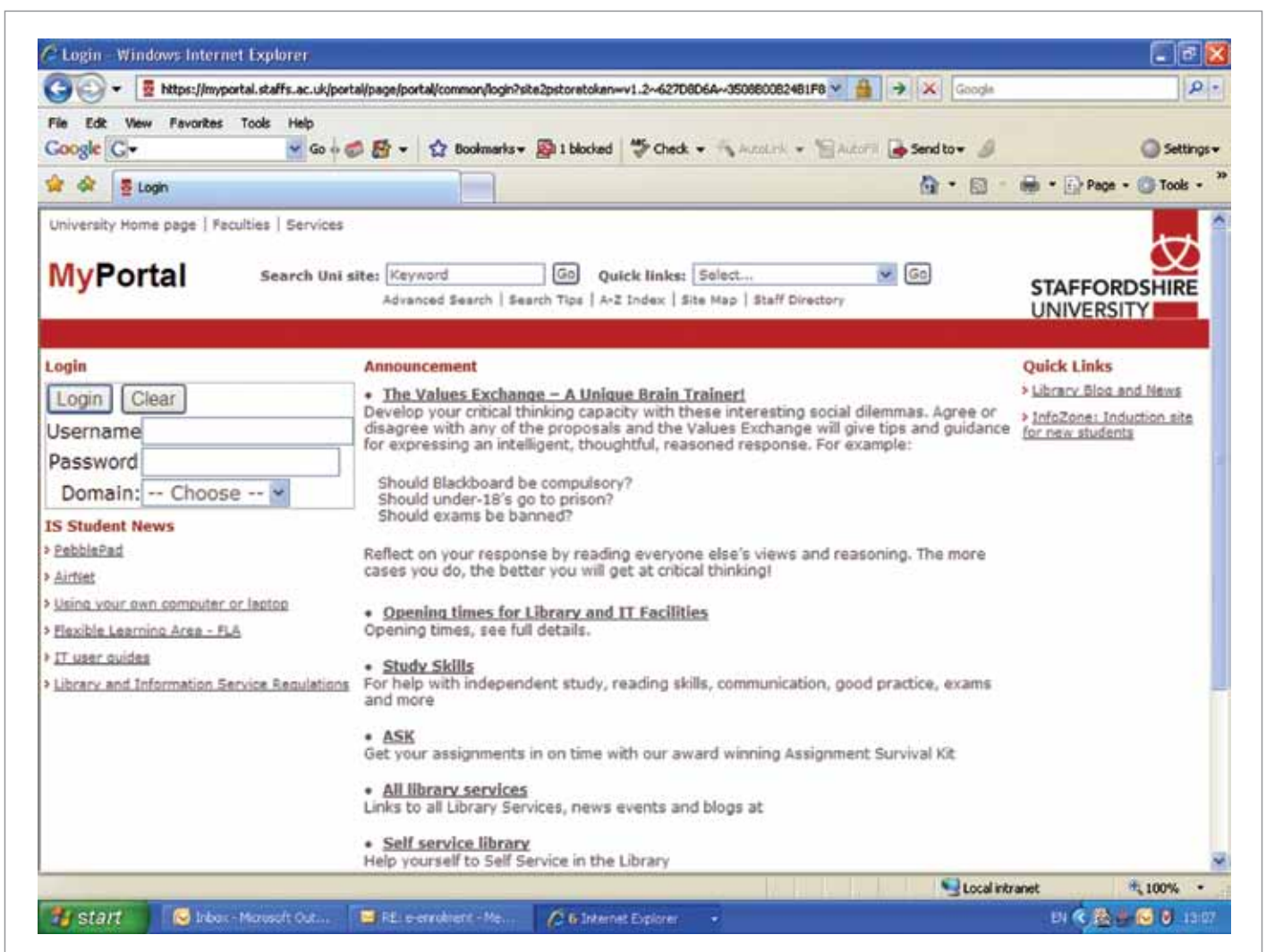


e-enrolment

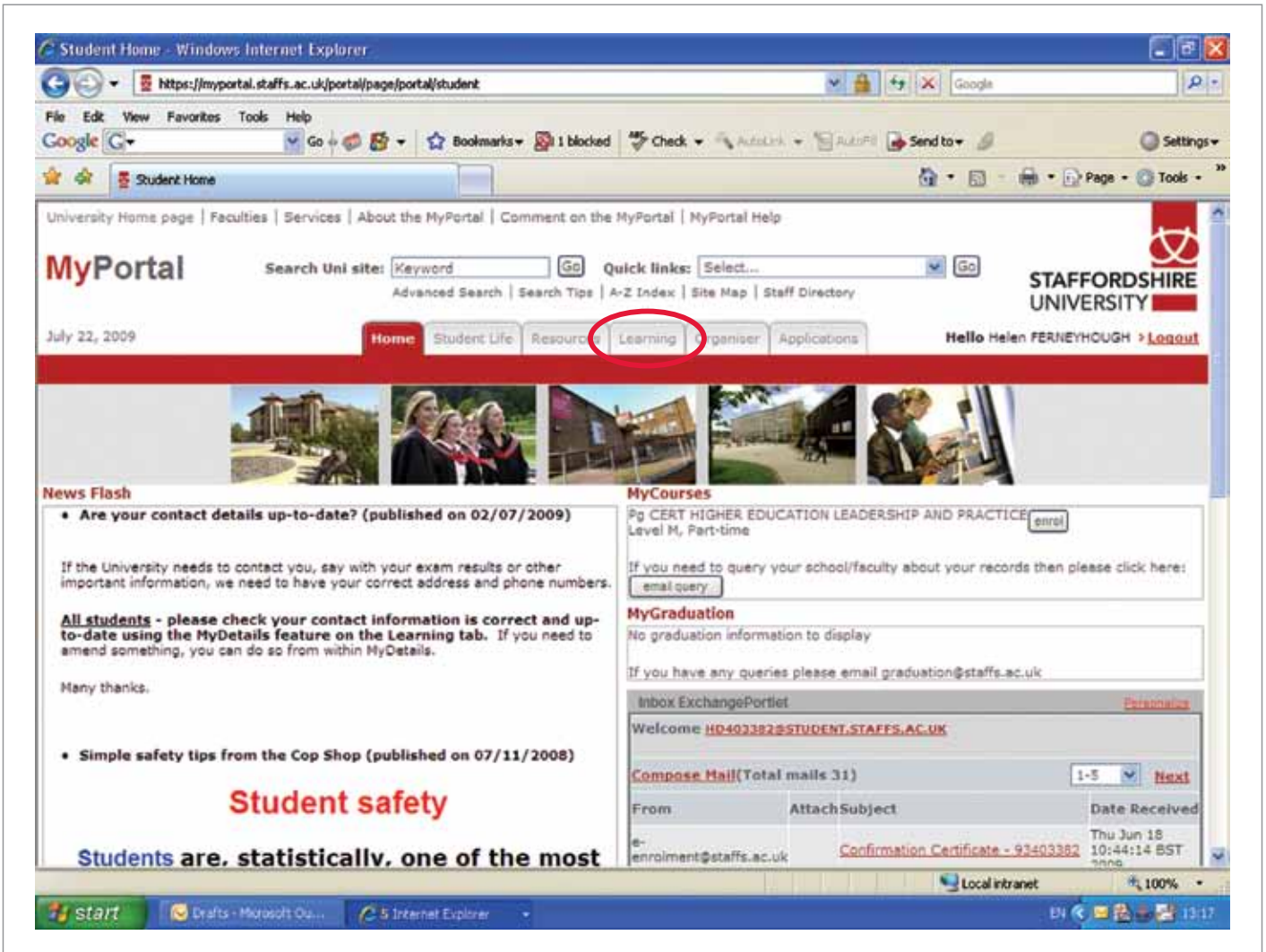
Guidance Notes

1. Access your internet browser and enter the following web address:
http://myportal.staffs.ac.uk
2. The following screen will appear. Login using your username and password.



