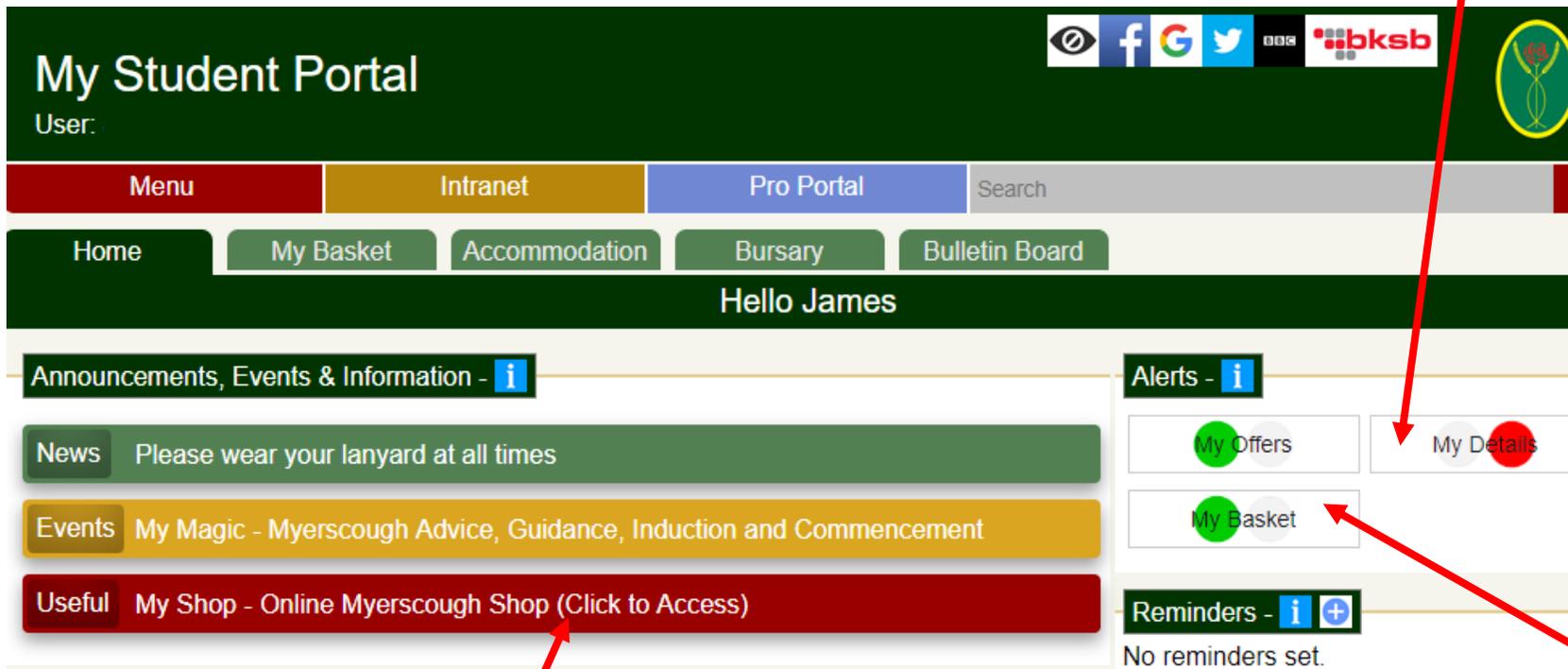


Welcome to My Student Portal

If you haven't already accepted your offer with us, you will need to do this first. A separate guide is available if you need help with this.

You will then need to complete your pre-enrolment information by clicking on the My Details tab.



To purchase any equipment or clothing required for your course, or to browse our selection of Myerscough branded clothing with collection or delivery options, click on the link to the Online Myerscough Shop.

Any **red** circles indicate that action is required.

Any fees, such as the F&R (Facilities & Resources) will appear here. This should be paid before enrolment. A red tab indicates that a fee is outstanding.

Personal Details

The first page that you need to complete is Personal Details. Some of this information will have been taken from your application, but you need to check it for accuracy.

You will need to upload a recent head and shoulders photograph (without any type of head wear).

You will need to have a photo saved to your phone or device to do this. Click on the Select a new photo tab and simply upload your photograph, which will be printed onto your Student ID Badge.

Forename(s)*	Joseph
Surname*	Brown
Preferred First Name (Optional)	Joe
Date Of Birth*	16/05/1982
Student Reference(s)	M133399
Home Address*	123 Long Street Longton Preston
Postcode*	PR3 0RY
Home Telephone No.*	01995642222
Mobile Telephone No.*	07701234567
Vehicle Registration	

You can edit any of your personal details by clicking on the Edit My Personal Details tab.

Anything marked with * is mandatory. You should then save any changes using the Save My Personal Details tab.

Additional Details

The next tab to complete is Additional Details.

