

WEA Online Enrolment Service - How to Enrol Online

[Finding a course](#)

[Course Information](#)

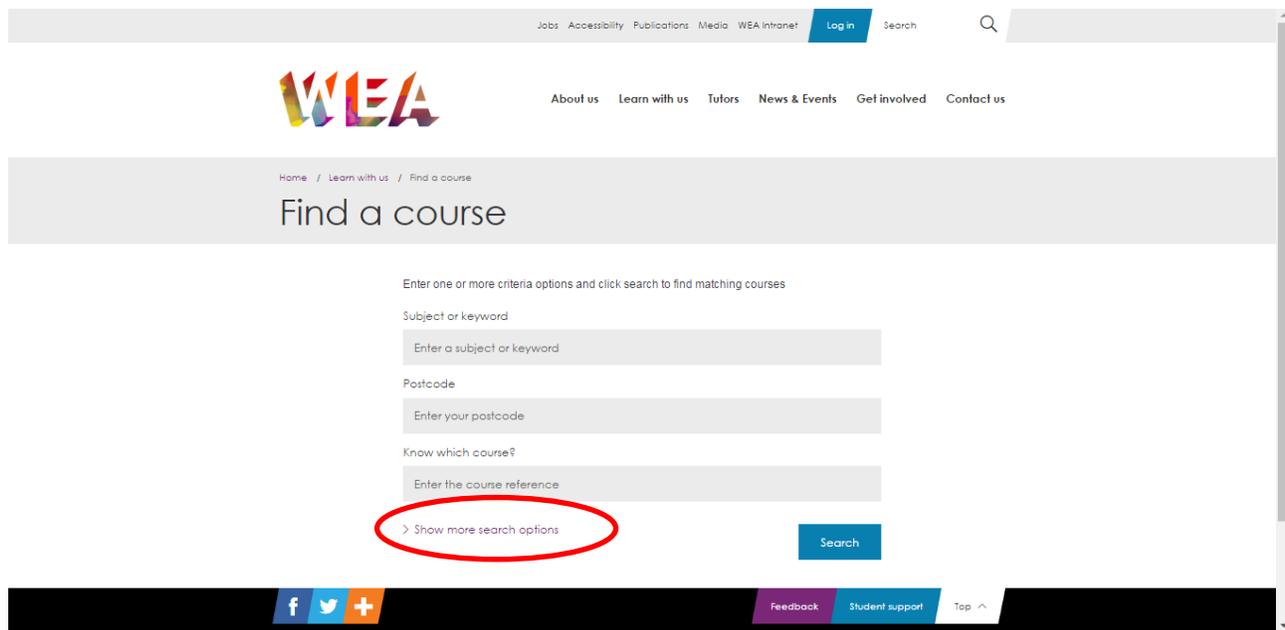
[Creating a New User Account](#)

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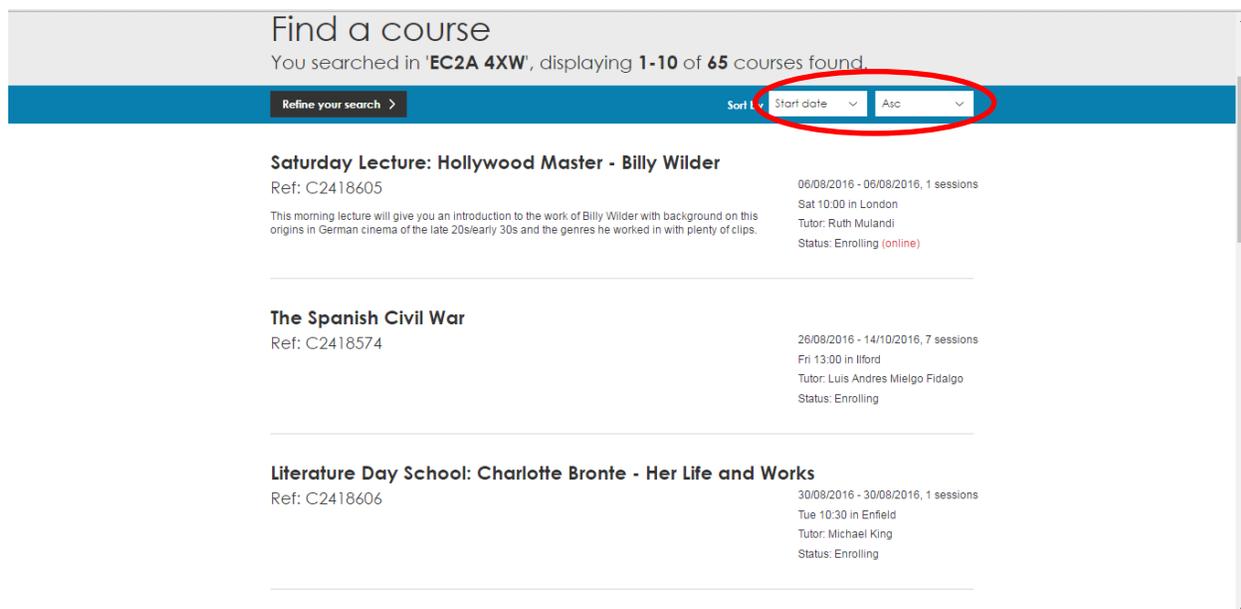
[Registered Users](#)

