



# Learning Provider Portal Quick Guide

## Add a ULN for one or multiple learners

LP Administrator users are required to submit a learners ULN via the LP Portal before the LP Attendance Administrator will be allowed to confirm learners' attendance and trigger payment.

If there are any outstanding ULNs still to be submitted, the following message will be displayed; "You have learners who do not currently have a ULN"

1. ULNs can be submitted for individual learners via the Learner Information section of the Detailed Learner Information screen;

**Detailed Learner Information**

Expand All

▼ Learner Information

Full name HARVEY PRINCE

Date of Birth 31/07/1979

Sex Male

Customer Reference Number 81083647913

ULN

Additional Ref No.

Address Line 1 STUDENT LOANS CO LTD

Address Line 2 100 BOTHWELL STREET

Address Line 3

Town GLASGOW

County

PostCode G2 7JD

NINO Verified Flag No

Group Name

Assign Group

Submit Changes Cancel x

Assessment Information

Current Payment Schedule & Attendance

Create CoC Back

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2. ULNs can be submitted for multiple learners using the Learner Search Results worklist, and select Academic Year and blank ULN. The worklist will expand under Learner Search and LP Administrator users can tab through the list, adding ULNs where appropriate and submitting

### 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 ULNs you have entered so far approximately every 10 minutes to ensure you do not lose your work.

▼ Learner Search

**Learner Search** | Learning Aim Search

Academic Year: 18/19

Additional Learning Reference Number:   Search for blanks

Start Date From: dd mm yyyy | Start Date To: dd mm yyyy

Forename:  (Use wildcards to find more matches e.g. joh%)

NINO Verified?:

End Date From: dd mm yyyy | End Date To: dd mm yyyy

Surname:  (Use wildcards to find more matches e.g. Smi%)

Last Assessment Date From: dd mm yyyy | Last Assessment Date To: dd mm yyyy

Date of Birth: dd mm yyyy

Unique Learner Number:

Search for blanks

Customer Reference Number:

CoC Applied?: Please Select

CoC Type Applied: View All

Group Name: Please Select

Number of Records to Display per Page: 25

**View Results** | Export XML Results | Export CSV Results | Export Assessment History | Clear Search

Export XML Payment Schedule & Attendance | Export CSV Payment Schedule & Attendance

#### Application States

Available		Selected
Applications in Progress	→ Add	
Eligibility Incomplete	→ Add All	
Missing Evidence		
Approved	← Remove	
Cancelled		
Held Pending Budget Approval	← Remove All	

## Learner Information

HELP

Learner Search

Learner Information Results

Full Name	ULN	Additional Ref No	Learning Aim	Fee Amount	Entitlement Amount	Balance Payable	
<a href="#">ASDASD ASDASD</a>	<input type="text"/>	<input type="text"/>	Type: A Level Reference: 60052570 Advanced GCE in He...	£1,000.00	£1,000.00	£0.00	<input type="checkbox"/>
<a href="#">SAASD ASDASD</a>	<input type="text"/>	<input type="text"/>	Type: QCF Certificate Reference: 60007606 Certificate for Profi...	£1,000.00	£1,000.00	£0.00	<input type="checkbox"/>
<a href="#">ASDASDAS DASDASD</a>	<input type="text"/>	<input type="text"/>	Type: A Level Reference: 50024917 GCE A Level in French	£1,000.00	£1,000.00	£0.00	<input type="checkbox"/>
<a href="#">GARY TEST AAS</a>	<input type="text"/>	<input type="text"/>	Type: AS Level Reference: 50030255 GCE AS Level in Cy...	£1,000.00	£724.00	£276.00	<input type="checkbox"/>

1    Displaying Page 1 of 1, 4 records found

Submit Changes

Assign Group

Export XML Results

Export CSV Results

Export Assessment History

Clear Changes x

Export XML Payment Schedule & Attendance

Export CSV Payment Schedule & Attendance

### 3. ULNs can also be submitted for multiple learners via bulk import

Home   Select LP   Maintain Groups   Administer User   Learning Provider Details   Applicant Information Service

Learner Information Home   Learner Search   Import   View Import Results   Newly Approved Worklist   Sign out

Import ULN

If you require any further assistance, you can contact the Operations Helpdesk on 0300 100 0643 or use the guidance material which can be found at <http://lpservices.slc.co.uk/>

HELP

Home   Maintain Groups   Administer User   Learning Provider Details   Applicant Information Service   Sign out

ULN Bulk Upload

ULN Bulk Upload

Please specify a file (xml/csv) Choose File no file chosen

Submit

HELP

## ULN validation

The ULN submissions will be validated to check they are the correct format and are unique, and the updates will take effect immediately.

If the system validates that the format of the ULN is incorrect, or it is not unique, the updates will not be saved.

If submitting ULNs for multiple learners the system will update all that don't fail validation.

To identify where the updates didn't take effect because they failed validation, search for records with blank ULNs.

### **Please Note!**

When adding ULNs 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 ULN 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 12.4 and 12.5 of the User Guide for more information