

Trinity College London

# Centre Portal Guidelines

Music and Drama

Navigation and Home  
Centre Details  
Managing Organisations  
Managing Contacts  
Creating an Order  
Individual Enrolment  
Mass Enrolment  
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## Re-opening Orders

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Material Printing




Trinity Online Centre portal web address:

[www.trinitycollege.co.uk/portal](http://www.trinitycollege.co.uk/portal)

NB: If you have a touchscreen enabled device please disable before logging in.

## Changes to Orders

After you have submitted your order any additional entries will require your order to be re-opened. There are also some changes that will require the order to be re-opened. This is done from the order screen. Use the Status drop down menu to select 'Re-Opened'.

Order Information	
Centre Number:	13172
Subject Area:	★ Rock and Pop
Venue:	<input type="text"/> 
Venue Number:	<input type="text"/> 
Status:	★ Delivered 
Processing Status:	Complete
Processed Lines:	Re-opened

After this please click to the home page and back into the order to make sure that your screen is completely updated. So long as the Save Enrolments button in the Mass Enrolment section is not greyed out you will be able to continue enrolling new candidates. If you still encounter problems then logging out and back into Trinity Online should resolve them.

Note that re-opening an order changes the order status to re-opened. However there is also a status shown on the enrolment screen for each candidate in the order, and re-opening the order will not change this status. Once an order has been invoiced certain changes to candidates or exams will not be possible. Contact your coordinator at Trinity for any further information required.

### **What can I change when I re-open an order?**

After you have submitted your order the changes you can make to your enrolments will be limited. If you are in any doubt about whether you can make a change to your order then please get in touch with your contact at Trinity who will advise. Some of the most common requests are below:

A candidate's first or last names: **No.** Due to data security and integrity issues you will need to make any requests for changes to candidate names to your contact at Trinity.

A candidate's middle names: **Yes.** You can make this change from the Candidates & Contacts page without re-opening your order.

A candidate's Date of Birth: **Yes.** You can make this change from the Candidates & Contacts page without re-opening your order.

A candidate's Exam: **No.** This will require a cancellation of the original exam and re-enrolment. However you can re-enrol the candidate for the correct exam and then get in touch your contact at Trinity.

A candidate's Applicant or School: **Yes.** You will need to re-open the order but then can freely change these details. Remember to Save Enrolments after you have made your changes.

A candidate's ULN (Unique Learner Number): **No.** You will need to get in touch your contact at Trinity to add this.

The spelling of an applicant name: **Yes.** You can make this change from the Candidates & Contacts page without re-opening your order.