

Schools Online Bulk Registration System

Logging In

1. Log into www.mylibf.com with your LIBF number and password.
2. Underneath the 'Useful links' section on the left-hand side of the page is a link entitled 'Bulk register students with The London Institute of Banking & Finance'. Selecting this link will take you to the Online Bulk Registration home screen.
3. Here you can view and download a copy of the 'ExampleStudents'.csv template. Please save a copy of this file. It will need populating with your students' details and saving so that it can be uploaded later in this process.
4. Links to useful documents are located at the bottom of the screen and will remain there for you to download throughout the bulk registration process.
5. Select the 'Continue' button to start the process.

.csv Template

1. The .csv template requires the information to be submitted in a specific format. Please see the below list of column headers:
 - Student LIBF No** – this field is optional and you will only have this if the student has taken one of our qualifications before. Format - a letter followed by four, five, or six numbers (i.e. A12345)
 - Title** – this field is required. Format - Mr, Miss, Ms, Mx etc.
 - Forenames** – this field is required and should be the student's legal forename(s) (any names entered here will be printed on the student's certificates)
 - Surname** – this field is required and should be the student's legal surname (any names entered here will be printed on the student's certificates)
 - Gender** – this field is required. Format - M (for Male) or F (for Female)
 - Date of Birth** – this field is required. Format – DD/MM/YYYY (i.e. 01/01/2000)
 - ULN** – this field is optional. Format – 10 numbers

Centre Details Screen

1. Please make sure that your centre's details are correct. If anything is incorrect, please contact us using the details provided on the page.
2. To continue the registration process you will need to have an 'Approved' status displayed for both your Centre Agreement and Centre & Venue Requirements.
3. If either status isn't approved, the relevant form will be made available for download. Please complete and return to us. You won't be able to continue with the process until both of these have been submitted and approved.
4. If both are approved and your details are correct, click the 'Continue' button.

Academic Year Screen

1. Use the dropdown list to select the academic year that you wish to attach your registration to. A qualification tick-box list will then appear below it. *NB if you wish to register for a two-year academic year for a qualification, you will need to have completed the relevant Non-Standard Delivery form. If you are registering for CeFE, which is a two-year qualification as standard, you do not need to complete a Non-Standard Delivery form.*
2. Tick the qualification(s) to attach the registration to, which will populate the Centre Approval tick box.

N.B. if you wish to register for more than one qualification, you will need to have completed the relevant Non-Standard Delivery form.

3. If you have been delivering our qualifications for over a year, we will ask you to tick the box to confirm that you still adhere to our rules and regulations. This is in lieu of submitting a Centre Agreement form every year.
4. Once you're happy with your selection, click the 'Continue' button.

Registration Options Screen

1. You'll notice that the Registration Summary to the right of the screen has been populated with your selections from the previous screen. Please keep an eye on this summary throughout the registration process so that if you've made a mistake you can go back and change it before completing the upload.
2. The 'Registration Options' screen works in the same way as the previous screen; it will make more questions become available as you make your selection.
3. If you wish for your students to sit via LIBF e-test we will require your IT Technician's name and email address which can be added or updated on this screen.
4. Regardless of the delivery method, you will be asked to provide the name and email address of the tutor responsible for the group of students.
5. For CeFS and DipFS registrations you will be asked if you would like to be sent complimentary text books for your students. If you do, please tick the box and we will send them to you.
6. Once you've answered each of the questions, the 'Continue' button will become active and allow you to continue through the process.

Student Group Screen

1. If you are not using LIBF e-test, a notice will appear on this screen informing you to select one of the available Student Groups. If four Student Groups are already available (four is the maximum for papers examinations due to restrictions on live question banks. There is no restriction via LIBF e-test.)
2. If you select the "New Student Group" option from the 'Student Group Set' drop-down, the New Student Group Name field will become available to complete. *N.B. if you've added a new Student Group, this will be stored against your organisation once the process is complete.*
3. Click on the 'Browse...' button, which will open the 'File Upload' dialogue box. Select the previously saved .csv file and click on the 'Upload this file' button. *N.B. if there is a problem uploading the .csv file, it simply won't upload and will provide you with an error. Different types of errors can be found at the end of this document. However if it uploads correctly, a message will appear asking if you wish to upload another file or continue.*
4. Once you've uploaded your .csv file, either click on the 'Upload Another' button to repeat the upload process with another .csv file, or click on the 'Continue' button.

Upload Review Screen

1. You will be able to enter a Purchase Order No if you have one. You can also add any further details you wish to provide us with, such as additional tutor names, email address and date of births, which will be submitted along with your registrations.
2. The students in every .csv file you've uploaded will be shown in this screen. If you wish to remove a file, select the 'Remove this set' button, next to the relevant .csv file.
3. You can maximise and minimise the Student Group by clicking on the relevant '+' or '-' button next to the file name.
4. Any problems with the .csv file(s) you have uploaded will be highlighted in the 'Upload Table' so that you can remove the file, fix the problem and upload again.
5. You can still upload another .csv file by clicking on the 'Upload Another' button, which will return you to the 'Student Group Upload' screen.

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6. To save the comments without finalising the upload (meaning you can log out and return to it at a later date), select the 'Save Comments' button.
7. To finalise the upload, which will submit the registrations to us, select the 'Complete Upload' button. *N.B. alongside the 'Any additional comments' field, the selections in the 'Registration Summary' will be submitted to us.*

Upload Receipt

1. Once the 'Complete Upload' button is pressed on the 'Upload Review' screen, an email will automatically be sent to the email address we have on record for the Examination Officer/Additional Exam Staff logged in.
2. If you encounter any problems throughout the process, please contact the Financial Capability Support team on:
E: fcexams@libf.ac.uk
T: 01227 828234

Upload Error List

The first row must be the headings as per the sample document.

To fix – please ensure that the column headings have been changed back to the original .csv file headings (Student LIBF No. / Title / Forenames / Surname / Gender / Date Of Birth / ULN)

Not all the rows have enough columns.

To fix – please ensure that the column that was deleted has been inserted again with the correct column heading

Titles can not be blank.

To fix – please ensure that the Title column has either Mr, Miss, Ms, Mx entered before submitting

The gender must be M or F (or Male, Female).

To fix – please ensure that the Gender column has either M or F as the gender. The column will not accept lower case 'm' or lower case 'f'.

Forenames must start with a capital letter.

To fix – please ensure that any Forenames start with a capital letter. Occasionally, there may be a space at the beginning of the name – this will need to be removed.

Date of births need to be in the past.

To fix – please ensure that you have checked the student's date of birth is correct and that it is in the past.

Titles must be recognised (for example Mr, Mrs, Miss, Ms, Dr etc).

To fix – please ensure that the correct Title has been entered.

ULN's needs to be numeric and 10 digits long.

To fix – please ensure that the ULN entered is correct and is only 10 numbers long.

Surnames must start with a capital letter.

To fix – please ensure that any Forenames start with a capital letter. Occasionally, there may be a space at the beginning of the name – this will need to be removed.

Date of births need to be dd/mm/yyyy format.

To fix – please ensure that any dates take for dd/mm/yyyy format.