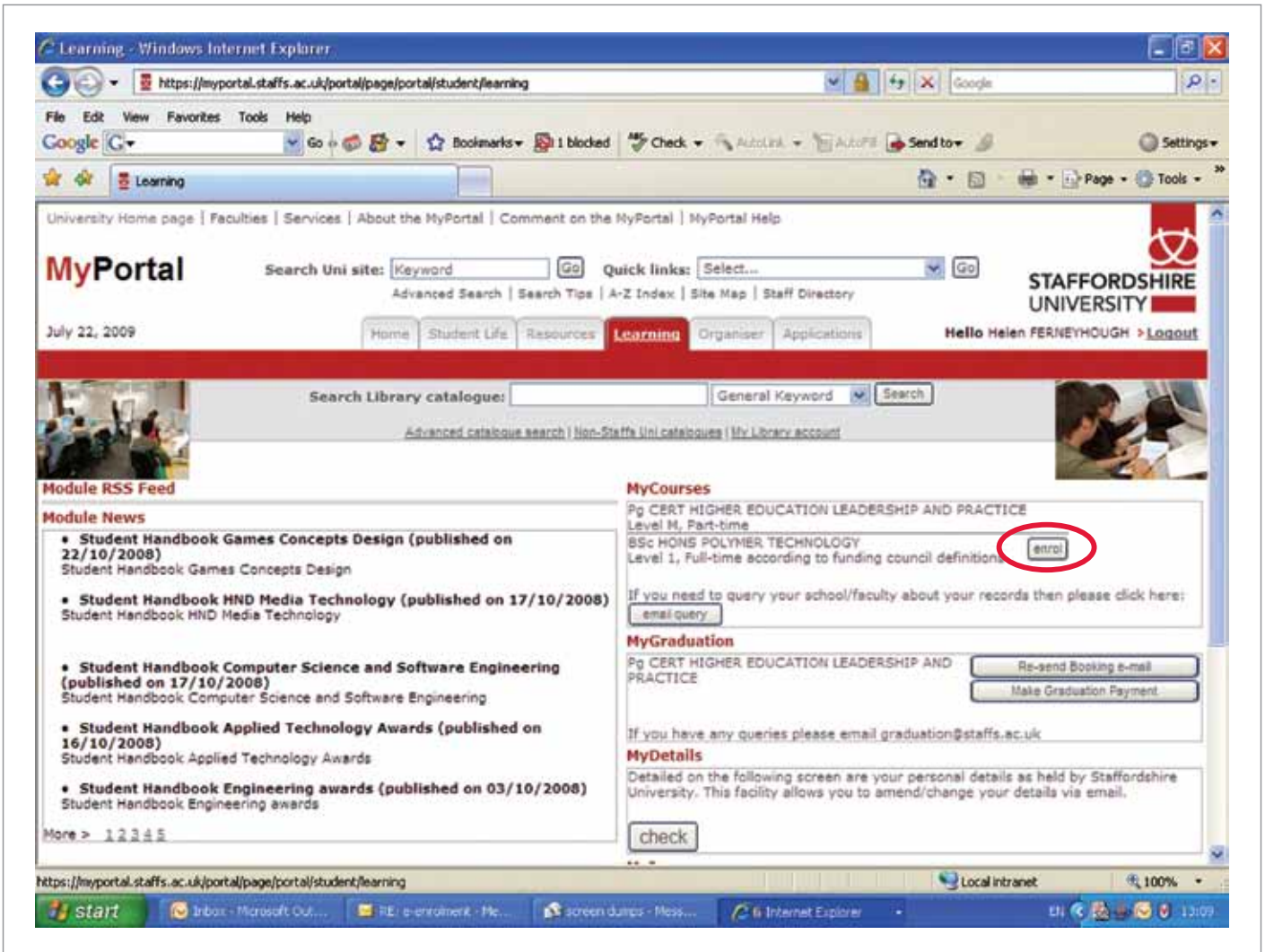
The screenshot shows the MyPortal login page in Internet Explorer. The browser address bar displays the URL: <https://myportal.staffs.ac.uk/portal/page/portal/common/login?site2pstoretoken=vv1.2~627D8D6A~3508600B24B1F8>. The page features a search bar, a login form with fields for Username, Password, and Domain, and several announcement sections including 'The Values Exchange - A Unique Brain Trainer!', 'Opening times for Library and IT Facilities', 'Study Skills', 'ASK', 'All library services', and 'Self service library'.

- Following successful login, the following screen will be displayed. Click on the Learning tab to proceed.



