

Your Guide to  
Higher Education

# Online Enrolment



THE  
**BEDFORD**  
COLLEGE  
GROUP

# Our Enrolment Process

Our enrolment process is designed to make sure that you are enrolled on to the right course for you.

We have written this guide to give you answers to a few questions that you might have about enrolling so that you know what to bring and what to expect.

For any questions please contact our Customer Contact Centre via live chat on our website, web form or email [enquiries@bedford.ac.uk](mailto:enquiries@bedford.ac.uk)

## When can I enrol on my course?

Online enrolment takes place from week commencing Monday 3 August 2020. You can find exact details of how to enrol on the letter included within this leaflet.

## What do I need to enrol?

We need to see evidence of your qualifications. This can either be your certificates or your result notification slips if you haven't received your certificates yet.

### Photo or Scan of Proof of ID

This should be one of the following:

- UK/EU passport or ID card
- A full birth certificate
- Driver's licence
- Non-EU passport
- National Insurance Card/Letter
- Debit/Credit card

### Picture of your choice following the criteria below (this picture will become your ID card)

- Passport photo size, jpg format and 5mb maximum
  - On a plain background
  - You are facing forward and looking straight at the camera
  - Your eyes open, visible, and free from reflection or glare from glasses (no sunglasses)
  - In colour
  - A true likeness
  - A recent photo
  - Does not other objects or people
  - No hats or caps (unless it is for religious or medical reasons)
  - No sticking out tongue and/or pulling faces
- You will also need your UCAS personal identifier and Student Support Number (SSN is only needed if you have applied for a loan).

## Where do I go to enrol?

To view your enrolment link:

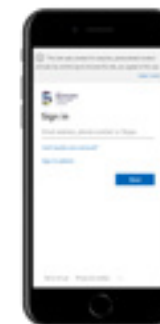
- ① Log into your portal here or go to the website and click 'Applied? Log in'



- ② Go into the Application tab
- ③ Open your Enrolment Letter
- ④ Click on the Respond button on the top right hand corner.
- ⑤ Complete the pre-enrolment form answering any incomplete questions as you go through the form. You can amend any of your details as you go.

We need you to login to your application portal and follow these steps:

- ⑥ Go to <https://gateway.bedford.ac.uk> and log into your Bedford College Group student account.

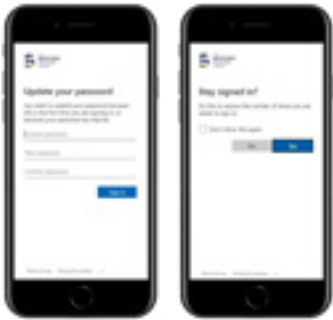


- ⑦ Sign in

Log in using the college email address we have given you in the letter you received to sign in.

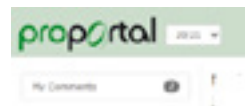
For your password, enter your date of birth in the format DDMMYYYY. Once entered, you can change your password but it must meet the following conditions: Contain at least one uppercase character, at least one lower case character, a number or special character e.g !, and it must not contain any part of your email address.

These will then be your college log in details (so please keep a note of them).



### 8 Sign into ProPortal

a. You will then be taken to the ProPortal homepage

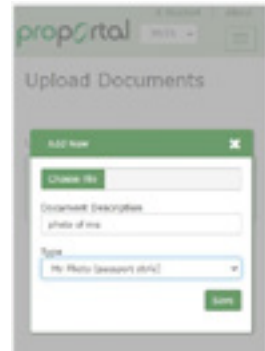


b. Select 'Learner ILP' and 'Upload Documents'



To upload your photo and documents, choose 'Upload Documents' from the Learner ILP option on the menu

Upload a document by selecting 'Add New' and pick the relevant document you need to upload from the list below.



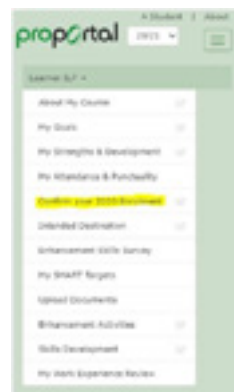
'Choose File' on most mobile or tablet devices will then give you the option of taking a photo and uploading. Alternatively choose an existing file from your device or computer.

Give the document an appropriate name, and ensure you select the document 'Type' from the dropdown.

When you have chosen the 'Save' option, repeat for other evidence documents as required.

### 9 Final Step

From the Learner ILP option again on the menu choose 'Confirm your 2020 Enrolment'. Select 'I agree and save' to complete this step.



## How long does it take?

Please allow up to an hour.

