

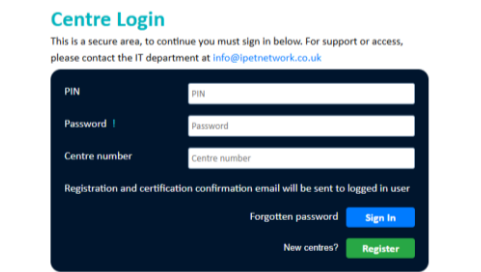
## Web Portal Guide - Registering Individual Learners

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.

### WebPortal



**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](mailto:info@ipetnetwork.co.uk)

PIN:

Password:

Centre number:

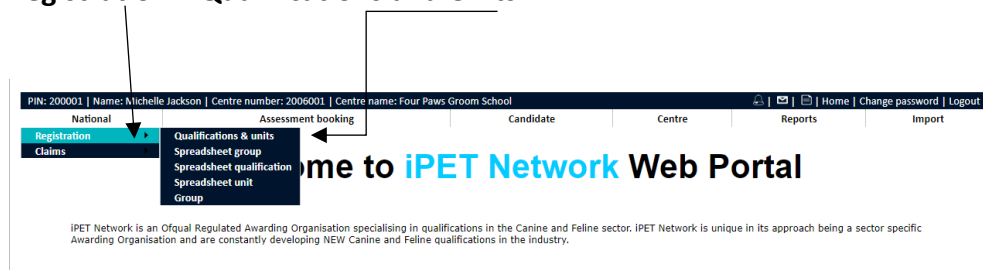
Registration and certification confirmation email will be sent to logged in user

Forgotten password

New centres?

### Step 2

Your homepage will look very similar to the one below (this is a test page). Click on **National > Registration > Qualifications and Units**.

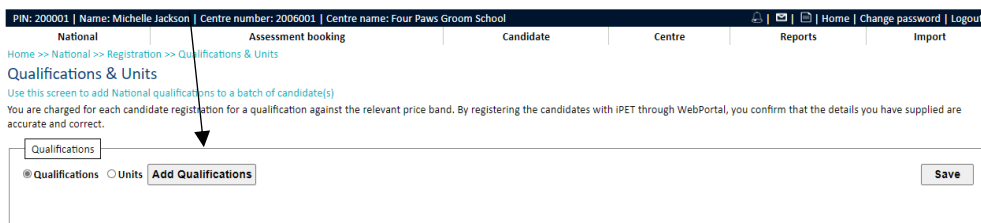


Home to **iPET Network Web Portal**

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.

### Step 3

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



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

**Qualifications & Units**

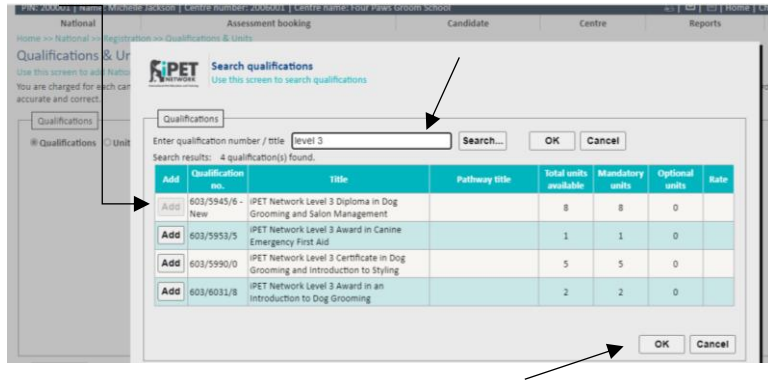
Use this screen to add National qualifications to a batch of candidate(s)

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  Units

## 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**.



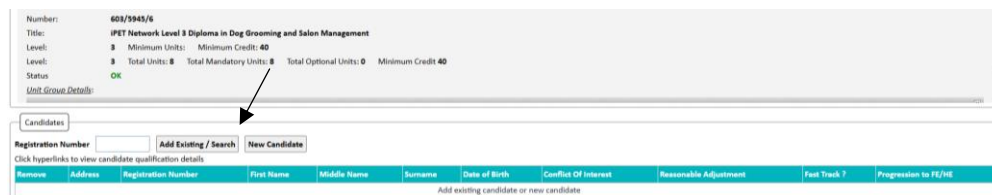
## Step 5

This will save the qualification you have selected. The expected end date and quality assurance date will fill in automatically based on the qualification's duration of registration. If you wish to enter a different start date than today's date, fill in the **start date**. Please tick **Apply same dates for all selected units**.



