

## University of Huddersfield

### Student Enrolment and Re-registration for Partner Institutes

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## Enrolment

### **Overview**

The process for enrolling new students under Collaborative Provision agreements has changed from September 2008 from a paper based enrolment card system to a 2 stage electronic system.

The new system has been introduced as a result of recommendations made by the QAA auditors following the audit of Collaborative Provision in the 2007/08 academic year to allow for speedier access to university resources for new students.

The process will be in 2 stages:

Stage 1 will involve the Partner Institution supplying some basic student data in a pre-defined spreadsheet and uploading this to a secure area set up on the university's network. This will trigger the enrolment of the students by staff in the university's Admissions and Records Office and will give the students limited access to various resources.

Stage 2 will involve the Partner Institution supplying additional student data via a new on-line form following which students will gain full access to the various resources. Stage 2 also involves the Partner Institution printing off a confirmation of enrolment form for the students to sign and which will then need to be sent through the normal mail channels to the university.

Prior to this, Partner Institutions will need to invoke a one-off process to enable their access to the secure area – full information on this is provided in a separate file attachment.

### **Stage 1 Process**

#### **Details of new students**

Complete the details of the new students in a copy of the spreadsheet provided and save to your local file area.

Using the instructions provided in the 'Mobile Desktop Guide' upload the spreadsheet to the secure area provided for your institution.

Please ensure that you complete the spreadsheet fully as failure to do so will mean that we will be unable to create enrolment records for the students and will have to contact you for the missing information, delaying the enrolment process for the students concerned.

If you have students who are late starting a course, you do not have to wait until they start before sending the information through – it is acceptable to send through an initial spreadsheet and follow this up with additional uploads with additional students. However, if you do this, you **MUST** ensure that only new students are contained in the spreadsheet – please **DO NOT** add extra students to the end of the previous spreadsheet.

You can repeat this process for further intakes during the course of the academic year.

## What happens next?

On receipt of the spreadsheet, staff in the Admissions and Records Office will create enrolment records for the students listed in the spreadsheet.

They will then notify you by e-mail of any problems, such as missing data, or, if the data is complete, that the enrolment records have been created.

This will enable you to log onto the new web form and provide the additional data required by the university (Stage 2).

## Stage 2 Process

### Log on to 'My Students' portal

Enter the following URL in to the address bar of a web browser:

<https://halo.hud.ac.uk/silive/login.aspx>

On the login page enter the username and password supplied to you. This will take you to the web form to complete enrolment for each student.

The login for My Students is now integrated with the University's central system known as the Active Directory (AD) Service. Your AD password is the one you use to access the University's email system or for logging into a campus PC.

\* AD login

Please Enter Your Login Details	
Username: <input type="text"/>	AD (University network) Username - example u0201234
Password: <input type="password"/>	Same as the password for logging into a campus PC
<input type="button" value="Login"/>	

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## Online Enrolment Guide

Once you have logged in you will be presented with the following page. *Further details and screen shots of the process are shown below:*

### Select student to enrol

Click the option shown below to bring up a list of students for the current cohort:

The screenshot shows two main panels. The left panel, titled 'Enrol Students', contains instructions and a red-bordered button labeled 'View and enrol students (2009/2010 cohort)'. Below it is a button for 'Update Student Addresses'. The right panel, titled 'Institution Course List', shows 'Details of Huddersfield partnership courses:' and a table with three columns: Code, Course, and Mode.

Code	Course	Mode
BX910	BA Business Studies FT (Blackburn College)	Full time
BX933	MBA PT (Blackburn College)	Part time
BX950	BA Business Studies PT (Blackburn College)	Part time

Click on student name to enrol that student

Name	Date of Birth	Student Code	Enrolment Completed
<a href="#">Mr Mark Anderson</a>	13 Feb /1988	0772246	
<a href="#">Mr Alan Atherton</a>	24 / /1982	0772240	
<a href="#">Miss Joanne Ball</a>	23 / /1986	0772233	26 Jun 2009
<a href="#">Mr Mark Ball</a>	02 / /1986	0772241	26 Jun 2009
<a href="#">Mr Nicholas Ball</a>	11 / /1985	0772247	
<a href="#">Mr Daniel Barker</a>	09 / /1981	0772244	20 May 2009
<a href="#">Ms Catherine Barnes</a>	03 / /1982	0772200	
<a href="#">Ms Anne Bevan</a>	10 / /1978	0772273	
<a href="#">Ms Catherine Birch</a>	01 / /1900	0772268	
<a href="#">Ms Nicola Birch</a>	18 / /1990	0772290	03 Dec 2008
<a href="#">Ms Tammy Blom</a>	29 / /1981	0772200	07 Nov 2008
<a href="#">Ms Suzanne Bond</a>	02 / /1966	0772207	07 Nov 2008
<a href="#">Miss Danielle Bowyer</a>	01 / Jan /1988	0772272	

