

Assigning Assessment and Validation Access in LaDIS - Quick Reference Guide

This QRG shows how to nominate a specific person to have assessment and validation access in LaDIS.

To be able to assign a specific person against an assessor or validator role in the resulting process, they first need to be granted permission and assigned this authority.

Assign Trainer Permission

Prior to assignment assessment and validation authority, a user needs to be assigned **Trainer** permission.

1. Locate the user profile you wish to assign **Trainer** permission to (**MEMBERS > PEOPLE**) and check the **Trainer** checkbox in their profile. Click **Save**.

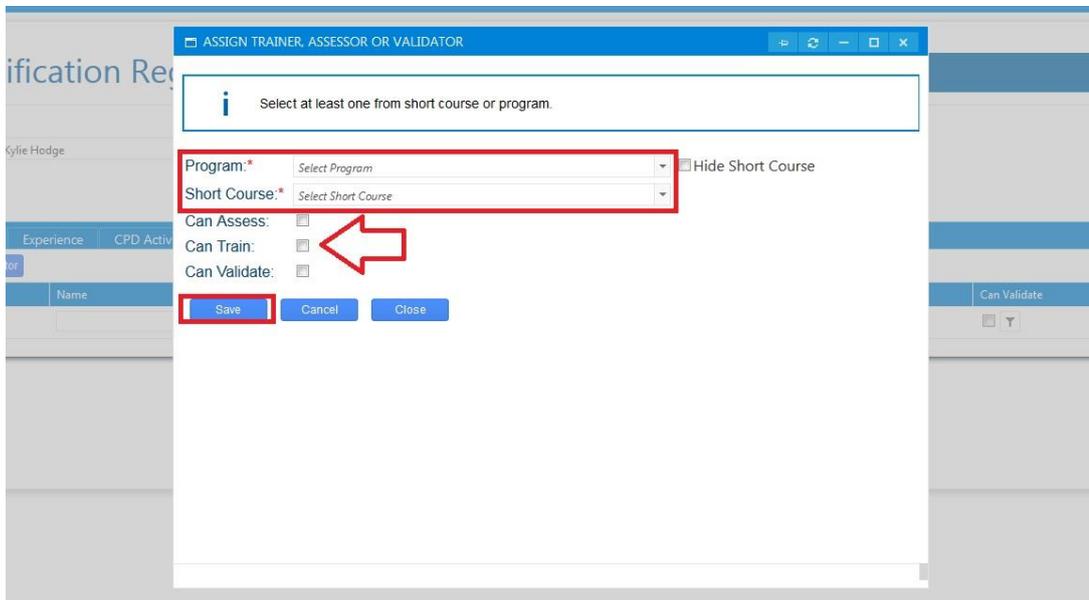
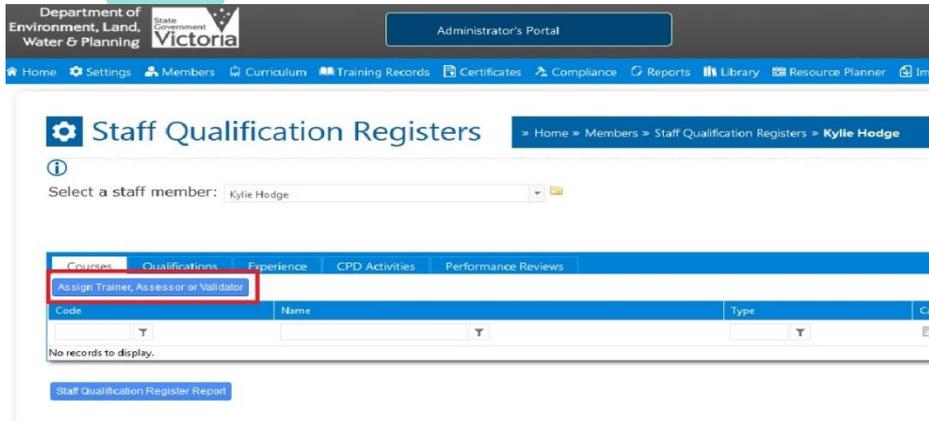
The screenshot shows the 'Edit Person' interface for Sarah Brown. The 'Permissions' section at the bottom of the form includes checkboxes for Administrator, Contract-Trainer, DataImporter, Manager, Student, and Trainer. The 'Trainer' checkbox is checked and highlighted with a red box.

2. Go to **MEMBERS > STAFF QUALIFICATIONS REGISTER**. From the drop down list, select the individual you wish to nominate. The screen will automatically move to the next page.

The screenshot shows the 'Staff Qualification Registers' page. A dropdown menu is highlighted with a red box, showing the option to select a staff member.

Click the **Assign Trainer, Assessor or Validator** button.

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3. Search for the Program and short course from the drop down tab and check the boxes underneath according to the permission you wish to grant. Click **Save** to action these permissions.

The name of the person you have assigned access to will now be visible as an option to mark as an assessor or validator in the Program and short course you have just assigned to them

