



## Instructions on Accessing the Module Application System

### Module Application Window

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

The Module Application System will **open at 12.00 noon (UK time) on Monday 4<sup>th</sup> December 2023.**

The Module Application System will **close at 16.00 (UK time) on Monday 11<sup>th</sup> December 2023**

### Accessing the Module Application System

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

Go to the Registration Portal:

<https://my.wbs.ac.uk/welcome>



- Clicking on the link above will take you to the home page.

**I HAVE A PASSWORD**  
If you know your login details for my.wbs website, please click here to continue.

**I DON'T KNOW MY PASSWORD**  
If you don't know your login details, please take a moment to choose a new password.

- Click on 'I don't know my password'.

The screenshot shows a web form titled 'UPDATE PASSWORD'. It contains the following fields and elements:

- University Number:** A text input field with a placeholder 'University Number' and a note below it: 'This is the seven digit number printed on your University card'.
- Your Course:** A dropdown menu with the placeholder 'Select course...'.
- Date of Birth:** A text input field with a placeholder 'dd/mm/yyyy'.
- New Password:** A text input field.
- Confirm New Password:** A text input field.
- Strength Estimate:** A circular icon with a bar chart inside, indicating password strength.
- SAVE NEW PASSWORD:** A green button at the bottom of the form.

- Enter your University ID Number.  
*This is the number found on your Unconditional Offer email from Warwick's Study Abroad Team*
- Enter your Course.  
*This is 'UG Visiting and Exchange Students (VIS)'*
- Enter your Date of Birth.  
*Format DD/MM/YYYY*
- Choose and enter a password
- Confirm your password
- Click on 'save new password'.

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 on regarding module application.

Remember to check your junk/clutter/spam filters for the confirmation email.

Need help? – Please send any questions to [undergraduate@wbs.ac.uk](mailto:undergraduate@wbs.ac.uk) and include information on the section you are unable to complete.

## Navigating the Module Application System

Once you have your Username, you can log in to the my.wbs system here and securely login with your Username and Password:

Go to the Access Portal: <https://my.wbs.ac.uk/>

Once you have logged in, click on your photo icon in the top-right hand corner, which will take you to your Home page. Once on the homepage, click onto the *module application* tab.

- Now you're on the Module Application page.
- Scroll down the module list on the left of your screen; these are the modules available to you.
- 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.

**If you have any questions please contact the Undergraduate Programme team at [undergraduate@wbs.ac.uk](mailto:undergraduate@wbs.ac.uk)**