Ordering a SmartScreen licence through your Walled Garden account
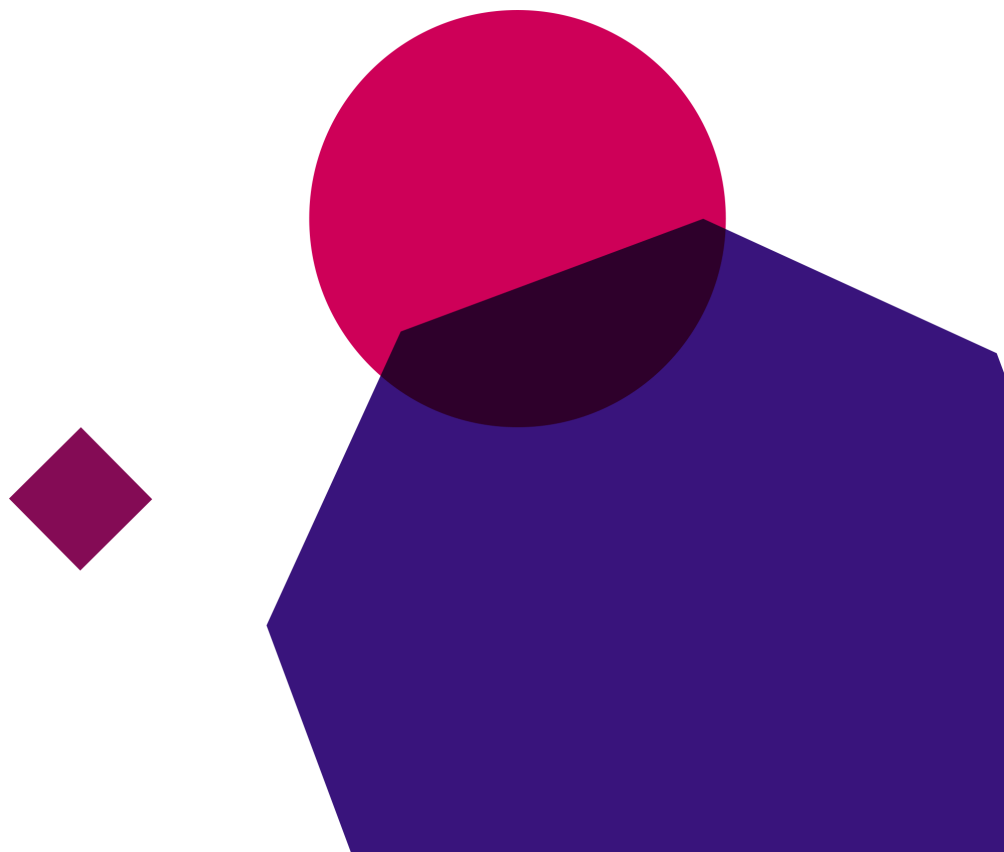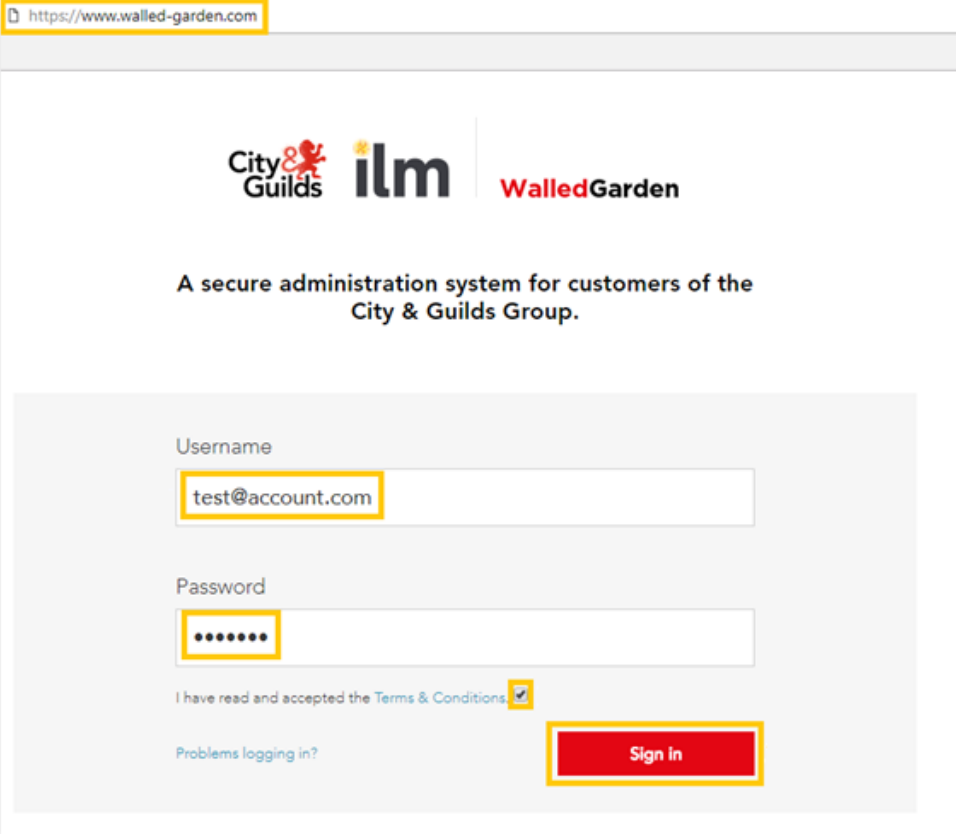
Please login to [Walled Garden](#)

1. Enter your user name and password
2. Tick terms and conditions
3. Select sign in

Note: If you forget your password please click on problems logging in to reset your login details.

