

Basic and advanced learner search

December 2024

Version 2.0

Information Classification: Public
If printed this document becomes uncontrolled



Contents

1. The Welcome page..... 3

 1.1. Basic search 3

 1.1.1. Advanced search 5

2. Help and support..... 6

1. The Welcome page

Upon logging in you will be presented with the Welcome page. As well as links to guidance, the Welcome page will display any important updates so please take a moment to read this page each time you login.

Welcome

[18th September 2024 - Linx2Online system maintenance](#)

Linx2Online will be unavailable from 7am - 11am, 22nd September 2024. We apologise for any inconvenience this downtime may cause.

[eCertificates](#)

Linx2Online users are now able to generate, download and view eCertificates. For information on how to access and use eCertificates please open the 'Reports and generating eCertificates' guide [here](#).

[Online assessments](#)

Where applicable, learners will be available within the online assessment system, Linx2Achieve, the day after registration is confirmed.

[Help and Support](#)

Skillsfirst centres please contact: +44 (0) 121 270 5100 / customerservices@skillsfirst.co.uk

VTCT centres please contact: +44 (0) 2380 684 500 / linx2logins@vtct.org.uk - A full suite of user guides is available [here](#).

Dismiss

1.1. Basic search

- 1) Ensure that you are on the Learners page.

 **VTCT Skills**

Centres

Learners

Certificates ▾

Reporting

Monarch

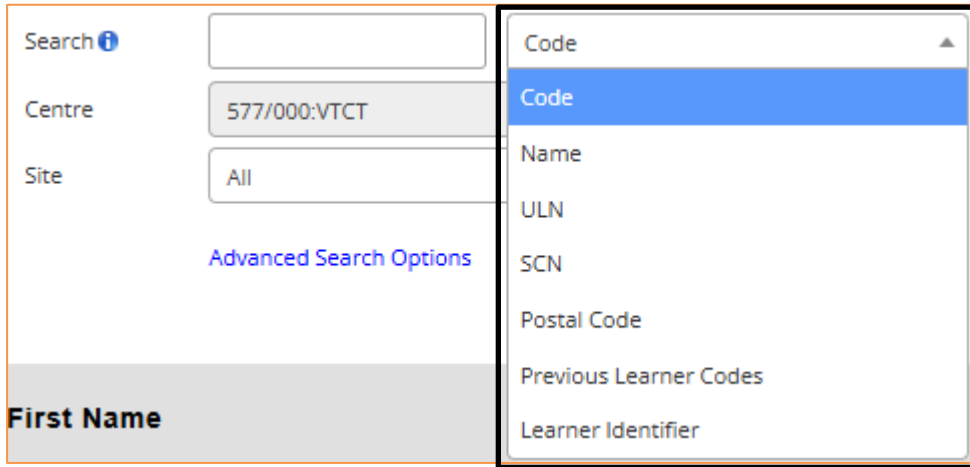
Learners

New Registrations

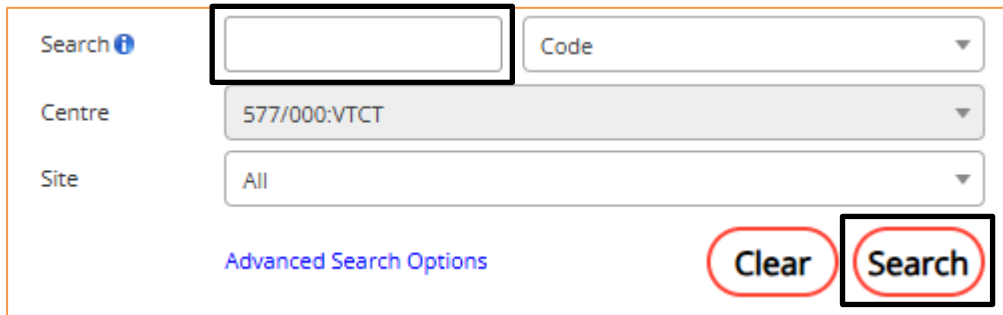
Request Certificates

Request AM20530 Certificates

- 2) Select the criteria that you want to search by.



- 3) Enter the search criteria and select 'Search'.

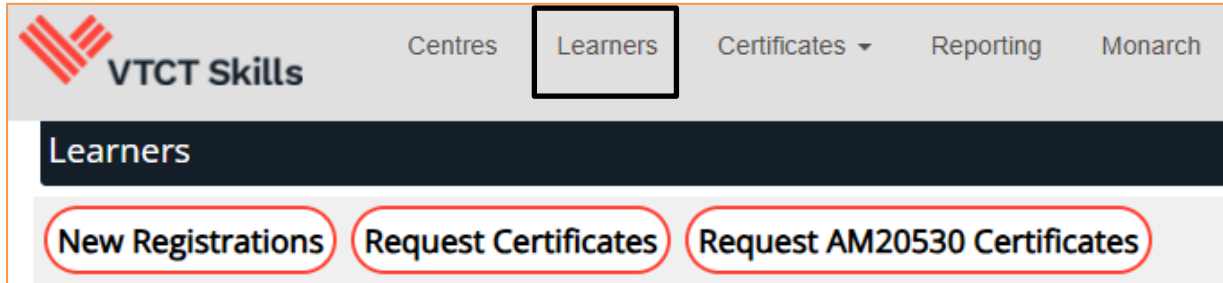


- 4) To view the learner details, select the orange/black arrow icon to the left of the learner number.

