



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

Online Enrolment

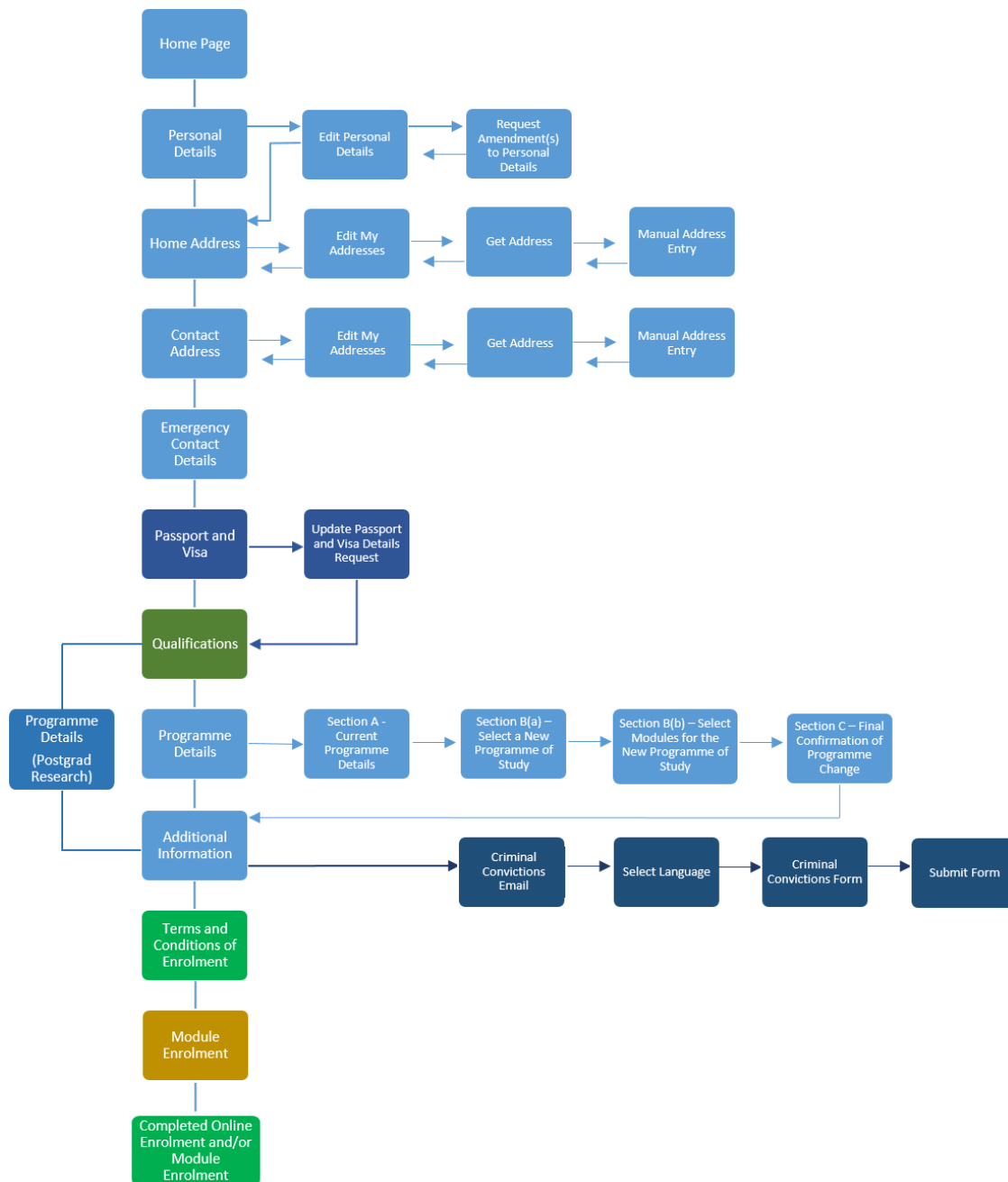
Staff Guide

The following document will guide you through the Online Enrolment process.

Contents

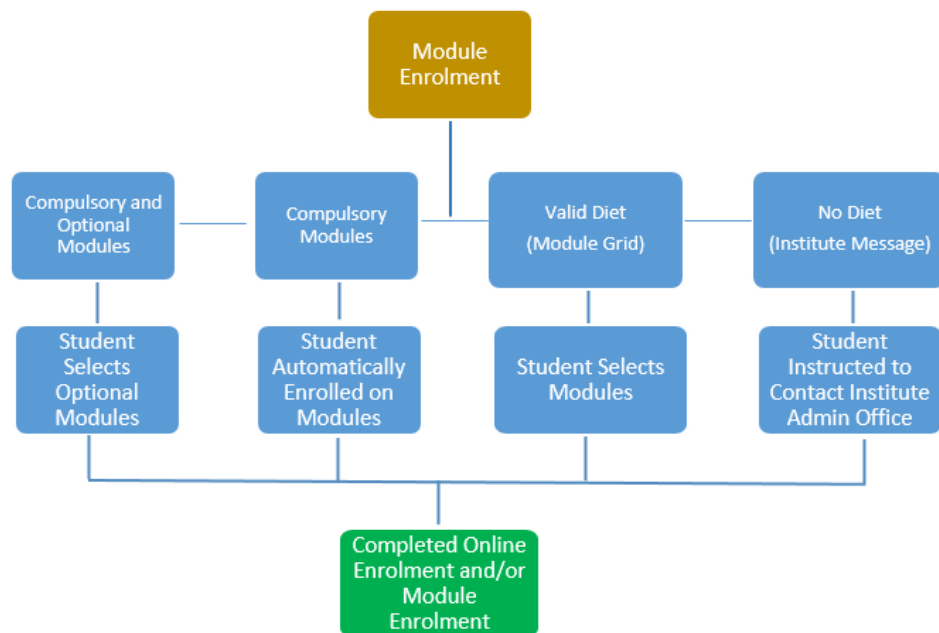
Overview of the Online Enrolment Process.....	1
Overview of the Module Online Enrolment Process	2
Accessing Online Enrolment (MyTSD).....	3
Home Page	4
Step 1: Personal Details	6
Step 2: Home Address.....	10
Step 3: Contact Address	12
Step 4: Emergency Contact Details	15
Step 5: Passport and Visa	18
Step 6: Qualifications	20
Step 7: Programme Details	24
Step 8: Additional Information	30
Step 9: Terms and Conditions of Registration	31
Step 10: Module Enrolment.....	32
Criminal Convictions	40
Upload Student ID Photo	44
Troubleshooting.....	47
Debtors.....	47
Documents required prior to Enrolment	47
International Students	47
Username and Password	47
Error Messages	48
Department Contact Details	51

Overview of the Online Enrolment Process



Key	
Passport and Visa	Applies to International students only.
All Students	End of online enrolment process.
Criminal Convictions Process	Applies to applicants and students who have declared a criminal conviction.
Programme Details (Postgrad Research)	Applies to Postgraduate Research students only.
Qualifications	Only available to new entrants.
Module Enrolment	Please see the diagram on the following page for the Module Enrolment Process. This step is not applicable to all students.

Overview of the Module Online Enrolment Process



Please note: Not all programmes will have a module diet associated with it. If a module diet is not available, then the student will be presented with either a module grid or a message instructing them to contact the relevant Institute Admin Office for assistance.

The Institute, Academic Discipline and Route messages can be updated via MyTSD. Go to Institute Admin tab → Module Enrolment Messages. If you require access to this feature, please raise a ticket via IT WebHelp.

Important: If a student has indicated during online enrolment, that the programme details are incorrect, then they will not be asked to complete module enrolment.

Students who are based in the London and Birmingham campuses will not be going through Module Enrolment.

Accessing Online Enrolment (MyTSD)

This document will guide you through the Online Enrolment process. If you have any queries about the process, please refer to the [Department Contact Details](#) section and direct your query to the relevant department.

Open your preferred web browser and navigate to the following website <https://mytsd.uwtsd.ac.uk/>

 Prifysgol Cymru
Y Sersol Ddeu Iaf
University of Wales
Ynys Iaf, Cardiff

Croeso i MyTSD / Welcome to MyTSD

Sylwedd: Nid yw eich enw defnyddiwr MyTSD yr un peth â'ch cyfeiriad e-bost.

Please Note: Your MyTSD username is not the same as your email address.

Mewngofnodi / Log In

Enw Defnyddiwr
Username

Cyfrinair
Password

Mewngofnodi
/ Log in

Wedi Anghofio Cyfrinair? / Forgotten password?

Clickwch yma i'w ailosod
Click here to reset

Login to MyTSD by entering your **Username** and **Password** in the spaces provided. When you have entered your username and password click on '**Mewngofnodi / log in**'.

 Prifysgol Cymru
Y Sersol Ddeu Iaf
University of Wales
Ynys Iaf, Cardiff

Croeso i MyTSD / Welcome to MyTSD

Sylwedd: Nid yw eich enw defnyddiwr MyTSD yr un peth â'ch cyfeiriad e-bost.

Please Note: Your MyTSD username is not the same as your email address.

Mewngofnodi / Log In

Enw Defnyddiwr
Username

Cyfrinair
Password

Mewngofnodi
/ Log in

Wedi Anghofio Cyfrinair? / Forgotten password?

Clickwch yma i'w ailosod
Click here to reset

Home Page

When you log in to MyTSD, you will be presented with the Online Enrolment Home Page, as can be seen in the image below. International Students will see a slightly different Home Page to Home and E.U students. Continuing students who have an outstanding Financial Clearance Log record (Debtors), will need to contact to the Finance Department before they can enrol online.

To start the enrolment process, please click on the **‘Start’** button next to Personal Details.

Home and E.U Students



Personal Details	✗	Start
Home Address	✗	Start
Contact Address	✗	Start
Qualifications	✗	Start
Programme Details	✗	Start
Emergency Contact Details	✗	Start
Additional Information	✗	Start
Terms and Conditions of Enrolment	✗	Start
Module Enrolment	✗	Start

International Students



Personal Details	✗	Start
Home Address	✗	Start
Contact Address	✗	Start
Programme Details	✗	Start
Emergency Contact Details	✗	Start
Passport and Visa Information	✗	Start
Additional Information	✗	Start
Terms and Conditions of Enrolment	✗	Start

Financial Clearance Log record (Debtors)

Continuing students who have an outstanding Financial Clearance Log record (Debtors), will need to contact to the Finance Department before they can enrol online.

Our records show there is an outstanding balance on your account from a previous academic year. Please contact the Finance Department using the below details to discuss:
Email: creditcontrol@uwtsd.ac.uk
Call: 01792 481182 or 01267 676837

If you wish to exit the online enrolment process, and return to it at a later date, you may do so by selecting the 'Save' and then 'Exit' buttons at the bottom of the page. **If you fail to select the 'Save' button before you 'Exit', then your details will not be saved and you will have to start again.**

Please note that some pages will not allow you to save and exit until you have completed a certain task e.g. when editing your address, you will need to store the address before you can 'Save' and 'Exit'.

Exit	Save	Save and Continue
------	------	-------------------

To continue with your online enrolment, log in to MyTSD and select the 'Start' button. The 'Start' button should appear next to the page you saved and exited on. You will not be able to go back and amend details on previous pages, so please make sure the information is correct before proceeding onto the next page.



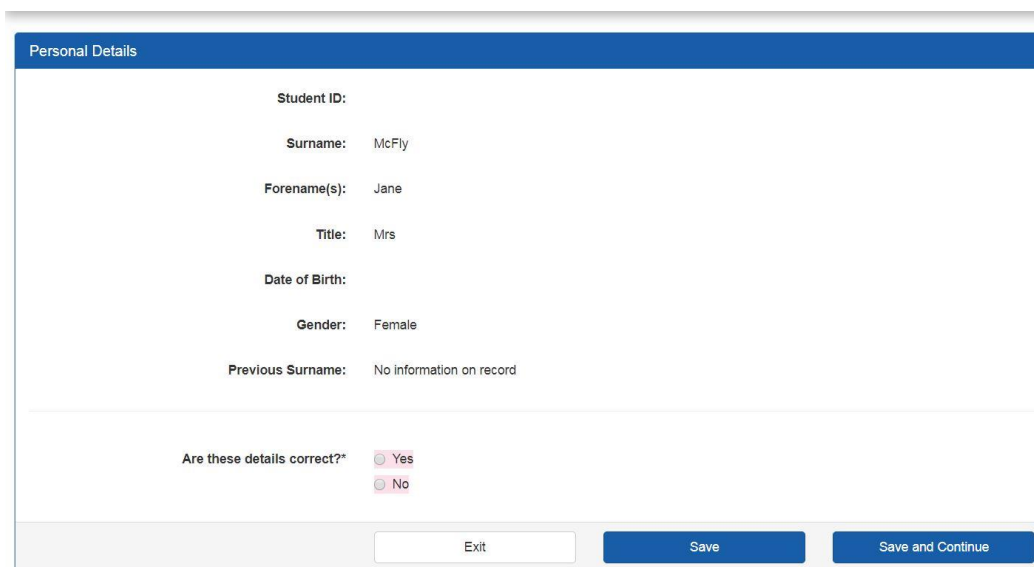
Personal Details	✓	Start
Home Address	✓	Start
Contact Address	✓	Start
Programme Details	✗	Start
Emergency Contact Details	✗	Start
Additional Information	✗	Start
Terms and Conditions of Enrolment	✗	Start
Module Enrolment	✗	Start

When you have completed a page, a tick will appear next to it, as shown in the above image. There is Key towards the bottom of the Home Page which describes what each icon means.



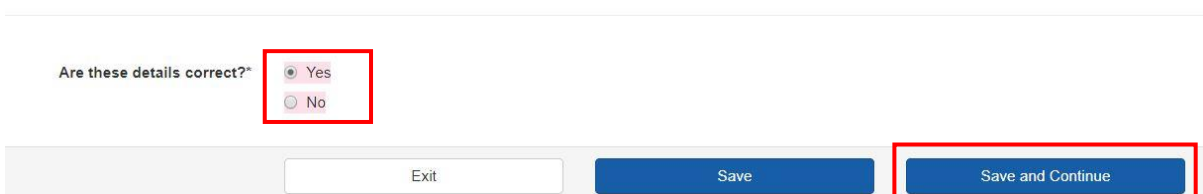
Step 1: Personal Details

This page will display some of the information that is currently stored on your student record. Please check that the information shown on this page is correct. If the information is incorrect, then you will have the opportunity to request an amendment during [Step 1.2 Incorrect Details](#).

