

Skills for the Workplace Guides:

[Guide to MyTSD and the MyDay Online Portal](#)

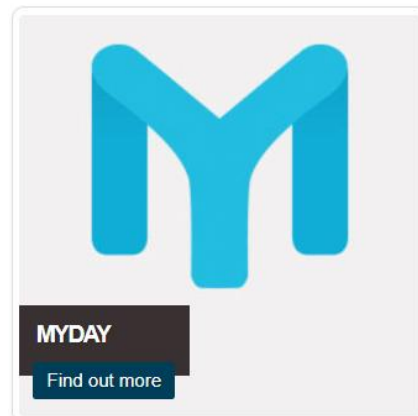
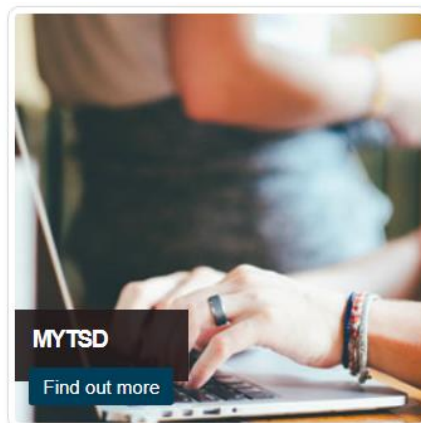
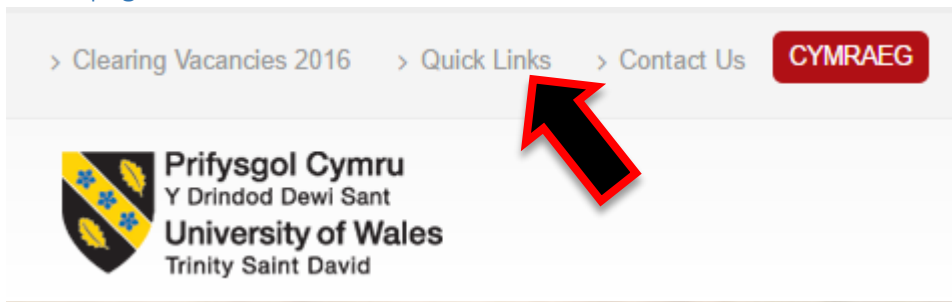


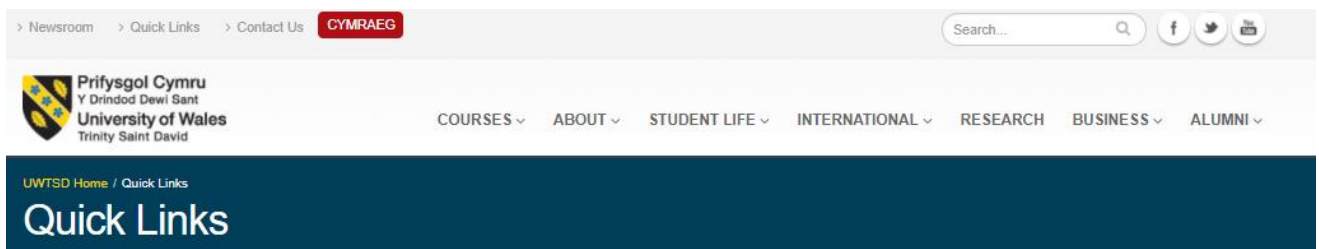
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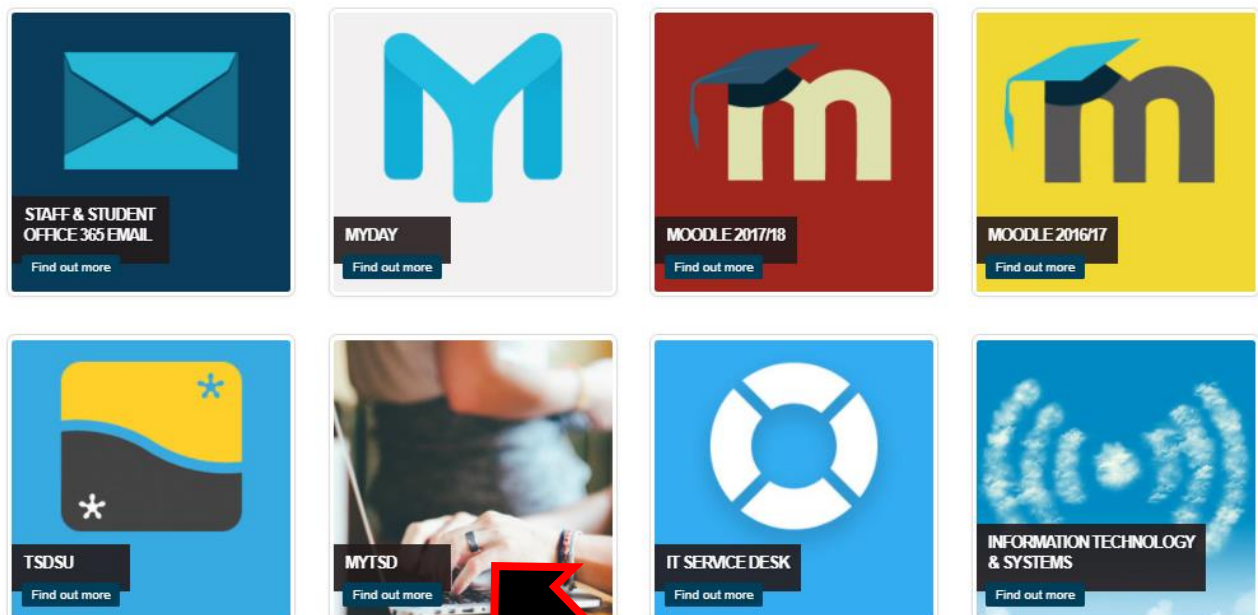
Go to the university website <http://www.uwtsd.ac.uk> and click on **Quick Links** in grey at the top of the page.



