Enabling the information society

USER GUIDE : Ordering of Qualifications.

Centres can order BCS qualifications directly through the Approved Centre Forum.

Follow the step-by-step guide below on how to place an order.

Log in to the Approved Centre Forum and, from the homepage, click the **'Ordering & Administration'** tab.

Select the **'Place Your Order'** link from the left-hand side of the page.

Step 1

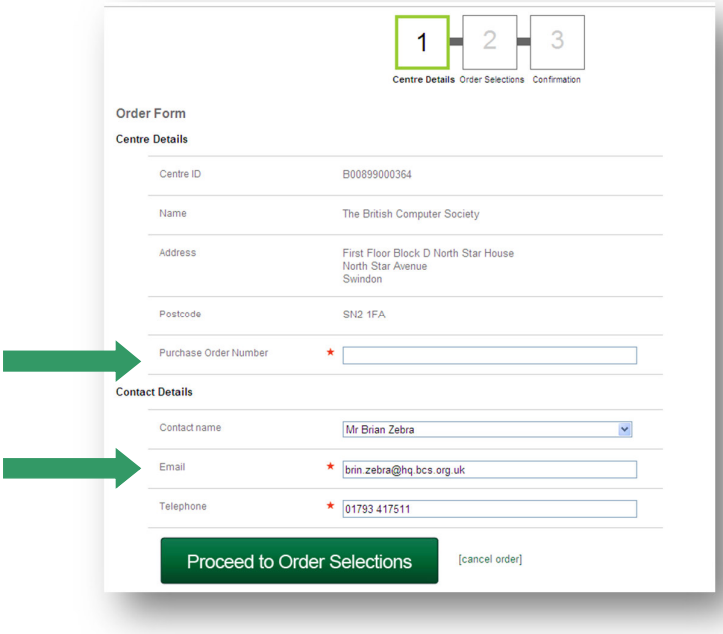
The boxes marked with a red star are mandatory fields to be completed.

In the first box, please enter your purchase order number (This is supplied by your Centre).

Check the email address is correct in the next field as this is where the order confirmation email will be sent to.

In the 3rd field check the contact telephone number is correct.

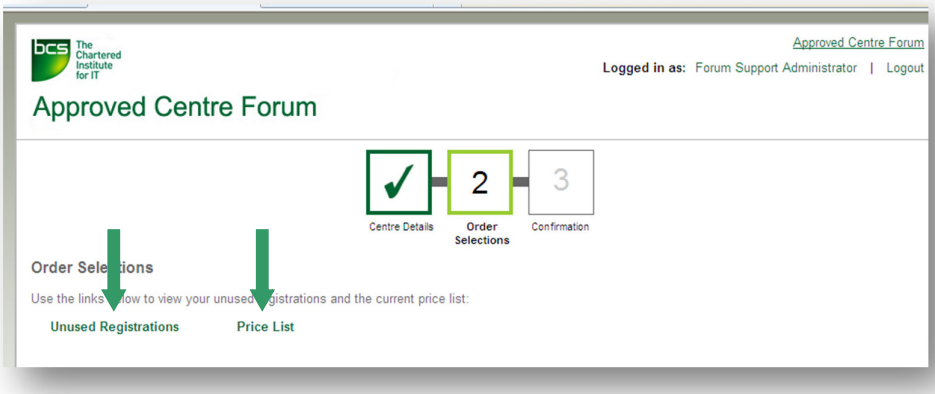
At this point you can click **'Cancel Order'** to cancel or click **'Proceed to Order Selection'** to continue with your order.



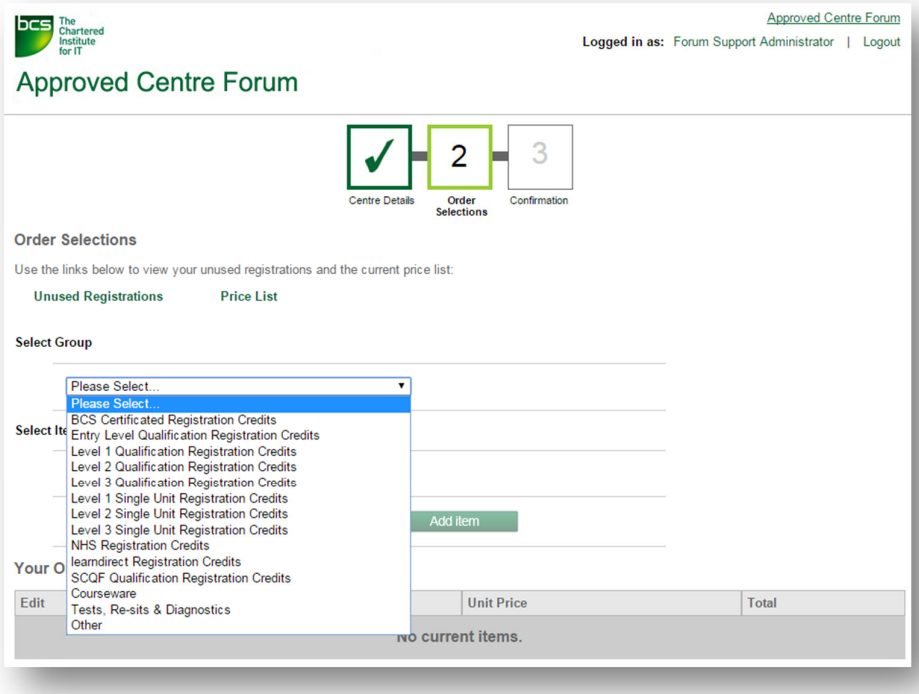
Step 2

At this point you may check how many unused registrations that your Centre has by clicking on **'Unused Registrations'** at the top of the page.

