

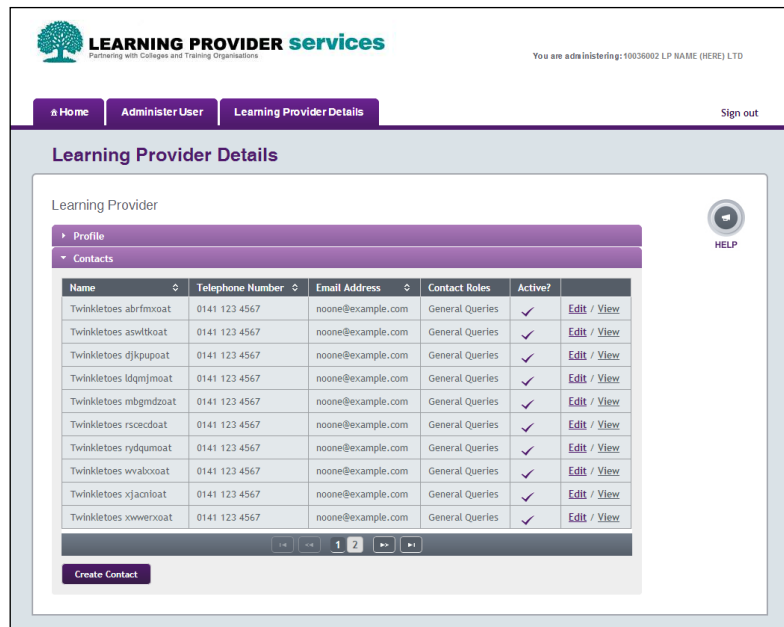
# Learning Provider Portal Quick Guide

## Maintain Learning Provider Contacts

Please refer to section 6 of the User Guide for full and detailed instructions on Maintaining Learning Provider Contacts if this guide does not give the required advice.

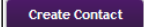

### Create New Contact

1. Click on Learning Provider Details tab from the Portal Home page.
2. Then select the Contacts tab (this can be seen underneath the Profile tab)



The screenshot shows the 'Learning Provider Details' page. The 'Contacts' tab is selected, displaying a table of contacts. The table has the following columns: Name, Telephone Number, Email Address, Contact Roles, and Active?. There are 10 rows of contact data, each with an 'Edit / View' link. A 'Create Contact' button is visible at the bottom left of the table area.

Name	Telephone Number	Email Address	Contact Roles	Active?
Twinkletoes abrfmxaot	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes aswtkkoat	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes djkpupaot	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes ldqnmjoat	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes mbgmdzoat	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes rscedoat	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes rydqumaot	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes wvabxoaot	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes xjaclioat	0141 123 4567	noone@example.com	General Queries	✓
Twinkletoes xwwerxaot	0141 123 4567	noone@example.com	General Queries	✓

3. Click  which is located on the bottom-left of the screen
4. A Create Contact pop up box will appear.
5. Fill in all fields with the new contact details. As all fields are mandatory a validation error may occur if any are left blank
6. To choose the contact type click the check box next to the roles required. There is no restriction on the number of roles that can be assigned
7. Click 

**Note** - A contact may only be **either** Primary **OR** Secondary Business Contact, not both.