

Guide to MMU Online Enrolment System

New students



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This service is available to eligible MMU students and enables you to enrol and amend some personal and address details for the session commencing 2012.

This service will be available from 20th August 2012.

The system will take you through five simple steps. If you pay any element of your fees yourself, you will also be able to use the online services provided by Financial & Legal Services. Please ensure you have the following details before accessing the online system:

- **Your MMU Network ID and Password**
- **Your bank/credit/debit card account details (if you are paying your own fees)**
- **Details of your employer / sponsor (if they are paying on your behalf) e.g. the Student Loans Company (SLC), your employer or the NHS. Please see the [Fees Payment Option Help](#) for further information.**

Please note: Some of the screen shots in this guide may differ in colour from current screens, however content and instructions remain the same

Accessing MMU Online enrolment

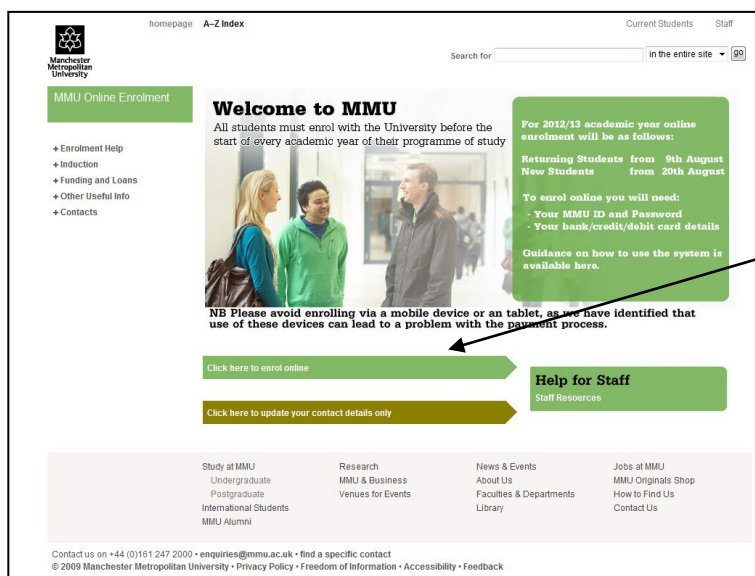
You can access MMU online enrolment system by:

- Clicking on the link on the right hand side of the MMU home page <http://www.mmu.ac.uk>

or

- by typing in all of the following web address in the address bar

<http://www.mmu.ac.uk/enrol>



This will bring up the welcome screen.

- To log in please click on **'Click here to enrol online'**

All of the self enrolment pages have the same layout and guidance information is available on the left hand side. You are advised to look through this information to help complete your enrolment.

Error Message

Warning: Page has Expired

The page you requested was created using information you submitted in a form. This page is no longer available. As a security precaution, Internet Explorer does not automatically resubmit your information for you.

To resubmit your information and view this Web page, click the **Refresh** button.

If at any time you should encounter a 'page expired warning' press F5 on the keyboard, this will refresh the page and enable you to click on retry and return to the page you were trying to view.



Login

home page A-Z Index Current Students Staff

Manchester Metropolitan University

MMU Online Enrolment

MMU Online Enrolment System Login

MMU Online Enrolment System will be available from 8th August 2012 for Returning Students and 20th August for New Students.

Returning Students? If you have problems logging in, this could be because your password has expired. Please contact the IT Services Helpline on 0161 247 4646.

New Students? It may take a few days to activate your account so you may need to try a few times before you can login. Your password is currently set to your date of birth in the format ddMonyy, eg 28Aug87. When you have successfully enrolled you must change your password. To do this go to <http://selfservice.mmu.ac.uk/iaadmin>

MMU Network ID:

Password:

CONTINUE

Your browser must have cookies enabled. Click [here](#) if you are unsure.

If you have any problems logging in, including password queries, please refer to the [Your Questions Answered](#) in the first instance. Alternately, contact the [Enrolment Team](#).

For help using the MMU Online Enrolment System please see the relevant System guide on the left of the page.

