



UNIVERSITY CENTRE
south essex

Guide to Enrolling using the Online Services Portal

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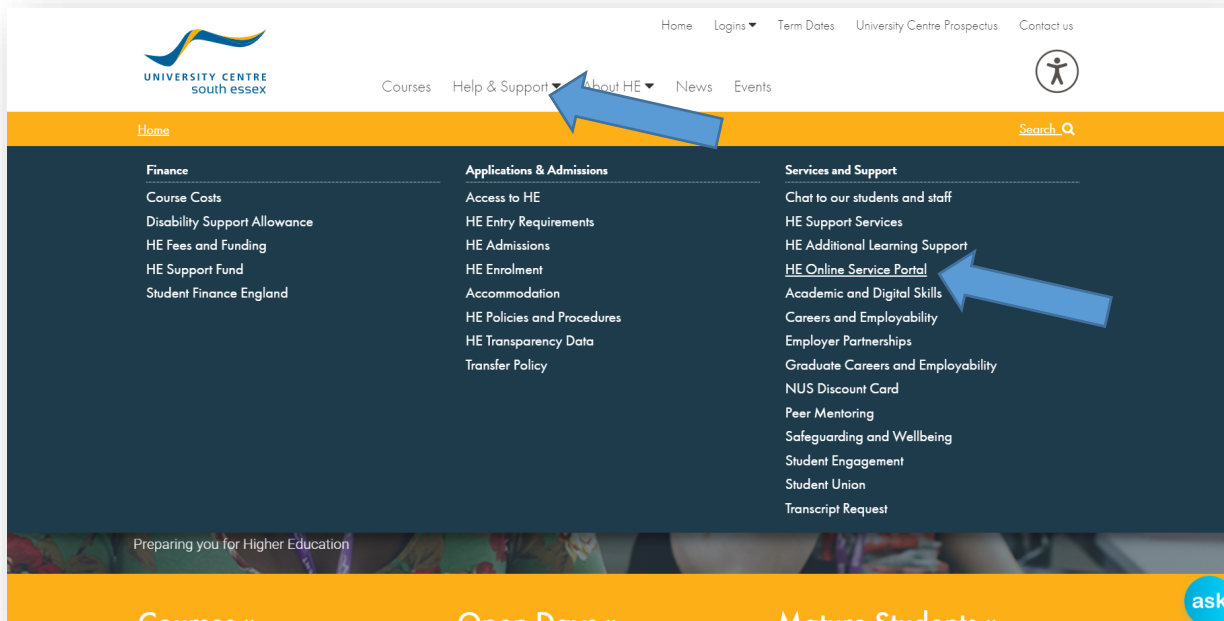
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The Online Services Portal is linked with your college ID and therefore your Student Email Account. If you do not have access to or have been locked out of your email account please contact IT at ITHelpdesk@southessex.ac.uk . For enquiries regarding issues accessing or using the Online Services Portal please contact heonlineservices@southessex.ac.uk

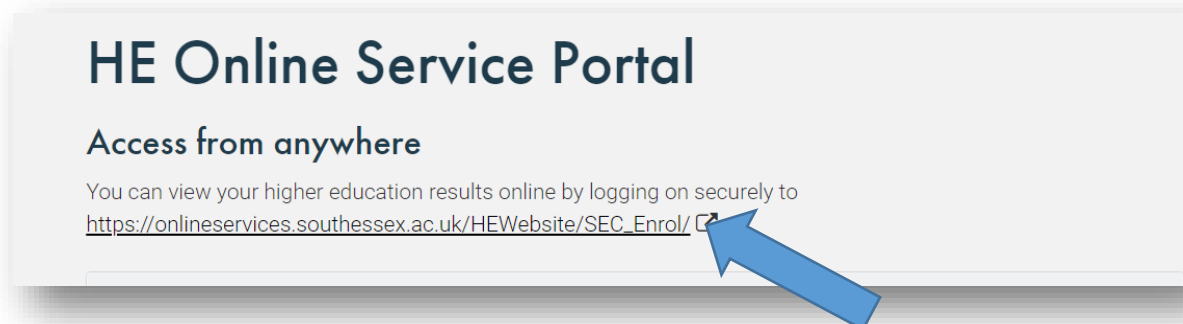
Please note all images are for illustration purpose only, they are not live links.

