



# PGCE New Student's Guide to Enrolment and IT registration



Note: You will find that sometimes the term **course registration** is used in place of the word **enrolment** as well as referring to a particular step in the whole enrolment process.

---



**When can I enrol?**

**I have conditions or hard copy documents outstanding but have been told I can still start my course; can I enrol?**

**How do I enrol?**

**Your Student Records Online account (eVision)**

**Do I get a student ID card?**

**How do I access my ITS account and use University systems?**

## When can I enrol?

- You will receive an email from the University's Enrolment Team notifying you when your online course registration form becomes available [here](#).
- As long as you have met all the conditions on your offer, you should be asked to complete this 4-6 weeks in advance of your course start date, or within a week of accepting your unconditional offer if this is later.
- Do not try to access your online form before you receive an email asking you to do so, otherwise you may encounter problems.

## I have conditions or hard copy documents outstanding but have been told I can still start my course; can I enrol?

In certain limited circumstances we may allow you to provisionally enrol on your course pending certain outstanding conditions being met eg. you are awaiting the final confirmation of your DBS check. If you are eligible to provisionally enrol, we will contact you directly to confirm this. There may be some funding implications ie delays to you receiving funding until you are fully enrolled. More info on this can be found in the **PGCE New Student's Guide to Fees and Funding Your Studies**

## How do I enrol?

Enrolment is made up of the 6 steps below. Your email notifying you that course registration is open will contain the link to access all of these steps online.

### **ALL STEPS MUST BE COMPLETED FOR YOU TO BE FULLY ENROLLED PRIOR TO YOUR START DATE**

- **Step 1 – Register for your ITS account** which will generate your Warwick email address. The login and password generated at this step is what you will use to access all Warwick IT services including your student records online account, Moodle etc
- **Step 2 – Upload a photo** for your Warwick ID card. Please check the Photo Guidelines [here](#)
- **Step 3 – Course Registration** - this is the core element of enrolment at Warwick and is compulsory for all students to complete before their course begins. If you require a visa to study in the UK you will be asked to provide your visa details here.
- **Step 4 – Warwick Values Moodle course** - this course is to ensure you have read and understood the Principles of the University and that you agree to be bound by them.
- **Step 5 – Enrolment Dashboard** - this lists a number of other activities relevant to you that it is recommend you complete before you begin your studies, or in the case of students with visa restrictions, require you to complete in order to become fully enrolled
- **Step 6 – Set up payment of fees.** You are asked to confirm if you will be paying your fees or if a sponsor will be. If your school are sponsoring you please remember to provide sponsorship information to the Student Finance team in good time for this to be reflected on your record. Further fees information can be found on our **[PGCE New Student's Guide to Fees and Funding Your Studies.](#)**

## Your Student Records Online account (eVision)

- As part of course registration you will have logged into the Student Records Online portal.
- Through this portal you should keep the data on your student record up to date so if you change your name, address etc whilst on course you will update that here.
- Your course fees payment arrangements are also set up here
- If you require proof of your status as a student this is also requested within the portal

## Do I get a student ID card?

- Yes. For any students who will be living on campus your ID card is issued with your accommodation keys. All other students will receive their card at their first face to face sessions on campus.
- In the event that teaching begins online in the first term but you still need to access services on campus eg the library, you can arrange to collect your card from [Student Services at Senate House](#). Their opening times can be found [here](#).
- In the meantime if you require proof of your student status you can request a [Certificate of Status](#) and to take advantage of over 250 student discounts don't forget to sign yourself up for an [NUS Totum card](#) from only £14.99 for 12 months.

## How do I access my ITS account and use University systems?

- As part of the **enrolment** process you will set up your **ITS account** including your Warwick **email address** and **password**. You should make a note of these in a **safe space**.
- You will need a computing device (eg a laptop) for most aspects of the course. The ITS support team have put together some recommendations for device specifications [here](#).
- If you do not have access to a device and are struggling with the cost of purchasing one, you **may** be eligible for a [laptop loan](#) or [IT funding support](#).
- Please read the **Guide to IT Services** information [here](#). The 'Get Started' checklist will help you prepare your device, connect to your Warwick email account (this is what we'll use to contact you throughout the course) and help you to install **free license of Office 365**.
- You can access your Warwick email from <https://go.warwick.ac.uk/mymail>
  - Log in with your IT username and password.
  - If you go directly to the Microsoft Office 365 login screen then you will need to enter your credentials in the following format: **username@live.warwick.ac.uk** and before you are able to enter your password it should automatically re-direct you to a Warwick server where you will need to enter your username and password.