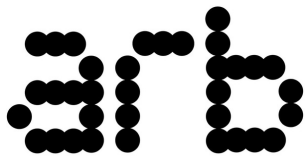




**User Guide for Schools of Architecture**

# Passlist Portal



**Architects  
Registration  
Board**

# Introduction



Please Login

Email

Password

[Forgot password](#)

Individuals seeking to Register with ARB with UK qualifications, need to have achieved prescribed qualifications at part 1, Part 2 and Part 3. Institutions providing prescribed qualifications are required to send 'passlists' of the students who have passed ARB prescribed awards via an online portal.

We use these passlists to cross reference qualification certificates and ensure individuals applying for registration have qualifications they claim to. It is therefore an extremely important part of the work we do to protect the integrity of the Register.

- Sections 2 and 3 provide instructions for the administrator on uploading the passlist
- Section 4 provides instructions for the Head of School on approving the list

## 1. Getting started

Once your account is set up, you will receive an email from [info@arb.org.uk](mailto:info@arb.org.uk) asking you to set your password. Follow the link in the email and follow the instructions to set your password.

**From:** Architects Registration Board [<mailto:info@arb.org.uk>]  
**Sent:**  
**To:**  
**Subject:** Verify your email address

Dear

To set your password please follow the link below:

[Set Your Password](#)

You will then be able to set your password and sign in.

Kind regards

Once done, you can log in to the Passlist Portal using the link below, entering your email address and password in the relevant fields.

<https://passlistportal.arb.org.uk>

## 2. Uploading passlist data

First you will need to input the course details for the new passlist. Start by clicking the 'New Course' button in the top right corner of the screenshot below.

The below window will pop up and you will need to select the course title, the mode (full time or part time), the level (Part 1, Part 2 or Part 3) and the date the award was made at the bottom. Once you have filled in these details click the 'Save' button.

The main page will now show the course you just entered, as per the example shown below. In the table, one column is titled 'Number of Students'. Click on the number below the column heading ('0' in the example shown below) and you can begin inputting your students' details.

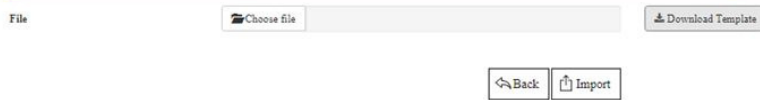
Name	Mode	Length	Level	Date of award	Expiry date	Number of students	Status	Edit	Submit	Delete
Test part 2	Full Time	2 years	Part 2	01/11/2018	01/09/2017	0	New			

On the new screen that appears, click the 'Import' button in the top right and then select 'Download template'.

Test part 2 And 01/11/2018 Students Pass List

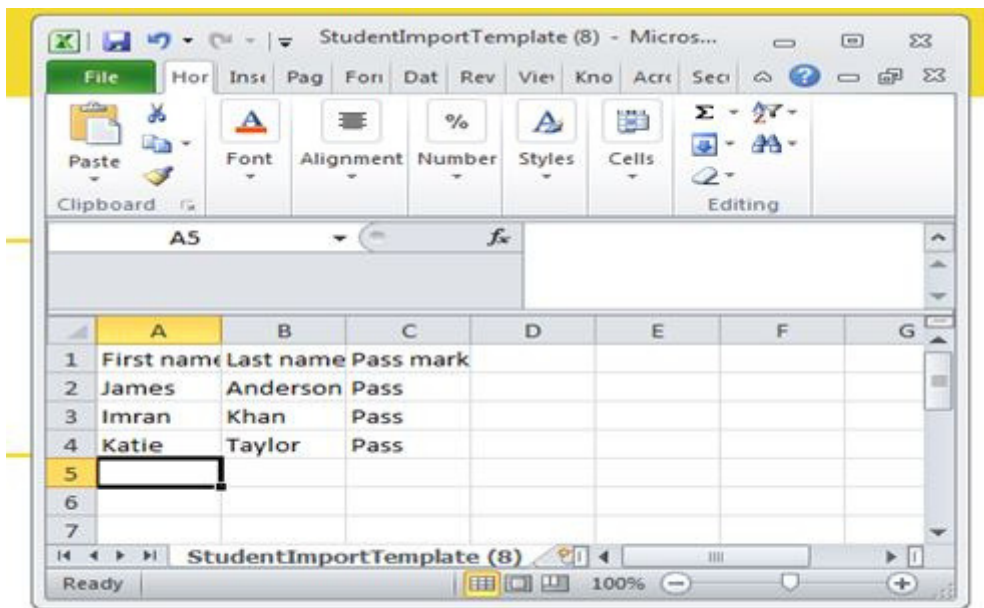


Import



You only need to download the CSV template once. Going forward you can create and save new passlist CSV files from the same, original template.

