



Instructions on Accessing the Module Application System

Module Application Window

You will need to apply for WBS modules you wish to take with us via our Module Application System prior to your arrival.

The Module Application System will **open at 12:00pm noon (UK time) on Tuesday 2nd December 2025**

The Module Application System will **close at 15:00pm noon (UK time) on Tuesday 9th December 2025**

Accessing the Module Application System

Follow the instructions below to securely access the my.wbs Module Application System.

Step 1:

Go to this link to follow the instructions as How to login to my.wbs:

<https://warwickbs.atlassian.net/wiki/spaces/CUS/pages/57770034/Logging+in+to+My+WBS+with+your+ITS+Username>

If you choose to reset your password, please give up to 15 minutes for your ITS password reset to process.

After this you should then be able to login to MyWBS <https://my.wbs.ac.uk/> with your ITS credentials.

Step 2:

After your resetting of the my.wbs password, go to the Access Portal: <https://my.wbs.ac.uk/> and securely login with your Username and Password.

Please note: Your Username will be securely sent to your email address on successful submission of the registration page. It will be sent to the email address listed on your application form and that WBS has been communicating with you regarding module application. Remember to check your junk/clutter/spam filters for the confirmation email.

Step 3:

Once you have logged in, click on your photo icon in the top-right hand corner, which will take you to your **Profile & Tools** homepage.

Once on the homepage, click onto the **Module Application** tab. This will take you to the Module Application page.

Scroll down the module list on the left of your screen. These are the modules available to you.

You can click on an individual module to read its outline. For your chosen module, select the correct assessment method (number of CATS/credits).

Click the blue button to add the module to your selection.

The selected module should appear in the “Selected Modules” column on the right of your screen.

When you have made your choices, click the green button to submit your choices.

Please note that by now you can access your my.wbs account as well as the Module Application system.

Please send any questions to undergraduate@wbs.ac.uk and include information on the section you are unable to complete.