



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Self Service Enrolment Guidelines



YOU CAN NOW ENROL ONLINE

Hi Screens - You can now enrol online for your course at Cardiff Met.

How to enrol

We have created a student account for you to complete your enrolment online. This same account will give you access to all the Cardiff Met systems after your enrolment and throughout your studies

Username: st20219478

Password: nB)6N:8x

[Click here to complete your enrolment online.](#)

Once you have successfully enrolled you will be taken to the "After you have Enrolled" webpage, which will explain what you need to do next.

If you have any problems completing the enrolment process please contact enrolment@cardiffmet.ac.uk.

You should have received an email similar to that displayed here. Please follow the instructions on the email and over the next few pages

New Students



Use the username including the st (e.g. st20219478) and the password in the exact format it is shown in the email, then click the 'Sign In' button to Login and to complete your enrolment

Forgotten Log in information

Cardiff Metropolitan University
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Password Management / Rheolaeth cyfrinair

Welcome to Password Management @ Cardiff Met

This self-service portal enables you to change your Cardiff Met logon password yourself.
During this process, you will need to access to either your personal email account or your mobile phone.

To start, please choose from the options below:

Student Staff

If you do not know your password or need to reset your password then click 'Password Management' on the login screen. Click on the Student button and follow the instructions using your Student ID username to reset your password

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Password Management / Rheolaeth cyfrinair

Changing My Password

Network login ID:

Date of Birth:

For security reasons, please type the letters and numbers below:

Refresh Above

Submit Cancel

Student Information
Your network login ID will be the number printed on your student card, preceded by the letters ST e.g. ST12345678

Staff Information
Your network login ID will begin with, for example, AD, SM followed by your 5 digit staff number i.e. SM12345

If you are having trouble reading the secure word, please click the refresh button to choose another one.



My Programmes

20110383: C T

My Details

Select to view your Self Service account details

New Students (Enrolment)

Students who have received an email from our Admissions Unit confirming their eligibility to enrol need to use this service to enrol onto their chosen programme.

[Logout](#)

[My Details](#)

[New Students
\(Enrolment\)](#)

This form contains your personal details.

Student Number	20110383	Telephone No.	
Name	C T	Home E-mail Address	
Address		Internal E-mail Address	
Country		Date Of Birth	05/08/1990
Postcode		UK Resident	Yes

[Contact Us](#) | [Accessibility](#)

Check your details and click on 'New Students (Enrolment)'



My Programmes

20110383: C T

My Details

Select to view your Self Service account details

New Students (Enrolment)

Students who have received an email from our Admissions Unit confirming their eligibility to enrol need to use this service to enrol onto their chosen programme.

[Logout](#)

[My Details](#)

[New Students
\(Enrolment\)](#)

This is a summary of all your applications that have been processed and approved by the college.

Status	Course Code	Course Title	Period	Mode	Stage Code	
Applied	10393	BA (Hons) Education Studies and Early Childhood Studies	1FT09	Full-time according to funding council definitions	Approved for Self Enrolment	Show Modules Enrol

[Contact Us](#) | [Accessibility](#)

Check that your course details are correct and click enrol.

If your course is showing incorrectly or you cannot see your course please contact us by using the link.



Your school may have specific requirements about the optional modules you should select.

You have selected **110 credits**. (Note: if the 'Enrol' button is greyed out you have not selected enough credits)

Please choose at least another **10 credits** by clicking 'Add Module' below.

Course Structure:

Programme: BA (Hons) Education Studies and Early Childhood Studies (10393), Session: 1FT09.

