



Guidance on ordering Children's University™ 'E-Passport to Learning'

The licensing system

The E-Passport is run through the purchase of a license for each student user, which is renewable annually. Licenses run from September 1st to August 31st of the following year.

To order E-passport licenses local CUs **must** be operating the hardcopy Passport To Learning. Therefore local CUs and their schools **cannot** purchase the E-Passport if the hard copy Passport To Learning is not being used locally.

The numbers of E-Passport licenses available to each CU are linked to the numbers of hard copy Passport To Learning purchased.

To place an order for the E-Passport, CU Managers need to log on to the E-Passport website (<https://epassport.explc.com>) and go to the 'Admin' icon on the home page, and then to 'Orders'.

The cost

Licenses cost £1 per user (excluding VAT) and can only be purchased by local CU Managers. The process for ordering licences is as follows:

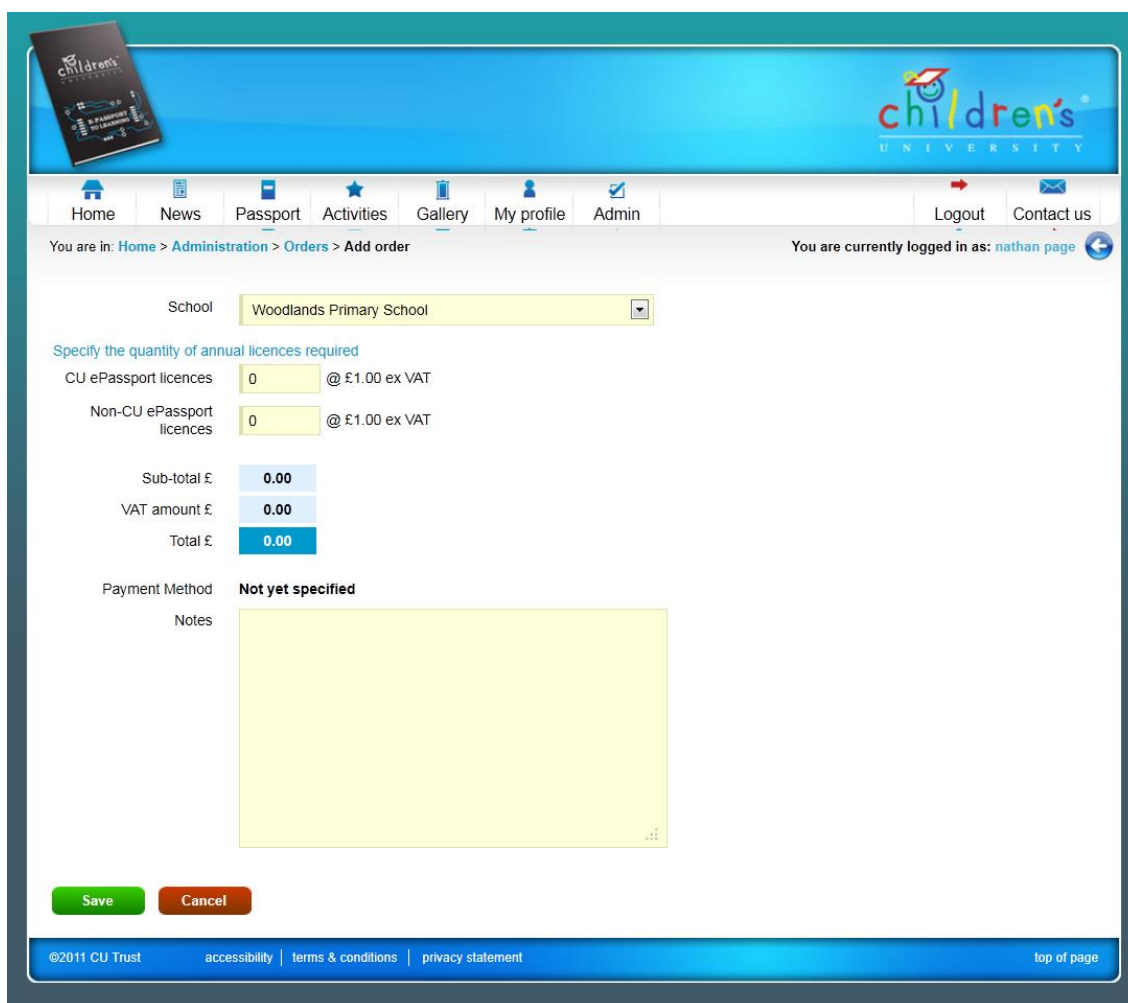
- An order is placed for a school by the CU Manager (with administrator rights) logging into the E-Passport via 'Admin'/'Orders.'
- The national Children's University approves the order and an email is sent to a contact at the school.
- The School Administrator chooses a method of payment.
 - If paying via credit card/debit card/PayPal, payment is made online and the order is completed immediately.
 - If paying by any other means, the order remains pending until the transaction has been completed.
- Once the order is completed, the number of licences available to the school increases accordingly.

Note that if a student is deactivated, has a type of passport changed or is made an administrator, the license is returned to the school for use by another student, on 31st August the licence will be removed from the school even if it is not presently in use as it has been used during the year.

If you are interested in finding out more, please contact your local CU Manager in the first instance. Lynne Upton, Director of Learning is your first point of contact at the national Children's University office (e-mail: lynne.upton@childrensuniversity.co.uk / tel: 0161 907 5214).

An example of the order page of 'E-Passport to Learning'

- 1) To place an Order, enter the relevant details on this page:



Home News Passport Activities Gallery My profile Admin Logout Contact us

You are in: [Home](#) > [Administration](#) > [Orders](#) > [Add order](#) You are currently logged in as: [nathan page](#)

School

Specify the quantity of annual licences required

CU ePassport licences @ £1.00 ex VAT

Non-CU ePassport licences @ £1.00 ex VAT

Sub-total £

VAT amount £

Total £

Payment Method **Not yet specified**

Notes

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- 2) Once the details have been entered, click 'Save' to place the Order, or 'Cancel' to abandon it.

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