

## How to use the Online Module Enrolment Application

### Introduction

This guide will take you through how to select your preferred optional modules for the new academic year using Online Module Enrolment.

**!** **Note:** If you are unsure as to whether you should be using Online Module Enrolment to indicate your preferred module choices, please contact your School Office. If you are unsure about anything at any stage of the process, please log out of the application and contact your School Office as soon as possible, so that you have time to return and continue with your online selections before the application closes.

### Getting Started

1. From the Student Channel webpage: <http://students.salford.ac.uk/>, scroll down to the **My Information** section and click on **Online Module Enrolment**.

**!** **Note:** If you log on using a browser other than Internet Explorer (e.g. Firefox, or Safari on an Apple Mac), you may see a warning that the website's certificate cannot be verified. Simply click the 'Continue' or 'Add Exception' button to proceed.

2. The **Log On** screen will appear as shown below. Enter your network id i.e. uis123 in the **User name** field (case insensitive), enter your network password (case sensitive) in the **Password** field and then click on the **Log On** button.

Enter your network id and password

Click Log On

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3. The **Welcome to the Online Module Enrolment Application** screen will then be displayed. Read the information on this screen and then click on the **Next** button to begin your application.

The screenshot shows the 'Welcome to the Online Module Enrolment application' page. At the top right, the 'Log Off' button is circled in red, with a callout box stating: **Note: Click here to log off the system at anytime**. A navigation bar includes 'Home', 'Personal Details', 'Core Modules', 'Terms And Conditions', 'Optional Modules', 'Review Choices', and 'Complete'. The main heading is 'Welcome to the Online Module Enrolment application'. Below this, there is a 'Dear Student' section with a welcome message and instructions. At the bottom, a 'Next' button is highlighted with a callout box: **Click Next**.

4. The **Review Personal Details** screen will then appear – **check** the details. If the information is correct, click on the **Continue Application** button. If however, your details are incorrect, click on the **My Details Are Incorrect** button - you must contact your School Office as a matter of urgency about this.

The screenshot shows the 'Review Personal Details' page. A callout box on the left says: **Check your details are correct**, pointing to the form fields. The form contains the following details:

Name	
E-mail Address	
Roll Number	
Date of Birth	
School	School of Business (BN)
Programme	Business & Management Studs (SBMSIF)
Mode of Study	Full time (F)
Level Of Study	Undergraduate
Year Of Study	2
Enrolment Term	201410
Enrolment Period	April

Below the form, there are three buttons: 'Continue Application', 'My Details Are Incorrect', and 'Return to previous page' (with a 'Back' button below it). Callout boxes provide instructions: 'Click here to continue with your application' points to 'Continue Application'; 'Click here if your details are incorrect' points to 'My Details Are Incorrect'.

5. The next screen you will see is the **Core Modules** screen which will display your core modules for the next academic year. Click on the **Continue Application** button to proceed and view the Terms and Conditions.

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Home | Log Off |

## Online Module Enrolment

For selecting your modules

Home | **Personal Details** | Core Modules | Terms And Conditions | Optional Modules | Review Choices | Complete

### Core Modules

The following modules are the core modules for your course.

Title	CRN	Module Code	Semester	Credits	Already Completed
Management Development Prog 2	30470	N200 20043	S4	20	
Financial Planning & Control	15396	N400 20016	S4	20	
Principles of Marketing	30468	N500 20001	S4	20	

Please note that you are automatically enrolled on the above modules, and no further action is required.

**View Terms and Conditions**

Please click on the 'Continue Application' button below to view the terms and conditions.