Finding a course

1. You can search for a course via the initial search screen or by clicking through to 'More Search Options'. Enter one or more criteria in the relevant fields and click 'Search' to find the course(s) which match your criteria.



2. You can sort the list of courses by start date, distance from your postcode, course title in ascending or descending order.



- Not all courses are available to enrol online; the ones which are available to enrol online will be highlighted 'Online' in red under 'Status'.

Find a course
You searched in 'EC2A 4XW', displaying 1-10 of 65 courses found.

Refine your search > Sort by Start date Asc

Saturday Lecture: Hollywood Master - Billy Wilder
Ref: C2418605
06/08/2016 - 06/08/2016, 1 sessions
Sat 10:00 in London
Tutor: Ruth Mendenhall
Status: Enrolling (online)

The Spanish Civil War
Ref: C2418574
26/08/2016 - 14/10/2016, 7 sessions
Fri 13:00 in Ilford
Tutor: Luis Andres Mielgo Fidalgo
Status: Enrolling

- You can filter the results to view only courses which are available to enrol online. Simply click on 'Refine your search' and select 'Only show courses where I can enrol online' under 'Course Status'.

Find a course
You searched in 'EC2A 4XW', displaying 1-10 of 65 courses found.

Refine your search Sort by Start date Asc

Subject or keyword: Enter a subject or keyword

Postcode: EC2A 4XW

Know which course?: Enter the course reference

WEA branch: Enter your local branch

Venue town: Enter venue town

Distance: 10 miles

Start month:

Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time: Any Day Evening

Course status: Only show courses where I can enrol online Only show courses where I can currently enrol

Search again

5. To see the full course information, click the course title in bold.

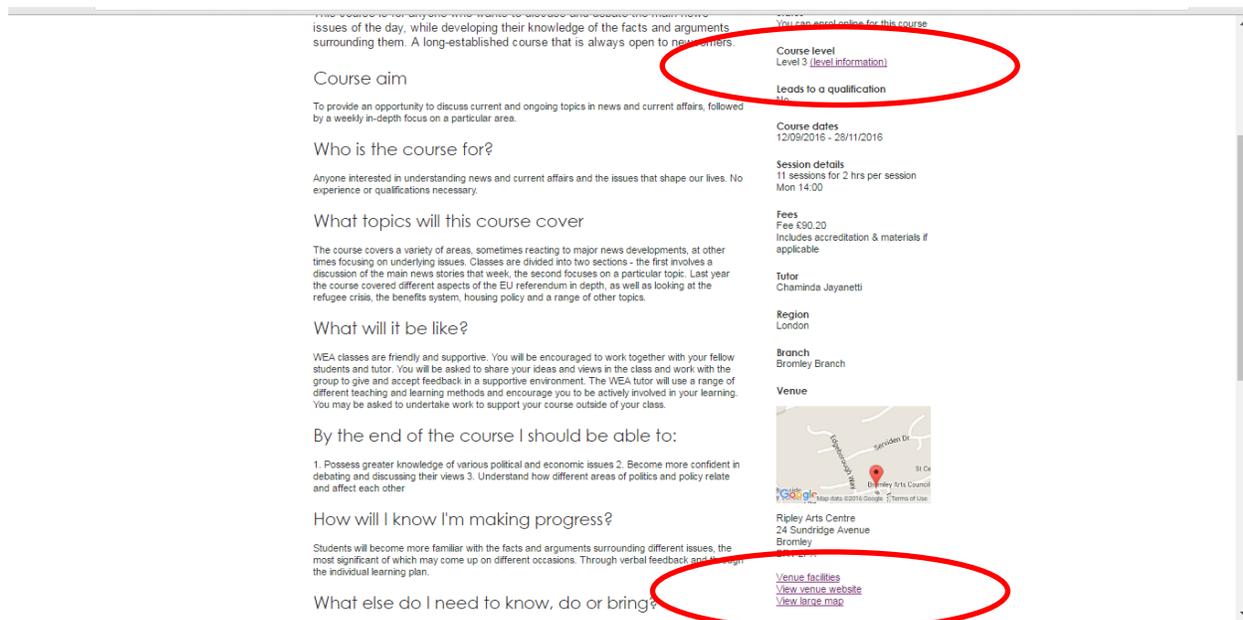
The screenshot shows a search results page with a blue header bar containing a search bar and sorting options. Below the header, four course listings are displayed. The second listing, 'Politics: Current Affairs', has its title circled in red. Each listing includes a reference number, a brief description, and details about the start date, time, location, tutor, and enrollment status.