Within the CSV file that opens, fill the first name, last name and pass mark of each of your students. If you do not want to enter a pass mark, just write 'pass' in the appropriate cell. It is possible to copy and paste information within this file. The characters that can be used form are restricted to letters and numbers, and all fields need to be completed before the passlist can be uploaded.



Save the CSV file you have just created to your desk top or a suitable folder then close the file. Next, select the 'Choose file' button. and then the 'Import' button. Only CSV files can be uploaded to the system.

Import



The 'Import History' section on this page will then tell you whether the upload was successful and, if not, which fields were not accepted.

If your file upload is unsuccessful, you will see an error note like the one shown below - section 5 contains guidance on what to do if your file is rejected.

### Import History

Date created	File name	Status	Errors
19/11/2018 11:07	test_p2_err.csv	Failed	1

If the upload is successful, click the 'back' button in the centre of the screen.



### Test part 2 And 01/11/2018 Students Pass List

[Back](#) [Import](#)

Name

Search

10 ▾

Name	Pass mark	Edit	Delete
Imran Khan	Pass		
James Anderson	Pass		
Katie Taylor	Pass		

If you are not content with the information or you see duplicates, you can delete students by selecting the 'X' in the 'Delete' column. To add new information you can import another CSV file containing any missing information following the same process as before.

Once you are happy your passlist information is correct, click the back button again.

### 3. Submit for sign off by Head of School

Once you click the 'Back' button, the screen view below will appear. If you are content with the passlist information, select the arrow symbol shown in the 'Submit' column.

Courses + New Course

---

Name

Date of award  
 To

Status  Complete  In progress  New  Pending signature

10 ▾

Name	Mode	Length	Level	Date of award	Expiry date	Number of students	Status	Edit	Submit	Delete
Test part 2	Full Time	2 years	Part 2	01/11/2018	01/09/2017	1	In progress			
Test Part 1	Full Time	3 years	Part 1	11/10/2018	01/09/2017	1	Pending signature			

The 'Status' column in the table will now show as 'Pending Signature' to signify the passlist is awaiting Head of School sign off.

### 4. Head of School sign off

As Head of School you will receive an email notifying you of the pending passlist. Click the link to log in to the Portal.

Dear

has submitted a passlist for Test part 2, Test test for your electronic signature. You can access this through the link below:

[Link](#)

Please check and sign at your earliest convenience.

Kind regards

ARB

Once logged in, select 'Preview' to reveal the details of the passlist in question.

Course Pass List To Authorise + Sign

---

10 ▾

	Course name	Date of award	Preview
<input type="checkbox"/>	Test part 2	01/11/2018	<a href="#">Preview</a>
<input type="checkbox"/>	Test Part 1	11/10/2018	<a href="#">Preview</a>

## Test part 2 And 01/11/2018 Students Pass List

[← Back](#)[Export to CSV](#)

Name

Name	Pass mark
Imran Khan	Pass
James Anderson	Pass
Katie Taylor	Pass

If you are not content with the list of names, contact your administration user to resubmit a passlist with any corrections you require to be made.

If you accidentally submit a passlist which does not have the correct information in it, please contact us on [info@arb.org.uk](mailto:info@arb.org.uk) or 0207 580 5861 as soon as you can.

If you are content with the information, press the 'Back' button shown in the top right of the screen and then tick the boxes in the far left column of the table to select the lists you want to sign. Then select the 'Sign' button.

## Course Pass List To Authorise

10 ▾

<input type="checkbox"/>	Course name	Date of award	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Test part 2	01/11/2018	<a href="#">Preview</a>
<input type="checkbox"/>	Test Part 1	11/10/2018	<a href="#">Preview</a>
<input type="checkbox"/>	Test Part 1	04/10/2018	<a href="#">Preview</a>
<input type="checkbox"/>	Test part 2	13/06/2018	<a href="#">Preview</a>

You will be asked to confirm that the list is accurate. Once confirmed, the lists you have just signed will disappear from view.

The information will be received by the Architects Registration Board and will be used for the purpose of registering the cohort of students in the list.

## 5. Adding names to a passlist already submitted

We can add people to a passlist. If for any reason an individual has been left off of a passlist, please contact us to let us know and we will arrange for them to be added to that list.

If an individual has been added to a passlist in error and does not have the award specified, please contact us as soon as you can.

It is important that passlists are corrected swiftly to ensure only those who are eligible to be registered join the Register.

