

Tracking System: Approve Registrations

Operational Guide

**Centre
Manager**

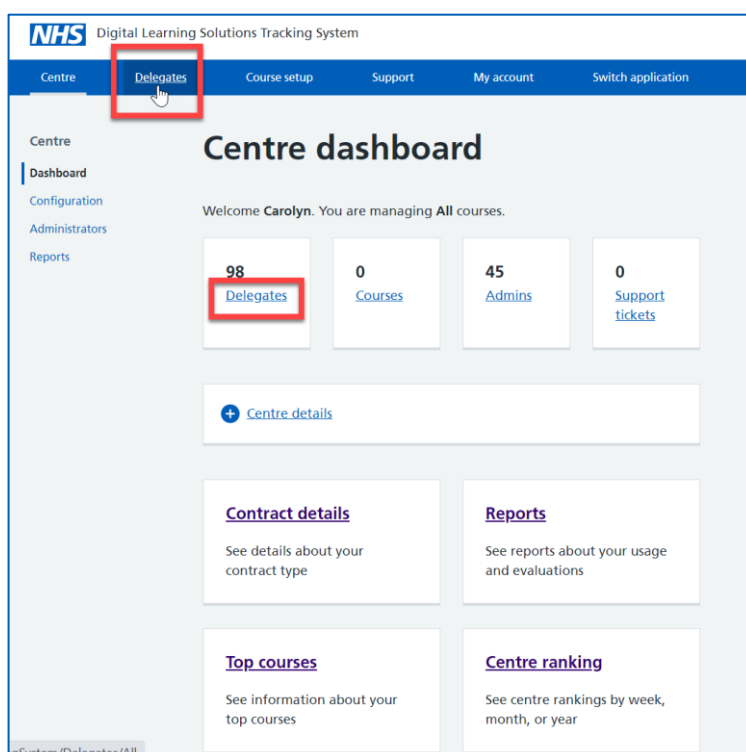
Administrator

February 2022

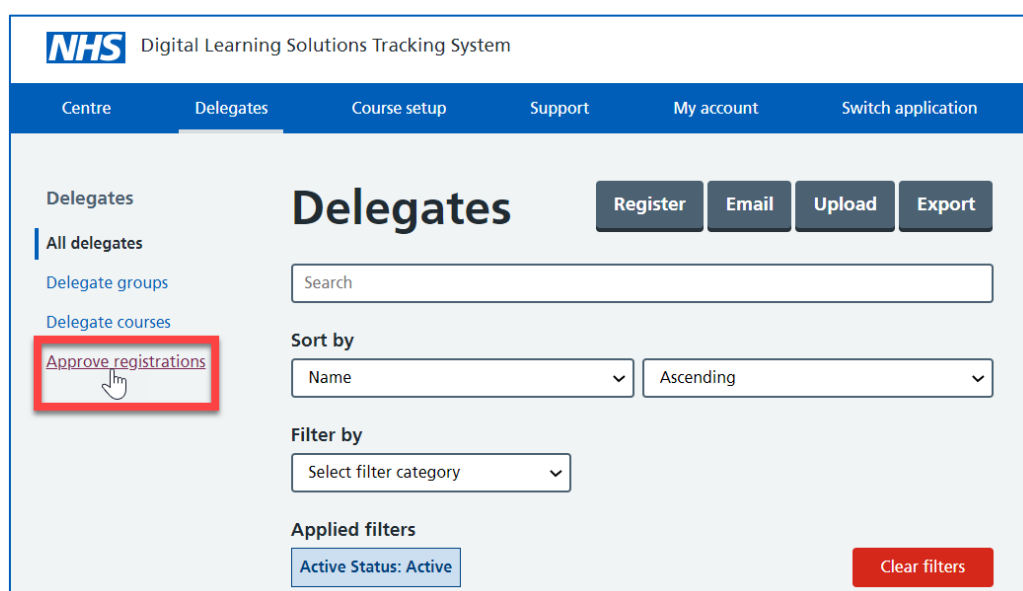
Go to the Tracking System and approve registrations

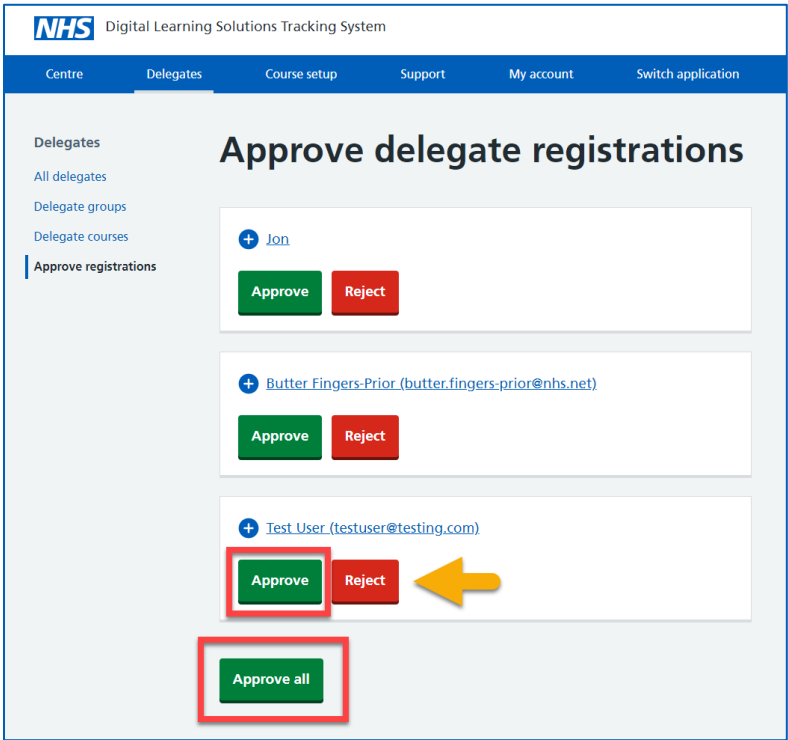
To protect access to your DLS centre, delegates self-registering from outside your organisation (home, other place of work), will require approval by a centre administrator before they can access their Learning Portal.