Course Title	Ref	Description	Start Date	Time	Location	Tutor	Status
Saturday Lecture: Hollywood Master - Billy Wilder	C2418605	This morning lecture will give you an introduction to the work of Billy Wilder with background on this origins in German cinema of the late 20s/early 30s and the genres he worked in with plenty of clips.	06/08/2016 - 06/08/2016, 1 sessions	Sat 10:00	London	Ruth Mulandi	Enrolling (online)
Politics: Current Affairs	C2418513	This course is for anyone who wants to discuss and debate the main news issues of the day, while developing their knowledge of the facts and arguments surrounding them. A long-established course that is always open to newcomers.	12/09/2016 - 28/11/2016, 11 sessions	Mon 14:00	Bromley	Chaminda Jayanetti	Enrolling (online)
Art and Music Studies: Art and Music of the Americas	C2418514	An exploration of the art and music of the Americas from the nineteenth century to the present day.	12/09/2016 - 28/11/2016, 11 sessions	Mon 13:45	Bromley	Andrew Rothwell	Enrolling (online)
Art Appreciation: Gallery Visits	C2418517	Visit galleries in London and learn about artists and their techniques. Discuss and review the art. Contribute to sessions through independent research.	13/09/2016 - 29/11/2016, 11 sessions	Tue 11:00	London	Sally Ward	Enrolling (online)

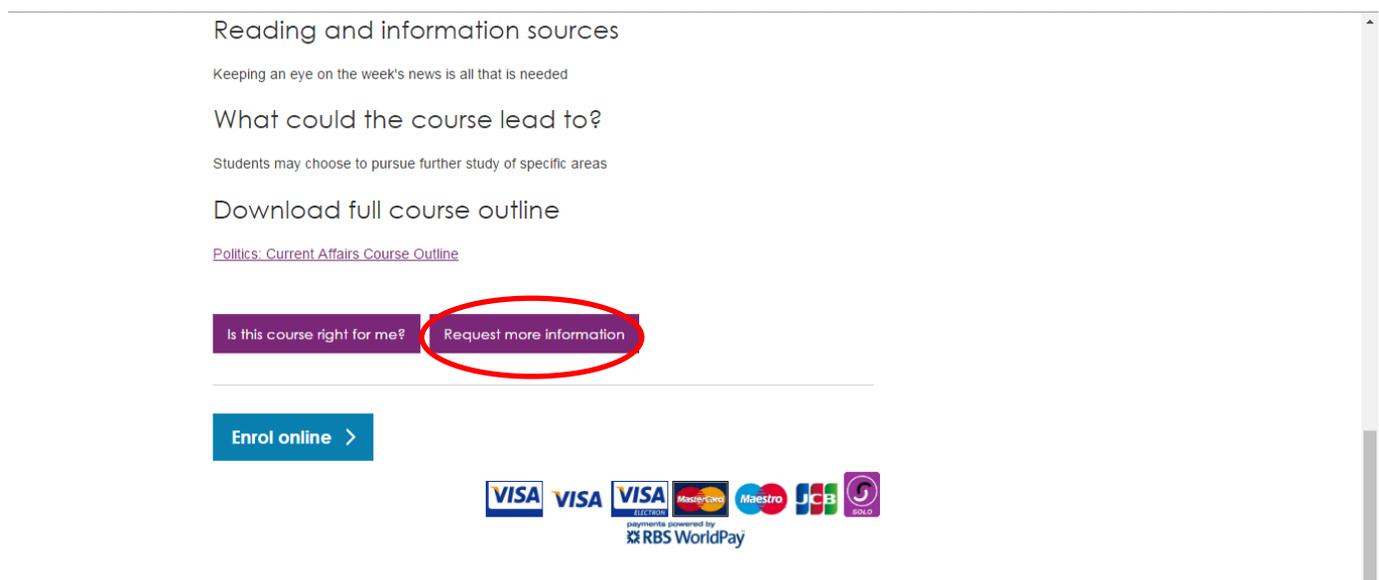
6. To go back to the search results use the back button on your browser.

