

Registering Learners

(Secure Portal Guidance)



How to Submit Registrations

There are two parts to the submission process:

1. [Completion of the LRF document](#).
2. [Completion of the ERegistration page](#).

Obtaining the LRF Document

To submit learner registrations to Open Awards via the Secure Portal you will require:

1. Learner Registration Form (LRF).

The *LRF* template is located via the *ERegistrations Submission page* on the Secure Portal and is available for download at the bottom of the page (under the ERegistrations Format section). It is recommended you download this template often as to ensure the version of the LRF template you are using is up to date and valid. Failure to use an up-to-date template may result in loss of registration data.

You can also obtain a copy of this form via the 'View Documents' section of the Documents page. For guidance of Portal Documents, see [Using Documents](#).

NB: If you want to add additional learners to an existing course run then see [Registering Additional/Withdrawing Learners from Existing Course Runs](#) guidance; [conditions apply](#).

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1. Completion of the LRF Document

1. Using the downloaded LRF template, enter the learner data on a row-by-row basis, ensuring you complete the required information for each learner. The required information consists of:
 - a. ULN*
 - b. Surname
 - c. Forename & Middle Name
 - d. Date of Birth
 - e. Postcode
 - f. Gender
 - g. Ethnicity
 - h. Employment Status
 - i. Ability Status
 - j. Permission not Given
 - k. Continuing Learners^{††}

For more information about what is required in each of these fields then please see our help document; [Completing the LRF Template](#).

Please Note

* ULN data is not mandatory, but we strongly recommend you supply this information. More information regarding ULN data can be found at the Learning Record Service.

^{††} Continuing Learner no charge status must be provided for continuing learners by denoting a '1' on the form. Your claim will be validated by Open Awards in accordance with [the guidelines](#).

Open Awards offer an *integrated CMS registration service*, which may aid your registration submission process. To discuss your requirements, [please contact your Customer Service Advisor](#).

2. Once you have completed your form, please save it for upload to the ERegistration page.

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2. Completion of the ERegistration Page

1. Once you have navigated to the ERegistration Submission page, complete the necessary information, 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

For more information about what is required in each of these fields then please see our help document; [Completing the Registration Page](#).

2. At the bottom of the page, attach the completed LRF template.
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.

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More Information?

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