Study at MMU: Undergraduate, Postgraduate, International Students, MMU Alumni

Research: MMU & Business, Venues for Events

News & Events: About Us, Faculties & Departments, Library

Jobs at MMU: MMU Originals Shop, How to Find Us, Contact Us

Contact us on +44 (0)161 247 2000 • enquiries@mmu.ac.uk • [find a specific contact](#)

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In order to access MMU online enrolment system you will need to login using your MMU Network ID and password. (You will have received your username and password in your photo ID request letter and the email sent to confirm we have scanned your photo.)

- Click in **MMU Network ID**.
- Type in your MMU Network ID.
- Click in **password**.
- Type in your MMU password.
- Click on **continue**.

Google toolbar

New Contact Details

Personal Email:

Mobile Number:

Current permanent address details

Address: 2 Mersey Road
Stockport
Cheshire

Postcode: SK4 3DE

Landline Number: 01618852214

New Permanent Address Details

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Postcode:

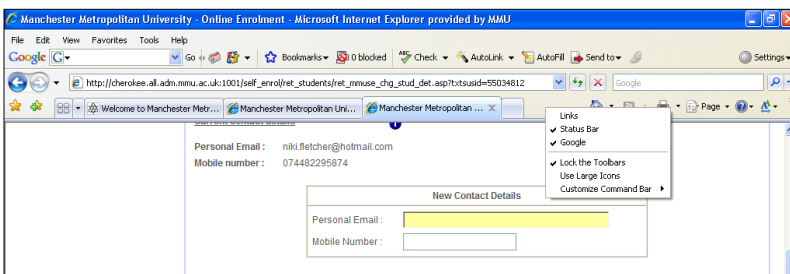
Landline Number:

When viewing MMU Online enrolment you may see evidence of the AutoFill option provided by the Google toolbar. (Yellow shaded boxes, in which information is pre populated.) Should you choose to utilise this facility please ensure all of the information completed by AutoFill is correct before submitting.

If you would like to disable this function please follow the instructions below.

To disable Google toolbar:

- Right click in a space anywhere on the toolbar.
- A pop up menu will appear.
- Click on Google from the pop up menu.
- The google toolbar is now removed and AutoFill is turned off.



Students enrolling on more than one course

Course Selection

Miss Nicola Fletcher
MMU ID : 55034812
Date of Birth : 11 FEB 1984

Course Code	Course Description	Course Year	Course Selection
1108	BA(HONS) FINE ART	2	Enrol
1109	BA(HONS) INTERACTIVE ARTS	2	Enrol

If you are enrolling on more than one course at MMU you will see the course selection screen.

Select the course you wish to complete enrolment for by clicking on enrol.

Once you have completed enrolment for one course you will no longer have the option of enrolling on that course and will be taken directly into the second course.

Step 1 of 5: University Regulations

MMU Online Enrolment System

1. University Regulations → 2. Contact Details → 3. Enrolment Details → 4. Finance Details → 5. Confirmation

Miss Nicola Fletcher
MMU ID : 55034812
Date of Birth : 11 NOV 1988
Course : BA(HONS) FINE ART
Year : 1
Current Enrolment Status : PROVISIONAL

Regulations of the University

Welcome to the MMU Online Enrolment System. To proceed with your enrolment you must read and accept the Regulations of the University, which can be found [here](#). You should also note the arrangements for **Council Tax** certification.

You should check your MMU email account regularly to ensure you receive important messages from the University. This email account is one of the primary methods we will use to communicate with you, as you will retain the same email address throughout your time with us.

Where applicable, your enrolment is subject to any additional terms and conditions required by external professional bodies being satisfied.

Please click 'Accept' to confirm that you agree to the Regulations of the University and want to proceed with your enrolment.

If your course details are incorrect:

You should not enrol using the MMU online enrolment system just now, click logout at the bottom of the screen and contact the enrolment team on:

Telephone: +44(0)161 247 5959

If your course details are correct:

In order to enrol online you will need to read and accept the Regulations of the University.

To confirm your acceptance and proceed with your enrolment:

- Click on **Accept**.

