

Documents & Reports

(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 via this screen by searching for the relevant document type.

Examples of most commonly downloaded documents:

Document Title	Document Type	Description
LRF	Open Awards Templates	A copy of the Learner Registration Form.
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 Document	The Centre Handbook, containing important operational information about working with Open Awards
Provider Replacement Certificate Form	Open Awards Templates	A provider version of the form used to request a replacement certificate for a learner(s).

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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
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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Using Reports

There are a number of useful reports available to Secure Portal users via the Reports menu. To utilise any of the reports within the menu, click the report name. You can export any of the reports by clicking the 'disk' icon.

If you require any further information, or if there is a report that you would find beneficial, please [contact your Customer Service Advisor](#).

Notable Reports

Valid Programmes at Organisation

Executing this report will provide you with a useful booklet version of your provision with Open Awards. The report details each programme, its qualification (if applicable) and the units contained within. We recommend you export this to Excel and/or print it when required.

Certificate Receipt Pending

This report details all course runs for which Open Awards have issued certificates but are awaiting confirmation of receipt. We recommend you run this report regularly to ensure you have confirmed the receipt of all certificates within the timescales noted on your certification letters.

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More Information?

For more information, [please contact us](#).