Course Information

- 7. The course information page contains key details about the course e.g. dates, venue, fee information. It will also answer any questions relating to the course such as whether this course is suited to your needs, what to bring and what to expect. On the right hand side of the page there are links which can provide you with further information like the 'course levels' and a Google maps section to help you locate the venue.



- 8. If you require further information or would like to speak to a member of staff, you could contact your regional office by clicking on 'Request more information'.



9. If the course is available for online enrolment the 'Enrol Online' button will be enabled. If all available online places have been filled then you may add your name to the 'Waiting List'. More places may become available later so do remember to check your email in the run up to the course start date if you have joined the waiting list. To find out how to check where you are on the waiting list, please see [point 26](#).
10. When you click the 'Enrol Online Now' button you will be taken to the enrolment conditions screen to confirm that you meet the online enrolment requirements. Please check the box at the bottom to confirm that you meet all of the requirements stated in the box. Once you click on 'Proceed', you can go on to create your user account.

Enrol online ▾

Enrolment Conditions

You can enrol online if you meet all of the following requirements:

- are paying the standard fee or are on any of the [qualifying benefits](#)
- are paying with a credit/debit card or are not paying a fee because of a qualifying benefit
- have a valid email address
- have been resident in the [UK, EU or EEA](#) for the last 3 years
- are aged 19 years or older on 1st September 2016
- have read and accept the [standard terms and conditions](#)

I confirm that I meet all of the criteria above.

Proceed

11. If you are new to online enrolment you will need to create an account before you can enrol. In the 'Haven't enrolled online before?' click 'Create an account' – see below.

Home / Learn with us / Find a course / Search Results / Course info / Enrol online

Enrol online

Politics: Current Affairs, ref: C2418513

Log in

Enter your email address

Enter your password

Log in

Haven't enrolled online before?

If you are new to online enrolment you will need to create an account...

Create an account

Forgotten your password?

Enter your email address

Submit

Need help enrolling online?

Click here for [online enrolment guidance](#)

If you are having any other problems please [let us know here](#)

If you have previously enrolled for a course online you will only need to log in with your email address and password (in the top left hand box).

Creating a user account

12. Complete the registration details by following the onscreen instructions. Boxes with a * are required. You will only have to do this once when you first create an account.

Step 1 of 2

New user account

Please create your user account. The details provided will enable you to enrol online in the future without re-registering, but please keep your account details up to date. Please note: this is your personal account and cannot be used to enrol anyone else.

Fields marked with an * are required fields.

Account details

Email address *

Enter your email address

Confirm email *

Please confirm your email address

Password *

Create a password for your account

Passwords should be at least 8 characters long and contain at least one capital letter, one lower case letter, one number and one non-alphanumeric character (e.g. #, &, or !). Do not use anything used in mathematical formulae (e.g. *, /, +, or -).

Confirm password *

Please confirm your password

13. Address Finder –enter your postcode and then click on ‘Find Address’ and the system will provide you with a drop down box with options for your address. Please select the right address and check that all the details have been filled in correctly. If it has not been possible to automatically locate your address using your postcode, you can enter your address manually.

Thank you for taking the time to complete the information on this form. It is required by our funders as a condition of our receiving funds.

Title *

[Please select...]

