

Skills for the Workplace Guides:

Enrolling on MyTSD for Continuing Students

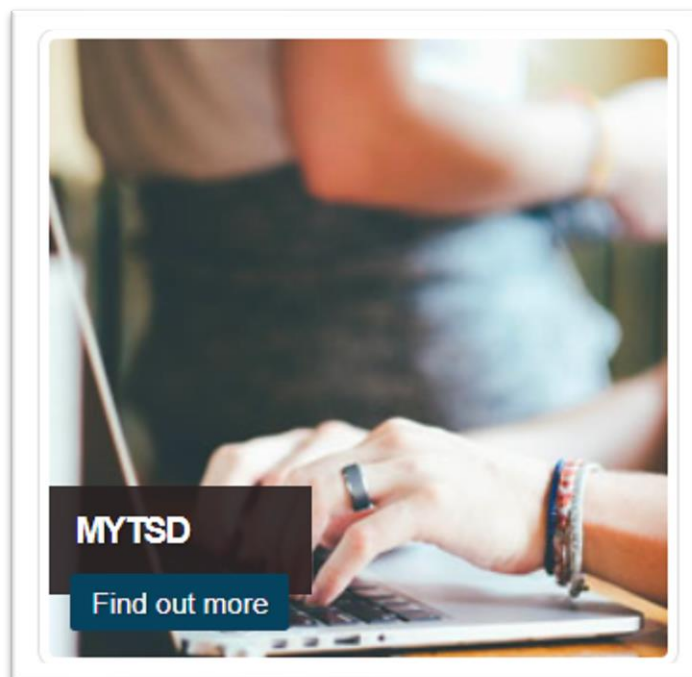
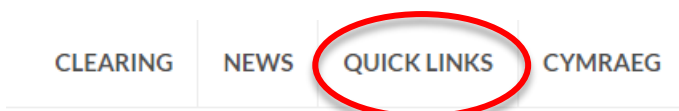


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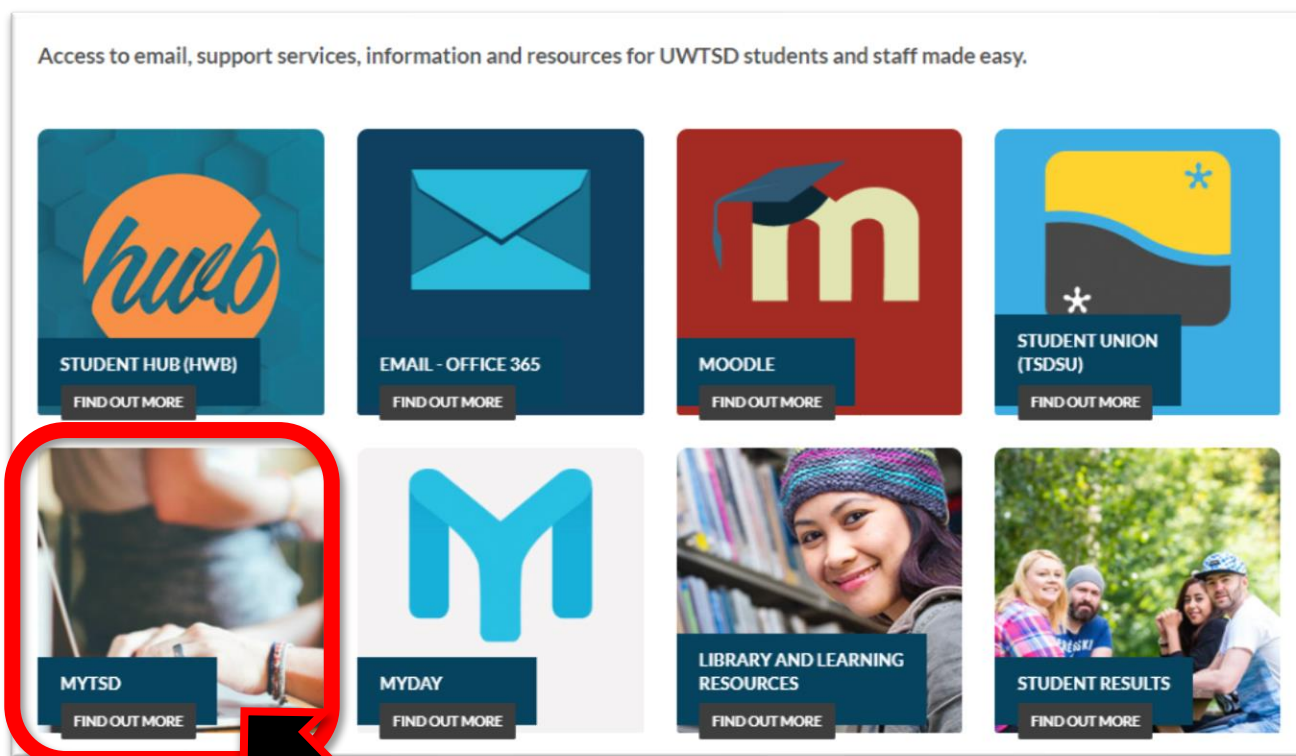
Finding MyTSD

