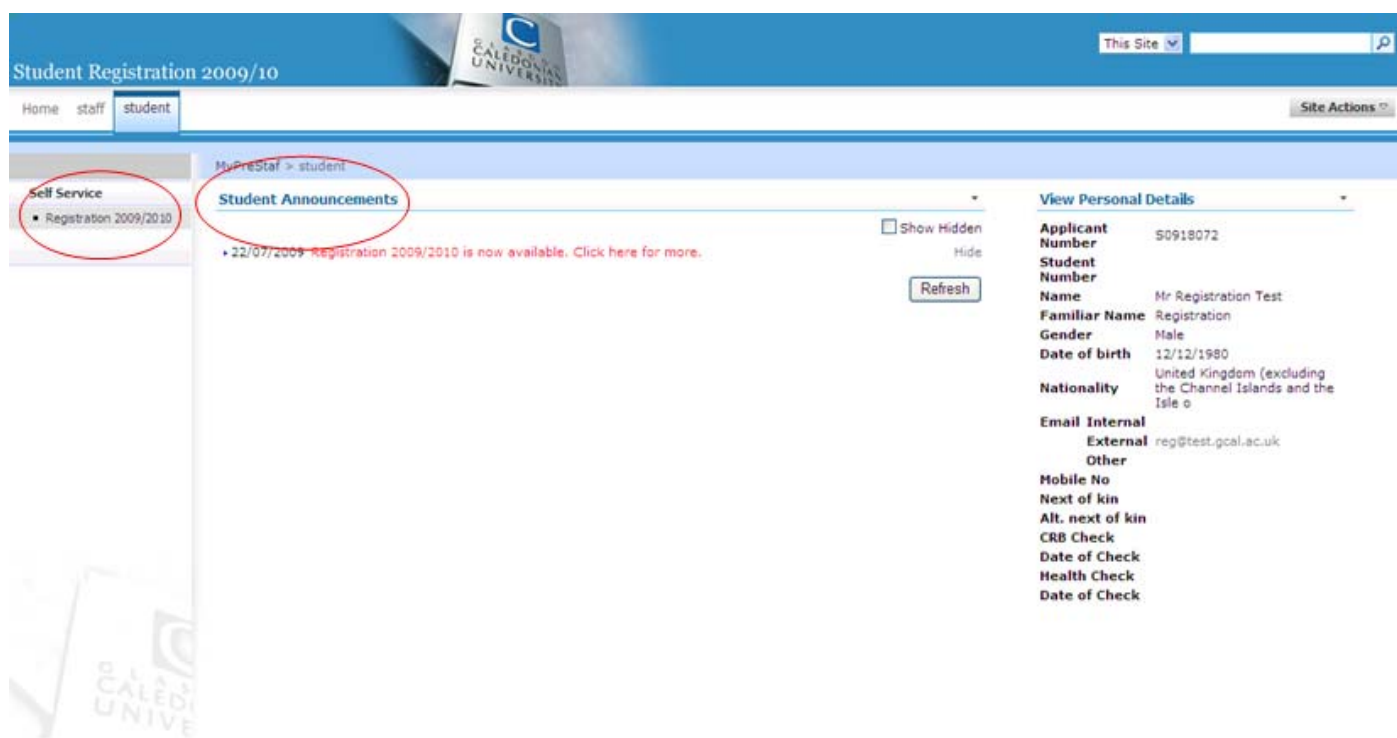




V1.1	SS001	Registration Guide	June 2009
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PURPOSE: To show an overview of the Registration process within ISIS Self Service

1.1 This is the Self Service Registration home page. To register, click on the 'Register Here' link. In the 'Student Announcements' section will display information about Registration.



1.2 New Applicants should click on the 'New Students' link or the 'Register (Applicants)' tab. Continuing students should click on the 'Continuing Students' link or the 'Re-register' tab.

The 'My Details' tab shows a summary of their biographical information. The 'Applications' tab show the progress of any applications they have with the university and the 'Registrations' tab shows any completed registrations for the student.

Registration 2009/2010

View All Site Content

Self Service

- Registration 2009/2010

Recycle Bin

Registration 2009/2010

Click here to register as a new student.

(or you are returning from time out from your programme or are changing to a different programme)

Your course will be shown under the **Processed Applications** section below. Click on the **Register** link to continue.

Click here to register as a continuing student. Your course will be shown below. Click on the **Re - Register** link to continue.

You will not be fully registered until you have passed your previous years exams. If you are repeating modules you should register for the next year and you will automatically be put on the same year as last year, depending on exam results.

Click here if you have any questions about registration.

If you need help or have any questions about registration, please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

View Basket

My Details

Enquiries

Applications

Register (Applicants)

Registrations

Re-register

Messages

Your Details

Edit

Student Number	S0918072	Telephone No.	
Name	Registration Test	Home E-mail Address	reg@test.gcal.ac.uk
Address		Internal E-mail Address	
Postcode		Date of Birth	12/12/1980
		UK Resident	Yes

1.3 The screen displays the programme the applicant is eligible to register for. Select the 'Register' link.

Registration 2009/2010

View All Site Content

Self Service

Registration 2009/2010

Recycle Bin

Registration 2009/2010

Click here to register as a new student.

(or you are returning from time out from your programme or are changing to a different programme)

Your course will be shown under the **Processed Applications** section below. Click on the **Register** link to continue.

Click here to register as a continuing student. Your course will be shown below. Click on the **Re - Register** link to continue.

You will not be fully registered until you have passed your previous years exams. If you are repeating modules you should register for the next year and you will automatically be put on the same year as last year, depending on exam results.

Click here if you have any questions about registration.

If you need help or have any questions about registration, please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

View Basket

- My Details
- Enquiries
- Applications
- Register (Applicants)
- Registrations
- Re-register
- Messages

No Application Tasks were found.

Processed Applications

Status	Course Code	Title	Session Mode	Stage Code	Course Fee
Applied	P00015	BA/BA (HONS) ACCOUNTANCY	1FTA Full-time according to funding council definitions	Eligible to Register Intent	1,820.00
Total:					£1,820.00

Register

1.4 If applicable you can return and register for another course on this session. Click on the 'Proceed' button.

Registration 2009/2010

View All Site Content

Self Service

Registration 2009/2010

Recycle Bin

Registration 2009/2010

Registrations

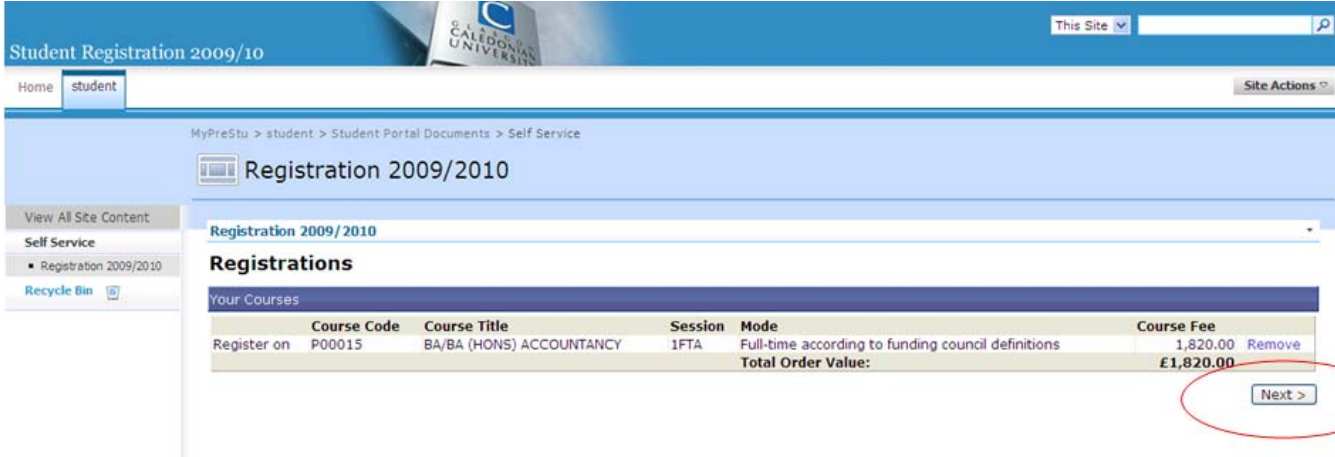
Basket

You currently have the following items in your basket:

	Course Code	Course Title	Session Mode	Course Fee
Register on	P00015	BA/BA (HONS) ACCOUNTANCY	1FTA Full-time according to funding council definitions	1,820.00
Total Order Value:				£1,820.00

Proceed

- 1.5** Once the required programme(s) have been selected, continue with Registration by selecting the 'Next' button.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content
Self Service
Registration 2009/2010
Recycle Bin

