Online Registration Provider Manual

Indicium

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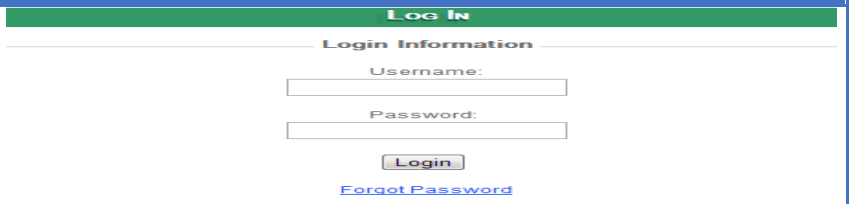
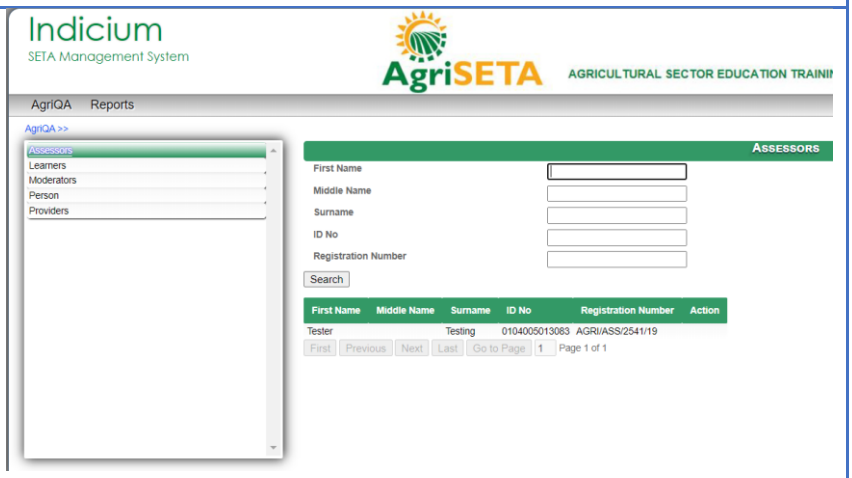
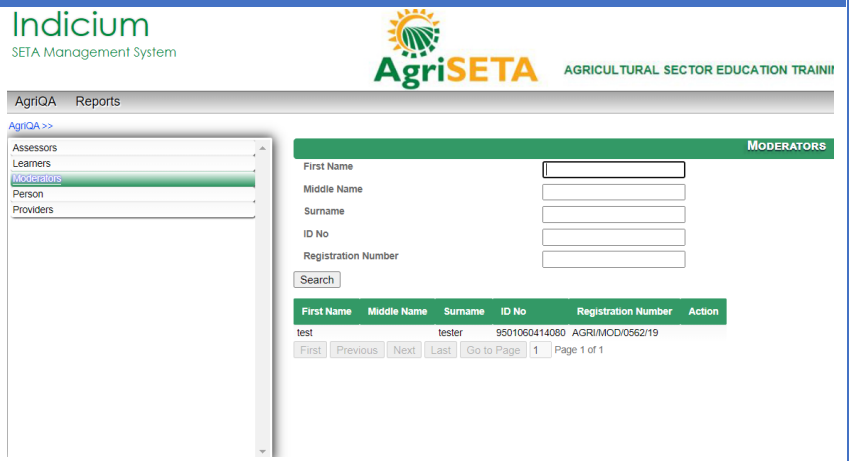
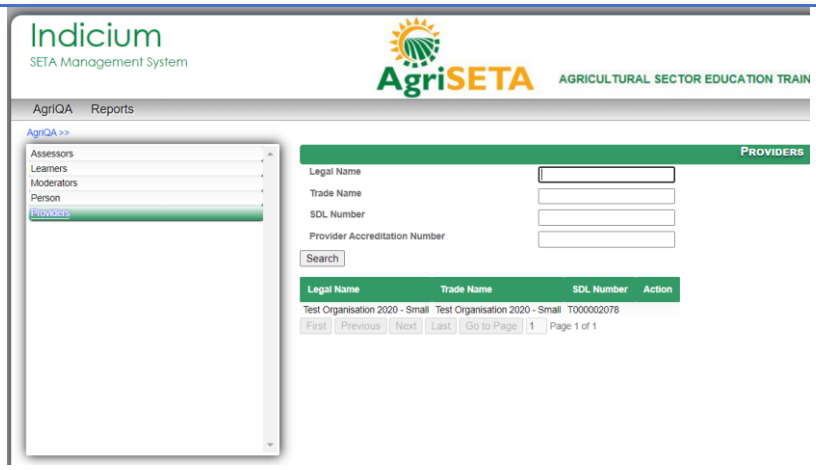
1. ACCESSING THE SYSTEM

