

# Online Welcome & Enrolment Student User Guide

## Contents

Introduction .....	3
Setting up your Welcome Account .....	4
Logging into Online Welcome.....	6
Forgot your password.....	7
Your Homepage .....	12
Accepting your offer (Non UCAS/Applicant Portal Applicants only) .....	13
Enrolment .....	13
The enrol flow is made up of 8 sections.....	14
Section 3: Course Details .....	14
Section 4: Personal Details .....	14
Section 5: Further Details .....	14
Section 6: Career Readiness .....	15
Section 7: Course Fees.....	15
Section 8: Enrolment .....	16
Other Links on the Homepage.....	18
Course Fee Payment .....	18
Course Induction and Welcome .....	18
Your University Login Details.....	18
Update My Contact Details.....	18
Upload a Photo .....	18
Leeds Beckett App .....	19
Passport and Visa Check .....	19
View My Welcome Documents .....	19

## Introduction

Online Welcome is designed to give you all the information you need before you arrive at the university. You will be able to accept your offer of a place, view your induction information, upload a photo for your student card and, in most cases, complete your part of the enrolment process online.

Welcome to Leeds Beckett University

Welcome to our University. To all our new students, congratulations on receiving your place with us. To all our continuing students, welcome back! Starting University is an exciting and busy time. These pages are here to guide you through the important steps you need to complete before you arrive, and to make sure your first few weeks with us go as smoothly as possible. These pages will also give you access to all the information you need to start your course.

### New Students

If you have an unconditional offer from our University, before you can log in, you will need to [create a Welcome account](#).

### Returning Students

If you have studied at Leeds Beckett in the past and started before September 2018, you will need to [create a new Welcome account](#) with the Student ID you were sent in your create account email.


[Log in](#) [Reset Password](#)

### Continuing Students

If you are progressing to the next year of your course, you do not need to create a new account. Click the login button below to access your existing Welcome account using multi factor authentication (MFA).

[University account Log in](#)

If you have any issues using MFA please visit this [The Library & Student IT Advice](#) page for advice. [Reset University password](#)

This document will take you through Online Welcome, if you need any help, look out for the  icon for help information.

There are Frequently Asked questions (FAQs) which will also help you use the website and give general information; the link is on the toolbar at the top of the page.

Important actions you need to complete are shown in **Your Tasks**. Look out for these as you will need to complete them as soon as possible.

Please note that in this guide, some of the screenshots might look slightly different to the version you see on screen, this is because we are regularly updating the webpages.

## Setting up your Welcome Account

**Continuing Students:** you do not need to **create an account**. Click on the **University account Login button**.

**New Students:** you must **create an account** in order to access this service. This will include students who, for example, completed one course with us and are starting a second course.

If you have applied to defer your place to the next academic year and you want to accept your unconditional offer, please contact University Admissions:

- If you are a student originating from the UK, and applied through UCAS, please contact [ucasadmissions@leedsbeckett.ac.uk](mailto:ucasadmissions@leedsbeckett.ac.uk).
- If you are a student originating from the UK and applied directly to the university, please contact [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk)
- If you are student arriving from outside the UK, please contact [international@leedsbeckett.ac.uk](mailto:international@leedsbeckett.ac.uk)

Go to: <https://welcome.leedsbeckett.ac.uk/>

Click on **create a Welcome account**


### New Students

If you have an unconditional offer from our University, before you can log in, you will need to [create a Welcome account](#).

### Returning Students

If you have studied at Leeds Beckett in the past and started before September 2018, you will need to [create a new Welcome account](#) with the Student ID you were sent in your create account email.