Registration 2009/2010

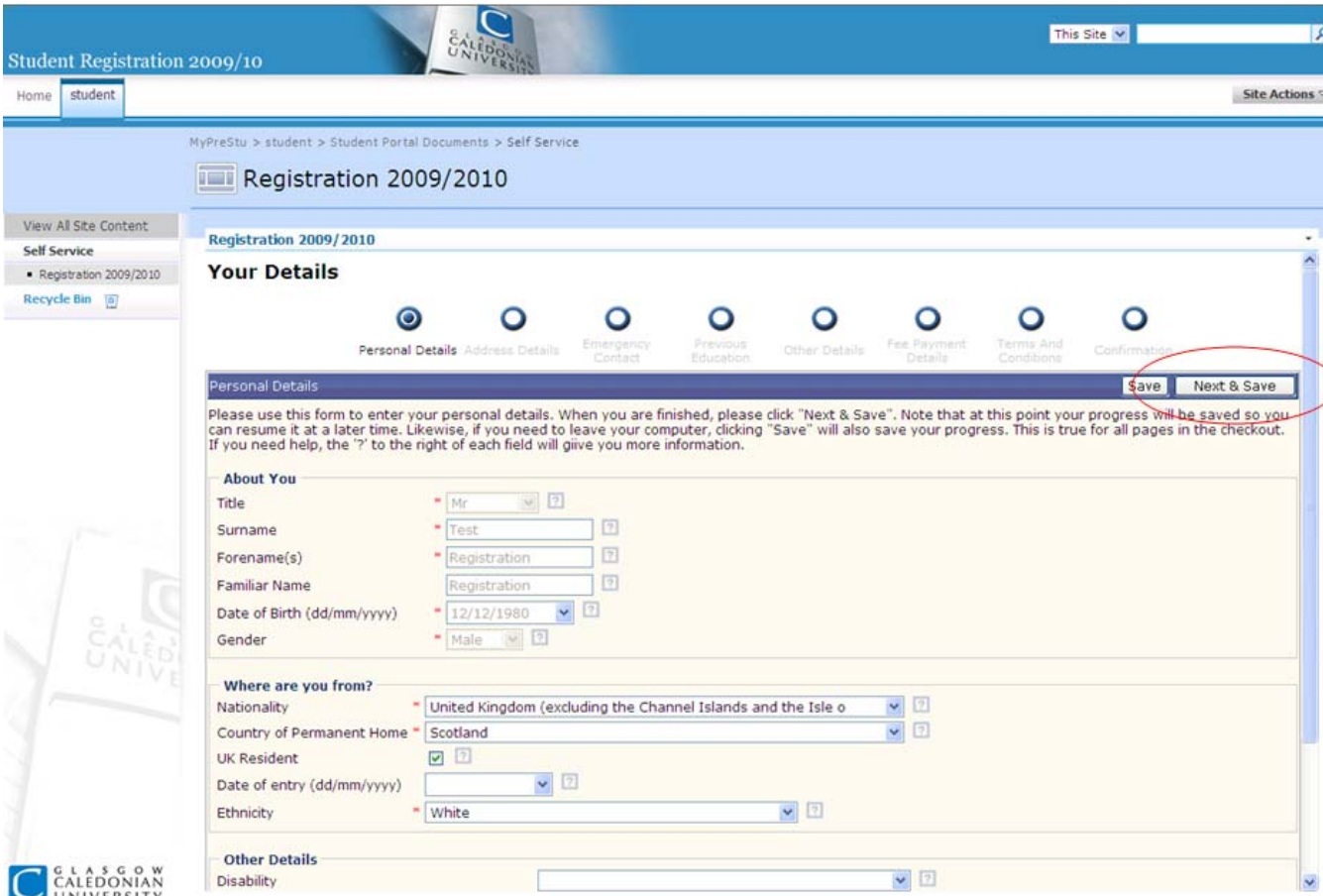
Registrations

Your Courses

Course Code	Course Title	Session	Mode	Course Fee	
P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	Full-time according to funding council definitions	1,820.00	Remove
Total Order Value:				£1,820.00	

Next >

- 1.6** The applicant must update all the screens to complete Registration. To navigate back and forward via the screens, click on the 'Next & Save' button at either the top or bottom of the screens. A continuing student will not need to complete all the screens, as information will have been collected when they registered as a new student. This screen details where the applicant enters their biographical information.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content
Self Service
Registration 2009/2010
Recycle Bin

Registration 2009/2010

Your Details

Personal Details Address Details Emergency Contact Previous Education Other Details Fee Payment Details Terms And Conditions Confirmation

Personal Details

Please use this form to enter your personal details. When you are finished, please click "Next & Save". Note that at this point your progress will be saved so you can resume it at a later time. Likewise, if you need to leave your computer, clicking "Save" will also save your progress. This is true for all pages in the checkout. If you need help, the '?' to the right of each field will give you more information.

About You

Title: Mr
Surname: Test
Forename(s): Registration
Familiar Name: Registration
Date of Birth (dd/mm/yyyy): 12/12/1980
Gender: Male

Where are you from?

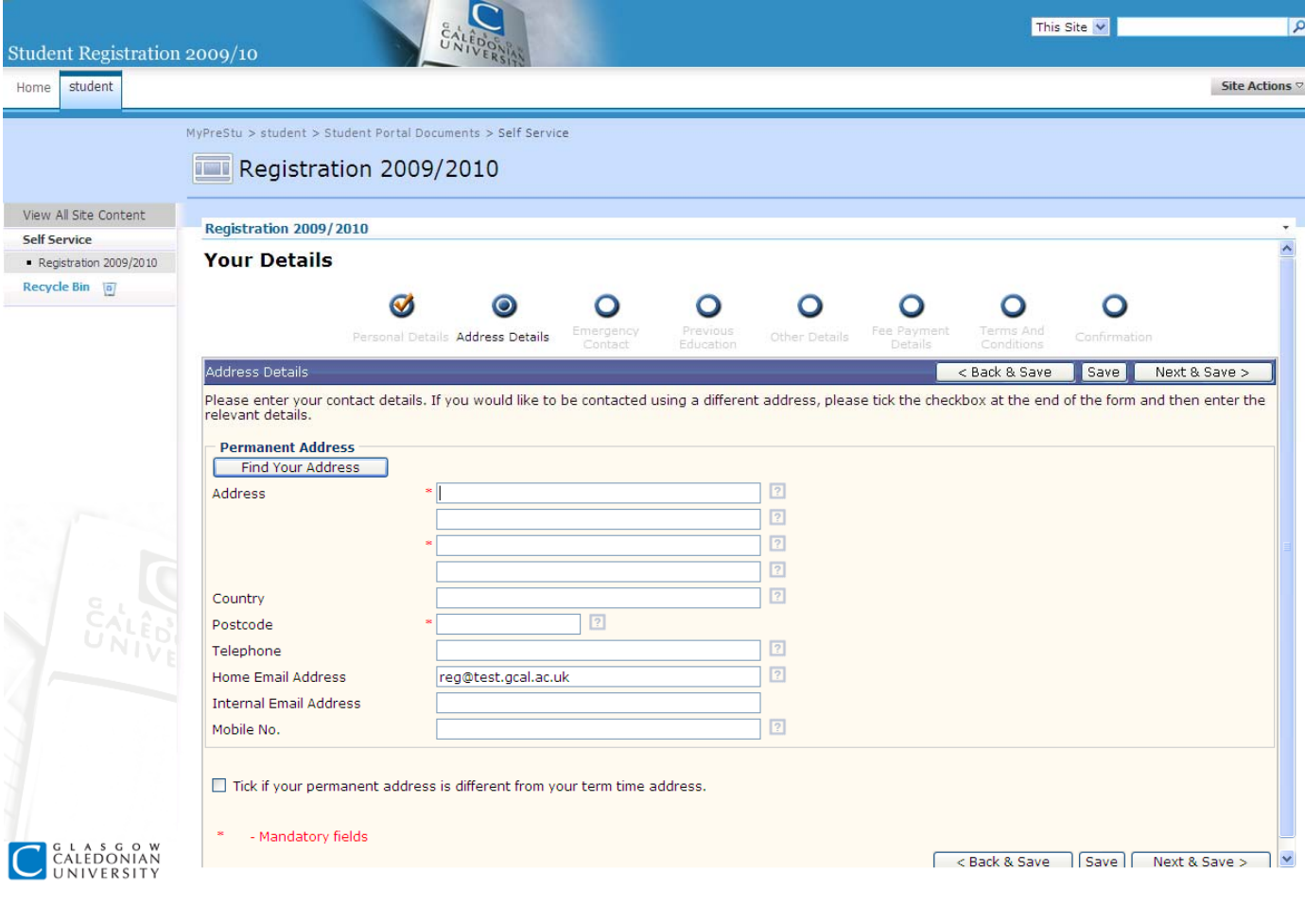
Nationality: United Kingdom (excluding the Channel Islands and the Isle o
Country of Permanent Home: Scotland
UK Resident:
Date of entry (dd/mm/yyyy):
Ethnicity: White

Other Details

Disability:

Save Next & Save

- 1.7** Navigation to the previous screen can be accessed by clicking on **'Back & Save'** button at the bottom of the screen. Work will be saved before you are returned to the previous screen.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content

Self Service

- Registration 2009/2010
- Recycle Bin

Registration 2009/2010

Your Details

Personal Details Address Details Emergency Contact Previous Education Other Details Fee Payment Details Terms And Conditions Confirmation

Address Details < Back & Save Save Next & Save >

Please enter your contact details. If you would like to be contacted using a different address, please tick the checkbox at the end of the form and then enter the relevant details.

Permanent Address

Find Your Address

Address * ?
 ?
 ?
 ?

Country ?

Postcode * ?

Telephone ?

Home Email Address ?

Internal Email Address

Mobile No. ?

Tick if your permanent address is different from your term time address.

* - Mandatory fields

< Back & Save Save Next & Save >

- 1.8** Address lookup functionality is available via Quick Address. Click on the **'Address Lookup'** button, and a pop-up box will appear. Type in the post code and click the **'Search'** button, then click on the **'Select'** button once the correct address has been retrieved.

Self Service

Y Search Text:

Results:

Previous Location HESA Details Fee Payment Details Terms And Conditions Confirmation

< Back & Save Save Next & Save >

If you have a different address, please tick the checkbox at the end of the form and then enter the

?
 ?
 ?
 ?
 ?
 ?
 ?
 ?
 ?
 ?

Telephone 0141 942 6170 ?
 Home Email Address PreciousGeckos@aol.com ?
 Internal Email Address
 Mobile No. 07506741945 ?

1.9 If the applicant has a term time address, click on the **'Tick if your permanent address is different from your term time address'** and enter the term time address.

Tick if your permanent address is different from your term time address.

Term Time Address

Address - ?
 ?
 ?
 ?

Country ?

Postcode - ?