A screenshot of a web form titled 'Personal Details' in a blue header bar. The form contains the following fields: 'Student ID:' (empty), 'Surname:' with the value 'McFly', 'Forename(s):' with the value 'Jane', 'Title:' with the value 'Mrs', 'Date of Birth:' (empty), 'Gender:' with the value 'Female', and 'Previous Surname:' with the value 'No information on record'. Below these fields is a question 'Are these details correct?' with two radio button options: 'Yes' and 'No'. At the bottom of the form are three buttons: 'Exit', 'Save', and 'Save and Continue'.

1.1 Correct Details

You will need to respond to this question before you can proceed onto the next step. If the information is correct, select '**Yes**' and then '**Save and Continue**'. Proceed onto [Step 2: Home Address](#).

A close-up screenshot of the bottom part of the 'Personal Details' form. The question 'Are these details correct?' is shown with the 'Yes' radio button selected and highlighted by a red rectangle. Below the question are three buttons: 'Exit', 'Save', and 'Save and Continue'. The 'Save and Continue' button is also highlighted by a red rectangle.

1.2 Incorrect Details

You will need to respond to this question before you can proceed onto the next step. If the information is incorrect, select **'No'** and then **'Save and Continue'**.

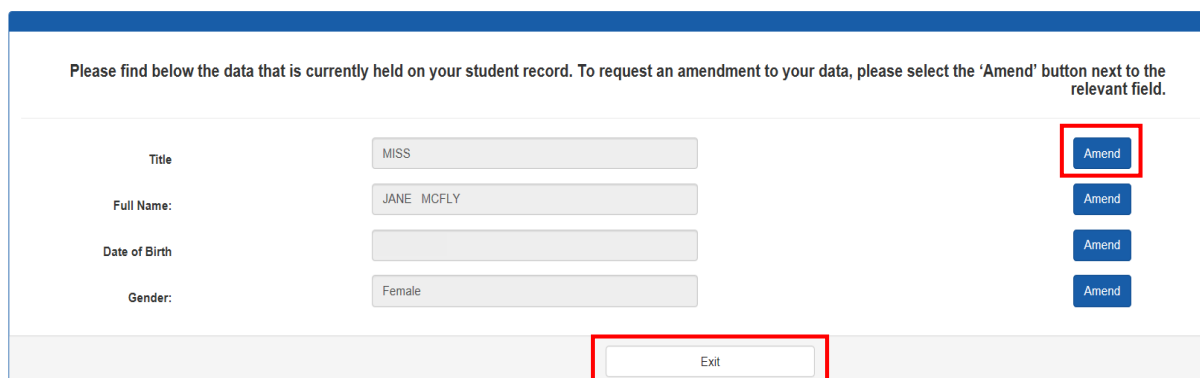


A confirmation dialog box with the text "Are these details correct?". Below the text are two radio buttons: "Yes" and "No". The "No" button is selected. At the bottom of the dialog are three buttons: "Exit", "Save", and "Save and Continue". The "Save and Continue" button is highlighted with a red box.

Edit Personal Details

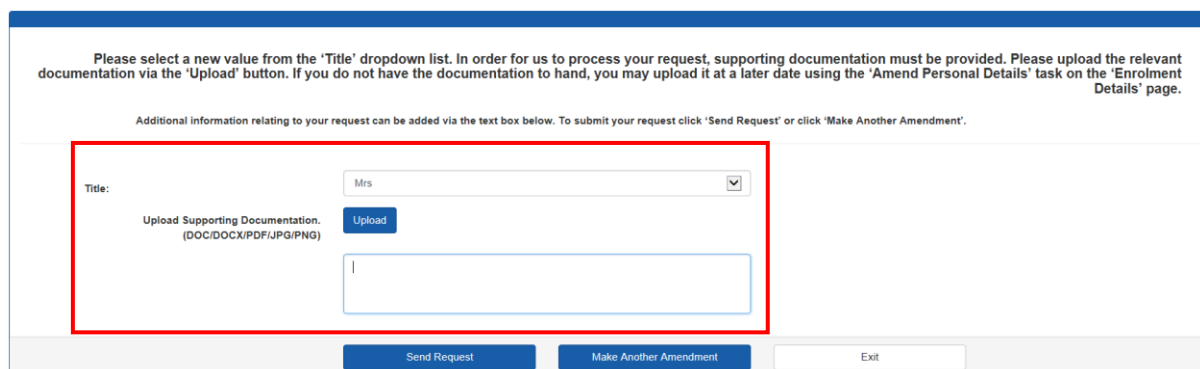
This page will display some of the personal information that is currently stored on your student record. To request an amendment to your personal details, please select the **'Amend'** button next to the relevant field.

To cancel the request and return to the Home Page, select **'Exit'**.



The "Edit Personal Details" page displays a table of student information with "Amend" buttons next to each field. The fields and their current values are: Title (MISS), Full Name (JANE MCFLY), Date of Birth (empty), and Gender (Female). The "Amend" button next to the Title field is highlighted with a red box. At the bottom of the page is an "Exit" button, also highlighted with a red box.

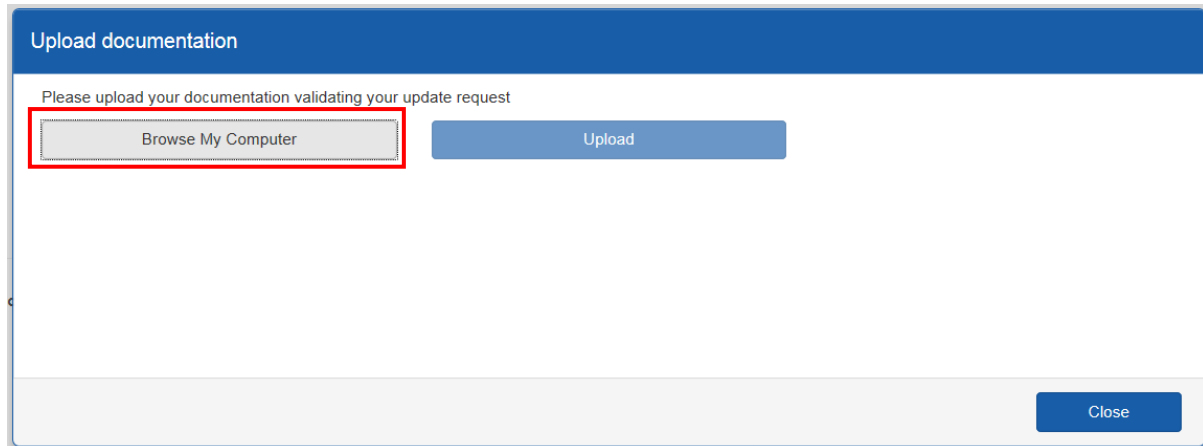
After selecting 'Amend' you will be presented with a screen similar to the one below. Enter your details into the relevant field(s). In order for us to process your request, supporting documentation must be provided.



The "Amend Personal Details" page shows a form for updating the Title field. The Title dropdown is set to "Mrs". Below the dropdown is an "Upload" button. To the left of the upload button is the text "Upload Supporting Documentation. (DOC/DOCX/PDF/JPG/PNG)". Below the upload button is a text box for additional information. At the bottom of the page are three buttons: "Send Request", "Make Another Amendment", and "Exit". The "Send Request" and "Make Another Amendment" buttons are highlighted with a red box.

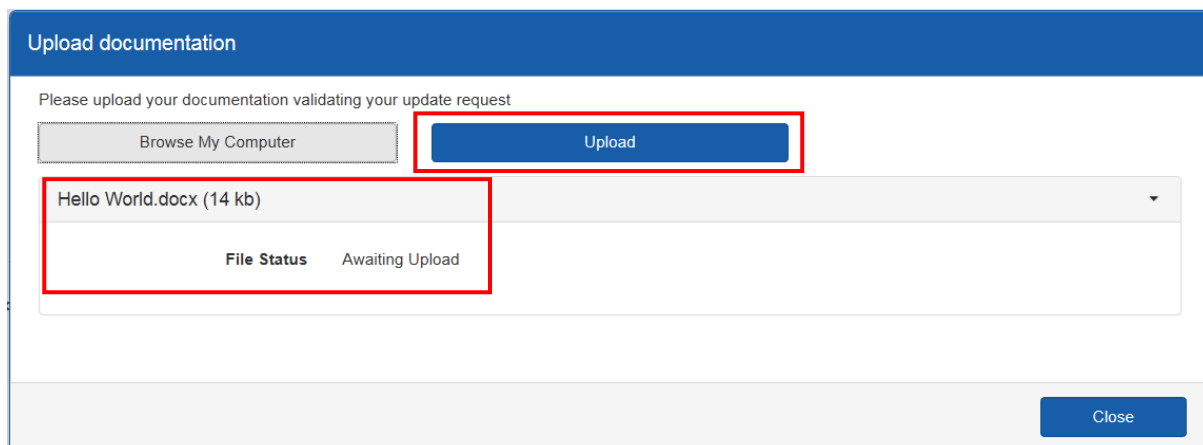
Upload Supporting Documents

If you wish to upload documentation to support your request, select the **'Upload'** button. Use the **'Browse My Computer'** button to open a file explorer window. Navigate to the file you wish to upload and select **'Open'**.



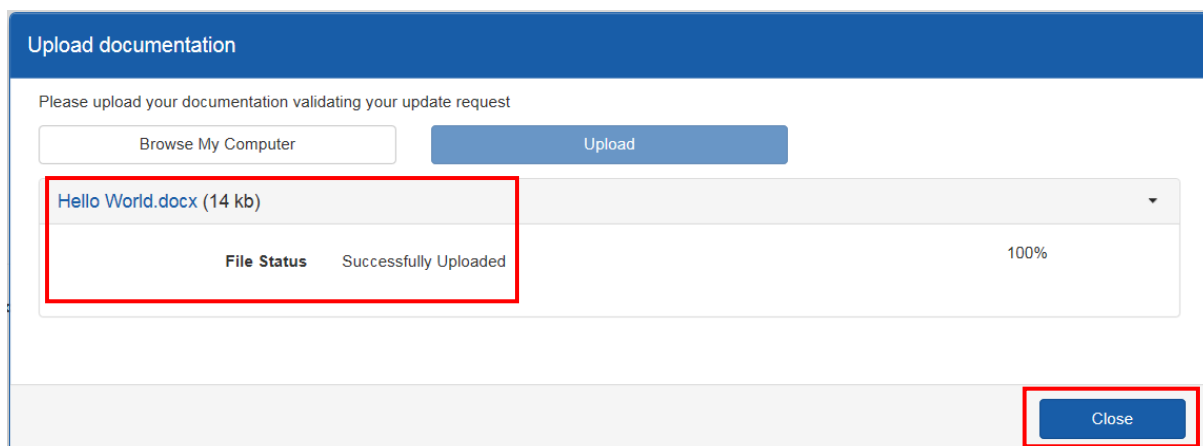
The screenshot shows a web form titled "Upload documentation" with a blue header. Below the header, there is a instruction: "Please upload your documentation validating your update request". There are two buttons: "Browse My Computer" (highlighted with a red box) and "Upload". At the bottom right, there is a "Close" button.

Your file will be assigned the File Status of Awaiting Upload. To upload the file to your student record, click the **'Upload'** button.



The screenshot shows the same "Upload documentation" form. The "Upload" button is now highlighted with a red box. Below the buttons, a file entry is shown: "Hello World.docx (14 kb)". Below the file name, there is a table with two columns: "File Status" and "Awaiting Upload". The "File Status" column is highlighted with a red box. At the bottom right, there is a "Close" button.

When the file has been uploaded, the File Status will be set to Successfully Uploaded. To continue with enrolment, click the **'Close'** button.



The screenshot shows the same "Upload documentation" form. The file entry "Hello World.docx (14 kb)" now shows a status of "Successfully Uploaded" in the "File Status" column. The "Close" button at the bottom right is highlighted with a red box.

Please select a new value from the 'Title' dropdown list. In order for us to process your request, supporting documentation must be provided. Please upload the relevant documentation via the 'Upload' button. If you do not have the documentation to hand, you may upload it at a later date using the 'Amend Personal Details' task on the 'Enrolment Details' page.

Additional information relating to your request can be added via the text box below. To submit your request click 'Send Request' or click 'Make Another Amendment'.

Title: Mrs

Upload Supporting Documentation.
(DOC/DOCX/PDF/JPG/PNG)

Upload

Document attached.

Send Request

Make Another Amendment

Exit

Once you have entered your information, and uploaded the supporting documentation, you can either send the request to Registry by clicking on **'Send Request'** or continue making amendments by clicking on **'Make Another Amendment'**. If you wish to cancel the request and return to the Home Page select **'Exit'**.

Send Request

Make Another Amendment

Exit

If you chose the send the request, you will see a screen similar to the one below. To submit the request click on **'Send Changes'**.

Dear Registry Team,

I would be grateful if you could make the following amendments to my details:
Please change my title from MISS to MRS.
In addition to the amendments to my title requested above, I would like to add Document attached.

Please find my documents attached below.
Many thanks,

Sample
1304363

Documents Uploaded by Student in Support of Request

Document Name	File type (extension)	Date Uploaded	
Hello World.docx	DOCX	04/Feb/2019	View document

Send Changes

Continue onto [Step 2: Home Address](#).

Step 2: Home Address

This page will display the current home address that is stored on your student record. Please check that the address shown on this page is correct, and that you have entered your current contact details in the appropriate fields.

If the address is correct, select the **'Save and Continue'** button and proceed onto [Step 3: Contact Address](#).

If the address is incorrect, then you will be able to make an amendment during [Step 2.1 Edit My Addresses](#).

