

Registering Learners

- 1 In the 'Members Menu', under Highfield Central click 'Registration Bank'.

Highfield Central

- Members Home
- Highfield Central
- Purchase Registrations
- Registration Bank**
- Manage Courses
- Manage Learners
- Manage Exams
- Access e-certificates
- SIA Upload Dates
- Support
- Frequently Asked Questions
- Download Area
- Withdrawn Qualifications
- Centre Details

Here you will find a list of all the blank registrations you have purchased. They are available for you to start using as and when you need them

- 2 By clicking on the + button to the left of the qualification, it will drop to give you a breakdown of when you purchased each registration.

Registration Bank

Use the Register Individual Learners button to register individual learners onto that qualification.
 Use the Book a Course button to take you to the course booking screen for that qualification.
 If neither button is available, it means the qualification has expired - please contact your HABC Account Manager if you believe this is an error.

Qualification Name		Remaining Registrations		
E-Assessment Test Award		10		
Order No.	Registered	Original Quantity	Remaining Registrations	Registrations Added
206086	04/07/2018 14:07:21	3	3	✓
186020	21/03/2018 09:30:35	1	1	✓
186001	21/03/2018 09:05:04	2	2	✓
180103	20/02/2018 10:14:26	3	3	✓
180079	20/02/2018 09:44:12	3	1	✓
+	Highfield Functional Skills Qualification in English at Level 1 - registrations PRIOR to 18.4.18		14	
+	Highfield Functional Skills Qualification in English at Level 2 - registrations PRIOR to 18.4.18		1	
+	Highfield Functional Skills Qualification in Mathematics at Level 1 - registrations PRIOR to 18.4.18		6	
+	Highfield Level 1 Award in the Principles of Fire Safety Awareness (RQF)		4	
+	Highfield Level 1 Certificate in Personal Development for Employability (RQF)		8	
+	Highfield Level 1 Diploma in Personal Development for Employability (RQF)		1	
+	Highfield Level 2 Award in Food Safety in Catering (RQF) - Multi-Choice Exam		1	
+	Highfield Level 2 Award in Safe Moving and Handling (RQF) - Multiple Choice Question		5	

- 3 Next please click on the small head and shoulders icon to the left of the qualification, a pop up box should appear where you can enter learner details by either a spreadsheet or individually.

Registering Learners

4

To **enter learner information individually**, please complete all required fields marked with *. To add extra fields for more learners please click '**Add Another Learner**' (this will also show how registrations you have remaining).

Once you are happy please click on attach learners.

Learner Details:

First Name *	Middle Name	Last Name *	Gender *
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Learner"/>	<input type="text" value="Male"/>
Date of Birth *	ULN	Email	
<input type="text" value="01/01/2000"/>	<input type="text"/>	<input type="text"/>	
Phone	Language Of Paper		
<input type="text"/>	<input type="text" value="English"/>		

Learner Details:

First Name *	Middle Name	Last Name *	Gender *
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Learner"/>	<input type="text" value="Male"/>
Date of Birth *	ULN	Email	
<input type="text" value="01/01/2000"/>	<input type="text"/>	<input type="text"/>	
Phone	Language Of Paper		
<input type="text"/>	<input type="text" value="English"/>		

[Add Another Learner \(4 remaining\)](#)

[Attach Learners](#)

Registering Learners

- 5 To register learners from a spreadsheet please **download the template** from the system (it is important that the fields aren't changed on this as it will affect the way the learners are registered).

Please fill in the spreadsheet and save it to your computer. Then click on '**Choose File**' to find it and click '**Upload Learners**'. The learner details will then appear in the fields - if you are happy please click on '**Attach Learners**'.

Once the learners have been attached if the same details have been entered before you will need to confirm if it is a learner match. If you are unaware of any other qualifications the learner may have been registered on do not select the tick box provided, to continue click confirm learner matches.

Spreadsheet Learner Upload

If you prefer to upload your learners via a spreadsheet, you can do so here (please ensure it is an Excel Document .xlsx):

Choose File No file chosen **Upload Learners**

A copy of the learner import template can be downloaded as a [.xlsx Excel Document](#)