

ONLINE ENROLMENT INSTRUCTIONS

Before your personalised enrolment date shown on your letter, you need to log back onto the College's application and enrolment portal. You will need to :

- Change your predicted grades to actual or add any that you may have missed
- Upload a copy of your certificates or your result slip if you have only just received your grades
- Upload a form of ID
- Upload evidence as required for fee waivers (student aged 19+ only)

After you have spoken with a tutor and confirmed your course choice, you will need to log in again and confirm your enrolment

APPLICATION INSTRUCTIONS

Please use the web page https://application.stcg.ac.uk

The easier way to upload your evidence and confirm your enrolments is using a Smart phone, however you can also use a computer if you do not have one.



You will need to enter your username and password. Your username is on your enrolment letter. If you cannot remember your password, please use the **forgotten your password?** link If entering an email address – this **MUST** be the email address used to originally make the application.

If you are still having trouble, please email the admissions department.

Once you have successfully logged in - you will see the following information

Phone screen



ebs: ontrack	Home				
Homepage					
My Details	Carshalton Kingston Merton South Thames				
Applications	College College College Wandsworth and Tooling				
Evidence					
Enrolments Confirm Enrolments	Welcome to the South Thames Colleges Group Student Application Portal – ebs: ontrack Incorporating Carshalton College, Kingston College, Merton College and South Thames College				
					My Payments
Learner Number Txt	If you have any queries please contact Admissions on: <u>https://stog.ac.uk/contact</u> .				
	We hope you enjoy your time at the college!				
	Next Steps				

Predicted to Actual Grades

- Please click on the 'my details' link in the body of the text
- Please click on the Yellow banner to update your qualifications from predicted to actual or add any that you may have missed

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Phone screen

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Evidence

(Qualifications, ID and for 19+ students evidence for a fee waiver)

• Please click on the Evidence link

For phones please click on the icon



Phone screen



Or for Computers – the list will already be shown on the left hand side of the screen.

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The next screen allows you to upload copies of your qualifications, proof of ID and evidence of low wage or benefits if you are entitled to a waiver.

If using a computer you will need to have saved copies of the above on your computer, choose the evidence type and upload as many times as needed. For phones it allows you to take a picture of the evidence.



Phone screen



Confirming Enrolment (once you have spoken with a tutor)

Referring back to left hand screen if using a computer or clicking on the icon the following screen.



- Please click on Confirm Enrolment
- Please read all the information on this page
 Once you agree with
 - Once you agree with all the information please click on the blue
 - **CONFIRM** button Please ensure you confirm all courses that you have been enrolled on

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Phone screen



ebs: ontrack	Learner Sign / Confirm			
Homepage My Details Applications Evidence Enrolments	Enrolments To Confirm Please click the "CONFIRM" & I confirm that the information (Course Code KMP3017FC.2021	utton for each enrolment given on this enrolment is complete and accurate. Description 13 - Award in Education and Training (QCF) (CGi Part Time Evening April Start	Progress Date 15/04/2021	CONFIRM
Confirm Enrolments My Payments Learner Number Tot	Please note: It is a requirement that learner funderstand that by encoling to confirm that the tutor has exp Learner Declaration	Eaged 16 to 18 or 19 to 24 with an education, hearth and care plan, continue t o a study programme at South Thames Colleges Group. I am committing to st fained the assessment process to me and Lagree to be enrolled to these subj	o ctudy English and math sdying English and math ects if recuired.	hs, until they achieve is in order to achieve

Please ensure you then log out of your device.

Phone screen

Compare Scieen

Click on the icon



Click on the arrow beside your username.

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Once you have completed all these steps, admissions will contact you in the next few days to complete your enrolment and organise a date for you to collect your ID card.