Cancel

 LEEDS BECKETT UNIVERSITY

## Create account

Student ID

Email Address

Date of Birth

Day ▼ Month ▼ Year ▼

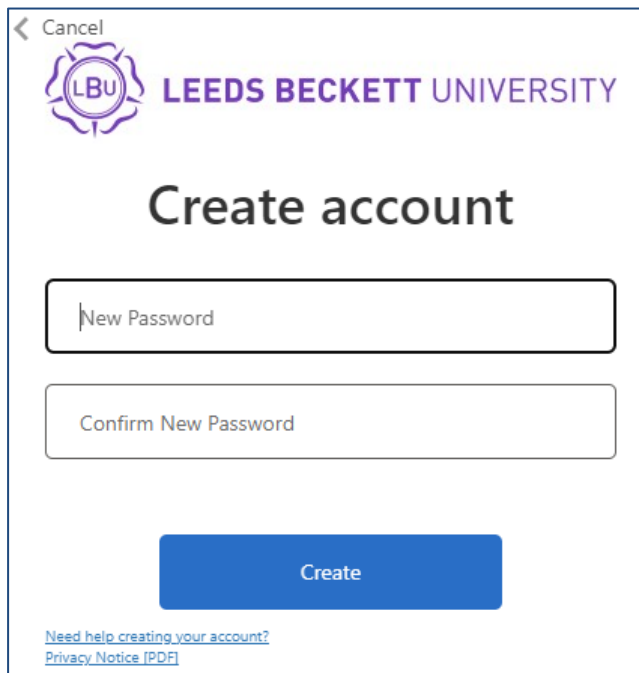
Continue

[Need help creating your account?](#)  
[Privacy Notice \(PDF\)](#)


- Enter your student ID. Your student ID will be on correspondence from the University
- Enter your email address the create account email was sent to
- Enter you date of birth

**You should now enter a password**

You need to choose a password to use when you create an account in Online Welcome. Keep your password in a safe place and you should not share it with anyone else.



← Cancel

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## Create account

New Password

Confirm New Password

Create

[Need help creating your account?](#)  
[Privacy Notice \(PDF\)](#)

Your new password **must** contain:

- A minimum of 12 characters
- At least 1 digit, e.g. 1,2,3,4,5,6,7,8,9,0
- At least 1 lower case character, e.g. a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w,x,y,z
- At least 1 upper case character, e.g. A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z
- At least 1 symbol, e.g. !, ", \$, %, ^, &, \*, (, )

Click on the **Create** button

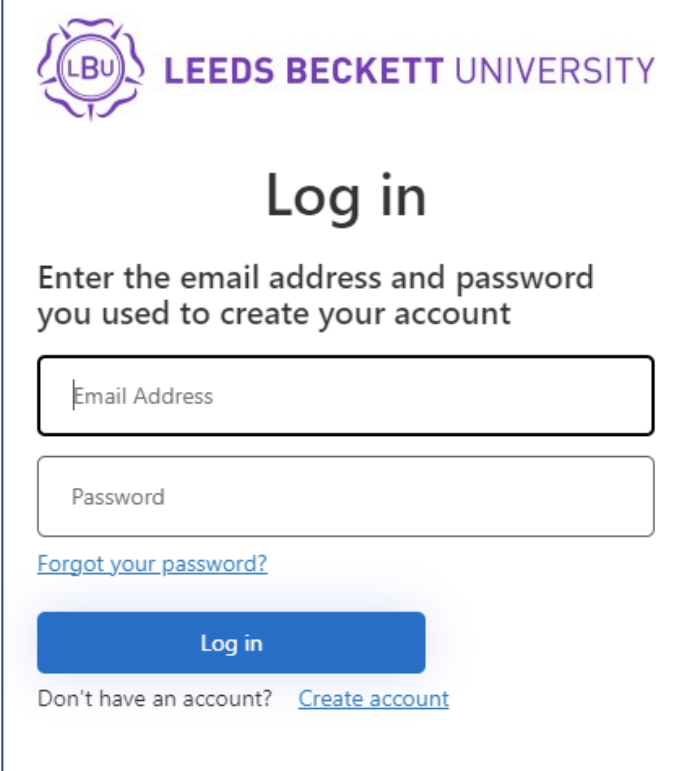
This will create your account and take you to your Welcome Home page.

## Logging into Online Welcome

### New Students

To login you should enter the following:

- Enter your email address used to create your account
- Enter the password you chose when you created your account
- Click on the **Log in** button



The screenshot shows the login interface for Leeds Beckett University. At the top left is the LBU logo, a purple circular emblem with 'LBU' inside, followed by the text 'LEEDS BECKETT UNIVERSITY' in purple. Below this is the heading 'Log in' in a large, bold, black font. Underneath the heading is the instruction 'Enter the email address and password you used to create your account'. There are two input fields: the first is labeled 'Email Address' and the second is labeled 'Password'. Below the password field is a blue link that says 'Forgot your password?'. At the bottom of the form is a blue button with the text 'Log in' in white. Below the button is the text 'Don't have an account?' followed by a blue link that says 'Create account'.

