

Trinity College London

# Centre Portal Guidelines

Music and Drama

## Navigation and Home

Centre Details

Managing Organisations

Managing Contacts

Creating an Order

Individual Enrolment

Individual Digital Enrolment - Classical & Jazz/ Rock & Pop

Individual Digital Enrolment – Drama & Speech

Mass Enrolment

Digital Mass Enrolment – Classical & Jazz/ Rock & Pop

Digital Mass Enrolment - Drama and Speech

Diploma Enrolment

Group Enrolment

Written Exam Enrolment

Re-opening Orders

Enrolment Details

Invoices

Examiner Visits

Timetables

Material Printing

Email Correction for Digital Certificates – Classical & Jazz/ Rock & Pop

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 it before logging in.

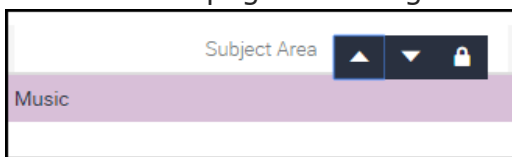
## Overview

This guide provides general information about how to navigate the Centre Portal from the Home page.

Video: [01. Trinity Centre Portal: Navigation and Home Page \(vimeo.com\)](https://vimeo.com/01.TrinityCentrePortal:NavigationandHomePage)

## Column Headers

It is possible to resize columns in lists by hovering the mouse over the line between column headers until a <-||-> cursor appears. Then click and drag left or right to reduce or increase the size of that column. It is also possible to drag and drop column headers to change the order of columns in lists, for example, the 'My Enrolments' list on the Home page. Clicking on a column header will display the three icons below:



The arrow icons will sort the contents of the list ascending or descending. The padlock icon will lock the order and contents of all columns to the left so that they can no longer be changed or dragged and dropped into a new order.

## Scroll Bars

At the bottom of the lists you will find arrows, as shown below:



The double arrow (>>) navigates to the next record in a list. The end arrow (>|) navigates to the next page of records. Note that due to corruption in some browsers, there is no longer a vertical scroll bar on most lists on the portal.

## Icons

You will see the following icons at the top right of most lists in the portal:



These icons are, in order:

- The + icon is the "New" button and will create a new record
- The bin icon is active when shown in red, and will Delete the current record
- The magnifying glass allows you to Search for a specific record
- The cog icon allows access to an advanced Options menu
- 1-8 of 9+ indicates which record in the current set is active
- The two arrows allow you to expand the size of the active list

## The Home Page

|      |                |                       |          |                                  |            |               |
|------|----------------|-----------------------|----------|----------------------------------|------------|---------------|
| Home | Centre Details | Candidates & Contacts | Bookings | Replacement Certificate Requests | Enrolments | Exam Sessions |
|------|----------------|-----------------------|----------|----------------------------------|------------|---------------|

When logging in you will always be taken to the Home page. From here clicking on various tabs or links will allow management of enrolments and sessions. There will be a Help link at the top right which gives access to this guide.

**Centre Details** provides information and the ability to edit/add contact details for your centre. For more details on the use of this tab please read the 'Centre Details' guide: [www.trinitycollege.com/CentreDetails](http://www.trinitycollege.com/CentreDetails)

**Candidates & Contacts** is where all details for candidates, applicants and centre staff are held. For more information on the use of this tab please read 'Managing Contacts': [www.trinitycollege.com/ManagingContacts](http://www.trinitycollege.com/ManagingContacts)

**Bookings** provides details about forecasts submitted and associated booking (order) information. (This functionality is not currently used within the UK and Ireland.)

**Replacement Certificate Requests** provides details about requests made for replacement certificates. (This functionality is not currently used within the UK and Ireland.)

**Enrolments** provides detailed information on your exam enrolments.

**Exam Sessions** allow you to timetable candidates and generate exam materials. Once an examiner has been allocated by Trinity you will also be able to find further details including access to their biography.

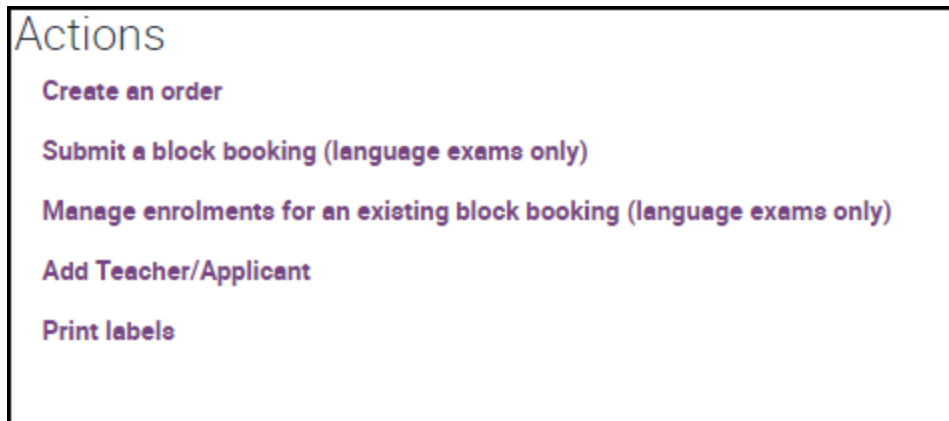
### My Recent Enrolments

My Recent Enrolments provides links to the last 5 orders that you have most recently accessed. If you do not see an order you expect to see then use the My Orders Quick Link to view all your orders.

| My Enrolments |        |              |                     |               |                             |  |
|---------------|--------|--------------|---------------------|---------------|-----------------------------|--|
| Order         | Status | Subject Area | Exam Date           | Centre Number | Centre                      |  |
| 1-829450331   | Open   | Music        | 25/12/2018 00:00:00 | 13172         | Trinity College London Test |  |

## Actions

Provides links to the most used enrolment areas of the centre portal.



**Create an order** This has now been removed, please follow one of the guides below to create a new order

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

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

**Add Teacher/Applicant** takes you through to the 'Candidates & Contacts' tab in which you can add new applicants before enrolling candidates and check if they have already been created previously. For further information on how to add new applicants please read the 'Managing Contacts' guide:

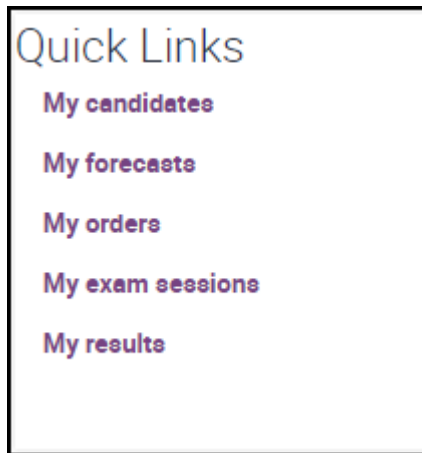
[www.trinitycollege.com/ManagingContacts](http://www.trinitycollege.com/ManagingContacts)

**Print labels** take you through to your already pre-stored documents containing address labels. For details on how to create address labels please read the guide 'Managing Contacts':

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

## Quick Links

Provides quick links to information stored within the centre portal.



**My candidates** will take you directly to all of your candidates enrolled on portal. Here you can update some details for candidates and search for candidates already enrolled.

**My Forecasts** is not used for Music, Rock & Pop or Drama exams in the UK and Ireland.

**My orders** will take you directly through to the 'Enrolments' tab containing all of your orders.

**My exam sessions** short cuts directly to timetabling, exam materials, examiner biographies and examiner visits for all of your orders. Please read the 'Examiner Visits' and 'Timetabling' guides for more information:

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

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

**My results** allow you to search for results by candidate.