Step 2 of 5: Contact details

MMU Online Enrolment System

1. University Regulations → 2. Contact Details → 3. Enrolment Details → 4. Finance Details → 5. Confirmation

Miss Nicola Fletcher

MMU ID : 55034812
Date of Birth : 11 NOV 1988
Course : BA(HONS) FINE ART
Year : 1
Current Enrolment Status : PROVISIONAL

Current contact details

Please note that any changes made on this page may take up to 5 working days to be confirmed.

Personal Email :
Mobile number :

If these details have changed, please enter the correct details below:

New Contact Details

Personal Email :
Mobile Number :

Current permanent address details

Address :
Postcode :
Landline Number :

If these details have changed, please enter the correct details below:

New Permanent Address Details

Address Line 1 :
Address Line 2 :
Address Line 3 :
Address Line 4 :
Address Line 5 :
Postcode :
Landline Number :

Current term-time address details

Room :
Address :
Postcode :
Landline Number :
Description :

If these details have changed, please enter the correct details below. If you have no changes to the above term-time address, please enter **NO CHANGE** in address line 1. If your term-time address details are the same as your permanent address, please enter **AS PERMANENT** in address line 1

New Term-time Address Details

Room Number :
Address Line 1 :
Address Line 2 :
Address Line 3 :
Address Line 4 :
Address Line 5 :
Postcode :
Landline Number :

Please choose one from the list below

Accommodation : *

Tick here if you do not yet know your term-time address details.
(This field is mandatory if your term time address is unknown)

Current Next of kin address details

Name :
Address :
Postcode :
Landline Number :

If these details have changed, please enter the correct details below:

New Next of kin Address Details

Surname :
Forename :
Address Line 1 :
Address Line 2 :
Address Line 3 :
Address Line 4 :
Address Line 5 :
Postcode :
Landline Number :

Once you have enrolled, you will be able to log into the Contact Management System to update these details or provide us with your term-time address if you do not know it at this stage.

Check your MMU ID, name and date of birth are correct. If these details are incorrect you will still be able to enrol using the MMU online enrolment system, once enrolled contact your Student Life Office to amend your details.

(Fields marked * are mandatory when amending term time address information.)

Check the following:

- Current contact details.
- Current permanent address details.
- Current term-time address details.
- Current Next of Kin (emergency contact) address details.

These can be amended by typing any changes in the new details area. (Fields marked * are mandatory when amending information.)

If you do not yet know your term time address, you will need to indicate this using the tick box in the term time address area. If you do this don't forget to provide your term time address once known using the Contact Management system.

When this page is complete:

- Click on **Submit**.

Any changes to details on this page will be passed for processing upon clicking submit, changes will not be reflected on the site until details have been processed (this may take up to 5 days after receipt).

Once you have completed online enrolment, you will be able to login to the Contact Management System at any time to update details or provide further information not known at this time e.g. term address. The contact management system is available at <http://www.mmu.ac.uk/enrol>.

Step 3 of 5: Enrolment Details

MMU Online Enrolment System

1. University Regulations → 2. Contact Details → **3. Enrolment Details** → 4. Finance Details → 5. Confirmation

Miss Nicola Fletcher

MMU ID : 55034812
Date of Birth : 11 NOV 1988
Course : BA(HONS) FINE ART
Year : 1
Current Enrolment Status : PROVISIONAL

Current Student Information

The University is required to obtain information for statistical and regulatory purposes. Further information on some questions is given in the / boxes. Please read our [Data Protection](#) statement.
(If any of the details are incorrect or blank, please correct/select the appropriate changes.)

* Denotes a mandatory field

Disability *

Disability Allowance *

Nationality *

Country of Domicile *

Local Authority:

Ethnic Origin *

Your previous experience of higher education

Your education last year

Highest qualification you currently hold *

Your parents educational background *

Teacher Training (ITT and In-Service) Students Only

Teacher Reference Number : (9 digits)

Suitability Form (ITT only) :

Student Enrolling for PGCE.

Degree Classification :

Please state your degree subject:

Information that may help you

Do you have a disability, health condition, or injury which means you will need assistance leaving University buildings during an emergency?

Tick if you want us to set up an evacuation plan. ⓘ

The University receives many requests for standard references from prospective employers/job agencies (name, date of birth, attendance dates and MMU academic record). Would you like us to provide these automatically?