Go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on **QUICK LINKS** at the top of the page.



Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

Click on the **MyTSD** tile



Continuing Students

Enrolling on the SfWP Programme in MyTSD

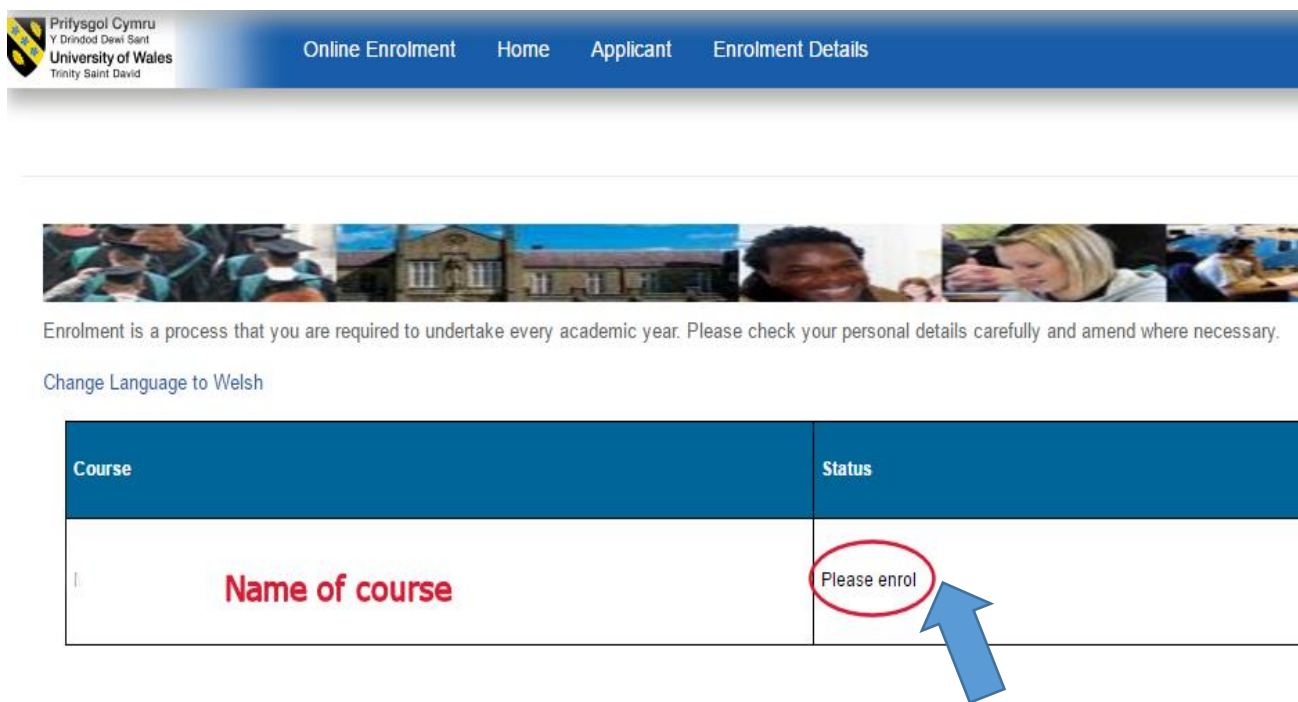
All continuing Skills for the Workplace Outreach students (those enrolling onto the BA in Level 5 and Level 6) will be required to enrol on the course and modules via MyTSD at the start of each year.

