



## Setting up your Training Provider

1. Log in to your Apprenticeship Service account.

2. Scroll down to **Your training providers** on your homepage.

**Manage apprenticeships**

Your employer account

Home Finance Adverts Apprentices Your team Your organisations and agreements More

Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Account ID: NYE2TD  
ORGANISATION NAME

### Your apprentice

Name  
Course  
Training Provider  
Start month  
Finish month  
[View apprentice details](#)

### Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

[Apprentices](#)  
Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

[Your apprenticeship adverts](#)  
Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

**Your training providers**  
Add training providers and manage permissions to choose what they can do on your behalf.

[Find apprenticeship training](#)  
Search for apprenticeships and see details of approved providers who can deliver the training.

### Finances

**Enter your training provider's name or reference number (UKPRN)**

A UKPRN is the unique, 8-digit number we use to identify a training provider. Ask your training provider if you do not know it.

CARESHIELD LIMITED 10045389

Continue

3. Start typing **CARESHIELD** and they will appear as an option for you to select.

4. Select **YES** to confirm CARESHIELD as training provider.

**Confirm training provider**

The details you entered are for CARESHIELD LIMITED, (10045389).

Do you want to add this training provider?

Yes, add CARESHIELD LIMITED

No, change training provider

Continue