**Continue Application**

**Return to previous page**

**Back**

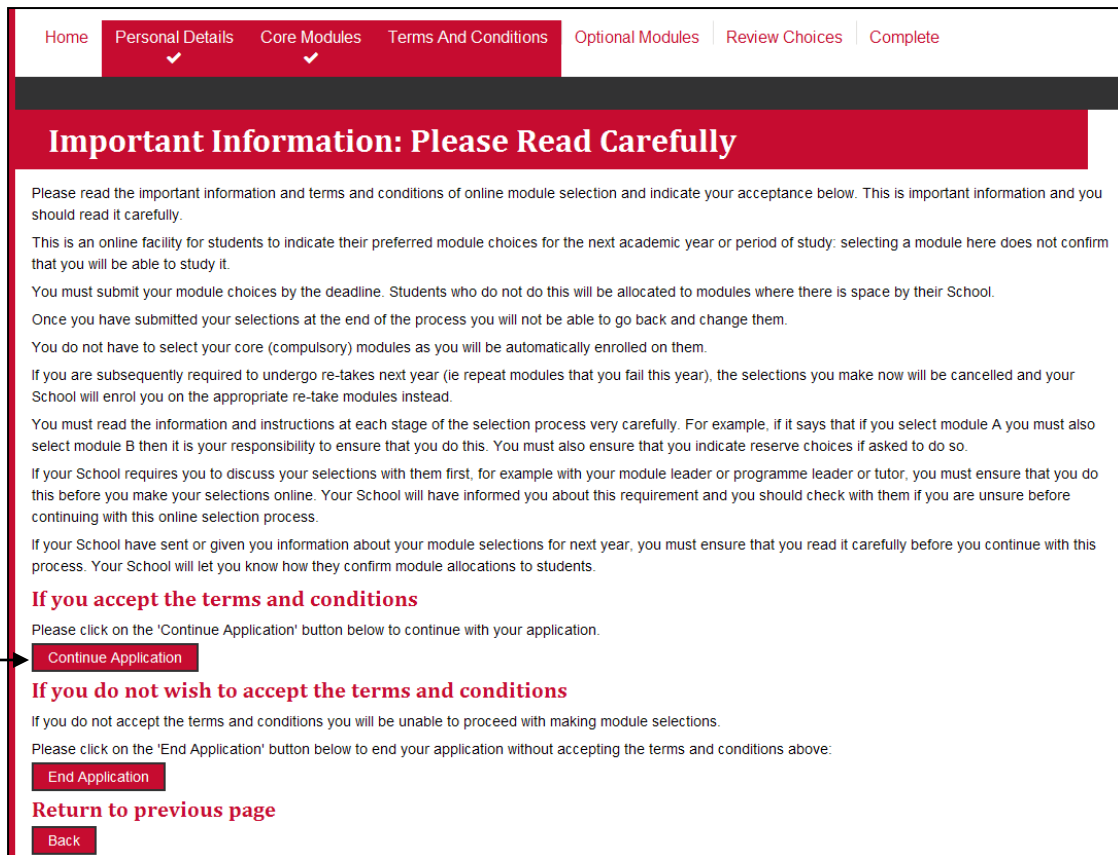
Progress menu

Core modules are displayed here


Click here to proceed

As you can see in the screen print above, there is a progress menu at the top of the screen to guide you through each step of the process. In the example above, you can see that the 'Personal Details' section has been completed.

6. The **Terms And Conditions** screen will then appear. Read the information carefully and click on the **Continue Application** button.



The screenshot shows a navigation bar with the following items: Home, Personal Details (with a checkmark), Core Modules (with a checkmark), Terms And Conditions (highlighted in red), Optional Modules, Review Choices, and Complete. Below the navigation bar is a red banner with the text "Important Information: Please Read Carefully". The main content area contains several paragraphs of text explaining the online module selection process, including instructions on deadlines, re-takes, and the importance of reading the terms carefully. A callout box on the left side of the page, containing the text "Click here to proceed", has an arrow pointing to the "Continue Application" button. Below the "Continue Application" button are sections for "If you do not wish to accept the terms and conditions", which includes an "End Application" button and a "Return to previous page" link with a "Back" button.

 **Note:** The **End Application** button must only be clicked if you choose **not** to accept the terms and conditions. By clicking this button, you will **not** be able to proceed with indicating your preferred module choices and you should contact your School Office as a matter of urgency.

7. The **Optional Modules Selection** screen will then display a list of optional modules for your course along with the relevant instruction, i.e. Please choose 60 credits from the list of modules.

- Select your modules by clicking in the relevant checkbox.
- Where applicable, select a reserve choice by clicking on the **down arrow** button of the **Reserve Choice** field.
- Click on the **Submit** button to confirm your selections. If however you wish to save your place in the Application and complete it at another time, click on the **Save** button.

The screenshot shows the 'Optional Modules Selection' page with a navigation bar at the top containing: Home, Personal Details (with a checkmark), Core Modules (with a checkmark), Terms And Conditions (with a checkmark), Optional Modules (highlighted), Review Choices, and Complete. Below the navigation bar is a red header with the title 'Optional Modules Selection'. The main content area is titled 'OPTION' and includes the instruction: 'Please select 60 credits from the following list of modules:'. A note states: 'You can replace an option with a University Wide Language module at level 5. If you select this option and once you have completed OME, please visit the website <http://www.salford.ac.uk/humanities/courses/short-courses/university-wide-language-programme> for further information.'

Title	CRN	Module Code	Semester	Credits	
Organisational Behaviour	30469	N200 20042	S4	20	<input type="checkbox"/>
Operations Management 1	30481	N200 20045	S4	20	<input type="checkbox"/>
Quantitative & Stats Analysis	30467	N200 20041	S4	20	<input type="checkbox"/>
UWLP at Level 5	N/A	LNG5	N/A	20	<input type="checkbox"/>
Course:		<input type="text"/>			

Below the table is a 'Reserve Choice' dropdown menu currently set to 'Organisational Behaviour (30469)'. Further down are buttons for 'Submit and Validate Selections' (with a 'Submit' button), 'Save and Complete Application Later' (with a 'Save' button), and 'Return to previous page' (with a 'Back' button).

