# Edexcel Online Amending Learner Details

For further information visit our support page:

www.pearsonwbl.edexcel.com/our-support

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# 1. Introduction

### About this guide

The purpose of this user guide is to help you understand and operate the Edexcel Online. The user guide is written for centre staff and makes the following assumptions:

- You know how to use a personal computer
- You are familiar with the Microsoft Window operating system
- The computer you are using meets system requirements

#### System requirements

**Cookies:** This Pearson website stores cookies on your computer. They help the site work better for you, and let us understand how our visitors use the site so that we can keep improving it for you. If you login, we assume you are happy to accept the site's use of cookies.

**Pre-requisites:** Adobe Acrobat Reader and Microsoft Excel (Our site uses Adobe Acrobat and Microsoft Office files to output certain reports. Depending on what system you are using, you may need to install this software.

**Java Scripting:** In order to use our Website, your Web browser must be configured to use "Java Scripting."

**Pop-up Windows:** Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows or configure them so Edexcel is a trusted website.

**Data Protection:** Edexcel Online provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Edexcel business purposes only. Improper use of personal information is an offence under the Data Protection Act.

# 2. Amending Learner Details

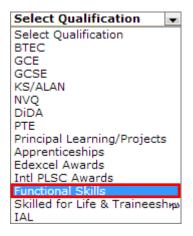
This guide explains how to amend learner details once they have been registered.

This part of the user guide makes the following assumptions:

- You have an Edexcel Login.
- You have user rights to amend candidate's details.

#### Step 1

On the left hand side menu, from the drop down menu select the qualification for which the candidate is registered against.



#### Step 2

From the menu select **Search by Candidate** and from the submenu select **Search by Course Onscreen and Entry** (If looking to amend for **BTEC** or **NVQ** learners, select **Search by Course**.)

Search by Candidates	Search by Candidate Level 1/2 Paper Based
Registration and → Entries	Search by Course Level 1/2 Paper Based Search by Candidate Onscreen and Entry
	Search by Course Onscreen and Entry

## Step 3

Select the **Session** for which your candidate was registered against.

#### Select Next.

Course Search		Help 🥐
Session	2013/14 (F Registrations)	
	Next	

#### Step 4

The below screen will appear.

Locate the qualification for which you registered the candidate against, to do this select **Candidate's**.

Help	Printer Friendly		
Qualif	ication Details		
Qualif	ication	Session	
BTEC I	Full Awards		
Program	nmes		
Code	Title	Description	Entries
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Print			

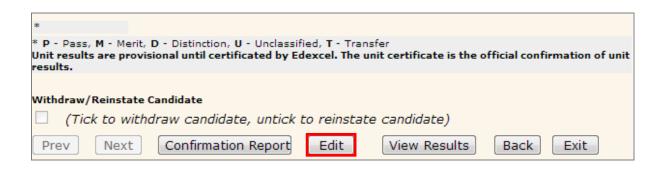
# Step 5

Locate the candidate you wish to amend the details for and select **Details**.

All	<u>Reg No</u>	Centre Ref	<u>First</u> Name	<u>Last</u> Name	Sex	DOB	ULN	Est Comp Date	Award Date	Certification No	Award Code	Overall Result	
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E													Details
Ex	it Vie	ew Sel	ected										

# Step 6

Scroll to the bottom of the candidate record and Select Edit.



## Step 7

Edit the candidates details so that they are correct and select **Save**.

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ANN ULN:     DOB: 14/07/1977   Please regularly check the ULN Exception Screen to correct any issues with the Unique Centre Ref:   Sex: <ul> <li>Balle</li> <li>Female</li> </ul> Planned <li>Completion</li> <li>31/07/14</li> <li>Study Mode:</li> <li>Sector</li> <li>Combination:</li> <li>A</li> <li>(Please be aware that changing combination code will fetch a new list of units)</li> Certification Details   Award Date: Award Eligible:   Corrification Details Award Eligible:   Award Date: Award Eligible:   Doterail Result: Apprenticeship:   Claim Type    Full Award Interim   Full Award Interim   Full Award Interim   Full Award Interim         Ward Date:   Add Unit Add	D Please note :	that following initial	registration y		er a learner forenam		f birth via Edex
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	Unit Code:				Add		
(Tick to withdraw candidate, untick to reinstate candidate)							
	Vithdraw/Reins	state Candidate					

### Step 8

A new screen will appear confirming the corrections you have made to the candidates details. Example; the candidate's name is now spelt **ANNE EXAMPLE** and not **ANN EXAMPLE**.

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Candidate	te details clic	k on Edit l	outton.						
Details									
Reg. No.	Name	Enr	olment Dat	e	D.O.B		ULN		
	ANNE EXAMPL	.E 01/	09/13		14/07/19	77			
Sex:	Male		Centre Ref					12345	
Planned	31/07/14		Study Mod	-				12040	
Completion Date:			,						
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