

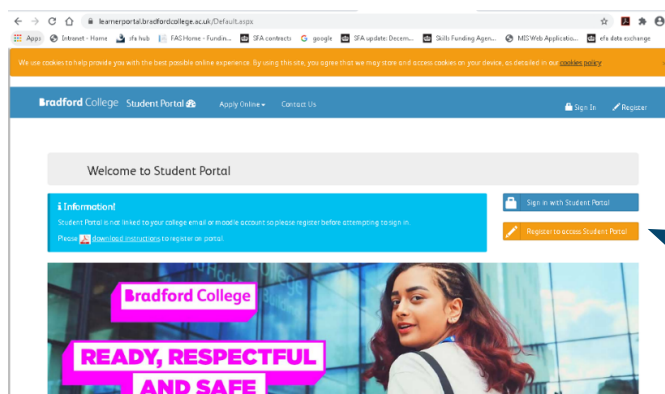
FE: Adult 19+

Online Enrolment & Student Portal Step-by-Step Guide 2020

Using a device (mobile, laptop, tablet, PC) that connects to the internet (it works best using Google Chrome).

In the address bar type in: **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 user name is the **Student ID number** that appears on your enrolment card.

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 user name and password:

Your user name is the Student ID number that appears on your enrolment card.

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

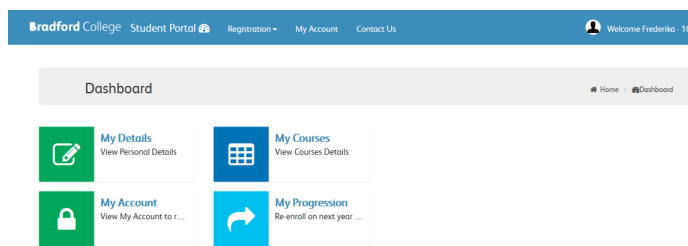
4. Navigating the Student Portal

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 FE Enrolment to enrol onto the 2020/21 academic year.



5. Enrolment for 2020/21

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



Your tutor has confirmed the qualification you will enrol to in the 2020/21 academic year.

You should check your contact information and the course details on the screen and review the course confirmed by your tutor.

FE Enrolment

1. Personal Details (Learner)

We need you to check your personal details for your learner record. It is important you provide accurate details as they will be used for your official record and things like awards, certificates and exam results.

Title	Forename/Given Name	Official Surname/Family Name
MR	New	Student
Gender	Date of Birth	National Insurance No.
Male	01/01/2000	
Home Address Line 1	Home Address Line 2	Town Post Code
Bradford College Bradford Campus	Bradford	Bradford BD7 1AY

3. Course & Enrolment Detail

Below you will find details about the course you applied for, or that your tutor has identified for your progression. The information will be used by our curriculum, admissions and enrolment teams and uses descriptions and codes that you may not be familiar with – don't worry about this, our teams will ensure you are enrolled onto the correct course.

Course Code	Occ	Description	Start Date	End Date	Guided Hours	EEP Hours	Tuition Fee	Exam Fee
PHL320BUS	2021	Business Level 3 Dip	07/09/2020	23/07/2021	288	108	1050	105
							£1050	£105

Module Code	Occ	Description	Start Date	End Date	Guided Hours	EEP Hours
PHL3BUSWEX	2021	WORK EXPERIENCE	07/09/2020	25/06/2021	80	0

Please upload an image for your ID Card. This should be of your head and shoulders only, similar to a passport photo.

4. Picture/Documents

Picture

No file chosen

If you receive any state benefit, please upload a copy here. This will ensure that your fee is adjusted in line with our fees policy.

Proof of benefits or Sponsor Letter or Advanced Learner Loan agreement (Optional)

No file chosen

Please select the highest level of any qualification you have already achieved/ passed:

5. Previous Education (From eg Details)

We need to know about any previous qualifications you have achieved, these could be GCSEs, A levels, BTEC, GNVQs, including Entry level and Levels 1-4, including any undergraduate or postgraduate qualifications.

Please select from the dropdown the highest level of qualification you have already achieved.

Previous Attainment Highest Level

Please tell us about your current employment status, this will help us ensure your fee is correct.

6. Employment Status

All leavers need to complete this section, if you are 19+ or 16-18 and studying less than 540 hours per year.

Were you in full-time education last year?

Yes No

Based on the information you have provided, your course fee may be shown in the next section. If you think this is incorrect, please contact us before proceeding. Our contact information is provided in this email.

Payment

If you are paying the full fee and it is over £1000 then you are eligible for a early payment discount of 10%.

Do you want to set up a direct debit and pay 115% of course fee on terms deposit of £50, whichever is higher?

Yes No

The balance today including an early payment discount is £1,039.50

To pay for your course, please answer the questions in this section. Where appropriate, you can create a direct debit.

Please tell us about your household situation.

7. Household Situation

On this section, we need you to tell us about your household situation, including who you live with, if you have dependent children and the employment status.

No household members in employment and the household includes one or more dependent children

I am a lone parent in a single adult household with dependent children

No household members in employment and the household does not include any dependent children

Partner only

Not applicable

Please let us know the best way to contact you:

8. Sharing Data

The data you supply will be used by the Education and Skills Funding Agency to issue you with a Unique Learner Number and share information about your learning. Further details of how your data is processed and stored can be found at the [Learning Record Service](#). Please confirm that you agree to the use of your personal details and the preferred contact method(s).

By post

By phone

By email

The College will be sent to process information from your Enrolment Form, together with other information held about you or our student record database. A detailed Privacy Notice for Student Enrolment Applications is available from our Data Protection and EDPR website page: <https://www.bradfordcollege.co.uk/news/becoming-a-bradford-college-student-or-an-request-from-its-Student-Recruitment-Admissions>.

The Privacy Notice explains how we use your personal data and in detail details of personal data we hold, how we collect this information, our lawful basis for using it in detail, how we store it in detail, your rights to confirm so if changes to enable us to keep your information up to date and exercise the use of personal email addresses and social media, the use of personal data for marketing purposes, details of how we share your data with details of your rights as a data subject and contact details of our Data Protection Officer in the event you have any queries or wish to exercise your rights.

Please now digitally sign you enrolment form by typing your name into the box and confirm you have read the terms and conditions. Then click Pay and Enrol.

9. Agree to college terms & conditions and complete enrolment

Download College terms and conditions and read carefully. [Download](#)

Enter name to digitally sign

I agree to all college terms and conditions.

Pay And Enrol

If you have missed anything, a warning will appear at the top of your screen. Please complete any sections you may have missed.

FE Enrolment

- Upload your picture
- Select prior attainment highest level
- Please tell us, were you in full-time education last year?

You will now be directed to our secure site to pay for your course.

Bradford College

Further Education enrolment

£1,039.50

Further Education enrolment payment

Powered by [stripe](#) Terms Privacy

Pay with card

Email: n.enrol@bradfordcollege.ac.uk

Card Information

1234 1234 1234 1234

MM / YY CVC

Name on card

Country or region

United Kingdom

Postal code

Pay 11,039.50

Once you have confirmed your payment details, you have successfully enrolled at Bradford College.