Callout boxes on the right side of the screenshot point to the following elements:

- 'Select your optional modules' points to the table of modules.
- 'Click here to select your reserve choice (if applicable)' points to the 'Reserve Choice' dropdown menu.
- 'Submit button' points to the 'Submit' button.
- 'Save button' points to the 'Save' button.

 **Note: University Wide Language Modules**

If you choose to study a University Wide Language module, click the relevant checkbox and in the **Course** field, please enter the name of the language you wish to study e.g. French.

8. The **Summary of Selections** screen will then appear listing your: Core Modules, Selected Optional Modules, Selected Reserve Modules and Total Credits in each Semester. If any changes are required at this stage, click on the **Change Options** button (you will then be returned to the **Optional Modules Selection** screen). If the information is correct, click on the **Submit Application** button.

### Summary of Selections

**Core Modules**

Title	CRN	Module Code	Semester	Credits	Already Completed
Management Development Prog 2	30470	N200 20043	S4	20	
Financial Planning & Control	15396	N400 20016	S4	20	
Principles of Marketing	30468	N500 20001	S4	20	

**Selected Optional Modules**

Title	CRN	Module Code	Semester	Credits	Already Completed
Quantitative & Stats Analysis	30467	N200 20041	S4	20	
Operations Management 1	30481	N200 20045	S4	20	
Organisational Behaviour	30469	N200 20042	S4	20	

**Selected Reserve Modules**

Title	Module Code	Credits
Quantitative & Stats Analysis	N200 20041	20

**Total Credits in Each Semester**

Please note that this does not include reserve choices or UWLP/SWP courses.

Semester	Total Core Credits	Total Optional Credits	Total Credits
S4	60	60	120

**Change Selections**

If you wish to change your selected options, please click on the 'Change Options' button below:

[Change Options](#)

**Submit Selections**

If you are happy with your choices, please click on the 'Submit Application' button below:

[Submit Application](#)

9. The **Are you Sure?** screen will then appear to carry out a final check. Either click on the **Change Options** button to make any changes or click on the **Submit Application** button.

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## Online Module Enrolment

For selecting your modules

[Home](#) | [Log Off LWM148](#)

Home
Personal Details
Core Modules
Terms And Conditions
Optional Modules
Review Choices
Complete

## Are You Sure?

If you click on 'Submit' below, your selections will be recorded and used as the basis for your studies. If you proceed, no further changes will be possible, and you will no longer be able to amend your choices using this system.

**Change Selections**

If you wish to change your selected options, please click on the 'Change Options' button below:

[Change Options](#)

**Confirm and Submit**

If you confirm that you are happy with your choices, please click on the 'Submit Application' button below to complete your application:

[Submit Application](#)

10. The **Summary of Selections** screen which is the final screen will then be displayed. As you can see from the progress menu at the top of the screen, the process is now complete.

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Online Module Enrolment  
For selecting your modules

Home | Log Off

Home Personal Details Core Modules Terms And Conditions Optional Modules Review Choices **Complete**

## Summary of Selections

Thank you for using the Online Module Enrolment Application.  
You are now registered on the following modules:

Title	CRN	Module Code	Semester	Credits	Already Completed
Management Development Prog 2	30470	N200 20043	S4	20	
Financial Planning & Control	15396	N400 20016	S4	20	
Principles of Marketing	30468	N500 20001	S4	20	
Organisational Behaviour	30469	N200 20042	S4	20	
Operations Management 1	30481	N200 20045	S4	20	
Quantitative & Stats Analysis	30467	N200 20041	S4	20	

An email containing this summary of your module selections has also been sent to your University of Salford address.  
You may print this page by choosing "print" on the browser menu.  
Please now close this window to exit the Application.

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**! Note: University Wide Language Modules**

Please note that once you have completed making your selections in Online Module Enrolment, you are required to register for the modules separately by visiting the University Wide Language Programmes Website (otherwise your selection will not be recorded). You can either click on the link that will be displayed to access the website or click on the **Please click here to exit the Application** button which will automatically take you to the University Wide Language Programmes Website.

11. An automatic e-mail will be sent to your University of Salford e-mail address confirming your preferred module choices.

12. To log off, simply click on the **Log Off** button (top right hand corner).

**! Note:** If you experience any technical problems, please e-mail [sa-training@salford.ac.uk](mailto:sa-training@salford.ac.uk) with details of the problem.