Click on the **MyTSD** tile



Access to **email**, **support services**, **information** and **resources** for **UWTSD students** and **staff** made easy.

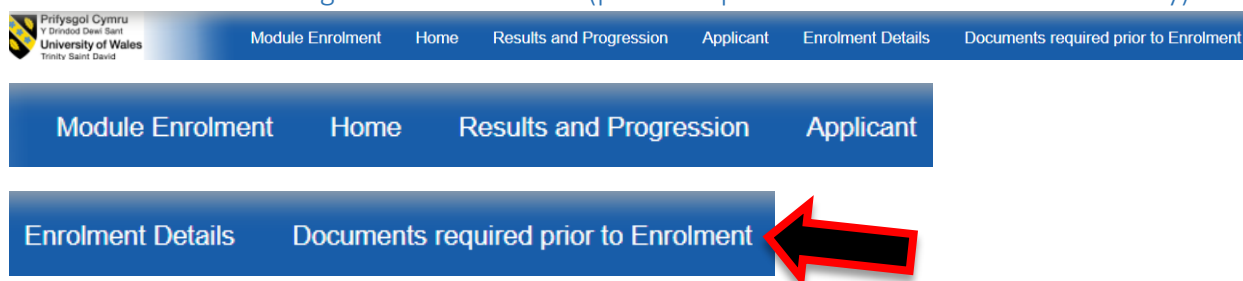


New Students Only

Although initial enrolment of new L4 CertHE Skills for the Workplace students is currently undertaken manually by Registry staff, **you are still required to login to MyTSD to complete the process by confirming your enrolment and uploading an ID photo (for your Student ID and Library Card) and other documents if required, as soon as you receive an email from Registry containing your Student Number and password. (Your student number is your username!)**

Photo Upload

You will see the following tabs on the screen (pictures split into two halves below for clarity)



Click on **Documents required prior to Enrolment** and upload a suitable ID photo as shown in the images below.

Click on Photo Upload and Upload Photo

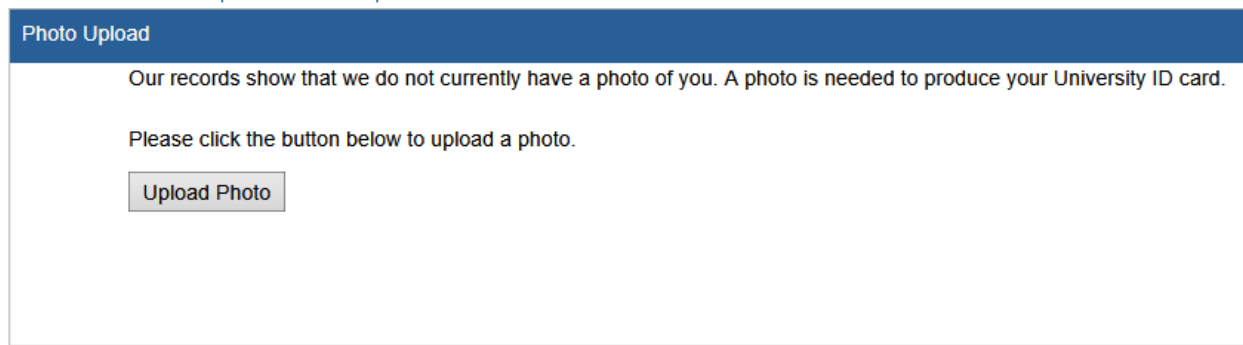
The image shows a screenshot of the 'Photo Upload' page in the MyTSD application. The page has a blue header with the text 'Photo Upload'. Below the header, there is a message: 'Our records show that we do not currently have a photo of you. A photo is needed to produce your University ID card.' followed by 'Please click the button below to upload a photo.' and a button labeled 'Upload Photo'.

