

# **Access QuartzWeb Guide**

**How to register  
your learners**

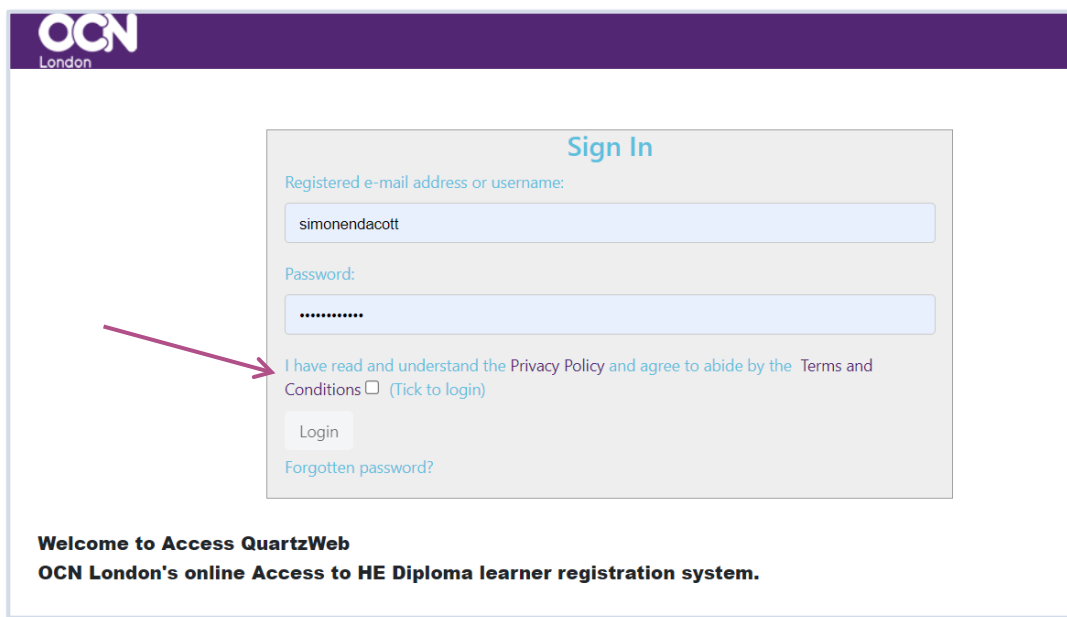


## Step 2 – Creating a Course Run

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Please log in to OCN London's Access QuartzWeb system at <https://quartz-access.ocnlondon.org.uk/>

Please tick the box agreeing to the terms and conditions – this will allow you to enter your username and password.



**OCN**  
London

**Sign In**

Registered e-mail address or username:  
simonendacott

Password:  
\*\*\*\*\*

I have read and understand the Privacy Policy and agree to abide by the Terms and Conditions ☐ (Tick to login)

Login

[Forgotten password?](#)

**Welcome to Access QuartzWeb**  
**OCN London's online Access to HE Diploma learner registration system.**

Once logged in, you will be taken to the home page where your role of 'Access to HE Administrator' along with your centre's name will be displayed in the top right hand corner of the page.