How to log into the Online Services Portal

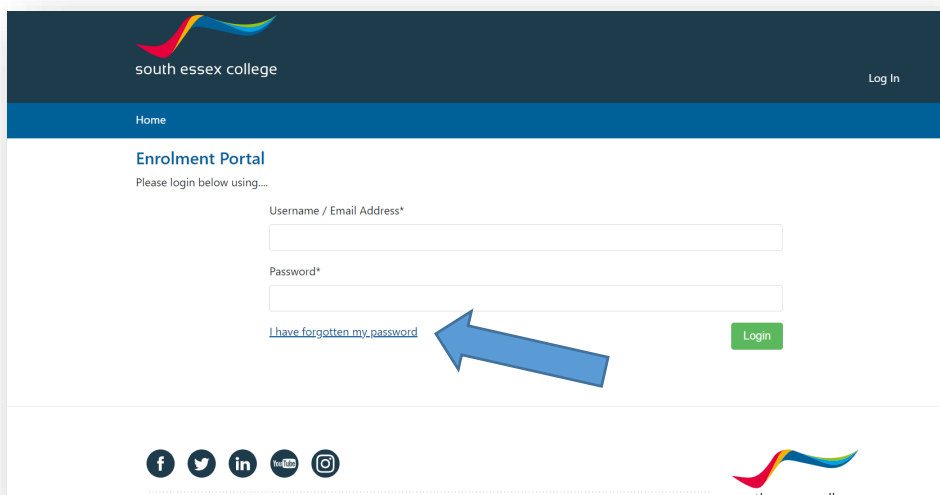
Go to the [HE page](#) on the college website and click Help and Support. From the drop down menu choose [HE Online Service Portal](#)



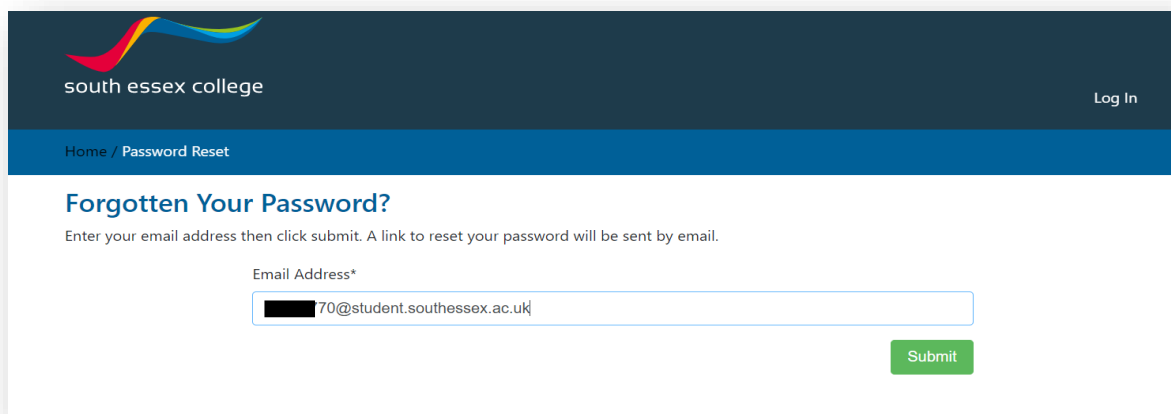
This will open the HE Online Services Portal page. To open the portal click on the link under “Access from anywhere”