### Continuing Students

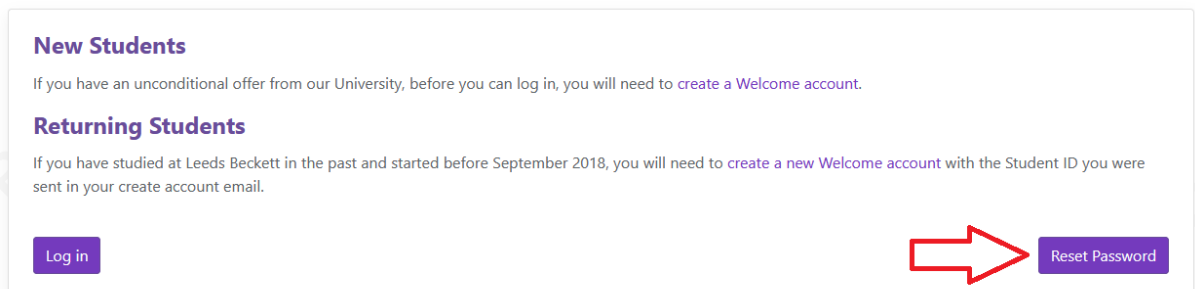
If you are a continuing student and cannot log in, go to [MyBeckett](#) and check your password is working. If you cannot log into MyBeckett, please follow the [instructions for re-setting your password](#) in MyBeckett.

## Forgot your password

**Who is this for?** This is only for new and returning students.

**For this you will require:** access to the [email address you used to create your account](#).

1. At the Welcome page, click on 'Reset Password' button in the section for New and Returning students:

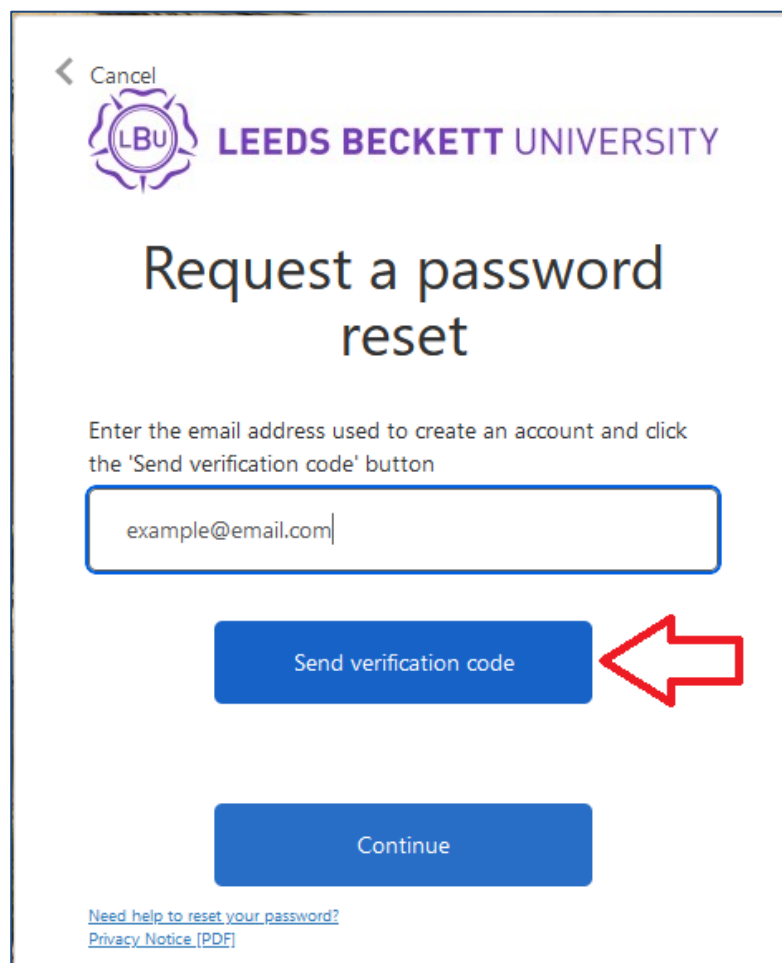


**New Students**  
If you have an unconditional offer from our University, before you can log in, you will need to [create a Welcome account](#).


**Returning Students**  
If you have studied at Leeds Beckett in the past and started before September 2018, you will need to [create a new Welcome account](#) with the Student ID you were sent in your create account email.

[Log in](#) [Reset Password](#)

2. At the Password Reset page, enter the [email you used to create your account](#) in the 'Email Address' field, and then click 'Send verification code'.