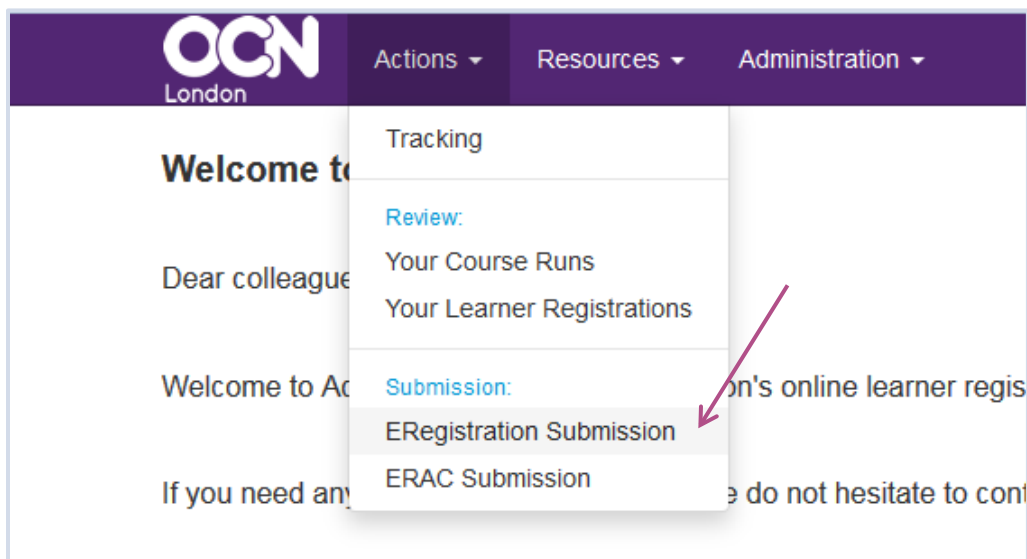
**OCN**  
London

Actions ▾ Resources ▾ Administration ▾

'Access to HE Administrator' at OCN London

**Welcome to Access QuartzWeb**

Please choose 'ERegistration Submission' from 'Actions' on the top bar menu.



Please now complete the course run details for the Access to HE Diploma cohort you are registering. Course run description and provider reference are optional fields on this page.

Use the drop down menus to select the Diploma title and related qualification. These must be selected first.

### ERegistration Submission

Please note that you are about to submit a file of registrations for which a new course run will be created. If you wish to add further registrations to a current course run then please use the options on the specific course run review page. [Click here](#) for a list of your course runs

**Please select the Access Diploma you are registering learners against.**

The programme/provider course of learning

Access to HE Diploma (Business Studies) [128708]
View Units

-- None Specified --

**Please select the qualification that is associated to the Access Diploma chosen above.**

The qualification (if relevant)

Access to HE Diploma (Business Studies) [128708]
View Units

Access to HE Diploma (Nursing) [128814]
View Units

**Please select the qualification that is associated to the Access Diploma chosen above.**

The qualification (if relevant)

--None specified--
View Units

--None specified--

127271 - Access to HE Diploma (Business Studies) [Level 3]
Continue >

Click on continue once completed.

Please now enter the start and end dates of the course. Clicking into the box will bring up a calendar for the date to be selected from.

Please enter the start date of the course. Clicking in to the cell will provide a calendar to select the date.  
Course Run Start Date

Please enter the end date of the course. Clicking in to the cell will provide a calendar to select the date.  
Course Run End Date

Please enter your own internal reference that you will use to identify this cohort of learners.  
Provider Reference

If your centre operates a purchase order system, please enter the purchase order number here.  
Purchase order number

Please select the main delivery venue of the course. Please contact us if a site is missing or please use the amend site facility below.

Please select one main delivery venue from the drop down menu under 'The site'.

Please select the main delivery venue of the course. Please contact us if a site is missing or please use the amend site facility below.

The site

Amend Sites

--None--

--None--

OCN London

Choose the name of the tutor from the drop down menu under 'Tutor'.

Please select the tutor for the course. Please contact us if any names are missing or please use the add tutor facility below.

Tutor

Title Forename Email

-- None --

-- None --

Browning, Paul

Castellini, Marisa

Cubillo-Barsi, Carlos

Click on 'Select File' to locate the ERegistration template you have completed for this cohort.

Please select the template and the name of the file will appear next to the select file button.

Please click on the 'Browse' button to locate your completed Access Learner Registration Template for this cohort. Once selected, the file name for your template will appear next to the browse button. Please then click on the 'Continue with Unit Registration' button **once you have read the explanatory text at the bottom of this page**. Thank you.

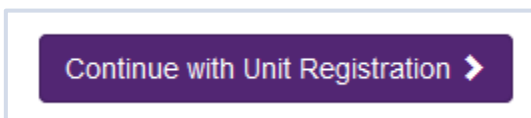
ERegistration file to submit  
text (.csv) or Excel (.xls or .xlsx)

Drop a registration file here...

Select File

Or, select a registration file

Please then click on 'Continue with Unit Registration'.



At this stage you will be attaching **all** the units available within your Diploma to the course run. This will give you the scope to select the required units at the next stage for each of your learners.

Please leave the search fields blank and click on the search button.

### Course Run Unit Registration

These are the current units to be submitted for registration. To add more units use the search facility.

No Units Registered

#### Search Prog/ProviderCourse Units

**Module**

--All--

**Unit ID** **Name**

**Search**

Click on the 'Add All Units' button and then please click on 'Continue'.

	Level	Credits	RITS	National Code	+ Add All
	L3	3		AK6/3/LN/003	+ Add

You will be taken to a summary page where you can have a final check to confirm the data you have selected.

