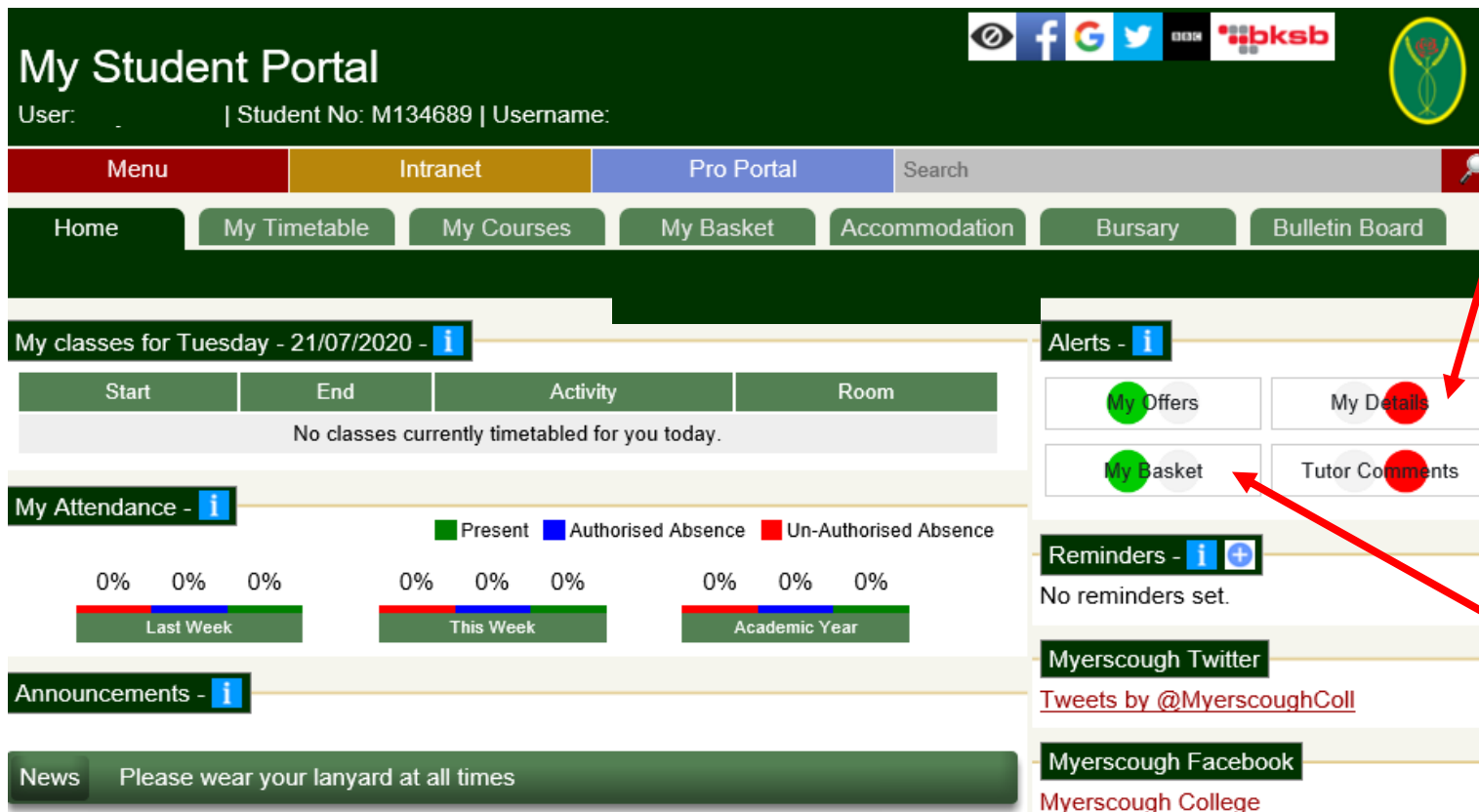


## Welcome to My Student Portal

If you haven't already accepted your offer with us, you will need to do this through My Student Portal (please see the guide on accepting your offer).

You will then need to complete your pre-enrolment information by clicking on the My Details tab.



The screenshot shows the My Student Portal interface. At the top, there are social media icons and the college logo. Below that is a navigation bar with tabs: Menu, Intranet, Pro Portal, and Search. A secondary navigation bar contains: Home, My Timetable, My Courses, My Basket, Accommodation, Bursary, and Bulletin Board. The main content area is divided into several sections:

- My classes for Tuesday - 21/07/2020**: A table with columns for Start, End, Activity, and Room. Below the table, it says "No classes currently timetabled for you today."
- My Attendance**: A bar chart showing attendance percentages for Last Week, This Week, and Academic Year. The chart includes categories for Present (green), Authorised Absence (blue), and Un-Authorised Absence (red).
- Announcements**: A section with a news item: "Please wear your lanyard at all times".
- Alerts**: A sidebar containing buttons for My Offers, My Details, My Basket, and Tutor Comments. Red circles are placed over the My Details and Tutor Comments buttons.
- Reminders**: A section stating "No reminders set."
- Myerscough Twitter**: A section with the text "Tweets by @MyerscoughColl".
- Myerscough Facebook**: A section with the text "Myerscough College".

