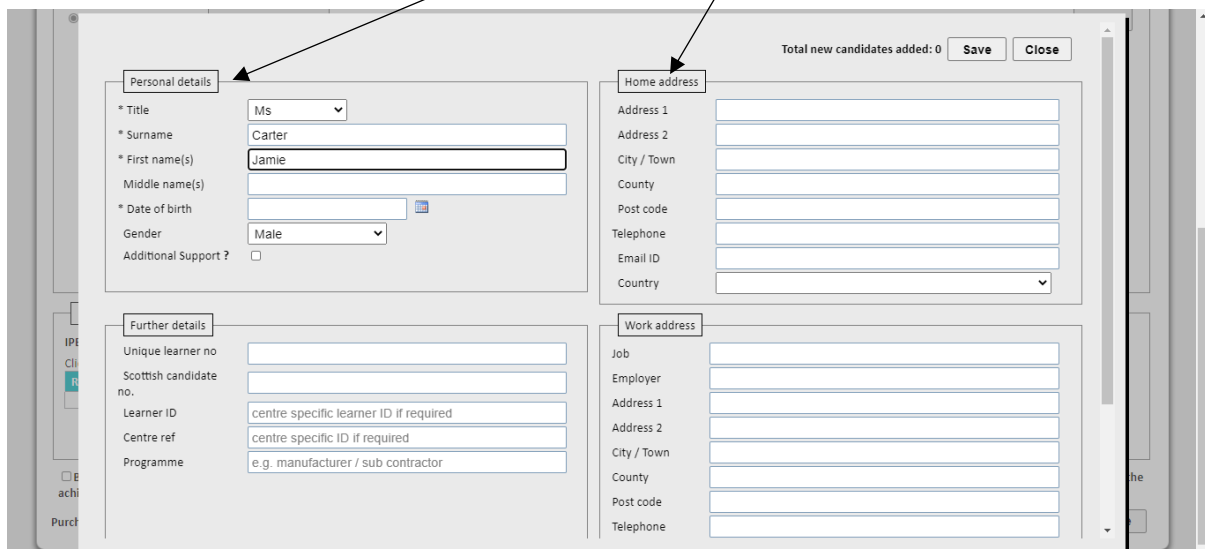
Remove	Address	IPET Registration Number	First name	Middle name	Surname	Date of birth	Conflict Of Interest	Reasonable Adjustment	Own Business	Evidence	Fast Track
Add existing candidate or new candidate											

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.

Purchase order number Batch number Save

Step 7

This form will then come up for you to input all of the Candidates details in (you can leave the **Further details** and **Work address** areas blank) **Personal details** and **Home address** **MUST** be completed.



Total new candidates added: 0 Save Close

Personal details

* Title: Ms

* Surname: Carter

* First name(s): Jamie

Middle name(s):

* Date of birth:

Gender: Male

Additional Support?

Home address

Address 1:

Address 2:

City / Town:

County:

Post code:

Telephone:

Email ID:

Country:

Further details

Unique learner no:

Scottish candidate no.:

Learner ID:

Centre ref:

Programme:

Work address

Job:

Employer:

Address 1:

Address 2:

City / Town:

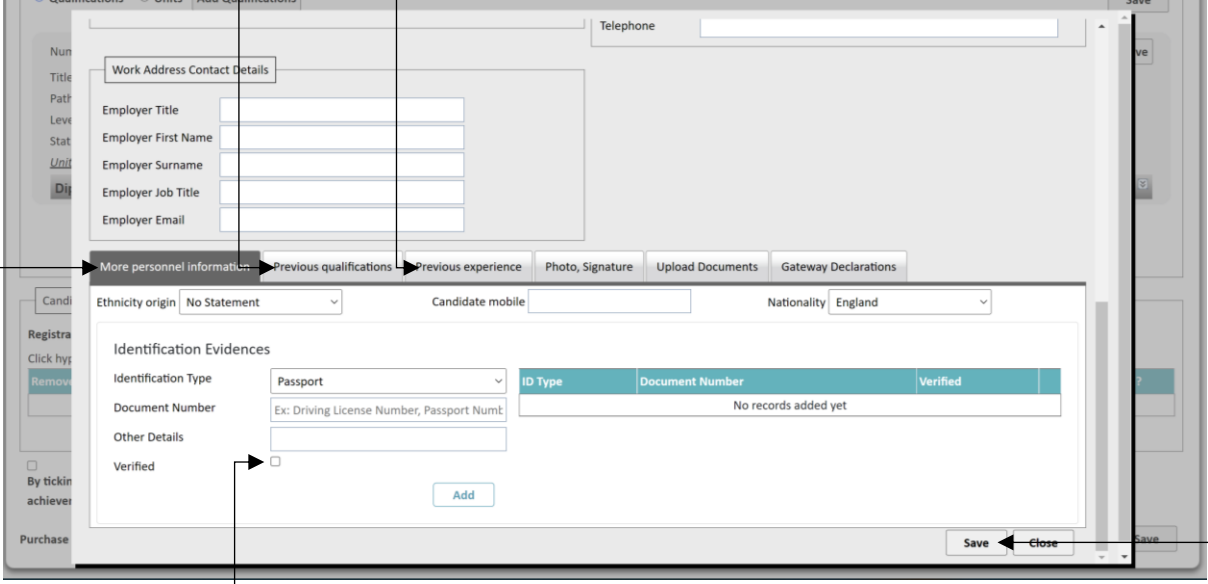
County:

Post code:

Telephone:

Step 8

On the screen grab below, there are additional fields. The following fields **MUST** be completed: **More Personnel Information**, and for **Fast Track** Students you will need to complete: **Previous Qualifications** and **Previous experience**. Once completed then click **Save**.

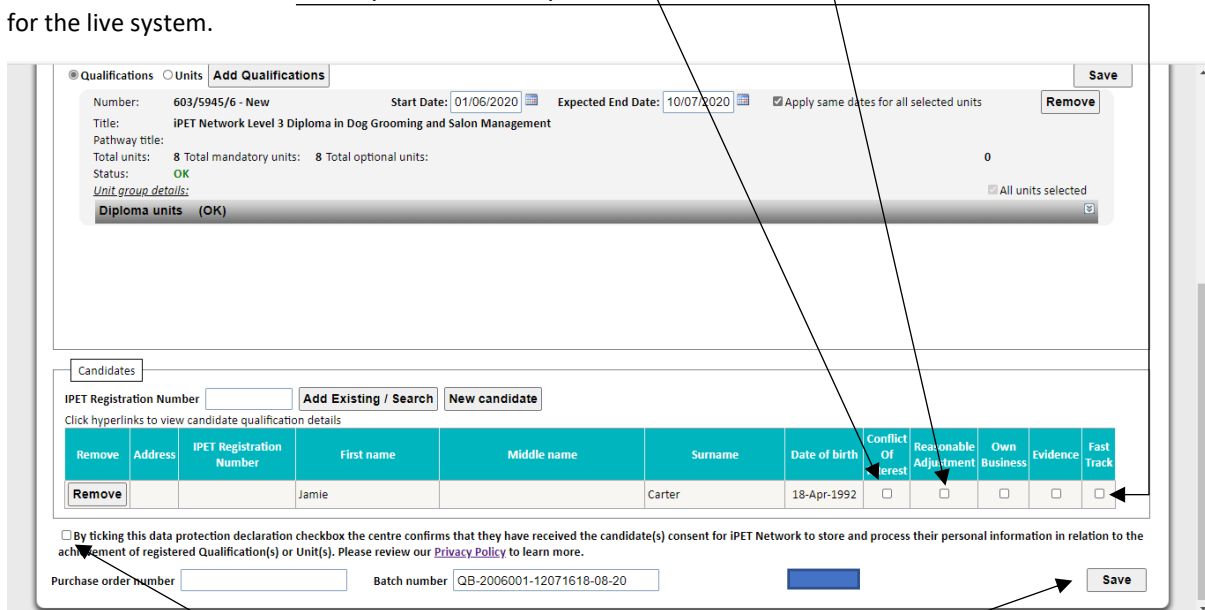


The screenshot shows a registration form with several tabs: 'More personnel information', 'Previous qualifications', 'Previous experience', 'Photo, Signature', 'Upload Documents', and 'Gateway Declarations'. The 'More personnel information' tab is active, showing fields for 'Work Address Contact Details' (Employer Title, Employer First Name, Employer Surname, Employer Job Title, Employer Email) and 'Telephone'. Below this, the 'Identification Evidences' section is visible, containing a dropdown for 'Identification Type' (set to 'Passport'), a text field for 'Document Number' (with an example: 'Ex: Driving License Number, Passport Numt'), and a 'Verified' checkbox. A table below these fields has columns for 'ID Type', 'Document Number', and 'Verified', with the text 'No records added yet' in the center. An 'Add' button is located below the table. At the bottom right of the form, there are 'Save' and 'Close' buttons.

Please make sure that you have verified identification evidence

Step 9

The student will then appear under the blue bar. After the Date of birth column, you will see additional columns to confirm whether there are any **Conflicts of interest**. If there are, tick the box and it will give you a text box to provide details of the conflicts. There is also a box for **Reasonable adjustments** if applicable. The last column will be **Fast Track** for you to tick if they are a fast track student. The other boxes will be removed for the live system.



