

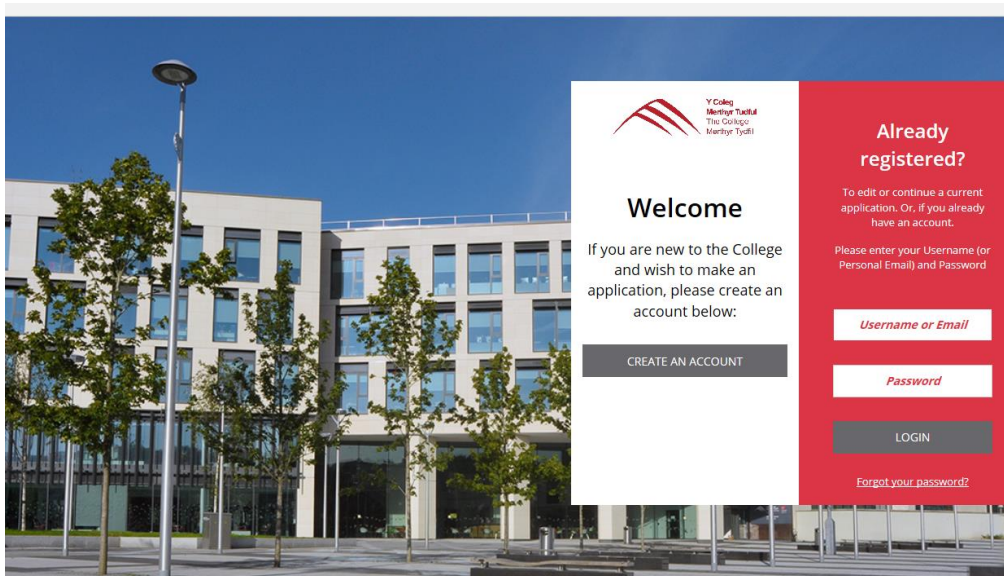


**Y Coleg  
Merthyr Tudful**

**The College  
Merthyr Tydfil**

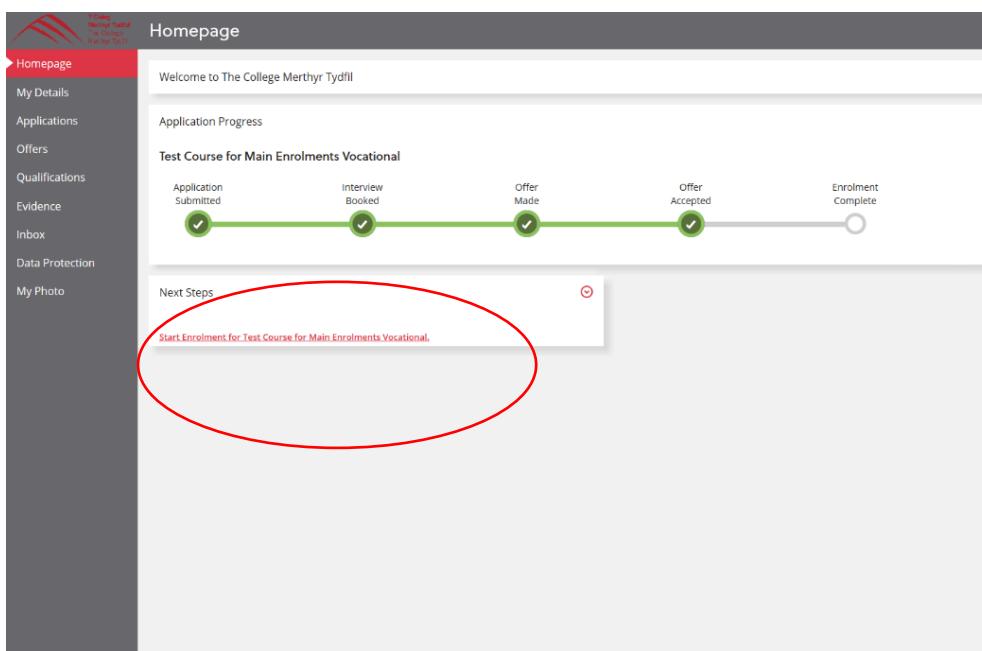
**How to enrol online at The College Merthyr Tydfil.**

Step 1. Click the link provided in your enrolment email. This will then direct you to the following page. Please log in using your username and password.