The screenshot shows the 'Current Home Address' page with the following details:

- Post Code: SA1 6ED
- Address Line 1: UNIVERSITY OF WALES TRINITY ST. DAVID, MOUNT PLEAS
- Address Line 2: MOUNT PLEASANT
- Address Line 3: SWANSEA
- Address Line 4:
- Address Country:
- Home Telephone No: 01792 481000
- Mobile Telephone No:
- Personal Email Address:

Below the details, it asks 'Do you wish to edit this information?' with an **Edit** button highlighted by a red box. At the bottom, there are three buttons: **Save**, **Save and Continue** (highlighted by a red box), and **Exit**.

2.1 Edit My Addresses

On the **Current Home Address** page, select the **'Edit'** button. There are two ways you can update your address. You can enter the details directly into the text boxes provided and select **'Store'**, or you can search for your address using the post code which is covered in step [2.2 Get Address](#).

Edit My addresses

Please amend your address details as required.

The screenshot shows the 'Edit My addresses' page with the following details:

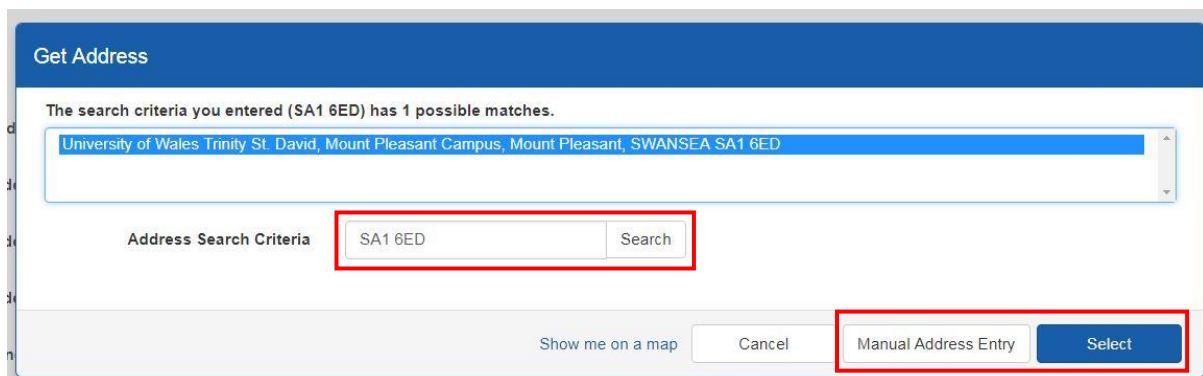
- Postcode: SA1 6ED
- Address Line 1*: University of Wales Trinity St. David, Mount Pleas
- Address Line 2: Mount Pleasant
- Address Line 3: SWANSEA
- Address Line 4:
- Telephone number 1*: 01792 481000
- Mobile Phone Number:
- Personal E-mail address*:

At the top right, there is a **Get Address** button highlighted by a red box. At the bottom right, there is a **Store** button highlighted by a red box.

2.2 Get Address

To search for your address using the post code, enter the post code into the **Postcode** field on the **Edit My addresses** page and select **'Get Address'**.

You will be shown a pop up window with a list of the addresses matching that post code. Locate and select your address from the list and then click on **'Select'**. This will take you back to the Home Address page where you will be able to review the details you have entered and continue with enrolment.

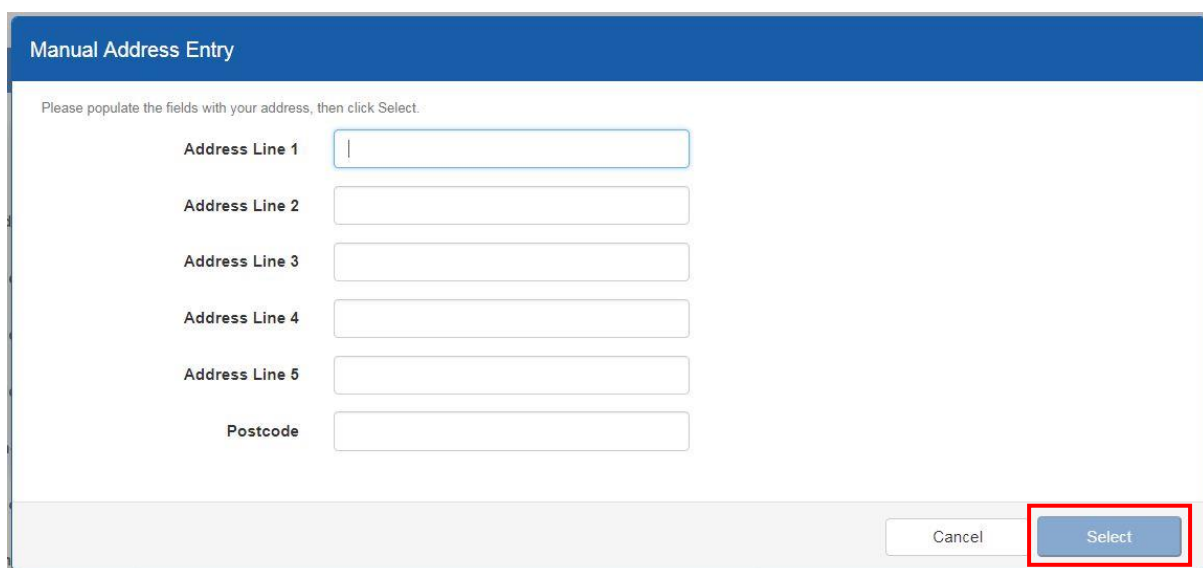


The screenshot shows a 'Get Address' pop-up window. At the top, it says 'The search criteria you entered (SA1 6ED) has 1 possible matches.' Below this is a list of addresses, with 'University of Wales Trinity St. David, Mount Pleasant Campus, Mount Pleasant, SWANSEA SA1 6ED' selected. Below the list, there is a section labeled 'Address Search Criteria' with a text input field containing 'SA1 6ED' and a 'Search' button. At the bottom right, there are two buttons: 'Manual Address Entry' and 'Select', both of which are highlighted with a red box.

2.3 Manual Address Entry

If you cannot find your address in the list, you can manually enter your address by selecting the **'Manual Address Entry'** button on the **Get Address** page.

Enter your address in the text fields provided and when ready click on the **'Select'** button. This will then take you back to the Home Address page where you will be able to review the details you have entered and continue with enrolment.



The screenshot shows a 'Manual Address Entry' pop-up window. It contains a message: 'Please populate the fields with your address, then click Select.' Below this are five text input fields labeled 'Address Line 1' through 'Address Line 5', and a 'Postcode' field. At the bottom right, there are two buttons: 'Cancel' and 'Select', with the 'Select' button highlighted by a red box.

Step 3: Contact Address

This page will display the current contact address that is stored on your student record. Please check that the address shown on this page is correct, and that you have entered your current contact details in the appropriate fields.

If the address is correct, select the **'Save and Continue'** button and proceed onto [Step 4: Emergency Contact Details](#).

If the address is incorrect, or you have not yet provided us with a contact address, then you will be able to update your details during [Step 3.1 Edit My Addresses](#).

The screenshot shows a form titled "Current Term Time Address" with a blue header. The form contains the following fields and values:

- Post Code: SA2 0UT
- Address Line 1: UNIVERSITY OF WALES TRINITY ST. DAVID, TOWNHILL CA
- Address Line 2: TOWNHILL ROAD, COCKETT
- Address Line 3: SWANSEA
- Address Line 4: (empty)
- Address Country: (empty)
- This is your TSD email address to which all correspondence will be sent: (empty)
- Home Telephone No: (empty)
- Mobile Telephone No: (empty)
- Personal Email Address: (empty)
- Do you wish to edit this information: ☐ [Edit](#)

At the bottom of the form, there are three buttons: "Save", "Save and Continue", and "Exit".

3.1 Edit My Addresses

You will need to provide us with a contact address in order to proceed with your enrolment. Select an option from the dropdown list that best describes the type of accommodation you will be staying in during term time.

The screenshot shows the same "Current Term Time Address" form, but with the "Edit My Addresses" section highlighted by a red box. This section includes:

- Post Code: (empty)
- Address Line 1: (empty)
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- Address Country: (empty)
- This is your TSD email address to which all correspondence will be sent: (empty)
- Home Telephone No: (empty)
- Mobile Telephone No: (empty)
- Personal Email Address: (empty)
- Do you wish to edit this information: ☐ [Edit](#)
- Please indicate the type of accommodation in which you will be living during term time by selecting from the dropdown list: (empty dropdown menu)

At the bottom of the form, there is a single button: "Exit".

On the **Current Term Time Address** page, select the **'Edit'** button. There are two ways you can update your address. You can enter the details directly into the text boxes provided and select **'Store'**, or you can search for your address using the post code which is covered in step 3.2 Get Address.

Edit My addresses

Please amend your address details as required.

The screenshot shows the 'Current Term Address' form. It has a blue header bar with the text 'Current Term Address'. Below the header, there is a section titled 'Edit your 'Current Term Address'' with several input fields: 'Postcode' (containing 'SA2 0UT'), 'Address Line 1*' (containing 'University of Wales Trinity St. David, Townhill Ca'), 'Address Line 2' (containing 'Townhill Road, Cockett'), 'Address Line 3' (containing 'SWANSEA'), 'Address Line 4' (empty), 'Telephone number 1*' (empty), 'Mobile Phone Number' (empty), and 'Personal E-mail address' (empty). A red box highlights the 'Get Address' button next to the 'Postcode' field. Another red box highlights the 'Store' button at the bottom right of the form.

3.2 Get Address

To search for your address using the post code, enter the post code into the **Postcode** field on the **Edit My addresses** page and select **'Get Address'**.

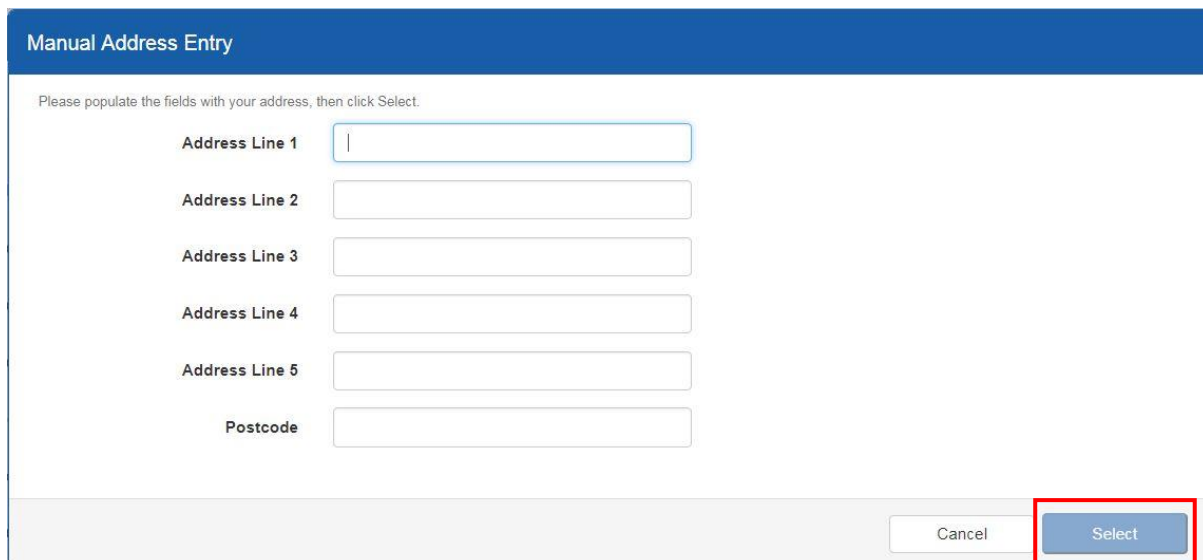
You will be shown a pop up window with a list of the addresses matching that post code. Locate and select your address from the list and then click on **'Select'**. This will take you back to the **Current Term Time Address** page where you will be able to review the details you have entered and continue with enrolment.

The screenshot shows the 'Get Address' pop-up window. It has a blue header bar with the text 'Get Address'. Below the header, there is a message: 'The search criteria you entered (SA2 0UT) has 1 possible matches.' Below this message is a list of addresses: 'University of Wales Trinity St. David, Townhill Campus, Townhill Road, Cockett, SWANSEA SA2 0UT'. Below the list, there is a section titled 'Address Search Criteria' with a text box containing 'SA2 0UT' and a 'Search' button. A red box highlights the 'Search' button. At the bottom of the window, there are four buttons: 'Show me on a map', 'Cancel', 'Manual Address Entry', and 'Select'. A red box highlights the 'Select' button.

3.3 Manual Address Entry

If you cannot find your address in the list, you can manually enter your address by selecting the **'Manual Address Entry'** button on the **Get Address** page.

Enter your address in the text fields provided and when ready click on the **'Select'** button. This will then take you back to the **Current Term Time Address** page where you will be able to review the details you have entered and continue with enrolment.



The image shows a web form titled "Manual Address Entry" with a blue header. Below the header, a grey instruction bar says "Please populate the fields with your address, then click Select." The form contains six input fields: "Address Line 1" (with a cursor), "Address Line 2", "Address Line 3", "Address Line 4", "Address Line 5", and "Postcode". At the bottom right, there are two buttons: "Cancel" and "Select". The "Select" button is highlighted with a red rectangular border.

Step 4: Emergency Contact Details

This page will display the current emergency contact details that are stored on your student record. Please check that the information shown on this page is correct, and that you have entered the current contact details for each emergency contact in the appropriate fields.

To view the details of each emergency contact, click on the **plus** sign to the right of the page. This will expand the section to reveal the contact details. To minimize the section, click on the **minus** sign to the right of the page.

If the information is correct, select the **'Save'** button and proceed onto [Step 6: Qualifications](#) (Home and E.U students) or [Step 5: Passport and Visa](#) (International students).

If the information is incorrect, then you will be able to make amendments to each of the contacts details during the following steps.

