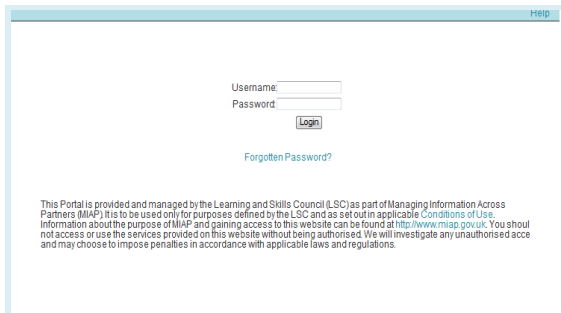


## Logging on for the first time:

### A Quick Guide to Using the Learner Registration Service (1)

Before you can log-in you will need to have registered with MIAP to become a Learner Registration Body. You can find the information to do this at <http://www.miap.gov.uk/> - type in registration into the quick search box.

On completion of registration, the nominated super-user will receive an email containing the password and you must receive the username via the 'phone. The helpdesk will contact you but if they cannot reach you, you will need to 'phone them. Before you commence to log-in, retrieve the email as it is better to cut and paste the information into the log-in box.



Help

Username:

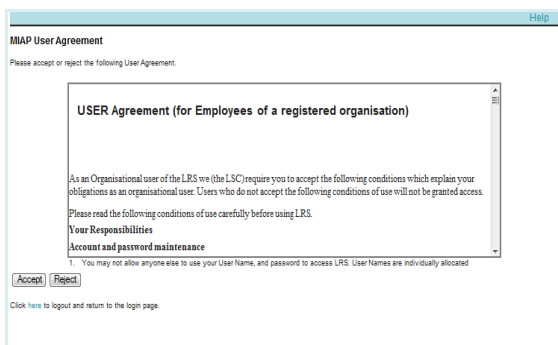
Password:

Login

Forgotten Password?

This Portal is provided and managed by the Learning and Skills Council (LSC) as part of Managing Information Across Partners (MIAP). It is to be used only for purposes defined by the LSC and as set out in applicable Conditions of Use. Information about the purpose of MIAP and gaining access to this website can be found at <http://www.miap.gov.uk/>. You should not access or use the services provided on this website without being authorised. We will investigate any unauthorised access and may choose to impose penalties in accordance with applicable laws and regulations.

- Use the internet to log on to <http://www.uklrs.miap.gov.uk/>
- Enter your Username and Password
- Click on Login
- You will receive a message that your password has expired; this means you can input your own password that is easier to remember



Help

**MIAP User Agreement**

Please accept or reject the following User Agreement:

**USER Agreement (for Employees of a registered organisation)**

As an Organisational user of the LRS we (the LSC) require you to accept the following conditions which explain your obligations as an organisational user. Users who do not accept the following conditions of use will not be granted access. Please read the following conditions of use carefully before using LRS.

**Your Responsibilities**

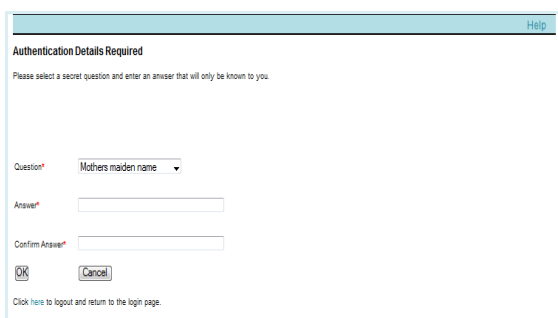
**Account and password maintenance**

1. You may not allow anyone else to use your User Name, and password to access LRS. User Names are individually allocated

Accept Reject

Click here to logout and return to the login page.

- The first time you log in you will need to read through the User Agreement
- Click on Accept



Help

**Authentication Details Required**

Please select a secret question and enter an answer that will only be known to you

Question\* Mothers maiden name

Answer\*

Confirm Answer\*

OK Cancel

Click here to logout and return to the login page.

- The first time you log in you will need to create a 'secret question' – select the question & enter the answer
- Confirm the answer ie type it in again
- Click on OK

Welcome, Malcolm Help Log Out

**Welcome** | User Management | Learner Management | My Account

**Welcome to the Learner Registration Service (LRS)**

*There is no message of the day*

**About the Service**

The Learner Registration Service (LRS) enables you to obtain Unique Learner Numbers (ULNs) for learners.

This service allows you to request ULNs individually or by multiples at each request. You can request ULNs either manually or via your own management information system. This service will help you to manage any exceptions that are generated when requesting ULNs.


**LRS Help and Support**

The LRS Help Desk is available to answer any technical problems you may have or faults you observe.

The hours of operation are: **Monday to Friday (08:00 to 18:00)**, excluding Bank Holidays.

**User Details**

Malcolm  
LSC  
last logged in at  
01-11-2009 09:02:28



- You have now logged in and should see the welcome screen.
- The message of the day will give notice of any improvements to the service or changes to helpdesk times etc.

You have now logged into the Learner Registration Service, scroll down the page to check out the information provided and then investigate the menu bar at the top of the page.