4. Select Catalogue
5. Type in the qualification code (2382-28)
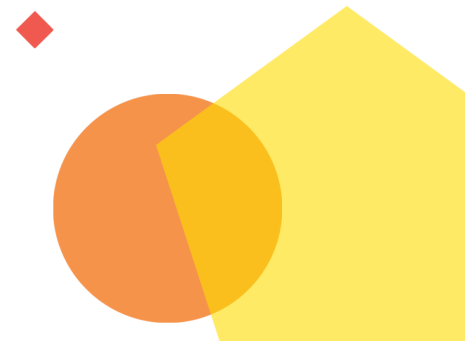
6. Select the qualification title
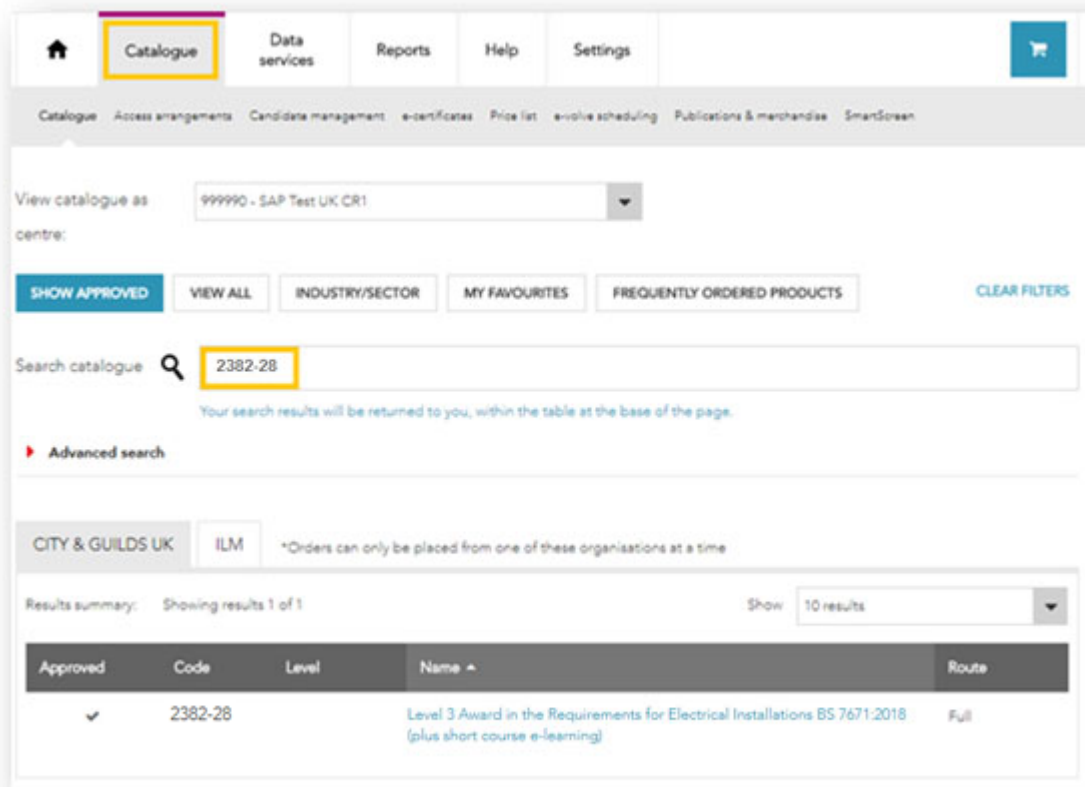
Note: To make this process faster you can add the selected qualifications to favourites.
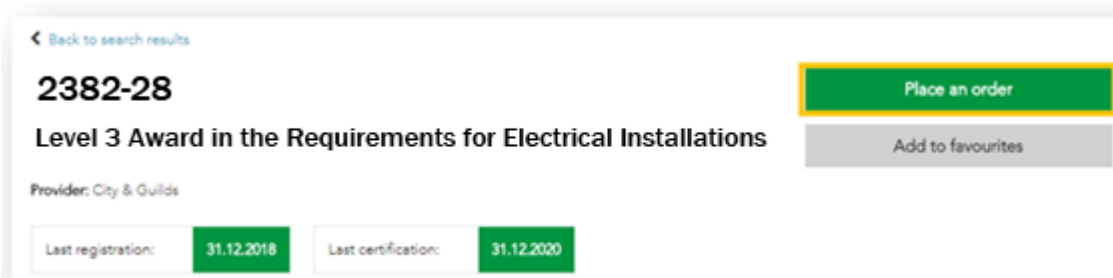
7. Select Place an order

If the qualification code does not show please make sure the correct centre number is selected. If you are still getting the same results select View All from the above tabs which will show all qualifications. You will need to contact your Quality Office to arrange qualification approval.