Photo Criteria

Please note that your photo must:

- Be a full colour passport style photo of the head and shoulders only.
- Not exceed the maximum size of 100kb and must be in .jpg format.
- Be clear and in sharp focus.
- Be taken against a plain light coloured background.

Select option*

- ☒ Upload a digital photograph from your computer
☐ Send in a photograph by post

Back

Next

Please choose an image to upload using the "Choose file" button below. Once you have selected your file, please click on the Next button.

Select file*

Browse...

Back

Next

Thank you for successfully uploading your photograph. If your photograph does not pass the criteria specified we will contact you by email and ask you to provide another photograph.

If you are happy with your photo, click on the Submit button to accept the photo.

If you are not happy with your photo click on the Remove button to delete your photo and to return to the main My Details page to upload a new photo.

Remove

Remove

Submit

Submit

If the photo does not look right, you have the option to remove it and try a different photo or crop and resize the original. (*It would seem that a rectangular image works better than a square one*).

Click Submit when you are happy with your photo.

Please contact **Caron McKee-Hands in Registry** if you experience any difficulties in uploading your photo.

Email c.mckee-hands@uwtsd.ac.uk

Phone 01267 676851

Once you have completed your enrolment, the Home Screen will contain details of how to set up your IT account as shown below.

Welcome

Welcome to the MyTSD Portal

We've created your IT account for you which enables access to key UWTSD services including MyDay, MyTSD, Email, Moodle & Online library resources. Find out all the information you need by visiting <http://myday.uwtsd.ac.uk> and select 'The Hub' tile.

Your IT account details are...

Username:
Email Address: @studentuwtsd.ac.uk
Password:

What you need to do next...

1. Register with the UWTSD Password Reset Portal by visiting: <https://pwreg.uwtsd.ac.uk>. Once registered for this you will be able to reset your password 24/7.
2. You'll be able to access Wi-Fi via the eduroam network on campus. Get your devices ready before you arrive on campus by visiting <http://www.uwtsd.ac.uk/wireless>
3. You're entitled to free or discounted software and also have access to great offers to purchase computers and other tech. Find out more at <http://www.uwtsd.ac.uk/it-exclusives>

If you have any problems or queries, feel free to contact the IT Service Desk on 0300 500 5055, email us ITServiceDesk@uwtsd.ac.uk or visit <https://webhelp.uwtsd.ac.uk>

[Dismiss this message](#)

This page contains information and tasks which you may wish to access at anytime during your application and/or period of study. Some of the reports rely upon specific processes to have been completed so may reflect the last known verified state.

All Students

The **Home** tab also contains details of any messages for you and some useful links.

Useful Links

Select any of these links to connect to appropriate Student related web content.

-  Moodle
-  Student Services
-  Registry
-  Library and Learning Resources
-  Information Technology & Services
-  UWTSD Students' Union
-  National Union of Students (NUS)
-  Student Loans Company
-  General Teaching Council for Wales
-  Student Health
-  JobCentre Online

The **Applicant Tab** contains information about you and your course of study.

Module Enrolment Home Results and Progression **Applicant**



Your Message Intry

You have no messages!!

CYMRAEG

Welcome to the MyTSD Portal

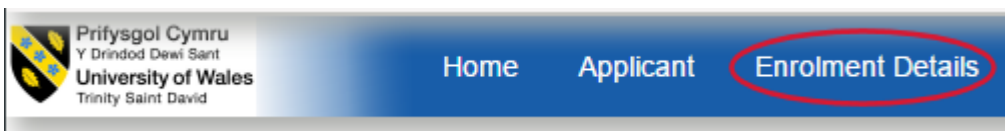
Welcome. Please check the Intry above regularly. This is how the University will communicate with you as your application is processed.

