

Using Documents on the Portal

(Secure Portal Guidance)



View and Download Documents

To view and download documents/forms/templates on the [Secure Portal](#):

1. Navigate to the Documents page using the left hand side menu and locate the 'View Documents' section.
2. Use the 'type' dropdown to view particular documents (examples noted below) and click search.
3. To download a document, click directly on the document title in the search results.
4. You can further filter your search results by selecting a document 'subtype'.

Any documents that you have submitted to Open Awards can also be viewed here by searching for the relevant document type.

Examples of most commonly downloaded documents:

Document Title	Document Type	Description
New Course Notification Form	Open Awards Templates	A copy of the NCNF form used to notify Open Awards when you want to deliver a new course.
New Qualification Notification Form	Open Awards Templates	A copy of the NQNF form used to notify Open Awards when you want to deliver a new qualification.
Centre Handbook	Open Awards Guidance	The Open Awards Centre Handbook.
Diploma Creator Tool	Access to HE	A copy of the Merlin form used to notify Open Awards that you want to approve a new Access to HE Diploma course.

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Submitting Documents

To submit documents and forms to Open Awards using the [Secure Portal](#):

1. Navigate to the Documents page using the left hand side menu and locate the 'Submit Documents' section.
2. Use the 'type' dropdown to select a type pertinent to the document you want to submit (examples noted below).
3. Select a relevant 'subtype' if applicable (not mandatory).
4. Attach the document/form you want to submit to Open Awards.
5. Click 'Submit'.

Your submitted document will be available for viewing immediately via the 'View Documents' section.

Examples of typical submission types and subtypes:

Document	Document Type	Document Subtype
Diploma Creator Tool	Access to HE	Completed Diploma Creator Forms
New Course Notification Form	New Course Notification Forms	<i>Not applicable</i>
New Qualification Notification Form	New Qualification Notification Forms	<i>Not applicable</i>

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