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.

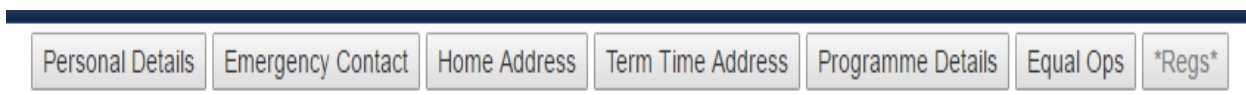


Course	Status
Name of course	Please enrol

On the far right is a link saying **Enrol online 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.



Part of the Personal Details screen is shown below.

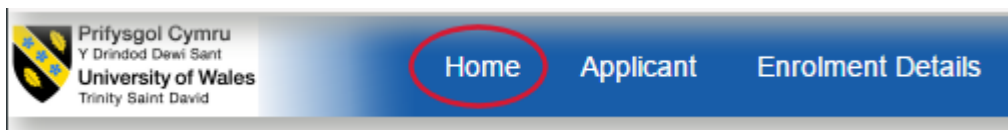
You should then click **Nesaf/Next** at the bottom of this screen to continue.

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 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

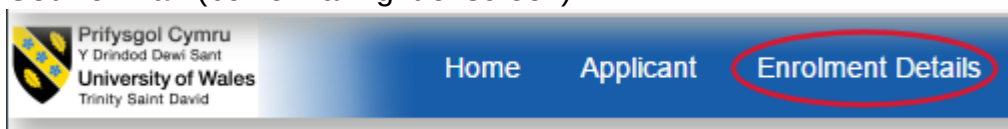
01267 676716

mytsd@uwtsd.ac.uk

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).

