



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Self Service Enrolment Guidelines

New Students

New Home Students

The screenshot shows the homepage of the Self Service Application & Enrolment System. At the top left is the Cardiff Metropolitan University logo and name in both English and Welsh. Below this is a navigation bar with links for Home, Contact Us (Admissions), and Contact Us (Enrolment). The main heading is 'Welcome to our Self Service Application & Enrolment System'. There are two main sections: 'Applications' and 'New Students'. Under 'Applications', there are two buttons: 'Search courses or make a new application' and 'View, complete or track an existing application'. Under 'New Students', there is one button: 'Enrol'. A red arrow points from a callout box at the bottom to the 'Enrol' button.

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

Home Contact Us (Admissions) Contact Us (Enrolment)

Welcome to our Self Service Application & Enrolment System

Applications

Search courses or make a new application

View, complete or track an existing application

Click to search available courses and/or make an application

New Students

Enrol

Click above once you have received your email confirmation from Admissions

Click here to Login and enrol (New Students only)



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

Welcome to our Self Service Application and Enrolment System

New Students

[Enrol](#)

Click above once you have received your
email confirmation from Admissions

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

Login

[New Students - Enrolment](#)

Once you have received the email from Admissions confirming you are ready to enrol, please log in below using your Username and Password. Please do not try to enrol unless you have received this confirmation email.

If you have any queries please contact Admissions – [02920 416010](tel:02920416010).

[Current Students](#)

Current students i.e. progression between years, will need to use your Cardiff Met network login details (CardiffMet e-mail and password) to log into the enrolment screens.

[Students who have previously studied at Cardiff Met](#)

You will already have a Self Service account for enrolment, your Username will be your original external email address and not your Cardiff Met login details. If you do not remember your Username or Password, please use the [Forgotten Password](#) or [Forgotten Username](#) links below.

Email	<input type="text"/>	?
Password	<input type="password"/>	<input type="button" value="Login"/> ?

[Forgotten Password?](#)

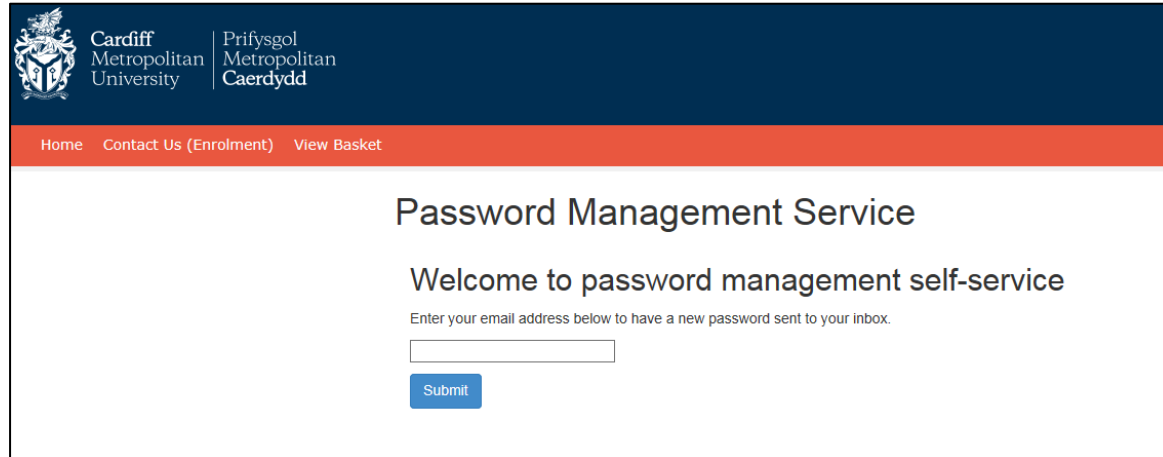
[Forgotten Username?](#)

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

Enter your email address and password.

