



ARef-04 - Administrator Reference Sheet – How to Administer Education Provider Details.

Steps	Action	What it looks like		
1.	Click on the Administer Education Providers link in the side bar. This navigates to the Education Providers page.	Administer Cluical Settings Administer Cluical Settings Administer Shift Categories Administer Shift Categories Administer Shift Categories Administer Locations		
2.	 The Education Providers screen shows a list of all currently active Education Providers. To navigate to the: 1. List of currently non-active Education Providers, click the View Archived Education Providers button. 2. Create Education Provider screen, click the Create new Education Provider button. 3. Education Provider Details screen, click the Manage button. 	Education Providers View Archived Education Provider Create new Education Provider Abbreviation Name Actions ACU Australian Catholic University Manage EEP Example Education Provider Manage JCU James Cook Manage MDip Mater Diploma of Nursing Manage QUT Queensland University of Technology Manage UQ University of Queensland 3_ Manage		
3.	In the Education Provider Details screen you can edit the Institution's Name and Abbreviation. You can also decommission the Education Provider by clicking on the Decommission button. Currently decommissioned Education Providers will have a Recommission button in place of the Decommission button.	Education Provider		





4.	In the Education Provider Details screen you can edit the locations that Users assigned with this Education Provider in permissions will be able to request to send placements. Tick the relevant locations and save at the bottom of the screen. Note – when a new Education Provider is created the default locations are set to all.	Education Provider	Decommission
		Details Abbreviation Test Uni Name Test Uni	
		Location	Allows Allocations All: on Off
		Mater Hospital Brisbane Mater Private Hospital	