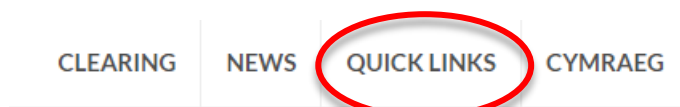


Letters
Council Tax Exemption Certificate
Bank Letter

New Hwb Student Portal

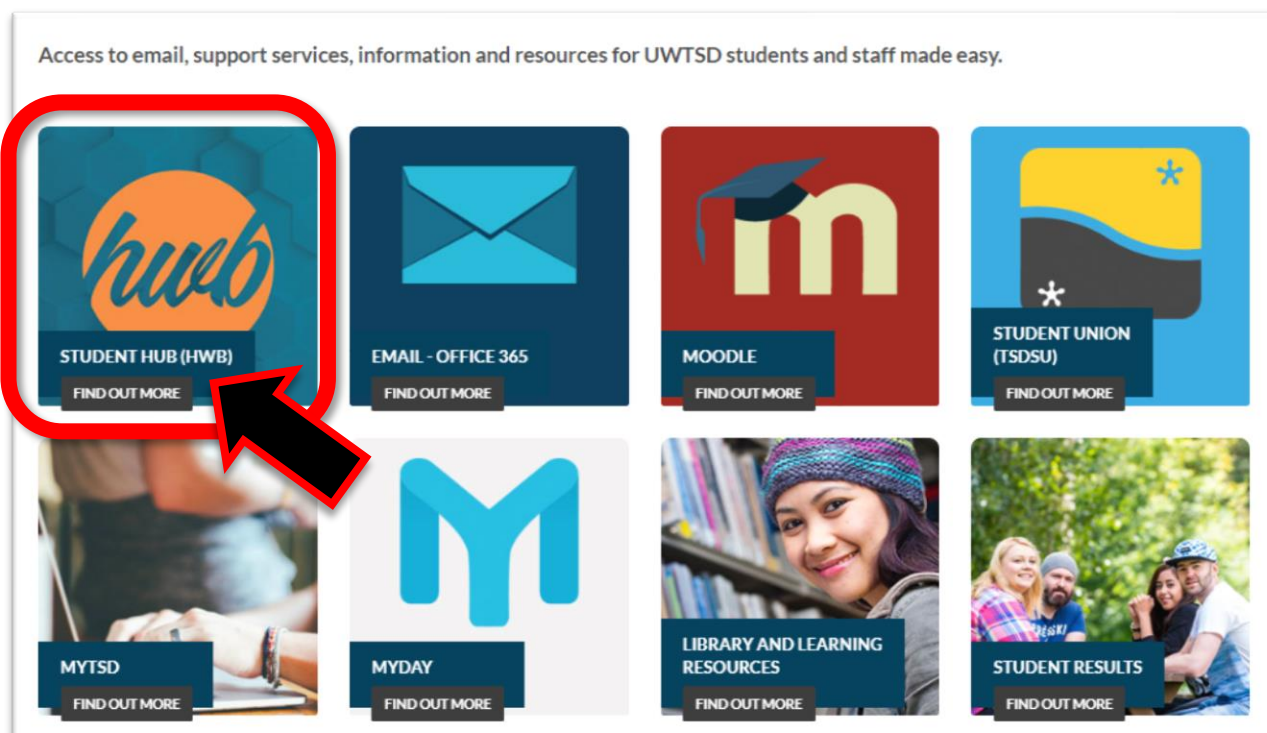
Once you have fully enrolled on your course of study as above, you will be able to use the new **Hwb Student Portal** to access MyTSD and all other university services via the relevant tiles.

Go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on **QUICK LINKS** at the top of the page.