Developing Work-Based Skills (EDN4002). Session: T2 Credits: 10

Education Past, Present and Future (EDN4014). Session: YR Credits: 20

Just Playing? (EDN4011). Session: YR Credits: 10

Outdoor Play & Learning Sunshine, Woodpeckers and the Swamp of Biting Mud (ECS4001). Session: T2 Credits: 10

Psychology in Education (EDN4028). Session: YR Credits: 20

Safeguarding and Child Protection (EDN4026). Session: T2 Credits: 10

Skills for Success in Higher Education (EDN4001). Session: T1 Credits: 10

The Developing Individual (EDN4027). Session: T1 Credits: 10

Understanding Children's Worlds (ECS4003). Session: T2 Credits: 10

[Add Module]

Enrol

This page shows the modules that you will be studying. At the top of the page it will tell you if you need to add any additional credits.

Click 'Add Module' at the bottom and select modules which total the amount of additional credits you need to add. Once you have added the required amount of credits the 'Enrol' button at the bottom of the screen will no longer be blanked out and you can click it to proceed.



Additional Personal Details

Enrolling Students are requested to check the details displayed and report any discrepancies by using the Contact Us link below. It is important to ensure the accuracy of the Surname and Forename details as this information will be used on official documents such as Award Certificates.

When you are finished please click "Next & Save". Please note that at this point your progress will be saved so you can resume it at a later time. Likewise, if you need to leave your computer, clicking "Save" will also save your progress. This is true for all pages in the process.

About You

Title *

Surname *

Forename(s)

Familiar Name

Date of Birth (dd/mm/yyyy) *

Gender *

Where are you from?

Nationality

Domicile

UK Resident

Ethnicity

Other Details

Disability *

Are you in receipt of a disability allowance?

* - Mandatory fields

Check that your personal details are correct. If they are incorrect, please contact us asap.

Please update any disability information if incorrect.



Address Details

If your **Term Time address** will be different to your Permanent Address, please enter these details under Term Time address.

If you will be living in **Halls of Residence** and you already know your exact address please select the relevant Accommodation Type i.e. either 'Provider Maintained Property' or 'Private-sector halls' and then select from the list of Halls and enter the address.

If you do not know your exact Term Time address yet, please select the relevant Accommodation Type and then leave the address details blank.

For **UK addresses** click the 'Address Lookup' button, enter the postcode and then select or type in the relevant address

Permanent Address	Address Lookup
Address *	<input type="text"/> ? <input type="text"/> ? <input type="text"/> ? <input type="text"/> ? <input type="text"/> ?
Country	<input type="text"/> ?
Postcode *	<input type="text"/> ?
Internal E-mail	<input type="text"/> ?
External E-mail	<input type="text"/> ?
Telephone Number	<input type="text"/> ?
Mobile Number	<input type="text"/> ?
<input type="text"/> Term Time Address *	
<input type="text"/> Correspondence Address *	
<input type="text"/> Next of Kin Address *	

[< Back & Save](#) [Save](#) [Next & Save >](#)

Update address details if necessary using the Address Lookup function to search via postcode.

If you do not know your Term Time address yet select the Accommodation type and leave the address blank. You can update this at a later date via the Student Portal.



Previous Education

Please enter your most recent institution (school, college etc.) that you have attended up to this point, if it is not already listed in the grid below.

To find an institution, enter its name in the first text box and then click "Search". If the institution is found, it will be displayed in the drop down list below, in which case you can simply select it.

If the institution is not found, then you can enter its details manually by selecting "Other..." from the list.

Once you have found your institution, please enter the dates at which you studied there in the "From" and "To" fields, then click "Add" to add it to your list. If you make a mistake and wish to remove an institution, simply select it in the grid and click "Delete". When you are satisfied, click "Next & Save" to store the information.

Institution Details

Institution * ?

?

From * ? ?

To * ? ?

?

Institution Name	From Month	From Year	To Month	To Year	
------------------	------------	-----------	----------	---------	--

Check to see if your previous Institution is showing at the bottom of the page. If it is missing, please enter this by following the instructions at the top of the page. When this is complete click 'Next & Save' to proceed.



Other Important Information

The details on this page are used to support statistical reporting. Please enter as much information as you can, then click "Next & Save" to continue. If you have previously provided this information (e.g. on a UCAS application), some fields may be pre-populated below.