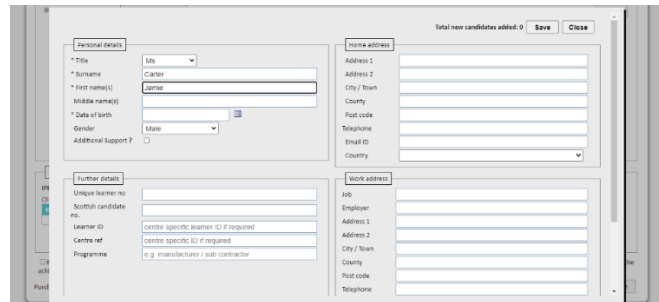
## Step 6

Now if the Candidate has never completed an iPET Network qualification before, you will need to add the Candidate (student) by clicking on **New Candidate**. If they have completed one before, whether at your Centre or elsewhere, click **add existing/search**. The system will warn you if there is a matching Candidate.



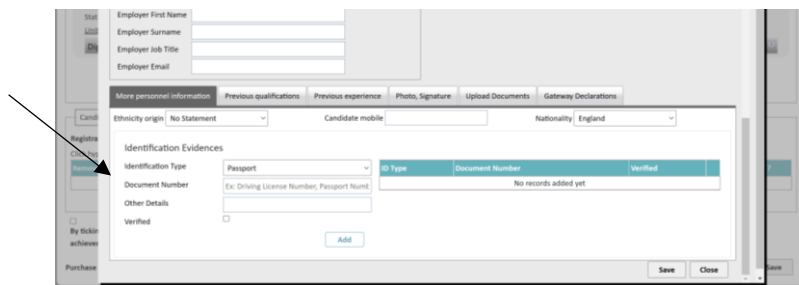
## Step 7

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 if not relevant) **Personal details** and **Home address** **MUST** be completed.



## Step 8

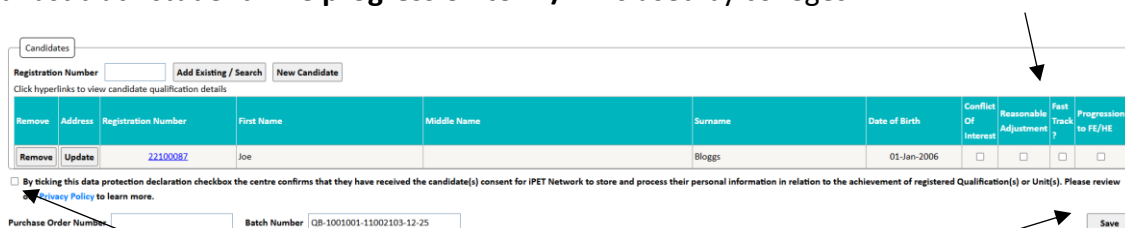
On the screen grab below, there are additional fields. The following fields **MUST** be completed: **More Personnel Information**, and for **Fast Track** Students you will need to complete: **Previous Qualifications** and **Previous experience**. Once completed then click **Save**.



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 **Fast Track** column is for you to tick if they are a fast track student. The **progression to FE/HE** is used by colleges.



Remove	Address	Registration Number	First Name	Middle Name	Surname	Date of Birth	Conflict Of Interest	Reasonable Adjustment	Fast Track	Progression to FE/HE
Remove	Update	22100087	Joe		Bloggs	01-Jan-2006	<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 [Privacy Policy](#) to learn more.

Purchase Order Number:  Batch Number:

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

You can enter a purchase order number if your organisation uses these for invoices.

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.



iPET Registration Number	Firstname	Surname	Date of Birth	Number	Title
20080001	Jamie	Carter	18-Apr-1992	801/2345/6 - New	iPET Network Level 2 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

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

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](mailto:info@ipetnetwork.co.uk).

### Version Control

Date of Amendment	Version Number	Details of Amendments
	1.0	First release of document.
	2.0	
03/12/2025	3.0	Updates made for new date fields and document name changed.