

Trinity College London

# Centre Portal Guidelines

Music and Drama

Navigation and Home  
Centre Details  
Managing Organisations  
Managing Contacts

## Creating a Digital Order

Individual Enrolment  
Mass Enrolment  
Diploma Enrolment  
Group Enrolment  
Written Exam Enrolment  
Re-opening Orders  
Enrolment Details  
Invoices  
Examiner Visits  
Timetables  
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.

## Overview

An order must be created in Trinity Online before any candidates may be enrolled. An order may be re-opened even after you have submitted it to add further late entries or transfers, see the separate guide for how to do that:

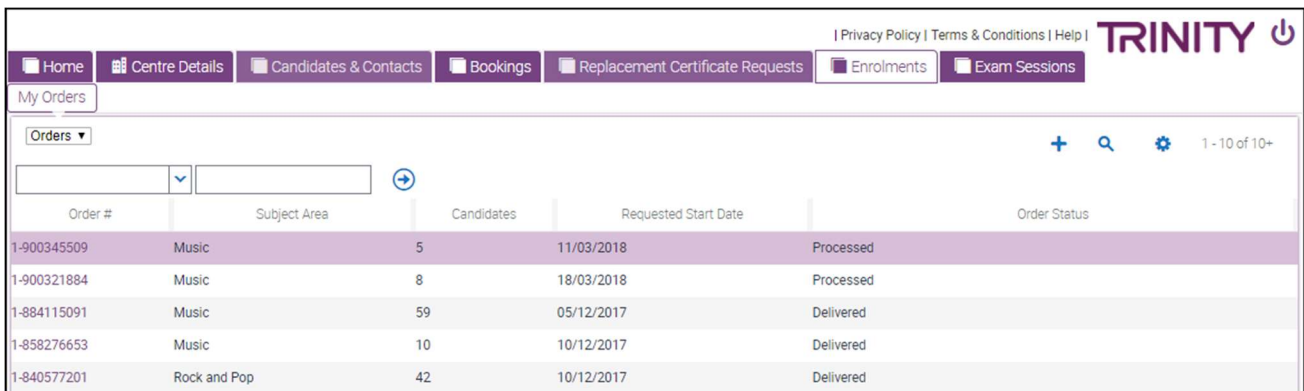
[www.trinitycollege.com/ReOpenOrder](http://www.trinitycollege.com/ReOpenOrder)

Only one order should be created per exam session.

## Creating an Order

Click on the 'Enrolments' tab found at the top of the screen.

This will take you to the Enrolments screen, below. If you already have an open order then you can click on the order number to go into it.

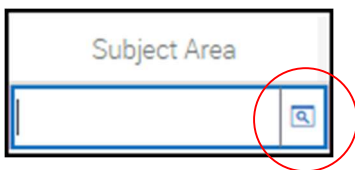


The screenshot shows the Trinity Online interface. At the top, there is a navigation bar with tabs: Home, Centre Details, Candidates & Contacts, Bookings, Replacement Certificate Requests, Enrolments (selected), and Exam Sessions. Below the navigation bar, there is a 'My Orders' section with a dropdown menu set to 'Orders'. To the right of the dropdown are icons for adding (+), searching (magnifying glass), and settings (gear), along with a pagination indicator '1 - 10 of 10+'. Below this is a table with the following columns: Order #, Subject Area, Candidates, Requested Start Date, and Order Status.