1. Select: Delegates

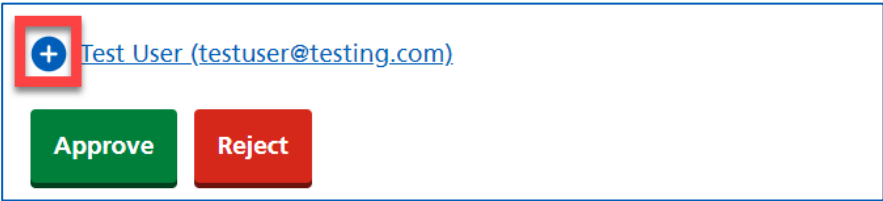


2. Select: Approve registrations



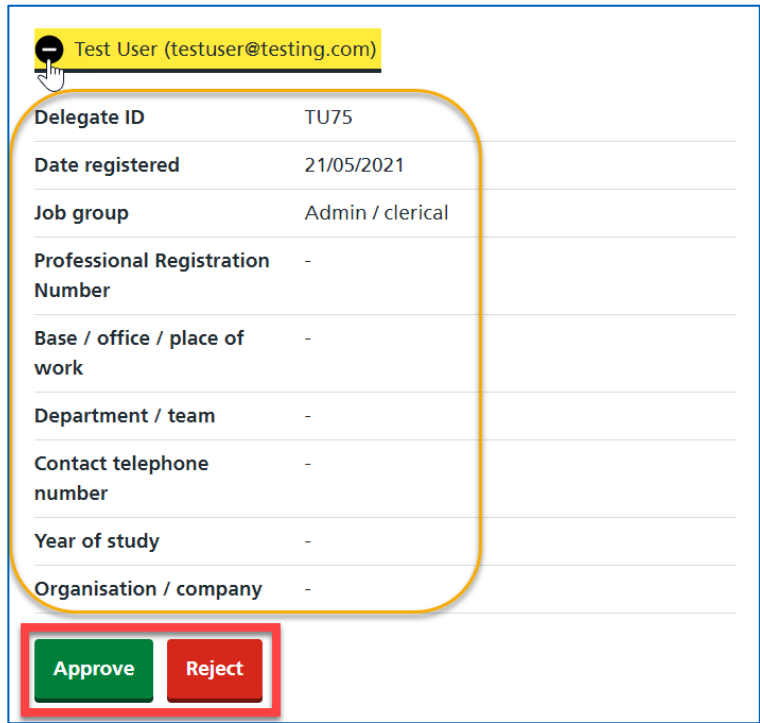


- 3. You are presented with any delegate registrations awaiting approval
- 4. Select: **Accept** or **Reject** as appropriate
- 5. Alternatively **Approve all**



To view more information about each delegate registration before accepting....

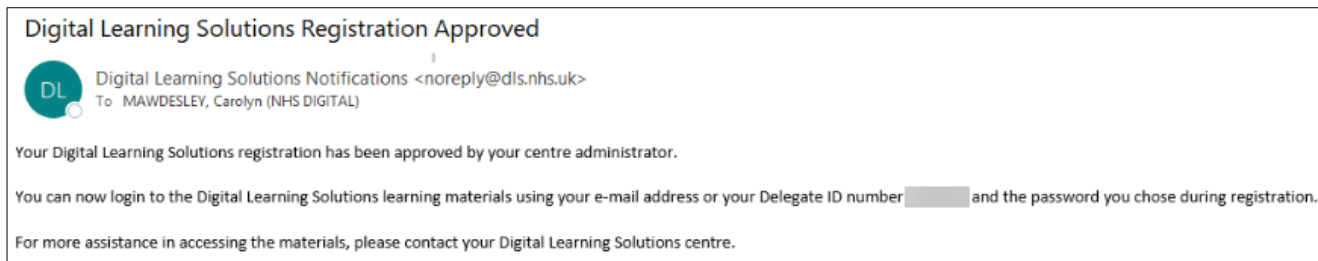
6. Select: **Expand**



7. You can **Accept** or **Reject** as appropriate from this card or

8. Select: **Collapse**

For information: The learner will receive an email to confirm their registration approval and can login using the credentials set up at self registration



Centre Manager

Administrators registering to support learners in the organisation can be assigned administrator permissions, after registration approval, by the local **centre manager**.

See resource for centre managers - **Promote to admin DLS010**