● [Personal Details](#) ● [Additional Details](#) ● [NOK & Emergency Contacts](#) ● [Medical & Health](#) ● [Consent, Agreement & Terms](#)

Additional Details

Ethnicity*	White - English / Welsh / Scottish / Northern Irish / British
Nationality*	English
Travel Method*	Not Provided
Are you or have you ever been in care?*	Not Provided
Care Duration*	Not Provided
Learning Records Service Consent* Fair Processing Notice	Not Provided
Previous School* (you can also search the words 'None', 'Not Listed' or 'Home' for home schooling)	Not Provided
Do you have a learning difficulty or health problem?*	Not Provided
I agree to be contacted about courses and learning opportunities	Learner has not agreed
I agree to be contacted for surveys and research	Learner has not agreed
Household Situation 1 Which of the following statements apply (one or more may apply)*	Not Provided
Did you have Exam concessions whilst you were in School? (i.e. extra time, a reader, a separate room etc)	Not Provided
Preferred method of contact Contact Preference Guide	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Phone <input type="checkbox"/> SMS
Employment Details	
Employment Status*	Not Provided
Length Of Unemployment	Not Provided
Benefit Status	Not Provided
Previous Education	Not Provided

■ Missing Data ■ Current Data * Compulsory

[Edit Additional Details](#) [Proceed To NOK & Emergency Contacts](#)

It is really important that you tell us if you have a learning difficulty, disability or health problem. This will not affect your place on the course.

Edit your details by clicking on the Edit Additional Details tab, then either click on the Proceed to NOK & Emergency Contacts tab here or at the top of the page.

Next of Kin and Emergency Contacts

It is essential that you provide this information in case of an accident or other emergency. Please provide **two** contacts where possible and check to make sure that telephone numbers and email addresses are correct. It is really important that you update this information if anything changes.

My Personal Information & Consent -

[Personal Details](#) [Additional Details](#) [NOK & Emergency Contacts](#) [Medical & Health](#) [Consent, Agreement & Terms](#)

Next of Kin & Emergency Contacts

You must provide at least one person you want us to contact in the case of an emergency. This can be the same as the below Next Of Kin, Parent or Guardian or someone else.

Emergency Contact 1*		Emergency Contact 2	
Name*	Jane Smith	Name	Fred Smith
Telephone*	07777123456	Telephone	07444123400

You must provide at least one Next Of Kin, Parent or Guardian and all of their details.

Next Of Kin/Parent/Guardian Contact 1*		Next Of Kin/Parent/Guardian Contact 2	
Name*	Jane Smith	Name	Fred Smith
Telephone*	07777123456	Telephone	07444123400
Email*	janesmith289@gmail.com	Email	fsmith567@outlook.com
Address*	123 Long Lane Longton Preston Lancashire	Address	123 Long Lane Longton Preston Lancashire
Postcode*	PR3 0RY	Postcode	PR3 0RY

Please tick to consent for the College to share information in relation to concerns around academic studies, attendance, support and welfare, conduct and behaviour, medical conditions and, if relevant, residency

Please tick to consent for the College to share information in relation to concerns around academic studies, attendance, support and welfare, conduct and behaviour, medical conditions and, if relevant, residency

Missing Data Current Data * Compulsory

[Cancel Edit My Contacts](#) [Save My Contacts](#)

Please tick **each** Next of Kin/Parent/Guardian that you authorise College to share information with. If you do not tick this box, we will not be able to provide any information to you.

Medical and Health Information

My Personal Information & Consent -

[Personal Details](#) [Additional Details](#) [NOK & Emergency Contacts](#) [Medical & Health](#) [Consent, Agreement & Terms](#)

Medical & Health Details

Do you have ADHD, mental health, stress or anxiety issues? No Yes

Takes medication twice daily for ADHD and suffers anxiety when meeting new people

Are you currently taking any medication? No Yes

Do you or have you ever had Epilepsy? No Yes

Do you or have you ever had a heart condition? No Yes

Do you or have you ever had Asthma/Bronchitis? No Yes

Do you or have you ever had severe headaches? No Yes

Do you or have you ever had any fainting/blackouts? No Yes

Do you or have you ever had Diabetes? No Yes

Have you had any illness or operation requiring admission to hospital in the past 6 months? No Yes

Do you or have you ever had any allergies to known drugs? No Yes

Do you or have you ever had any other allergies? No Yes

Do you have a hearing impairment? No Yes

Do you have a visual impairment? No Yes

Do you have any mobility difficulties? No Yes

Do you have dyslexia, dyspraxia or learning difficulties? No Yes

Do you have Autism, Aspergers or communication needs? No Yes

Do you have an Education, Health and Care plan ? No Yes

Do you wish to disclose personal information in a confidential setting ? No Yes

Do you have a Social Worker? No Yes

Do you have a Social Care Package? No Yes

Do you have any external agencies working with you? No Yes

It is important that provide us with accurate information on any medical or health conditions that you have.

You must click either **Yes** or **No** to each question, and where you answer Yes, a box will appear for you to type in further information.

Please save your answers before moving on the Consent Form.

