

Completing the Registration Form

(Secure Portal Guidance)



Your Provision

To register learners with Open Awards, you must have at least one Course or Qualification Programme approved for delivery. More information regarding approval for provision can be found in the [Open Awards Centre Handbook](#). For more information, or to book onto Administration Training, [contact your Customer Service Advisor](#).

To download and complete NCNF (New Course Notification Form) or a NQNF (New Qualification Notification Form), please navigate to the Document section of the Secure Portal. For more information about downloading and completing these forms, [see the relevant guidance document](#).

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Completing the Registration Form

1. Navigate to the ERegistration Submission form/page on the Secure Portal and complete the necessary information (for more information regarding these fields, see below) which consists of:
 - a. The Programme/Provider Course of Learning
 - b. The Qualification
 - c. Course Run Start Date
 - d. Course Run End Date
 - e. Provider Reference
 - f. Purchase Order Number
 - g. The Site
 - h. The Tutor
 - i. Notes on this Submission

Field	Guidance
Programme/ Provider Course	Drop down to select the Diploma Course you are delivering. <i>The title of the course in this box will be the title you nominated on your Diploma Creator Form.</i> <i>If your course does not appear in the drop down, please contact your Customer Service Advisor.</i>
Qualification	Drop down to select the QAA Approved Diploma Title. <i>This is the Qualification/QAA Diploma Title that corresponds to the Diploma Course you are delivering.</i>
Run Start Date	Date selector to specify the start date of the course run. <i>You may enter this information manually in date format (DD/MM/YYYY).</i>
Run End Date	Date selector to specify the end date of the course run. <i>You may enter this information manually in date format (DD/MM/YYYY).</i>
Provider Reference	Free text field to enter a provider reference that your organisation may use to reference the course run.
Purchase Order Number	Free text field to provide a purchase order number for the course run. <i>Please use this field if you require a PO number to be quoted on your invoice for this course run.</i> <i>This field can be made mandatory for your centre if your Finance Department will not process invoices without it.</i>
The Tutor	Drop down to select the tutor/course learner who will be delivering the course run. <i>If a tutor name does not appear, please use the 'Add Tutor' form below the drop down to specify the required tutor's forename, surname and email address.</i>
Notes on this Submission	Free text field to provide any additional information regarding the course run.

2. At the bottom of the page, attach the completed LRF template. For more information, see [Completing the LRF](#) guidance.
3. Submit the Course Run.

Unless an ambiguity is found, your learner registrations are automatically processed by Open Awards. You can access your Course Run and Learner Details immediately by navigating to the Review Course Runs page of the Secure Portal. In cases where an ambiguity is found, please allow up to three working days for learners to be registered.

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More Information?

For more information, [contact your Customer Service Advisor](#), who will be happy to help.