

# Reviewing Registrations

(Secure Portal Guidance)



## How to Review Registrations

All learners registered at your organisation can be tracked via the Review Learners or Review Course Run pages on the Secure Portal.

The most effective way to review registrations is via the Review Course Run page, where you can view all learners registered for a given course run.

When viewing the course run you may also:

- Register additional learners or withdraw already registered learners (for more information, see the guidance document, [‘Adding or Withdrawing Learners for Current Course Runs’](#)).
- Download the RAC (for more information, see the guidance document, [‘Certification’](#)) [or use the Mark Book](#).

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## **Review Course Runs**

To review registrations for a given course run:

1. Navigate to the Review Course Runs page via the left hand side menu.
2. Use the 'Current' tick box to define whether you want to view course runs that are current (and/or ended in the last three months but have not been certificated) or those that have ended (and/or ended in the last three months but have been certificated).
3. Use the fields available on the page to locate a given course run, for example, by 'Course Run ID' or by 'Programme'. If you want to view all runs, click 'Search' to display everything.
4. Open the course run by clicking on any relevant course run ID in the search results.
5. When in a run, you can view a course run overview at the top of the page and the learner detailed can be found below. Any of columns containing learner details can be sorted by clicking on the column titles, for example, alphabetically by Surname.
6. The RAC for this course run can be downloaded via this screen. For more information, see the guidance document, ['Completing the RAC'](#).
7. In accordance with guidelines, you can also register additional learners or withdrawn already registered learners. For more information, see the guidance document, ['Adding or Withdrawing Learners for Current Course Runs'](#).

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## **More Information?**

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