**The following page will be displayed once logged in**

Step 2. Please click the link to start your enrolment process



You will then proceed to the enrolment form as shown below. Please use this time to check or update your personal details.

Step 3. When you have completed this page, you can click the **Continue** button at the bottom.

**Enrolment Form - Personal Details**

You are enrolling on:  
Test Course for Main Enrolments Vocational

**Personal Details**

Title: Doctor  
Forename: Student  
Middle Name(s):  
Surname: Recordstest  
Gender: Male  
Date of Birth: 01/01/2001  
Email: test@merthyr.ac.uk  
National Identity:  
Mobile:  
NI Number:

**Emergency Contact Details**

Emergency Contact Name: Emergency Contact Number: Emergency Contact Relationship:

**Address Search**

Country: United Kingdom  
Type part of an address or postcode to search:  
Search for an address  
FIND

Address Search Results:

Once you reach the photo upload page as shown below, this is where you will need to upload a passport type photo for your college ID.

Step 4. Upload a passport style photo, then click the **Continue** button at the bottom.

**Photo Upload**

You are applying for:  
Test Course for Main Enrolments Vocational

**Upload a photo**

This is where you can upload the photo which you will have on your college ID. You must upload a photo at this point before moving onto the next stage. Your must be a true representation of yourself.

\* Photo To Upload  
Browse...  
UPLOAD

**Photo(s) Uploaded**

Export: CSV PDF Excel Filter:

Photo	Uploaded Date
No entries found	

Showing 0 to 0 of 0 entries

CONTINUE

**Step 5.** You will then reach the evidence section which is the section you previously uploaded your grades (year 11 students). Please press continue to the next section 'Data protection' and tick the boxes you are happy to agree to.

**Enrolment Form - Data Protection**

You are enrolling on:  
Test Course for Main Enrolments Vocational

Please read the consents below and tick the ones you are happy to agree to. Please note that any agreements marked with \* are required if you want to study with us.

**Consents**

- I agree that I have disclosed any medical conditions, support requirements and/or exam access arrangements that the college need to be aware of to support me in my studies ☒ \* I Agree
- I agree that I have entered and uploaded true and accurate GCSE results ☒ \* I Agree
- I agree that I have provided accurate personal and emergency contact details ☒ \* I Agree
- I agree that I have read and understood all of the information contained on the college's enrolment Website page ☒ \* I Agree
- I agree to abide by the College's Data Privacy and GDPR policies ☒ \* I Agree
- I agree to abide by the college's social media policy ☒ \* I Agree
- I agree to abide by the Learner Code of Conduct and COVID-19 Learner Guidance checklist ☒ \* I Agree
- I agree to check my college emails regularly for important updates and announcements ☒ \* I Agree
- I agree to download a copy of the college app to use ☐ I Agree

**The final page will appear as shown below. This outlines the admin fee of £20. Please select pay now to proceed to payment.**

**Step 6.** When selecting Pay Now, you will be transferred to the Payment Service Provider. Please do not navigate away from this screen whilst your payment is being processed.

**Enrolment Form - Payment**

You are enrolling on:  
Test Course for Main Enrolments Vocational

**Fees**  
Initialising...

**Discounts**  
You are not eligible for any discounts

When selecting Pay Now, you will be transferred to the Payment Service Provider. Please do not navigate away from this screen whilst your payment is being processed.

**PAY NOW**

**Once the payment is complete your online enrolment will be successful.**