


Online Welcome User Guide

Contents

• Introduction	3
• Setting up your Welcome account	4
• Logging into Online Welcome	6
• Your homepage	7
○ Accepting your offer	7
○ Course induction and welcome information	8
○ Your University login details	8
○ Update my contact details	8
○ Upload my photo	8
○ Upload passport and visa	8
○ Accommodation	8
○ Enrol	9

Introduction

Online Welcome is designed to give you all the information you need before you arrive in Leeds. You will be able to accept your offer of a place, view your induction information, upload a photo for your student card and, in most cases, complete your part of the enrolment process online.

This document will take you through Online Welcome, if you need any help, look out for the  icon for help information.

There are Frequently Asked questions (FAQs) which will also help you use the website and give general information, the link is on the toolbar at the top of the page.

Reminders and completed tasks are shown on the left hand side. Look out for these as they will let you know if there is an important step for you to do.

Please note that in this guide, some of the screenshots might look slightly different to the version you see on screen, this is because we are regularly updating the webpages.

Setting up your Welcome Account

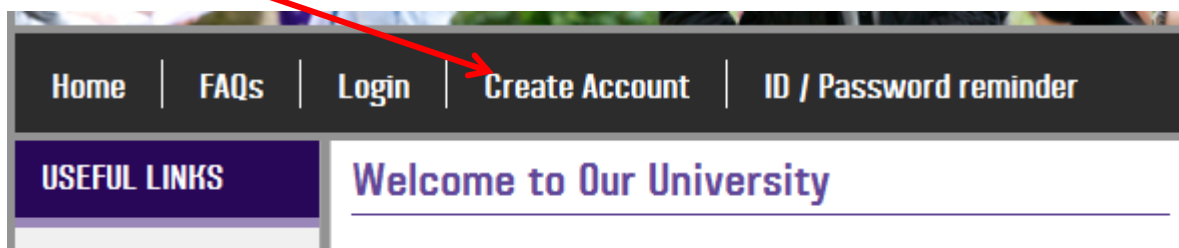
If you are joining us as a **new** student you must **create an account** in order to access this service. This will include students who, for example, completed one course with us and are starting a second course in 2017/18.

If you are registered to use the University's Accommodation system, you don't need to **create an account** as your login details are the same.

If you are a **continuing student**, you do not need to **create an account**. You can go straight to the login page.

Go to: [Welcome](#)

Click **Create Account** on the toolbar



- The academic year will be set to the current academic year. If you have applied to defer your place to the next academic year and you want to accept your unconditional offer for 2017/18, please email [UCAS Admissions](#) if you applied through UCAS or [Direct Admissions](#) if you applied directly to the University.
- Enter your date of birth using the drop down lists.
- Enter your student ID **OR** your UCAS Personal ID. Your student ID will be on any correspondence from the University, your UCAS Personal ID will have been sent to you by UCAS.
- Click **next**

The next screen will show you the email details we have on your student record. If you are happy to receive Welcome Information to the address shown, please tick the Email Preferences box. Please note if you are using a University student email address from a course you completed previously your email account may not be active.

UCAS	
Personal ID:	<input type="text"/>
Email:	<input type="text"/> @gmail.com
Email Preferences:	I confirm that I would like emails in connection with my Welcome Information to be sent to the above email address. <input type="checkbox"/>

If you would like to use a different email address, please link on the '**change preferred email address**' link to enter your new address.

You should now enter a password to use to access Online Welcome.

Your password must:

- ...be between **8** and **14** characters long
- ...**begin with a letter**
- ...contain only **letters and numbers**
- ...contain **no special or accented characters** (#, %, e etc)

For example, these kinds of passwords would be valid:

- A1234567
- abcdefgh
- abcd1234

For security reasons you cannot use any of the above example passwords - you must create your own

You need to choose a password to use whenever you access Online Welcome. Keep your password in a safe place and you should not share it with anyone else. If you forget your password, you can request an email reminder.

Read the terms and conditions of the website and tick the confirmation box.

Click on the **Create Account** button.

Logging into Online Welcome

If you have not created an account and you try to log in, you will see this message.

▲ ERROR: The User ID entered is not valid for this academic year - 506

Click on **Create an Account** on the toolbar and follow the instructions above.

To login you should enter the following:

- The academic year will be set to the current academic year. If you have applied to defer your place to the next academic year and you want to accept your unconditional offer, please email [UCAS Admissions](#) if you applied through UCAS or [Direct Admissions](#) if you applied directly to the University.
- Enter your date of birth using the drop down lists.
- Enter your student ID. **Your User ID must begin with 'c' (in lower case).**

If you are an applicant, this is the User ID we sent you when you setup your Welcome account.

If you are already a student, this is your University User ID used to login to other systems.

- Enter the password you chose during the set up process.

