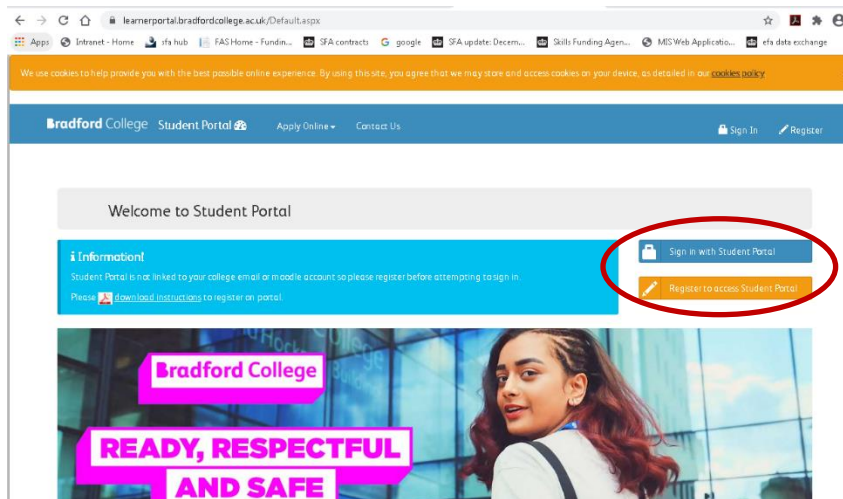


How to access Bradford College's Student Portal

Using a device 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: @!£\$*#

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.

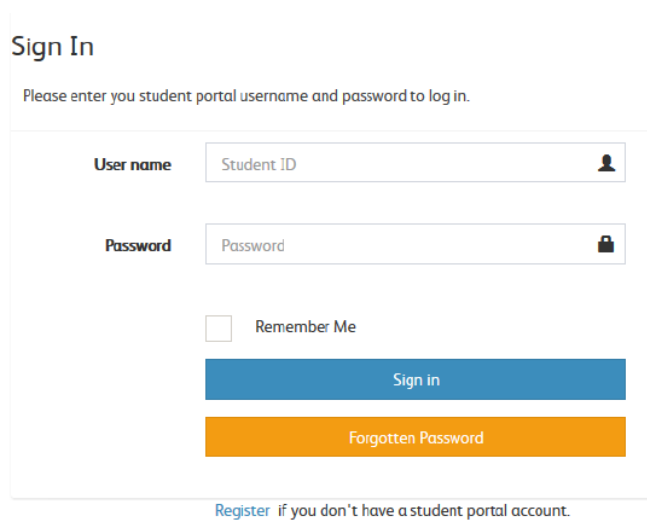
User name	<input type="text" value="Student ID"/>
Password	<input type="password" value="Password"/>
Confirm password	<input type="password" value="Confirm password"/>
DOB	<input type="text" value="Date of Birth (dd/mm/yyyy)"/>
<input type="button" value="Register"/>	

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:



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:



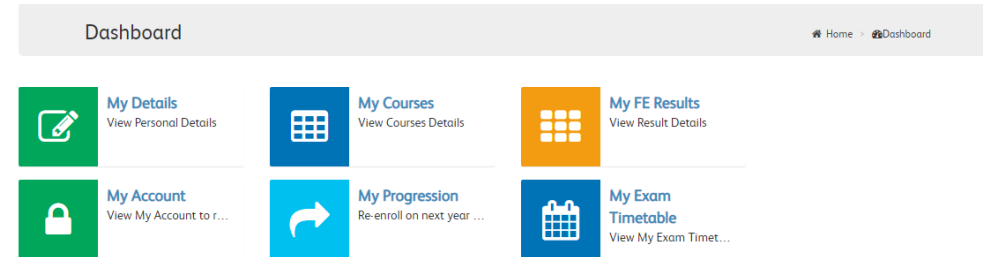
The screenshot shows the 'Sign In' page of the Student Portal. At the top, it says 'Sign In' and 'Please enter your student portal username and password to log in.' Below this are two input fields: 'User name' with 'Student ID' and a person icon, and 'Password' with 'Password' and a lock icon. There is a 'Remember Me' checkbox. Below the fields are two buttons: a blue 'Sign in' button and an orange 'Forgotten Password' button. At the bottom, there is a link: 'Register if you don't have a student portal account.'

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.

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.



- Click on **My FE Results**

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
Home > 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	
<input type="text" value="MR"/>	<input type="text" value="New"/>	<input type="text" value="Student"/>	
Gender	Date of Birth	National Insurance No.	
<input type="text" value="Male"/>	<input type="text" value="01/01/2000"/>	<input type="text"/>	
Home Address Line 1	Home Address Line 2	Town	Post Code
<input type="text" value="Bradford College Bradford Campus"/>	<input type="text" value="Bradford"/>	<input type="text" value="Bradford"/>	<input type="text" value="BD7 1AY"/>

3. Course & Enrolment Detail

Below you will find details about the course you applied for, or that you 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
PHL32DBUS	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

Choose File
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 (Optional)

Choose File
No file chosen

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

5. Previous Education/Training Details

We need to know about any previous qualifications you have achieved, these could be GCSEs, A Levels, BTEC, GNVQ, including Entry Levels and Levels 1-4, including any undergraduate or postgraduate qualifications achieved. Please select from the dropdown the highest level of qualification you have already achieved.

★ Prior Attainment Highest Level

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

6. Employment Status

All learners 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 included within this email.

Payment

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

Do you want to setup a direct debit and pay (15% of course fee or minimum deposit of £50, whichever is higher)?

Yes No

The total fee to pay including any discount is £1039.5.

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

In 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 member is in employment and the household includes one or more dependent children
- Learner lives in a single adult household with dependent children
- No household member is in employment and the household does not include any dependent children
- Prefer not to say
- 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 shared can be found at the [Learning Records 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 need to process information from your Enrolment Form, together with other information held about you on our student record database. A detailed Privacy Notice for Students and Apprentices is available from our Data Protection and GDPR website page <https://www.bradfordcollege.ac.uk/about/corporate-info/policies/data-protection> or on request from FE Student Recruitment (Admissions).

The Privacy Notice explains how we use your personal data and includes details of personal data we hold; how we collect this information; our lawful basis for using this data; how we store this data; your duty to inform us of changes to enable us to keep your information up-to-date and accurate; the use of personal email addresses and social media; the use of personal data for marketing purposes; details of who 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 data concerns or wish to exercise your rights.

Please now digitally sign your 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  | [Terms](#) | [Privacy](#)

Pay with card

Email

Card information

<input type="text" value="1234 1234 1234 1234"/>	  
<input type="text" value="MM / YY"/>	<input type="text" value="CVC"/> 

Name on card

Country or region
 ▼

Postal code

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