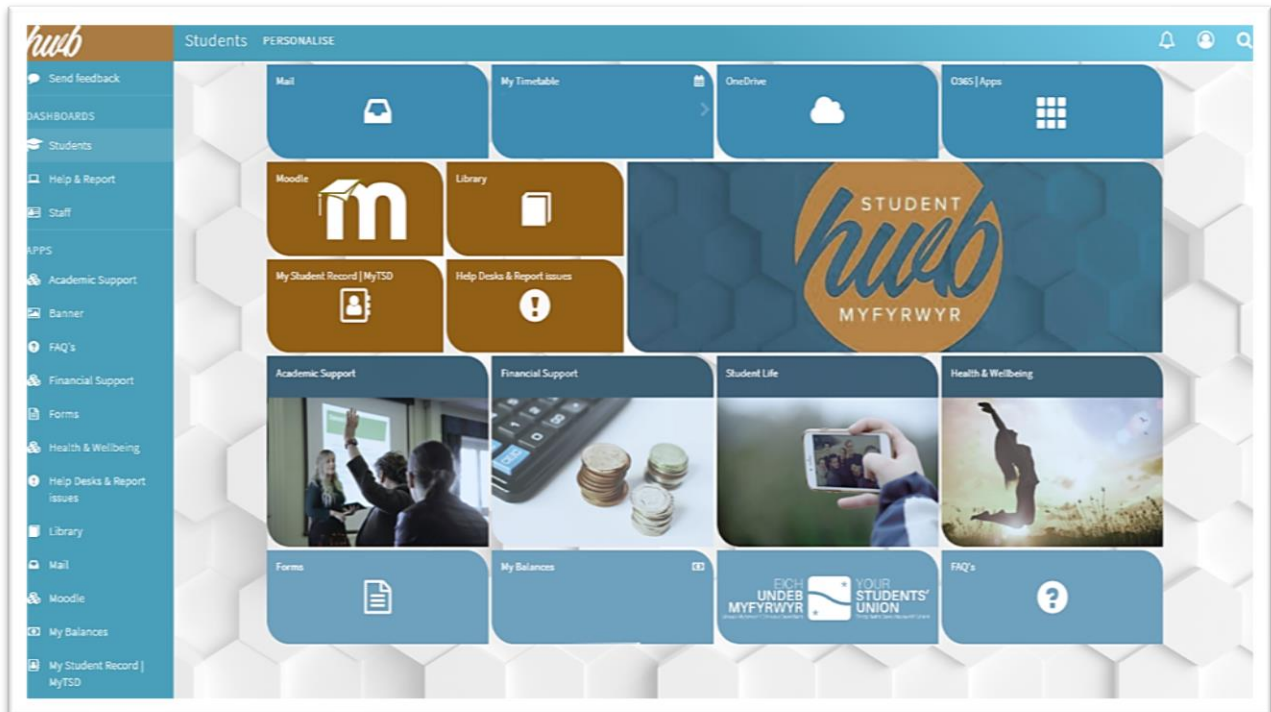


Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

Click on the Student Hub (**HWB**) tile



Sign into the **hwb Student Portal** using your UWTSD login (student number) and password



Hwb Mobile App

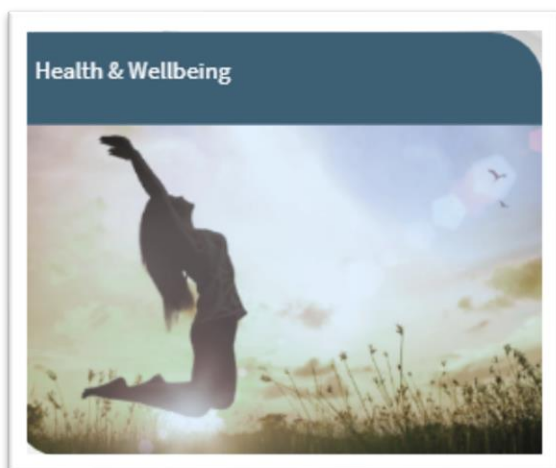
You will also be able to download the **UWTSD Hwb app** to your phone or tablet if you wish. Just go to the App Store or Play Store for your device.



Hwb Services

The new Student Hwb is designed to be a '*One Stop Shop*' to enable you to access all the help and support you need in one place.

Health and Wellbeing



Click on this tile to access Student Support and Healthy Living advice.

Health & Wellbeing

Your health and wellbeing is important to us at UWTSD and we have dedicated teams of staff here to help you by providing mental health support, counselling, and advice on healthy living. It is key to a great university experience so check out what's available at UWTSD and beyond.

Student Support



Mental Health Support



Medical Support



Sexual Health



SoCom



Counselling Service

Healthy Living



Healthy Eating



Leisure



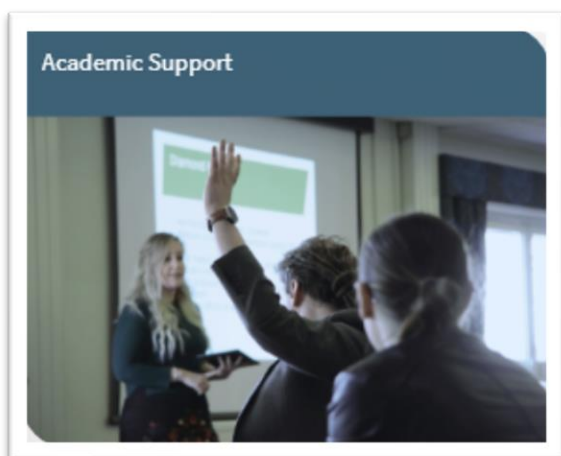
Mindfulness



Clubs & Societies

[Go Back](#)[Still not sure? Click Here](#)

Academic Support



Click on this tile to access academic support – including Study Support.