Any **red** circles indicate that action is required.

Any fees, such as the F&R (Facilities & Resources) will appear here. This should be paid before enrolment. A red tab indicates that a fee is outstanding.

# Personal Details

The first page that you need to complete is Personal Details. Some of this information will have been taken from your application, but you need to check it for accuracy.

You will need to upload a recent head and shoulders photograph (without any type of head wear).

You will need to have a photo saved to your phone or device to do this.


Once uploaded, your photo will be checked to ensure it is suitable and your My Details tab will remain red if it is not accepted ... you should check back after a few days to make sure.

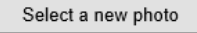
My Personal Information & Consent -



● [Personal Details](#) ● [Additional Details](#) ● [NOK & Emergency Contacts](#) ● [Medical & Health](#) ● [Consent, Agreement & Terms](#)

### My Personal Details

Please note that changes you make to your Personal Details will be sent for approval. Once submitted you will temporarily be unable to edit your details until your amendment request is processed. Pending approval details are displayed in yellow.

	Forename(s)*	Joseph
	Surname*	Jones
	Preferred First Name (Optional)	
	Date Of Birth*	12/12/2003
	Student Reference(s)	Student Ref: M134689 / ULN: 6067684658
	Home Address*	123 Long Lane Longton Preston
	Postcode*	PR3 0RY
	Home Telephone No.*	01995642222
	Mobile Telephone No.*	0777123456
	Vehicle Registration	



 Changes Pending Approval  Current Data Compulsory \*

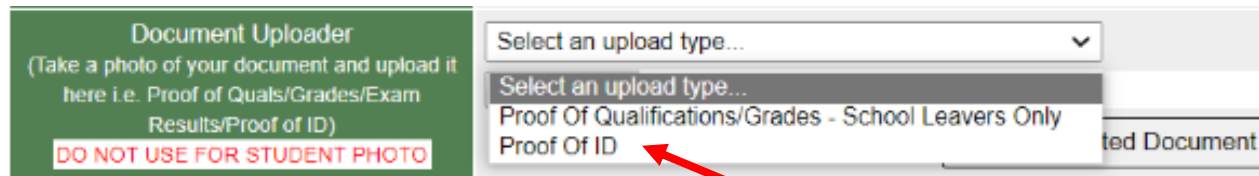
[Edit My Personal Details](#) [Save My Personal Details](#)

You can edit any of your personal details by clicking on the Edit My Personal Details tab.

**Anything marked with \* is mandatory.** You should then save any changes using the Save My Personal Details tab.

The next part of the Personal Details tab involves uploading proof of ID, which can be:

- Full old-style driving licence
- Current UK or EEA photocard driving licence
- Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form, including those issues by UK authorities overseas such as Embassies, High Commissions and HM Forces)
- Current signed passport
- Photographic registration cards for self-employed individuals in the construction industry – CIS4
- Firearms or shotgun certificate
- Residence permit issued by the Home Office to EEA nationals on sight of own country passport
- National identity card bearing a photograph of the applicant



Select 'Proof of ID' and then upload an image of the relevant form of ID.

Don't forget to save this once you have uploaded your document.

*Please note that the 'Proof of Qualifications/Grades' function is for enrolment use only on GCSE Results Day, and should be used to upload GCSE and other relevant results to enable decisions to be made on the most appropriate level of course.*

# Additional Details

The next tab to complete is Additional Details.

My Personal Information & Consent -

[Personal Details](#) [Additional Details](#) [NOK & Emergency Contacts](#) [Medical & Health](#) [Consent, Agreement & Terms](#)

### Additional Details

Ethnicity*	White - English / Welsh / Scottish / Northern Irish / British
Nationality*	English
Travel Method*	
Are you or have you ever been in care?*	
Care Duration*	
Learning Records Service Consent* <a href="#">Fair Processing Notice</a>	
Previous School* (you can also search the words 'None', 'Not Listed' or 'Home' for home schooling)	
Do you have a learning difficulty or health problem?*	2 - Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem
I agree to be contacted about courses and learning opportunities	Learner agrees to be contacted about courses or learning opportunities
I agree to be contacted for surveys and research	Not Provided
Preferred method of contact <a href="#">Contact Preference Guide</a>	<input type="checkbox"/> Email <input checked="" type="checkbox"/> Post <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> SMS

Missing Data  Current Data \* Compulsory

[Edit Additional Details](#) [Proceed To NOK & Emergency Contacts](#)

**Please complete the information in all of these fields**

It is really important that you tell us if you have a learning difficulty, disability or health problem. This will not affect your place on the course.