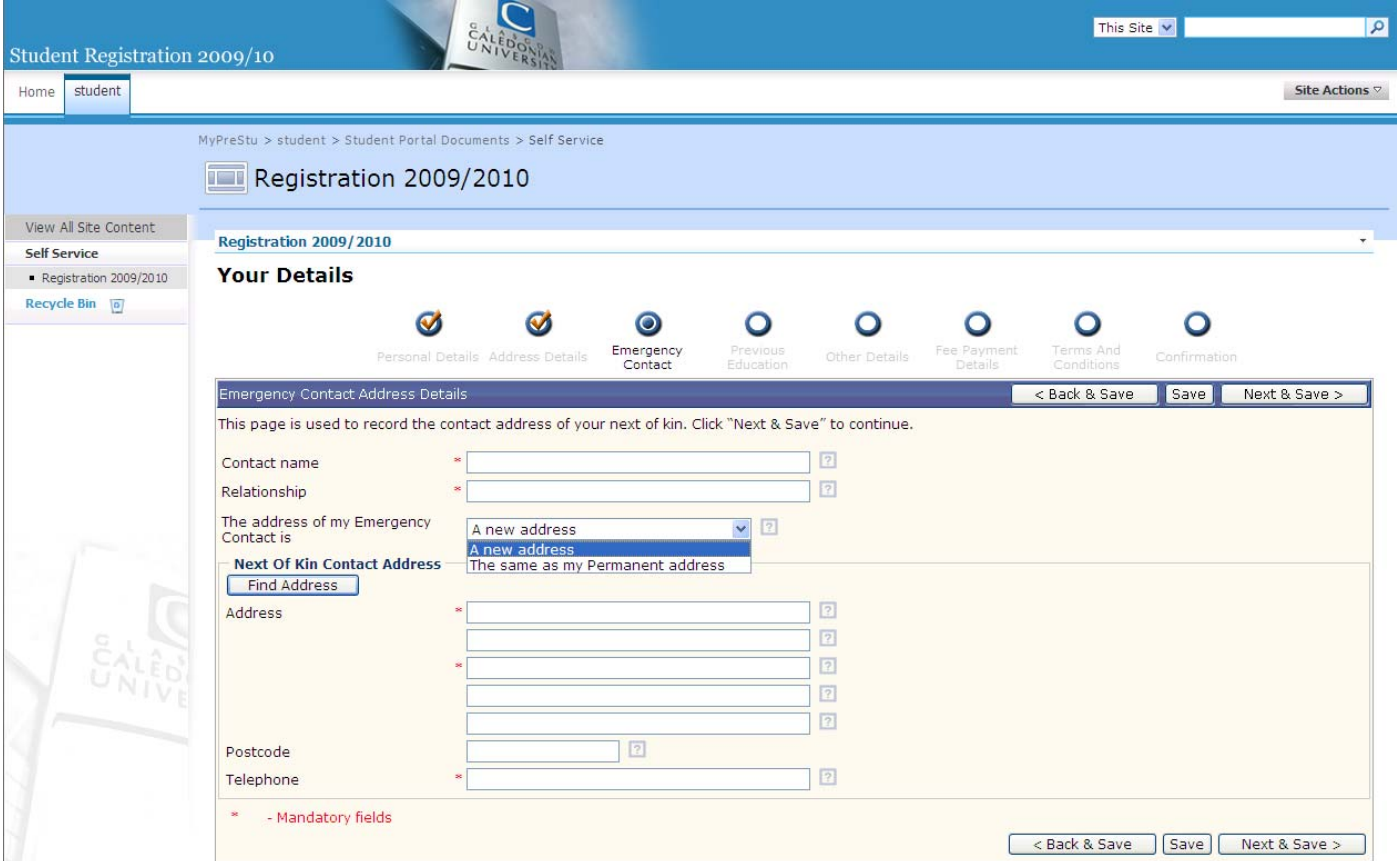
Telephone ?

* - Mandatory fields

< Back & Save Save Next & Save >

2.0

This screen details where the applicant would enter their Emergency Contact details.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content
Self Service
Registration 2009/2010
Recycle Bin

Your Details

Personal Details Address Details **Emergency Contact** Previous Education Other Details Fee Payment Details Terms And Conditions Confirmation

Emergency Contact Address Details < Back & Save Save Next & Save >

This page is used to record the contact address of your next of kin. Click "Next & Save" to continue.

Contact name * ?

Relationship * ?

The address of my Emergency Contact is ?
 A new address
 A new address
 The same as my Permanent address

Next Of Kin Contact Address

Address * ?
 ?
 ?
 ?
 ?

Postcode ?

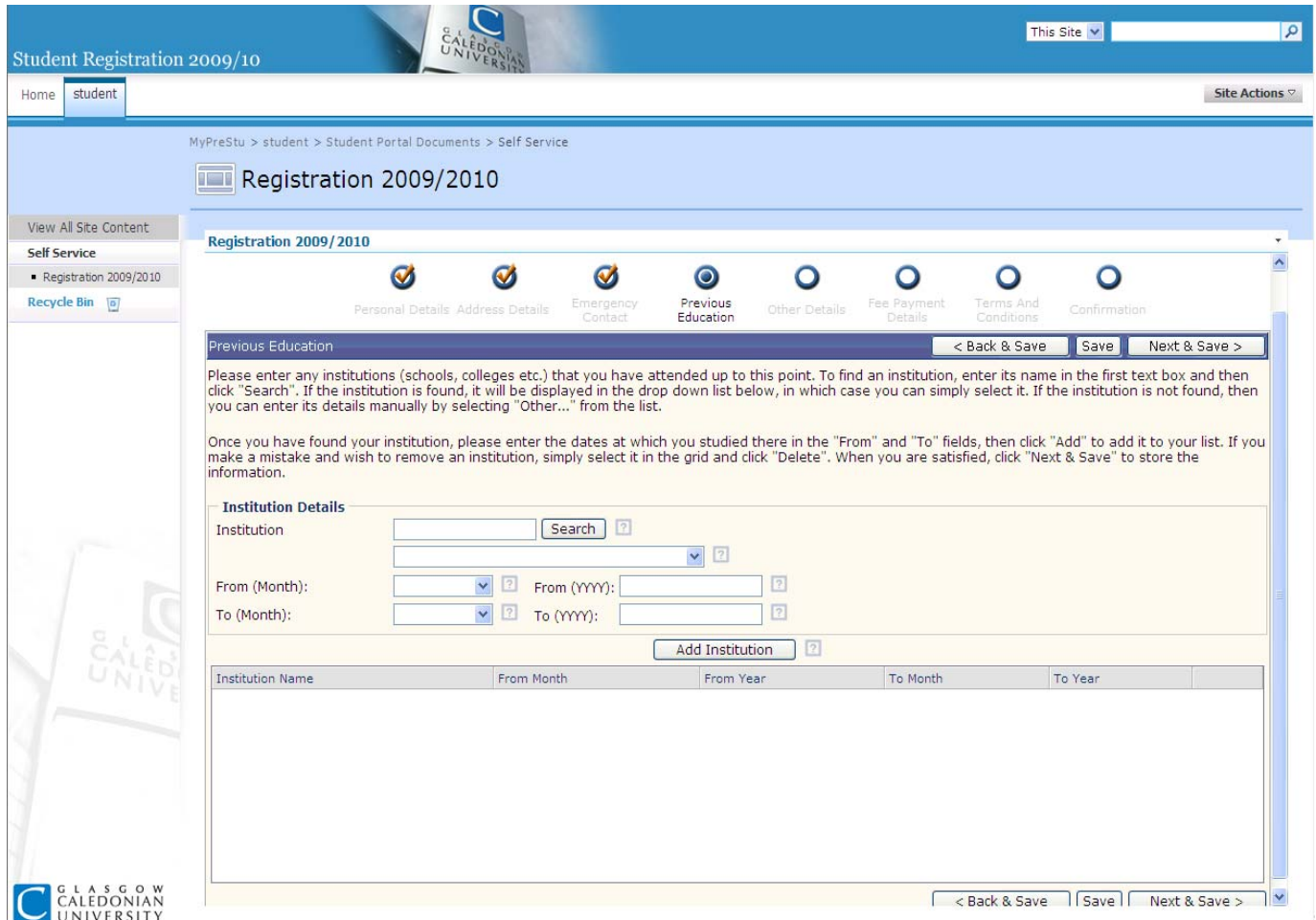
Telephone * ?

* - Mandatory fields

< Back & Save Save Next & Save >

GLASGOW
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2.1 Previous institutions the applicant has attended can be entered. Information can be added, deleted and amended here.



The screenshot shows the 'Registration 2009/2010' page in the 'Self Service' section. The 'Previous Education' tab is active, displaying instructions and a form for adding institutions. The form includes a search field, date pickers for 'From' and 'To' months and years, and an 'Add Institution' button. Below the form is a table with columns for Institution Name, From Month, From Year, To Month, and To Year.

Registration 2009/2010

Navigation: Personal Details | Address Details | Emergency Contact | **Previous Education** | Other Details | Fee Payment Details | Terms And Conditions | Confirmation

Previous Education [< Back & Save | Save | Next & Save >]

Please enter any institutions (schools, colleges etc.) that you have attended up to this point. To find an institution, enter its name in the first text box and then click "Search". If the institution is found, it will be displayed in the drop down list below, in which case you can simply select it. If the institution is not found, then you can enter its details manually by selecting "Other..." from the list.

Once you have found your institution, please enter the dates at which you studied there in the "From" and "To" fields, then click "Add" to add it to your list. If you make a mistake and wish to remove an institution, simply select it in the grid and click "Delete". When you are satisfied, click "Next & Save" to store the information.

Institution Details

Institution: ?

From (Month): ? From (YYY): ?

To (Month): ? To (YYY): ?

?