Qualifications Units Add Qualifications Save

Number: 603/5945/6 - New Start Date: 01/06/2020 Expected End Date: 10/07/2020 Apply same dates for all selected units Remove

Title: iPET Network Level 3 Diploma in Dog Grooming and Salon Management

Pathway title:

Total units: 8 Total mandatory units: 8 Total optional units: 0

Status: OK

Unit group details: All units selected

Diploma units (OK)

Candidates

IPET Registration Number Add Existing / Search New candidate

Click hyperlinks to view candidate qualification details

Remove	Address	IPET Registration Number	First name	Middle name	Surname	Date of birth	Conflict Of Interest	Reasonable Adjustment	Own Business	Evidence	Fast Track
Remove			Jamie		Carter	18-Apr-1992	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

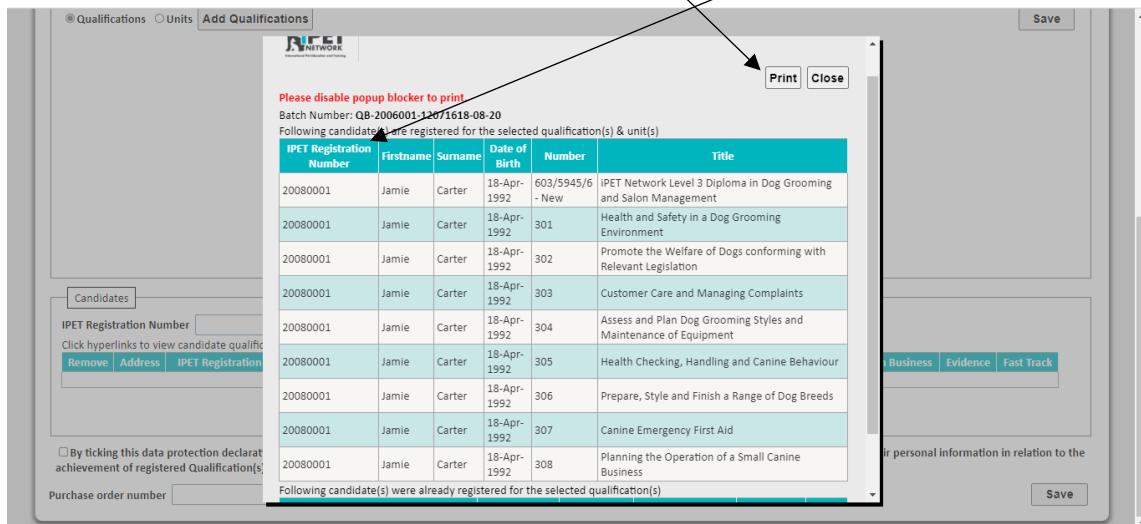
Purchase order number Batch number QB-2006001-12071618-08-20

You will then need to **tick** the data protection declaration and then click **Save**.

Step 10

The final screen for the registration displays what the student is registered against and their **iPET registration number**. You can print this for your own and the students' records or just close.

You can also take your own screen grab of this final stage to store these details electronically.



Please disable popup blocker to print

Batch Number: QB-2006001-12071618-08-20

Following candidate(s) were registered for the selected qualification(s) & unit(s)

IPET Registration Number	Firstname	Surname	Date of Birth	Number	Title
20080001	Jamie	Carter	18-Apr-1992	603/5945/6 - New	iPET Network Level 3 Diploma in Dog Grooming and Salon Management
20080001	Jamie	Carter	18-Apr-1992	301	Health and Safety in a Dog Grooming Environment
20080001	Jamie	Carter	18-Apr-1992	302	Promote the Welfare of Dogs conforming with Relevant Legislation
20080001	Jamie	Carter	18-Apr-1992	303	Customer Care and Managing Complaints
20080001	Jamie	Carter	18-Apr-1992	304	Assess and Plan Dog Grooming Styles and Maintenance of Equipment
20080001	Jamie	Carter	18-Apr-1992	305	Health Checking, Handling and Canine Behaviour
20080001	Jamie	Carter	18-Apr-1992	306	Prepare, Style and Finish a Range of Dog Breeds
20080001	Jamie	Carter	18-Apr-1992	307	Canine Emergency First Aid
20080001	Jamie	Carter	18-Apr-1992	308	Planning the Operation of a Small Canine Business

Following candidate(s) were already registered for the selected qualification(s)

Congratulations you have now registered your student 😊

*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.