



How to complete pre-enrolment

Pre-enrolment is a really important step in your journey to becoming a student at The Sheffield College.

It's your chance to check, edit and confirm all the important details we have about you, including:

the programme you have been made an offer to study

your personal details, including medical information and next of kin

your qualifications and/or predicted grades

any learner support information we need to know

Even though it's really important, it's also really easy to do. You can complete it online from the comfort of your home and it won't take you more than 10–15 minutes to do so.

Instructions for how to complete pre-enrolment are on the next two pages!

**TOP
TIP!**

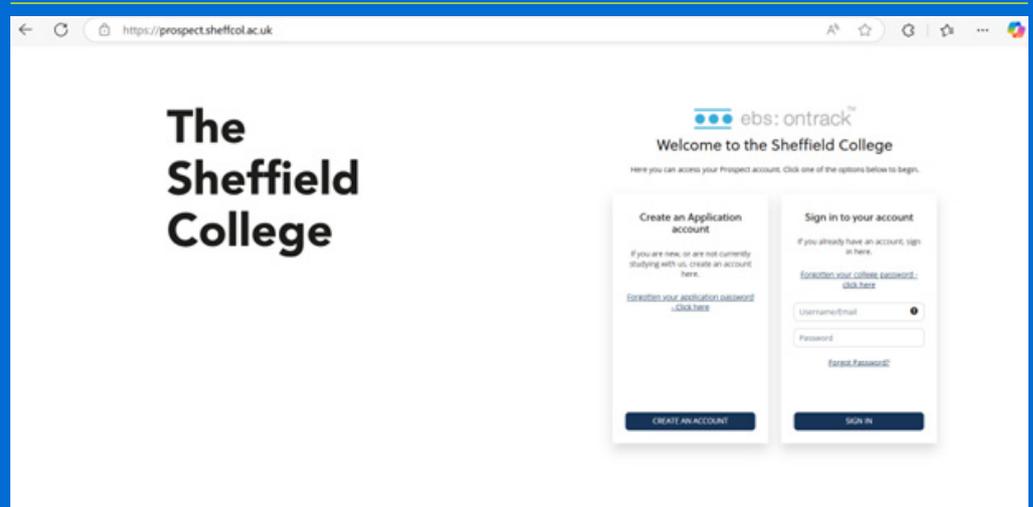
Want to save time?

Complete your pre-enrolment information before attending your enrolment appointment in the summer or you'll have to do it then!

Instructions for completing pre-enrolment

Step 1

Visit <https://prospect.sheffcol.ac.uk/> to access your application account.



Step 2

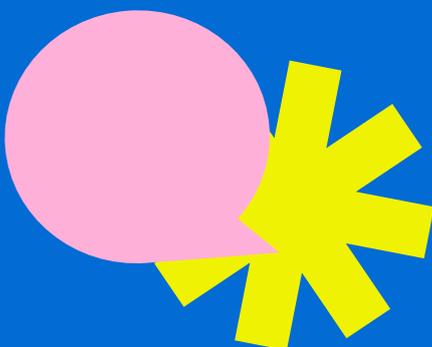
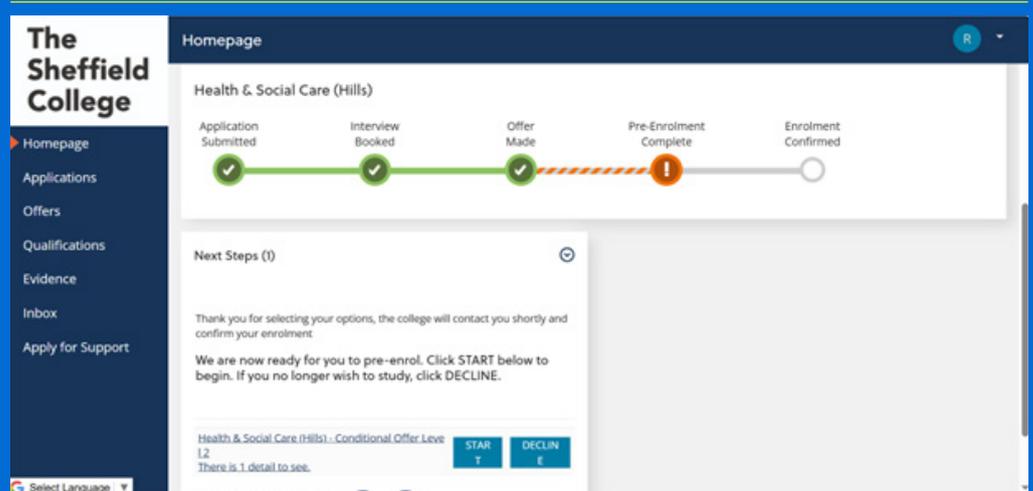
Sign in to your account by inputting your username and password.