[Cancel](#)

 **LEEDS BECKETT UNIVERSITY**

## Request a password reset

Enter the email address used to create an account and click the 'Send verification code' button

[Send verification code](#) [Continue](#)

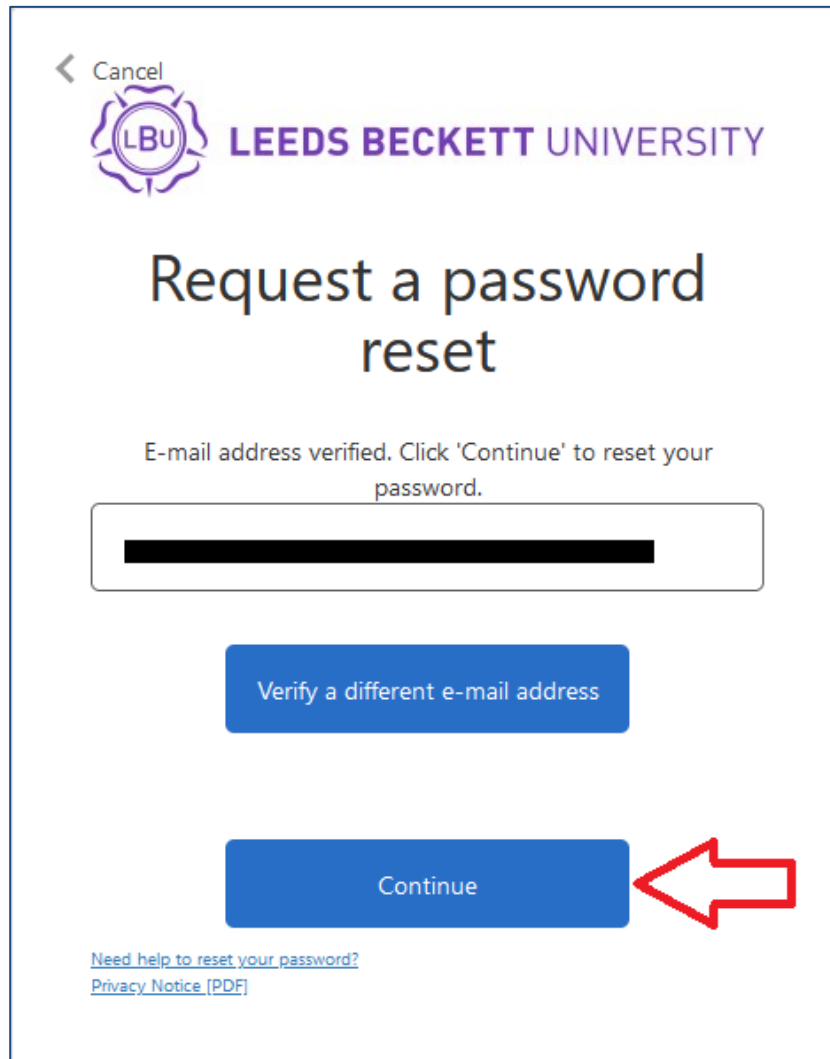
[Need help to reset your password?](#)  
[Privacy Notice \(PDF\)](#)

3. On the Password Reset page, you will be prompted to enter a verification code. Check your inbox for a message from Microsoft. Enter the code into 'Verification code' field and click 'Verify Code'

