



Guidance Notes - Provider Section:

Log In (same format as current website)

Menu choices on left hand side:

My Details – same as member profile on current MI website. Allows member to update personal information online

My Digital Log – In time this section will replace the current paper based log books. [See separate 'DLOG User Guidelines' for this section.](#)

My References – those going through the awards process will need to ask for references in certain situations. This area keeps record of referees, references requested and their status. For assessment purposes, this is where approved references will sit.

Log Lookup – It will be a good while down the line before you are assessing candidates who have logged all their activity on the DLOG. However, when that time comes, the candidate will be able to share their DLOG with their Assessor so all log review, prior to assessment will be done online. Both the candidate and Provider MI membership needs to be current to enable the sharing of data on the DLOG. Once candidates start using the DLOG, the same process can be used by Course Providers to see what pre-training experience the candidate has.

My Courses: This is very similar to the course set up area on the current MI website but will also allow you to complete a course report online. See below for a more detailed walk through.

My Courses:

- Click on 'My Courses' button on left hand menu
- Once on the 'My Courses' page, you can add a new course by clicking on 'Add New Course' button
- Once you have set up at least one course, you will also have the option of editing and deleting existing courses
- Once the date of the course has passed, the edit button will change to a red 'Report' button prompting you to submit the course report for that course
- Once your course is set up, click on the 'edit' button to the right hand side of the course description. You will see a 'Course Form' button at the bottom of the page. This brings you through to a course report form

Course Form:

- Some fields will self-populate from the course set up
- First Aid Expiry date – we are not policing this but it serves as a reminder to Providers of that expiry date. This is a mandatory field
- Insurance Expiry date – as above
- Training Venues – a series of drop down boxes from where you can choose your Country, Region and Mountain Range
- If the venue you are using does not appear on the drop down lists, you can create a 'Custom Location' by filling in the free type box.
- Click on the '**Add new Base Location**' button after completing venue details to save this information.
- '**Weather Conditions**'/'**Number of student/trainer contact hours**' and '**General Comments**' – **these fields can be completed after the course runs.**
- Observers and Additional Staff Detail – these fields must be completed at least 24 hours before the course starts. Please input the MI number and Email for each observer/staff to bring up their name. Please note that if an error message comes up which does not allow you to add this person, they may not be qualified to work on this course (in the case of staff). Please contact Rozanne to check. Don't forget to click on either the 'Staff' or 'Observer' button under 'Type' and then click 'add' to save. This area is a work in progress so please let me know if a member of staff you are trying to select isn't being accepted. Please refer to the Course Provider Handbook on the website to see what the staff requirements are for various Awards.
- Candidate box – Again, this should be completed at least 24 hours before the course starts. As with staff/observers, you will need the MI number and email address for every candidate. **The system will check that the candidate is a current MI member and has registered for the Award in question (except for Mountain Skills where no registration is necessary).** Leave outcome as 'not set' until the course has run and you can update the status to 'completed'.
- Outcome (within Candidate box)- after the course has finished, you will need to record the outcome against each candidate. The outcomes choices will change depending on whether the course is a training or assessment course.
- Save – save any updates as you make them
- Cancel – you can cancel a course for whatever reason before it runs
- **Submit- Don't click on 'submit' until your course is completed. Once it's submitted, no further editing can be done**