Please ensure you select the relevant Academic Year.

Students starting their course on or after 1st August 2015 need to select 2015-16. All other students commencing their course prior to the 1st August 2015 need to select 2014-15.

Academic Year:	2015-16 ▼	i		
Date of Birth:	18 ▼	Jul ▼	97 ▼	i
User ID:	c3333333			i
Password:			i
	<input type="button" value="Login"/>			

- Click on the **Login** button

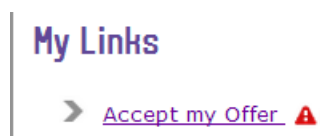
If you are logging in for the first time, you will need to read and accept the Terms and Conditions which relate to you becoming a student at Leeds Beckett University.

Your Homepage

Your Welcome homepage shows you lots of information that you should read before you start your course.

- **Accepting your offer**

If you have not yet accepted your offer, you will see the **'Accept my Offer'** link. If you have already accepted your offer this will be recorded on the left hand side bar under 'DONE'.

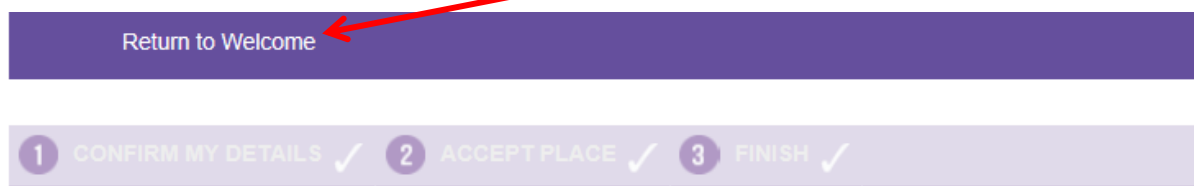


Once you click this link you will be taken through a series of pages confirming your personal details and course details.

Please do not proceed to accept if your course information is not correct. In those cases please email [UCAS Admissions](#) if you applied through UCAS or [Direct Admissions](#) if you applied directly to the University.

If you are happy to accept your offer, read through the 'Terms and Conditions' carefully and scroll to the bottom of the page to tick the 'accept' box and click on the 'Save and Continue' button.

Once you have finished this process you can 'Return to Welcome' or log back in at another time.



Finish

Thank you for accepting your place at our University! Below is a summary of the offer that you have just accepted. You may wish to print this page for your records.

If you are in a position to enrol onto your course, you will receive an email in due course inviting you back into Online Welcome to enrol. In some cases this link will be available straight away. Not all students will be asked to enrol through Online Welcome. If you do not see this link, then you enrol after you have attended an induction session at the University.

If you have any queries regarding your enrol link contact the [Welcome Team](#).

Course Induction and Welcome Information

This page will give you all the details of the induction events that have been set up for your course in the first week at Our University.

If there is no induction information available yet, don't worry, your Student Administrators will be putting the information online soon and you should check back regularly or contact your Student Administrator.

- **Your University Login Details**

If your details are available, you will see a link to them here. It takes 24 hours from when you accepted your offer for the details to be generated. Please note that at busier times, it may take 48 hours to generate. These login details will give you access to university services such as MyBeckett (the student portal). For now, all the information you will need is within the Welcome Information Service.

- **Update My Contact Details**

Update My Contact Details is a system that allows you to update or input your personal details.

- **Upload my Photo**

Here you will be able to upload a picture for your Campus Card.

Your Campus Card will allow you to access a wide range of University facilities such as The Library, The Sports Centre, The Students' Union, printing & photocopying services, as well as access to various buildings. Please follow the instructions on the website, making sure your photo is no more than 1MB and is a passport style photograph.

If we already have your photograph on our system you will not be able to upload another one. If you are unable to upload a photograph, you can go to any **Student Hub** when you arrive at the university and a member of staff will take a photo to be uploaded onto your card.