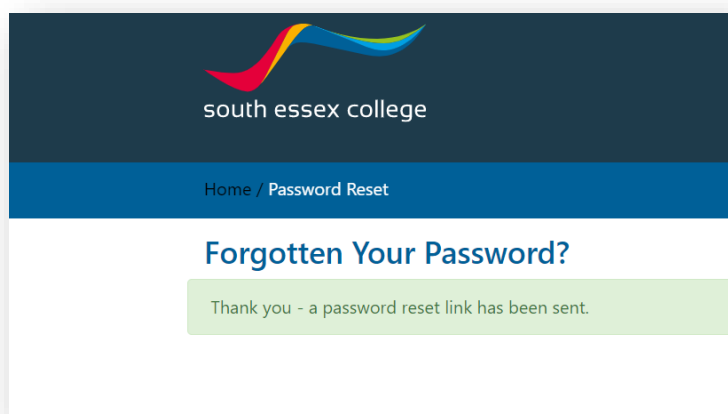
This will take you to the HE Online Services Portal. If you have already complete registration enter your student email address and password. If you have not signed in previously, or cannot remember your password, click “I have forgotten my password”.



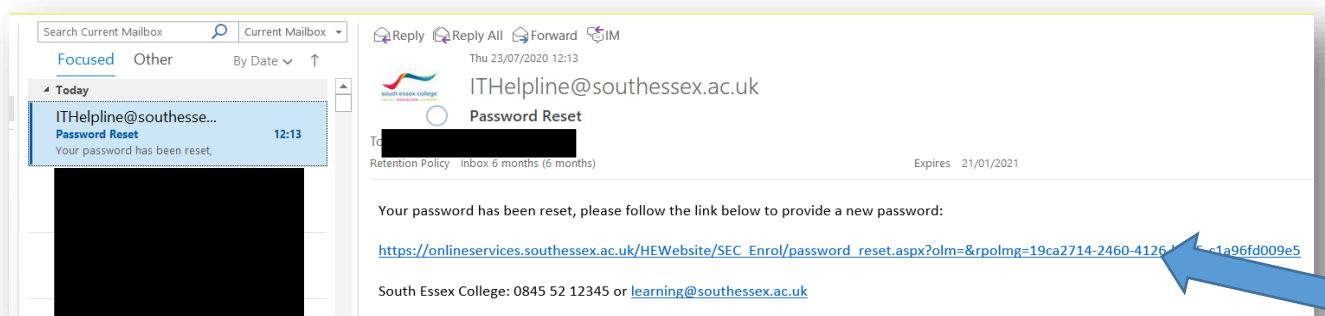
Enter your student email address and click 'Submit'. If you do not have access to your **student email account** please contact ITHelpdesk@southessex.ac.uk



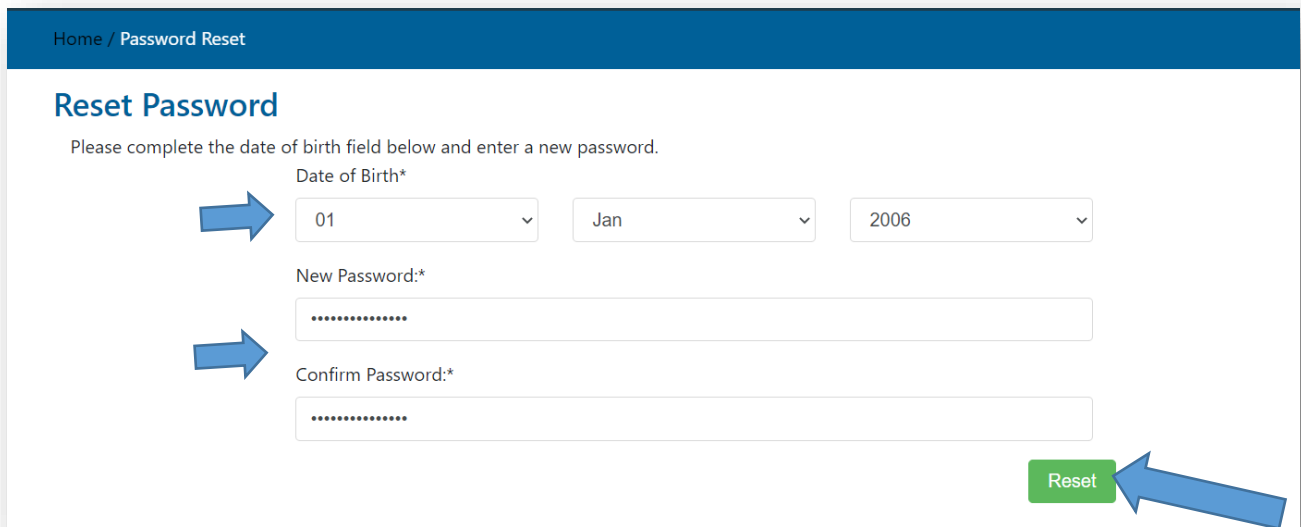
You will then see the below. If you receive a different message please contact us.