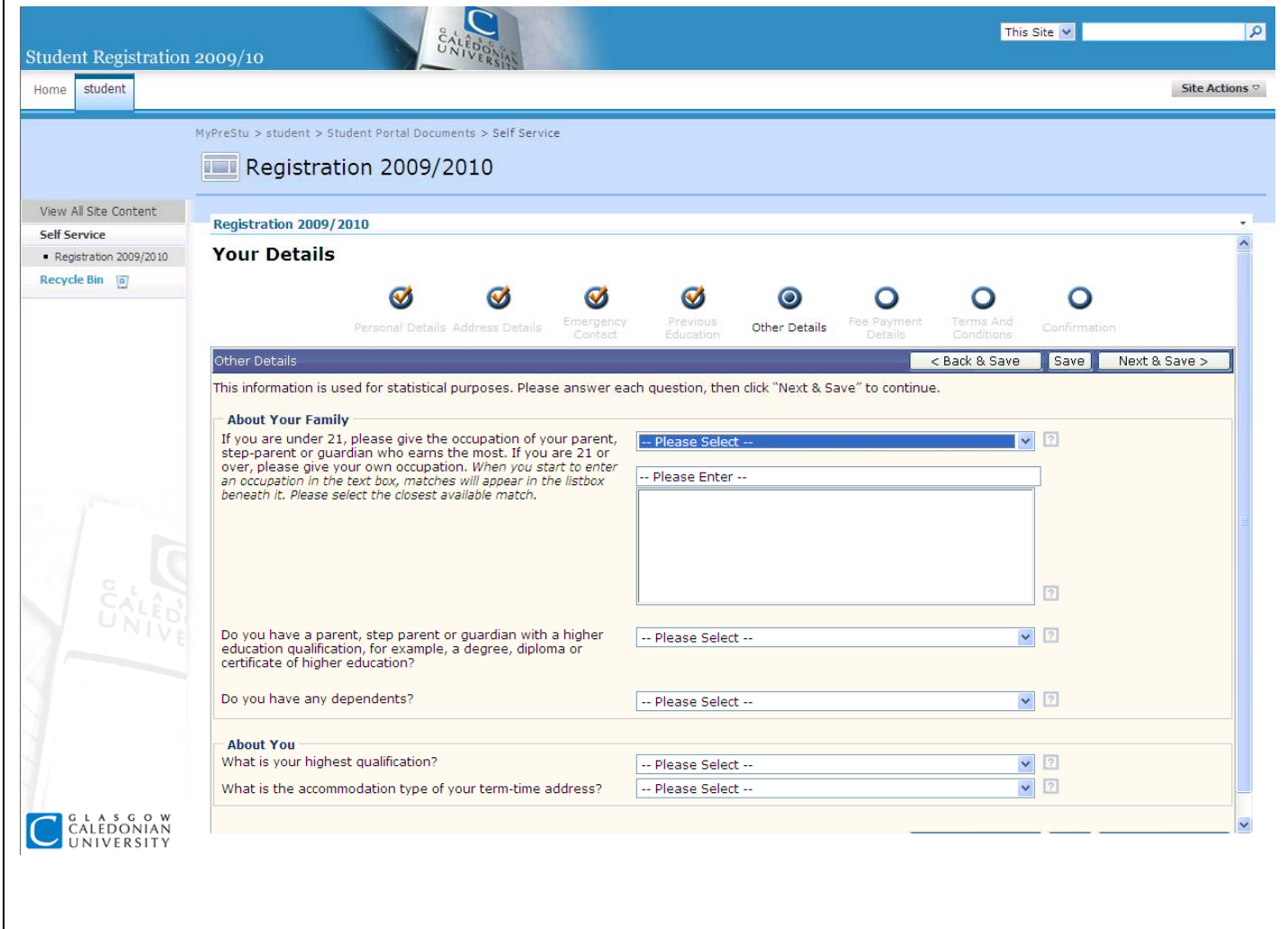
Institution Name	From Month	From Year	To Month	To Year

[< Back & Save | Save | Next & Save >]

2.2

HESA details can be entered on the screen shown above, for example;

- Parents occupation
- Dependents
- Highest qualification



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content

Self Service

- Registration 2009/2010

Recycle Bin

Registration 2009/2010

Your Details

Personal Details Address Details Emergency Contact Previous Education **Other Details** Fee Payment Details Terms And Conditions Confirmation

Other Details < Back & Save Save Next & Save >

This information is used for statistical purposes. Please answer each question, then click "Next & Save" to continue.

About Your Family

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If you are 21 or over, please give your own occupation. When you start to enter an occupation in the text box, matches will appear in the listbox beneath it. Please select the closest available match.

-- Please Select --

-- Please Enter --

Do you have a parent, step parent or guardian with a higher education qualification, for example, a degree, diploma or certificate of higher education? -- Please Select --

Do you have any dependents? -- Please Select --

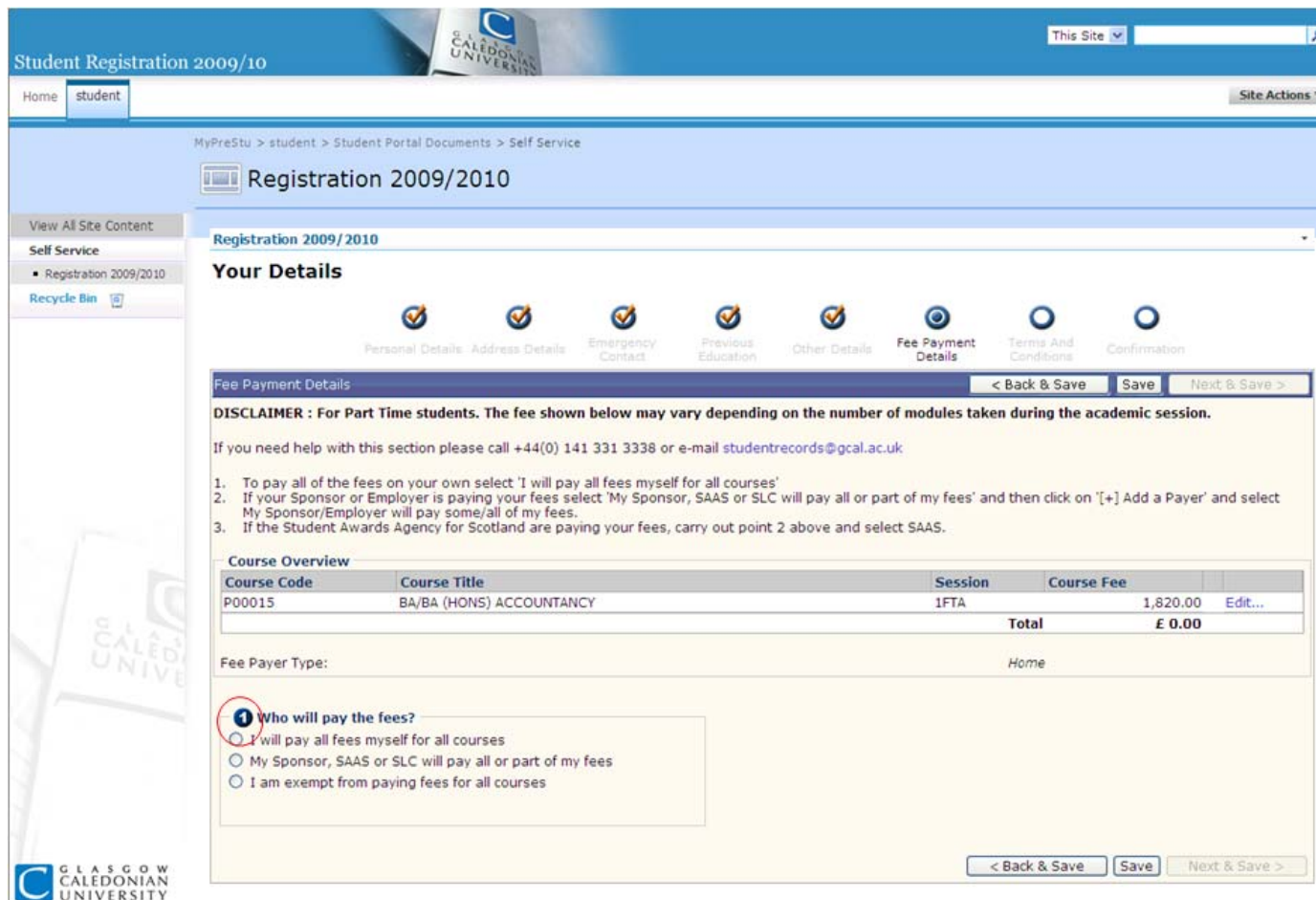
About You

What is your highest qualification? -- Please Select --

What is the accommodation type of your term-time address? -- Please Select --

GLASGOW CALEDONIAN UNIVERSITY

2.3 This screen shows where the applicant enters their fee payment details. Applicants must select 1 of the 3 options for Part 1.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content

Self Service

- Registration 2009/2010

Recycle Bin

Registration 2009/2010

Your Details

Personal Details Address Details Emergency Contact Previous Education Other Details **Fee Payment Details** Terms And Conditions Confirmation

Fee Payment Details < Back & Save Save Next & Save >

DISCLAIMER : For Part Time students. The fee shown below may vary depending on the number of modules taken during the academic session.

If you need help with this section please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

- To pay all of the fees on your own select 'I will pay all fees myself for all courses'
- If your Sponsor or Employer is paying your fees select 'My Sponsor, SAAS or SLC will pay all or part of my fees' and then click on '[+] Add a Payer' and select My Sponsor/Employer will pay some/all of my fees.
- If the Student Awards Agency for Scotland are paying your fees, carry out point 2 above and select SAAS.

