## Add Learner Contacts

Contacts may be added to a learner in various screens and modules within REMS Portal including Learner Details, Enrolments, Applications and Enquiries. In all cases contacts are added/edited in the same way. All contacts are added via the Contacts button at the bottom of the various Portal screens as highlighted below.

				(2016/20	17) Learne	er Details for Isabe	lla Benson - 1663
Biographical Er	nrolments Attendance Timeta	ible QoE Ex	ams Application	is Health	Groups	Reviews Emplo	oyment Custom
Title Miss	Given Isabella	Other	Family Be	enson	Preferr	ed Isabella	Gender Female
Address	Queensbridge Road	ULN		External?			
(Town/City) Bi	Moseley	Date of Birth	28/12/1999	Excluded?		1	
		Age	17	Age at 31/08/	16 16	1	
Inter Mass   Given J     Address   Queensbr Moseley     (Town/City)   Birmingha     Postcode   B13 8QB     Qhter Addresses   Home Tel.     Home Tel.   0121 444     Mobile Tel.   07590 77     Personal Email   elaine nici     Coll /Oth. Email   elaine nici     Emergency Contact   Mrs.2	Birmingham	Personal Tutor	Abi Carter				
		Tutor Group				at l	Lellin L
Postcode	B13.80B	Lor TMGe: Alie	ALPS	Colleg	10		
Other Addresse	5	Lin Tinos. Alls	ALF0	Colleé	10		
Home Tel.	0121 444 7610	School	Bishop Challoner	RC School			
Mobile Tel.	07690 777888	Ethnicity	White - English /	Welsh / Scottish	/ Northerr		
Personal Email	elaine.nicholson@civica.co.uk	Nationality	BRITISH			Information Form	Address Label
Coll./Oth. Email						Learner Agreement	
ePortfolio ID						Fee Summary	
Emergency C	ontact Mrs Anna Benson	Home 0121 444 7610	Mobile	08978 17661	5	Daytime/Work	
L							
A Contacts	"NOTES" 🔄 Corresp. 🚽 Do	cuments General Info					

Once accessed the Contact Details screen will appear. Use Add to create a new contact.

		Contact Deta	ails for Isabella E	Benson (1663546	5)			
Name	Emerg	Home	Mobile	Daytime/Work	Email	Rela	ationship	×
Mrs Anna Benson	~	0121 444 7610	<u>08978 176615</u>			Мо	ther	
Title Mrs 🗸 Family	Name Benso	n	Given Names	Anna		Gender	Female	~
Home 0121 444 761( Day/Wo	ork		Email			Mobile	08978 17661	5
Postcode B14 7EG Hor Address 26 Institute Road Kings Heath (Town/City) Birmingham	ne		Email Mobile 08978 176615   Relationship to learner Mother Image: Contact can be contacted in an emergency   This contact can be contacted in an emergency Image: Contact is a Parent, Guardian or Carer Image: Contact receives reports on the learner   Contact receives reports on the learner Image: Contact receives reports on the learner Image: Contact receives reports on the learner					
Country				Contact is dece Do Not Contac	eased t or Reveal Data to this I	Person		
Primary Emergency Co	ontact		Notes				$\langle \rangle$	
			Not	es Delete	Add Vi	ew Su	bmit Can	cel

- Title & Name: Select title and enter name details.
- Address: If the contact's address is the same as the learner's simply press the Home button to copy the address (and home phone) details. Where the address is different enter postcode. The system will perform a postcode check and offer any potential postcode matches. Select the relevant address for this contact. If however the postcode is not listed here then the postcode is not resident on the system. At this point therefore the user can add all address line data and the new postcode will be added to the system.

• **Email & Mobile:** Enter accurate details as upon Submit these entries become hyperlinked to enable production of ad hoc emails and SMS texts to this contact.

Please note that it is very important to be accurate when entering name, address, email and mobile information as these details will be used by the REMS Correspondence system when communicating with contacts via e.g. letter, email or SMS messages.

- **Primary Emergency Contact:** Another very important field. Tick the check box to make this contact the primary contact in case of emergencies. This will ensure that this contact's name appears on main learner screens throughout REMS Portal & Core.
- Notes: Enter notes against this contact as required.
- **Relationship:** Select the relationship from the drop down list.
- Can be contacted in an emergency: Tick if appropriate. This will inform the user that this contact may also be contacted in case of emergencies. This is in addition to the Primary Emergency Contact.
- **Contact is Parent, Guardian or Carer:** Another very important field. Tick if appropriate. This enables parental correspondence to be sent to contacts of this type with this flag ticked.
- **Contact receives reports on this learner:** Tick if appropriate. This is memo information only.
- **Contact is deceased:** Tick if appropriate. The system will automatically remove the relevant ticks from this screen including 'Primary Emergency Contact', 'Can be contacted in an emergency' and 'Receives reports' thereby preventing accidental communication and/or subsequent production of correspondence to this contact.
- Do Not Contact or Reveal Data to this Person: Similarly if this check box is ticked the system will automatically remove relevant ticks from this screen including 'Primary Emergency Contact', 'Can be contacted in an emergency' and 'Receives reports' thereby preventing accidental communication and/or subsequent production of correspondence to this contact. This is designed to be used in circumstances where the college has been advised not to contact this person. Such a contact will be displayed as below.

				Contact D	etails for Lily D	avies (1363057)				
Name Mrs Marian Davies Mr John Davies			Emerg	Home	Mobile	Daytime/Work Email		Rela	Relationship	
			~	0121 444 1897	7			Mother		
			•		07897 167761			Father		
Title	Mr	Family Name	Davies		Given Names	lohn		Gender	Male	
The	IVII	r anniy ivanie	Davies		Olven Ivallies	30111		Gender	Wale	
Home		Day/Work			Email			Mobile	<u>07897 167761</u>	
Postcode	B13 0SA					Relationship to	learner Father			
Address	102 Wheelers I	Lane				This sector to a				
	Kings Heath					This contact ca	n be contacted in an er	nergency		
	5					Contact is a Pa	rent, Guardian or Care	r L		
						Contact receive	es reports on the learne	er 🗌		
(Town/City	)Birmingham									
						Contact is dece	ased	Г		
Country						Do Not Contac	t or Reveal Data to th	is Person	2	
	Primary Eme	rgency Contact			Notes	Estranged circun notice	nstances - do not conta	ict until further		
					- N-	D.L.		- 11		