Emergency Contact Details

Emergency Contacts

Emergency Contact 1

Forename 1: Marly

Surname: McFly

Relationship: Husband

Home Telephone: 01792 123456

Mobile Telephone: 07123456789

Edit

Emergency Contact 2

GP Details

Save Exit

4.1 Emergency Contact 1

To edit the information, you will need to expand the section for the emergency contact you wish to edit and click the **'Edit'** button.

Emergency Contacts

Emergency Contact 1

Forename 1: Marly

Surname: McFly

Relationship: Husband

Home Telephone: 01792 123456

Mobile Telephone: 07123456789

Edit

This page will allow you to amend the details for this emergency contact by entering the details into the text boxes provided. When you are ready click the **'Save'** button. This will take you back to the Emergency Contacts Details page where you will be able to review the details you have entered and continue with enrolment.

Emergency Contacts

Emergency Contact 1

Forename 1 MARTY

Surname MCFLY

Next of Kin Relationship HUSBAND HUSBAND

Home Telephone Number 01792 123456

Mobile Telephone 07123456789

Save

4.2 Emergency Contact 2

To edit the information, you will need to expand the section for the emergency contact you wish to edit and click the **'Edit'** button.

Emergency Contacts

Emergency Contact 1 +

Emergency Contact 2 -

Forename 1 Lucy

Surname McFly

Relationship Daughter

Home Telephone 01792 481000

Mobile Telephone 07987654321

Edit

This page will allow you to amend the details for this emergency contact by entering the details into the text boxes provided. When you are ready click the **'Save'** button. This will take you back to the Emergency Contacts Details page where you will be able to review the details you have entered and continue with enrolment.

Emergency Contacts

Emergency Contact 2

Forename 1

Lucy

Surname

McFly

Next of Kin Relationship

DAUGHTER

DAUGHTER

Home Telephone Number

01792 123456

Mobile Telephone

07123456789

Save

4.3 GP Details

To edit the information, you will need to expand the section for the emergency contact you wish to edit and click the **'Edit'** button.

Emergency Contacts

Emergency Contact 1

Emergency Contact 2

GP Details

GP/Surgery Name

Stephen Strange

GP/Surgery Telephone

01792 987654

Edit

This page will allow you to amend the details for this emergency contact by entering the details into the text boxes provided. When you are ready click the **'Save'** button. This will take you back to the Emergency Contacts Details page where you will be able to review the details you have entered and continue with enrolment.

Emergency Contacts

Emergency Contact >

GP/Surgery Name

STEPHEN STRANGE

GP/Surgery Telephone

01792 987654

Save

Step 5: Passport and Visa

This step is only available to International Students.

This page will display some of the information that is currently stored on your student record. Please check that the information shown on this page is correct. If the information is incorrect, then you will have the opportunity to request an amendment during [Step 5.2 Incorrect Details](#).

Passport and Visa Information

Passport No

No information on record

Visa No:

No information on record

Visa Expiry Date

No information on record

Are these details correct?*

☐ Yes

☐ No

Exit

Save

Save and Continue

5.1 Correct Details

You will need to respond to this question before you can proceed onto the next step. If the information is correct, select **'Yes'** and then **'Save and Continue'**. Proceed onto [Step 7: Programme Details](#).

Are these details correct?*

☒ Yes

☐ No

Exit

Save

Save and Continue

5.2 Incorrect Details

You will need to respond to this question before you can proceed onto the next step. If the information is incorrect, select **'No'** and then **'Save and Continue'**.

Are these details correct?*

☐ Yes

☒ No

Exit

Save

Save and Continue

Update Passport and Visa Details Request

This page will allow you to request an amendment to your details. Please enter into the text box provided, all of the details you would like to be updated. When you are ready, select the **'Send Request'** button. This will send your request to Registry who will update your details accordingly.

Continue onto [Step 7: Programme Details](#).

Please find below the data we currently hold for you. You are able to request for any/all of these to be updated

Passport No: No information on record

Visa No: No information on record

Visa Expiry Date: No information on record

Please enter into the text box below all of the details your would like to be updated. When complete please select the 'Send Request' button.

Send Request

Exit

Step 6: Qualifications

This page will display the qualifications that are currently stored on your student record. Please check that the information shown on this page is correct.

If the information is incorrect, then you will have the opportunity to request an amendment during [Step 6.2 Incorrect Details](#).

If you have not provided any previous qualifications, then proceed to [Step 6.3 Additional Qualifications \(Add/Amend\)](#).

Qualifications				
Please confirm that the following qualifications we hold for you are correct.				
Qualification Name	Subject Name	Year obtained	Grade	Confirmed Yes / No
A Level	ENGINEERING, SCIENCE AND MATHS	16/17	A	
				Next

6.1 Correct Details

If the qualification is correct, select '**Yes**' from the '**Confirmed Yes / No**' dropdown list next to the qualification. When ready click '**Next**'. You will then be taken the **Additional Qualifications** screen. Proceed onto [6.3 Additional Qualifications \(Add/Amend\)](#).

Qualifications				
Please confirm that the following qualifications we hold for you are correct.				
Qualification Name	Subject Name	Year obtained	Grade	Confirmed Yes / No
A Level	ENGINEERING, SCIENCE AND MATHS	16/17	A	Yes
				Next

6.2 Incorrect Details

If the qualification is incorrect, select '**No**' from the '**Confirmed Yes / No**' dropdown list next to the qualification. When ready click '**Next**'.

Qualifications				
Please confirm that the following qualifications we hold for you are correct.				
Qualification Name	Subject Name	Year obtained	Grade	Confirmed Yes / No
A Level	ENGINEERING, SCIENCE AND MATHS	16/17	A	No
				Next

In the **‘Qualification Issue Details’** text box, enter the reason why the qualification recorded on your student record is incorrect. When ready select **‘Next’**.

Qualifications				
Please enter information to help us correct the issue on your qualification's.				
Qualification Name	Subject Name	Year obtained	Grade	Qualification Issue Details
A Level	ENGINEERING, SCIENCE AND MATHS	16/17	A	
				Next

6.3 Additional Qualifications (Add/Amend)

If you have not provided the University with details of your previous qualification, select the **‘Add/Amend’** button next to the category that best describes your qualification.

Additional Qualifications	
We do not currently hold any of your qualifications.	
Please enter all additional qualifications not shown above. Do you have:	
Academic qualifications (e.g. A or AS level, Scottish / Advanced Highers, Irish Leavers, Baccalaureates, Cambridge Pre-U Diplomas)	Add / Amend
Applied/Technical Learning Qualifications (e.g. BTEC, CACHE / NCFE qualifications, OCR Cambridge, City & Guilds, GNVQ / NVQ)	Add / Amend
Maths, Finance or Language qualifications	Add / Amend
Art and Design, Creative Media or Photography focused qualifications	Add / Amend
Dance, Music, Speech or Drama qualifications	Add / Amend
Sport or Equine qualifications	Add / Amend
Access to Higher Education, Reaching wider, principal learning, progression diploma or extended project awards	Add / Amend
Hospitality, Catering, Health or Beauty Qualifications	Add / Amend
Other qualifications (Any qualifications not included in the above lists you can enter here)	Add / Amend
Save and Continue Exit	

You will need to enter the details of your qualification in the relevant text boxes provided.

IMPORTANT: You will need to save the qualification before you can confirm it.

Add Your Academic Qualification

Year obtained* Choose an option

Qualification Name* Choose an option

Subject Name

Sitting Choose an option

Back Save Qualification Confirm Academic Qualification

When saved, the details you entered will be displayed at the top of the page.

You can add another qualification to this category by entering the details in the text boxes provided and selecting **'Save Qualification'**. To remove a qualification click on the **'Delete'** button.

When ready, select **'Confirm Qualification'**.

Add Your Academic Qualification

Your Added Qualifications

Qualification Name	Subject Name	Year obtained	Grade	Sitting
A Level	Core Maths	16/17	A	Summer

Delete

Year obtained* Choose an option

Qualification Name* Choose an option

Subject Name

Sitting Choose an option

Back Save Qualification Confirm Academic Qualification

To return to the **Additional Qualifications** page, select **'Confirm'**.

Confirm Qualification Confirmation

Please ensure any specified qualifications are saved and added to the list at the top of the screen before confirming any qualifications. Are you sure you want to confirm this qualification category?

Cancel Confirm

You should now see  next to the category. To continue with online enrolment click **'Save and Continue'**.

Additional Qualifications

Qualifications Held

Qualification Name	Subject Name	Year obtained	Grade	Confirmed Yes / No
A Level	Engineering, Science and Maths	16/17	A	Yes

Please enter all additional qualifications not shown above. Do you have:

Academic qualifications (e.g. A or AS level, Scottish / Advanced Highers, Irish Leavers, Baccalaureates, Cambridge Pre-U Diplomas)
Add / Amend

Applied/Technical Learning Qualifications (e.g. BTEC, CACHE / NCFE qualifications, OCR Cambridge, City & Guilds, GNVQ / NVQ)
Add / Amend

Maths, Finance or Language qualifications
Add / Amend

Art and Design, Creative Media or Photography focused qualifications
Add / Amend

Dance, Music, Speech or Drama qualifications
Add / Amend

Sport or Equine qualifications
Add / Amend

Access to Higher Education, Reaching wider, principal learning, progression diploma or extended project awards
Add / Amend

Hospitality, Catering, Health or Beauty Qualifications
Add / Amend

Other qualifications (Any qualifications not included in the above lists you can enter here)
Add / Amend

Back
Save and Continue
Exit

If you want to go back and add or amend a qualification, click **'Cancel'**. To continue with online enrolment click **'Confirm'**.

Confirm Qualifications Submission

You will not get another opportunity to make any further amendments after submission. Are you sure you are ready to submit this qualifications section of online enrolment?

Cancel
Confirm

Step 7: Programme Details

Postgraduate Research Students

This page will display the details of the course you are enrolling on. Please check that the information shown on this page is correct. If the course details are correct, then select **‘Save and Continue’**.

If the information is incorrect, you need to contact Postgraduate Research via the contact details provided at the bottom of the page.

Your Programme details are: PHD PhD Social Justice and Inclusion

Year of Study: 1

Mode of Attendance: Full time

Department: School of Social Justice and Inclusion

Location: Carmarthen Campus

Start Date: 01/10/2018

Expected End Date: 30/9/2022

Thesis Title: RDS Thesis Title is Empty

Lead Supervisor:

Second Supervisor:

Director of Studies:

If any details are incorrect contact Postgraduate Research using this link pgresearch@uwtsd.ac.uk

Exit

Save

Save and Continue

Undergraduate Students

This page will display the details of the course you are enrolling on. Please check that the information shown on this page is correct. If the information is incorrect, then you will have the opportunity to request a programme or campus change during [Step 7.2 Incorrect Details](#).

Programme Details

Intake:

AUGP1Z 15/16

Programme:

Master of Social Studies

Course:

Social Studies: Health and Social Care

Mode of Study:

Full time

Level of Study:

London Campus

Faculty:

Across All Faculties

Are these details correct?*

☐ Yes

☐ No

Exit

Save

Save and Continue

7.1 Correct Details

You will need to respond to this question before you can proceed onto the next step. If the information is correct, select **'Yes'** and then **'Save and Continue'**. Proceed onto [Step 8: Additional Information](#).

Are these details correct?*

☒ Yes

☐ No

Exit

Save

Save and Continue

7.2 Incorrect Details

You will need to respond to this question before you can proceed onto the next step. If the information is incorrect, select **'No'** and then **'Save and Continue'**.

Important: If a student has indicated that the programme details are incorrect, then they will not be asked to complete module enrolment.

Are these details correct?*

☐ Yes

☒ No

Exit

Save

Save and Continue

Change Programme

If the course details are incorrect, you can request a programme or campus change. You will be asked to review the details of your current programme, when ready, click **'Agree and Continue'**.

Change programme

Change programme

Please check your current details below and proceed onto Section B by clicking 'Agree and Continue'. Changing Programme of Study is not normally permitted after the fourth week of a semester.

Section A - current programme details

This page outlines the details of the programme of study you are currently enrolled on.

Programme of study you will be withdrawn from

Course Code	BA
Programme Code	Bachelor of Arts
Course Name	Bachelor of Arts
Programme Title	
Location	Lampeter Campus

Exit

Agree and Continue

Using the dropdown lists provided, enter the details of the programme you wish to enrol on.

Change programme

Section B(a) - Select a new programme of study

Please enter the details of the new programme of study below.

Course

Please select
Please select your course from the list shown. Please note that part time courses will have "-PT" at the end of the course code.

Year of Study

Choose an option
Please choose the year of study you will be moving to.

From which date would you wish the change to become effective?

Please select the date using the calendar icon.

Exit

Back

Agree and Continue

When you have entered the **Course** and **Year of Study**, additional dropdown lists will appear. Select the **Programme Code/Title**, **Location** and the **date from which you want to change to become effective**.

Change programme

Section B(a) - Select a new programme of study

Please enter the details of the new programme of study below.

Course Bachelor of Science (BSC) 
Please select your course from the list shown. Please note that part time courses will have "-PT" at the end of the course code.

Year of Study 1 
Please choose the year of study you will be moving to.

Programme Code/Title Agriculture (AGRSH-SG) 
Please type the name of your programme - e.g. Art History then select from the list shown.

Location Choose an option 
Please select the campus you would like to be based at from the dropdown list.

From which date would you wish the change to become effective? 
Please select the date using the calendar icon.

Exit Back **Agree and Continue**

When ready, click **'Agree and Continue'**.

Change programme

Section B(a) - Select a new programme of study

Please enter the details of the new programme of study below.

Course Bachelor of Science (BSC) 
Please select your course from the list shown. Please note that part time courses will have "-PT" at the end of the course code.

Year of Study 1 
Please choose the year of study you will be moving to.

Programme Code/Title Applied Computing (ACOSH-GO) 
Please type the name of your programme - e.g. Art History then select from the list shown.

Location SA1 Campus 
Please select the campus you would like to be based at from the dropdown list.

From which date would you wish the change to become effective? 29/Jul/2019 
Please select the date using the calendar icon.