Forename *

Enter your forename

Middle name(s)

Enter your middle name(s)

Surname *

Enter your surname

Postcode *

eg. MK40 3BB

Enter your address manually

Find address

Length of time at your current address

[Please select...]

14. Complete the 'Enrolment Details' section as appropriate. For additional information, you can select the purple links – please see an example below.

Step 2 of 2
Enrolment details

Employment and qualifications

Employment status *

[Please select...]

Please state length of time not in paid employment if you have selected "Not in paid employment, looking for work and available to start work" employment

[Please select...]

Were you in full time education or training just prior to starting this course?

Yes No

Highest Qualification *

[Please select...]

Qualification levels

Additional support

Do you require additional support on this course?

If you have disability, learning difficulty, health issue or other support needs, we will do our best to provide specialist staff and resources to help you succeed on your course. Please indicate below if you would like someone to talk to you about your support needs.

15. Please tell us how you heard about this course; tick all that apply.

Stay in touch

How did you hear about this WEA course?

Brochure/Leaflet Social Media (Facebook & Twitter)

WEA website Someone I know

Through another organisation National Careers service

From a WEA volunteer Current Student

Hotcourses/Floodlight Other

Please add any additional information

[Text input field]

16. Complete the 'Fee Details'. If you are entitled to income related benefits, please select from the drop down menu. For additional information, please click on the link 'Benefit Information'. Please note, you may be asked to produce the documents to prove the benefit received.

Course fees

Standard course fee: £90.20

Are you in receipt of an income related benefit? If yes, which one.

[Please select...]

Benefit information

Fee payable now

Tuition fee:	£90.20
Accreditation fee:	£0.00
Materials fee:	£0.00
Total payable:	£90.20

17. If you are happy with the information provided and would like to enrol onto this course, please agree to the confirmation boxes (shown below). The confirmation boxes must be ticked in order for the 'Checkout' or 'Book Another' buttons to be enabled.

Confirmation

Evidence required to be presented at the first session

Letter stating council tax reduction from Job Centre Plus

I agree to provide all evidence listed above

I have read and agreed to the learning agreement and privacy notice (click here to read)

Thank you for taking the time to complete the information on this form. It is required by our funders as a condition of our receiving funds.

Cancel Book another Checkout

18. If this is the only course you want to enrol on click 'Checkout', otherwise click 'Book another' and you can search for another course to enrol on (this will take you back to [the initial search page](#)). Don't worry, your details will be saved and your account created so you only need your email address and password to log in from now.
19. You will see that booking places on courses creates a shopping basket for you (on the top of the page). This allows you to enter one set of details to enrol on several courses at the same time. Please note that items will only remain in your basket for 24 hours before confirmation/payment so that we have accurate information on your current circumstances.
20. You can edit the contents of your basket by clicking the basket symbol. This brings up the following screen on which you can choose to delete individual enrolments (by clicking on the red 'remove' button by each course), empty the whole basket or go through to the payment screen.

Jobs Accessibility Publications Media WEA internet **My account** Log out Search

WEA About us Learn with us Tutors News & Events Get involved Contact us

Home / Learn with us / Find a course / Basket

Basket

> View my account

Any pre-enrolments left unpaid for or unconfirmed in your basket for over 24 hours will be removed without notice.

Course	Venue	Tutor	Dates	Amount due	
Politics: Current Affairs	Ripley Arts Centre	Jayanetti, Chaminda	12/09/2016 - 28/11/2016	£0.00	x remove
Total				£0.00	

Empty basket Book another course Checkout >

Payment / Confirmation of enrolment

21. If you click 'Checkout' and a fee is due, you will be taken to RBS Worldpay secure payment service to complete your credit/debit card details. Once your payment is successful, the page will be redirected to the WEA Enrolment Confirmation page. You will also receive a confirmation email from the WEA for each course in your basket confirming your place on the courses, and one from Worldpay confirming that the transaction covering all enrolments in the basket was successful.



Thank You.
Abe Smith, thank you for your payment of £90.20 for C2418514. Further details regarding your enrolment will be emailed to you.

Thank you, your payment was successful.
Merchant's reference: BR14028910
WorldPay Transaction ID: 3052102786

This page will automatically redirect back to the WEA Online Enrolment Service, if it does not [click here](#).

