Online Enrolment Guide – Getting Ready for College 2021-22

You will be sent an e-mail asking you to log into your Coleg Gwent Account and complete the next stage of your enrolment process called 'Getting Ready for College.'

This is a very important part of the process and must be completed as soon as possible to ensure you secure your place on your course

Logging In

1. To log into your account, you will need to click on the link within the e-mail.
2. Once clicked, you will be taken to this screen:

If you are a **returning learner that studied with us last year**, your login details are the same as you used last year to log into the College's systems.

If you are **a new learner to the college this year**, your login details are the ones you used to accept your offer.

If you have forgotten your password and you are signed up to our password reset function, you can reset your password here

> **If you need any help with logging in, you can contact one of our Online Enrolment Helpdesk**
>
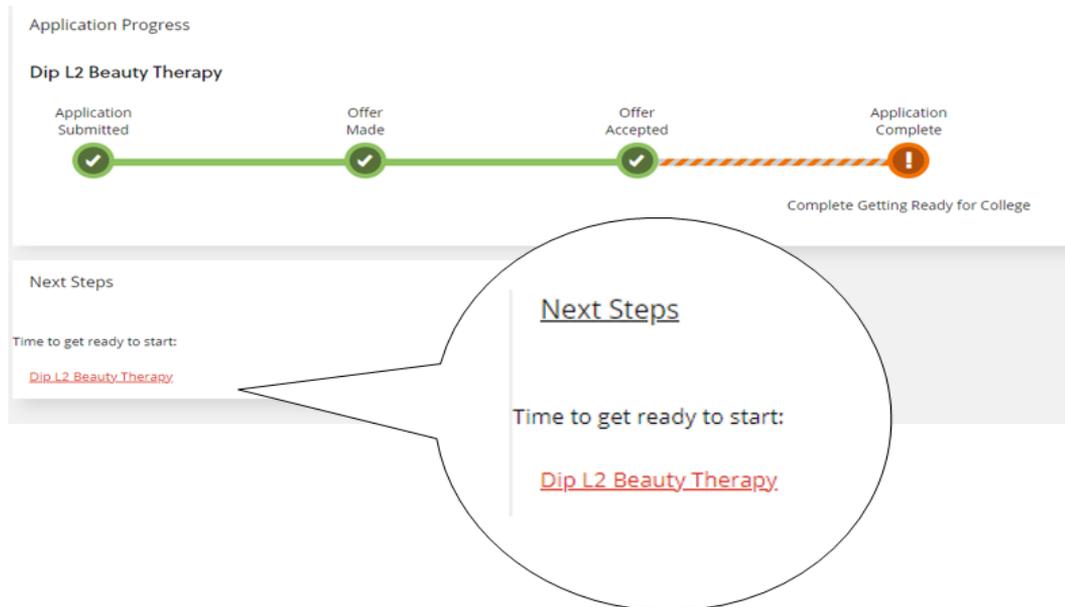> Tel: 01495 333 010 (Mon – Fri 9am-5pm)
> Mobile: 07485329885 (Mon – Fri 5pm-8pm, Sat – Sun 9am-5pm)
>
> E-mail: Onlineenrolment@coleggwent.ac.uk
>
> Times Helpdesk is open as follow:
>
> | Monday – Friday | 9am – 8pm |
> | Saturday – Sunday | 9am – 5pm |

3. Once logged in, you will see the following screen which will show the course you have accepted an offer for. Click the link as shown below.

Checking your details

There are 2 screens of details to check in this section called 'Personal details' and 'Further details'.

Please check these details carefully!

There are some fields that are locked and you will not be able to update. If you need to change any of these, please e-mail Onlineenrolment@coleggwent.ac.uk

If you need to change your address, please make sure to use the address search function:

Address Search

Enter postcode and click find then select your address from the list of results.

Type part of an address or postcode to search
| Search for an address | FIND | Address Search Results |

All fields marked with * must be completed before you can continue

Once you have checked your details, click 'continue'

Checking your Previous Qualifications

You cannot edit this screen, so if you notice something wrong with your results, you can upload evidence of the correct results in the next step

Uploading your Documents

It is very important that you upload the following documents:

- An official form of photographic Identification (such as passport or driving licence)

- GCSE results (if you are waiting for these to arrive, you can log back in at any time to upload them on results day).

- Local Authority bus pass award letter (if not already done so)

- Your Learning Agreement for any grants (if applicable)

- Your National Insurance letter

To do this:

1. Select the relevant evidence type from the drop down

Upload Evidence

You can upload evidence here. This could be in relation to your personal situation (e.g. copy of visa) or in relation to your course (e.g. copy of qualifications, course work, reference).

All items uploaded must be under 10mb and will be subject to our Privacy Policy. You can upload the following file types:
Word documents, Excel spreadsheets and images (.DOC; .DOCX; .XLS; .XLSX; .PDF; .TXT; .JPG; .GIF; .BMP; .TIFF; .PPT; .RTF; .PNG; .FPX; .PCD).

Evidence Type *

National Insurance Number
Exams Results
Bus Pass Letter from Local Authority
Grants Supporting Documentation
Employer Letter to Cover Fees
Waivers Supporting Documentation

2. Use the browse function, search for the relevant evidence file and submit your evidence by clicking the upload button

File(s) To Upload *

Browse…

UPLOAD

Learner Declaration

It is important that you read all of the information on this page and then tick to confirm you understand and agree.

Final steps

Thank you for completing the stage getting ready for college.

You now don't have to do anything else until we send you an e-mail in a few weeks asking you to log in and pay any fees due.

Please note, your enrolment may not show straight away on your account, but the progress will change to this:

Dip L2 Beauty Therapy

Application Submitted	Offer Made	Offer Accepted	Application Complete
✔	✔	✔	✔

This confirms you are enrolled