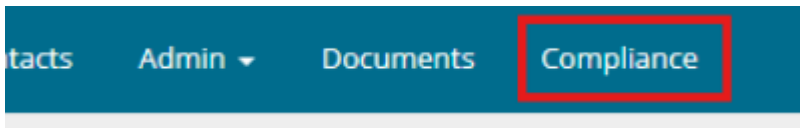**Qualification or Access to HE Diploma approval guidance**

Qualification and Diploma approval are now completed through the Monarch feature within Parnassus.
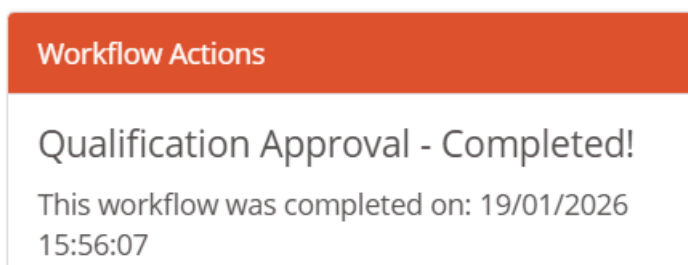
How do I access Monarch?

Monarch can be accessed via the new 'Compliance' menu option from within

Parnassus, visible on the blue bar at the top of the screen.

Through this option, you will be able to submit forms for qualification or diploma approval.
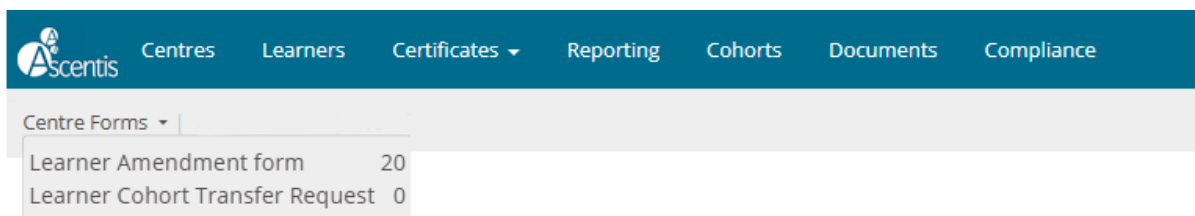

You will also be able to see the status of your current requests, as well as any

additional actions required from you or your centre, such as requests for

additional information or documentation.

How to create a new Monarch request

1. To start a Monarch request, select 'Compliance' on the blue bar at the top of the screen, and then select the Qualification Approval from the dropdown list.

NB The number next to the request type indicates how many requests your centre has submitted

2. Once you have selected the qualification approval, select 'Add New+'

3. Following the instructions on screen, complete the form.

4. Once you have completed your request, select 'Create and Close' on the right hand side of the screen

5. Parnassus will check your form to see if you have completed your request correctly. If any issues are found, you will be unable to submit your form and must add/amend as instructed by the red text under the relevant field

6. Once your form is submitted, Ascentis will action your request accordingly. If any further information is required, you will be notified via email.

You can check the status of your form by selecting the relevant 'Form' option next to your request

The status of your request can be seen on the right-hand side of the screen.