## What do I do if I am having an issue with the enrolment steps?

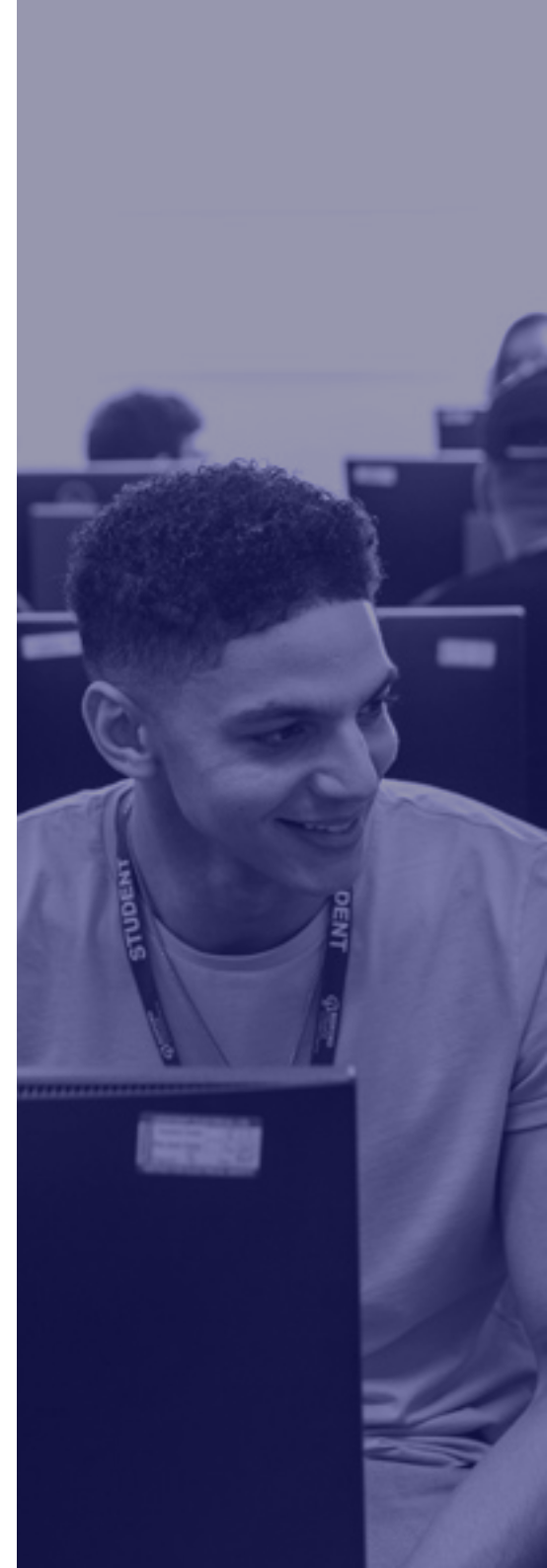
If you are struggling please contact our Customer Contact Centre via Live Chat on our website or email [enquiries@bedford.ac.uk](mailto:enquiries@bedford.ac.uk) and we will help you through your enrolment.

## What if I don't get the grades I need or I achieve better than expected?

Don't worry if you don't get the results you had hoped for, or you achieve better grades than you expected. Our Customer Contact Centre and Course Teams will be happy to give you information and advice about what you can do next.

## What if I want to study a different course or change my application?

Not a problem at all! Just contact us our Customer Contact Centre via Live Chat on our website or email [enquiries@bedford.ac.uk](mailto:enquiries@bedford.ac.uk) and we will do the rest.





## What happens next?

### Stage 1: A-level results day

If you are waiting to receive your results, good luck. Please upload your results on Thursday 13 or Friday 14 August.

### Stage 2: You will soon be a student

We will be busy preparing your enrolment and grouping your class, printing your ID card (with the photo you uploaded) and posting out your parking permit if applicable.

### Stage 3: Get ready to start

Your countdown starts now.

- The College will send you your instructions regarding when your programme of study will start w/c 7 September
- We will include all of our safety measures
- We will include your meeting point and the time you need to arrive
- We will include who you need to speak to if you have any questions

### Stage 4: Term starts

Please see your letter for your w/c start date.

## FAQS

We understand that it can be daunting joining a new College so here are some other points that you may have questions about.

### How do I apply for financial support?

Visit [www.gov.uk/student-finance](http://www.gov.uk/student-finance) for more details.

Please get in touch with our Student Services team as we may be able to offer further support. Contact us at [studentservices@bedford.ac.uk](mailto:studentservices@bedford.ac.uk) to find more.

### Are there any extra costs associated with my course?

Details about any costs for equipment, uniforms, trips/visits etc can be found at [www.bedford.ac.uk](http://www.bedford.ac.uk) or contact our Customer Contact Team on [enquiries@bedford.ac.uk](mailto:enquiries@bedford.ac.uk)

### My employer is paying my course fees. What do I need to bring?

We will need you to upload a letter onto ProPortal on company headed paper stating the amount to be paid and the address to be invoiced and/or a purchase order number.

### I am paying the course fees myself - how will the college collect my fee?

Our Specialist Registry and Recoveries team will contact you to arrange payment or alternatively, email [paymyfees@bedford.ac.uk](mailto:paymyfees@bedford.ac.uk)

### Who can I contact if I still have questions about my enrolment or application?

Just have a chat with us via Live Chat on our website or email [enquiries@bedford.ac.uk](mailto:enquiries@bedford.ac.uk) and we will be happy to help answer any queries you have.

**Upload your results on  
Thursday 13 and Friday 14  
August 2020**

## **BEDFORD COLLEGE**

Email: [info@bedford.ac.uk](mailto:info@bedford.ac.uk) Tel: 01234 291000 [www.bedford.ac.uk](http://www.bedford.ac.uk)

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## **SHUTTLEWORTH COLLEGE**

Email: [enquiries@bedford.ac.uk](mailto:enquiries@bedford.ac.uk) Tel: 01767 626222 [www.shuttleworth.ac.uk](http://www.shuttleworth.ac.uk)

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## **TRESHAM COLLEGE**

Email: [info@tresham.ac.uk](mailto:info@tresham.ac.uk) Tel: 01536 413123 [www.tresham.ac.uk](http://www.tresham.ac.uk)

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