	Learner Code	First Name	Last Name
	1849684	Partial	Test

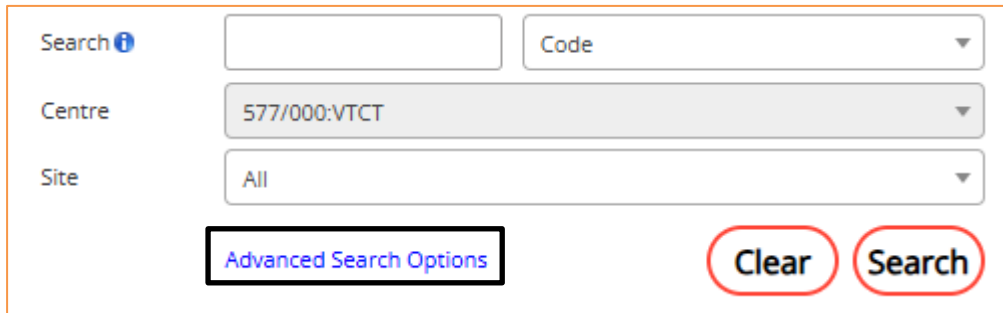
1.1.1. Advanced search

- 1) Ensure that you are on the Learners page.



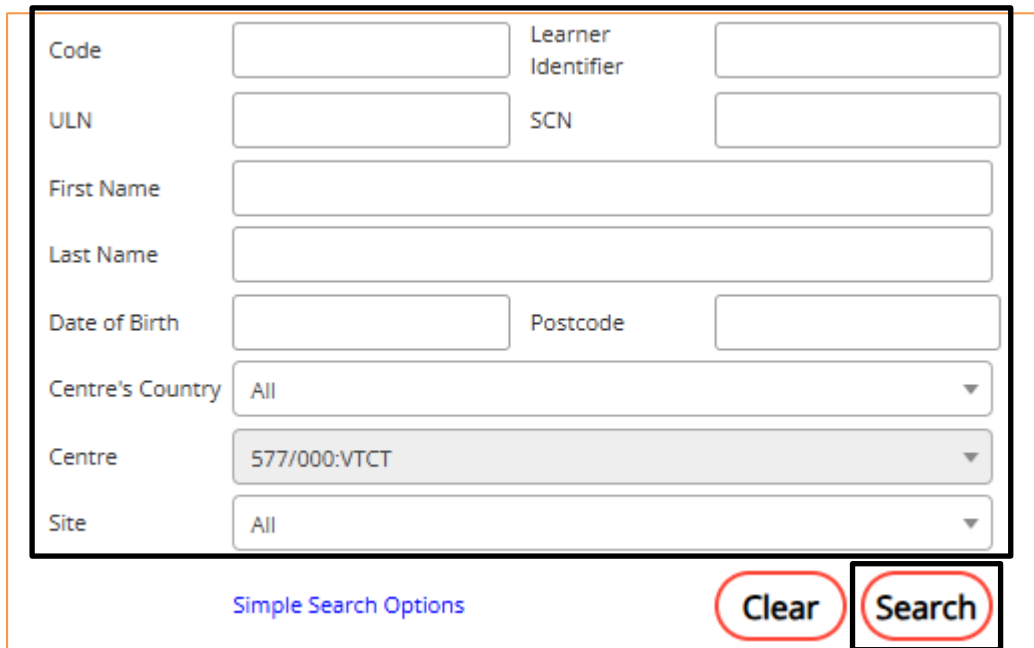
The screenshot shows the top navigation bar of the VTCT Skills website. The 'Learners' tab is highlighted with a black box. Below the navigation bar, there are three buttons: 'New Registrations', 'Request Certificates', and 'Request AM20530 Certificates', all of which are circled in red.

- 2) Select Advanced Search Options.



The screenshot shows the 'Advanced Search Options' form. It includes fields for 'Search' (with an information icon), 'Code', 'Centre' (set to '577/000:VTCT'), and 'Site' (set to 'All'). Below these fields is a button labeled 'Advanced Search Options' (circled in black), and two buttons labeled 'Clear' and 'Search' (both circled in red).

- 3) Enter and/or select the criteria that you want to search by and select 'Search'



The screenshot shows the 'Simple Search Options' form. It includes fields for 'Code', 'Learner Identifier', 'ULN', 'SCN', 'First Name', 'Last Name', 'Date of Birth', 'Postcode', 'Centre's Country' (set to 'All'), 'Centre' (set to '577/000:VTCT'), and 'Site' (set to 'All'). Below these fields is a button labeled 'Simple Search Options' (circled in black), and two buttons labeled 'Clear' and 'Search' (both circled in red).

- 4) Learners located will be displayed. To view a learner select the orange/black icon to the left of the learner number.

	Number	First Name	Last Name
	1849684	Partial	Test
	1849682	Co2A5	Test
	1849680	Os	Test
	1849672	Unspecified	Test
	1849671	Other	Test

2. Help and support

- E: linx2logins@vtctskills.org.uk
- T: +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00
 - Friday: 08:45 – 16:30