- **Upload my Passport and Visa (OVERSEAS STUDENTS ONLY)**

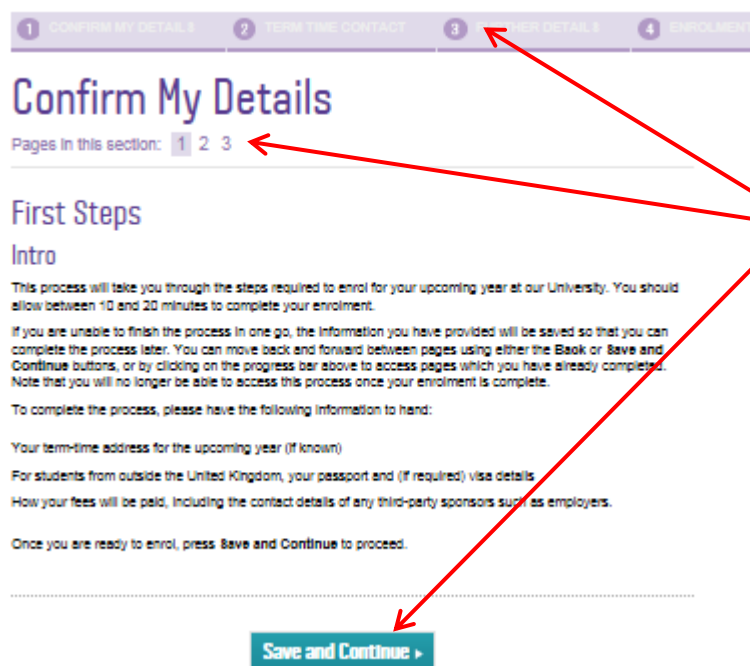
All **overseas fees status students** are asked to upload a scanned copy of their original passport and visa. We are required to do this due to Home Office regulations. Please ensure you file is a JPEG, .gif, or .tif file and is less than 300KB in size.

- **Accommodation**

If you have applied or would like to apply to University accommodation, you will find all the details you need on this page. If you have any queries, please contact [Accommodation](#)

- **Enrol**

It is important that you check all the details on these screens carefully. 'Enrol' will show as an action to do on the 'My Reminders' 'TO DO' section on the left hand side of the screen, once you have completed your enrolment it will move to 'DONE'.



The enrol flow is made up of 4 sections, each with further subsections. You can navigate the flow by going through each page and clicking on the 'Save and Continue' button. Once you have completed a section you can move between sections by clicking on each section at the top of the page or by subsection.

You can skip through the sections or complete some and return to complete the others another time if you do not have all the information required available to you, but **you must complete all sections**.

Any information entered previously will be saved and you can re-enter the enrolment flow at any time provided you have **not** completed your enrolment.

Section 1: Confirm My Details

This section is made up of 3 subsections and takes you through the personal information we have for you in our system as well as your course details.

If your **mode of study** is listed as Full time Sandwich but you applied to a Full Time course, this is because some full time courses across the university have a placement year in addition to the 3 years of academic study. All students enrolling on a course where there is a placement option (the placement may/may not be compulsory) are enrolled on the sandwich version of the course. If you do not want to undertake a placement year which is usually discussed and agreed in year 2 of the course, you will be transferred to the full time version of the course i.e. you will follow a 3 year full time academic programme.

Your **Fee Status** is the status you have been judged to be based on information on your application form. If you have any queries about this, please contact [Fee Status](#)

Section 2: Term Time Contact

This section is made up of 2 subsections and takes you through your Term Time contact details and Emergency Contacts.

Section 3: Further Details

This section is made up of 3 subsections for HOME students and 4 subsections for OVERSEAS students, and takes you through your additional personal details, previous qualifications and disability information.

Overseas students will be required to upload their passport and visa details as well as any other supporting documents they may wish to provide.

Section 4: Enrolment

This section doesn't have subsections listed as, depending on their payment option; some students will have more subsections than others.

4.1 Course and Module Details

The first screen has your course details and the modules you will be doing in 2017/18. If your modules are incorrect please contact your Student Administrator **before completing your enrolment**.

4.2 Payment of my Course Fees

Here you will be able to choose from a number of options about how your course fees are being funded.

Where possible you will be presented with your course fees including any scholarships and discounts you may be entitled to. **If any of your information changes this fee may be re-assessed.** Where an individual fee is not possible you will see your standard course fees. If you think you are eligible for a discount which is not showing, please contact the [Fees Team](#) quoting your Student ID number.

If we are unable to determine your fee you will not be able to progress through to enrol.

4.2.1 Sponsor Information

If you have indicated on the previous page that your fees are being paid **in full** by a third party sponsor you will be requested information about your sponsor. Please enter as many details as possible so we can invoice the sponsor.

4.2.3 Payments - Contributions

If you have indicated on the previous page that your fees are being paid by yourself or a family member you will be able to stipulate the value of your contribution. Please note you will be invoiced for any outstanding amount at a later date.

4.2.4 Part Payment of Course Fees

If you have indicated on the previous page that your fees are being paid by a combination of methods you will be required to allocate amounts to each contributor. You may then be taken to the Sponsor Information page if you have allocated any amount to a sponsor.

Please note that irrespective of any undertaking by a third party to pay fees, ultimate responsibility for payment of fees shall always remain with the student.

4.3 Confirmation of Enrolment

This section will enrol you on your course once you have ticked the box to confirm that you will be actively studying on your course for the 2017/18 academic year and agree to be bound by the Leeds Beckett University Student Contract

Where there are outstanding requirements to your enrolment (such as visa or identity checks) your enrolment will be fully activated once these checks are completed.

Further Support

Should you have a query that is not covered by this user guide or if you still need assistance, please contact the [Welcome Team](#)