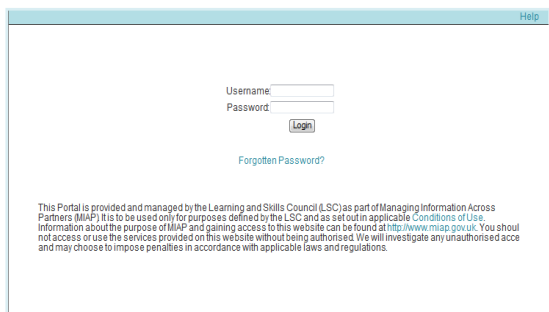





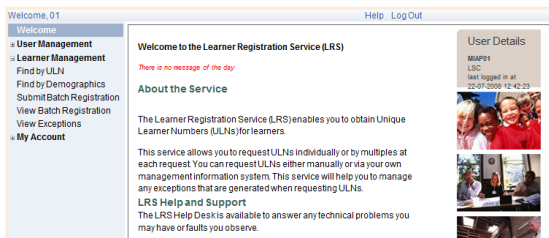
A Quick Guide to Using the Learner Registration Service (4)



How to obtain individual Unique Learner Numbers or edit the data:

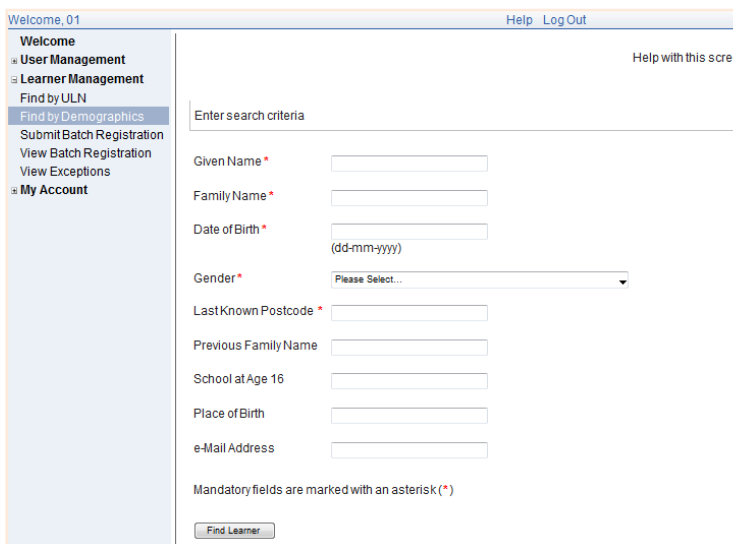
The web portal on the Learner Registration Service is a very powerful tool. It can potentially create two identical sets of data with different ULNs so it needs to be used with care; however, when changing a learners data such as their preferred or legal name this is the tool to use. It is also used to create a ULN for an individual or small group of learners, for example, where a pupil cannot be found on the Key to Success website.









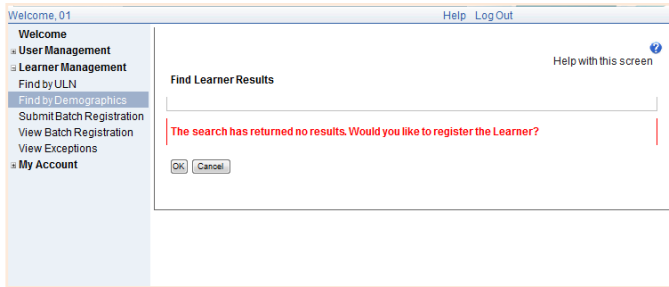
-  Use the internet to log on to <http://www.uklrs.miap.gov.uk/>
-  Enter your Username and Password
-  Click on Login



-  Click on Learner Management
-  Click on Find by Demographics



-  Fill in the Given Name, Family Name – this would be the names used on the census return
-  Enter the date of birth – be careful you use the required format of dd-mm-yyyy
-  Select the gender type from the drop-down menu
-  Enter the last known postcode – if there is none available then as a last resort please use ZZ99 9ZZ
-  That completes the mandatory fields, but if you have additional information available it would be useful to enter it.
-  Click on Find Learner



