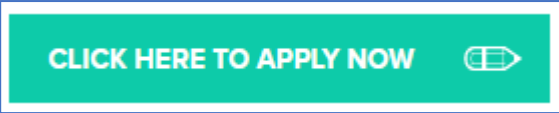
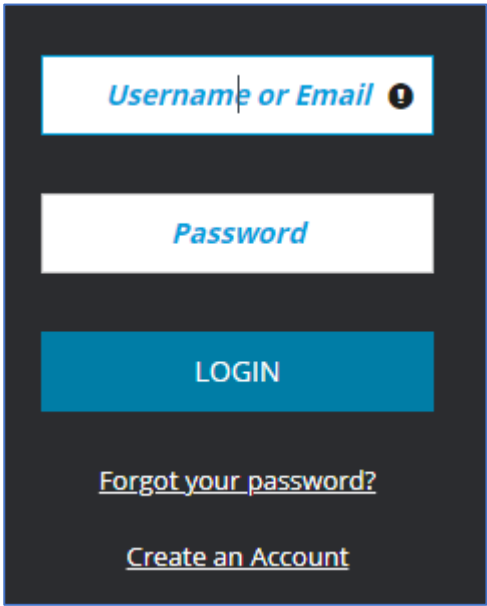


1. Use the **Apply Now** button



2. Click **Create an Account** underneath the log in boxes.



3. Fill in the short form that appears and click **Register**

Create Account

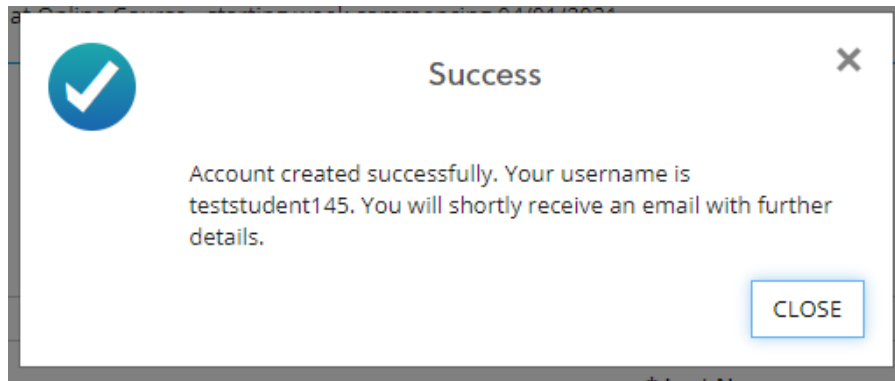
When entering your details below, please provide your full name as shown on official identification such as birth certificate, passport or other legal document.

If you have any problems with your application or enrolment remember you can contact us on admissions@hopwood.ac.uk or phone the admissions team on 01616437560

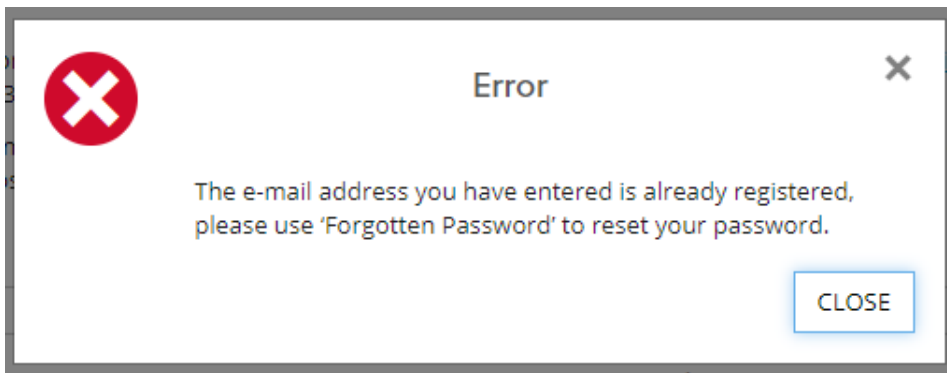
For further information on how we process and store your data, please view the [Privacy Statement](#) document, available on the [Reports and Policies](#) page on our website.