You will then receive an email to your student e-mail account to reset your password, please note this may take a few minutes to arrive. Click the link provided to reset your password.



Enter your date of birth and create a New Password. Then click 'Submit'.



Home / Password Reset

Reset Password

Please complete the date of birth field below and enter a new password.

Date of Birth*

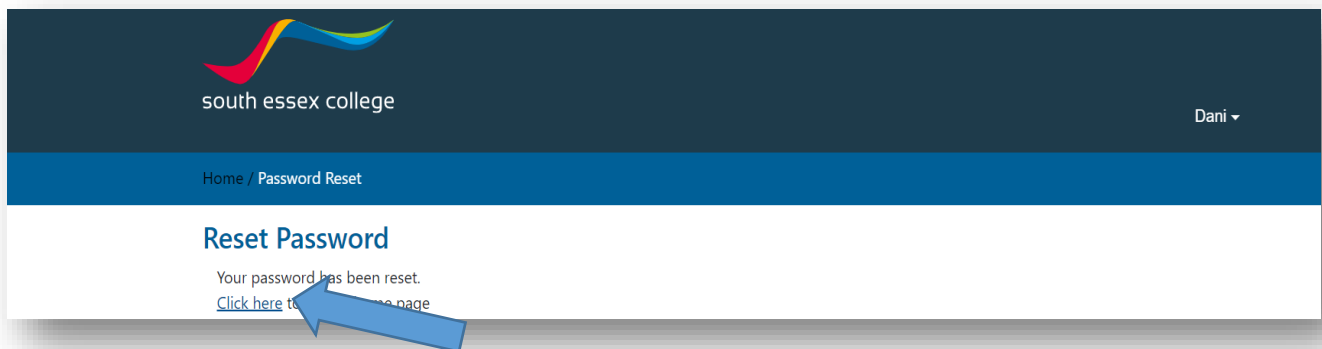
01 Jan 2006


New Password:*

Confirm Password:*

Reset

Once it has confirmed your password reset, click "Click here" to be brought to your home page.




