



Learning Provider Portal Quick Guide

Add Additional Learner Reference Number

LP Administrator users can assign references to each learner using the Additional Learner Reference Number (ALRN). This is an optional field that can be used to provide more information about a learners application, such as if application is progressing, duplicate etc or to record learners matriculation or student number.

The ALRN can be added for;

- Individual learners; via the Learner Information section of the Detailed Learner Information screen
- Multiple learners; using the Learner Search Results worklist, select Academic Year and any other criteria relevant to your group of learners. The worklist will expand under Learner Search and LP Administrator users can tab through the list, adding ALRNs where appropriate. Select Submit to save the ALRNs.

Please Note!

For security reasons, the Learning Provider Portal will log a user out after fifteen minutes of inactivity. Since “activity” is movement between pages, please be careful to submit the ALRNs you have entered so far approximately every 10 minutes to ensure you do not lose your work.

If you submit ALRNs for multiple learners the system will update all which don't fail validation. To identify those where the updates didn't take effect, search for records with blanks

Please Note!

When adding ALRNs for one or many learners from a page of results, the changes can only be added for one page at a time and must be submitted before moving on to the next page. If a ALRN has been added for one or more learners and then the user selects to move to another page without selecting 'Submit Changes' the following error will be displayed;

“Please submit your changes before continuing”

Please refer to section 12.3 of the User Guide for more information.