Exit Back **Agree and Continue**

No Module Diet

If the Institute hasn't provided a Module Diet for the programme, the student will be shown a message similar to the one displayed in the screenshot below.

Change programme

We are unable to find module information for the new programme of study at this point in time. You will need to get in contact with the administrative team for the new programme's faculty and confirm which modules you would like to choose.
Click Continue to move on to the next section.

Back

Exit

Continue

Module Diet

If a Module Diet is available for the programme, then the student will be presented with the module details. If the Module Diet consists of all compulsory modules, then the student doesn't need to do anything, as the system will automatically enrol the student on the modules.

If the programme has a mixture of compulsory and optional modules, then the student will need to select their optional modules before proceeding onto the next stage.

The required number of credits will be displayed under the **Compulsory Modules** section. This will change when the optional modules are added or removed.

Change programme

Section B(b) - Select modules for the new programme of study

Use this page to select the modules for the new programme of study.

Compulsory Modules

These modules are compulsory for the proposed course and are pre-selected for you.

Semester	Module Code	Module Name	Level	Credits
SEM1&2	ACDA5004	Project Management and Research Methods	5	20
SEM1&2	ACDA5003	Enterprise & Innovation Group Project	5	20

Credits selected
40 of 120 credits

Optional modules

This section lists the optional modules that are available for the new programme of study.

Group 1
Please select a minimum of 80 credits and a maximum of 80 credits in this group.

Semester	Module Code	Module Name	Level	Credits	Buttons
SEM1&2	ACCB5000	Computer Forensics	5	20	Add module
SEM1&2	ACCB5002	Routing and Switching Concepts	5	20	Add module
SEM1&2	ACCB5004	Wireless Networks and Simulation	5	20	Add module
SEM1&2	ACCA5011	Advanced Software Development	5	20	Add module
SEM1&2	ACCA5012	Application Development	5	20	Add module
SEM1&2	ACCA5013	Business & Web Management	5	20	Add module
SEM1&2	ACCA5014	Database Management Systems	5	20	Add module
SEM1&2	ACCA5017	Games Architecture and Mechanics	5	20	Add module
SEM1&2	ACCA5018	Graphics & Games Programming	5	20	Add module
SEM1&2	ACDA5005	Smart and Connected Devices I	5	20	Add module
SEM1&2	ACCA5021	Statistical Programming	5	20	Add module
SEM1&2	ACCA5022	Web Technologies	5	20	Add module

To select an optional module, click on the **'Add module'** button. To remove the module, click on **'Remove module'**.

Credits selected: 80 of 120 credits

Optional modules

This section lists the optional modules that are available for the new programme of study.

Group 1
Please select a minimum of 80 credits and a maximum of 80 credits in this group.

Semester	Module Code	Module Name	Level	Credits	Buttons
SEM1&2	ACCB5000	Computer Forensics	5	20	Remove module
SEM1&2	ACCB5002	Routing and Switching Concepts	5	20	Add module
SEM1&2	ACCB5004	Wireless Networks and Simulation	5	20	Add module
SEM1&2	ACCA5011	Advanced Software Development	5	20	Add module

When the student has reached the desired number of credits, the optional modules section will update and will prevent the student from selecting any additional modules. When ready click on **'Continue'**.

Credits selected: 120 of 120 credits

Optional modules

This section lists the optional modules that are available for the new programme of study.

Group 1
Please select a minimum of 80 credits and a maximum of 80 credits in this group.

Semester	Module Code	Module Name	Level	Credits	Buttons
SEM1&2	ACCB5000	Computer Forensics	5	20	Remove module
SEM1&2	ACCB5002	Routing and Switching Concepts	5	20	Maximum credits reached
SEM1&2	ACCB5004	Wireless Networks and Simulation	5	20	Maximum credits reached
SEM1&2	ACCA5011	Advanced Software Development	5	20	Remove module
SEM1&2	ACCA5012	Application Development	5	20	Maximum credits reached
SEM1&2	ACCA5013	Business & Web Management	5	20	Maximum credits reached
SEM1&2	ACCA5014	Database Management Systems	5	20	Remove module
SEM1&2	ACCA5017	Games Architecture and Mechanics	5	20	Maximum credits reached
SEM1&2	ACCA5018	Graphics & Games Programming	5	20	Maximum credits reached
SEM1&2	ACDA5005	Smart and Connected Devices I	5	20	Maximum credits reached
SEM1&2	ACCA5021	Statistical Programming	5	20	Remove module
SEM1&2	ACCA5022	Web Technologies	5	20	Maximum credits reached

Exit Back Continue

The student has to confirm and agree to the **Programme change** request, by digitally signing the form and adding the reason they wish to change their programme. When ready, click on **'Complete and Send'**.

Change programme

Section C - Final confirmation of programme change

This page is for final confirmation of the programme change.

By typing your name in the box below you are signing this form electronically.

Signature:

Date of signature: 29/07/2019

Please state your reason for change:

Please note that the programme change is subject to approval from the Programme Director of the new programme.
The programme change will be actioned by the Faculty Office if the request is approved.

Exit Back Complete and Send

Step 8: Additional Information

The University is required to collect additional information about its students in order to comply with certain government and HESA reports. Although most of the questions on this page are mandatory, you may refuse to answer the question by selecting the appropriate response from the dropdown list.

When you are ready, you may continue with your enrolment by clicking on the **'Save and Continue'** button.

IMPORTANT: If an applicant or student has declared a criminal conviction, then on completion of enrolment, they will automatically be sent an email from Registry asking them to complete a Criminal Conviction Form. To view this process, please go to [Criminal Convictions](#).

Additional Information

What is your Nationality? * Wales

What is your Country of Birth? * Wales

What is your Domicile? * This question is mandatory and cannot be left blank.

What is your Ethnic Origin? * White

Are you a care leaver? i.e. are you leaving local authority care? * No

Are you a Carer? (A Carer is defined as 'anyone who cares unpaid, for a friend or family member, who due to illness, disability, a mental health problem or an addiction cannot cope without their support') * Not a Carer

What is your religion? * Do not wish to answer

Is your gender identity the same as the gender you were originally assigned at birth? * Do not wish to answer

What is your sexual orientation? * Do not wish to answer

Do you have any unspent or spent criminal convictions? * No

If the detail below regarding disabilities has changed or needs updating in any way, please contact [Student Services](#) at your earliest opportunity, so that where necessary, arrangements can be made to meet your needs. Please also complete the [Support Enquiry Form](#) if you wish to make the University aware of any support needs that have not previously been declared.

Please indicate how you will be paying for your tuition fees: Please note that if you have not yet applied for financial support from the Student Loan Company then you should do this as soon as possible. Also if you have arranged for a Third Party Sponsor, please have them complete our sponsor form and return it to us. Payment should not be made by a Third Party Sponsor on a student invoice. Further information with regards to Finance, funding and help available can be found on the MyTSD portal. ** Student Loans Company, already applied

Please supply your Customer Reference Number (in the format: 12345678901) 12345678901

Are you a Welsh speaker? * Not Welsh Speaker

Would you like to receive communication in Welsh? * No

Welsh Baccalaureate graduates? * Not taken

What was your previous institution type? * UK state school

National identity 1 * Welsh

National identity 2 * Please Select

Would you be interested in participating in a student feedback panel? * No

Save Save and Continue Exit

Step 9: Terms and Conditions of Registration

Please read the information on this page carefully. When ready select your response to the questions from the dropdown list and select **‘Complete Enrolment’**.

Terms and Conditions of Registration

- PURPOSE OF THIS AGREEMENT.**
When you enrol on a University course, a legal relationship is established between you and the University. The terms and conditions that govern the relationship between you and the University are contained in the Student Guide, which is available here: <https://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>
- IMPORTANT: YOU SHOULD NOT AGREE BELOW UNTIL YOU HAVE READ THE DOCUMENTS TO WHICH THE FOLLOWING STATEMENTS REFER.**
- FEES.**
I confirm that I accept responsibility for the payment of tuition and other fees for my course and any accommodation, or other charges that I may incur while studying at the University. I understand that if I fail to pay the tuition fees when they become due, and fail to make satisfactory arrangements for discharging any outstanding debt, the University reserves the right to commence legal proceedings against me to recover the debt.
Programme fees are normally charged on an annual basis. I understand that I must inform the University Registry in writing if I wish to withdraw from my course, or interrupt my studies and that fees will be charged pro-rata up to the date at which I informed Registry of my withdrawal/interruption of studies.
- PLAGIARISM AGREEMENT**
By signing below I am indicating my agreement for my personal data to be used by the Plagiarism Detection Service for the purposes outlined in the 'Plagiarism - Student Collection Notice' available at <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/student-experience/Plagiarism-Detection-Service>. An electronic copy of my work will be held on a database and used for the purposes outlined in this document.
- STUDENTS' UNION.**
I understand that in registering as a student of this University, I will automatically become a member of the Students' Union. If I decide that I do not want to be a member, I will contact the Students' Union to cancel my membership.
- STUDENT SUPPORT**
I consent to the University conducting research into the appropriateness of the support I am offered.
- DISCLOSURE AND BARRING SERVICE**
I understand it is mandatory for students to subscribe to the Update Service should my programme of study require a DBS Enhanced Disclosure. The University will check my DBS Enhanced Disclosure against the DBS Update Service and will require me to apply for a new DBS certificate if the update service indicates that new information has become available since the disclosure was issued, or if I allow my registration to lapse. By enrolling, I am consenting and agreeing to these terms.
- INTELLECTUAL PROPERTY POLICY**
I accept the provisions of the Intellectual Property Policy for Students available at <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/for-business/Intellectual-Property-Policy-Students-Final.pdf> and agree to disclose any invention work in progress or other Intellectual Property (IP) relevant to any research activities I may undertake, including a disclosure of any third party that may have a claim to that IP. I agree to abide by the confidentiality terms imposed by a third party sponsor of the research activities in which I will be involved, and commit not to disclose the University's confidential or commercially sensitive information. I agree to disclose IP which I create in research activities and to make relevant enquiries into the requirements of the sponsor of the research project or of the University in which I will be participating. I agree to enter into a written agreement with the University regarding the ownership and use of IP that I create in research activities.
- EVENTS BEYOND OUR CONTROL.**
Neither the University nor myself will be liable for any failure to perform as a result of events that are beyond our control (e.g. acts of nature, war, invasion, terrorists acts, nationalisation, labour disputes or the prolonged failure of electricity or other vital utility service).
I am aware that the University has academic and other regulations for the current academic year and that these regulations have been made available to me at: <http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>
In signing this Enrolment Agreement I acknowledge I have read and am bound by the Regulations made available to me at the above website. I may request a hard copy of these regulations from University Registry if required.
I understand that the University reviews and changes its regulations from time to time to assist in the proper delivery of education.
The University reserves the right to introduce changes during an academic year but will inform students about any proposed changes in good time before they become effective.
The information on this form is correct to the best of my knowledge. I hereby agree to observe all regulations applicable to students of the University as updated from time to time. I accept that the University may use the above data for all those purposes which concur with its Notification to the Information Commissioner and that data can be used for alumni communications after graduation. I accept that it is my responsibility to inform the University Registry of any changes to my personal data. I understand that I am required to disclose details of any criminal convictions, excluding minor motoring offences, or any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), if I am convicted of a criminal offence during the course of my studies at the University. I understand that I must inform the University's Registry immediately in writing.
- I have read the above statements and the documents to which they refer, and agree to all terms and conditions:

I have read the above statements and the documents to which they refer, and agree to all terms and conditions:

Please Select

• It is sometimes necessary to publish lists of students' names, e.g. a list of a tutor's personal tutees for placing on a notice board. Please indicate whether you consent to having your name included on lists produced for such purposes.

I consent to my name being included in published lists as part of the process of keeping me informed.

Please Select

• The University occasionally takes photographs of students to use in marketing and publicity materials, including in printed literature and online. Please indicate whether you consent to having your photograph taken and used for such purposes.

I consent to having my photograph taken and used for marketing and publicity materials.

Please Select

Exit

Complete Enrolment

Step 10: Module Enrolment

Important: If a student has indicated during online enrolment, that the programme details are incorrect, then they will not be asked to complete module enrolment.

Programmes with all compulsory modules

This section of the guide will cover the programmes that have a valid module diet comprising of all compulsory modules.

When a student is enrolling on a programme, which consists of compulsory modules, then the system will automatically enrol the student on those modules. The student will be taken to the - following information page, showing details of the programme and the modules they have been enrolled on. To complete module enrolment, click on **'Exit'**.

Note: The system then generates a Student Schedule Number (SSN) record, with the following in the notes field: SSN marked as CON by Module Enrolment process.

Module Enrolment

Full Enrolment Details

Course Details

Course (Route)	Bachelor of Arts Filmmaking		
Attendance	Full time		
Commenced Study	24/Sep/2018	Expected : Actual End	31/Jul/2021 : Not Completed
Department	FHUPC Faculty of Humanities and Performing Arts C		
Location	Carmarthen Campus		

Enrolment Details

Status	E:Enrolled in the Current Academic Year		
Your Fee Status	Home Student		

Module Registrations for the academic year 18/19

Module Code	Title	C/O	Credits
HPMF4001	Core Production Skills	C	20
HPMF4002	Understanding Film Technique	C	20
HPMF4003	Film Preproduction	C	20
HPMF4004	Student Expedition 1	C	20
HPMF4005	Film Production	C	20
HPMF4006	Health, Safety and Risk Assessment	C	20

Exit

Os ydych chi gael problemau yn defnyddio MyTSD a fyddoch chiystal i ffonio neu e-bostio'n carnedol:-
Ffôn: 01267 676716 neu 01792 481097
E-bost: csfeedback@ydsb.ac.uk

0900.11.1097

If you are having any problems using MyTSD please ring or email the following:-
Telephone: 01267 676716 or 01792 481097
Email: csfeedback@ydsb.ac.uk

0900.11.1097

Programmes with compulsory and optional modules

This section of the guide will cover the programmes that have a valid module diet comprising of compulsory and optional modules.