Un-tick if you do not want us to pass on standard references. ⓘ

Action

Check all of the information displayed in current student information section. If any of the information is incorrect or missing select or enter the correct information.

i Hovering your mouse pointer over this sign will show more information to help you with your choice.

Fields marked * are mandatory when amending information.

In the 'Information that may help you' section, read the two questions and tick or un-tick the boxes as appropriate to indicate:

- if you will need an evacuation plan set up for University buildings
- if you require us to contact you prior to providing standard references

Teacher training course students only:

(Initial teacher training and in-service teacher training) – you will need to complete the following additional information:

If you are a qualified teacher please enter your teacher reference number in the space provided if possible.

Students embarking on a course of initial teacher training (ITT) should indicate in the relevant field that they have submitted a self-declaration Suitability Form as required by the General Teaching Council for England (GTCE). No student can be enrolled to an ITT course without having submitted this form.

PGCE students need to state their degree classification and subject using the drop down list and text box provided.

- Click on **Submit**.

Any changes to details on this page will be passed for processing upon clicking submit, changes will not be reflected on the site until details have been processed (this may take upto 5 days after receipt).

Step 4 of 5: Finance Details

Details of your course will be displayed on screen.

MMU Online Enrolment System

1. University Regulations → 2. Contact Details → 3. Enrolment Details → 4. Finance Details → 5. Confirmation

Miss Nicola Fletcher

MMU ID: 55034812
Date of Birth: 11 NOV 1988
Current Enrolment Status: PROVISIONAL

12/13 Course Information

Course Title: BA(HONS) FINE ART
Course Year: 1

If the above course details are incorrect, log out and contact the Enrolment Team.

Support Support Package

Firstly, we would like to welcome all our new students to MMU. If your household income is £25K or less you may qualify for our New Student Support Package, [click here to find out more](#).

Finance Details

Your anticipated course fee for Academic Session 2012/13 is £9,000.00

Please note that the fee(s) shown above are the basic fee(s) for this course. For certain courses additional fee elements may be incurred which may not be displayed. Further details of these fees can be obtained from your Programmes Office.

The anticipated tuition fee is based on the following information:

Fee Status: Home (UK)
Course Title: BA(HONS) FINE ART
Course Year: 1
Academic Year: 2012/13

Please check that the information above is accurate. If any of it appears incorrect, or you do not agree with the above fee(s), please do not continue with your online enrolment. You should log out of the system and contact a member of the tuition team on 0161 247 2937 during normal office hours (8.45am - 4.30pm).

We make every effort to ensure that anticipated fees are accurate, based on the information we hold. If any fee adjustments are required, we will notify you as soon as possible after enrolment.

I intend to pay via the following method(s), please tick at least one of the following ten options :-

- Student Finance (Student Loan Company) - Tuition Fee Loan (First Degree Students Only)
- Student Finance (Student Loan Company) - Grant
- Students Awards Agency for Scotland - Grant or TFL
- Paying my own fees to MMU by Direct Debit (September starting courses only)
- Paying my own fees to MMU now ONLINE
- Recurring Card Payment (RCP)
- Paying my own fees to MMU by another method (Self)
- I have already paid my fees (Self paid)
- Employer/Sponsor
- Uni-Pay option (International Payments)

If you do not wish to continue with your enrolment please logout.

[COMPLETE MY ENROLMENT](#) [BACK](#) [LOGOUT](#)

Student Support Package

If this section is shown you may qualify for the student support package. Click on the link for further details. You will need to select your support package option before proceeding.

If your tuition fee details are incorrect: You will not be able to enrol using the MMU online enrolment system just now, click logout at the bottom of the screen and contact the tuition fee team Monday to Friday between 8.45am – 4.30pm on:

Telephone: +44(0)161 247 2937

If your course and tuition fee details are correct:

Please select your fee payment method from the list. (You must select at least one method.) For advice on choosing a payment method please see the [Fees Payment Option Help](#).

Once you have selected the appropriate method of payment further information will show on screen to guide you through.

