ONLINE ENROLMENT

To complete online enrolment, you need to access your applicant Personal Information Portal (PIP) and complete the Academic and Financial Enrolment sections. You will need to have your username and your Portal password, both e-mailed to you by our Admissions Office, ready.

LOGGING IN

Go to the New Students web pages at www.brookes.ac.uk/new-students/ and click the ‘Online Enrolment’ link. Read the instructions to see when you will receive your username and password.

On the PIP login page, enter your username (which will be either a 9 or 10 digit number) in the ‘Username’ box (e.g. 141414141 or 0123456789), and Portal password in the ‘Password’ box.

Please note that the password box is case sensitive, so make sure you are using the correct case (e.g. UPPER or lower) when entering your password.

HOW TO ACCESS ONLINE ENROLMENT

Once you have logged in to your PIP, click on the ‘My Enrolment & Fees’ tab:

![My PIP Interface](image-url)
HOW TO USE ONLINE ENROLMENT

After clicking on the 'My Enrolment & Fees' tab, you will see the Online Enrolment homepage:

To begin, click on the 'Incomplete' button in the Academic Enrolment section:

The first page you will need to complete is the personal details page.

At the top of this page you will see the photo upload facility. You will need to upload a photo so that a student id card can be produced for you:

Click on the 'Upload new photo' button to select a photo from your computer / device. Make sure that your photo is clear, fits the box and is centred.
Add or select from the drop-down menu choices the required information where necessary. Check that the information you have added in the different sections of the personal details page is accurate.
The * next to some of the headings indicates that the information is required and therefore the boxes cannot be left blank. Those without the * are optional. Whilst you can move from one page to another using the Home, Personal, Address, Contact, Qualifications and Completion tabs, you will not be able to move from a page if required information is missing or if the information given in an optional box is not in the required format.

Click on the ‘Next’ button when you have completed the personal details page.

The second page you will need to complete is the address details page:

![Image of the address details page]

**Academic Enrolment**

**Details**

- **Area of Permanent Residence**: UK
- **County of Permanent Residence**: Oxfordshire
- **Semester / Term-time accommodation type**: Permanent home - Parental/guardian home

**Home Address**

- **Street 1**: 2 Union Street
- **Town / City**: Oxford
- **County / State**: Oxfordshire
- **Country**: England
- **Postcode**: OX4 1JP
- **Phone Number**: 01234 567890
To update your address details enter your postcode and click on the ‘Find Address’ button to quickly find your address. If for some reason you cannot use the address finder facility to locate your address, manually enter your address details in the appropriate boxes.

Add your telephone contact details in the appropriate boxes. Check that the information you have added in the different sections of the address details page is accurate.

If applicable, click in the check box at the bottom of the page to add alternative correspondence address details.

Click on the ‘Next’ button when you have completed the address details page.
The third page you will need to complete is the emergency contact details page:

Academic Enrolment

Personal ✔ Address ✔ Contact Completion

Emergency Contact Details

Title * Mr
Forenames * John
Surname * Smith
Relationship * Parent
Phone Number * 8766876876

Secondary Phone Number

Emergency Contact Address

Please enter postcode Find Address

Same as my home address

Street 1 * 26 Pretend St
Street 2 Pretend Vale
Town / City * Pretendshire
County / State
Country * Uk
Postcode

Next
It is important that the University has an emergency contact recorded for you on our system and that this information is accurate and up-to-date. To update the address details for an emergency contact enter their postcode and click on the ‘Find Address’ button to quickly find their address. If for some reason you cannot use the address finder facility to locate their address, manually enter the address details in the appropriate boxes.

Add your emergency contact’s telephone number details in the appropriate boxes. Check that the information you have added in the different sections of the emergency contacts details page is accurate.

Click on the ‘Next’ button when you have completed the address details page.

The fourth page of the Academic Enrolment section you will need to complete is the qualifications page.

![Academic Enrolment](image)

Check that the qualifications shown for you are accurate.

If you have additional qualifications at a higher level (than those already listed) and they are not displayed on this page, add them using the ‘add qualification’ facility:
Click on the ‘Next’ button when you have completed the qualifications page.

The final page in the Academic Enrolment section is the completion page. Read through the statements on this page and tick the check box next to each one to confirm your agreement. Click on the submit button:

After clicking on the submit button, you will be returned to the Online Enrolment homepage. Your academic enrolment status will change to ‘complete’:

The next step is to arrange the payment of your course or module fees and this is done via the financial enrolment section.
FINANCIAL ENROLMENT

You have now successfully completed the online academic enrolment process. The next step is to arrange the payment of your course or module fees.

Follow the on-screen instructions providing the appropriate information when prompted. If you have any queries regarding the financial enrolment section of online enrolment visit: http://www.brookes.ac.uk/studying-at-brookes/finance/paying-your-fees/

For UK, EU and international students
During the vacation period before you start your course, you will be sent an email containing instructions on how to complete your online enrolment and provide your tuition fee payment details online. Tuition fees should be paid in pounds sterling.

Research Student Enrolment is administered by the Research Degrees Team and all Research Students will be sent information about online enrolment in July. Please do not try to enrol online as indicated below, follow the information which will be sent to you and for further information contact the Research Degrees Team Tel:01865 483424 or researchenrolment@brookes.ac.uk.

Remember UK/EU applicants for undergraduate degree courses don't have to pay their tuition fees upfront. They can choose to repay their fees after they graduate by taking a fee loan.

Paying in instalments
You can pay your tuition fees in full at the start of the academic year or in two equal instalments at the start of each semester - in September and January.

Instalments for 2016 - 2017
- Semester 1 is due on 12 September 2016
- Semester 2 is due on 25 January 2017

finance-fees@brookes.ac.uk or telephone: 01865 483088

COMPLETION OF ONLINE ENROLMENT

The final screen you will see before completing online enrolment is the payment summary page. Once you have confirmed that your payment plan is correct, you will be taken to the Online Enrolment homepage where confirmation of your enrolment status will be displayed: