South Thames Colleges Group

ONLINE ENROLMENT INSTRUCTIONS

Before your personalised enrolment date shown on your letter, you need to log back onto the College's application and enrolment portal. You will need to :

- Change your predicted grades to actual or add any that you may have missed
- Upload a copy of your certificates or your result slip if you have only just received your grades
- Upload a form of ID
- Upload evidence as required for fee waivers (student aged 19+ only)

After you have spoken with a tutor and confirmed your course choice, you will need to log in again and confirm your enrolment

APPLICATION INSTRUCTIONS

Please use the web page https://**application.stcg.ac.uk**

The easier way to upload your evidence and confirm your enrolments is using a Smart phone, however you can also use a computer if you do not have one.
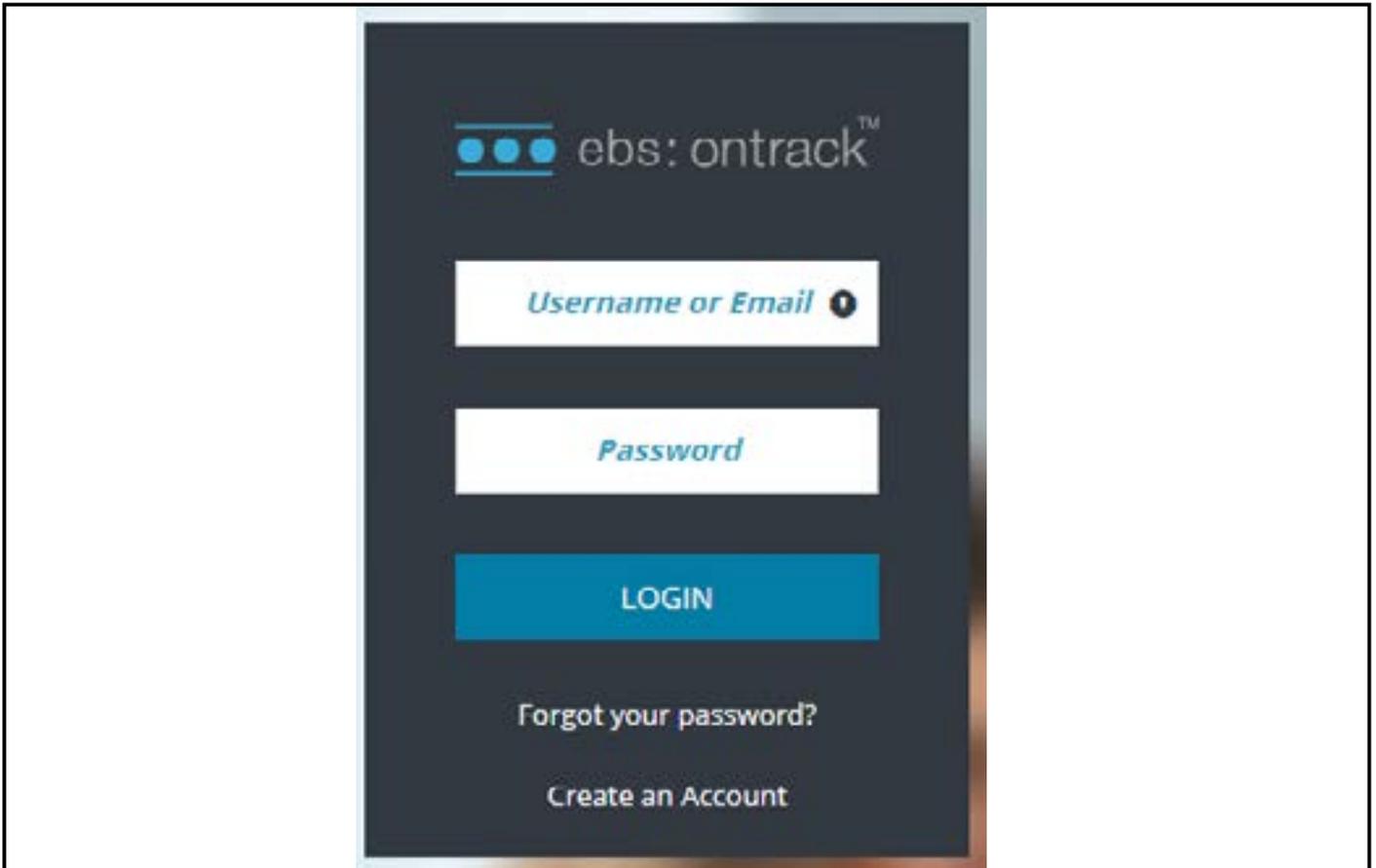
You will need to enter your username and password. Your username is on your enrolment letter.
If you cannot remember your password, please use the **forgotten your password?** link
If entering an email address – this **MUST** be the email address used to originally make the application.
If you are still having trouble, please email the admissions department.

Once you have successfully logged in – you will see the following information

Phone screen
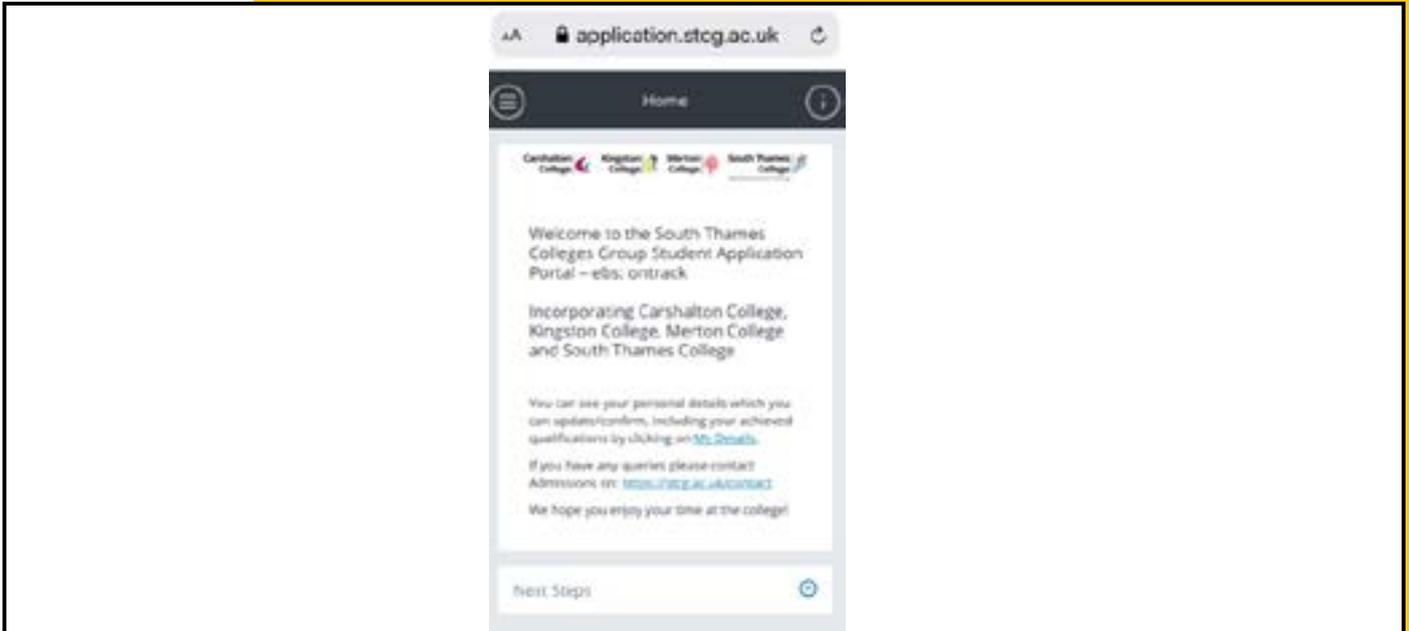
Computer screen
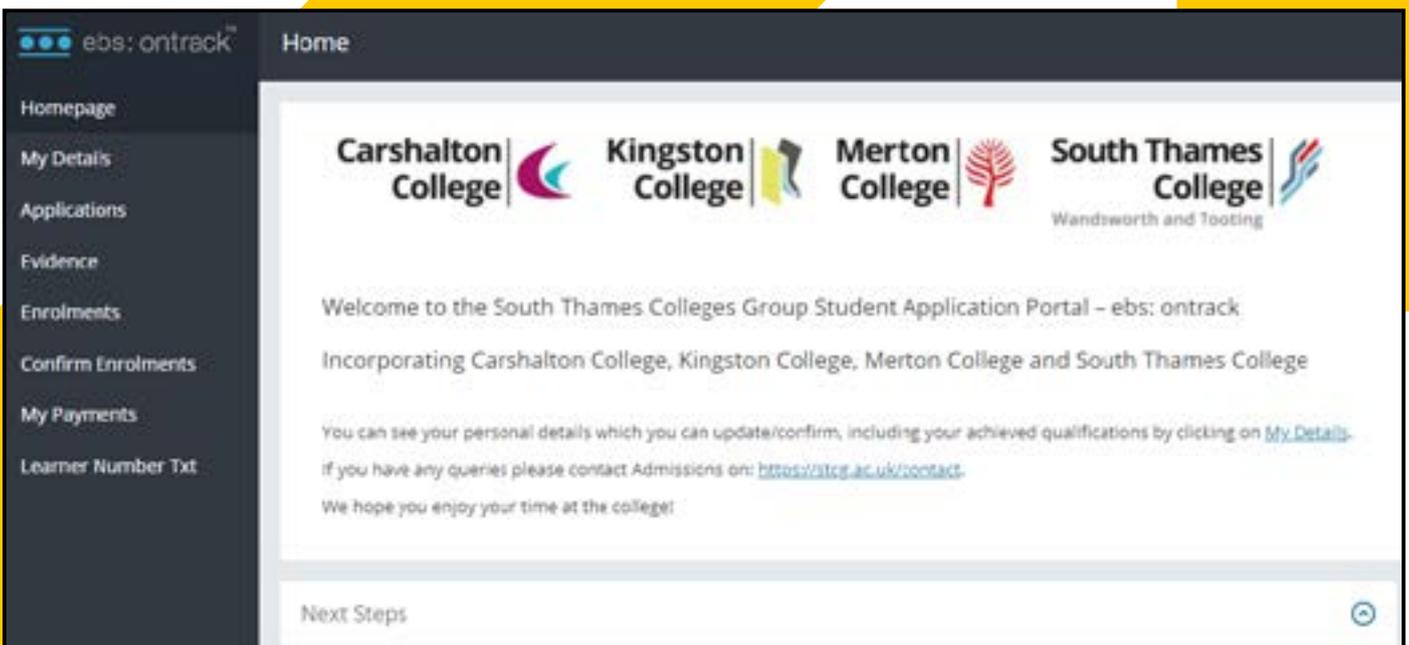
Predicted to Actual Grades

- Please click on the 'my details' link in the body of the text
- Please click on the Yellow banner to update your qualifications from predicted to actual or add any that you may have missed

Phone screen
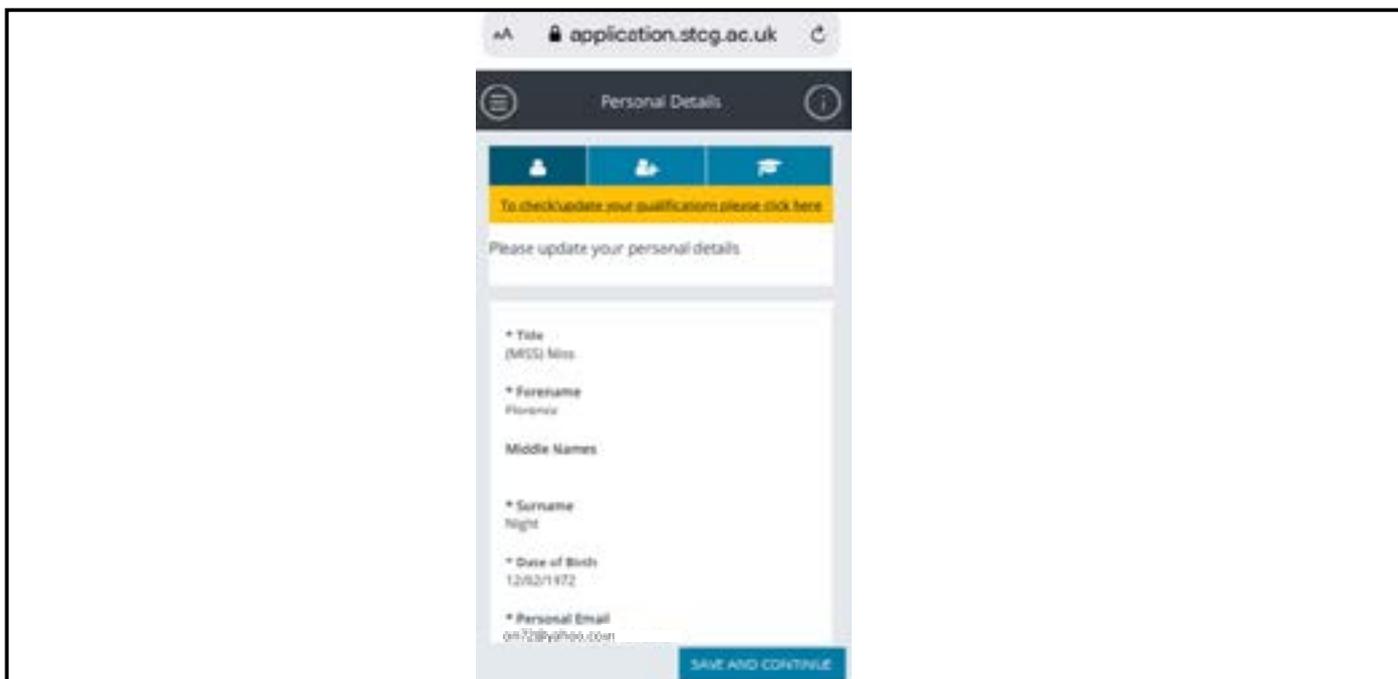
Computer screen
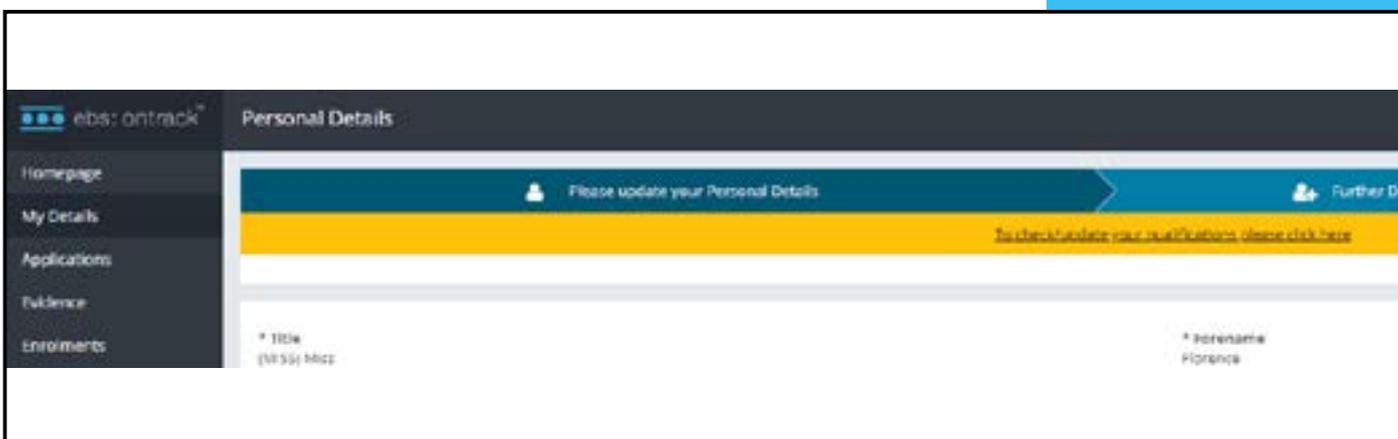
Evidence

(Qualifications, ID and for 19+ students evidence for a fee waiver)

•   Please click on the Evidence link

For phones please click on the icon [≡] to get the list

Phone screen
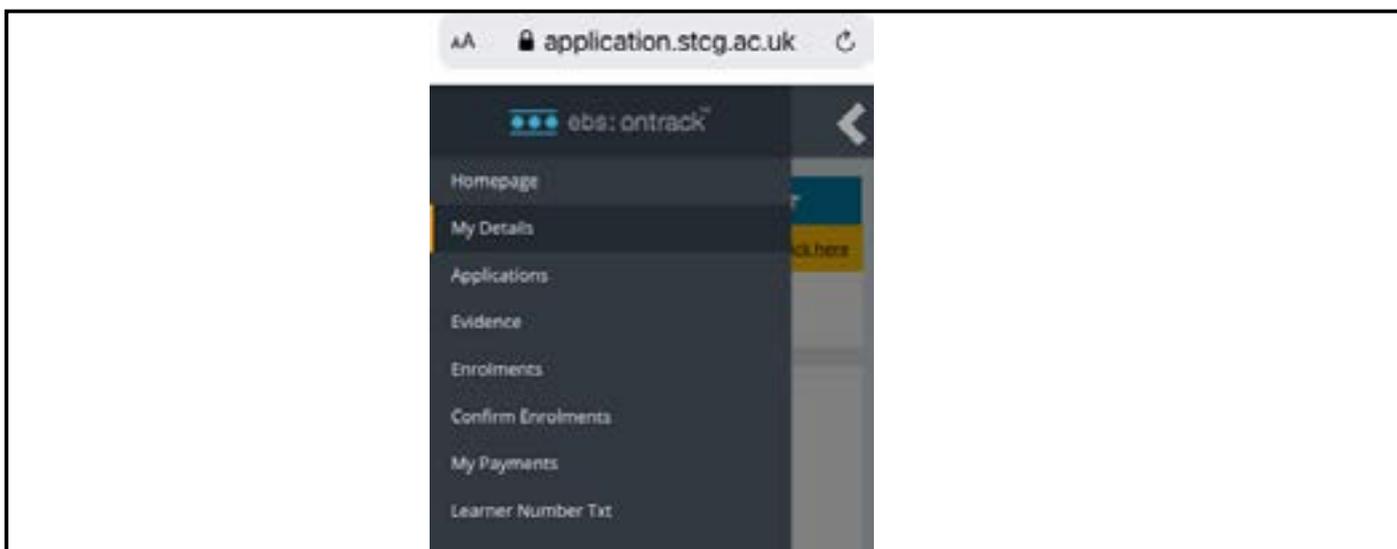
Or for Computers – the list will already be shown on the left hand side of the screen.

Computer screen
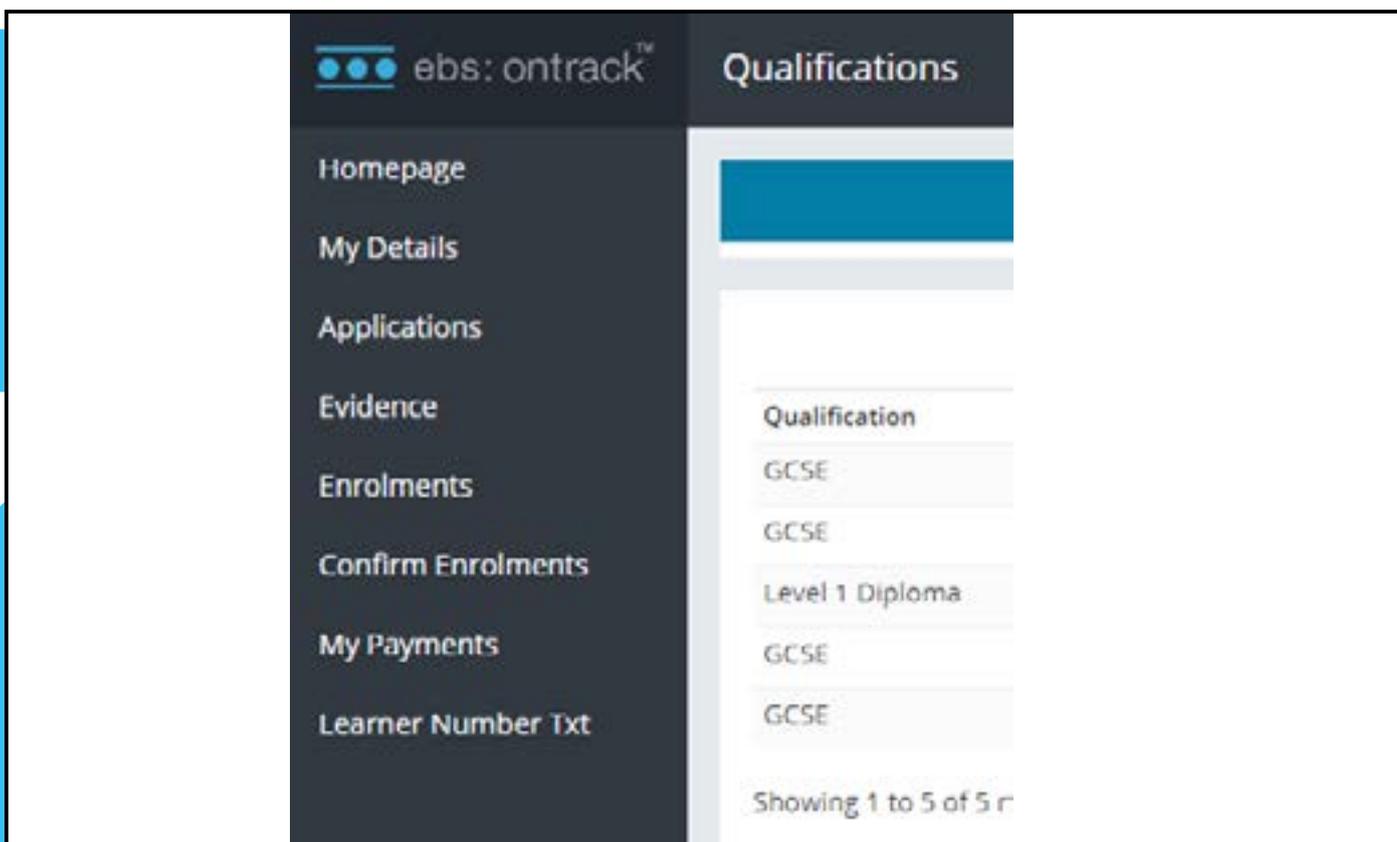
The next screen allows you to upload copies of your qualifications, proof of ID and evidence of low wage or benefits if you are entitled to a waiver.

If using a computer you will need to have saved copies of the above on your computer, choose the evidence type and upload as many times as needed. For phones it allows you to take a picture of the evidence.

Phone screen
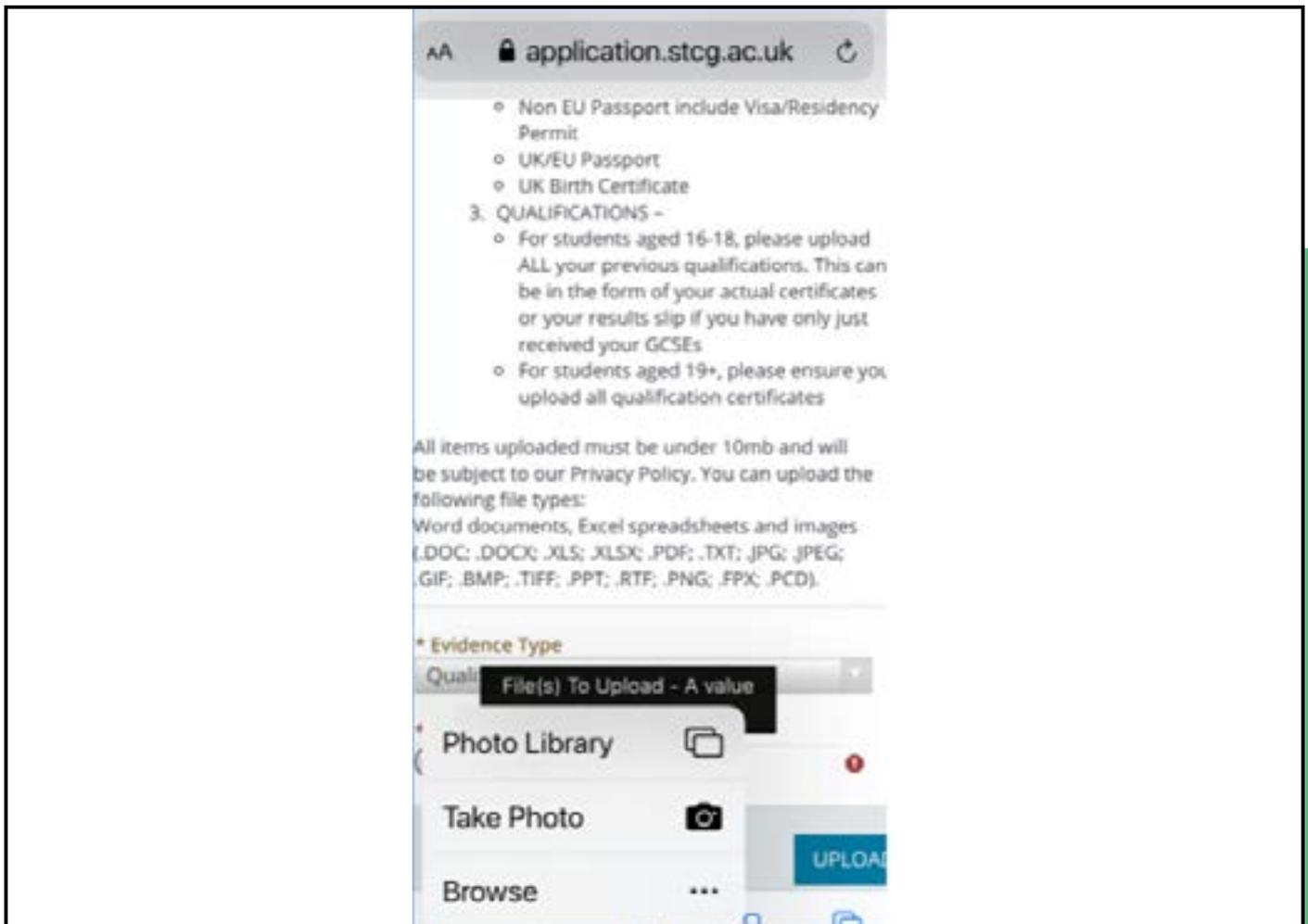
Computer screen
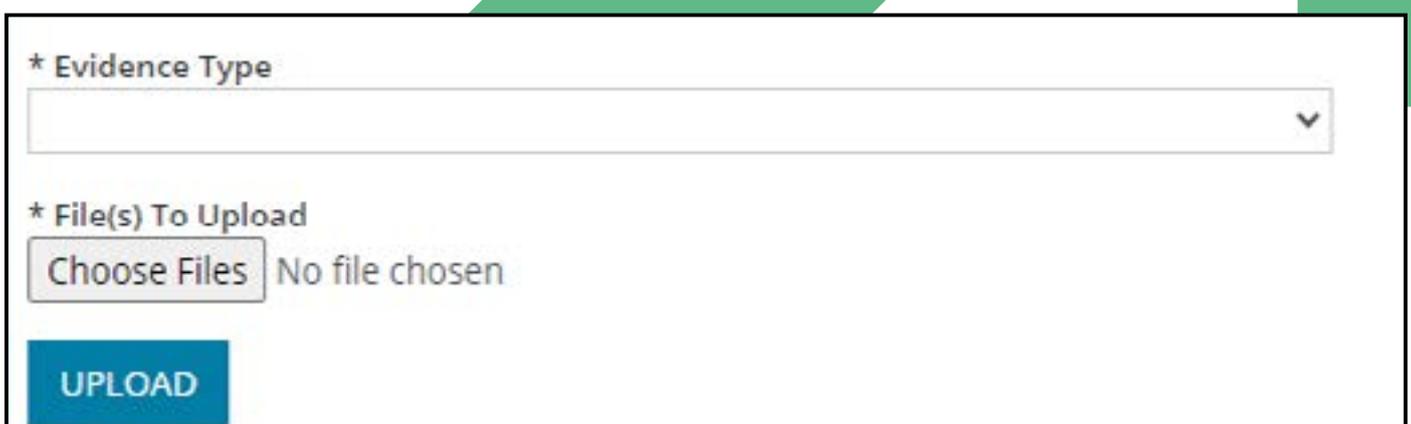
Confirming Enrolment (once you have spoken with a tutor)

Referring back to left hand screen if using a computer or clicking on the icon ⬛ you will see the following screen.

- Please click on Confirm Enrolment

> - Please read all the information on this page
> - Once you agree with all the information please click on the blue **CONFIRM** button
> - Please ensure you confirm all courses that you have been enrolled on

Phone screen
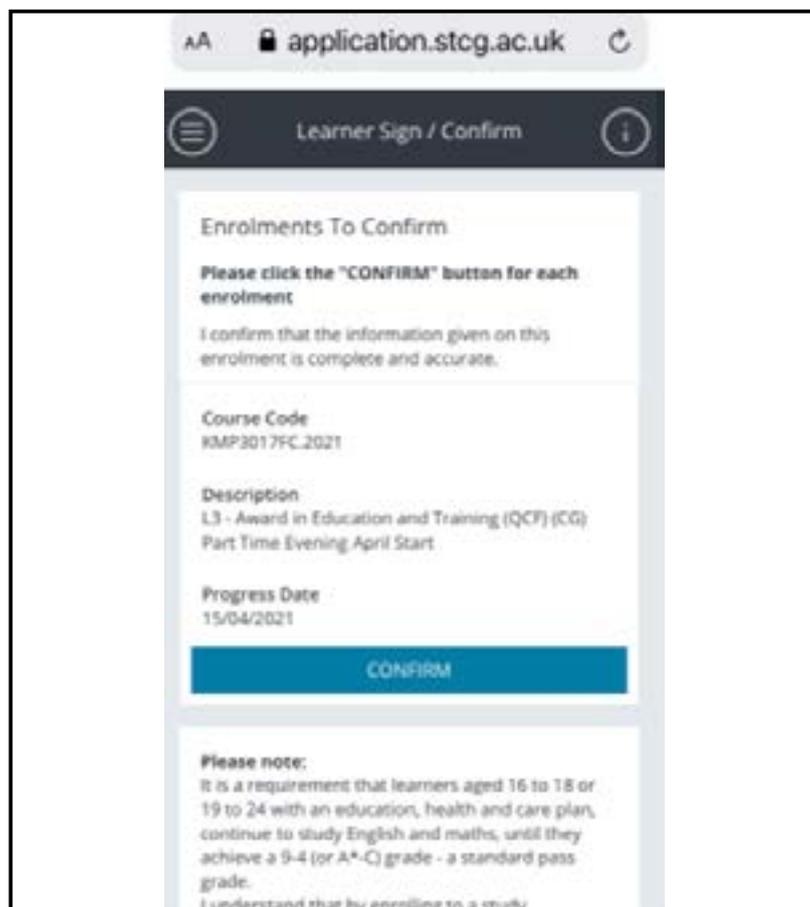
Computer screen
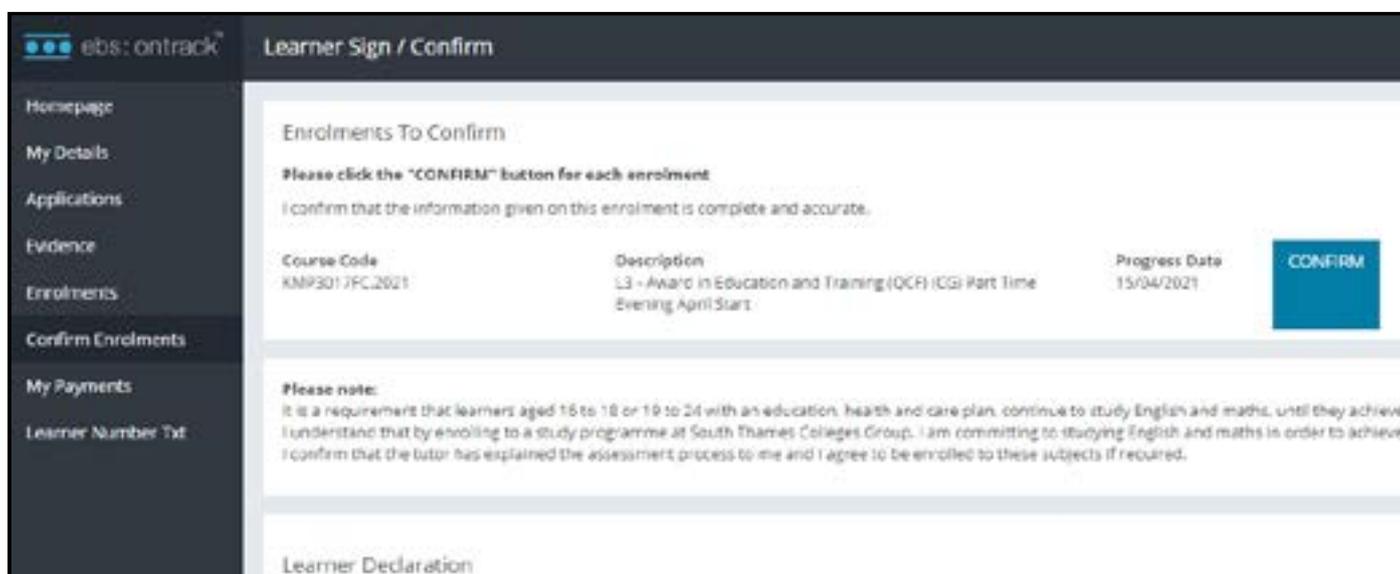
Please ensure you then log out of your device.

Phone screen	**Computer screen**

Click on the icon

Click on the arrow beside your username.
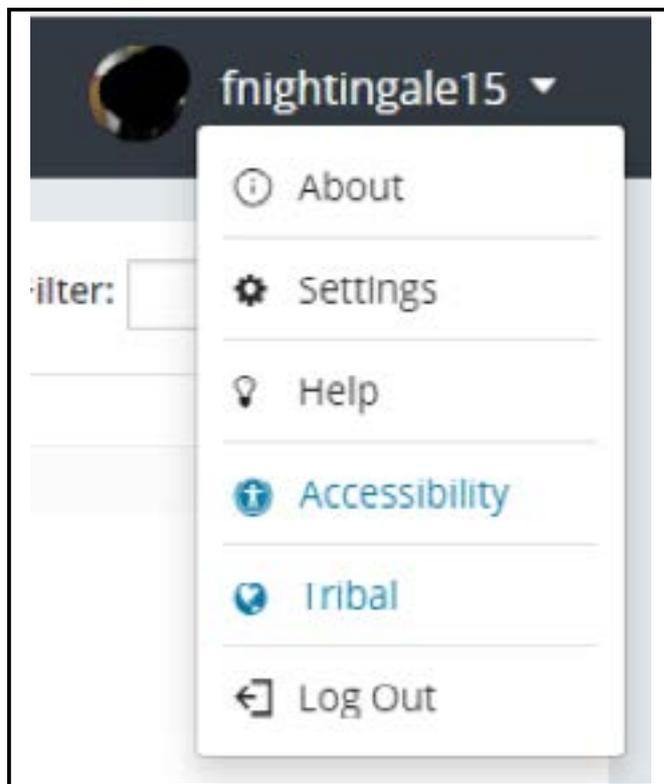
Once you have completed all these steps, admissions will contact you in the next few days to complete your enrolment and organise a date for you to collect your ID card.