### ERegistration Submission Confirm

Please confirm that you would like a new course run, with the following information, created. Your registration file will then be submitted against that course run

Programme/Provider Course	Access to HE Diploma (Nursing) [129062]
Qualification:	[127349] 127349 - Access to HE Diploma (Nursing) [Level 3] 40011732
Course Run Description:	
Course Run Start Date	11/09/2023
Course Run End Date	21/08/2024
Provider Reference:	
Purchase Order No:	
Site:	OCN London
Tutor:	Browning, Paul
Notes:	
File Name:	QuartzWeb ERegistration Template with codes_2023-24_v2.xls
Units:	ID:1378782 (HC7/3/LR/010) 2021-2022/Mandatory Units/Reading and Comprehension of Texts (L=L3 C=3) ID:1378788 (HC8/3/LR/003) 2021-2022/Extended Project/Extended Project (L=L3 C=8) ID:1378847 (HC7/3/LR/016) 2021-2022/Mandatory Units/Essay Writing (L=L3 C=3) ID:1378851 (HC7/3/LR/018) 2021-2022/Study Skills/Note-taking and Note-making (L=L3 C=3) ID:1379032 (RH4/3/LR/015) 2021-2022/Human Biology/Homeostasis and Controlling Factors in the Body (L=L3 C=3) ID:1379257 (PA1/3/LR/022) 2021-2022/Nursing Studies/Communication Skills in a Professional Setting (L=L3 C=8) ID:1379262 (PA1/3/LR/027) 2021-2022/Nursing Studies/Health Inequalities (L=L3 C=3) ID:1379269 (PA1/3/LR/033) 2021-2022/Mandatory Units/The Role of the Health or Social Care Professional (L=L3 C=3) ID:1379302 (RH3/3/LR/027) 2021-2022/Human Biology/Human Tissues and Systems (L=L3 C=3) ID:1379305 (HC7/2/LR/033) 2021-2022/Mandatory Units/Arithmetic Skills for Health Studies (L=L2 C=3) ID:1379392 (HC7/3/LR/020) 2021-2022/Study Skills/Preparation for Higher Education (L=L3 C=3) ID:1379554 (RH3/3/LR/041) 2021-2022/Human Biology/Nutrition, Digestion and Excretion (L=L3 C=8) ID:1379561 (RH3/3/LR/048) 2021-2022/Human Biology/The Reproductive System (L=L3 C=3) ID:1379562 (RH3/3/LR/049) 2021-2022/Human Biology/Transport and Respiration (L=L3 C=8) ID:1379705 (PK1/3/LR/027) 2021-2022/Nursing Studies/Mental Health Conditions (L=L3 C=3) ID:1379754 (PR2/3/LR/022) 2021-2022/Nursing Studies/Development of the Welfare State (L=L3 C=3) ID:1379803 (HC7/3/LR/022) 2021-2022/Study Skills/Sourcing and Reading Information (L=L3 C=3) ID:1379804 (HC7/3/LR/023) 2021-2022/Study Skills/Report Writing (L=L3 C=3)

By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete and that the information has been entered using the correct formatting. Any subsequent changes to the course following its submission may incur additional charges.

← Amend
Submit →

Click on 'Amend' to make any changes otherwise please click on 'Submit'.

A confirmation screen will appear advising the course run ID of the course run you have just created.

### ERegistration Submission Confirmation

View Course Run

A New course run [1431167] with a start date of 11/09/2023 on programme/provider course [129062] Access to HE Diploma (Nursing) has been created.

ERegistrations file ref: 6067502 has been submitted.

You will also receive an automated email confirming that your registrations have been received.

Dear Simon Endacott,

Many thanks for submitting your Access Learner Registration file ref:6067502 on 14/09/2023 17:29:21 for provider course '(129062)Access to HE Diploma (Nursing)'.  
A new course run - Run ID '(1431167)' with a start date of 11/09/2023 has been created.

You will receive an email notification once the registrations have been processed.

You will then be able to proceed with selecting the required units for your learners so that they are registered against the 60 credits they are studying.

Please do not hesitate to contact us with any questions or for any assistance.

With thanks and kind regards.

Your learner registrations will be processed by your OCN London Business Support Officer, and you will receive email notification once your learners have been registered.

**Once the learners are registered you can now proceed with the third and final step - specifying the units that each individual learner will be taking. This must be completed no later than 12 weeks after the course start date.**

**This process is detailed in our '[Access QuartzWeb – Unit Selections](#)' User Guide. Please contact us if you are not in receipt of this guide.**

**If your course only contains units that add up to a total of 60 credits then you will not need to do anything else – the 60 credits will be assigned to each of the learners for you.**





**📍 OCN London**

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