Your current course application(s):-

Student Bank Account

Council Tax Exemption Form

The **Enrolment Details** tab confirms your enrolment and gives you the option to download confirmation letters to obtain a **student bank account** and **exemption from Council Tax** (box on far right of screen).



Letters

Council Tax Exemption Certificate

Bank Letter

Details and actions relevant to your enrolments

Enrolment(s)

Summary of Enrolment(s)

Title of Course	Academic Year	Year of Study	Status	
Course title will be here	16/17		E: Enrolled in the Current Academic Year	Full Details

Continuing Students

Enrolling on the SfWP Program in MyTSD

All continuing students will also be required to enrol on the course and modules via MyTSD at the start of each year.

This ensures you are fully enrolled on the university systems and gives you access to Moodle and other online services and **it is essential that you do this as soon as possible on each year of study.**

When you click on the MyTSD link, you will arrive at the MyTSD enrolment page and you will need to sign in using your student number and password.

The enrolment process is quite straightforward and consists of passing through a number of screens containing your own details and those of the course you are enrolling on.

The first screen should have the name of your course and say **Please enrol** as shown below.



Enrolment is a process that you are required to undertake every academic year. Please check your personal details carefully and amend where necessary.

[Change Language to Welsh](#)

Course	Status
Name of course	Please enrol



On the far right is a link saying [Enrol online here](#)



Main Enrolment Action
 Enrol on-line here



Click on this link and there will be a number of screens to click through. Some screens will require you to add or amend some information if missing or incorrect. Missing information will be highlighted in pink for you and you can also make changes to addresses, phone numbers, email addresses and so on as needed.

[Personal Details](#)

[Emergency Contact](#)

[Home Address](#)

[Term Time Address](#)

[Programme Details](#)

[Equal Ops](#)

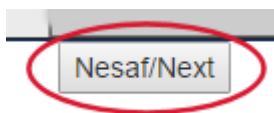
[*Regs*](#)

Part of the Personal Details screen is shown below.

You should then click **Nesaf/Next** at the bottom of this screen to continue.

Check your personal details listed below for accuracy.

Your Personal details are:
Student No:
Surname/Family Name
Forenames
Title
Date of Birth
Gender
Previous Surname



Once you have clicked through all the screens and made any necessary changes, you will arrive at the Home screen which will inform you that you have fully enrolled and if you are a new student you should also receive an email confirming this as shown below.



Dear XXXX

Student Number

*This is to confirm that you have successfully enrolled on **Course Name** in the academic year 17/18.*

We wish you well in your studies.

Yours sincerely

Registry

01267 676716

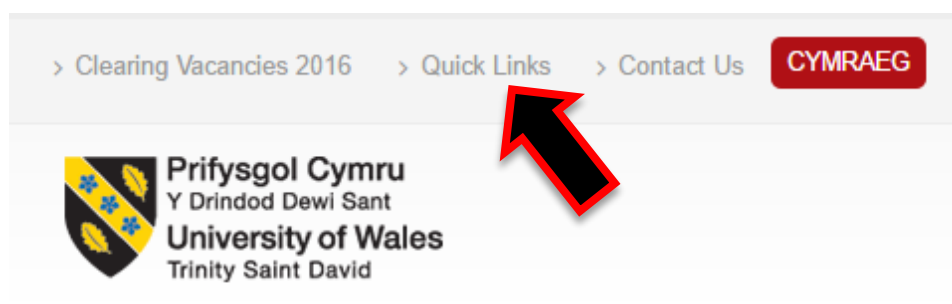
mytsd@uwtsd.ac.uk

All Students

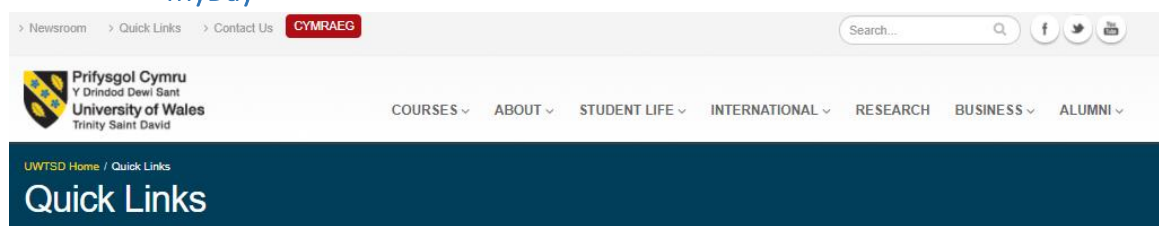
Accessing and Using MyDay

Once you have fully enrolled on your course of study you will be able to use the **MyDay portal** to access MyTSD and all other university services via the relevant tiles.