## 6. Unsuccessful uploads

If your passlist is rejected, you will see a screen like the one below at the 'Status' column will state 'Failed'.

### Import History

Date created	File name	Status	Errors
29/10/2018 13:55	Template passlist.csv	Failed	1

Click the number in the 'Errors' column, to see the source of the error and identify where the CSV file is corrupted.

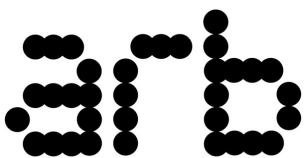
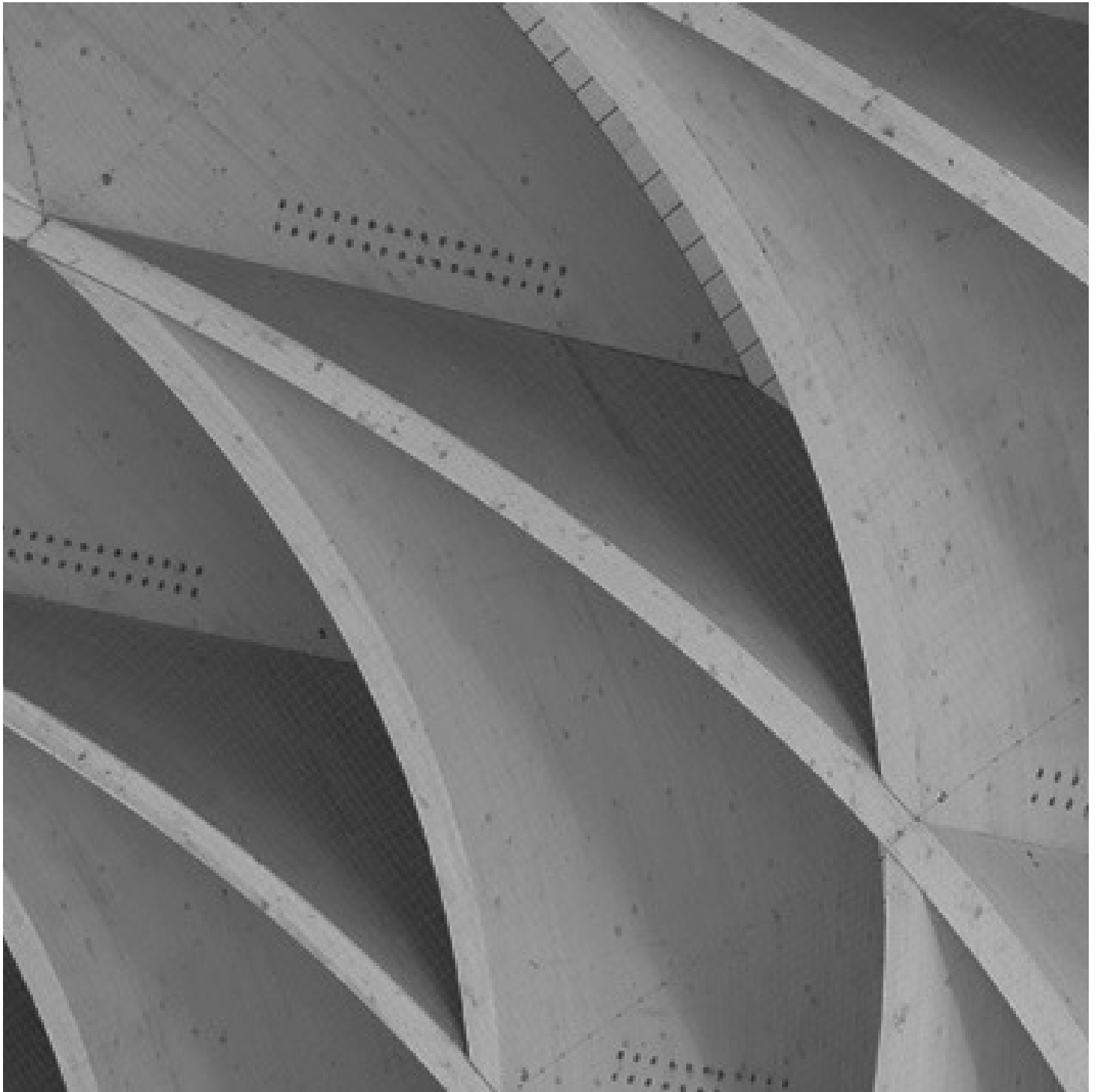
### Import errors

[← Back](#)

Row number	Description
2	Pass mark is empty.

Once you have corrected your CSV file, try uploading it again. If the problem persists, please contact us and we will be happy to assist you.





**Architects  
Registration  
Board**

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