



## X-Flow

## **X-Flow Creating a Registration** (for an individual student)

X-Flow allows you to register students with awarding bodies, book exams and claim their achievements

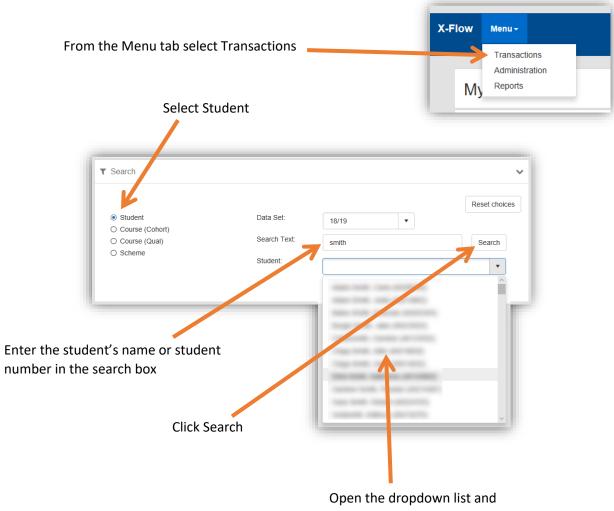
Registrations can be made by:

- Student
- **Course Cohort**
- **Course Qualification**



Open X-Flow and login with your usual college username and password

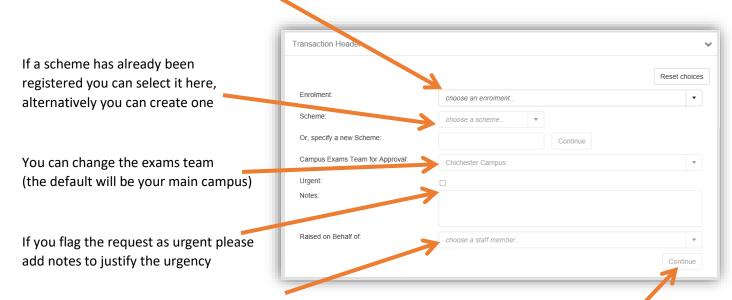
On the home page you will see any transactions you have already made



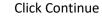
select the student from the list

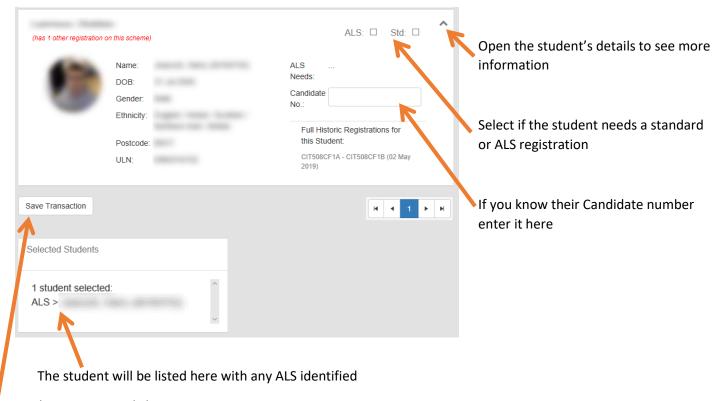


Select the course enrolment this registration is for



You can select a staff member if you are registering on someone else's behalf if not leave this blank





If everything is correct click Save Transaction

Your registration request will be sent to the exams team to process, you will receive an email when it is actioned