Course Overview

Course Code	Course Title	Session	Course Fee
P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	1,820.00
Total			£ 0.00

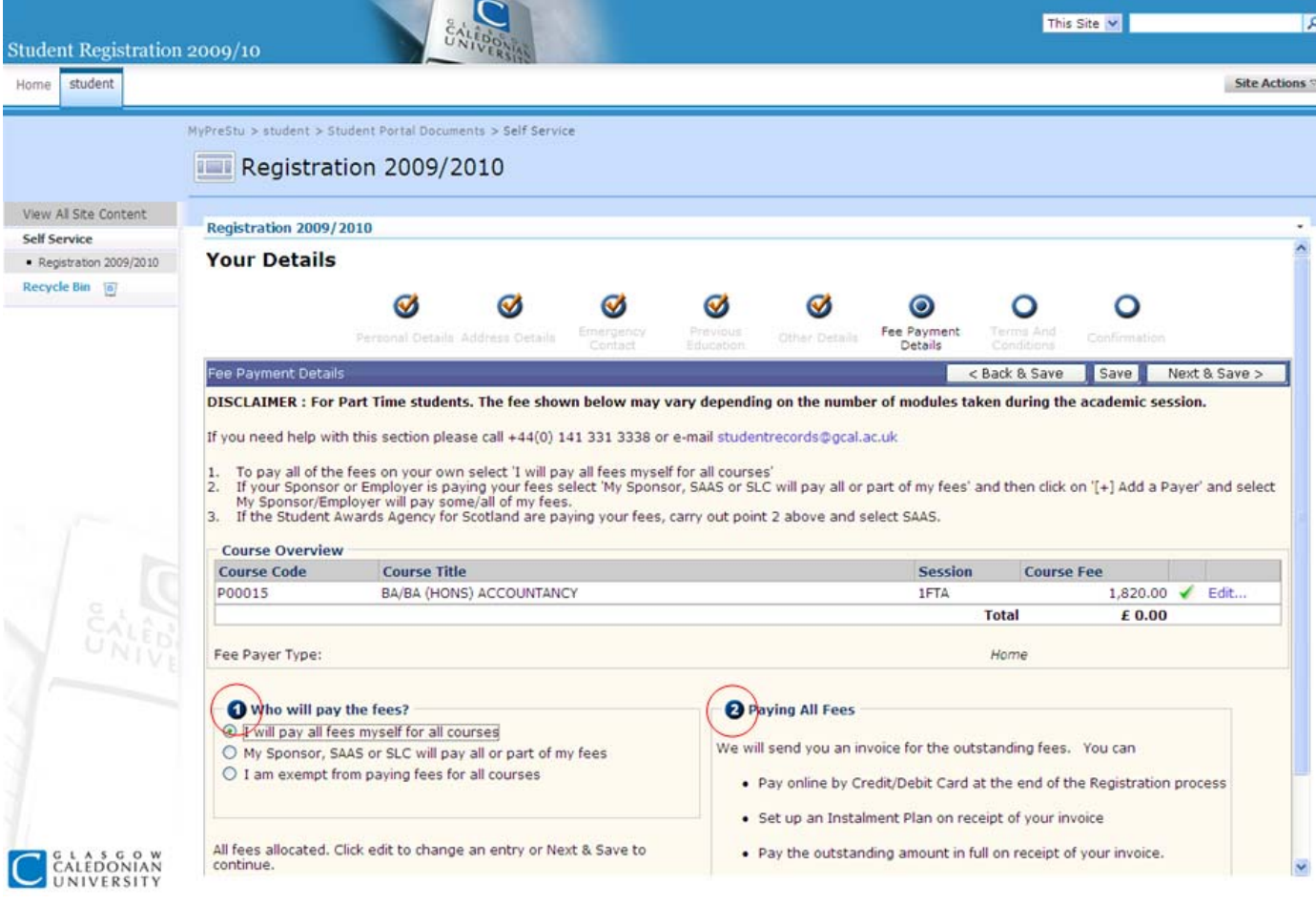
Fee Payer Type: Home

Who will pay the fees?

- I will pay all fees myself for all courses
- My Sponsor, SAAS or SLC will pay all or part of my fees
- I am exempt from paying fees for all courses

< Back & Save Save Next & Save >

- 2.3 If you are paying all the fees yourself select **'I will pay all fees myself for all course'**. Part 2 – **'Paying All Fees'** details how an applicant pays following receipt of an invoice from the University.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content

Self Service

- Registration 2009/2010

Recycle Bin

Registration 2009/2010

Your Details

Personal Details Address Details Emergency Contact Previous Education Other Details **Fee Payment Details** Terms And Conditions Confirmation

Fee Payment Details < Back & Save Save Next & Save >

DISCLAIMER : For Part Time students. The fee shown below may vary depending on the number of modules taken during the academic session.

If you need help with this section please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

- To pay all of the fees on your own select 'I will pay all fees myself for all courses'
- If your Sponsor or Employer is paying your fees select 'My Sponsor, SAAS or SLC will pay all or part of my fees' and then click on '[+] Add a Payer' and select My Sponsor/Employer will pay some/all of my fees.
- If the Student Awards Agency for Scotland are paying your fees, carry out point 2 above and select SAAS.

Course Code	Course Title	Session	Course Fee
P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	1,820.00
Total			£ 0.00

Fee Payer Type: Home

1 Who will pay the fees?

I will pay all fees myself for all courses

My Sponsor, SAAS or SLC will pay all or part of my fees

I am exempt from paying fees for all courses

2 Paying All Fees

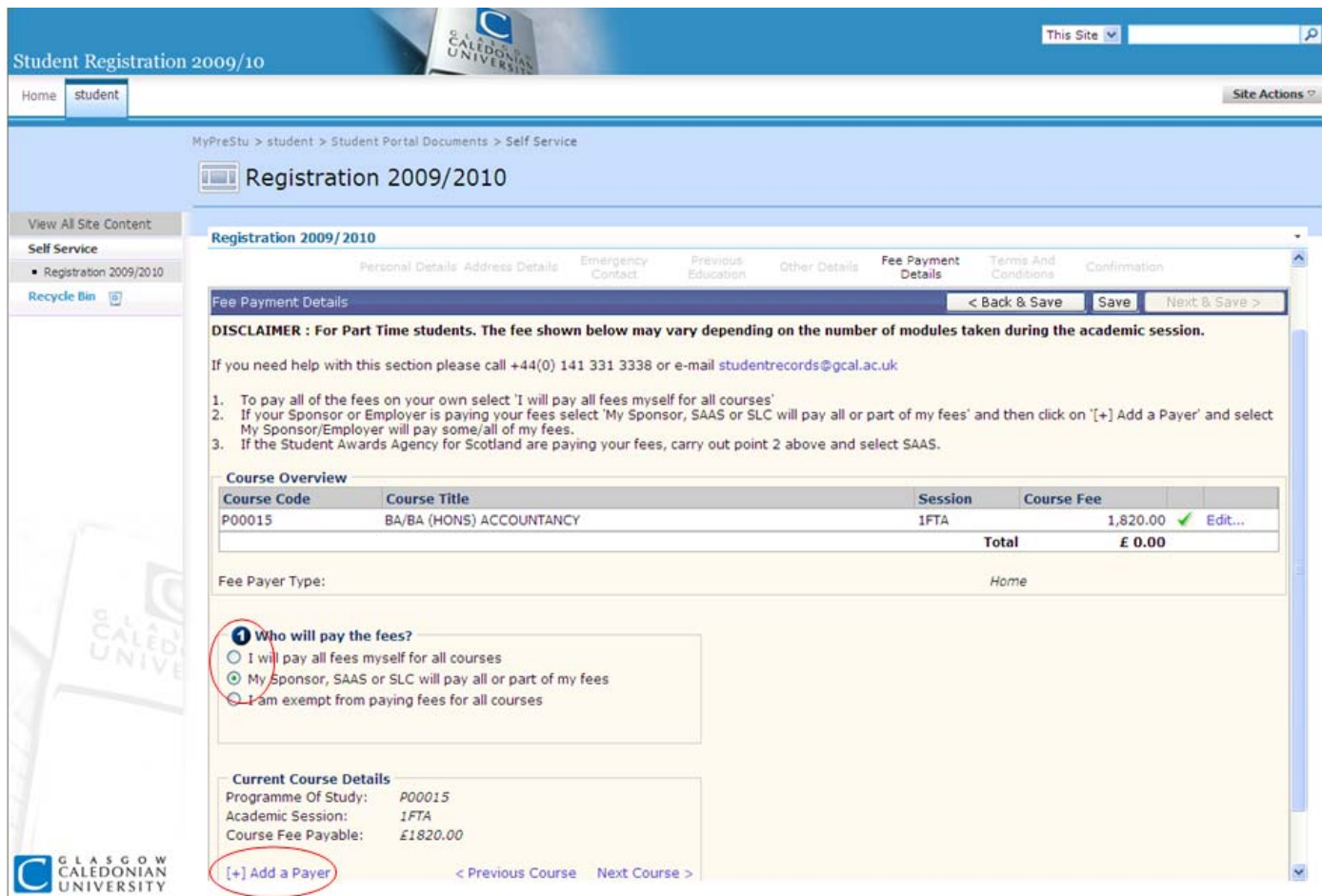
We will send you an invoice for the outstanding fees. You can

- Pay online by Credit/Debit Card at the end of the Registration process
- Set up an Instalment Plan on receipt of your invoice
- Pay the outstanding amount in full on receipt of your invoice.

All fees allocated. Click edit to change an entry or Next & Save to continue.

2.4

If a sponsor is paying your fees select the second option in Part 1. Then Click on '[+] Add a Payer'.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content
Self Service
Registration 2009/2010
Recycle Bin

Registration 2009/2010

Personal Details Address Details Emergency Contact Previous Education Other Details Fee Payment Details Terms And Conditions Confirmation

Fee Payment Details < Back & Save Save Next & Save >

DISCLAIMER : For Part Time students. The fee shown below may vary depending on the number of modules taken during the academic session.

If you need help with this section please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

- To pay all of the fees on your own select 'I will pay all fees myself for all courses'
- If your Sponsor or Employer is paying your fees select 'My Sponsor, SAAS or SLC will pay all or part of my fees' and then click on '[+] Add a Payer' and select My Sponsor/Employer will pay some/all of my fees.
- If the Student Awards Agency for Scotland are paying your fees, carry out point 2 above and select SAAS.

Course Code	Course Title	Session	Course Fee	
P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	1,820.00	✓ Edit...
			Total	£ 0.00

Fee Payer Type: Home

1 Who will pay the fees?

I will pay all fees myself for all courses

My sponsor, SAAS or SLC will pay all or part of my fees

I am exempt from paying fees for all courses

Current Course Details

Programme Of Study: P00015
Academic Session: 1FTA
Course Fee Payable: £1820.00

[+] Add a Payer < Previous Course Next Course >

2.5

The next section 'Who will pay your fees for this course?' will now be displayed. Select a payer from the drop down box.