When a student is enrolling on a programme, which consists of compulsory and optional modules, the system will display the programme information, compulsory modules and the optional modules that are available for selection. The optional modules will be grouped together in a **'block'**, each block requires a certain number of credits, and the student has to pick the modules within that block that total up to the number of credits required.

Module Registration
Welcome to the Online Module registration process

Your Details

Programme you are studying: Bachelor of Arts Programme
Route you are following: Business and Management
Mode of Attendance: Full Time

Compulsory Modules

Module	Name	Period	Occ	Level	Credits
BMSP4001	Global Business Challenges	SEM1	A	4	20
BMSP4005	Distinctiveness and Regeneration	SEM1	A	4	20
BMSP4002	Contemporary Management Approaches	SEM2	A	4	20
BMSP4006	Financial Management and Accounting	SEM2	A	4	20

Make any choices from the electives contained within this block

Choose 20 credits in Semester 1 from BMSP4007/A, BMSP4007C/A

[View List](#)

AND

Choose 20 credits in Semester 2 from BMSP4008/A, BMSP4008C/A

[View List](#)

Selected Modules

Module	Name	Period	Occ	Level	Credits		
Totals							
Overall Progress					Required	Current	✓
Credits					N/A	0	✓

[Submit Selections](#)

Each block will display the number of credits required, which semester the modules belong to and a list of the available modules. Some diets require the student to select modules from multiple blocks, if this is the case, then the operand displayed between the blocks will indicate what combination is required e.g. all from the first block, the second or a combination of both.

To view the full details and to select the module(s) click on **'View list'**.

Make any choices from the electives contained within this block

Choose 20 credits in Semester 1 from BMSP4007/A, BMSP4007C/A

[View List](#)

AND

Choose 20 credits in Semester 2 from BMSP4008/A, BMSP4008C/A

[View List](#)

To select a module, click on the **'Add'** button next to the chosen module.

Make any choices from the electives contained within this block

Choose 20 credits in Semester 1 from BMSP4007/A, BMSP4007C/A

Hide List

Search

Module	Name	Period	Occ	Lev	Crd	Add
BMSP4007	Learning in the Digital Era	SEM1	A	4	20.00	Add
BMSP4007C	Dysgu yn yr Oes Ddigidol	SEM1	A	4	20.00	Add

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

AND

Choose 20 credits in Semester 2 from BMSP4008/A, BMSP4008C/A

View List

All selections Selections from current block

Selected Modules

Module	Name	Period	Occ	Level	Credits		
BMSP4007	Learning in the Digital Era	SEM1	A	4	20		✓

Totals

Overall Progress	Required	Current	
Credits	N/A	20	✓

Submit Selections

The modules chosen by the student will appear on the **Selected Modules** list. When the student has chosen their modules, they will need check and confirm their selections by clicking on **'Submit Selections'**.

Make any choices from the electives contained within this block

Choose 20 credits in Semester 1 from BMSP4007/A, BMSP4007C/A

View List

AND

Choose 20 credits in Semester 2 from BMSP4008/A, BMSP4008C/A

Hide List

Search

Module	Name	Period	Occ	Lev	Crd	Add
BMSP4008	Contemporary Challenges: Making a Difference	SEM2	A	4	20.00	Add
BMSP4008C	Heriau Cyfoes: Gwneud Gwahaniaeth	SEM2	A	4	20.00	Add

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

All selections Selections from current block

Selected Modules

Module	Name	Period	Occ	Level	Credits		
BMSP4007	Learning in the Digital Era	SEM1	A	4	20		✓
BMSP4008C	Heriau Cyfoes: Gwneud Gwahaniaeth	SEM2	A	4	20		✓

Totals

Overall Progress	Required	Current	
Credits	N/A	40	✓

Submit Selections

The student will be able to review the modules on the following page and make amendments if necessary. After submitting and confirming their module choices they will be taken to the following screen, which gives an overview of their programme and modules. To complete Module Enrolment, click on **'Exit'**.

Module Enrolment

Full Enrolment Details

Course Details

Course (Route)	Bachelor of Arts Business and Management		
Attendance	Full Time		
Commenced Study	21/Sep/2020	Expected : Actual End	31/Jul/2023 : Not Completed
Department	AD13 BMH Carmarthen		
Location	Carmarthen Campus		

Enrolment Details

Status	E: Enrolled in the Current Academic Year
Your Fee Status	Home Student

Module Regulations

Modules for your next level of study may appear here before the Examining Board approves your progression to the next level of study. This is to help the Institute manage its administrative function and it does not signify that progression will be permitted. Examining Board decisions are communicated to students via a letter on MyISD.

Academic Year	Module Code	Title	CIO	Semester	Credits
20/21	BMSP4001	Global Business Challenges	C	Semester 1	20.00
20/21	BMSP4002	Contemporary Management Approaches	C	Semester 2	20.00
20/21	BMSP4005	Diversity and Regeneration	C	Semester 1	20.00
20/21	BMSP4006	Financial Management and Accounting	C	Semester 2	20.00
20/21	BMSP4007	Learning in the Digital Era	O	Semester 1	20.00
20/21	BMSP4008C	Heriau Cyfoes: Gwneud Gwahaniaeth	O	Semester 2	20.00

Exit

Programmes without a valid diet (Module Grid)

This section of the guide will cover the programmes that do not have a valid diet, but a module grid has been provided for a particular Route.

When a student is enrolling on a programme that does not have a valid diet, they will need to use the module grid provided by the Faculty when selecting their modules.

Module grids are uploaded by route, so depending on how the uploaded grid has been formatted, there may be more than one year or part shown on the grid for the student to choose from.

Validation does exist for the modules that are displayed, but without a diet the modules that are available for the student to select can only be partially validated. The student cannot copy and paste the module details from the grid.

To search for a module, the student needs to click on the **Module Selection** box, and enter either the module code or title into the text box provided.

Choose Modules

Student Details

Programme

Foundation Degree (Part-time)

Route

Inclusive Education

Mode of Attendance

Part-Time

Please enter the modules you wish to study during the academic year 18/19

Module grid



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

PROGRAMME GRID

Academic Year: 2018-2019

Programme: Foundation Degree in Inclusive Education

Level 4 Part 2 & Level 5 Part 1

Programme Director: Cindy Hunt

Campus: Carmarthen, Swansea, Monkton Community

Notes for the student to see when selecting their modules

Compulsory Modules

Module Code	Module Title	Credits	Semester(s)	Module Lead
SHE4005	Additional Needs in Context	20	1	Heike Griffiths
SHE4006	Principles of Learning and Teaching	20	1	Cindy Hunt
SHE5001	Numbers Count	20	2	Heike Griffiths
SHE5002	Literacy – a key to learning	20	2	Cindy Hunt

Module selection

Module Code or Title *

Select a Module

Clear All Submissions

Add Module

Programme: Foundation Degree in Inclusive Education
Level 4 Part 2 & Level 5 Part 1
Programme Director: Cindy Hunt
Campus: Carmarthen, Swansea, Monkton Community

Notes for the student to see when selecting their modules

Module Code	Module Title	Credits	Semester(s)	Module Lead
SJIE4005	Additional Needs in Context	20	1	Heike Griffiths
SJIE4006	Principles of Learning and Teaching	20	1	Cindy Hunt
SJIE5001	Numbers Count	20	2	Heike Griffiths
SJIE5002	Literacy – a key to learning	20	2	Cindy Hunt

Module selection

Module Code or Title *

Select a Module

SJIE4005

Select a Module

SJIE4005 - Additional Needs in Context

SJIE4005C - Anghenion Ychwanegol mewn Cyd-destun

Add Module

When the student has located and selected the module they require, the details of that module will be displayed. The student must click on the **'Add Module'** button to save the module.

SJIE4006	Principles of Learning and Teaching	20	1	Cindy Hunt
SJIE5001	Numbers Count	20	2	Heike Griffiths
SJIE5002	Literacy – a key to learning	20	2	Cindy Hunt

Module selection

Module Code or Title * SJIE4005 - Additional Needs in Context x

Module Level 4

Module Credits 20

Semester* SEM1

Clear All Submissions

Add Module

Enter Module Choices

The student can continue to search for and select additional modules.

Module selection

Module Code or Title 3*
Select a Module

Clear All Submissions

Add Module

Period	Module Code	Module Name	Level	Credits
SEM1	SJIE4005	Additional Needs in Context	4	20
SEM1	SJIE4006	Principles of Learning and Teaching	4	20
			Total Number of Credits	40

Enter Module Choices

When all of the modules have been chosen, the student must click on the **‘Enter Module Choices’** button.

Module selection

Module Code or Title 5*
Select a Module

Clear All Submissions

Add Module

Period	Module Code	Module Name	Level	Credits
SEM1	SJIE4005	Additional Needs in Context	4	20
SEM1	SJIE4006	Principles of Learning and Teaching	4	20
SEM2	SJIE5001	Numbers Count	5	20
SEM2	SJIE5002	Literacy - a key to learning	5	20
			Total Number of Credits	80

Enter Module Choices

To complete their module enrolment, the student has to review and confirm the modules. If the modules displayed are incorrect, the student can change the modules by selecting **'Edit Module Choices'**. If the modules displayed are correct, click on **'Confirm Module Choices'**.

When the student has confirmed their module choices, they are taken back to the MyTSD Home Page.

Note: The system then generates a Student Schedule Number (SSN) record, with the following in the notes field: Created by Module Registration Form Process.

Period	Module Code	Module Name	Level	Credits
SEM1	SJIE4005	Additional Needs in Context	4	20
SEM1	SJIE4006	Principles of Learning and Teaching	4	20
SEM2	SJIE5001	Numbers Count	5	20
SEM2	SJIE5002	Literacy - a key to learning	5	20
			Total Number of Credits	80

I understand that the University will endeavour to deliver the modules I have selected and that it is my responsibility to inform the University Registry of any changes to my module options. I accept that staffing and/or time tabling constraints may result in the University having to change the module portfolio on offer and that the University will inform me of any changes.

[Edit Module Choices](#) [Confirm Module Choices](#)

The student will receive a confirmation in-tray Message.

My Inray

Receive messages and reminders

Student Messages

View 2 messages in full screen mode

Status

Derbyniwyd | Received

Oddi wrth | From

Gweithred | Action

31/Jul/2019

REGISTRY

Click to enter task

The student also receives an email to their **Home Email** address.

Reply to

Subject

RE: Online Module Enrolment Selections

☐ Attach file
 ☐ Include original message

Original Message

Annwyl M

Diolch am gyflwyno'ch dewis fodylau. I weld eich dewisiadau, logiwlch i mewn i [My TSD](#) a dewis y Tab Manylion Cofrestru ar dop y sgrin, yna dewis y Botwm Manylion Llawn sydd i'w weld wrth eich cwr.

Yn gywir

Elin Bishop

Pennaeth Gweithredol Cofrestru

Ffôn 01267 676716 (Campysau Caerfyrddin / Llambed)

Ffôn 01792 481097 (Campws Abertawe)

Ebost registry@uwtsd.ac.uk

Des

Thank you for submitting your module choices. To view your module selections please login into [My TSD](#) and select the Enrolment Details Tab at the top of the screen, then select the Full Details Button displayed against your course.

Yours sincerely

Elin Bishop

Executive Head of Registry

Tel: 01267 676716 (Cardmarthen / Lampeter Campuses)

Tel: 01792 481097 (Swansea Campus)

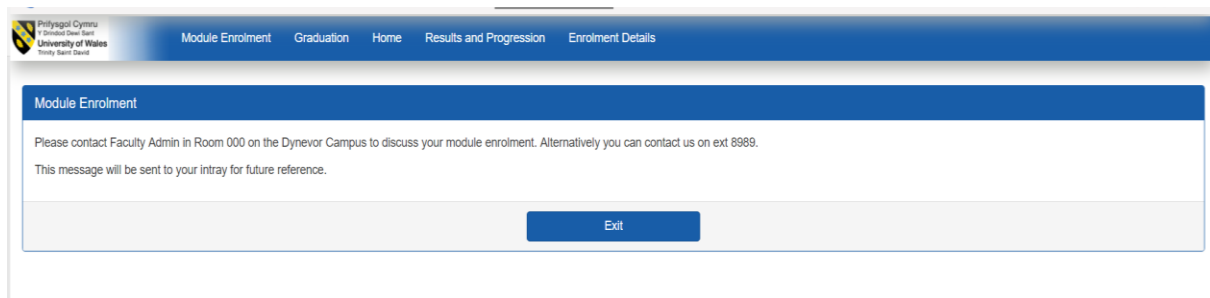
Email registry@uwtsd.ac.uk

Programmes without a valid diet (Module Enrolment Message)

This section of the guide will cover the programmes that do not have a valid diet, but the faculty has provided a message for the student containing further instructions.

When a student is enrolling on a programme that does not have a valid diet, and no module grid is available, then the student will be presented with a message from the faculty. An example of the message can be seen in the screenshot below.

When the student clicks '**Exist**', a copy of the message is sent directly to the student's in-tray in MyTSD.



Each Faculty will have their own set of messages. Admin can edit the message that is displayed to the student via the Faculty Admin page on MyTSD. The

The message is editable by Faculty Admin. A Welsh message is also available which will be displayed if a student has selected to enter MyTSD in Welsh.

The software creates a SSN record and the student no longer has access to module enrolment. The notes added to the SSN record is:

Note: The system then generates a Student Schedule Number (SSN) record, with the following in the notes field: CON by Module Enrolment process (MHD: 0000004449663761296).

Online Enrolment Completed

The Terms and Conditions of Registration page is the last step in the online enrolment process.

IMPORTANT: On completion, the student will receive a message from the University to say that they have successfully enrolled or have partially enrolled. The student can access the message via their in tray on MyTSD, or via the email which was sent to their personal email address. If the student has declared a criminal conviction, then they will receive an email from Registry asking them to complete a Criminal Conviction Form.

The student will now be asked to complete their module enrolment. If a student has indicated during online enrolment, that the programme details are incorrect, then they will not be asked to complete module enrolment.

Criminal Convictions

If an applicant or student has declared a criminal conviction, then on competition of enrolment they will automatically be sent an email from Registry asking them to complete a Criminal Conviction Form.