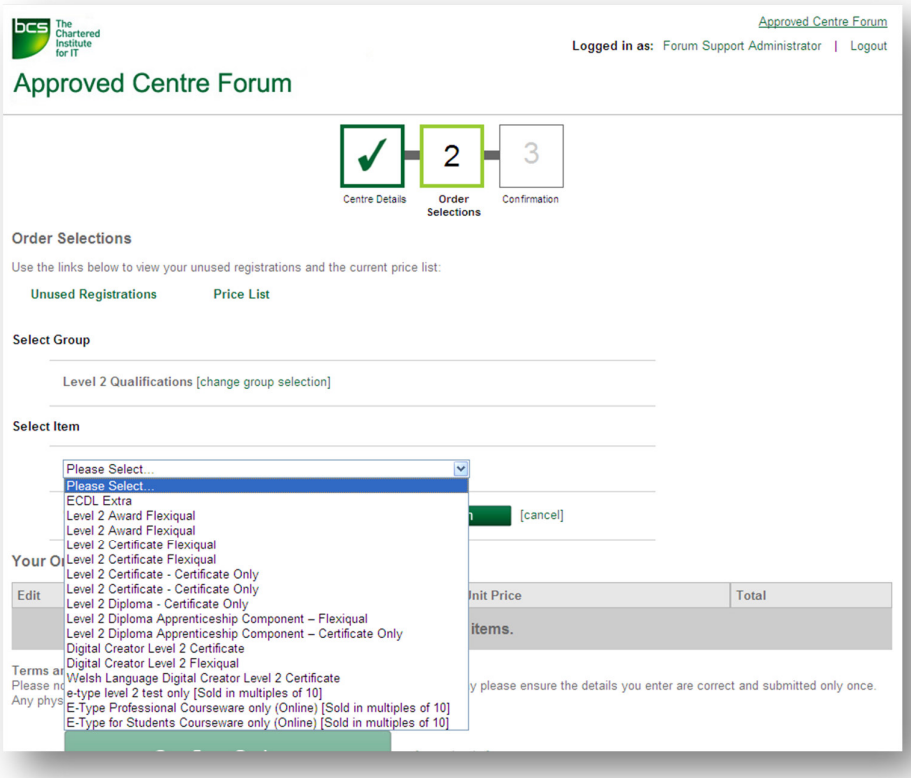
You may also check the current prices for the qualifications by clicking on the '**Price List**' link.



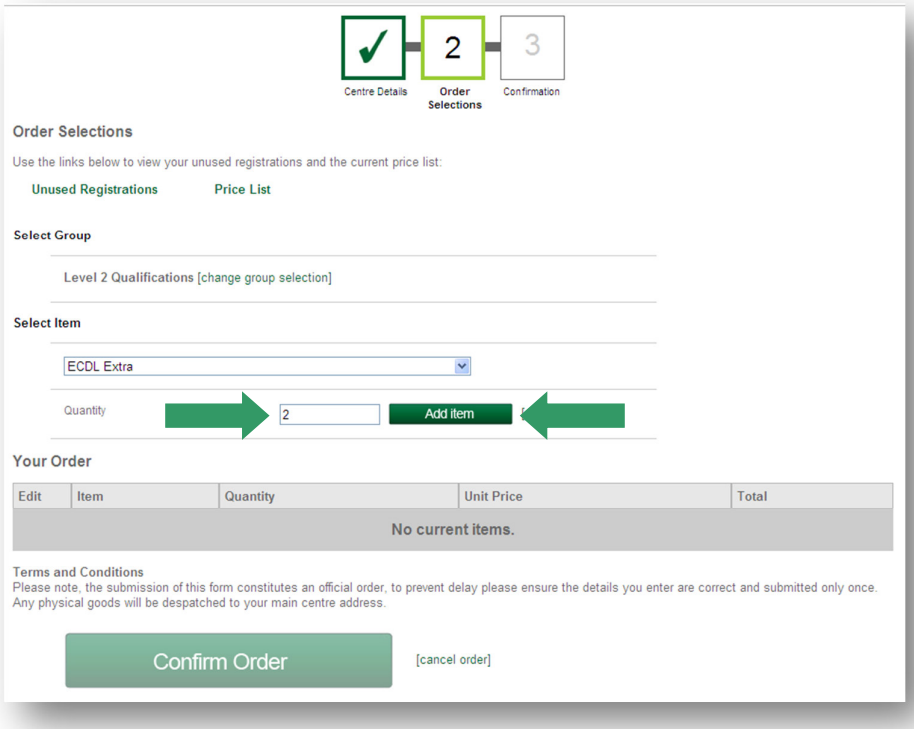
Select the group of the qualification that you wish to order from the 1st drop down box i.e. Level 1, Level 2, ITQ.



Select the item from the 2nd dropdown box i.e. ECDL Essentials, Flexiqual.



Enter the quantity required and click on the green button marked '**Add Item**'.



You may order more than one type of qualification from this page. You can do this after you have clicked **'Add Item'** - return to **'Select Group'** to add to the current order.

Once you have finished, click the green **'Confirm Order'** button.

The next page will confirm and list your order that you have placed. You may print this page to keep for your records.

Once your order has been completed and dispatched, you will receive a confirmation email containing your order details.

If you experience any problems, please contact BCS Client Services on 01793 417530 or email: centresupport@bcs.uk.

Please allow two working days for processing.