2 Who will pay your fees for this course?

Please select one... Please select one...

I will pay all the fees myself

Sponsor is paying all or part of my fees

SAAS will pay some/all of my fees

SLC (LEA) will pay some/all of my fees

< Back & Save Save Next & Save >

2.5

You will then be allowed to enter your sponsor information.

Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

Registration 2009/2010

Personal Details Address Details Emergency Contact Previous Education Other Details **Fee Payment Details** Terms And Conditions Confirmation

Fee Payment Details < Back & Save Save Next & Save >

DISCLAIMER : For Part Time students. The fee shown below may vary depending on the number of modules taken during the academic session.

If you need help with this section please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

- To pay all of the fees on your own select 'I will pay all fees myself for all courses'
- If your Sponsor or Employer is paying your fees select 'My Sponsor, SAAS or SLC will pay all or part of my fees' and then click on '[+] Add a Payer' and select My Sponsor/Employer will pay some/all of my fees.
- If the Student Awards Agency for Scotland are paying your fees, carry out point 2 above and select SAAS.

Course Code	Course Title	Session	Course Fee	
P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	1,820.00	✓ Edit...
Total			£ 0.00	

Fee Payer Type: Home

1 Who will pay the fees?

I will pay all fees myself for all courses

My Sponsor, SAAS or SLC will pay all or part of my fees

I am exempt from paying fees for all courses

3 Sponsor Details

Enter details of Sponsors, e.g. companies or employers, who will pay your fees. If SAAS or SLC (LEA) will pay your fees please select SAAS or SLC (LEA) will pay some/all of my fees at section 2..

We will write to your Sponsor to confirm invoicing details, please provide full contact details.

When searching for a sponsor, please follow the process below;

- Enter sponsor name in the Sponsor Name Search field
- Select sponsor name from text box below the Sponsor Name Search field, your Sponsor details will appear in the Sponsor Name and Address fields
- If a sponsor cannot be found, the text please enter your sponsor details will appear in the text box. Select this statement and then enter your sponsor details in the Sponsor Name field

How much will your Sponsor pay?

Enter amount Enter percentage

£ %

Sponsor Purchase Order Number

Sponsor Name Search

When you start to enter a sponsor name in the text box, matches will appear in the listbox beneath it. Please select the closest available match. If you cannot find an appropriate match, please click "Please enter your sponsor's details" and enter their details in the fields below.

Sponsor Name

Sponsor's Address

Country

Postcode

Email Address

Telephone Number

* - Mandatory fields

OK Cancel

Current Course Details

Programme Of Study: P00015

Academic Session: 1FTA

Course Fee Payable: £1820.00

[+] Add a Payer < Previous Course Next Course >

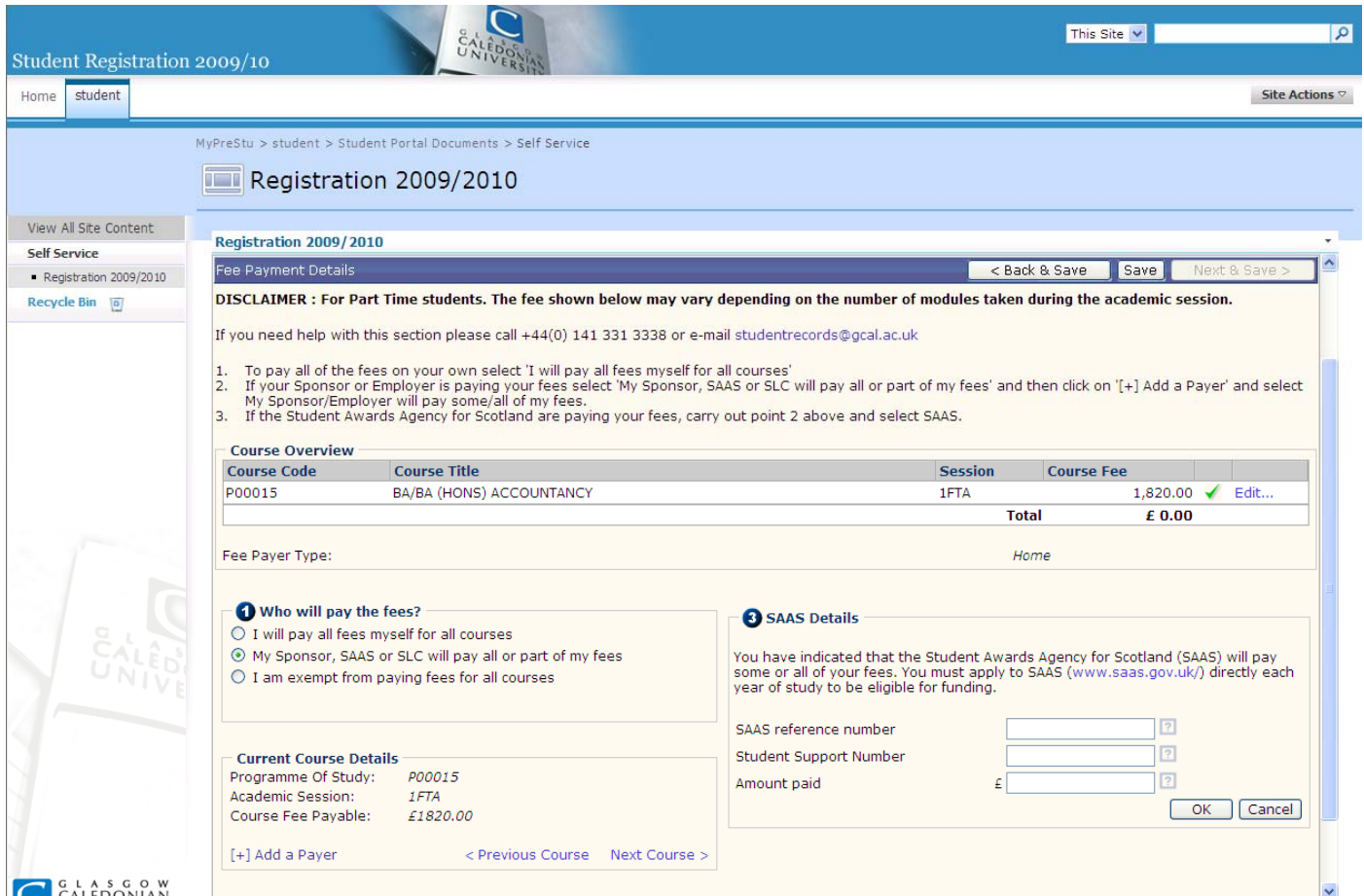
2 Who will pay your fees for this course?

Sponsor is paying all or part of my fees

< Back & Save Save Next & Save >

2.5

If 'My Sponsor, SAAS (Students Awards Agency for Scotland) or SLC (LEA) will pay all or part of my fees' has been chosen as per 2.3, applicants will be presented with the screen below and must insert the appropriate details in the 'SAAS details' field.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content

Self Service

- Registration 2009/2010
- Recycle Bin

Registration 2009/2010

Fee Payment Details < Back & Save Save Next & Save >

DISCLAIMER : For Part Time students. The fee shown below may vary depending on the number of modules taken during the academic session.

If you need help with this section please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

- To pay all of the fees on your own select 'I will pay all fees myself for all courses'
- If your Sponsor or Employer is paying your fees select 'My Sponsor, SAAS or SLC will pay all or part of my fees' and then click on '[+] Add a Payer' and select My Sponsor/Employer will pay some/all of my fees.
- If the Student Awards Agency for Scotland are paying your fees, carry out point 2 above and select SAAS.

Course Code	Course Title	Session	Course Fee	
P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	1,820.00	✓ Edit...
Total			£ 0.00	

Fee Payer Type: Home

1 Who will pay the fees?

I will pay all fees myself for all courses
 My Sponsor, SAAS or SLC will pay all or part of my fees
 I am exempt from paying fees for all courses

3 SAAS Details

You have indicated that the Student Awards Agency for Scotland (SAAS) will pay some or all of your fees. You must apply to SAAS (www.saas.gov.uk/) directly each year of study to be eligible for funding.

SAAS reference number ?

Student Support Number ?

Amount paid £ ?