If your fees are outstanding for 12/13:

You will not be able to proceed until you have updated your method of payment. If you are paying your own fees during your online enrolment, you can pay online by credit or debit card. Alternatively you may want to take advantage of one of the Universities agreed instalment schemes by setting up a Direct Debit Mandate or Recurring Card Payment plan so that your payments can be split over 3 instalments. You must now set up your payment method by following the onscreen link and you must do this before you complete your online enrolment. Once your payment method is complete it may take around 2 minutes before you can proceed to the next part of the online enrolment process.

If your fees are already paid for 12/13:

Select the relevant option and give details, in the space provided.

★ Indicates mandatory field.

Once your finance information is complete:

- Click on **Complete my enrolment**.

Step 5 of 5: Confirmation

MMU Online Enrolment System

1. University Regulations → 2. Contact Details → 3. Enrolment Details → 4. Finance Details → 5. Confirmation

Miss Nicola Fletcher

MMU ID : 55034812
Date of Birth : 11 NOV 1988

Current Student Information

Your enrolment request has been successfully registered on :-

Course Title : BA(HONS) FINE ART
Academic Year : 1
Enrolment Status : ENROLLED (Subject to Student ID Card collection)
Anticipated Course Fee : £9,000.00

Where applicable, your enrolment is subject to any additional terms and conditions required by external professional bodies being satisfied.

This confirmation will be sent to your **MMU student e-mail account** (55034812@stu.mmu.ac.uk), **the next working day**.
For details of how to access your email, please visit <http://www.mmu.ac.uk/students/>
As you have enrolled online, **you should not attend an enrolment session**.

Student Units

You are currently registered for the following unit(s) for academic year 2012/13 :

Unit Code	Unit Description
1G4Z0101	FINE ART STUDIO PRACTICE 1 (MATERIALS AND PROCESSES)
1G4Z0102	FINE ART STUDIO PRACTICE 2 (INDIVIDUALIZATION IN SPECIALIST AREA)
1G4Z0104	UNIT X (FINE ART)

This list may not be complete. You can check in your Programme Handbook to ensure that you are registered on all the correct units for this academic year. If you are unsure about your units, please contact your Programmes Office, the telephone number for your campus is available [here](#).

Student ID Card

As you have enrolled online, you should not attend an enrolment session. However you will still need to collect your Student ID card. Collecting your Student ID card completes your enrolment with the University and will allow you to access University services such as Library and ICT facilities. If you have applied for a maintenance loan from the Student Loans Company you will not receive a payment until you collect your Student ID card.

You are part of Faculty of Art & Design, for information about where and when to collect your Student ID card please visit <http://www.artdes.mmu.ac.uk/welcome>

Induction

During induction sessions you will be given important information that you will need during your time at MMU. Induction sessions include meeting your tutors and fellow students, learning about your course and finding out about University facilities, support services, social events, societies and sports clubs. Please do your best to attend all sessions. Please visit <http://www.artdes.mmu.ac.uk/welcome> for further information.

Welcome Website

To help you make the most of your first few weeks, visit our **welcome** website.

Questions

If you have any questions about your enrolment please contact the **Enrolment Team**.

My MMU Student Portal

For everything you need in one place, including information about your studies and student life in general, such as reading lists, podcasts for your course, wireless printing, photocopying account and much much more ...go to **my.mmu.ac.uk**.

Action

[LOGOUT](#)

Once your details have been submitted an online enrolment confirmation will be displayed. Check that the units you are registered for are correct, contact your Student Information Point (SIP) or Programmes Office if you are unsure.

This page can be printed as your confirmation of enrolment, by clicking on the print option at the bottom of the screen.

Your online enrolment is now complete.

You will receive a confirmation e-mail to your MMU e-mail account by the end of the next working day.

Student ID card:

As you have enrolled online you should not attend an enrolment session, however, you will still need to collect your student ID card to complete your enrolment. Details of ID card collection arrangements for your faculty can be found by following the on screen link. You will also need to attend your Induction session as instructed by your faculty, again further details can be found using the on screen link.

Remember to click on logout at the bottom of the screen to log out of MMU Online enrolment. On completion of enrolment it is recommended that you ensure all browser windows are closed.