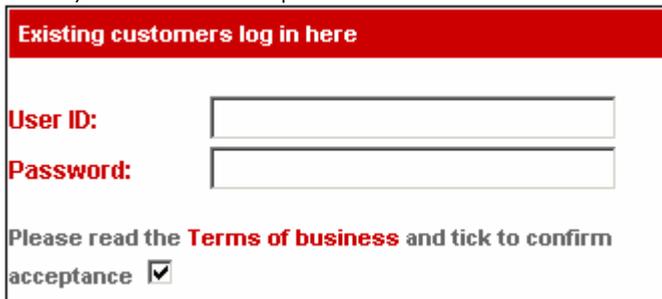


## How do I use the Learner Registration Service (LRS) reports on the Walled Garden?

City & Guilds automatically verifies candidate unique learner number information with the Learner Registration Service (LRS) where we have a record of given name, family name, gender, date of birth and a valid ULN. The document takes you through the process of viewing, checking and correcting candidates information to ensure the LRS records match that of City & Guilds which is required to enable the passing of results by City & Guilds to the Diploma Aggregation Service.

1. Go to [www.walled-garden.com](http://www.walled-garden.com)
2. Enter your user ID and password



The screenshot shows a login interface with a red header bar containing the text "Existing customers log in here". Below the header, there are two input fields: "User ID:" and "Password:". Below the password field, there is a line of text: "Please read the Terms of business and tick to confirm acceptance" followed by a checked checkbox.

3. Click

**LOG ON**

4. Once in the Walled Garden select **Reports**. Then select

**LRS**

5. The search fields will appear on the left hand side of the screen

**Search**

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

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LRS Status

which \*  
belongs  
to centre

ULN

ENR No

for period \*

or From \*

To

\* denotes mandatory field

**Search**

6. Select the LRS status you wish to search for from the drop down menu

All LRS Status

- No Match
- Possible Match
- Exact Match
- Pending Verification
- All LRS Status



The search fields will default to search for 'no match' but you can change that from the drop down menu

7. Select the date range of the search – this is a mandatory field. There are two ways to this:

8. Firstly you can use the for period \*  option.



This field will always default to 'Today'. To change the date range of the search select from the drop down menu.

9. The other way to select the date range is to use the 'From' and 'To'

or From *		<input type="text" value="16.04.2009"/>
To		<input type="text" value="16.04.2009"/>

fields.

You use this option to put in a specific date range.



The date must always be entered in the format dd.mm.yyyy

10. If you are searching for a specific learner you can put in the either the enrolment number (ENR) or the unique learner number (ULN) into the relevant fields.

11. Once all necessary fields have been completed click

**Search**

12. The results of the search will be displayed on the right hand side of the screen

**Learner Registration Service - Centre Summary**

Centre No.	Customer No.	Centre name
021881	1005640	TEST CENTRE IN DEVELOPMENT

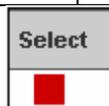
Four search results

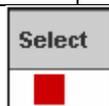
Select	Partner	ULN	LRS Status	LRS Status Description	LRS Status Date	ENR No	Given Name	Family Name	DOB	Gender
<input type="checkbox"/>	ST20070632	1234567872		Pending Verification		MVH5764	Britney	Spears	05.06.1984	F
<input type="checkbox"/>	ST20070630	1234567856		Pending Verification		MVH5739	Catherine	jones	03.04.1982	M
<input type="checkbox"/>	ST20070629	1234567864		Pending Verification		MVH5727	James	brown	02.03.1981	M
<input type="checkbox"/>	ST20070628	1234567880		Pending Verification		MVH5715	Geroge	Last	01.02.1980	M
<input type="checkbox"/>	ST20070631	1234567899		Pending Verification		MVH5752	Brad	Jagger	04.05.1983	M
<input type="checkbox"/>	ST20067222	1050000178		Pending Verification		MVD9106	Brahma	Nandam	01.02.1999	F

**13.** Information about the different candidates is displayed in the LRS status description

 This column will reflect the status for a particular candidate. Here are the 4 possible statuses that will appear in the LRS report.

Status Description	Status Explanation	Results Sent?
<b>Exact Match</b>	Represents a perfect match on all bio data against the ULN provided. You need take no action.	Yes
<b>Possible Match</b>	This means the LRS has a very close match (for example all fields match except first name – LRS record is “Tom” and City & Guilds record is “Thomas”). You can amend either the City & Guilds record by using the Walled Garden candidate amendment form, or amend the LRS record. To amend the LRS record you need to contact LRS directly. <b>Any results this candidate may have will still be sent to DAS with this Possible Match status as the LRS deems the match “close enough”.</b>	Yes
<b>ULN not found (no match)</b>	This means that no match, not even a close match was made. Assuming the candidate intends to record results in the QCF or for a Diploma, you must amend either the City & Guilds record by using the online candidate amendment form, or amend the LRS record. No results will be sent with a ULN at this status.	No. Amendment to candidate record required
<b>Pending Verification</b>	This means that since a change was made to candidate data or a ULN was first submitted, City & Guilds have not received a response from LRS and are awaiting one. This is an automated process and you should check back in 48 hours.	No. Amendment to candidate record required



**14.** To see more detail for a specific candidate click the  button

## 15. Learner information will then be displayed at the bottom of the screen

### Student ULN Detail

Unique Learner Number	ENR	Summary LRS Status
1234567856	MVH5739	◆

	City & Guilds Details	LRS Response	Response Status
Given Name	Catherine		◆
Last Name	jones		◆
Date of Birth	03.04.1982		◆
Gender	M		◆
ULN	1234567856		◆

Where a match between LRS and City & Guilds has not been found, no response by the LRS will be displayed. Please use one of the options below.

You can use the **Amend Candidate** screen to change the data City & Guilds holds for the student. Once approved this change will re-validate our records with LRS.

[Amend Candidate](#)

Note: Interface to LRS is overnight so changes made today may take up to 48 hours to update this report.

[Print](#)

**16.** If you need to amend the candidate details held by City & Guilds you need to access the candidate amendment screen within Cohort/Candidate Management.