- **If you are a new student** – your username will have been sent to the email address you provided us (it's your firstname.lastname – for example Thomas.Smith)
- **If you currently study with us** – your username and password is the same as the login details that you use at college for MyHub
- **Forgotten your password?** Click forgot password and follow the instructions to reset it

Step 3

Start your pre-enrolment by clicking the blue Start button next to the title of your study programme on the homepage.

You can also see the progress of your application here!



Step 4

Complete your pre-enrolment information.

Please check, edit and confirm the details we have about you.

Some of the questions have an asterisk (*) next to them. This means you have to answer it and you can't move on to the next section without doing so.

The screenshot shows the 'Pre-Enrolment - Personal Details' form. The user is applying for 'Health & Social Care (Hills)'. The form includes fields for Title (Mrs), Legal Forename (Ruth), Legal Second / Middle Name(s), Preferred Forename, Legal Family Name (Edwards), Sex (Female), Date of Birth (01/01/2001), and National Insurance (NI) Number. There are 'FINISH LATER' and 'CONTINUE' buttons at the bottom.

The screenshot shows the 'Pre-Enrolment - Qualifications' form, specifically the 'Learner-entered Qualifications' section. It contains a table of qualifications with columns for Subject, Qualification, Predicted Grade, Actual Grade, and Year Achieved. The table lists six qualifications: Biology (A Level, C, 2017), Motor Vehicle (Level 1 Qualification, PASS, 2016), Art (GCSE, B, 2015), English (Level 2 Qualification, A, 2015), Maths (Level 2 Qualification, B, 2015), and Science (GCSE, CC, 2015). There are 'ADD', 'REMOVE', and 'FINISHED' buttons at the bottom.

Subject	Qualification	Predicted Grade	Actual Grade	Year Achieved
Biology	A Level		C	2017
Motor Vehicle	Level 1 Qualification		PASS	2016
Art	GCSE		B	2015
English	Level 2 Qualification		A	2015
Maths	Level 2 Qualification		B	2015
Science	GCSE		CC	2015

On the final page you will see 3 options:

1. **Back** – click this if you need to go back and check any of your responses
2. **Finish later** – click this if you need to check some information before submitting
3. **Finish** – click this if you have completed all the questions and want to submit your information

The screenshot shows the 'Pre-Enrolment - Evidence' form. A confirmation pop-up is displayed over the form, asking 'Are you sure you are finished? You will not be able to return' with 'YES' and 'NO' buttons. The background form shows an 'Evidence Upload' section with a file named 'Safer Recruitment in Education level 2.pdf' and an 'Evidence Type' of 'Exam Results'. There are 'BACK', 'FINISH LATER', and 'DELETE' buttons.

When you click **Finish**, a pop-up will appear asking you to confirm you are ready to submit your information.

If you are, please click **confirm**.

Frequently Asked Questions:



I have forgotten my password what do I do?

New students: visit <https://prospect.sheffcol.ac.uk/>, click on forgotten password and follow the instructions.

Current students: go to <https://myhub.sheffcol.ac.uk/> and follow the forgotten password instructions, then visit <https://prospect.sheffcol.ac.uk/> and sign in.

I have completed my pre-enrolment, what happens now?

We will contact you to advise you on the next steps.

New students and current students progressing to a course in a different area will be invited to an enrolment event in August or September.

Current students returning to a course in the same area will need to log back into your application account on <https://prospect.sheffcol.ac.uk/> to complete the enrolment process. This will happen once your Tutor has confirmed your enrolment. Please contact your Personal Tutor with any questions.

I have pre-enrolled on a course but my exam results don't meet the entry requirements. What happens now?

Please don't worry! Attend your enrolment event as planned and you will be able to speak to our staff and we will explore alternative courses with you.