Clicking on a student name will open the student in a new window:

The screenshot shows the 'Confirm This Student's Enrolment' page. At the top right, it says 'Applicant & Student Information' and 'Logged In: Matthew Frayne (09 10)'. On the left, there is a blue sidebar with the University of Huddersfield logo and three buttons: 'Back to Container', 'Edit Layout', and 'Logout'. The main content area has a black header with the text 'Confirm This Student's Enrolment' and a white button below it that says 'Click here to confirm enrolment'.

## Accept regulations and confirm course details

Enrolment Details	
Student Number	08 40
Enrolment Code	BX909 - BA Business Administration & Mgmt (St Helens)
Course Code	B926 - BA (Hons) Business Administration and Management (St Helen's)
Course Year	1
Mode of study	Part time
Enrolment Status	Current Student

If the details above are not correct, please notify your contact at the University of Huddersfield

- 1 Accept University Regulations
- 2 Personal and contact information
- 3 Educational background
- 4 Qualifications
- 5 Enrolment declaration

The student has agreed to abide by the University Regulations - [Click here to read the full statement](#)

**Proceed**

Personal Details		
Full Name & Title	Mr Alan Hill Mill Atherton	<b>Edit Personal Details</b>
Previous Surname		
Official Name: The name you wish to be used on any official certificate or transcript	Alan Hill Mill Atherton	
Date of Birth	24/Aug/1982	
Gender	Male	
Home Address	20 Edward Street Middlesbrough TS3 5EN  Landline Telephone: 01642 642642 Mobile: 07980 556225	<b>Edit home</b>
Term-time Address	18 Howards End Lepton Huddersfield HD1 3DH  Landline Telephone: Mobile: 07980 556225	<b>Edit term-time</b>

**Proceed >**

## Update Personal Details

Personal Details Update	
Please check that your personal details are correct. If any details in the grey shaded boxes require amending please contact the University of Huddersfield.	
Now showing 1 of 1	
Title	Mr
Date of birth	24/Aug/1982
Surname/family name	ATHERTON
Forename 1	Alan
Forename 2	Hill
Forename 3	Mill
Previous Surname	
Official Name: The name you wish to be used on any official certificate or transcript	Atherton Alan
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not declared
<b>Save and Continue</b>	

Home Address	
Edit 'Home Address'	
Postcode	TS3 5EN <b>Get Address</b>
House Name/Number & Street	20 Edward Street
Line 2	Middlesbrough
Line 3	
Line 4	
Line 5	
Country	
Telephone number 1	01642 642642
Telephone number 2	
Mobile Phone	07980 556225
Fax number	
Email address	
Alternate Email	
<b>Save and Continue</b>	

For UK addresses only: click on this button without entering any other details

Please select the country – this is mandatory

## Further Mandatory Information

Educational Background	
Student's previous experience of a higher education course (ie above A Level or equivalent) in the UK	<input type="text" value="No previous course OR it lasted less than 6 months"/>
Select the highest level of qualification currently held by the student	<input type="text" value="Baccalaureate"/>
<input type="button" value="Proceed"/>	

Further Information	
* Nationality eg. for English select England	<input type="text" value="England"/>
<input type="button" value="Save and Continue"/>	

## Add qualifications

Qualifications			
Type of qualification	Subject	Grade	Exam Year
GCE AS-Level	History	C	07/08

If the list above is not complete use the section below to add qualifications

Please list the qualifications you needed to gain entry onto your course or your highest qualifications

Select option:

Select option:

- Add another qualification
- Remove qualification
- List above is complete

Select option to add or remove qualification

Qualifications			
Type of qualification	Subject	Grade	Exam Year
GCE AS-Level	History	C	07/08

If the list above is not complete use the section below to add qualifications

Select qualification type you wish to add (for non UK qualifications select Other):

GCSE

A Level: GCE

A Level: AVCE

A Level: GCE Double Award

A Level: AVCE Double Award

AS Level: GCE AS

AS Level: VCE AS

AS Level: GCE/VCE Double Award AS

NA National Award (1 Grade)

NNC National Certificate (2 Grades)

Select the qualification type and click Add

Add a qualification			
Type of qualification	Subject	Grade	Exam Year
GCE AS-Level	History	C	07/08

Enter qualification detail:

Qualification type:  Subject:

Exam/Award Year eg. 2006:  Exam sitting:  Grade:

Do not change the default text in this field. You only need to enter the qualification type if this field is blank.