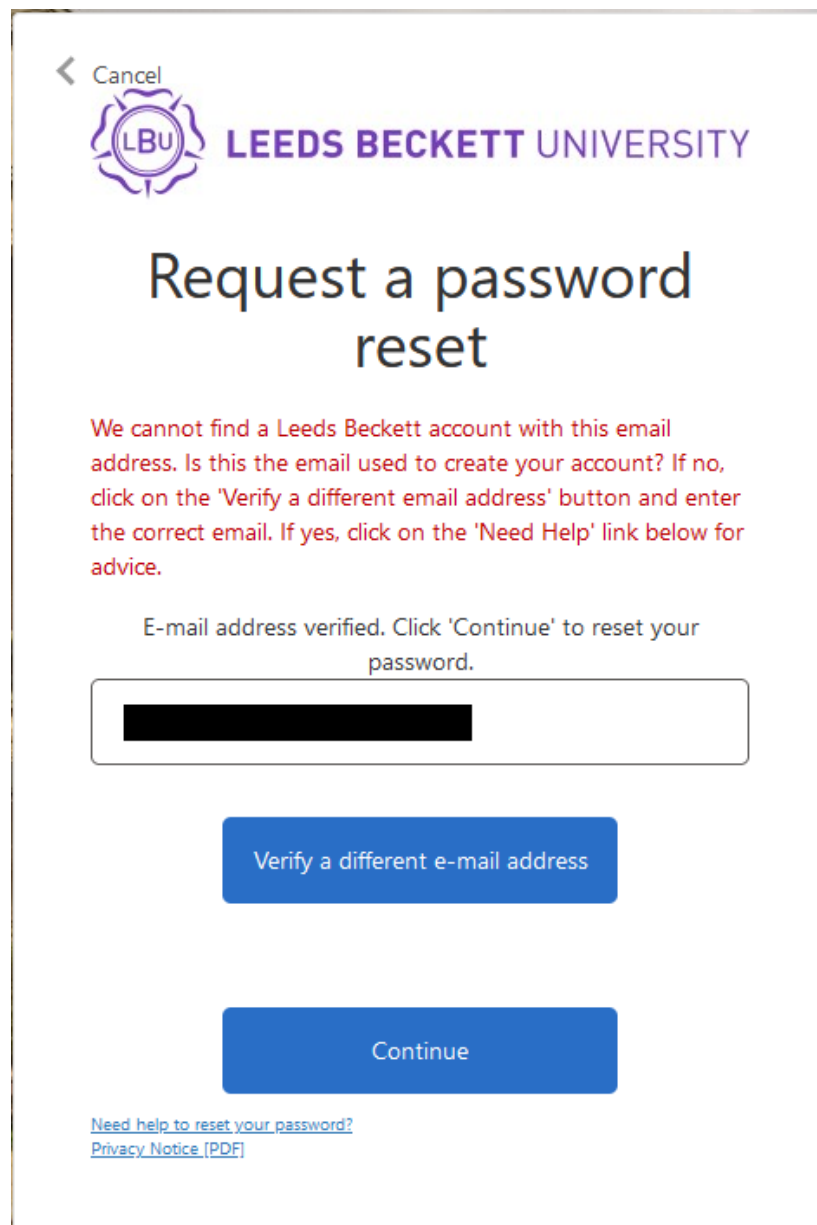
The screenshot shows a mobile application interface for a password reset. At the top left, there is a back arrow and the word 'Cancel'. Below this is the Leeds Beckett University (LBU) logo, which consists of a purple circular emblem with 'LBU' inside, followed by the text 'LEEDS BECKETT UNIVERSITY' in purple. The main heading is 'Request a password reset' in a large, dark font. Below the heading, a message states: 'A verification code has been sent to your inbox. Please enter it below and click the 'Verify code' button''. There are two input fields: the first contains the email address 'example@email.com', and the second contains the verification code '555555'. Below the input fields are two blue buttons: 'Verify code' and 'Send new code'. A red arrow points to the 'Verify code' button. Below these buttons is a larger blue button labeled 'Continue'. At the bottom of the screen, there are two links: 'Need help to reset your password?' and 'Privacy Notice (PDF)'. The entire interface is enclosed in a thin blue border.



4. Once the code has been verified, you will be prompted to click on 'Continue'. If you are able to continue, go to step 6.