8. Select Named registration

Back to course information

2382-28

Level 3 Award in the Requirements for Electrical Installations

Provider: City & Guilds

Last registration: **31.12.2018**   Last certification: **31.12.2020**

Select order type

| Named registration | Unnamed registration | Dated entry | Results entry | On Demand |

This section allows you to register candidates onto a specific qualification. You will also be able to purchase any related qualification

Add candidate

| Add new candidate | Candidate details | Cohort | Enrolment Number | Other centre | Unique learner number |

9. Add new candidate
10. Complete the mandatory fields

Add personal details	First name *	Carl
	Middle name	
	Last name *	Smith

Please note that the name on the certificate will appear as Carl Smith

Date of birth * 1 Jan 1990   Gender * Male

11. Select Add optional details
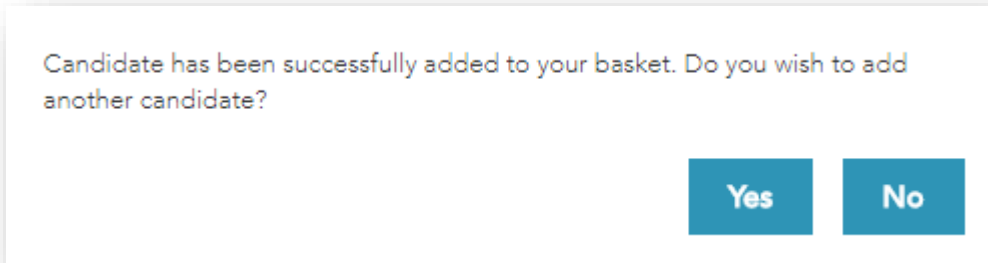
▼ Add optional details

12. Complete the Email field and copy and paste in the Confirm email field

Email carl.smith@test.com   Confirm email carl.smith@test.com
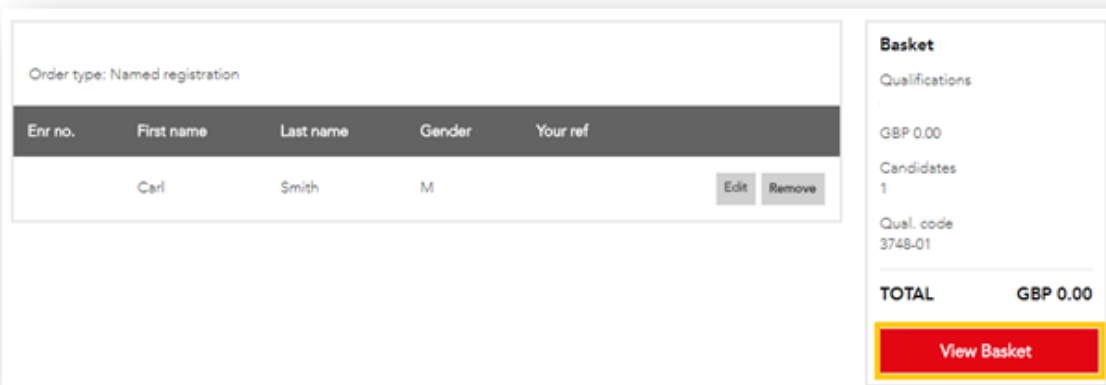
13. Select Add new candidate

You'll receive a message confirming the candidate has been created successful and will give you an option to create another.
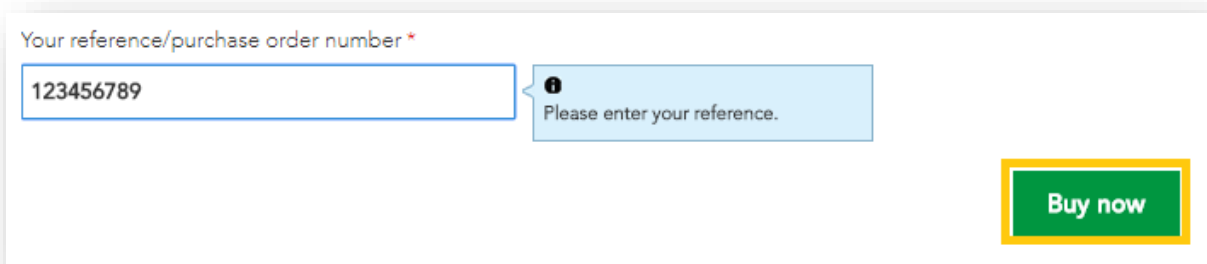

14. Once you have added all your candidates click the view basket
15. Continue clicking continue until you come to the payment screen
16. Entre your purchase order number

17. Select Buy now

A confirmation page will then show and the candidates will all be registered straight away.