OK Cancel

Current Course Details

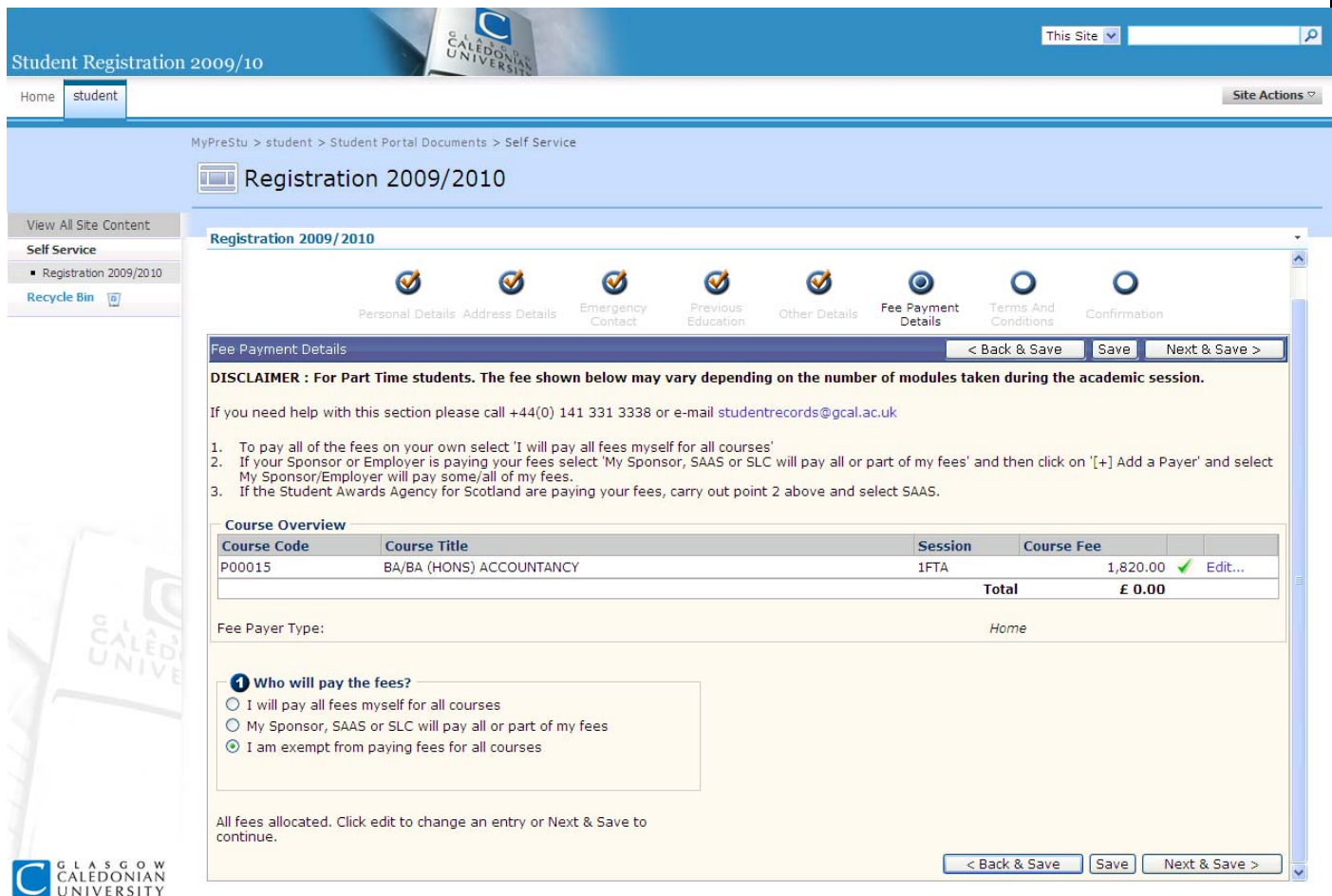
Programme Of Study: P00015
 Academic Session: 1FTA
 Course Fee Payable: £1820.00

[+] Add a Payer < Previous Course Next Course >

GLASGOW
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UNIVERSITY

2.6

If applicants are exempt from Fee payment and have selected that option, the screen below will appear.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content
Self Service
Registration 2009/2010
Recycle Bin

Registration 2009/2010

Personal Details Address Details Emergency Contact Previous Education Other Details Fee Payment Details Terms And Conditions Confirmation

Fee Payment Details < Back & Save Save Next & Save >

DISCLAIMER : For Part Time students. The fee shown below may vary depending on the number of modules taken during the academic session.

If you need help with this section please call +44(0) 141 331 3338 or e-mail studentrecords@gcal.ac.uk

- To pay all of the fees on your own select 'I will pay all fees myself for all courses'
- If your Sponsor or Employer is paying your fees select 'My Sponsor, SAAS or SLC will pay all or part of my fees' and then click on '[+] Add a Payer' and select My Sponsor/Employer will pay some/all of my fees.
- If the Student Awards Agency for Scotland are paying your fees, carry out point 2 above and select SAAS.

Course Overview

Course Code	Course Title	Session	Course Fee	
P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	1,820.00	✓ Edit...
			Total	£ 0.00

Fee Payer Type: Home

Who will pay the fees?

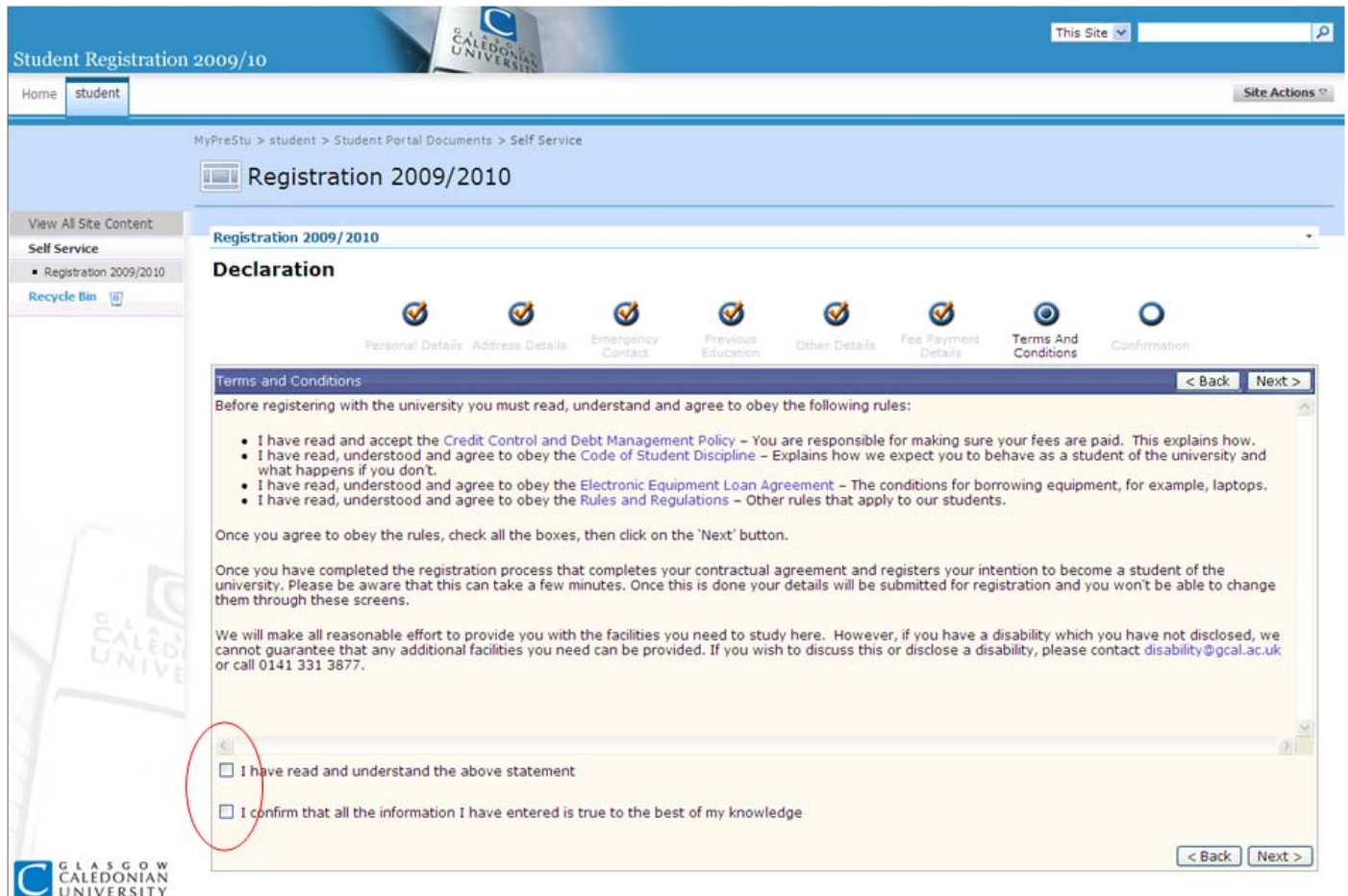
I will pay all fees myself for all courses
 My Sponsor, SAAS or SLC will pay all or part of my fees
 I am exempt from paying fees for all courses

All fees allocated. Click edit to change an entry or Next & Save to continue.

< Back & Save Save Next & Save >

2.7

The applicant will then be presented with the 'Declaration' page and must tick both boxes to confirm they have read, understood and agreed to the rules, regulations and policies. Applicants cannot complete Registration unless they have ticked both boxes.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content
Self Service
Registration 2009/2010
Recycle Bin

Registration 2009/2010

Declaration

Personal Details Address Details Emergency Contact Previous Education Other Details Fee Payment Details Terms And Conditions Confirmation

Terms and Conditions < Back Next >

Before registering with the university you must read, understand and agree to obey the following rules:

- I have read and accept the [Credit Control and Debt Management Policy](#) – You are responsible for making sure your fees are paid. This explains how.
- I have read, understood and agree to obey the [Code of Student Discipline](#) – Explains how we expect you to behave as a student of the university and what happens if you don't.
- I have read, understood and agree to obey the [Electronic Equipment Loan Agreement](#) – The conditions for borrowing equipment, for example, laptops.
- I have read, understood and agree to obey the [Rules and Regulations](#) – Other rules that apply to our students.

Once you agree to obey the rules, check all the boxes, then click on the 'Next' button.

Once you have completed the registration process that completes your contractual agreement and registers your intention to become a student of the university. Please be aware that this can take a few minutes. Once this is done your details will be submitted for registration and you won't be able to change them through these screens.

We will make all reasonable effort to provide you with the facilities you need to study here. However, if you have a disability which you have not disclosed, we cannot guarantee that any additional facilities you need can be provided. If you wish to discuss this or disclose a disability, please contact disability@gcal.ac.uk or call 0141 331 3877.

