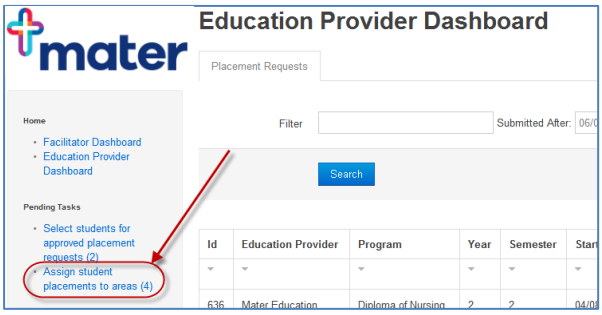
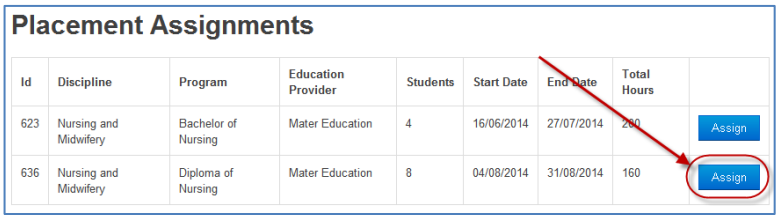
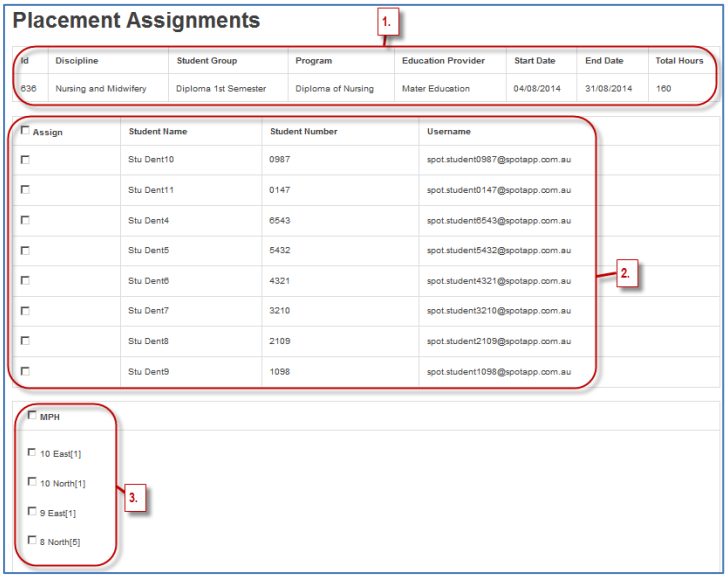
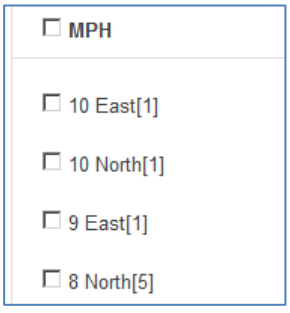
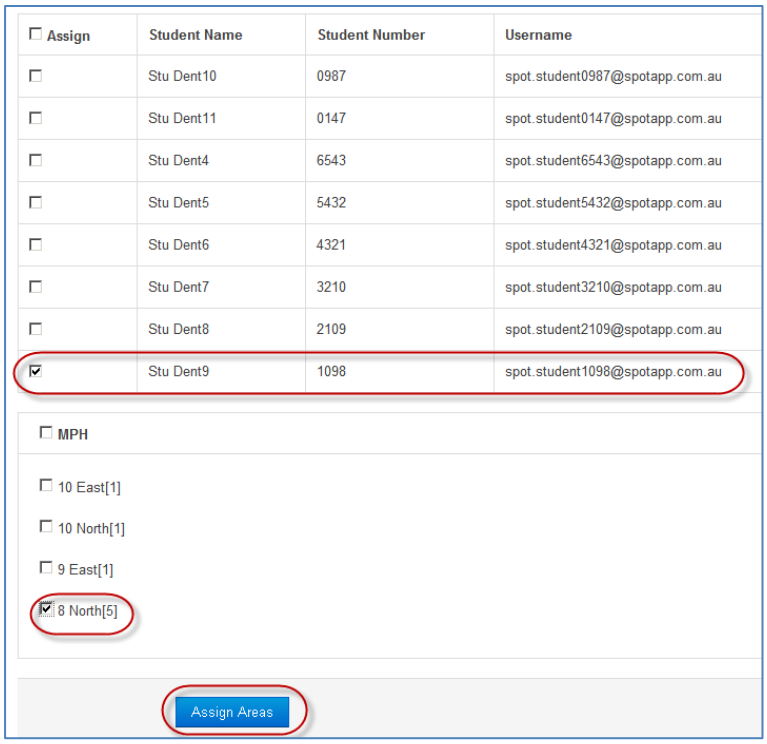
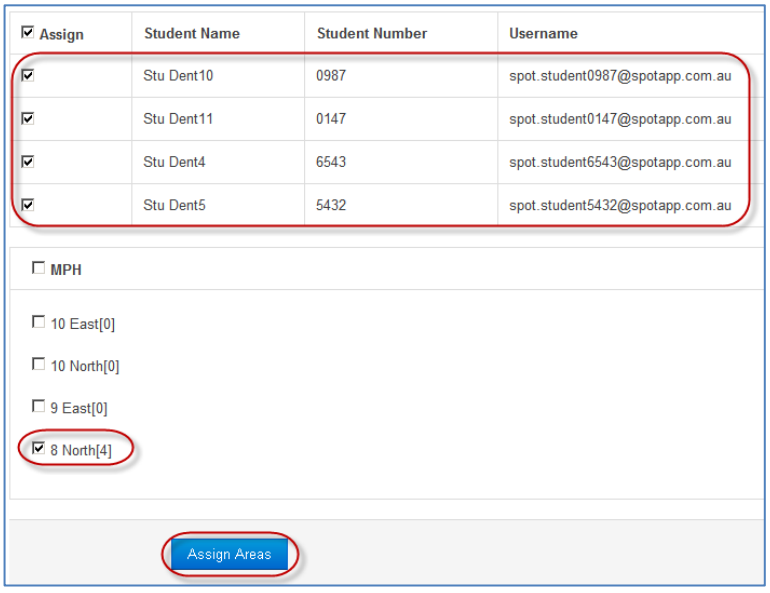
EPRef-07– Education Provider Reference Sheet – Assigning a Student to an Area.

Steps	Action	What it looks like
1.	***Troubleshooting:*** As an Education Provider User, you will only have access to assign Students to Areas if the placement provider has allocated Areas to your approved Placement Request. If the placement provider has not allocated Areas at Approval time, they will need to assign the students to Areas.	
2.	To assign students to areas, click on the **Assign student placements to areas (#)** link under the **Pending Tasks** section on the sidebar.	
3.	If you have more than one placement request to assign to Areas, a list of unassigned placements will display. To choose a placement, click the **Assign** button.	
4.	The **Placement Assignments** screen displays the : **1.** Details of the placement, **2.** Details of the individual students and **3.** Areas that have been allocated to you for this placement request.	
5.	The Areas allocated to this placement will display the **Location(s)** at the top of each column in bold, and the Area(s)' names. The number **[#]** brackets after each Area is the number of spots that you can assign students to. This number reduces each time you assign a student, showing how many spots you have left.	

6.	To assign student to an Area: 1. Click on the tick box in the **Assign** column for the student that you wish to assign. 2. Click on the tick box for the area you wish to assign the student to 3. Click the **Assign Areas** button at the bottom of the screen. The selected student will then be removed from the list and the number of students able to be placed in that Area will reduce by 1.	
7.	You can also assign multiple students to a single Area: 1. Tick all of the students you are assigning, 2. Tick the Area you are assigning to, 3. Click **Assign Areas.**	
8.	If you attempt to assign more students to an Area than there are spots allocated, you will receive an Error message.	
9.	Once you have completed assigning all students to Areas you will receive a Success message.	