You can add or edit your details by clicking on the Edit Additional Details tab, then either click on the Proceed to NOK & Emergency Contacts tab here or at the top of the page.

# Next of Kin and Emergency Contacts

It is essential that you provide this information in case of an accident or other emergency. Please provide **two** contacts where possible and check to make sure that telephone numbers and email addresses are correct. It is really important that you update this information if anything changes.

My Personal Information & Consent -

[Personal Details](#) [Additional Details](#) [NOK & Emergency Contacts](#) [Medical & Health](#) [Consent, Agreement & Terms](#)

### Next of Kin & Emergency Contacts

You must provide at least one person you want us to contact in the case of an emergency. This can be the same as the below Next Of Kin, Parent or Guardian or someone else.

Emergency Contact 1*		Emergency Contact 2	
Name*	Jane Smith	Name	Fred Smith
Telephone*	07777123456	Telephone	07444123400

You must provide at least one Next Of Kin, Parent or Guardian and all of their details.

Next Of Kin/Parent/Guardian Contact 1*		Next Of Kin/Parent/Guardian Contact 2	
Name*	Jane Smith	Name	Fred Smith
Telephone*	07777123456	Telephone	07444123400
Email*	janesmith289@gmail.com	Email	fsmith567@outlook.com
Address*	123 Long Lane Longton Preston Lancashire	Address	123 Long Lane Longton Preston Lancashire
Postcode*	PR3 0RY	Postcode	PR3 0RY

Please tick to consent for the College to share information in relation to concerns around academic studies, attendance, support and welfare, conduct and behaviour, medical conditions and, if relevant, residency

Please tick to consent for the College to share information in relation to concerns around academic studies, attendance, support and welfare, conduct and behaviour, medical conditions and, if relevant, residency

Missing Data  Current Data \* Compulsory

[Cancel](#) [Edit My Contacts](#) [Save My Contacts](#)

Please tick **each** Next of Kin/Parent/Guardian that you authorise College to share information with. If you do not tick this box, we will not be able to provide any information to you.

# Medical and Health Information

My Personal Information & Consent -

[Personal Details](#) [Additional Details](#) [NOK & Emergency Contacts](#) [Medical & Health](#) [Consent, Agreement & Terms](#)

Medical & Health Details

Do you have ADHD, mental health, stress or anxiety issues?  No  Yes

Takes medication twice daily for ADHD and suffers anxiety when meeting new people

Are you currently taking any medication?  No  Yes

Do you or have you ever had Epilepsy?  No  Yes

Do you or have you ever had a heart condition?  No  Yes

Do you or have you ever had Asthma/Bronchitis?  No  Yes

Do you or have you ever had severe headaches?  No  Yes

Do you or have you ever had any fainting/blackouts?  No  Yes

Do you or have you ever had Diabetes?  No  Yes

Have you had any illness or operation requiring admission to hospital in the past 6 months?  No  Yes

Do you or have you ever had any allergies to known drugs?  No  Yes

Do you or have you ever had any other allergies?  No  Yes

Do you have a hearing impairment?  No  Yes

Do you have a visual impairment?  No  Yes

Do you have any mobility difficulties?  No  Yes

Do you have dyslexia, dyspraxia or learning difficulties?  No  Yes

Do you have Autism, Aspergers or communication needs?  No  Yes

Do you have an Education, Health and Care plan ?  No  Yes

Do you wish to disclose personal information in a confidential setting ?  No  Yes

Do you have a Social Worker?  No  Yes

Do you have a Social Care Package?  No  Yes

Do you have any external agencies working with you?  No  Yes

It is important that provide us with accurate information on any medical or health conditions that you have.

You must click either **Yes** or **No** to each question, and where you answer **Yes**, a box will appear for you to type in further information

Please save your answers before moving on the Consent Form

# Consent and Agreement

Under data protection law, you must give your consent to allow Myerscough College to use your personal data (including your photograph or video image) in certain ways, or share information about you.

Please read through each statement and click either **Yes** or **No** to each.

You must also confirm that the information you have provided is accurate, and ensure that you keep this up to date at all times.

