

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

From the Menu tab select Transactions

Select Student

Enter the student's name or student number in the search box

Click Search

Open the dropdown list and select the student from the list

Transaction Type

- Registration
- Booking
- Claim

Select Registration

Select the course enrolment this registration is for

If a scheme has already been registered you can select it here, alternatively you can create one

You can change the exams team (the default will be your main campus)

If you flag the request as urgent please add notes to justify the urgency

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

Transaction Header

Enrolment:

Scheme:

Or, specify a new Scheme:

Campus Exams Team for Approval:

Urgent:

Notes:

Raised on Behalf of:

Click Continue

(has 1 other registration on this scheme)

Name: [redacted]
DOB: [redacted]
Gender: [redacted]
Ethnicity: [redacted]
Postcode: [redacted]
ULN: [redacted]

ALS: Std:

ALS Needs: ...

Candidate No.:

Full Historic Registrations for this Student:
CIT508CF1A - CIT508CF1B (02 May 2019)

Selected Students

1 student selected:
ALS > [redacted]

Open the student's details to see more information

Select if the student needs a standard or ALS registration

If you know their Candidate number enter it here

The student will be listed here with any ALS identified

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