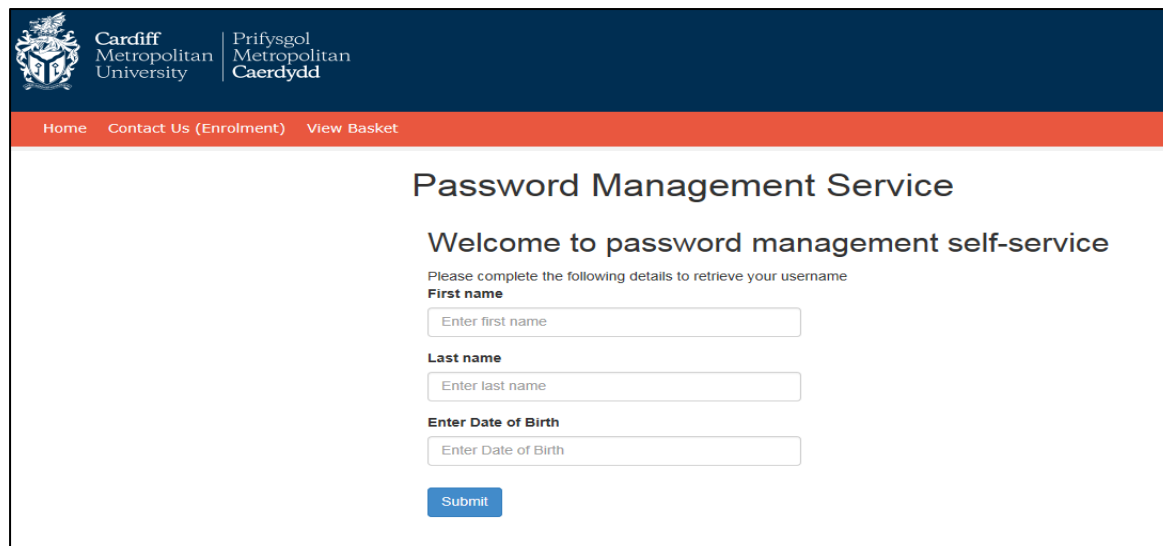
If you do not know these details select the 'Forgotten Password?' or 'Forgotten Username?' links at the bottom of the screen

Forgotten Log in information



The screenshot shows the top navigation bar with the Cardiff Metropolitan University logo and the Welsh name 'Prifysgol Metropolitan Caerdydd'. Below the navigation bar, the page title is 'Password Management Service'. The main heading is 'Welcome to password management self-service'. A sub-heading reads 'Enter your email address below to have a new password sent to your inbox.' There is a single text input field for the email address and a blue 'Submit' button below it.

If you do not know your password click the 'Forgotten password' link. Enter the email address you used on you application to reset your password



The screenshot shows the top navigation bar with the Cardiff Metropolitan University logo and the Welsh name 'Prifysgol Metropolitan Caerdydd'. Below the navigation bar, the page title is 'Password Management Service'. The main heading is 'Welcome to password management self-service'. A sub-heading reads 'Please complete the following details to retrieve your username'. There are three text input fields: 'First name', 'Last name', and 'Enter Date of Birth'. A blue 'Submit' button is located at the bottom of the form.

If you are unsure of the email address you used. Use the 'Forgotten username' link and enter your details



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 *	Miss
Surname *	T
Forename(s)	C
Familiar Name	C
Date of Birth (dd/mm/yyyy) *	05/08/1990
Gender *	Female

Where are you from?

Nationality	Wales
Domicile	United Kingdom
UK Resident	<input checked="" type="checkbox"/>
Ethnicity	White

Other Details

Disability *	No disability
Are you in receipt of a disability allowance?	The student has no known disability
Do you have a criminal record? *	No

* - Mandatory fields

Save

Next & Save >

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

Please update any disability information if incorrect.

Please answer the question about criminal records and click 'Next and Save'.



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	
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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.

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

 ?

About You

What is your highest qualification? *

 ?

What is your marital status?

 ?

What is your proficiency in Welsh? *

 ?

What is your primary National Identity? *

 ?

Are you a care leaver? *

 ?

* - 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 [Browse...](#) [?](#)

Loaded Documents

[Add >>](#) [?](#)

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

[Upload](#) [?](#)

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

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.



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	
Enrolment	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