About Your Family

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed, give their most recent occupation.
If you are 21 or over, please give your own occupation.
When you start to enter an occupation in the text box, matches will appear in the listbox beneath it. Please select the closest available match.

-- Please Select -- ?

... ?

Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

-- Please Select -- ?

About You

What is your highest qualification? *

-- Please Select -- ?

What is your marital status?

-- Please Select -- ?

What is your proficiency in Welsh? *

-- Please Select -- ?

What is your primary National Identity? *

-- Please Select -- ?

Are you a care leaver? *

-- Please Select -- ?

* - Mandatory fields

< Back & Save

Save

Next & Save >

Complete the information on the page by using the dropdown menus.

The fields with a red star are mandatory and must be completed.

If you are unsure what the question is asking, hover over the question mark at the end of the line for more information.



Supporting Documents

If your tuition fees will be paid fully or in part by a sponsor, please upload a copy of your sponsor letter (Student Loan Company documents are not required).

Select the document type in the grid below, then browse to the file you wish to upload and click the "Upload" button. The maximum file size for uploaded documents is 2MB

When finished please click 'Next & Save' to progress to the next screen.

File To Upload

Loaded Documents

Course	Document Type	Document	Select
	Sponsor Letter 16/17		<input type="checkbox"/>

If you are being funded for your tuition fees by an employer or sponsor e.g. NHS funded, please attach a copy of your sponsor letter. If you are receiving funding from Student Finance you do not need to upload a letter. Please select 'Next & Save' to continue.



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[Home](#) [Contact Us \(Enrolment\)](#) [View Basket](#)

Terms And Conditions

By enrolling you agree to the full Terms and Conditions of both enrolment and of The University. In addition, we urge you to read our Student Fair Processing Notice which explains the purposes for which we are collecting your personal data. By ticking the boxes below, you are giving the University your full consent to process your personal data for the purposes contained in that notice.

You can read these in full here – [Enrolment Terms & Conditions](#).

Please tick the boxes and then click the Next & Save button to continue.

- I have read and understood the Terms & Conditions *
- I confirm that all the information I have entered is true to the best of my knowledge *
- I consent to the University processing my data as stated in the Fair Processing Notice *

[< Back & Save](#)

[Next & Save >](#)

Please click on the link to read the Terms and Conditions.

Once you have read these please tick the three boxes to acknowledge that you agree with the statements.



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[Home](#) [Contact Us \(Enrolment\)](#) [View Basket](#)

Confirmation of Enrolments Submitted

This page shows you a summary of your information before you submit it

Your order contains the following items:

	Academic Period	Course Code	Course Title	Session Mode		
Enrol on	16/17	10393	BA (Hons) Education Studies and Early Childhood Studies	1FT09	Full-time according to funding council definitions	Show Modules

Please click 'Submit Enrolments' to progress to the final screen

[Change Details](#)

[Submit Enrolments](#)

Click Submit Enrolments to progress



Thank you for your Enrolment, which has now been successfully processed.

Your Student Id is 20219478. Please quote this whenever you wish to contact us.

Please click the continue button below to complete the process

Please print a copy of this page for your records.

Please note, fees may be subject to adjustment and further fees which you may be liable for will be charged post your enrolment. Any queries concerning fees can also be directed to the Izone at Llandaff or Cyncoed.

For part time programmes the fee is based on the credits selected. If these change during your programme study period your fee will be adjusted to reflect this.

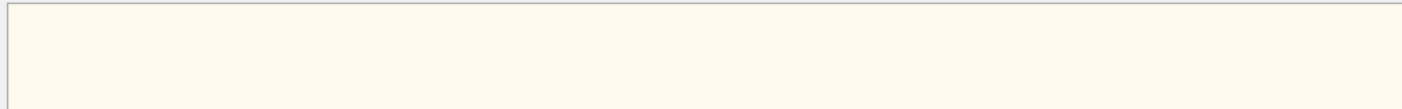
For Research programmes confirmation of fees including any Bench fees would have been provided on your offer letter.

