**DAS Account Adding Apprentices**

How to send Cohorts to providers

Once you have logged in to your account click on the ***Apprentices*** option at the main menu.



Then click on ***Add an Apprentice*** from the options



It will then ask to choose the training provider by providing the UKPRN you will need to contact your training provider if you don’t have this number.

Then continue on and choose my 2 options; ***I will add apprentices*** or ***Would like my provider to add apprentices***.

Choosing the provider adding the apprentices will send a blank cohort which will allow them to input the details for you and send it back for approval before confirming.