## Delete qualifications

Select qualification to delete:

**Qualifications**

Type of qualification	Subject	Grade	Exam Year
GCE AS-Level	History	C	07/08
BTEC Award	Business Studies	MM	08/09

If the list above is not complete use the section below to add qualifications

Please list the qualifications you needed to gain entry onto your course or your highest qualifications

Select option:

- Select option:
- Add another qualification
- Remove qualification**
- List above is complete

To delete a qualification select here and click 'Go'

**Delete a qualification**

Type of qualification	Subject	Grade	Exam Year
GCE AS-Level	History	C	07/08
BTEC Award	Business Studies	MM	08/09

Select the qualification you wish to delete:

Select one...

- Select one...
- GCE AS-Level, History, C, 07/08
- BTEC Award, Business Studies, MM, 08/09**

Select the qualification you wish to delete

**Qualifications**

Type of qualification	Subject	Grade	Exam Year
GCE AS-Level	History	C	07/08
BTEC Award	Business Studies	MM	08/09

If the list above is not complete use the section below to add qualifications

Please list the qualifications you needed to gain entry onto your course or your highest qualifications

Select option:

- Select option:
- Add another qualification
- Remove qualification
- List above is complete**

When the list is complete select this option and click 'Go'

## Declaration

This page should be printed.

**Enrolment Declaration**

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**University Regulations**

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I am aware that the university will create and maintain computer and paper records on me, both during my course and after I leave the University; these records will be processed in compliance with the Data Protection Act 1998.

I consent to the processing of such data for any purposes connected with my studies or my health and safety and understand that information in the records may be used for reports both internally within the University and to external bodies including information required for grant, loan and other bursary administration, and references to employers and other organisations.

Please read the full Data Protection statement in the Students' Handbook of Regulations.

I understand that the official name given in personal details will be used on any official certificate or transcript issued in respect of a programme of study at this University. I agree to abide by the University, Computing Services and Library Services Regulations.

Student Number	08 40
Enrolment Code	BX909 - BA Business Administration & Mgmt (St Helens)
Course Code	B926 - BA (Hons) Business Administration and Management (St Helen's)
Course Year	1
Mode of study	Part time
Enrolment Status	Current Student - 03/ /2009
Student Name	Mr Alan HILL Mill Atherton
Date	
Signature	

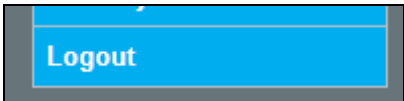
**What next?**  
1 - PRINT THIS PAGE  
2 - STUDENT MUST SIGN AND DATE THE FORM  
3 - RETURN THIS PAGE TO THE UNIVERSITY OF HUDDERSFIELD

[Finish and Close Window](#)

Print this page and ensure that the student enters their signature and date

Click here to finish and close the enrolment task

Log out of the system: Click on the link on the menu on the left.



## Re-registration of continuing students

Enter the following URL in to the address bar of a web browser:

<https://halo.hud.ac.uk/silive/login.aspx>

Please Enter Your Login Details	
Username: <input type="text"/>	AD (University network) Username - example u0201234
Password: <input type="text"/>	Same as the password for logging into a campus PC
<input type="button" value="Login"/>	

### Online Re-registration Guide

#### Select students

Further details and screen shots follow:

**Enrol Students**

Complete enrolment for students starting courses in the current academic year.

View and enrol students (2009/2010 cohort)

Update Student Addresses

**Institution Course List**

Details of Huddersfield partnership courses:

Code	Course	Mode
BX910	BA Business Studies FT (Blackburn College)	Full time
BX933	MBA PT (Blackburn College)	Part time
BX950	BA Business Studies PT (Blackburn College)	Part time

**Re-register Continuing Students**

Click below to view continuing students that need to re-register for the current academic year.

View students to re-register in 2009/2010

Click on student name to re-register that student

Name	Date of Birth	Student Code
<a href="#">Miss Michelle Cavanagh</a>	15/ /196	0675096
<a href="#">Miss Victoria Kelly</a>	12/ /197	0774466
<a href="#">Mr Kurzon Morris</a>	04 /198	0578223
<a href="#">Miss Karen Mower</a>	29. /197	0774468
<a href="#">Ms Sarah Oselle</a>	21/ /197	0764181
<span style="border: 2px solid red; border-radius: 50%; padding: 2px;"><a href="#">Miss Janice Parr</a></span>	28/ /194	0774469
<a href="#">Miss Glen Roberts</a>	01/ /198	0675079
<a href="#">Miss Anna Sheffield</a>	26/ /198	0675083
<a href="#">Mr Derek Stockley</a>	15/ /1964	0675086

**Re-registration for continuing students**

Click here to re-register this student

## Enrolment Details

Click to accept regulations.