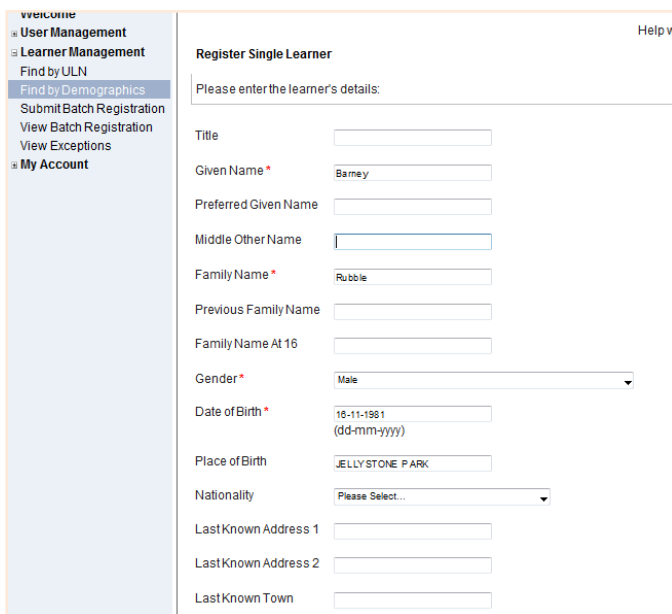
Welcome, 01 Help Log Out

Find Learner Results

The search has returned no results. Would you like to register the Learner?

OK Cancel

- The service has found no learners matching the description you entered.
- Click on OK to register the learner.



Register Single Learner

Please enter the learner's details:

Title

Given Name *

Preferred Given Name

Middle Other Name

Family Name *

Previous Family Name

Family Name At 16

Gender *

Date of Birth *

Place of Birth

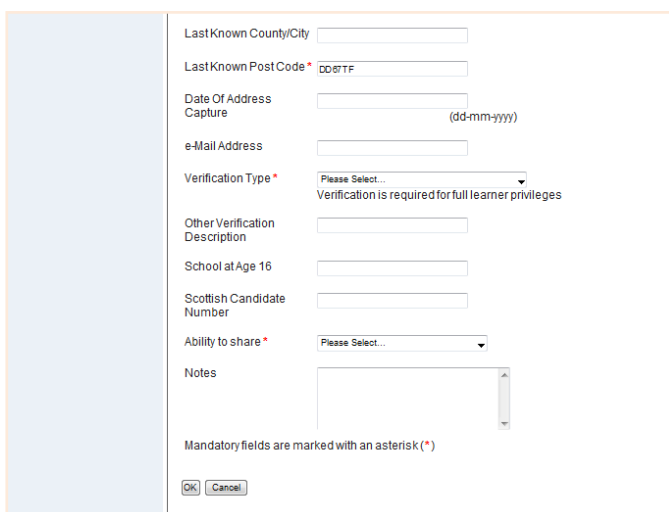
Nationality

Last Known Address 1

Last Known Address 2

Last Known Town

- Notice that the mandatory information has been transferred from the search screen – add in as much information as you can
- Check that the information is correct and scroll down the page



Last Known County/City

Last Known Post Code *

Date Of Address Capture (dd-mm-yyyy)

e-Mail Address

Verification Type *
Verification is required for full learner privileges

Other Verification Description

School at Age 16

Scottish Candidate Number

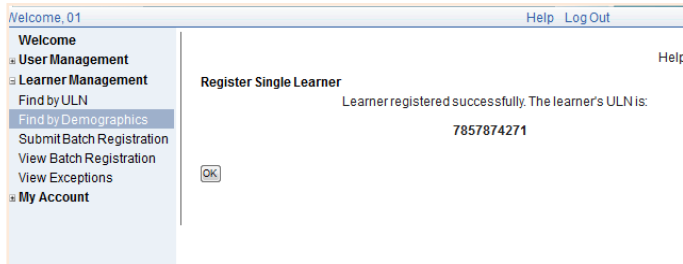
Ability to share *

Notes

Mandatory fields are marked with an asterisk (*)

OK Cancel

- You need to enter a Verification Type, click on the drop-down, for Functional Skills and Diploma learners, use the Relationship with School entry.
- You also need to enter a response to the Ability to Share – hopefully this will be Fair Processing Notice (FPN) seen and able to share data. (see note at the end)
- Add in any other information you may have.
- Then click on OK



- You now have a ULN for the learner – cut and paste into your MI system.
- Remember to use the ULN if you need to access the LRS for this learner.
- Click OK to return to the search screen

The Fair Processing Notice (FPN) and the ability to share

MIAP has produced guidance notes and suggested text for a Fair Processing Notice, this information can be found at <http://www.miap.gov.uk/documentlibrary/documents/Fair+Processing+Notice.htm>

The DCSF has produced a FPN that covers all the data sharing requirements of a school, it can be found on Teachernet:-

<http://www.teachernet.gov.uk/management/ims/datamanagement/fpn-pupils/>

As this notice has been issued, the pupils allocated a Unique Learner Number via data from the school census have been assumed to have seen the relevant information and therefore have been set as FPN seen and able to share during the allocation of their ULN.