south essex college

Dani ▾

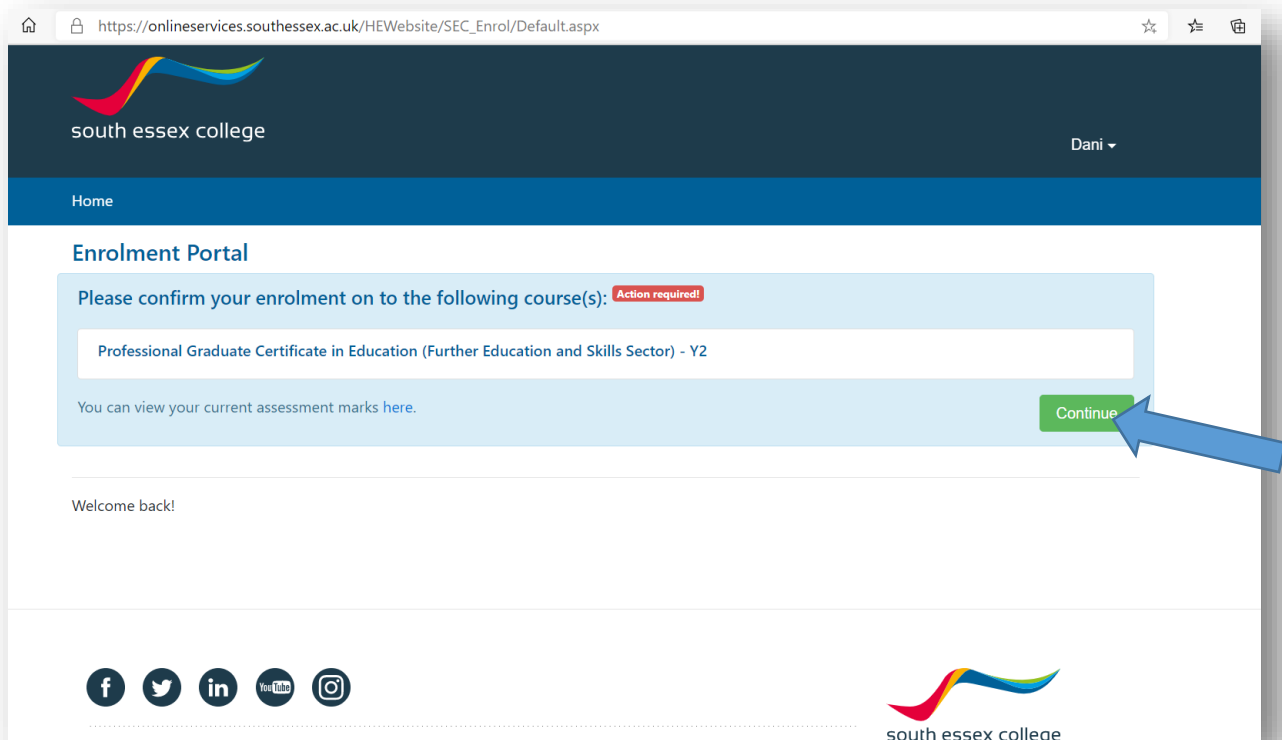
Home / Password Reset

Reset Password

Your password has been reset.
[Click here](#) to return to the home page

Enrolling

When you sign in you will receive an Action Required notification to enrol onto your next year of study. Check the course is correct and click the green 'Continue' Button.



