

How to register your Courses on the Trident Awards Quartz Web Portal



Go to the **ERegistration Submission** webpage to submit a new course and register your learners on a new course run.

Please note that:

- We require 7 days' notice of your course start date for your course registration.
- If we receive less than 7 days' notice your exam papers may not be uploaded and the course may be cancelled.
- If you run a course without permission from Trident Awards and without a run number then any exam papers from the course may be voided.

When you click on the ERegistration Submission webpage, it is essential you complete, at least, the following fields:

- **The programme/provider course of Learning** (once selected the qualification box will appear).
- **Course Run start date**
- **Course Run end date**
- **The site**
- **Tutor** (this will expand if you are delivering the Doors or Upskilling qualification)
- **Anticipated Learners**
- **Choose the ERegistration file to submit. Format: text (.csv) or Excel (.xls or .xlsx)**

You must either select the Trident ERegistration Learners Spreadsheet you have completed and saved on your computer or tick No File to register your course.

If you tick the No File box your learners will not have access to the Candidate Portal and will not be able to view their results online.

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ERegistration Submission

Please call your Customer Support Officer if you do not see your programme on ERegistration Submission on:

Access Courses: 01227 811827

LASER Courses: 01932 569894

Trident Awards Courses: 01932 571878

If the ERegistration Submission Form is uploaded without units assigned to learners it cannot be processed - it is essential to assign units to learners. This does not apply to Access or Trident Awards learners.

Please note that you are about to submit a file of registrations for which a new course run will be created. If you wish to add registrations to a current Course Runs then please use the link from the ['Review Course Runs'](#) page.

The programme/provider course of Learning

(Enter the qualification using the drop down arrow, click on the red book to find a list of units.)

Course Run description

Trident Awards is the brand used by Laser Learning Awards unique to its work in the security industry sector.

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(Use this for your own description of the group of learners you are registering.)

Trident Awards centres only:

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- If we receive less than 7 days' notice your exam papers may not be uploaded and the course may be cancelled.
- If you run a course without permission from Trident Awards and without a run number then any exam papers from the course may be voided.

Course Run start date

(This is the start date for your course.)

Course Run end date

Provider Reference

(Use this for your own description of the group of learners you are registering.)

Please enter a purchase order number if your finance department requires it.

Purchase order number

(If your organisation does not require this please put N/A here.)

The site

<None> ▼

For Trident Awards' providers only: the SIA requires a tutor/trainer ratio of 1:12 candidates for the PI unit.

Tutor

<None> ▼

Notes on this submission

(This is for any instruction you might have for this submission or to claim nested qual discount.)

For Trident Awards' customers: please go to "Documents" and download the "Trident ERegistration Learner Spreadsheet" to submit your learners or tick the "No File" box below. If you tick "No File", you must return later to submit your learners.

Choose the ERegistration file to submit. Format: text (.csv) or Excel (.xls or .xlsx)

☐ No File (This is for Trident Awards' providers only)

This is the Trident ERegistration Learner Spreadsheet you have saved to your computer.

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Example of completed ERegistration Submission

The programme/provider course of learning

Working as a Door Supervisor within the Private Security Industry [133879]

The qualification (if relevant)

127225 – LASER Level 2 Award for Working as a Door Supervisor within the Private Security Industry (QCF) [Level Two] 601/4686/2

Course Run description

Course Run start date

31/05/2015

Course Run end date

01/06/2015

Provider Reference

N/A

Provider Reference Required

Please enter a purchase order number if your finance department requires it.

Purchase order number

N/A

The site

Main Site

For Trident Awards' providers only: the SIA requires a tutor/trainer ratio of 1:12 candidates for the PI unit.

Tutor

Smith, John

Second Tutor

<None>

Third Tutor

<None>

Please enter the anticipated amount of learners for this course run in the 'Anticipated learners' box.

Anticipated Learners

Notes on this submission

For Trident Awards' customers: please go to "Documents" and download the "Trident ERegistration Learner Spreadsheet" to submit your learners or tick the "No File" box below.

Choose the ERegistration file to submit Format: text (.csv) or Excel (.xls or .xlsx)

☐

No File (if you click here your learners will not have access to the Candidate Portal and will not be able to access their results).

Continue

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'Centre Administrator' at Trident Awards

Switch Role

Julie Taylor [jtaylor]

Last Login:29/05/15 9:51

[Log Out](#)



Confirm ERegistration Submission

- ▼ [Log in](#)
- ▶ [Home](#)
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Please confirm that you would like a new course run, with the following information, created. Your registration file will then be submitted against that course run.

Programme/Provider Course:

Working as a Door Supervisor within the Private Security Industry [133879]

Qualification:

[127225] 127225 - LASER Level 2 Award for Working as a Door Supervisor within the Private Security Industry (QCF) [Level Two] 601/4686/2

Course Run Description:

Doors - Plymouth Test

Course Run Start:

31/05/2015

Course Run End:

01/06/2015

Provider Reference:

Purchase Order No:

Site:

Main Site

Anticipated Learners:

10

Notes:

This is a Test Submission

File Name:

31 May 2015 Trident ERegistration Learner Spreadsheet.xls

By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete and that the information has been entered using the correct formatting. Any subsequent changes to the course following its submission may incur further charges.

Amend

Submit

If you wish to change the details on the ERegistration Submission please click Amend and you will be taken back to the ERegistration Submission webpage. To confirm your submission click the Submit button.

You will then need to confirm your submission so that your course can be uploaded to the database, an email confirming submission will be sent to your email account

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ERegistration Submission Confirmation

A new course run **[1470334] Doors - Test** with a start date of 31/05/2015 on programme/provider course **[133879] Working as a Door Supervisor within the Private Security Industry** has been created.

ERegistrations file **ref:5338891** has been submitted.

[View Course Run](#)

You will automatically receive an email from noreply@quartz-system.com which will give you your Course Run ID.

An email will also be sent to Trident Awards informing them that there is a run to be processed.

Downloading your Exams Papers

As usual your exams papers will be available in Documents.