* Title	* First Name
<input type="text"/>	<input type="text"/>
Middle Name(s)	* Last Name
<input type="text"/>	<input type="text"/>
* Date of Birth	* Gender
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
* Personal Email	* Personal Mobile Number
<input type="text"/>	<input type="text"/>
* Password	* Confirm Password
<input type="text"/>	<input type="text"/>

4. You will see a confirmation message that your account has been created successfully. You will also get an email confirming these details. Click **Close**.

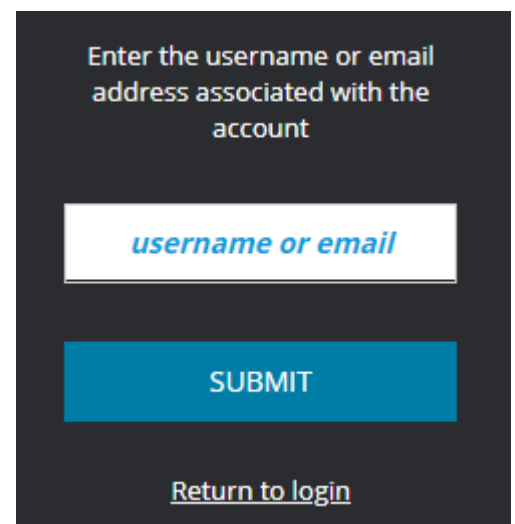
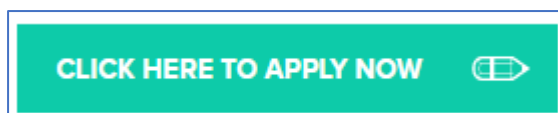


5. If you have already got an account with Hopwood, you will see an error message asking you to reset your password. If you see the message below, click **Close**, then click the **Forgotten Password** button.



6. You will then be prompted to enter your email address and you will receive a link to reset your password.
7. When you have done this, use the Apply now button then log in with your details.

It is important to use the specific Apply Now link on our online courses website, as this will direct you to apply for the correct type of course.

A dark grey form with white text. At the top, it says "Enter the username or email address associated with the account". Below this is a white input field with a blue border and the placeholder text "username or email" in blue. Underneath the input field is a blue button with white text that reads "SUBMIT". At the bottom of the form is a link that reads "Return to login" in blue.

8. Once you have registered (or logged in), you will see a banner at the top telling you that you are applying for a course called **Online Courses - Taster Sessions**. You will choose the specific course titles later in the application process.

You are applying for:

Online Courses - Taster Sessions at Online Course - starting week commencing 04/01/2021

9. You now need to work through every screen filling in the details it asks for and move on by clicking **Continue** at the bottom of the screen.

CONTINUE

10. During the application, there are two screens you can skip to make the process faster. When you reach the **Add Qualification** and **Evidence** screen, just move on by clicking **Continue** at the bottom.

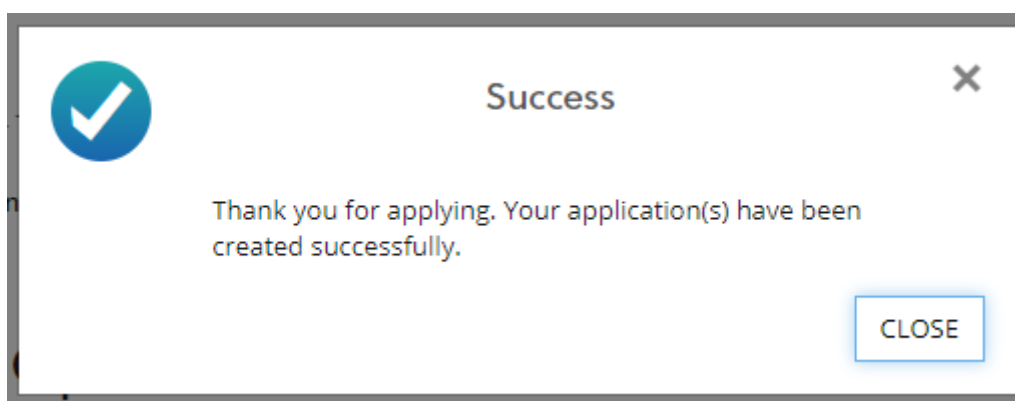
Add Qualifications

Evidence - You can skip this step by clicking 'Upload Later' if you don't have evidence at this time

11. On the last screen, instead of Continue, you will see the button **says Select Course Options** – click this to submit your application.