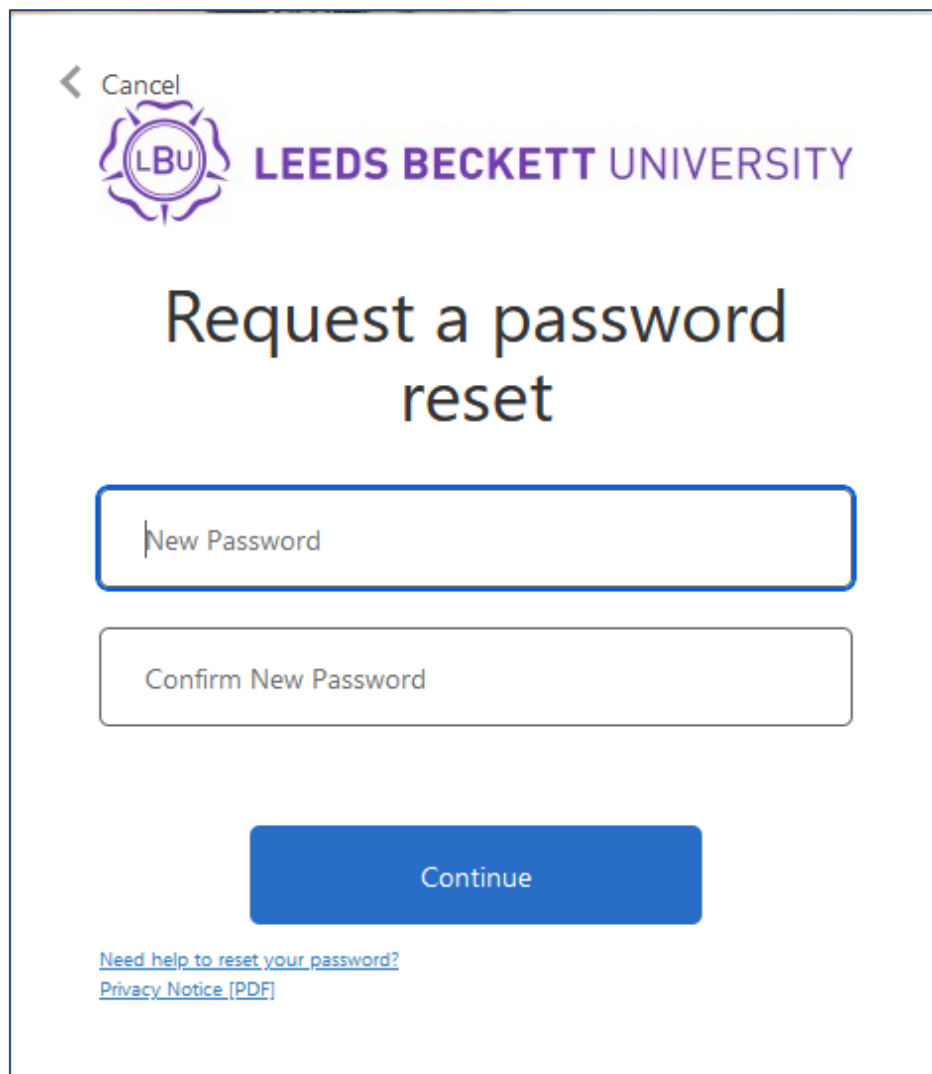
NOTE: You will only be able to continue if you have provided the [email you used to create your account](#). Otherwise, you will receive the following error:




You must then click on 'Verify a different e-mail address' and then provide the [email you used to create your account](#), and then follow steps 2 – 4 again.

If you are unable to access the [email you used to create your account](#), then you must email [welcome@leedsbeckett.ac.uk](mailto:welcome@leedsbeckett.ac.uk) for further assistance.

5. Once you have verified your email and clicked continue, you will be taken to a page where you can enter and confirm a new password.



← Cancel

 LEEDS BECKETT UNIVERSITY

## Request a password reset

  
  
  
  
  
[Need help to reset your password?](#)  
[Privacy Notice \(PDF\)](#)

Your new password **must** contain:

- A minimum of 12 characters
- At least 1 digit, e.g. 1,2,3,4,5,6,7,8,9,0
- At least 1 lower case character, e.g. a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w,x,y,z
- At least 1 upper case character, e.g. A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z
- At least 1 symbol, e.g. !, ", \$, %, ^, &, \*, (, )

6. Once you have clicked 'Continue', your password will be updated, and you will be logged in to Welcome

## Your Homepage

Your Welcome homepage shows you lots of information that you should read before you start your course. There are Useful links and Your Tasks which are important actions you need to complete as soon as possible.

### Your Tasks

2022/23 Spring Term

Your Tasks	Status
<a href="#">Upload a photo for my student card</a>	✗ Not Complete
<a href="#">Read the induction and welcome information for my course</a>	✗ Not Complete
<a href="#">Find out about my login details</a>	✗ Not Complete
<a href="#">Enrol</a>	✗ Not Complete
<a href="#">Passport and visa check</a>	✗ Not Complete

### Information

- [Course Induction and Welcome](#)
- [View My Welcome Documents](#)
- [Update My Contact Details](#)
- [University Login Details](#)
- [International Check In](#)
- [Voter Registration](#)
- [DBS procedures](#)
- [Council tax](#)
- [View Terms and Conditions](#)

### Need Help?



[For New Students](#)



[Money, Fees and Bursaries](#)



[Microsoft Office Online](#)



[LBU Study Ready](#)



[Leeds Beckett App](#)



[Accommodation](#)



[Students' Union](#)



[Library](#)

## Accepting your offer (Non UCAS/Applicant Portal Applicants only)

**If you applied through UCAS or the Applicant Portal, you do not need to accept your offer in Welcome and will not see this link. Please move to the next section in this guide.**

If you have not yet accepted your offer, you will see the 'Accept my Offer' link in Your Tasks. If you have already accepted your offer this will show as completed.

