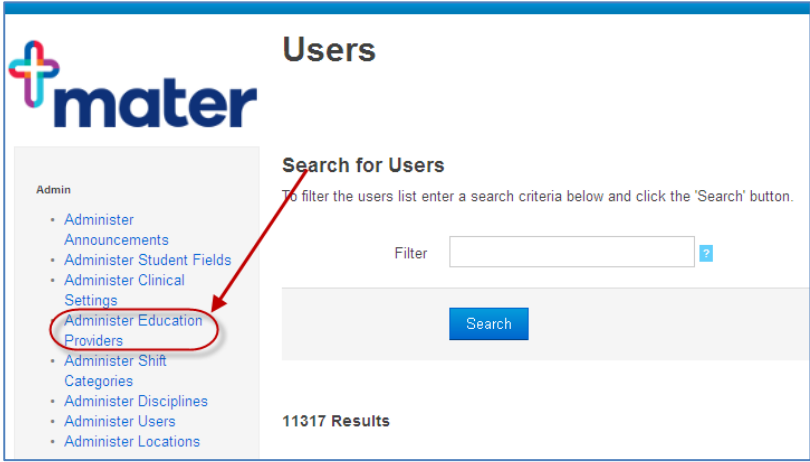
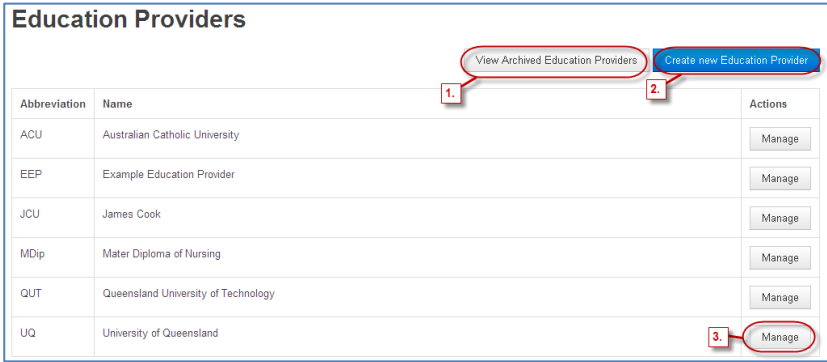
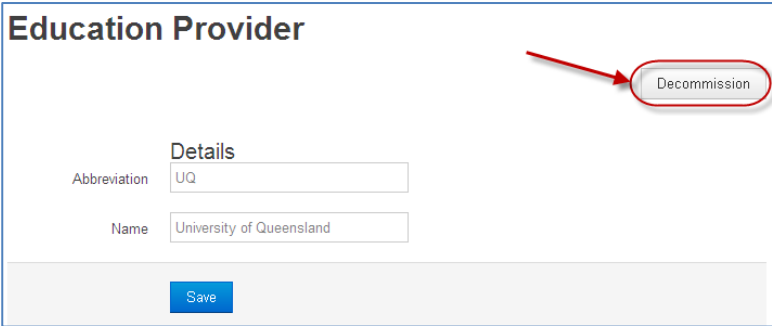


ARef-04 - Administrator Reference Sheet – How to Administer Education Provider Details.

Steps	Action	What it looks like
1.	<p>Click on the Administer Education Providers link in the side bar.</p> <p>This navigates to the Education Providers page.</p>	
2.	<p>The Education Providers screen shows a list of all currently active Education Providers.</p> <p>To navigate to the:</p> <ol style="list-style-type: none"> List of currently non-active Education Providers, click the View Archived Education Providers button. Create Education Provider screen, click the Create new Education Provider button. Education Provider Details screen, click the Manage button. 	
3.	<p>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.</p> <p>Currently decommissioned Education Providers will have a Recommission button in place of the Decommission button.</p>	

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

Name

Location

Mater Hospital Brisbane

Mater Private Hospital

Allows Allocations

All:

