

Instructions for the initial Registration process

Please click the link provided in your email and log in using the username stated in your email correspondence.

If you are currently studying with us this will likely be your Colchester Institute provided email address, otherwise it will either be your ID number or a username generated when you first created an apply.colchester.ac.uk account. If you are unsure then please check your email as this should state your username.

If you are studying with us and have forgotten the password to your Colchester Institute Office365 login, then you will need to reset this by calling the ILT ServiceDesk on 01206 712222

If you are not yet studying with us and have forgotten your password, then please click on '*Forgot your password?*' and enter your username where you will then receive a link via email to reset.

Once you have logged in, this will take you to the 'Personal Details' page. Check that the course code at the top of the screen matches the course description that you are expecting to register on for the next Academic Year.

You will now have the opportunity to check any details that you have already provided and supply further additional information required to complete your registration:

1. Please check and enter all details as required.
2. If your name, date of birth or address are incorrect then please continue with the process and then notify Registry by email at registry@colchester.ac.uk
3. At the bottom of the page click the continue button.
4. This will take you to the Further Details Page, please enter all details as required.
5. At the bottom of the page click the continue button.
6. This will take you to the Statements page – you will need to select how you intend to fund your course. Please note, we will not ask for any form of payment at this stage. The next step will be to provide evidence of funding to Registry. This could be:
 - Student Loan Information - this will only be requested if we are unable to see an approved loan is already in place
 - A completed Employer Sponsorship form
 - A self-payer Instalment Agreement
7. At the bottom of the page click the continue button.
8. This will take you to the Data Protection page where you will need to take the time to read the Privacy notice, Personal Learning Record Privacy Notice and Student Declaration.
9. Please read the consents at the bottom of the page and select any that you are happy to agree to. An Asterix* will determine which consents are mandatory.
11. CLICK CONTINUE.
12. This will take you to the Confirm page.
13. The cost of the course for the next academic year will appear and you will be asked to click the 'confirm' button.
14. The initial registration process is now complete. You will be sent an email confirming that you have completed the initial registration process and providing you with further information.