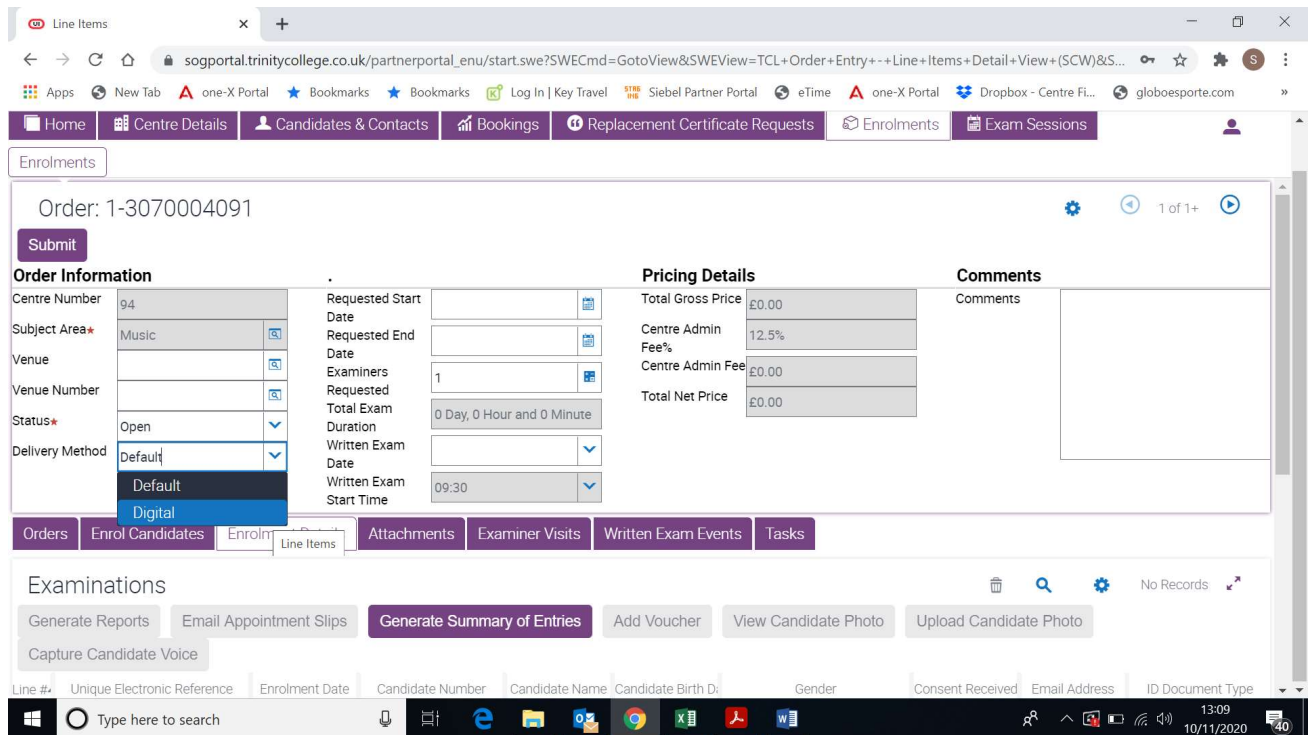
Order #	Subject Area	Candidates	Requested Start Date	Order Status
1-900345509	Music	5	11/03/2018	Processed
1-900321884	Music	8	18/03/2018	Processed
1-884115091	Music	59	05/12/2017	Delivered
1-858276653	Music	10	10/12/2017	Delivered
1-840577201	Rock and Pop	42	10/12/2017	Delivered



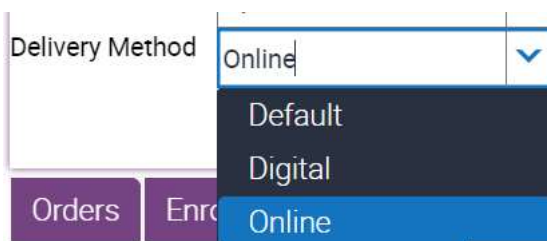
If you need to create a new order then click the plus icon, and choose the 'Subject Area' from the drop down menu by clicking on the widget within the box (Music, Drama, Rock and Pop etc.).



If you have used the portal before 2018 then you may expect to fill in more information at this stage, however you will find all the other fields are greyed out. This is because the rest of the information is filled in from the details page inside the order, so click the order number now to go to the screen below.



For digital exams where you upload a pre-recorded video of your exam select the 'Digital' from the Delivery Method drop down selector. If you are entering online communication skills exams, then please select 'Online' as below.



Set the 'Requested Start date' and 'Requested End Date'. Set the start date as today's date and the end date as 2 months in the future.

The order number will now appear towards the top left of the screen and should be used in any correspondence relating to the session. The order details can be changed by clicking into the appropriate field and overwriting the information. Note that there is no save button, changes are saved automatically. If you wish to change dates or the number of examiners requested then please inform your Trinity contact. The order is now ready for you to start enrolling candidates, see the separate guides for more

information:

[www.trinitycollege.com/IndividualDigitalEnrolmentsCJandRP](http://www.trinitycollege.com/IndividualDigitalEnrolmentsCJandRP)

[www.trinitycollege.com/IndividualDigitalEnrolmentsDS](http://www.trinitycollege.com/IndividualDigitalEnrolmentsDS)

[www.trinitycollege.com/DigitalEnrolmentsUsingSpreadsheetCJandRP](http://www.trinitycollege.com/DigitalEnrolmentsUsingSpreadsheetCJandRP)

[www.trinitycollege.com/DigitalEnrolmentsUsingSpreadsheetDS](http://www.trinitycollege.com/DigitalEnrolmentsUsingSpreadsheetDS)

For information on written exam enrolment see the separate guide:

[www.trinitycollege.com/WrittenEnrolments](http://www.trinitycollege.com/WrittenEnrolments)