Personal Details

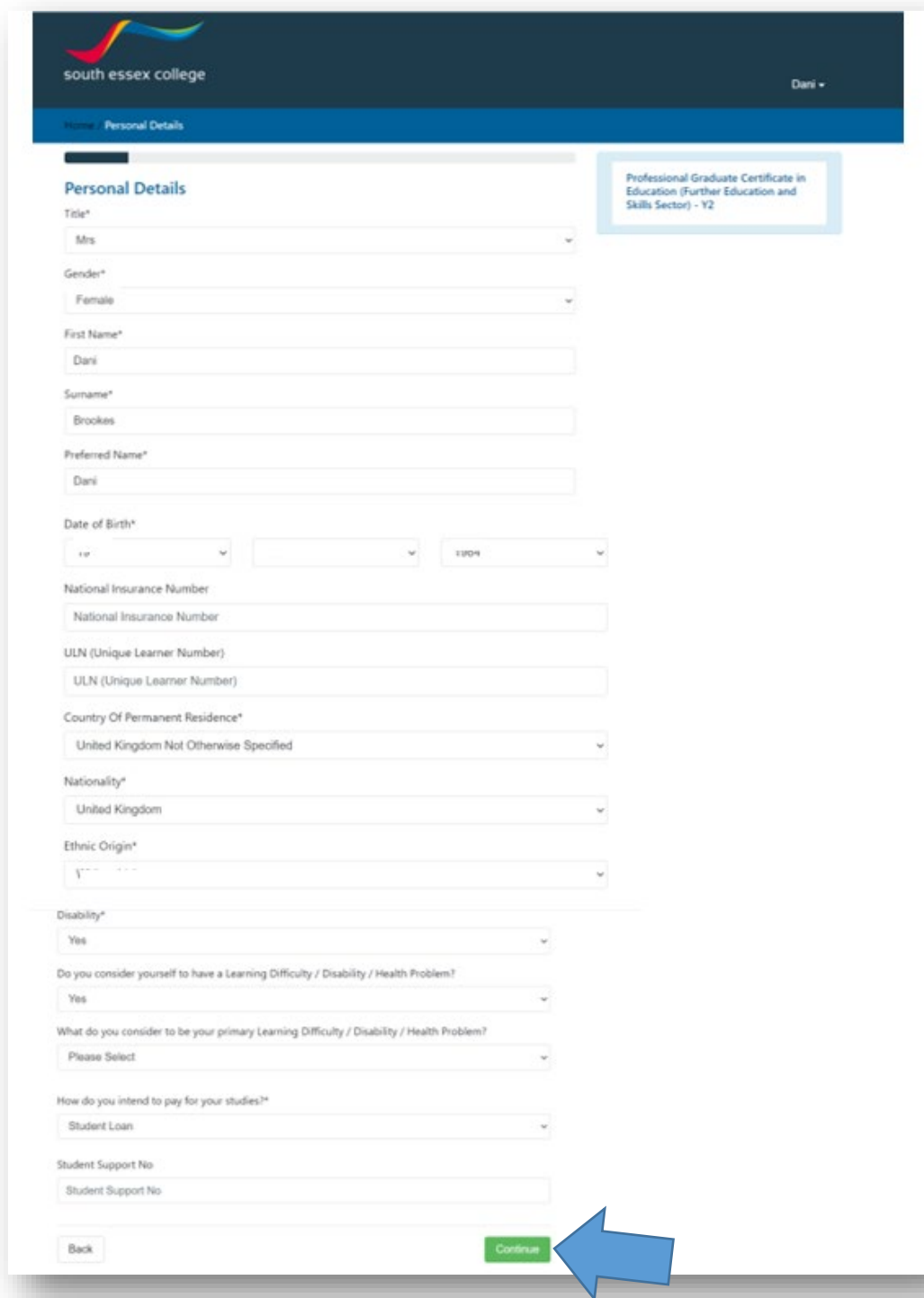
This will bring you to a page to confirm your Personal Information. This information will include the following. Questions with a * must be answered to proceed. Please be advised that for "Country Of Permanent Residence", the UK appears at the bottom of the list.

- Title*
- Gender*
- First Name*
- Surname*
- Preferred Name*
- Date of Birth*
- National Insurance Number
- ULN (Unique Learner Number)
- Country Of Permanent Residence*
- Nationality*
- Ethnic Origin*
- Disability*
- Do you consider yourself to have a Learning Difficulty / Disability / Health Problem?
- What do you consider to be your primary Learning Difficulty / Disability / Health Problem?
- How do you intend to pay for your studies?*
- Student Support No

You will require a number of details that you may not know, therefore that we recommend you have to hand. This includes:

- **National Insurance Number** - this is available under “my details” on the dropdown list on your name, on the top righthand side of the screen
- **ULN (Unique Learner Number)**- this is available under “my details” on the dropdown list on your name, on the top righthand side of the screen
- **Student Support Number** - if using Student funding, this will be your personal reference number

Once all sections are complete click the green ‘Continue’ button.



