

## Notify training and event results in Sentinel

This section is designed to outline how you should manage your online account simply. As a Training Provider, you should already have access to the Sentinel system here: <https://www.railsentinel.co.uk/Sentinel/Account/LogOn> however if you do not then please call the Sentinel helpdesk on **0330 726 2222**

Once you have logged in, you should be able to see a maintenance section on the dashboard, called 'Notifications' which gives you an opportunity to:

- Notify training results
- Notify assessment results
- Notify events

This should be self-explanatory, however below is a 'step-by-step' guide if you are unsure:

### 1. Notify training results

- Click the 'Training Notification' icon and then select 'Competence'
- Select the Trainer from the drop down list, followed by the Training Date and Competence to be recorded
- Click 'Next' to continue
- Now you need to select the individual by entering their Sentinel number and clicking 'Verify'
- Select the ID Confirmation method from the drop down list
- Click 'Next' to continue
- Please add any relevant comments in the 'Competent' section
- Select the competence result from the drop down list and click 'Next' to continue
- You can now view the result or start the process again for another individual by clicking 'Add Another'

### 2. Notify assessment results

- Click the 'Assessment Notification' icon to go to the Online Notification of Workplace Assessments process
- Select the Assessor from the drop down list, followed by the Assessment Date
- Now you need to select the individual by entering their Sentinel number and clicking 'Verify'
- Select the Competence, Assessment and Result to be recorded
- Please add any relevant comments if applicable and click 'Save'

### 3. Notify events

- Click the 'Event Notification' icon to go to the Event Notification process.
- Choose the Event Date, followed by the individual's Sentinel number and then click 'Verify'
- Select the Event Name from the drop down list and click 'Save'