I have read and understand the above statement

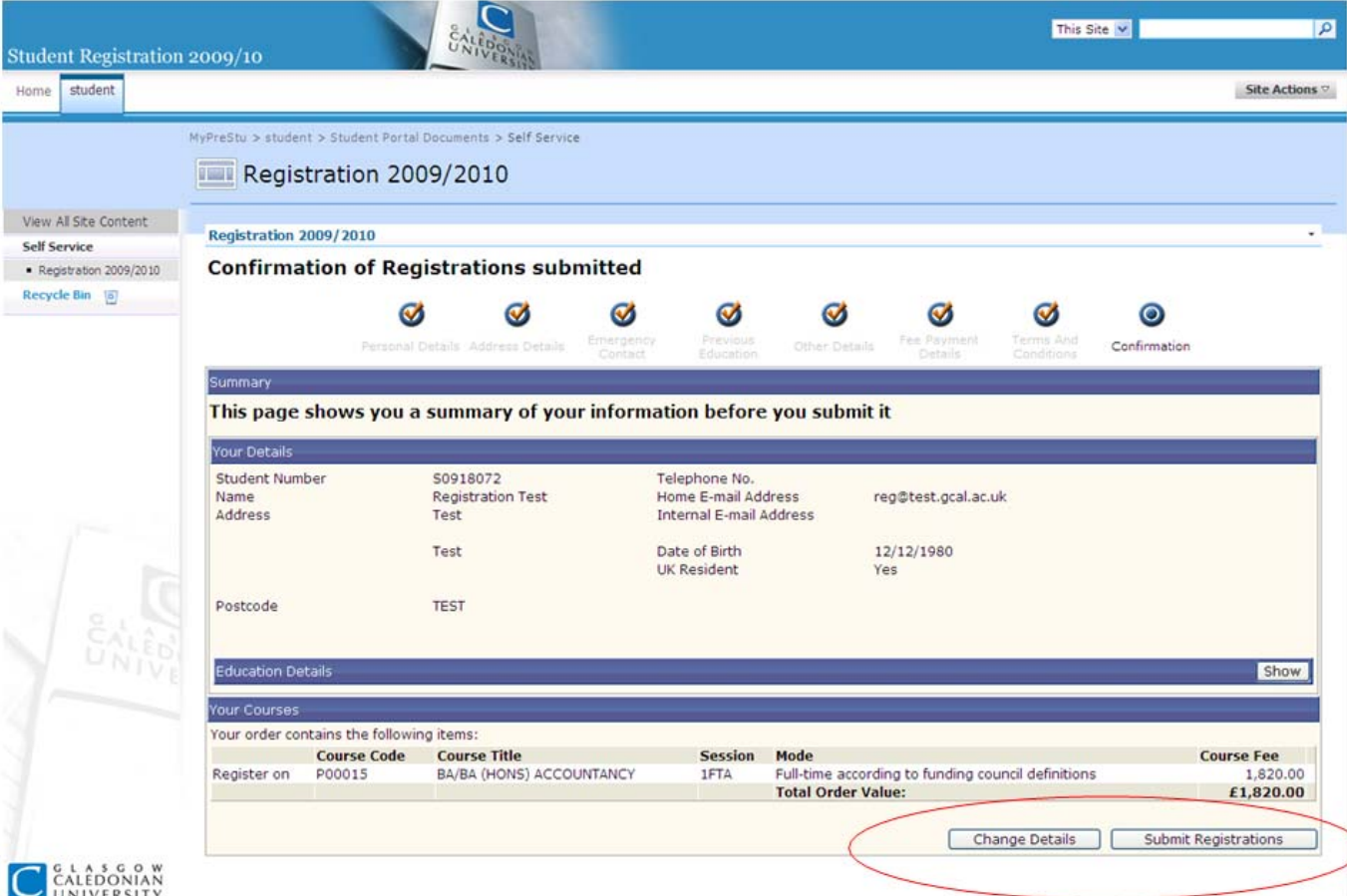
I confirm that all the information I have entered is true to the best of my knowledge

< Back Next >

GLASGOW
CALEDONIAN
UNIVERSITY

2.8

Once an applicant has reviewed the information on the screen and confirmed their acceptance of the information, select **'Submit Registrations'**. This signifies that the student has completed their registered intent to return. Any errors can be amended by selecting **'Change Details'**.



The screenshot shows the 'Registration 2009/2010' page in the MyPreStu system. The page title is 'Confirmation of Registrations submitted'. A navigation bar at the top includes 'Home', 'student', and 'Site Actions'. The breadcrumb trail is 'MyPreStu > student > Student Portal Documents > Self Service'. The page content is divided into sections: 'Registration 2009/2010', 'Confirmation of Registrations submitted', 'Summary', 'Your Details', 'Education Details', and 'Your Courses'. The 'Your Details' section contains a table with personal information. The 'Your Courses' section contains a table with course details and fees. At the bottom right, two buttons, 'Change Details' and 'Submit Registrations', are circled in red.

Registration 2009/2010

Confirmation of Registrations submitted

Personal Details Address Details Emergency Contact Previous Education Other Details Fee Payment Details Terms And Conditions Confirmation

Summary

This page shows you a summary of your information before you submit it

Your Details

Student Number	S0918072	Telephone No.	
Name	Registration Test	Home E-mail Address	reg@test.gcal.ac.uk
Address	Test	Internal E-mail Address	
	Test	Date of Birth	12/12/1980
		UK Resident	Yes
Postcode	TEST		

Education Details [Show](#)

Your Courses

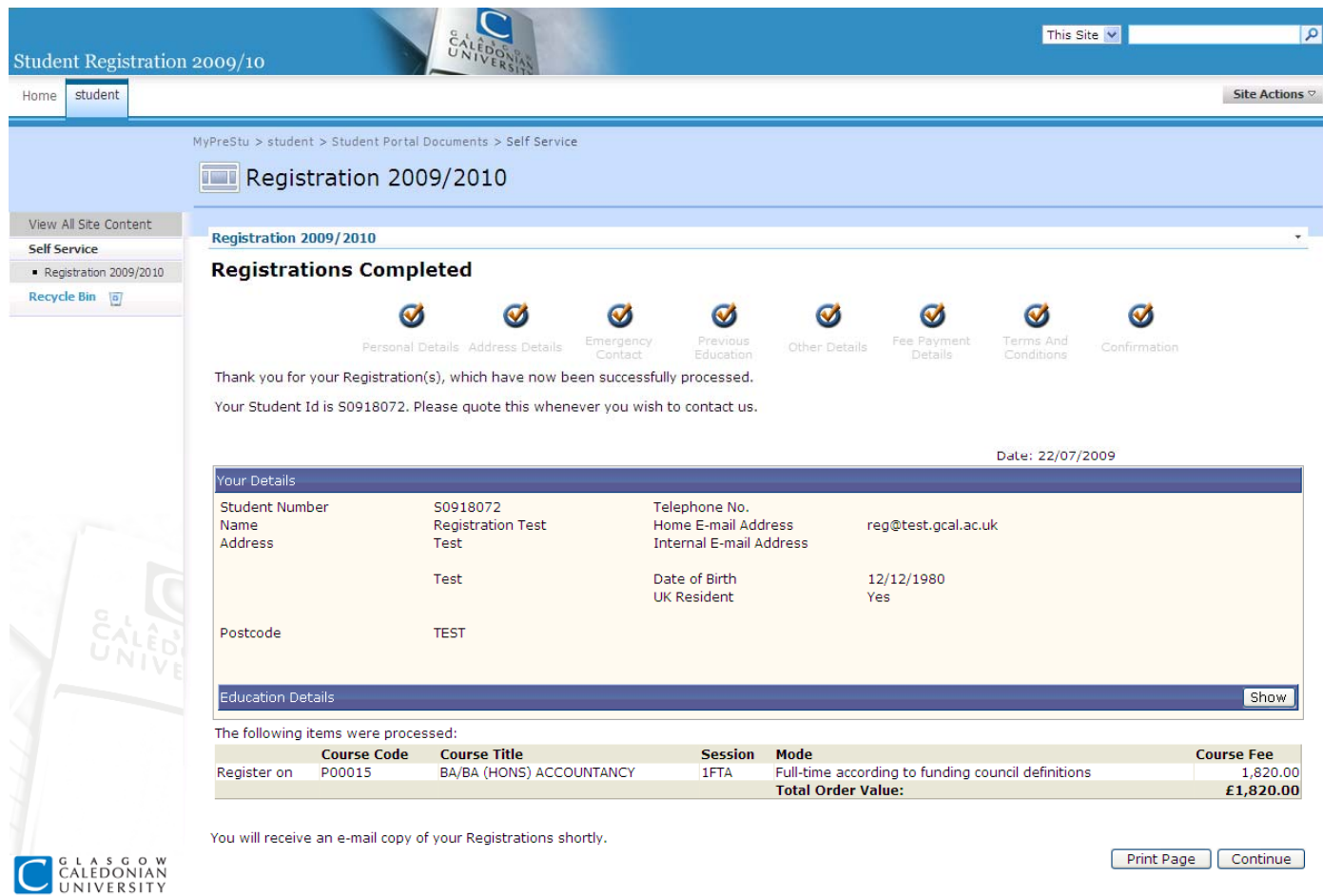
Your order contains the following items:

	Course Code	Course Title	Session	Mode	Course Fee
Register on	P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	Full-time according to funding council definitions	1,820.00
				Total Order Value:	£1,820.00

[Change Details](#) [Submit Registrations](#)

2.9

The applicant will also receive a confirmation e-mail. Select the 'Print Page' to print as required and must select the 'Continue' button to complete the process.



Student Registration 2009/10

Home student Site Actions

MyPreStu > student > Student Portal Documents > Self Service

Registration 2009/2010

View All Site Content

Self Service

- Registration 2009/2010

Recycle Bin

Registration 2009/2010

Registrations Completed

[Personal Details](#)
[Address Details](#)
[Emergency Contact](#)
[Previous Education](#)
[Other Details](#)
[Fee Payment Details](#)
[Terms And Conditions](#)
[Confirmation](#)

Thank you for your Registration(s), which have now been successfully processed.
Your Student Id is S0918072. Please quote this whenever you wish to contact us.

Date: 22/07/2009

Your Details

Student Number	S0918072	Telephone No.	
Name	Registration Test	Home E-mail Address	reg@test.gcal.ac.uk
Address	Test	Internal E-mail Address	
	Test	Date of Birth	12/12/1980
		UK Resident	Yes
Postcode	TEST		

Education Details [Show](#)

The following items were processed:

	Course Code	Course Title	Session	Mode	Course Fee
Register on	P00015	BA/BA (HONS) ACCOUNTANCY	1FTA	Full-time according to funding council definitions	1,820.00
				Total Order Value:	£1,820.00

You will receive an e-mail copy of your Registrations shortly.

[Print Page](#) [Continue](#)

3.0

Once the applicant has completed the Registration process they will automatically be directed to the Student information page. To fully exit Registration select the 'Close' button on the browser.