- [Personal Details](#)
- [Additional Details](#)
- [NOK & Emergency Contacts](#)
- [Medical & Health](#)
- [Consent, Agreement & Terms](#)

Consent & Agreement	
I consent to my child to taking part in College trips and other activities that take place off College premises. The trips and activities covered by this consent include: -visits (including residential trips) which take place during the holidays or a weekend and -off-site sporting fixtures outside the College day.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to Myerscough College and University Centre authorising urgent medical and dental treatment, should it be deemed necessary in an emergency and, in the event of my consent not being readily available using the contact details provided on this form.	<input type="radio"/> No <input checked="" type="radio"/> Yes
Myerscough College and University Centre often takes photographs and videos for publicity purposes. These images may appear in printed publications such as prospectuses, on our website, social media or the news media (including local press and external websites that feature Myerscough profiles). Individuals may be identified by name on any such material. By ticking this box, you provide your permission for such publication.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to being contacted by a third party organisation to collect information on whether I have continued in education or gone into employment at the end of my course. This enables the College to analyse the progression routes of our students.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to the sharing of information with my school or other educational institute (where appropriate) in relation to following up my application and enrolment to the course.	<input type="radio"/> No <input checked="" type="radio"/> Yes
Students who are eligible for free school meals will be required to provide us with biometric information in the form of a fingerprint. In order for us to be able to use this information for the purposes of an automated biometric recognition system, we require that you indicate your consent for us to do so by ticking this box.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I confirm that the information provided on this Health and Wellbeing Consent Form is accurate and true to the best of my knowledge and belief.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I have provided the correct emergency contact details and will ensure that this information is kept up to date.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I agree to attend all timetabled classes and, if the study programme is delivered via distance-learning to frequently access the learning materials. I agree to my attendance being monitored through completion of a register. I will seek prior approval for any planned absences and will notify the College of any illness as soon as possible, in accordance with College policy.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to the College communicating with my parent/guardian in relation to fees and other finance related matters.	<input type="radio"/> No <input checked="" type="radio"/> Yes



# Terms and Conditions

Terms & Conditions
<b>Visits and Enrichment Activities</b>
During the course of your studies at Myerscough College and University Centre, you may be required to attend out of College activities both on and off campus. During off-campus activities, students will be supervised in accordance with our Organising Off-Campus Activities Procedure. The College will take all reasonable and necessary precautions to ensure the safety and welfare of all students. At all times during off-campus activities, students will be subject to normal College Policies and Procedures and must conduct themselves so as not to discredit themselves and/or the College. Should a student fail to meet the standards of behaviour required, the activity organiser has absolute discretion to send a student home at any time. In such an event, the student or his/her parent or guardian will be liable for the cost of the return trip.
<b>Insurance Cover</b>
All students participating in activities will be covered by the College's insurance covering liability for the duration of the activity. Personal injury cover, however, is NOT provided by the College. The student or (where he/she is under the age of 18) their parent or guardian hereby undertakes to indemnify the College in the event of any loss or damage whatsoever caused by the student participating in the activity and to reimburse the College for any expenditure incurred by the student.
<b>Accuracy of Information</b>
Please be aware that Myerscough College and University Centre reserves the right to refuse access to any course or activity where information on the Health and Wellbeing Consent Form is incomplete, or if any of the information is knowingly incorrect or misleading.
<b>Privacy Notice</b>
Myerscough College and University Centre takes its obligations under the General Data Protection Regulations (GDPR) very seriously and will always ensure that personal data is collected, handled, stored and shared in a secure manner. Read our full <a href="#">Privacy Notice</a> for full details.
<b>Understand and Agree</b>
<input type="checkbox"/> I understand and agree with the terms and conditions presented to me.
<input type="button" value="Save My Consent Answers"/> <input type="button" value="Finish My Details"/>

You must read through the Terms and Conditions and click to agree that you understand and agree with these.

Finally, click to save your details.



## **Additional Guidance**

The majority of the information requested is a legal requirement of our funding agreement with the ESFA (Education and Skills Funding Agency).

Medical and Health information is required so that we can keep you safe whilst in College.

It is your responsibility to keep your information updated and you can access My Student Portal at any time to update your information. Some information (such as telephone numbers) may require checking and confirming before it can be accepted, and you will receive a message showing that your update is 'Pending'.

Some courses have compulsory clothing requirements, and these are available from our Online Shop and a link to this will be available on My Student Portal shortly. Myerscough College also provides a range of branded clothing which is available to purchase from the Online Shop, with collection or delivery options.

You are advised to complete the information on My Student Portal as soon as possible, as we do monitor this. You must however provide all the information and a photograph for your Student ID before you enrol.

If you are unable to complete the information online and require a paper copy, please contact us at [enquiries@myerscough.ac.uk](mailto:enquiries@myerscough.ac.uk) or by telephoning 01995 642222.