Any fee exemption for RPL will be applied after enrolment and you will receive an invoice to reflect this.

An invoice confirming your fee will be sent out early October.

If your fees are split between multiple payers, please provide evidence i.e. sponsor letter to the IZone at Llandaff or Cyncoed.

Date: 08/10/2021



The following items were processed:

	Academic Period	Course Code	Course Title	Session	Mode
Enrol on	21/22	10698	MBA Advanced Entry	1DL10	Part-time

Please check the My Programmes page for updates.

Click Continue to complete your enrolment

and for more details on what to do next.
Click Continue to complete your application
and for more details on what to do next.

[Print Page](#) [Continue](#)

Make sure that you click continue to fully complete your enrolment



You will receive this email and on the next page

YOU ARE NOW ENROLLED

Hi Screens - Congratulations, you have successfully enrolled onto your course at Cardiff Metropolitan University

You will now be able to access Cardiff Met [IT systems](#) and [library services](#).

Your new Cardiff Met email address is: S.Test@outlook.cardiffmet.ac.uk

From the start of term, important information will be sent to your Cardiff Met email address rather than your personal account, so please ensure that you regularly check your Cardiff Met email address. For easy access to your emails and other useful information you can download the [My Cardiff Met app](#), just search in your App Store. Downloading the app will also provide you with instant updates if our circumstances change due to guidance from Public Health Wales.

The Student Portal : MetCentral

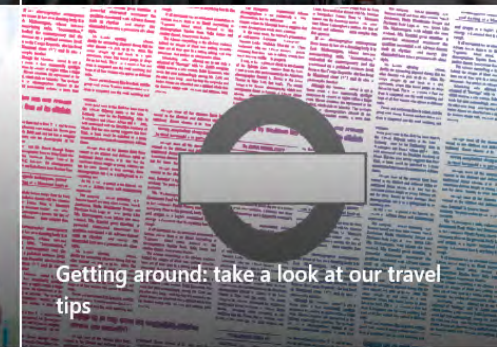
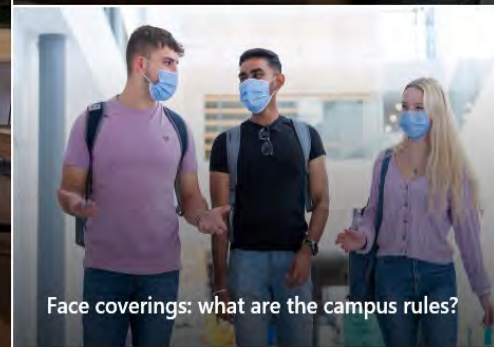
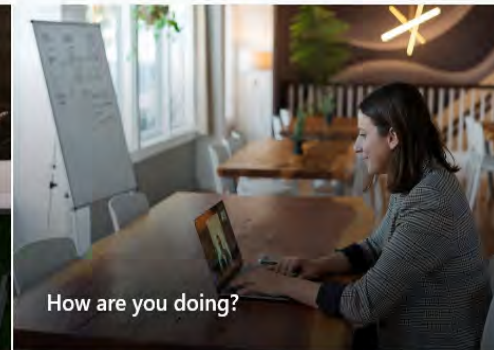
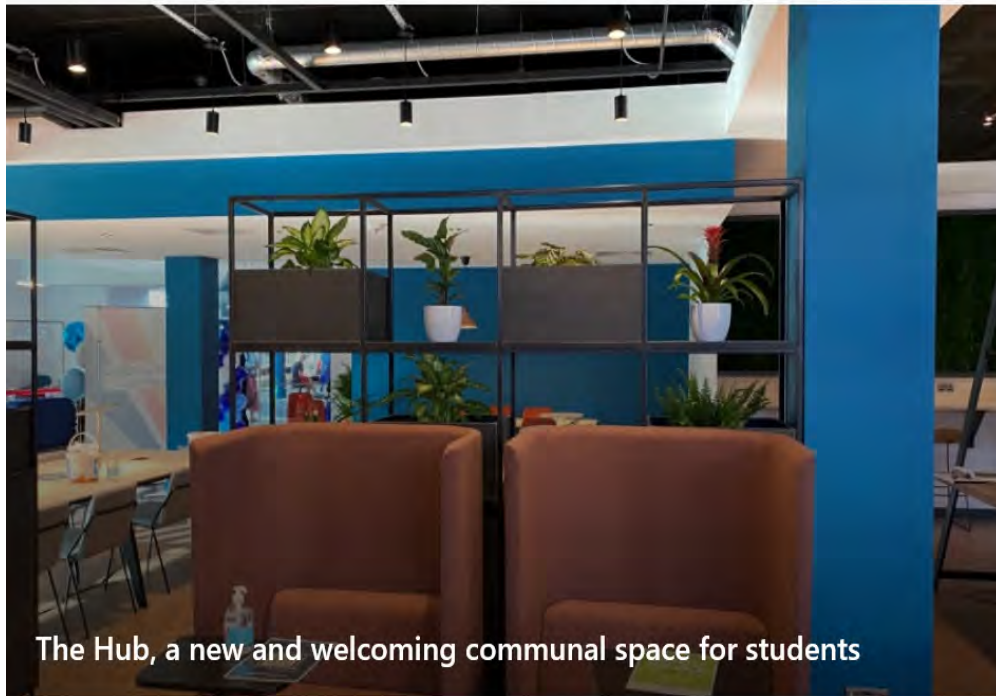
SharePoint Search across sites