Criminal Convictions Email

The email will be sent to the student's personal email address, and will look like the example shown below. The student will need to click on the appropriate link to access the Criminal Convictions form.

Subject: Ffurflen Datgelu Collfarnau Troseddol - Criminal Convictions Disclosure Form

Annwyl Mrs Jane McFly,

Rydym yn cysylltu â chi oherwydd yn ystod y broses gofrestru gyda Phrifysgol Cymru Y Drindod Dewi Sant bu ichi ddatgan collfarn droseddol.

Bydd y ddolen isod yn mynd â chi i ffurflen y mae'n rhaid ichi ei llenwi (o fewn 10 diwrnod gwaith ar y mwyaf).

Darllenwch y ffurflen yn ofalus a chwblhau'r holl fanylion gofynnol.

[Agor y Ffurflen](#)

Mrs Tanya McIver-Janes

Prif Swyddog Gwasanaethau'r Gofrestrfa | Principal Registry Services Officer
Prifysgol Cymru Y Drindod Dewi Sant | University of Wales Trinity Saint David

Dear Mrs Jane McFly,

We are contacting you because during the registration process with the University of Wales Trinity Saint David you declared a criminal conviction.

The link below will take you to a form which you must complete (within 10 working days at the latest).

Please read the form carefully and complete all the details required.

[Open Form](#)

Select Language

Before the student can provide details of their criminal conviction, they will need to select either English or Cymraeg from the dropdown list. This will allow them to view the criminal convictions form in their preferred language. When ready select '**Next**'.

Collfarnau Troseddol - Dewiswch iaith | Criminal Convictions - Select Language

Dewiswch ym mha iaith yr hoffech weld y ffurflen | Please select the language you wish the form to display in*

Please Select

Exit Next

Criminal Convictions Form

A sample of the Criminal Convictions form in English.

Criminal Convictions - Disclosure Form

CRIMINAL CONVICTIONS POLICY APPLICANTS AND ENROLLED STUDENTS

1. SUMMARY
To help Universities reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students, we must be informed immediately of all criminal convictions relating to applicants. Rehabilitation of Offenders Act 1974) will still need to be disclosed as they may appear on any subsequent Disclosure and Barring Service (DBS) documentation.

2. DECLARATION AND ASSESSMENT

- On receipt of your disclosure form and depending on its content, the information will be shared with the appropriate senior officers. These might include the University's Pro Vice-Chancellor (Academic) and/or the University as an applicant and continued enrolment status of a student would be subject to the approval of these senior officers.
- The University reserves the right to request further information from you and/or from your probation officer.
- If you have an application to the University, the University reserves the right to decline to offer you a place if it considers that there may be a risk to the University community, for instance, because of the nature of the offence. You will have the right of appeal.
- If you are a continuing student of the University then the University reserves the right to withdraw your place as per the reasons listed above.

3. FOR APPLICANTS

- Applications for admission to the University will be considered by your chosen academic department, on academic grounds, and subject to approval of senior officers (see 2(a) above), an offer/rejection will be made in the usual manner.
- If it is decided that an applicant may be admitted, but that conditions should be set (e.g. that s/he must not live in or visit halls of residence) such conditions will be made explicit in the offer letter which must indicate that compliance will be monitored. This letter shall also indicate, if it is a condition of acceptance that the information will be passed to certain members of staff on a need-to-know-basis.
- No offer will be made to an applicant who has indicated that s/he has a criminal conviction until this information has been sought and the procedure completed.

3. FOR ENROLLED STUDENTS

- Following consideration by the relevant senior officers, you
- If it is decided that a student may continue but that conditions (e.g. residence) such conditions will be made explicit to you via the offer letter. This letter shall also indicate, if it is a condition of continued acceptance that the information will be passed to certain members of staff on a need-to-know-basis.

A sample of the Criminal Convictions form in Welsh.

Collfarnau Troseddol – Ffurflen Ddatgelu

POLISI COLLFARNAU TROSEDDOL YMGEISWYR A MYFYRWYR COFRESTREDIG

1. CRYNODEB
I helpu Prifysgolion lleihau risg niwed neu anaf i'w staff a myfyrwyr dan ddwylo ymddygiad troseddol myfyrwyr eraill, rhaid i ni gael gwybod ar unwaith am bob collfarn droseddol sy'n gysylltiedig ag ymgeiswyr a myfyrwyr ôl diffiniad Deddf Adsefydlu Troseddwyr 1974) gael eu datgelu hefyd am y gallent ymddangos ar unrhyw ddogfennaeth y Gwasanaeth Datgelu a Gwahardd (DBS).

2. DATGANIAD AC ASESIAD

- Ar ôl cael eich ffurflen ddatgelu ac yn amodol ar ei chynnwys, caiff yr wybodaeth ei rhannu gyda'r uwch swyddogion priodol. Gall y rhain gynnwys Pro Is-Ganghellor (Academaidd) y Brifysgol a/neu Cadeirydd Ffio ymgeisydd a chofrestrriad parhaus myfyrwyr yn amodol ar gymeradwyaeth yr uwch swyddogion hyn.
- Mae'r Brifysgol yn cadw'r hawl i ofyn am ragor o wybodaeth gennych a/neu eich swyddog prawf.
- Os ydych wedi gwneud cais i'r Brifysgol, mae'r Brifysgol yn cadw'r hawl i wrthod lle ichi os yw'n credu y gallai hyn beri risg i gymuned y Brifysgol, er enghraifft, oherwydd natur a difrifoldeb y drosedd a/neu'r posibilrwydd.
- Os ydych yn fyfyrwr sy'n parhau yn y Brifysgol, mae'r Brifysgol yn cadw'r hawl i dynnu eich lle'n ôl yn unol â'r rhesymau a restrir uchod.

3. AR GYFER YMGEISWYR

- Bydd ceisiadau am le yn y Brifysgol yn cael eu hystyried gan eich dewis adran academaidd, am resymau academaidd, ac yn amodol ar gymeradwyaeth uwch swyddogion (gweler 2(a) uchod), bydd cynnig/gwrthodiad yn cael ei wneud yn y ffordd arferol.
- Os penderfynir y gellir derbyn ymgeisydd, ond bod rhaid pennu amodau (e.e. na chaff eff/hi fyw mewn nac ymweld â neuaddau preswyl) bydd y cyfryw amodau'n eglur yn y llythyr cynnig a fydd yn esbonio y caiff cydymffurfiaid â'r amodau ei fonitro. Bydd y llythyr hwn hefyd yn nodi, os yw'n amod o dderbyn yr ymgeisydd, y bydd yr wybodaeth yn cael ei throsglwyddo i rai aelodau o staff ar sail 'angen gwybod'.
- Ni fydd cynnig yn cael ei roi i ymgeisydd sydd wedi nodi bod ganddo eff/ganddi hi gollfarn droseddol nes y byddwn wedi cael yr wybodaeth hon a bydd y broses wedi'i chwblhau.

4. AR GYFER MYFYRWYR COFRESTREDIG

- Wedi i'r uwch swyddogion perthnasol ystyried yr wybodaeth, efa
- Os penderfynir y gall myfyrwr barhau, ond y dydild pennu amodau preswyl) bydd y cyfryw amodau'n cael eu hesbonio'n glir mewn llythyr. Bydd y llythyr hwn hefyd yn nodi, os yw'n amod o ganiatáu aelodau o staff ar sail 'angen gwybod'.

Submit Form

Towards the bottom of the form the student will be asked if they have declared a conviction in error. **They will need to complete this question before they can continue or exit the Criminal Convictions process.**

Have you declared the conviction in error? ☐ Yes ☐ No

Back Save and Exit Submit Form

If they have declared a criminal conviction in error, then they will need to select **'Yes'** and then **'Submit Form'**.

Have you declared the conviction in error? ☒ Yes ☐ No

Back Save and Exit Submit Form

They will then exit the criminal convictions process.

Wedi cwblhau | Complete

Mae eich ffurflen wedi'i chyflwyno, nawr gallwch gau'r ffenest porwr.
Your form has been submitted, you can now close the browser window.

To enter details of their criminal conviction, the student will need to select **'No'**.

Have you declared the conviction in error*

☐ Yes

☒ No

Enter the details of the criminal conviction into the text boxes provided. In order to submit the details, the student will need to consent to the University of Wales Trinity Saint David criminal convictions policy and click the **'Submit Form'** button.

Date(s) of Offence	
Offence details (what happened and why)	
Name of Court	
Dates and details of Sentence / Fine / Probation / Community Service / Community Payback	
Details of Probation Officer / Community Services Officer / Community Payback Officer (if relevant)	
Contact Address of Officer	
Telephone Number of Officer	

I give permission for the Institution to contact my Probation / Community Service / Community Payback Officer and receive a report regarding the above conviction(s).

I understand that the information provided will be considered alongside my application to study (for applicants) and student status (for enrolled students) at the University of Wales Trinity Saint David and that if accepted will be kept sealed and in confidence on your record in Registry for six months.

I understand that the University may request from me further information regarding the above conviction.

☐ I confirm that I have read, consent and agree to the University of Wales Trinity Saint David criminal convictions policy contained within this disclosure form.*

Back

Save and Exit

Submit Form

They will then exit the criminal convictions process.

Wedi cwblhau | Complete

Mae eich ffurflen wedi'i chyflwyno, nawr gallwch gau'r ffenest porwr.
Your form has been submitted, you can now close the browser window.

Upload Student ID Photo

If you haven't already done so, then you will need to upload your student ID photo.

Click on the 'Documents required prior to Enrolment' tab.

Documents required prior to Enrolment

You should see the following. Click on the '**Upload Photo**' button.

Please note: If you have already uploaded your student ID photo then you will see a preview of the photo you uploaded and its current status.

Photo Upload

Our records show that we do not currently have a photo of you. A photo is needed to produce your University ID card.

Please click the button below to upload a photo.

Upload Photo

No Photo Available

Please read the instructions on this screen carefully, if the photo you upload does not meet the criteria specified, then it may be rejected and therefore you will be required to upload another photo.

Photo Upload

Your University ID card is your official student identification. It is also your Library card and is linked to your IT account.

We require a photo for your ID Card that you can upload here.

Prifysgol Cymru
Yr Undodol Deall Sant
University of Wales
Prifysgol Cymru

A.N. Other
Ref Number/Student Number: 1109876
Library/ID Number: 2011098761
Terfyn / Expiry: 31/07/2018

About your photo:
Your photo should be...

- a passport style photo
- clear and front facing
- have a plain background
- use no filters, no hats or dark glasses
- saved as a jpeg (.jpg), most phones and computers will do this automatically

Your photo will need to be a maximum of 375 pixels wide and 500 pixels high. If it does not meet these conditions then the upload application will prompt you to crop and will resize the photo for you or you can use a free site such as webresizer.com.

Instructions

- click the 'Choose File' button below to find and select your photo
- if you receive a File Status of 'Image is not correct size please edit' then click on the 'Edit Image' button
- if the image needs to be rotated then use the 'Rotate 90°' button to get the correct orientation
- click the 'Crop Image' button to show the crop area. This may be re-positioned by dragging and resized by dragging at the corner squares.

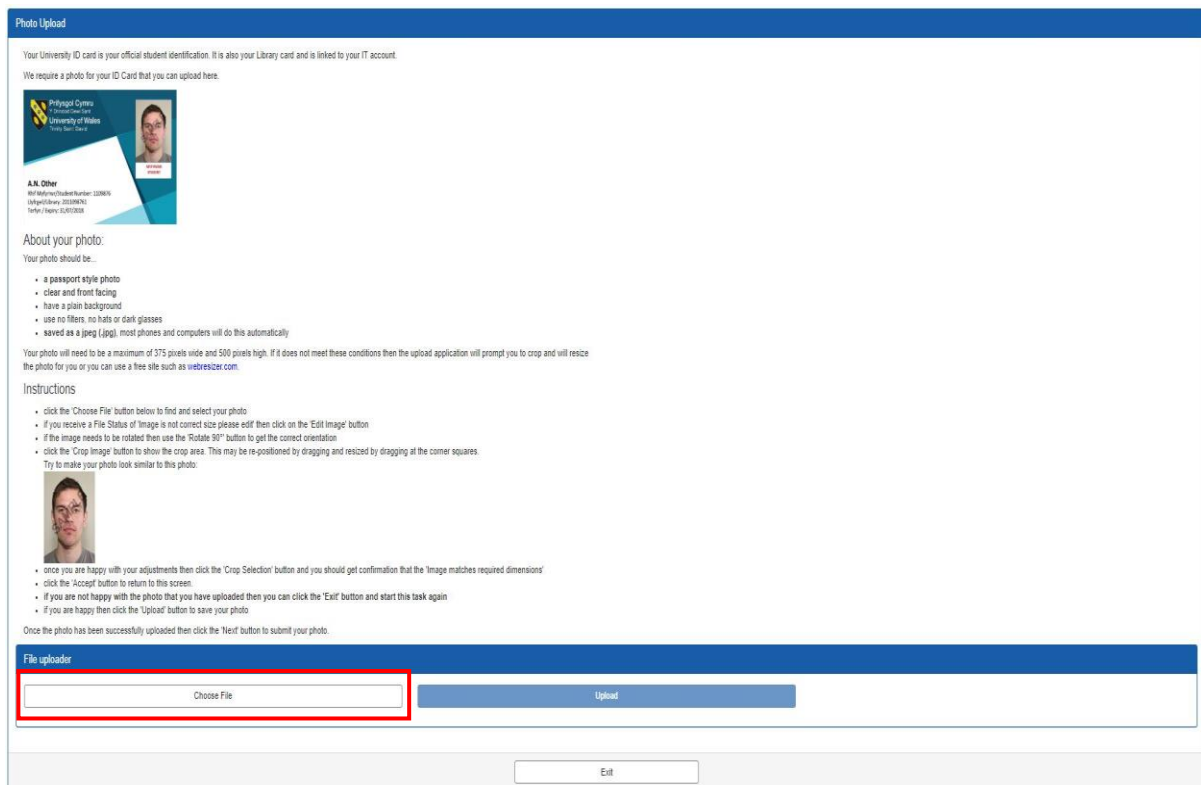
Try to make your photo look similar to this photo:

once you are happy with your adjustments then click the 'Crop Selection' button and you should get confirmation that the 'Image matches required dimensions'

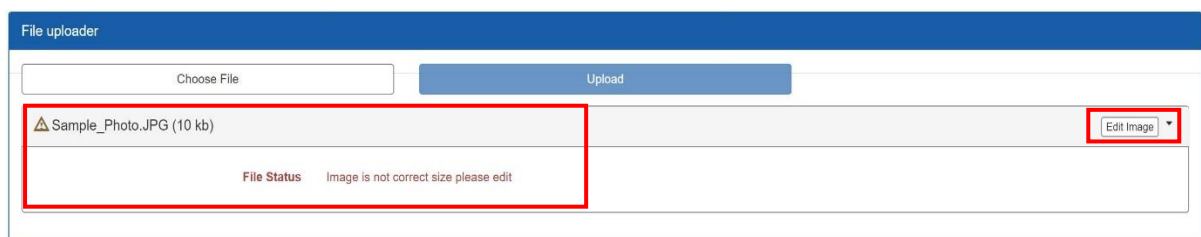
- click the 'Accept' button to return to this screen.
- if you are not happy with the photo that you have uploaded then you can click the 'Exit' button and start this task again
- if you are happy then click the 'Upload' button to save your photo

Once the photo has been successfully uploaded then click the 'Next' button to submit your photo.

