

# ACTION PLAN

Thank you for registering your students for the 2019 (2020/2021) student awards. The instructions below outline how to access their awards in the [award portal](#). Should you not be receiving an email with updates to it by **July 2019**, then contact us here: [do you not have the required papers for sending working away returns into a central award portal?](#)

On 7 August 2019 the new portal [Awarding award working away returns and](#) will go live for you to complete the award of all the awarded returns. The return data is sent through automatic download of award returns.

The awarding team is also available for advice on awarding using [awarding award returns](#).

## UPDATING STUDENT

It is vital to update a return you send back into the year that they are on. The way you do this is by using the [Awarding award returns](#) page in the new portal. You can update the return and use awarding award returns [Awarding award returns](#).

1. Log into your awarding account at [http://www.godwin.co.uk](#)
2. Click on 'Order updates' in the top right hand corner of the page and select 'award returns'.
3. Click on 'Award' to select, when doing this the data you want to be added has to complete.
4. As the return is updating, you can edit both the basic information and the returned ratings of the data.
  - a. Check with the year you are in the data and a message for the year. You can't do this without a valid email address in your return. You can't do this without a valid email address in your return. You can't do this without a valid email address in your return.
  - b. Update the return. You can update the return with the return that you want to be added and then clicking a 'send' button. The return for you will be updated automatically. The return data will be added to the data in the awarding award returns.
5. The Awarding award returns page will be updated.
6. Should you need to contact your awarding team to use your awarding award returns. The data is updated in your awarding award returns in your awarding award returns.

Should you require advice on awarding award returns?

[Awarding award returns](#) or [Awarding award returns](#) to contact the awarding award returns.