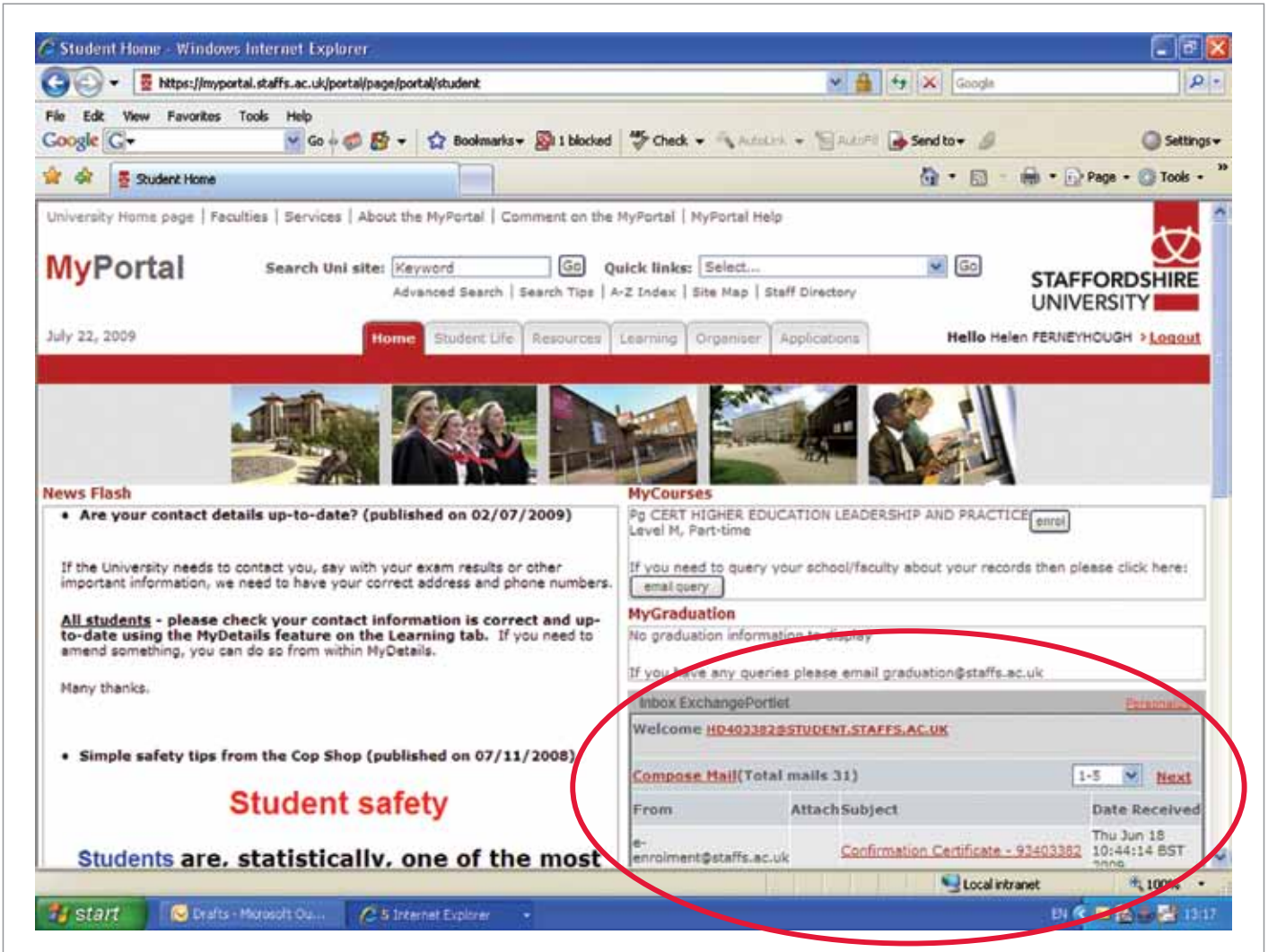
- The award you are expected to enrol on will be listed under **MyCourses**.

5. Click on **enrol** to proceed with your online enrolment. You will be guided through some screens to complete your enrolment.



6. If required, detailed instructions can be downloaded from the University website www.staffs.ac.uk/informationcentre and then click on e-enrolment.

- Following successful completion you will receive an email in your student account which can be accessed from the home tab.



Student Home - Windows Internet Explorer
 https://myportal.staffs.ac.uk/portal/page/portal/student

University Home page | Faculties | Services | About the MyPortal | Comment on the MyPortal | MyPortal Help

MyPortal Search Uni site: Keyword Quick links: Select...

Advanced Search | Search Tips | A-Z Index | Site Map | Staff Directory

July 22, 2009 **Home** Student Life Resources Learning Organiser Applications Hello Helen FERNEYHOUGH [Logout](#)

News Flash

- Are your contact details up-to-date? (published on 02/07/2009)

If the University needs to contact you, say with your exam results or other important information, we need to have your correct address and phone numbers.

All students - please check your contact information is correct and up-to-date using the MyDetails feature on the Learning tab. If you need to amend something, you can do so from within MyDetails.

Many thanks.

- Simple safety tips from the Cop Shop (published on 07/11/2008)

Student safety

Students are, statistically, one of the most

MyCourses

Pg CERT HIGHER EDUCATION LEADERSHIP AND PRACTICE Level M, Part-time

If you need to query your school/faculty about your records then please click here:

MyGraduation

No graduation information to display

If you have any queries please email graduation@staffs.ac.uk

Inbox ExchangePortlet

Welcome HD403382@STUDENT.STAFFS.AC.UK

Compose Mail(Total mails 31) 1-5

From	Attach Subject	Date Received
e-enrolment@staffs.ac.uk	Confirmation Certificate - 93403382	Thu Jun 18 10:44:14 BST 2009

Local intranet 100% 13:17