1.1 ACCESSING THE ONLINE PROVIDER REGISTRATION

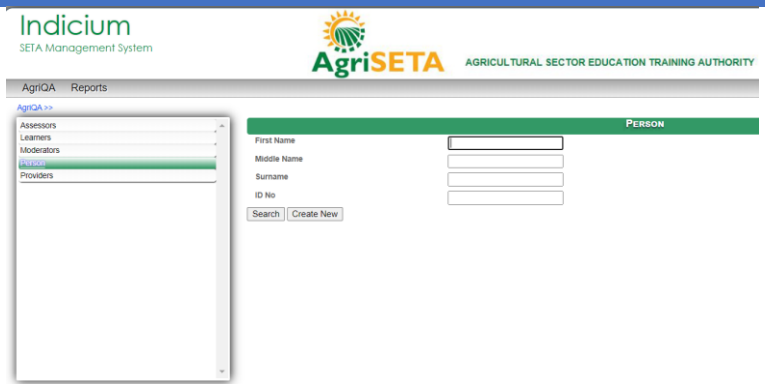
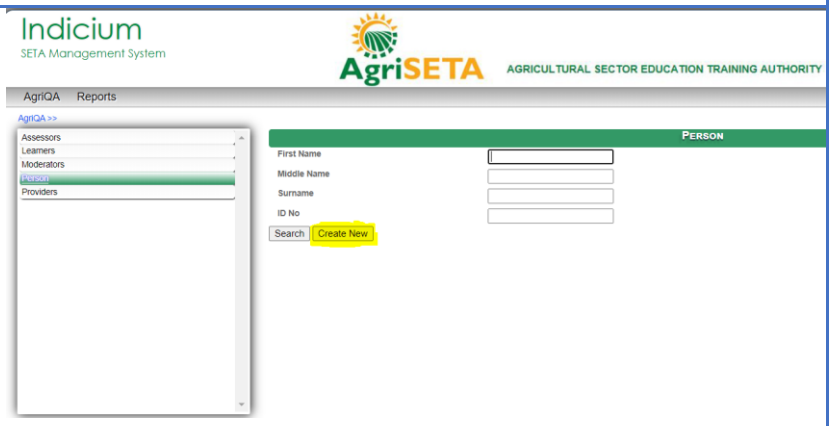
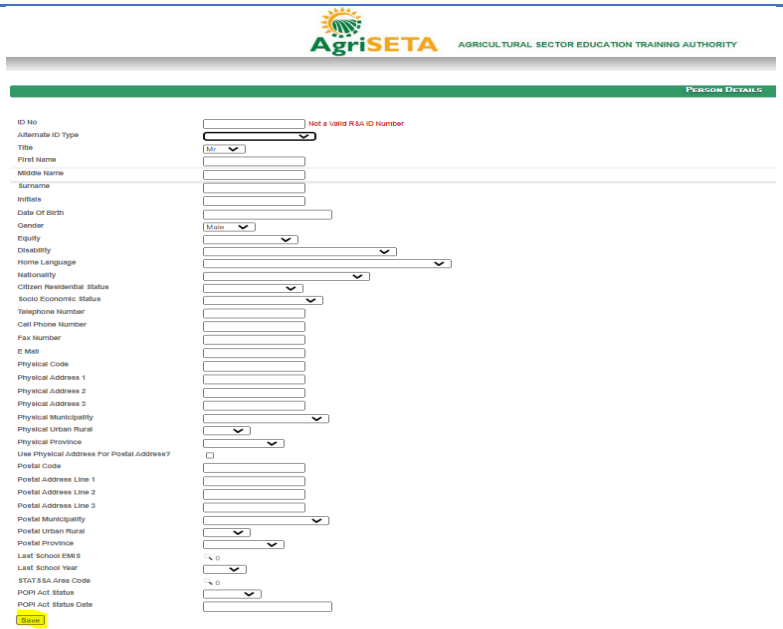
Steps	Action	Screenshot
1	Login into the system – We will provide access granting form to assign you your provider role	
2	Click on AgriQA,	
3	Click on ***Assessor under AgriQA*** to view all Assessors the QA Team has linked to you	

Steps	Action	Screenshot
4	Click on ***Moderator under AgriQA*** to view all Moderators the QA Team has linked to you	
5	Click on ***Provider under AgriQA*** to view/verify Provider details the QA Team has captured	

