

Online Welcome User Guide


Academic Year
2019/20

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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.

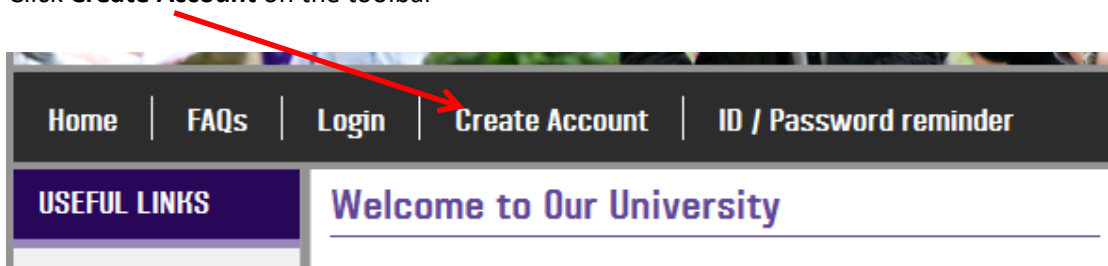
Setting up your Welcome Account

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 2019/20.

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 2019/20, 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:

- Select the term you are enrolling for. You can determine which to select by checking the dates in brackets. The list will look similar to the below:

- Term:**
- 2018/19 - Autumn (August 2018-December 2018) ⓘ
 - 2018/19 - Winter (January 2019-March 2019)
 - 2018/19 - Spring (April 2019-July 2019)
 - 2019/20 - Autumn (August 2019-December 2019)
 - 2019/20 - Winter (January 2020-March 2020)
 - 2019/20 - Spring (April 2020-July 2020)

If you are starting in September 2019, you should select the 2019/20 Autumn (August 2019-December 2019) term. If you are starting in January 2020, you should select the 2019/20 Winter (January 2020-April 2020) term.

- 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.
- Click on the **Login** button

Date of Birth: 9 ▾ Aug ▾ 99 ▾ ⓘ

User ID: c3333333 ⓘ

Password: ⓘ





Login

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.

My Links


- > [Enrol](#) 
- > [Course Fee Payment](#) 
- > [Course Induction and Welcome Information](#)
- > [Accommodation](#) 
- > [Update My Contact Details](#)
- > [Leeds Beckett App](#) 

Accepting your offer (Non UCAS/Applicant Portal Applicants only)

If you applied through UCAS or the Applicant Portal, you do not need to accept your offer in Welcome and will not see this link. Please move to the next section in this guide.

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'.

My Links

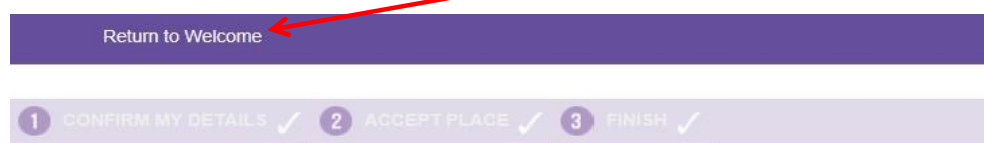
- > [Accept my Offer](#) 

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 [Direct Admissions](#).

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.

Course Fee Payment

This link will take you to the [University's Student Financial Services page- containing information on the options we offer students for the payment of their course fees](#)

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](#)

Update My Contact details

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

Leeds Beckett App

This Link will take you to a page where you can download the Leeds Beckett app, which provides access to your online learning tools along with information and functionality to support all areas of student life, from health and wellbeing to social events, from transport to food.

Your University Login Details

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.

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.