22. If you click 'Checkout' and no fee is due you will only receive the confirmation emails from the WEA.

The screenshot shows the WEA website's 'Enrolment Confirmation' page. At the top, there is a navigation bar with links for 'Jobs', 'Accessibility', 'Publications', 'Media', 'WEA Intranet', 'My account', and 'Log out'. Below this is the WEA logo and a secondary navigation menu with links for 'About us', 'Learn with us', 'Tutors', 'News & Events', 'Get involved', and 'Contact us'. The main content area features a breadcrumb trail: 'Home / Learn with us / Find a course / Enrolment confirmation'. The title 'Enrolment Confirmation' is prominently displayed, with a link to 'View my account'. A notice states: 'Any pre-enrolments left unpaid for or unconfirmed in your basket for over 24 hours will be removed without notice.' Below this is a table with the following data:

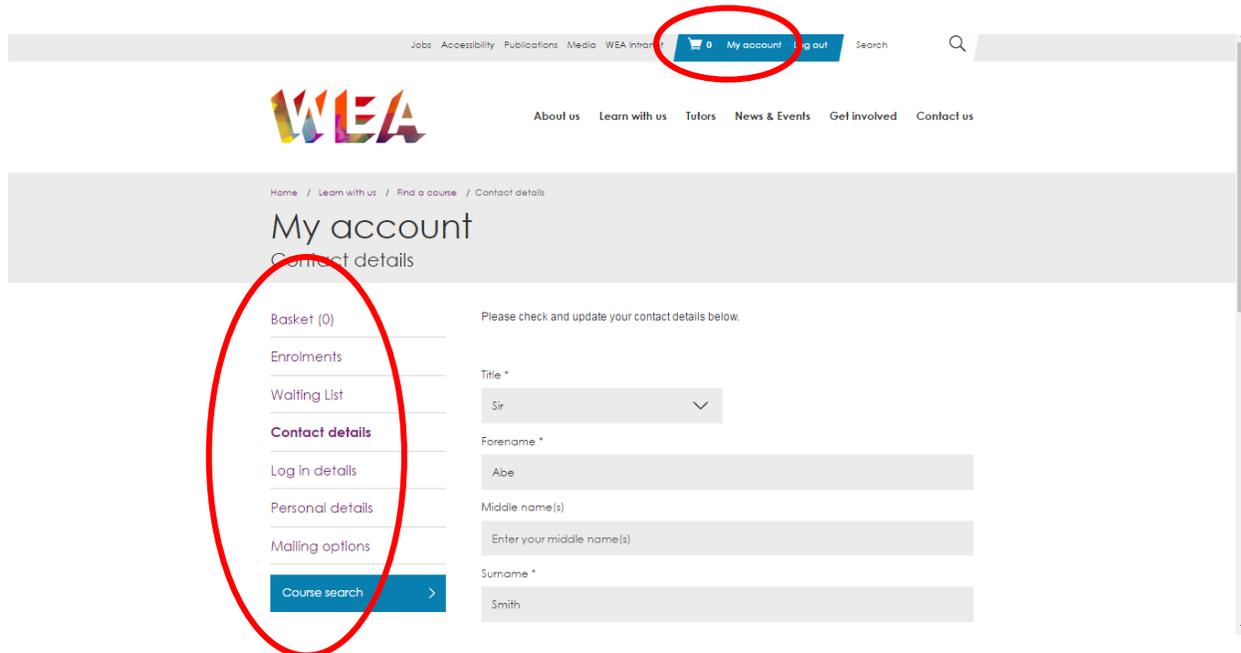
Pre-enrol Ref	Course	Start Date	End Date
G24004436	Politics: Current Affairs	12/09/16	28/11/16

A green message box below the table says: 'Thank you for your booking; you will receive a confirmation email within the next 60 minutes.' At the bottom, a note reads: 'Please use the Pre-enrol Refs shown above in any correspondence with the WEA.'

23. After successful payment/confirmation your basket will be empty again.

Registered Users

24. Now that you have created an account you can view all your details every time you log in. See circled areas below. If any of your personal details or login details change, please update your account by clicking on 'My Account'.



25. Any successful enrolments made previously will be recorded in your account under 'Enrolments'.

26. If a course is fully booked, you can still register your interest and we will be able to alert you when a space becomes available. This will then enable you to enrol on the course later. You can view and edit your place on a waiting list by selecting 'Waiting List' in 'My Account'.