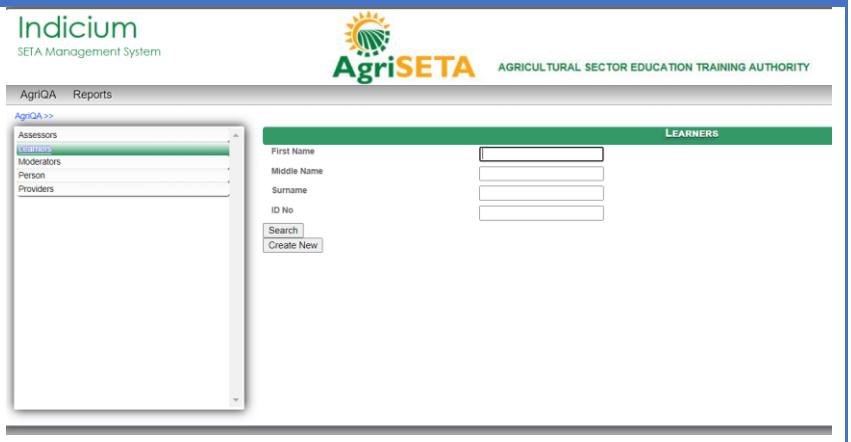
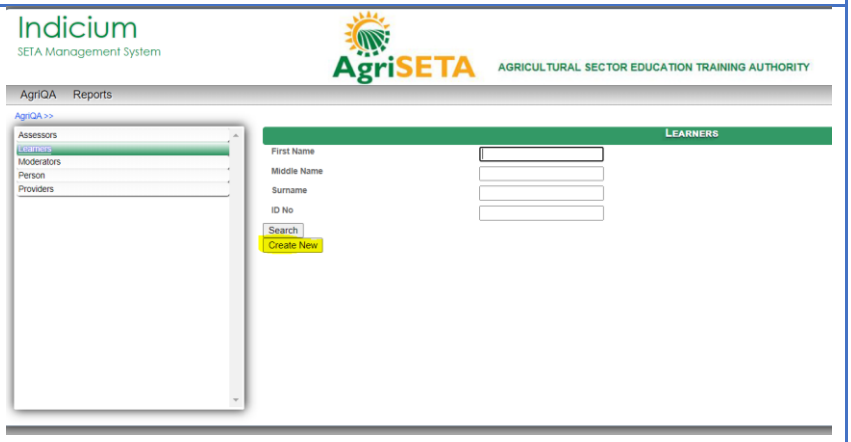
2. LINKING LEARNER TO A PROGRAMME