Consent and Agreement

Under GDPR, you must provide your consent to allow Myerscough College to use your personal data, including your photograph or video image in certain ways, or share information about you.

Please read through each statement and click either **Yes** or **No** to each.

You must also confirm that the information you have provided is accurate, and ensure that you keep this up to date at all times.

- [● Personal Details](#)
- [● Additional Details](#)
- [● NOK & Emergency Contacts](#)
- [● Medical & Health](#)
- [● Consent, Agreement & Terms](#)

Consent & Agreement	
I consent to my child to taking part in College trips and other activities that take place off College premises. The trips and activities covered by this consent include: -visits (including residential trips) which take place during the holidays or a weekend and -off-site sporting fixtures outside the College day.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to Myerscough College and University Centre authorising urgent medical and dental treatment, should it be deemed necessary in an emergency and, in the event of my consent not being readily available using the contact details provided on this form.	<input type="radio"/> No <input checked="" type="radio"/> Yes
Myerscough College and University Centre often takes photographs and videos for publicity purposes. These images may appear in printed publications such as prospectuses, on our website, social media or the news media (including local press and external websites that feature Myerscough profiles). Individuals may be identified by name on any such material. By ticking this box, you provide your permission for such publication.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to being contacted by a third party organisation to collect information on whether I have continued in education or gone into employment at the end of my course. This enables the College to analyse the progression routes of our students.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to the sharing of information with my school or other educational institute (where appropriate) in relation to following up my application and enrolment to the course.	<input type="radio"/> No <input checked="" type="radio"/> Yes
Students who are eligible for free school meals will be required to provide us with biometric information in the form of a fingerprint. In order for us to be able to use this information for the purposes of an automated biometric recognition system, we require that you indicate your consent for us to do so by ticking this box.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I confirm that the information provided on this Health and Wellbeing Consent Form is accurate and true to the best of my knowledge and belief.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I have provided the correct emergency contact details and will ensure that this information is kept up to date.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I agree to attend all timetabled classes and, if the study programme is delivered via distance-learning to frequently access the learning materials. I agree to my attendance being monitored through completion of a register. I will seek prior approval for any planned absences and will notify the College of any illness as soon as possible, in accordance with College policy.	<input type="radio"/> No <input checked="" type="radio"/> Yes
I consent to the College communicating with my parent/guardian in relation to fees and other finance related matters.	<input type="radio"/> No <input checked="" type="radio"/> Yes

Terms and Conditions

Terms & Conditions
Visits and Enrichment Activities
During the course of your studies at Myerscough College and University Centre, you may be required to attend out of College activities both on and off campus. During off-campus activities, students will be supervised in accordance with our Organising Off-Campus Activities Procedure. The College will take all reasonable and necessary precautions to ensure the safety and welfare of all students. At all times during off-campus activities, students will be subject to normal College Policies and Procedures and must conduct themselves so as not to discredit themselves and/or the College. Should a student fail to meet the standards of behaviour required, the activity organiser has absolute discretion to send a student home at any time. In such an event, the student or his/her parent or guardian will be liable for the cost of the return trip.
Insurance Cover
All students participating in activities will be covered by the College's insurance covering liability for the duration of the activity. Personal injury cover, however, is NOT provided by the College. The student or (where he/she is under the age of 18) their parent or guardian hereby undertakes to indemnify the College in the event of any loss or damage whatsoever caused by the student participating in the activity and to reimburse the College for any expenditure incurred by the student.
Accuracy of Information
Please be aware that Myerscough College and University Centre reserves the right to refuse access to any course or activity where information on the Health and Wellbeing Consent Form is incomplete, or if any of the information is knowingly incorrect or misleading.
Privacy Notice
Myerscough College and University Centre takes its obligations under the General Data Protection Regulations (GDPR) very seriously and will always ensure that personal data is collected, handled, stored and shared in a secure manner. Read our full Privacy Notice for full details.
Understand and Agree
<input type="checkbox"/> I understand and agree with the terms and conditions presented to me.

Save My Consent Answers

Finish My Details

You must read through the Terms and Conditions and click to agree that you understand and agree with these.

Finally, click to save your details.

Additional Guidance

The majority of the information requested is a legal requirement of our funding agreement with the ESFA (Education and Skills Funding Agency).

Medical and Health information is required so that we can keep you safe whilst in College.

It is your responsibility to keep your information updated and you can access My Student Portal at any time to update your information. Once you have completed or updated your details on the Student Portal, our Business Support team will receive a notification and approve or decline these. If any actions are still outstanding, your My Details traffic light will remain red. Otherwise, this will turn green to indicate all actions have been completed. Please check back in a couple of days to make sure you have a green traffic light.

You are advised to complete the information on My Student Portal as soon as possible, as we do monitor this. You must however provide all the information and a photograph for your Student ID before you enrol.

If you are unable to complete the information online and require a paper copy, please contact us at enquiries@myerscough.ac.uk or by telephoning 01995 642222.