The screenshot shows the 'Personal Details' form on the South Essex College website. The form is titled 'Personal Details' and includes a blue header with the college logo and a user profile section on the right showing 'Dani' and a course: 'Professional Graduate Certificate in Education (Further Education and Skills Sector) - Y2'. The form fields are as follows:

- Title*: Mrs
- Gender*: Female
- First Name*: Dani
- Surname*: Brookes
- Preferred Name*: Dani
- Date of Birth*: (Three dropdown menus for day, month, and year)
- National Insurance Number: (Text input field)
- ULN (Unique Learner Number): (Text input field)
- Country Of Permanent Residence*: United Kingdom Not Otherwise Specified
- Nationality*: United Kingdom
- Ethnic Origin*: (Dropdown menu)
- Disability*: Yes
- Do you consider yourself to have a Learning Difficulty / Disability / Health Problem?: Yes
- What do you consider to be your primary Learning Difficulty / Disability / Health Problem?: Please Select
- How do you intend to pay for your studies?: Student Loan
- Student Support No: (Text input field)

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. A large blue arrow points to the 'Continue' button.

Contact Details

You will next be asked to complete your contact details. Once this is complete please click the green 'Continue' button at the bottom of the page.

Home / Personal Details / Contact Details

Contact Details

Home Address*

Luker Road,
Southend-on-Sea,
Essex

Post Code*

SS1 1ND

Address Country*

XF: England

Contact Address*

Luker Road,
Southend-on-Sea,
Essex

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Next of Kin

Please complete your Next of Kin details, this is someone we can contact in case of an emergency. Once this is complete please click the green 'Continue' button at the bottom of the page.

Home / Personal Details / Contact Details / Next of Kin

Next of Kin Details

Name of Next of Kin*

Name of Next of Kin

Relationship*

Please Select

Telephone

Telephone

Back

Continue

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Support

The next page will ask you a series of support questions.

- Term Time Accommodation Type*
- Parent in HE
- Previously Studied HE in the past 6 months
- Are you a carer?*

- Armed Forces outside of England?*
- Family of Armed Forces outside of England?*
- Irreconcilably Estranged From Parents*
- Are you in care?*

Support

Term Time Accommodation Type*

4 - Other

Parent in HE

No

Previously Studied HE in the past 6 months

Yes

Are you a carer?*

No

Armed Forces outside of England?*

No

Family of Armed Forces outside of England?*

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Once this is complete please click the green 'Continue' button at the bottom of the page.

Employment

Please complete current employment details.

Home / Personal Details / Contact Details / Next of Kin / Support / Employment

Employment

Employment status

Please Select

Back

Continue

Professional Graduate Certificate in Education (Further Education and Skills Sector) - Y2

This will open a drop down list for further information depending on your employment status. Please complete and then click the green 'Continue' button at the bottom of the page.

Marketing

Please indicate if you are happy to be contacted by the college for marketing purposes. You can choose to withdraw your consent at any time by contacting the Marketing Team. Click the green 'Continue' button at the bottom of the page.

Home / Personal Details / Contact Details / Next of Kin / Support / Employment / Marketing

Please indicate below if you are happy to be contacted by the college for marketing purposes.

You can choose to withdraw your consent at any time by contacting the Marketing Team.

I would like to opt in to marketing communications: ☒

I am happy to be contacted by:

Email ☒
Telephone ☐
Post ☐

Please tick the box below if you are happy for us to use photographic images of you in our marketing materials

I agree: ☒

[Back](#) [Continue](#)

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Declaration

Please confirm that you have read and understand the Privacy Policy and the USCE Terms and Conditions. You can open these to read by clicking on the blue writing. Once you have read and are happy to agree to the terms tick the confirmation box and then the green 'Submit' button.

Home / Personal Details / Contact Details / Next of Kin / Support / Employment / Marketing / Declaration

Declaration

Please confirm that you have read and understand the:

- [Privacy Policy](#)
- [USCE Terms and Conditions](#)

I confirm: ☒

[Back](#) [Submit](#)

Click the blue writing to open

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Congratulations, you have now successfully completed enrolment!

Home / Personal Details / Contact Details / Next of Kin / Support / Employment / Marketing / Declaration

Thank you

Thank you, your enrolment has been confirmed. We look forward to seeing you at the college shortly.