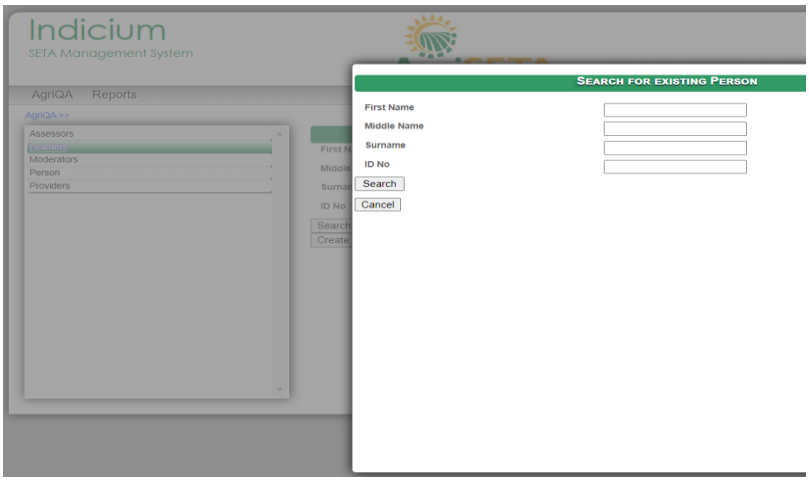
2.1 CREATING A PERSON

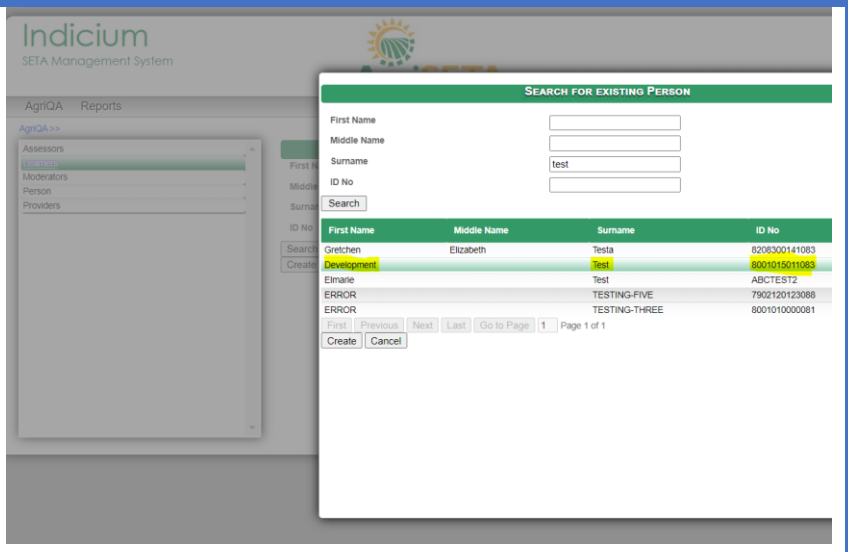
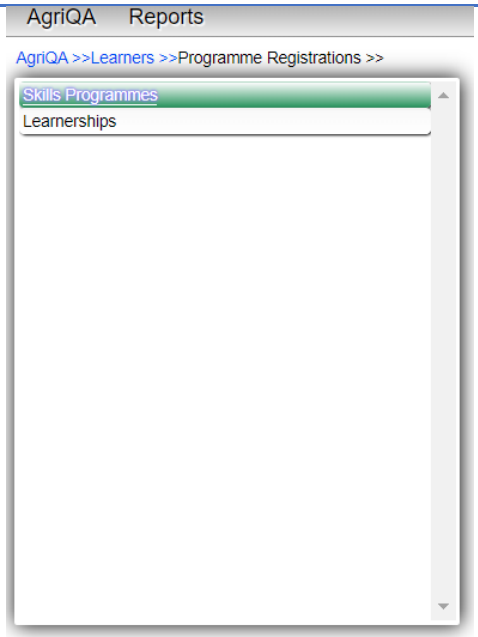
The section below outlines the process for adding artisan component provider

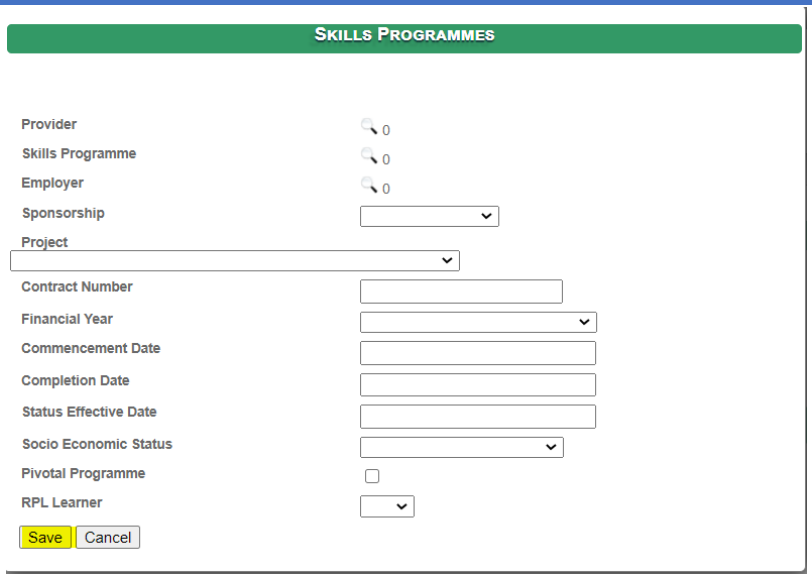
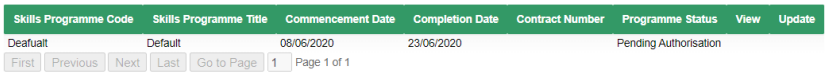
Steps	Action	Screenshot
1	Click on ***Person***	
2	Click on ***Create New*** to add person information	
3	After information has been captured, please click on ***Save*** to store the information	

2.2 CREATING LEARNER AND LINKING TO A PROGRAMME(LEARNERSHIP AND SKILLS PROGRAMME)

Steps	Action	Screenshot
1	Click on ***Learner***	
2	Click on ***Create New*** to link to create learner **NB: Make sure you have created the person first before creating learner**	 You will use the ID Number to search for the person you have created under ***Person*** to link them as a ***Learner***



Steps	Action	Screenshot
3	Select the ***Person*** you have created as a ***Learner***	
4	After creating a learner you need to link the to a programme. Click on ***Programme Registrations.***	
5	Click on the ***Programme*** you want to enrol a learner to	

Steps	Action	Screenshot
6	Capture the required information and then click on ***Save***	
7	After learner has been captured, the Programme Status will be ***Pending Authorisation*** ***NB.The internal team will evaluate the information captured to verify information***	

The internal team will notify you once the learners have been enrolled.