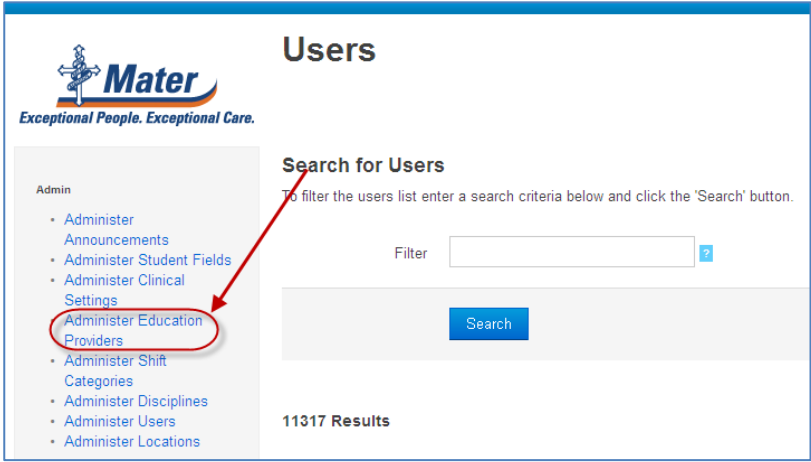
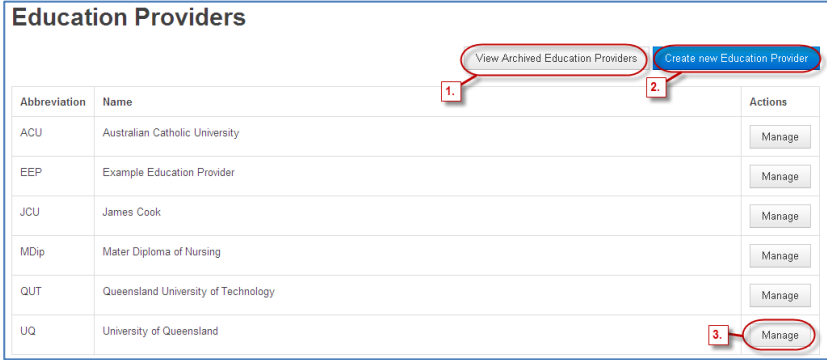


## ARef-04 - Administrator Reference Sheet – How to Administer Education Provider Details.

Steps	Action	What it looks like
1.	<p>Click on the <b>Administer Education Providers</b> link in the side bar.</p> <p>This navigates to the <b>Education Providers</b> page.</p>	
2.	<p>The <b>Education Providers</b> screen shows a list of all currently active Education Providers.</p> <p>To navigate to the:</p> <ol style="list-style-type: none"> <li>List of currently non-active Education Providers, click the <b>View Archived Education Providers</b> button.</li> <li>Create Education Provider screen, click the <b>Create new Education Provider</b> button.</li> <li>Education Provider Details screen, click the <b>Manage</b> button.</li> </ol>	
3.	<p>In the <b>Education Provider Details</b> screen you can edit the Institution's Name and Abbreviation. You can also decommission the Education Provider by clicking on the <b>Decommission</b> button.</p> <p>Currently decommissioned Education Providers will have a <b>Recommission</b> button in place of the Decommission button.</p>	