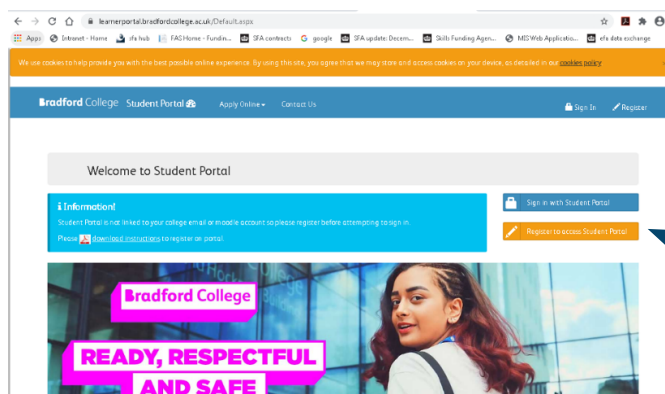


FE Student Guide – 16-18

How to access Bradford College's Student Portal (for new applicants)

Using a device that connects to the internet (Laptop, mobile, tablet or PC) – it works best using Google Chrome. In the address bar type: **https://learnerportal.bradfordcollege.ac.uk** and press Enter.

1. Student Portal login page



If you have not used the Student Portal before, you need to register. To do this, click on the orange **Register to access Student Portal** button (go to 2 – for instructions on registering).

If you have **already registered**, click on the blue **Sign in with Student Portal** button (go to 3 – for help signing in).

2. Register your details

At the Register screen, you need to enter your details. Your username is the **Student ID number** that appears on your Admissions correspondence (letters/email).

Type in a password of your choice. Please note it must:

- be between 8 and 15 characters long
- include at least 1 upper case letter (e.g. A B C)
- include at least 1 lower case letter (e.g. a b c)
- include at least 1 number (e.g. 1 2 3 4 5 6 7 8 9 0)
- Do not include special characters such as: @!?!£\$*#

When you have entered your details, please click on the green **Register** button. You will see this message saying your account has been created, and you should now sign in:

Register

Note!

Please note that to register on the Student Portal, you must be enrolled or have an active application in college.

Password must be at least 8 characters, no more than 15 characters, and must include at least one upper case letter, one lower case letter, and one numeric digit, and no special character. After you have registered, a copy of your username and password will be emailed to your College and Personal email accounts.

User name	<input type="text" value="Student ID"/>	
Password	<input type="password" value="Password"/>	
Confirm password	<input type="password" value="Confirm password"/>	
DOB	<input type="text" value="Date of Birth (dd/mm/yyyy)"/>	

Register

Well done!

Your account has been successfully created. Click **Sign In** to access Student Portal. A copy of your username and new password is emailed to your College and Personal email accounts for your records. Please keep it safe.

3. Signing into the Student Portal

When you visit

<https://learnerportal.bradfordcollege.ac.uk/> and click on the blue **Sign in with Student Portal button**, you will be asked to enter your username and password:

Your user name is the Student ID number that appears on your Admissions correspondence (letters and emails).

Your password is the one you set when you registered on the Student Portal site.

Sign In

Please enter your student portal username and password to log in.

User name

Password

Remember Me

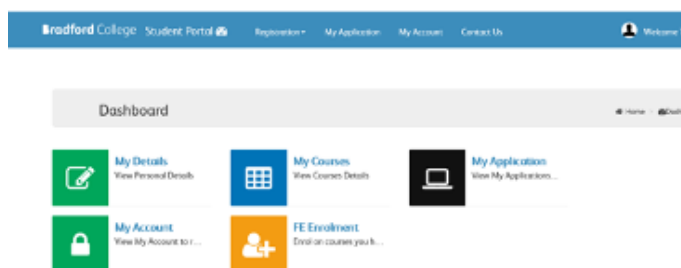
4. Navigating the Student Portal

When you have successfully logged into the Student Portal, your username will be displayed in the top right-hand corner of the screen.

You will see a Dashboard, showing options for you to select.

For example:

- Click on My Details to check that your personal details, email address and phone number the College has for you are up-to-date.
- Click on FE Enrolment to enrol onto the 2020/21 academic year.



5. Enrolment for 2020/21

On the Dashboard screen, click on **FE Enrolment**.



A tutor has identified the qualification you will enrol to in the 2020/21 academic year.

You should check your personal details on the screen and update your contact information if it's incorrect or missing. Your course is also shown.

Course Code	Qty	Description	Start Date	End Date	Guided Hours	EEP Hours	Tuition Fee	Exam Fee
PHL328BUS	2021	PHL328BUS - 2021 Level 3 BTEC Diploma in Business (2CF)	03/09/2020	23/01/2021	280	138	0	0

Module Code	Qty	Description	Start Date	End Date	Guided Hours	EEP Hours
PHL38JPAEK	2021	WORK EXPERIENCE	07/09/2020	25/08/2021	80	0

Section 4 is where you upload your photo (similar to a passport photo – showing your head and shoulders) for your Bradford College ID card. Please have a photo saved on your phone or mobile device before you start the enrolment process.

FE Enrolment

1 Personal Details (Unsaved)

Name	Forename/Surname	Official Name/Family Name	
MR	None	Yourself	
Gender	Mobile Number	Date of Birth	National Insurance No.
Male		13/11/2001	
Home Address Line 1	Home Address Line 2	Town	Post Code
Bradford College Bradford Campus	Bradford	Bradford	BD1 1EY

2 Edit Personal Details

Email	Home Telephone	Mobile
newstudent@brma.com		07727272727
Emergency Contact Number	Emergency Contact Name	Country of domicile
07700323636	Parent's number	England

4. Picture/Documents

Jellyfish.jpg

Please also upload your GCSE results slips, this will help ensure you're enrolled to the right course.

GCSE Result Slip (Optional)

Section 5. Please select the level of your best qualification.

Section 6. Please complete your current employment status. There are a few interactive questions in this section.

Section 7. Please select one of the options from the household situation list

Section 8. Sharing Data

Please read and select which ways you're happy to be contacted related to your learning.

Please read the terms and conditions at the bottom of the page.

Once you have read the terms and conditions and learner agreement, tick the box confirming you agree to the college terms and conditions.

Then click on the Submit Enrolment button.

Agree to all college terms and conditions.

Submit Enrolment

If you have missed any question on the enrolment form, a message will appear at the top of the screen telling you what has been missed.

Please complete the section identified and press Submit Enrolment again.

Once everything is complete, you will receive the following message.

Finally, please help us by telling us about your experience of enrolling online by rating the experience from 1 to 5 stars and click save rating. You can also download a copy of your learning agreement (SLA).

Please now check your email inbox, you will have received an email from us (please allow a few minutes for this to come through) with important information about your enrolment. If you don't receive the email, please check your junk/spam folders, then if you haven't received an email please let us know by emailing **enrolment@bradfordcollege.ac.uk**.