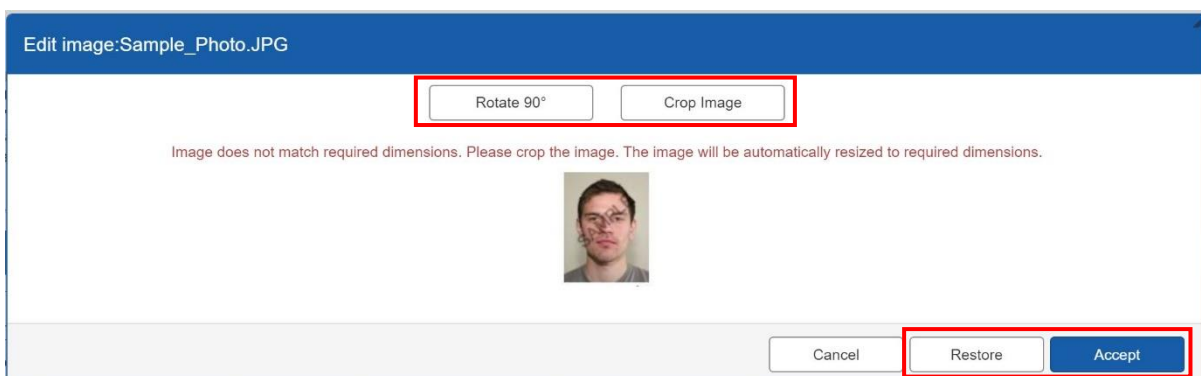
To upload your photo click on the **'Choose File'** button and using the file explorer navigate to the photo you wish to upload and click **'Open'**.



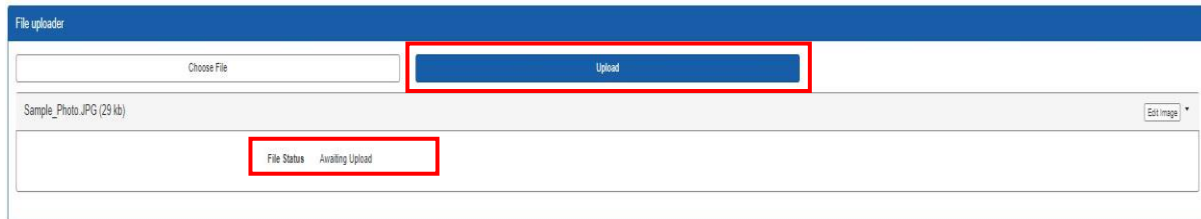
If there is an issue with the file you are uploading, e.g. it is not the correct file type or the image is not the correct size etc. then an error message will be displayed, similar to the one below. To edit the image, click on the **'Edit Image'** button.



You will be given the following options **Rotate 90°** and **Crop Image**. If you make a mistake then you will be able to restore the image by clicking on **'Restore'**. Once you have finished editing your image, click on **'Accept'**.

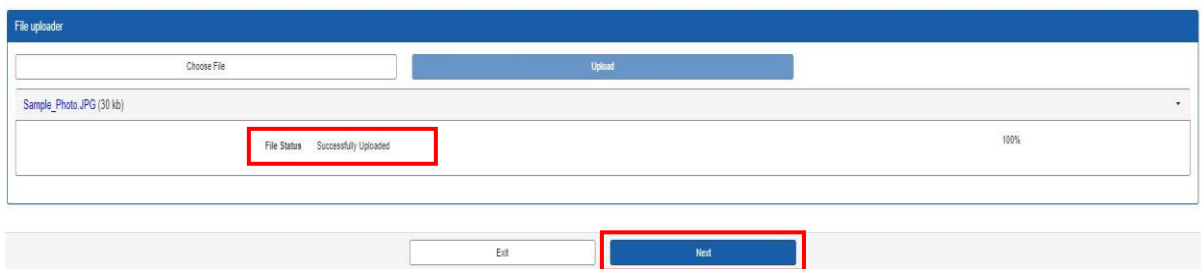


When the file is in the correct format etc. then it will be assigned the status of **Awaiting Upload**. To upload your Student ID photo, click on **'Upload'**.



The screenshot shows the 'File uploader' interface. At the top, there is a blue header bar with the text 'File uploader'. Below this, there is a white box containing a 'Choose File' button and an 'Upload' button. The 'Upload' button is highlighted with a red rectangle. Below the buttons, there is a section for the uploaded file, labeled 'Sample_Photo.JPG (29 kb)'. Below this, there is a table with one row. The first column is 'File Status' and the second column is 'Awaiting Upload'. The 'Awaiting Upload' text is highlighted with a red rectangle.

When the file has finished uploading, the **File Status** will be set to **Successfully Uploaded**. When ready, click on **'Next'**.



The screenshot shows the 'File uploader' interface. At the top, there is a blue header bar with the text 'File uploader'. Below this, there is a white box containing a 'Choose File' button and an 'Upload' button. The 'Upload' button is highlighted with a red rectangle. Below the buttons, there is a section for the uploaded file, labeled 'Sample_Photo.JPG (30 kb)'. Below this, there is a table with one row. The first column is 'File Status' and the second column is 'Successfully Uploaded'. The 'Successfully Uploaded' text is highlighted with a red rectangle. To the right of the table, there is a progress bar showing '100%'. Below the table, there is a white box containing an 'Exit' button and a 'Next' button. The 'Next' button is highlighted with a red rectangle.

Your photo will then be reviewed by a member of staff, if it meets the specified criteria then it will be approved. If not, then you will be required to upload a new photo or visit the Service Desk to have your photo taken. You will be able to check the status of your photo within MyTSD.



The screenshot shows the 'Photo Upload' interface. At the top, there is a blue header bar with the text 'Photo Upload'. Below this, there is a white box containing a message: 'Your photo is currently being validated.' The message is highlighted with a red rectangle. To the right of the message, there is a small thumbnail image of a person's face.

Troubleshooting

Debtors

Continuing students who have an outstanding Financial Clearance Log record (Debtors), will need to contact to the Finance Department before they can enrol online. The contact details for the Finance Department will be displayed with the error message.

Documents required prior to Enrolment

Applicants are required to upload various documents, such as previous qualifications, DBS and their ID photo prior to enrolment. An applicant can enrol online without having to upload all of the required documents, when this happens the enrolment status on the student's record is set to Partially Enrolled. The student will be able to upload any outstanding documentation via MyTSD.

International Students

International students require some additional checks during the application process. The International Admissions and Registry office is responsible for checking and signing off various documents related to international applicants and students. If a document, such as a passport, has not been checked and or signed off, then the applicant will not be able to enrol online. The applicant will need to speak to a member of staff from the [International Admissions and Registry](#) office.

Username and Password

- What is my username?

Applicants and Students: Their username will be their student number / Pnumber which can be found on their applicant/enrolment letter.

- What is my password?

Applicants: A temporary password was emailed to you when you first submitted your application. On first login you will be forced to change your password.

Students: This will be the same password that you use to login to your email, moodle and the campus computers.

- Forgotten password

On the MyTSD login page, enter your username and select the **'Cliciwch yma l'w ailosod / Click here to reset'** button to reset your password. You will be sent a password reset email containing further instructions on how to reset your password.

Error Messages

Depending on the page the student is viewing at the time, an error message may be displayed at the top of the page, as a pop up window or next to the field that contains the error. Below are some of the errors the student is likely to come across.

If the error the student is seeing is not included in the table below, please refer to the [Department Contact Details](#) section for further assistance.

Page	Error Message	Error Code (If applicable)	Solution
Personal Details	Error submitting answers Gwall / Error Mae'n ofynnol i gwblhau'r adrannau sy'n binc It is a requirement to complete the fields in pink	SIW_TTQ_RELOAD	The applicant/student has not entered a response to the ' Are these details correct? ' question at the bottom of the page. Select either ' Yes ' or ' No ' and then click ' Save and Continue '.
	This question is mandatory and cannot be left blank		
Edit My addresses	Fields must be completed Some additional fields from the records below must be completed in order to continue.	SITS_COMPLETE_FIELDS	The applicant/student has not entered a telephone number and/or personal e-mail address. Enter the details into the relevant fields and then click ' Save and Continue '.
	This field is mandatory		
Emergency Contact Details	Please use Edit button below to enter this information Please select "Edit" button below, this will take you to an editable screen where you can update these data.		In order to edit the emergency contact details, the applicant/student must first select the ' Edit ' button.
Get Address	Address Search Criteria You must choose your address before you click select.		The applicant/student has not entered a post code into the ' Address Search Criteria '. Enter a valid post code and click the ' Ok ' or ' Search ' button.
	Get Address Please enter Address search criteria, then click the search button.		
Term Time Address	Term Time Address type is a Mandatory Question Please select a value from the dropdown.		The applicant/student has not entered or selected a valid response to the ' Please indicate the type of accommodation in

	This question is mandatory and cannot be left blank Post code in Term Time Address does not match any UWTSD Institution Maintained Properties If your post code is correct please choose a different type from the dropdown list.		which you will be living during term time by selecting from the drop-down list:** Check that the post code is valid or select a different value from the drop-down list.
Additional Information	Error submitting answers Gwall / Error Mae'n ofynnol i gwblhau'r adrannau sy'n binc It is a requirement to complete the fields in pink	SIW_TTQ_RELOAD	The applicant/student has not completed all of the mandatory questions on this page. Answer all of the questions that are highlighted in pink and select 'Save and Continue'.
Terms and Conditions of Registration	Registration Incomplete		The applicant/student must agree to the following question on the Terms and Conditions of Registration page, 'I have read the above statements and the documents to which they refer, and agree to all terms and conditions:' Click the 'Give Consent' button to be taken back to the Terms and Conditions of Registration page.
Module Enrolment	I cannot see the Module Enrolment page		If the student is studying part time or a postgraduate course, then they will need to complete a Module Enrolment form which is available from Registry Services. If the student is studying an undergraduate course, and they can't see the Module Enrolment screen, then please speak to a member of the Admissions team.
Criminal Convictions - Select Language	Error submitting answers Error This question is mandatory and cannot be left blank. This question is mandatory and cannot be left blank.	SIW_TTQ_RELOAD	The student needs to select either Cymraeg or English from the dropdown list before they can proceed onto the next page.

Criminal Convictions - Disclosure Form	Error submitting answers Error This question is mandatory and cannot be left blank. This question is mandatory and cannot be left blank.	SIW_TTQ_RELOAD	The student needs to answer the question "Have you declared the conviction in error*" before they can proceed onto the next step.
	Error submitting answers You have not ticked the consent checkbox		The student needs to tick the consent box at the bottom of the page before they can submit the form or Save and Exit.
	Dim modd ailagor y Ffurflen Ddatgelu Cannot re-enter Disclosure Form Mae'r ffurflen ddatgelu wedi'i chyflwyno'n barod. The disclosure form has already been submitted.	SIW_TCC_005	The student has already submitted a criminal convictions form.
MyTSD Log in	Our records show there is an outstanding balance on your account from a previous academic year. Please contact the Finance Department using the below details to discuss:		Continuing students who have an outstanding Financial Clearance Log record (Debtors), will need to contact to the Finance Department before they can enrol online.

Department Contact Details

If you have any queries about the online enrolment process, or are unable to assist the applicant/student, please contact the relevant department for further assistance.

If you are unsure who you should contact, please direct your query to the IT Help Desk.

Contact Details			
Department	Email	Ext No. / External No.	Further Info
Information Technology & Systems	ITServiceDesk@uwtsd.ac.uk	Ext: 5055 External: 0300 500 5055	Website: https://www.uwtsd.ac.uk/ithelp/ Ticket: https://webhelp.uwtsd.ac.uk/
International Admissions / Registry	international.registry@uwtsd.ac.uk	Ext: 4202 Ext: 4093 Ext: 3243 Ext: 3243	Website: https://www.uwtsd.ac.uk/international/applications-and-admissions/
Admissions	admissions@uwtsd.ac.uk	See further Info.	<u>Admissions</u> Admissions: 0300 500 5054 Website: https://www.uwtsd.ac.uk/apply/ <u>Registry Services</u>
Registry Services	registry@uwtsd.ac.uk		Carmarthen: 01267 676 716 Lampeter: 01570 424 831 Swansea: 01792 481 097 Website: https://www.uwtsd.ac.uk/registry/ <u>Opening hours:</u> Monday to Thursday: 9.00am - 5.00pm Friday: 9.00am - 4.30pm
Finance	creditcontrol@uwtsd.ac.uk	Swansea: 01792 481 182 Carmarthen: 01267 676 837	

