

EVERYTHING YOU NEED TO
KNOW ABOUT

ONLINE ENROLMENT

Key changes



Enrolment at Edge Hill has changed...

New students will now complete their enrolment online in full. Instead of queuing up to fill in paperwork, students can now sort out an administrative process on their phone.

We hope this will free up time for them when they arrive, so the focus is on settling in.

With online enrolment there will be some significant changes to the start of term, outlined below:

- no Welcome Thursday event
- commuting students will complete enrolment when they arrive for induction week
- Welcome Sunday will focus on the students moving in and collecting their keys and Unicard
- no face-to-face enrolment sessions
- all the details a student needs will be sent to them by email



How does online enrolment work?



Students will now enrol in two stages, both online. Stage one involves filling in an online form before they get here. Stage two requires them to confirm their attendance when they arrive on campus.

Stage one

- Students will fill out an online form to confirm personal details, agree to the Edge Hill Terms & Conditions, upload ID and submit a suitable profile picture for their Unicard.
- When they have completed stage one, they will be sent a stage two email to their Edge Hill account.
- This email contains the stage two link that they need to complete their enrolment.

Stage two

Stage two is really simple. All students need to do to confirm their attendance is:

- arrive on campus
- log onto the Eduroam Wi-Fi
- open their stage two email
- follow the link in the email and click the 'login to enrol online' button

This will complete their enrolment and release their student finance.

What does this mean for...



Academic staff:

- There is no need to schedule physical enrolment sessions in your induction week.
- We strongly recommend that you remind students to do their stage two. Any delay in doing so will cause a delay in the student getting their student finance
- We can provide you with informative material about online enrolment if you need it, eg slides or flyers
- We will be monitoring students who have not done stage two and contacting them

Helpdesk staff:

You might get a spike in queries with students needing help to complete stage two.

Any student having problems with stage two should be told to check that they:

- are connected to Eduroam Wi-Fi or are using a networked campus PC
- have completed stage one online
- have set up their Edge Hill email account
- have received their stage two email



Additional information

Unicards

- Students living on campus will get their cards on the day they move in
- Commuting students will be given their unicast by the department during Induction week
- Enrolment helpdesk can print Unicards for students who enrol late
- FASTRACK students will keep their existing card, which will be updated
- Students who have not arranged a method of paying their fees will have a sticker on their Unicast asking them to contact the Tuition Fees team.

Further resources

There is much more in-depth information available on the Enrolment webpages (search enrolment on the homepage), such as guidance on photo uploading and acceptable ID.

You can also direct students to the comprehensive Enrolment FAQs: www.edgehill.ac.uk/registry/enrolment/enrolment-faqs.

There will be flyers in all reception areas to prompt students to complete stage two.

Who to call



Catalyst

01695 650800 / 7800

catalystenquiries@edgehill.ac.uk

- Password reset
- Help logging onto the Wi-Fi
- Setting up email

Enrolment team

01695 657600 / 7600

enrolment@edgehill.ac.uk

- Photo upload issues
- ID issues
- Stage one & two help