Once you click this link you will be taken through a series of pages confirming your personal details and course details.

Please do not proceed to accept if your course information is not correct.

- If you are a student originating from the UK and applied directly to the university, please contact [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk)
- If you are student arriving from outside the UK, please contact [international@leedsbeckett.ac.uk](mailto:international@leedsbeckett.ac.uk)

If you are happy to accept your offer, read through the 'Terms and Conditions' carefully and scroll to the bottom of the page to tick the 'accept' box and click on the 'Save and Continue' button.

Once you have finished this process you can 'Return to Welcome' or log back in at another time.

## Enrolment

If you are in a position to enrol onto your course, you will receive an email inviting you into Online Welcome to enrol.

- You will see an Enrol link in Your Tasks.
- This will change to Complete once you have enrolled online.
- A Confirmation of Enrolment email, with a copy of your Student Contract will be sent to your personal email address.

***Please note that you may need to complete further tasks eg ID Check, DBS checks or international student check in before you are FULLY enrolled.***

Your Tasks	Status
<a href="#">Enrol</a>	✘ Not Complete
<a href="#">Upload a photo for my student card</a>	✘ Not Complete
<a href="#">Read the induction and welcome information for my course</a>	✘ Not Complete
<a href="#">Find out about my login details</a>	✘ Not Complete

Not all students will be asked to enrol through Online Welcome, your Course Administration team will advise you.

If you have any queries regarding the enrol link contact [welcome@leedsbeckett.ac.uk](mailto:welcome@leedsbeckett.ac.uk)

## The enrol flow is made up of 8 sections.

### Enrol

- 1 Welcome
- 2 Select Course
- 3 Course Details
- 4 Personal Details
- 5 Further Details
- 6 Career Readiness
- 7 Course Fees
- 8 Enrolment

- Once all data for each section is correct please click


 Save

You will see the following message if you have missed any questions:

 Save personal details failed ✕

And the following if you have successfully completed all questions:

 Saved successfully ✕

- You can then move onto the next section by clicking  Next >
- You can navigate back to a section once saved by clicking on the top navigation bar.
- Once you have enrolled you will not be able to go back into the flow.

### Section 3: Course Details

Please check that all course and module details are correct.

**Fee Status** is the status you have been judged to be, based upon information on your application form. If you have any queries about this, please contact [feestatus@leedsbeckett.ac.uk](mailto:feestatus@leedsbeckett.ac.uk)

### Section 4: Personal Details

Please check all your personal details are correct and update it if it is wrong.

It is important that your personal details and Trusted Contact Details are kept up to date.

### Section 5: Further Details

Further Details data is required for HESA (Higher Education Statistics Agency) and to help the university to offer you support during your studies.

Overseas students will see Passport and Visa questions.

## Section 6: Career Readiness

This section asks questions relating to your career planning.

## Section 7: Course Fees

Here you will be able to choose from a number of options about how your course fees are being funded.

Where possible you will be presented with your course fees including any scholarships and discounts you may be entitled to. **If any of your information changes this fee may be re-assessed.** Where an individual fee is not possible you will see your standard course fees.

If you think you are eligible for a discount which is not showing, please contact [fees@leedsbeckett.ac.uk](mailto:fees@leedsbeckett.ac.uk) quoting your **Student ID** number.

### Course Fees, Scholarships or Discounts

Description	Amount
Tuition Fee	£14000.00
UG International Scholarship	£-1000.00
<b>Total</b>	<b>£13000.00</b>

The fee displayed is your individualised fee. If any of your information changes this fee may be re-assessed.

To make an enquiry regarding fees please contact [fees@leedsbeckett.ac.uk](mailto:fees@leedsbeckett.ac.uk).

If we are unable to determine your fee you will not be able to progress through to enrol.

### Sponsor Information

If you have indicated on the previous page that your fees are being paid **in full** by a third party sponsor you will be requested information about your sponsor. Please enter as many details as possible so we can invoice the sponsor.

### Payments - Contributions

If you have indicated on the previous page that your fees are being paid by yourself or a family member you will be able to stipulate the value of your contribution. Please note you will be invoiced for any outstanding amount at a later date.

### Part Payment of Course Fees

If you have indicated on the previous page that your fees are being paid by a combination of methods, you will be required to allocate amounts to each contributor. You may then be taken to the Sponsor Information page if you have allocated any amount to a sponsor.

**Please note that irrespective of any undertaking by a third party to pay fees, ultimate responsibility for payment of fees shall always remain with the student.**

## Section 8: Enrolment

Enrolment has 5 sections:

### 1. [Course and Module Details](#)

The first screen has your course details and the modules you will doing. If your modules are incorrect, please contact your course Administrator **before completing your enrolment**.

### 2. [Course Fees, Scholarships and Discounts](#)

Where possible you will be presented with your course fees including any scholarships and discounts you may be entitled to. **If any of your information changes this fee may be re-assessed.** Where an individual fee is not possible you will see your standard course fees.

If you think you are eligible for a discount which is not showing, please contact [fees@leedsbeckett.ac.uk](mailto:fees@leedsbeckett.ac.uk) quoting your Student ID number.

### 3. [Leeds Beckett University Student Contract](#)

This is a summary of the Leeds Beckett University Student contract.

### 4. [View Additional Information](#)

You must click on the View Additional Information link to view information relating to any criminal convictions. Once you have read the information please tick the box, along with second tick box (agreement to be bound by General Regulations and other Relevant Documents).

In addition I confirm that I have read the additional information regarding my responsibility to disclose additional information such as details of any criminal convictions.

[View Additional Information](#)

I confirm that I will be actively studying on the above programme in the 2022/23 academic year and I agree to be bound by the [General Regulations and other Relevant Documents](#).

### 5. [Enrolment](#)

When you are happy that all information is correct please click Enrol.



## Online Welcome User Guide

This will enrol you on your course. Where there are outstanding requirements to your enrolment (such as visa or identity checks) your enrolment will be activated once these checks are completed.

If you have any queries about your enrolment, please email [welcome@leedsbeckett.ac.uk](mailto:welcome@leedsbeckett.ac.uk) Please make sure you include your student ID in your email.

Enrol

You will see the following message if your enrolment has been successful.

✓ Enrolled on course



You will be sent an email to your personal email address confirming your enrolment along with a copy of your student contract.

Please contact [welcome@leedsbeckett.ac.uk](mailto:welcome@leedsbeckett.ac.uk) if you have any issues with completing your enrolment.

When enrolment is complete you will see a Tick in Your Tasks.

Enrol

✓ Complete

**PLEASE NOTE THAT YOU WILL NOT BE FULLY ENROLLED IF YOU STILL HAVE TO ID CHECK, COMPLETE INTERNATIONAL CHECK-IN OR COMPLETE THE DBS PROCESS.**

## Other Links on the Homepage

### Course Fee Payment

This link will take you to the University's Student Financial Services page- containing information on the options we offer students for the payment of their course fees

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### Course Induction and Welcome

This page will give you all the details of the induction events that have been set up for your course in the first week at Our University.

If there is no induction information available yet, don't worry, your Student Administrators will be putting the information online soon and you should check back regularly or contact your Student Administrator.

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### Your University Login Details

These login details will give you access to university services such as MyBeckett (your online learning environment including modules, announcements and your university email).

University login details are available to be created after the first day of each term has past. The term start dates are 1 August, 1 January and 1 April.

Once you have created your Welcome account and the term date has past, it will take up to 48 hours for your University login details to be generated and displayed in a link on your Welcome homepage labelled Your University Log in Details.

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### Update My Contact Details

Update My Contact Details is a system that allows you to update or input details for the following:

- Personal Information
  - Trusted Contact
  - Home address
  - Term time address
- 

### Upload a Photo

Here you will be able to upload a picture for your Campus Card. Your Campus Card will allow you to access a wide range of University facilities such as The Library, The Sports Centre, The Students'

Union, printing and photocopying services, as well as access to various buildings. Please follow the instructions on the website, making sure your photo is no more than 10MB and is a passport style photograph.

If we already have your photograph on our system you will not be able to upload another one. If you are unable to upload a photograph, you can go to any **Student Hub** when you arrive at the university and a member of staff will take a photo to be uploaded onto your card.

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## Leeds Beckett App

This Link will take you to a page where you can download the Leeds Beckett app, which provides access to your online learning tools along with information and functionality to support all areas of student life, from health and wellbeing to social events, from transport to food.

You will need to [log in to My Beckett](#) via a browser at least once before you can log in to the app.

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## Passport and Visa Check

All **overseas fees status students** are asked to upload a scanned copy of their original passport and visa. We are required to do this due to Home Office regulations. Please ensure your file is a JPEG, .gif, or .tif file and is less than 300KB in size.

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## View My Welcome Documents

This link will show you the Enrolment Confirmation documents that were created when you enrolled onto your course.