

# Eastleigh College Apprentice Service Account



## Introduction

This guidance is to support organisations with their **Apprentice Service Account**. It includes information on the initial set up and the management around the account.

## Initial Registration

This section provides details on how to register online for your **Apprenticeship Service Account**.

What you will need (requirements):



0000000

Your organisation  
Companies House or  
Charity number



GOV.UK

Your government Gateway  
Login for your PAYE  
schemes



10002143

Eastleigh College's  
UKPRN number

- ◆ Go to this link: <http://accounts.manage-apprenticeships.service.gov.uk>
- ◆ Click **Start**
- ◆ It will ask if you have used the system previously - please select the appropriate answer
- ◆ It will remind you of the **requirements** needed to access your account
- ◆ Further fields will then appear to set up as a user on behalf of the **organisation**

## Add Eastleigh College as the Training Provider

- ◆ Click on '**Find Training Section**' and you will then need to search for **Training Provider**
- ◆ Search via our **UKPRN** of **10002143** and then click on '**Find Provider**'
- ◆ Details will then be returned to confirm **Eastleigh College** as your preferred training provider



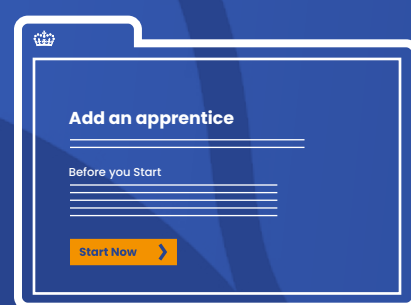
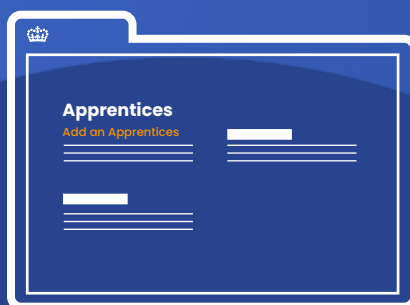
[eastleigh.ac.uk](http://eastleigh.ac.uk)

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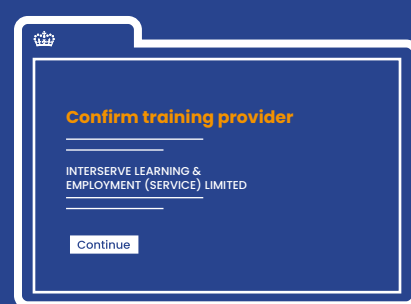
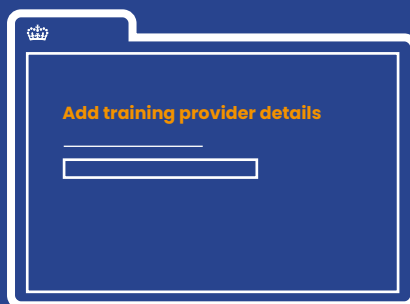
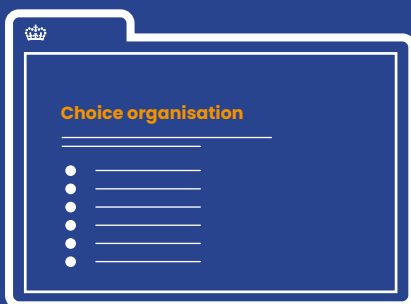


## Adding Apprentices

1. Select Apprentices
2. Click Add an Apprentice
3. Before you start to add Apprentices you will be informed of the information required



4. Select the organisation that is named on the contract i.e. Eastleigh College for the apprentices you would like to add
5. Type in Eastleigh College's UKPRN of 10002143
6. Eastleigh College's details should then appear if UKPRN has been entered correctly



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7. This is the section where you can start adding apprentice details

8. The New Request cohort screen will then be visible

9. Select add an apprentice: you will then need to provide the apprentice's details. Once complete click 'add' at the bottom of the page

10. Once all apprentices are added, select 'Save and Continue'. You will then be provided with options to submit

11. If you wish you can leave a message for the Training Provider when submitting the cohort

12. You will then get a notification screen to show submission. This will then notify the Training Provider to review and approve

## Amendments made by the Training Provider

If amendments are made by the Training Provider whilst the cohort is being reviewed then further approval is required by the organisation. An email notification will be received from the **Digital Apprenticeship Service** information the organisation that there is a requested change. This will need to be reviewed and approved by the organisation and submitted back to the **Training Provider**.