SELECT COURSE OPTIONS

12. You will receive a confirmation that your application has been successful. You now need to choose the specific courses you want to do. Click **Close** on the message.



13. Tick the boxes next to the course titles that you want to do, then click **Confirm**. You will be able to choose up **four** courses.

Course Options

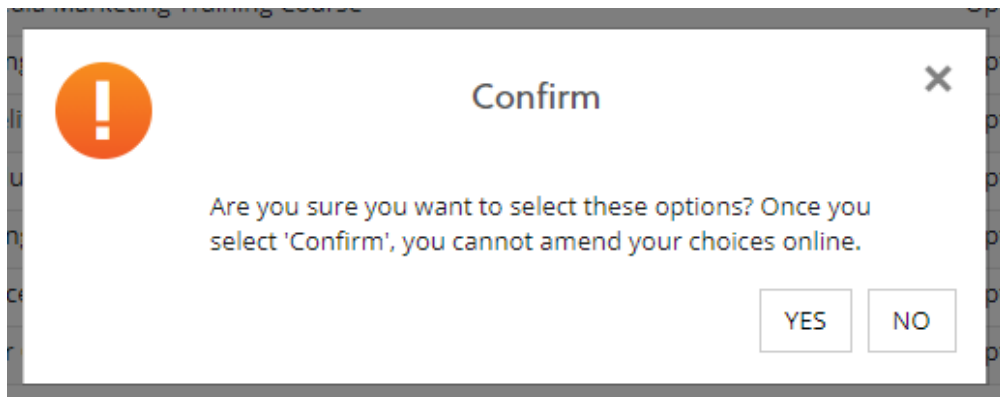
Please select a maximum of four course options by ticking one or more of the boxes below then 'Confirm'.

Course Name	Optional	
An Introduction to GDPR Training	Optional	<input checked="" type="checkbox"/>
An Introduction to the Autism Spectrum	Optional	<input checked="" type="checkbox"/>
Building Strong Relationships	Optional	<input checked="" type="checkbox"/>
Developing a Personal Development Plan	Optional	<input checked="" type="checkbox"/>
FGM (Abuse Linked to Faith or Belief)	Optional	<input type="checkbox"/>

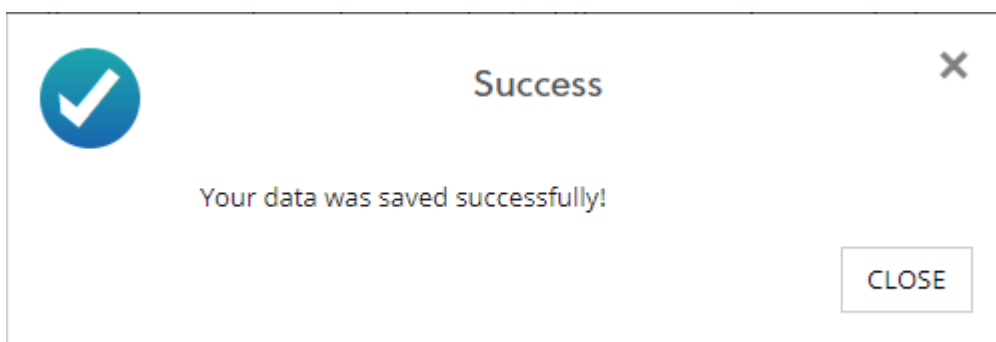
CONFIRM

14. After clicking **Confirm**, you will see a message double checking you have chosen the correct options.

If you want to change your choices, click **NO** and then tick different options. To confirm your choices are correct, just click **YES**.



15. Your course options are saved automatically, but if you wait on this screen you will see a confirmation message saying your data has been saved.



16. You can now log out. Click the arrow at the top right and choose **Log Out**.

Next steps:

You will receive an email from us confirming your application. When your courses are ready for you, you will receive an email directly from our online learning platform asking you to set up a password.

Depending on the course/s you choose, this may be immediately, or may not be received until a few days after your enrolment.

Once you have set up your online learning account, you will be ready to start your course/s at your convenience.

Just work through the course/s at your own pace, at the end of most of them there will be a short online quiz and after passing that, you are able to print (or save) a certificate of completion. For courses without a quiz at the end, you will still receive a digital certificate.

If you have any queries please contact VLE@hopwood.ac.uk