Enrolment Details	
Student Number	0774469
Enrolment Code	HX921 - Foundation Degrees (St Helens College) PT
Course Code	HX921 - Foundation Degree in Criminal Justice (St Helen's College) PT route
Course Year	2
Mode of study	Part time
Enrolment Status	Current Provisional (cont student)

If the details above are not correct, please notify your contact at the University of Huddersfield

- 1 Accept University Regulations
- 2 Personal and contact information
- 3 Confirmation

The student has agreed to abide by the University Regulations - [Click here to read the full statement](#)

**Proceed**

## Update Personal Details

Personal Details		
Full Name & Title	Miss Janice Parr	<b>Edit Personal Details</b>
Previous Surname		
Official Name: The name you wish to be used on any official certificate or transcript	Janice Parr	
Date of Birth	28/Jan/1947	
Gender	Female	
Home Address	20 Reginald Road St. Helens Merseyside WA9 4JB  Landline Telephone: Mobile:	<b>Edit home</b>
Term-time Address	20 Reginald Road St. Helens Merseyside WA9 4JB  Landline Telephone: Mobile:	<b>Edit term-time</b>

**Proceed >**

## Enrolment Declaration

Print this page for your reference.

Enrolment Declaration	
Student Name	Miss Parr
Student Number	07 69
Enrolment Code	HX921 - Foundation Degrees (St Helens College) PT
Course Code	HX921 - Foundation Degree in Criminal Justice (St Helen's College) PT route
Course Year	2
Mode of study	Part time
Enrolment Status	Current Student - 03/ '2009

Thank you for completing re-registration

[Finish and Close Window](#)

Click 'Finish and Close Window' to exit.

Now you can select another student from the list to enrol. When you have finished log out of the system: Click on the link on the menu on the left.



## Student Addresses

This is a new feature that allows the update of student addresses in-year.

### Update student addresses at any time

Previously this could only be done at the time of enrolling the student or during re-registration of continuing students. You can now access the edit address and personal details at any time to make amendments directly to the student record.

### Selecting Students

Address details for students can be updated at anytime by clicking on the option shown below. This will display a list of currently enrolled students – not just new enrolments, but any continuing students also.

The screenshot shows two main panels. The left panel, titled 'Enrol Students', contains three options: 'Complete enrolment for students starting courses in the current academic year.', 'View and enrol students (2009/2010 cohort)', and 'Update Student Addresses', which is circled in red. Below this is a 'Re-register Continuing Students' section. The right panel, titled 'Institution Course List', shows a table of partnership courses.

Code	Course	Mode
BX910	BA Business Studies FT (Blackburn College)	Full time
BX933	MBA PT (Blackburn College)	Part time
BX950	BA Business Studies PT (Blackburn College)	Part time

Select year and course and click on 'RETRIEVE'. Status codes available are: C=Current; S=Suspended; W=Withdrawn.

*my students: View/edit student details*

Click edit to view/edit student details 10/11

Now showing 1 of 0

Student code	Status code	Course	Block	Student name
<input type="text"/>	C ▼	BA (Hons) Marketing Management (Top up) H.Kong ▼	<input type="checkbox"/>	<input type="text"/>

Click on 'EDIT' to view and modify student details.

Click edit to view/edit student details 10/11					
Now showing records 1 x 30 of 58					
Student code	Status code	Course	Block	Student name	
0975389	C <input type="button" value="v"/>	BA (Hons) Marketing Management (Top up) H.Kong <input type="button" value="v"/>	1	CHAN KMK	<a href="#">Edit</a>
0975391	C <input type="button" value="v"/>	BA (Hons) Marketing Management (Top up) H.Kong <input type="button" value="v"/>	1	CHAN LT	<a href="#">Edit</a>
0975392	C <input type="button" value="v"/>	BA (Hons) Marketing Management (Top up) H.Kong <input type="button" value="v"/>	1	CHAN MY	<a href="#">Edit</a>
0975394	C <input type="button" value="v"/>	BA (Hons) Marketing Management (Top up) H.Kong <input type="button" value="v"/>	1	CHAN MK	<a href="#">Edit</a>

## Update Personal Details

Click on the relevant buttons to make the desired changes.

Personal data			
Personal Details		Home Address	Term Address
Name	Ms Lai Ting Chan		
Previous Surname			
Date of Birth	02/Aug/1982		
Gender	Female		
<input type="button" value="Edit Details"/>		<input type="button" value="Edit home"/>	<input type="button" value="Edit Term-time"/>
<input type="button" value="Close"/>			

Click on 'CLOSE' to exit.

Log out of the system: Click on the link on the menu on the left.