Studying here ▾ Tools & Resources What's happening | Astudio yma ▾ Offer ac Adnoddau Beth sy'n digwydd

Mct English ▾



Our [studying here pages](#) have been updated to help you get the most out of being on- and off-campus during the pandemic. We hope these pages offer more clarity as we move through the year while keeping us all informed about the status of the coronavirus outbreak.



You are now enrolled at Cardiff Met and we have created a student account for you. The details below will be your log in details for your whole student experience here and give you access to all the Cardiff Met systems so please keep them safe.

Student ID: stxxxxxxxx

Password: xxxxxxxx

Cardiff Met Email Address: stxxxxxxxx@outlook.cardiffmet.ac.uk

What you need to do now

- Keep this email safe
- Change your password to something memorable - www.cardiffmet.ac.uk/password
- Download the [Cardiff Met app](#) from your App Store
- The wifi network at Cardiff Met is called Eduroam which you can now get connected to. Details of how to do this are on [this link](#)
- Register to vote [here](#) - By registering on the electoral roll at your term-time address, you will not only be eligible to vote and have your say in decisions affecting the area in which you study, your registration could also support any credit / employment / identity references that may be required whilst studying / working.

Helpful links/guides

Service	Direct link	Login username
Student Portal	www.cardiffmet.ac.uk/metcentral	stxxxxxxxx
Moodle	www.cardiffmet.ac.uk/moodle	stxxxxxxxx
Helpful IT guides	www.cardiffmet.ac.uk/flashguides	stxxxxxxxx
Student Email/office download	www.cardiffmet.ac.uk/email	stxxxxxxxx@outlook.cardiffmet.ac.uk
Use Cardiff met apps	www.cardiffmet.ac.uk/appsanywhere	stxxxxxxxx

offsite		
Connect to a machine on campus	www.cardiffmet.ac.uk/findapc	stxxxxxxxx
Log an IT issue	www.cardiffmet.ac.uk/ITServiceDesk	stxxxxxxxx
Status of IT services	www.cardiffmet.ac.uk/servicestatus	stxxxxxxxx
Register to vote	Student Voter Registration	