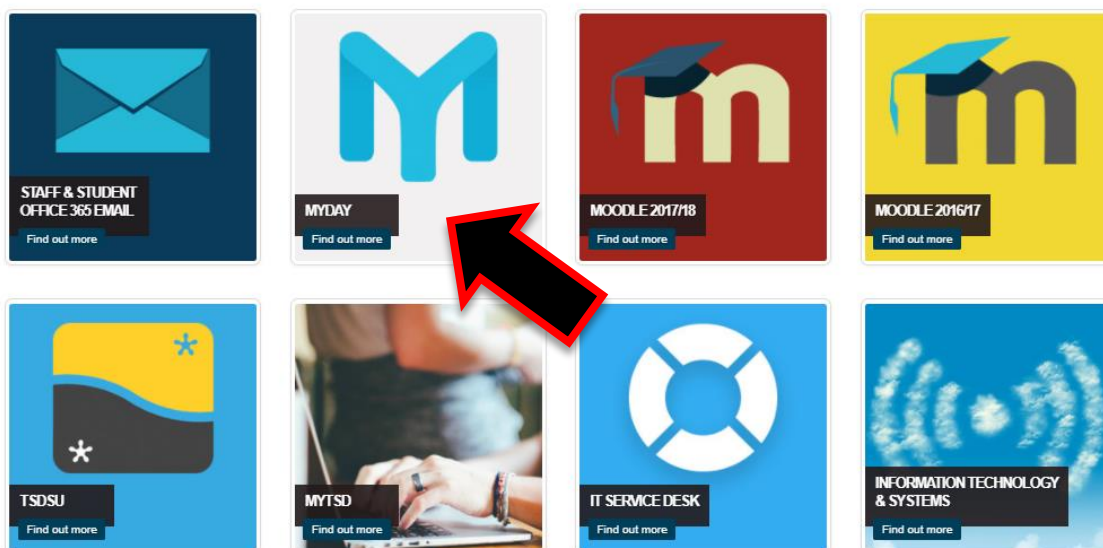
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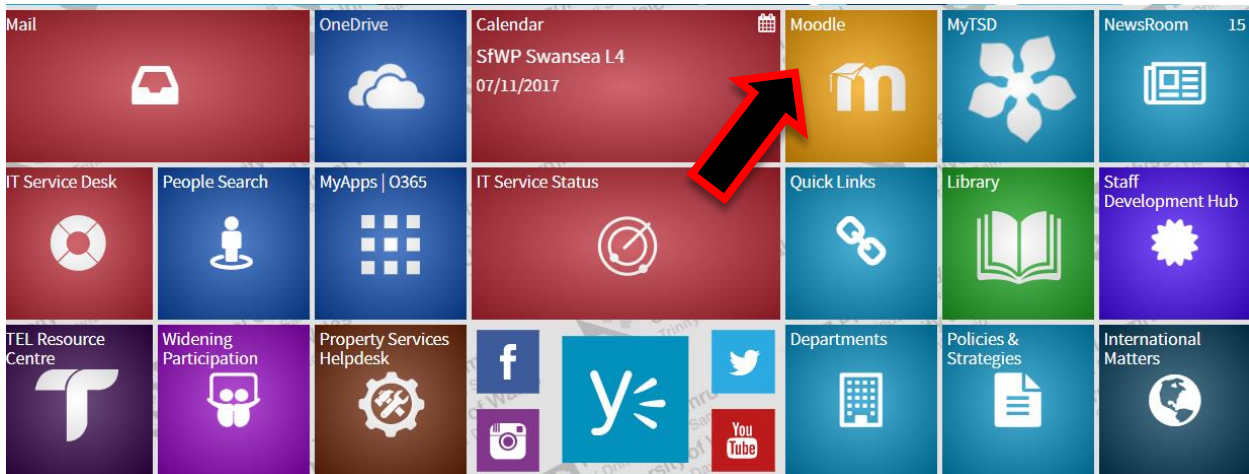
Click on the MyDay tile



Access to **email, support services, information and resources** for **UWTSd students and staff** made easy.



Sign into the **MyDay app** using your UWTSD login (student number) and password



MyDay App

You will also be able to download the **MyDay app** to your phone or tablet if you wish.