Academic Support

As a UWTSD student you'll be able to access a wealth of academic support to help you, from useful guides to show you how to study to help you with your assignments. You'll also be able to contribute to the development of your course through surveys, and no matter where you're based on campus you'll be able to access our resources.

 Assessments & Exams	 Study Support	 Guide to Regulations	 Guide to Library Services
 Surveys & Feedback	 Postgraduate Research	 Online & Distance Learners	 Thinking about your future

[Go Back](#) [Still not sure? Click Here](#)

Study Support

 Study Skills Sessions	 Pass Scheme	 DSA Learning Support	 Bursaries & Grants	 Do-It Profiler
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[Go Back](#) [Still not sure? Click Here](#)

Study Skills

If you can't get to a campus based session – you can access the distance Learning Provision instead.

Distance learners

Distance Study Skills is for **distance learning students only**, along with students not able to access campus-based Study Skills session

Monday: 9.00am – 1.00pm

Friday: 12.30pm – 2.30pm

Email: studyskillsdistance@uwtsd.ac.uk

Tel: 01267 676830

FAQs

Academic and general Moodle questions answered here.

FAQs



Academic Life



Accommodation & Campus Life



Moodle

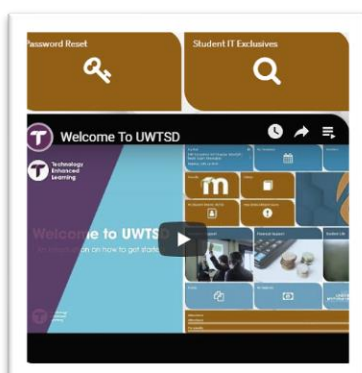


Glossary

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Click Here](#)

IT Help



Hwbs on Campus

For those students who are able to get onto one of our university campuses during the working week, there are now physical **hwbs** available on the following campuses where the Hwb Teams will be able to help you..

- [Carmarthen](#) Dewi building (SA31 3EP)
- [Lampeter](#) Canterbury building (SA48 7ED)
- [Swansea](#)
 - SA1 Campus - Ground floor IQ building (SA1 8AH)
 - Swansea Business Campus (SA1 1NE)
 - Dynevor Campus (SA1 3EU).

The Student **hwbs** are open during office hours:

Monday - Thursday 8:30am - 5:00pm and Friday 8:30am - 4:30pm

Contact Hwb Teams

You can also contact the **hwb** Teams by Email: hwb@uwtsd.ac.uk or Phone: **0300 131 3030**



The poster features a dark blue background with a hexagonal pattern. At the top is an orange circle containing the text 'STUDENT hwb MYFYRWYR'. Below this, the text 'Oriau agor' is in orange, followed by 'Dydd Llun-lau: 8:30yb-5yp' and 'Dydd Gwener: 8:30yb-4:30yp' in white. Then, 'Tu allan i'r oriau hyn, ebostiwnch:' is in white, followed by the email 'hwb@uwtsd.ac.uk' in orange. Below that, 'Opening times' is in orange, followed by 'Monday-Thursday: 8:30am-5pm' and 'Friday: 8:30am-4:30pm' in white. Then, 'Outside of these hours please email:' is in white, followed by the email 'hwb@uwtsd.ac.uk' in orange. At the bottom left is the University of Wales Trinity Saint David logo and name. At the bottom right is a small icon of a smartphone with the text 'Download the UWTSD Hwb App to get all the key info at your fingertips'.

STUDENT hwb MYFYRWYR

Oriau agor
Dydd Llun-lau: 8:30yb-5yp
Dydd Gwener: 8:30yb-4:30yp
Tu allan i'r oriau hyn, ebostiwnch:
hwb@uwtsd.ac.uk

Opening times
Monday-Thursday: 8:30am-5pm
Friday: 8:30am-4:30pm
Outside of these hours please email:
hwb@uwtsd.ac.uk

 Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Download the **UWTSD Hwb App**
to get all the key info at your fingertips 