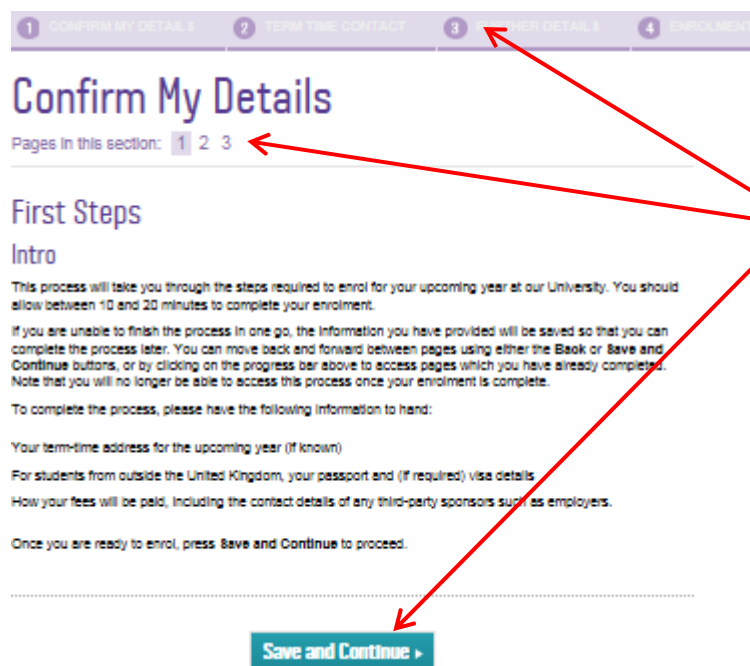
If we already have your photograph on our system you will not be able to upload another one. If you are unable to upload a photograph, you can go to any **Student Hub** when you arrive at the university and a member of staff will take a photo to be uploaded onto your card.

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.

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.

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](#)

Help information

Full Time Sandwich and Full Time modes

All students will be registered in Full Time mode even where a sandwich placement year is available.

During the course you will be asked whether you wish to take a placement year, usually during Year 2. If you choose to take a placement, your registration will then be changed to the Sandwich mode.

If you are a continuing student entering your placement year, then please check that this field shows the correct mode of study. If you have any concerns, please contact welcome@leedsbeckett.ac.uk quoting your Student ID number, which can be found above this sidebar in the My Details section.

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.



Term Time Contact

Pages in this section: **1** 2

Term Time Address Details

Please provide the address and telephone number of the place where you will be living during your studies.

This is the address we will use to contact you during term time. It is also the one which will be printed on your council tax exemption /discount letter, if you are eligible for one.

Type Of Accommodation:

Section 3: Further Details

This section is made up of 4 subsections for HOME students and 6 subsections for OVERSEAS students, and takes you through your additional personal details, previous qualifications and disability information.

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



Further Details

Pages in this section: **1** 2 3 4

Additional Personal Details

Please provide some additional information about yourself below. This data is used by the Higher Education Statistics Agency (HESA) to inform research and policy development in Higher Education, at governmental and institutional levels.

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 doing in 2019/20. 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 2019/20 academic year and agree to be bound by the [Leeds Beckett University Student Contract](#)

Confirmation of Enrolment

You may now enrol online.

Please check the details below.

If the details are correct, and you agree to be bound by the [Student Contract and other Relevant Documents](#), please confirm this by ticking the box at the bottom of this page and clicking on the Enrol button.

You must also read the [additional information](#) regarding your responsibility to disclose additional information such as details of any criminal convictions.

This will enrol you on your course. Where there are outstanding requirements to your enrolment (such as visa or identity checks) your enrolment will be activated once these checks are completed.

If you have any queries about your enrolment, please email welcome@leedsbeckett.ac.uk Please make sure you include your student ID in your email.

Qualification:	<input type="text" value="Bachelor of Science with Honours"/>
Course Name:	<input type="text" value="SPORT AND EXERCISE SCIENCE"/>
Year Of Study:	<input type="text"/>
Mode Of Study:	<input type="text" value="Full Time"/>
Academic Year of Admission:	<input type="text" value="2019/20"/>
Fee Status:	<input type="text" value="Home/EU"/>

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](#)