

Guidance on completing the NESCOT online enrolment form



This instruction is for students who have received an emailed link to progress to the next stage of enrolment and complete an online enrolment form. This is different from an application form in that it secures your place on a course at NESCOT.

- Click on the **enrolment link** supplied in the email instruction from the College.

- Click on **'Forgot your password?'** link.

The screenshot shows the Nescot login interface. It includes a text input field, a 'Password' label, a 'LOGIN' button, and two links: 'Forgot your password?' and 'Create an Account'. A red arrow points from the 'Forgot your password?' link to the 'Create an Account' link. Below the login form, there is a 'Return to login' link.

- Type in your **email address** (that is the same email address that we sent this email to) and click **SUBMIT**. This will generate an email from our system to you with a reset link.

- Go to your personal email account, open the **'Password Reset' email** from us and click on the **'Reset Password' link**. (If you cannot see the email in your main inbox, please check your spam/junk folder as well).

The email content is as follows:
Subject: Password reset requested for NESCOT online enrolment.
From: Info Email
Date: Fri 26/06/2020 13:29
To: Ofei-Kwatia, Sylvia
Dear Mickey,
A request has been received to reset your password for OnTrack Account at NESCOT.
To complete the process, click on the link below.
[Reset password](#)
This link will expire at 13:59 on 26/06/2020.
If you did not request a password reset, no further action is required.
Do not reply to this e-mail. This message was produced automatically.

- Type in your date of birth and click **CONTINUE**.

The screenshot shows the Nescot date of birth input form. It includes the Nescot logo, the text 'Date of Birth in DD/MM/YYYY', a text input field containing '31/08/2000', and a 'CONTINUE' button.

- Type in new password twice and click **CONTINUE**.

The screenshot shows the Nescot password reset confirmation form. It includes the Nescot logo, a 'new password' input field, a 'confirm new password' input field, and a 'CONTINUE' button.

- Once you reset your password, online enrolment form will open. It will look something like the example below.

Personal Details

Title * Miss	Forename * Mickey
Middle Name(s) Minnie	Surname * Mouse
Please enter your home telephone number and mobile number. If you don't have a telephone or mobile number please enter 000000000000	
Mobile * 00000000000	Telephone
Gender Female	Date of Birth * 31/08/2000
Email * sofeikwatia@nescot.ac.uk	NI Number AB123456D

Emergency Contact Information

Emergency Contact Name * NaN	Emergency Contact Number *
Emergency Contact Relationship *	Emergency Contact Email

Address Search

Country United Kingdom	Address Search Enter postcode to search for an address	FIND
Address Search Results Please select an option...		

Correspondence Address

Address Line 1 * Test 1	Address Line 2 Reigate Road
Address Line 3	Address Line 4
Town * Epsom	Post Code * KT17 3DS

CONTINUE

- Check and update **Personal detail**, completing as many fields as you can >> Click **'Continue'** (Name, Surname, Date of Birth, Address are locked – if these fields need updating please contact us at the email address provided below)
- Check and update **Further Details** >> Click **'Continue'**
- **Statements:** Select 1 statement that best applies to you >> Click **'Continue'**
- **Consents:** You must select all required consents and click any or all consent you are happy to agree to >> Click **'Continue'**
 - (please note some consents are required for the specific groups of students and must be consented to in order to be enrolled onto the course, so read all consent statements carefully.)

- Click 'Confirm' (many students are reaching this stage but not clicking on Confirm)

Personal Details > Further Details > Concessions > Consents > Confirm

You are enrolling on:
tst - Long Description in UIO (TEST) 20/21

Fees

Course	Cost	Discount	Subtotal
tst - Long Description in UIO	£10.00	£10.00	£0.00
		Total	£0.00

Discounts

Course	Discount Type	Discount
tst - Long Description in UIO	1.1 Under 19 years old	1 or more fees reduced to £0.00

CONFIRM

- Our Data Services Team will validate your enrolment and send you a confirmation email.
- In a few weeks you will receive a further email advising you of your first day instructions and of any kit required to be purchased for the course.