

HOW TO USE NEW HALS ONLINE APPLY AND ENROL SYSTEM

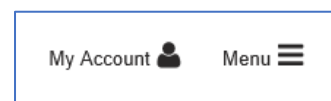
Due to the COVID 19 all of our courses are currently being delivered online. A smartphone, tablet or laptop with internet access will be required to apply and study.

CREATE AN ACCOUNT (SIGN UP)

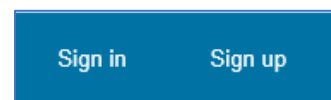
Please note that you need to have an email address to create an account.

1. Click on **Apply and enrol for HALS courses.**

2. Click on **My Account** in the right-hand corner of the site.



3. **Sign In** and **Sign Up** options will appear on the screen.



4. Select **Sign Up** and the online form will appear prompting you to answer the questions.

The screenshot shows the Haringey Adult Learning Service (HALS) website. The header includes the Haringey LONDON logo and the text 'Haringey Adult Learning Service (HALS)'. Below the header is a navigation bar with 'Home > > Account'. The main content area contains the following text: 'To create an account please complete this online form. You can only create an account if you have an email address.' Below this is a form with an 'Email address*' field containing 'johnsmith@gmail.com'. A note states 'Asterisks "*" indicate fields that must be completed.' There are two fields: 'Given name (forename)*' with 'Forename' and 'Family name (surname)*' with 'Family name'.

5. Confirm you have read and understood **Terms and Conditions** and **Privacy Notice**.

The screenshot shows a confirmation box with the text 'Please tick to confirm' and a checkbox followed by the text 'I have read and understood the Terms and Conditions and the Privacy Notice*'.

6. Create your **password**.

New Password

Choose a password for your account*

Passwords must be at least seven characters long using both lower and uppercase characters mixed with numbers.

7. Click on **Create A New Account**.



8. You will receive **an email notification** that you created an account.
9. You can now **Sign In** using your email address and password you created. You can now look for courses, apply or enrol.

FINDING A COURSE

- Find the course you are interested in studying by selecting **Courses** or **Times** tab in the **Menu**.
- You can find out about entry requirements, what you will learn on the course, how you will get feedback on progress and much more in the course information section.
- If you would like more information on a specific course, please select your chosen course and use the **ENQUIRE** option to get in touch. A member of our team will contact you to discuss your enquiry.

HOW TO ENROL OR APPLY FOR A COURSE

- You need to **Sign Up** (create an account) and **Sign In** before you can apply or enrol on the course.
- Where there is an **ENROL NOW** option, for example Wellbeing workshops, you can enrol directly on to these courses subject to meeting eligibility requirements.
- Courses which have the **APPLY** option will need you to complete an Initial Assessment before enrolling. This is so we can be sure you are placed on the right course at the right level. These courses include Maths, English, ICT,

ESOL, Counselling/ Effective Listening, Business Administration, Accounting and Bookkeeping.

You will need at least 30 mins to complete your application for all courses. In your application, you will be asked to give details of your previous qualifications so please make sure you have these before you start your application.

- Please note that we use the **Learning Records Service** to check any previous courses you may have done when you apply to do a course with us. Applying for a course does not guarantee a place.

INITIAL ASSESSMENT

- After you have completed your application, you will be emailed details of the initial assessment that you need to complete for your chosen subject.
- Please choose a suitable time and a quiet place to complete this assessment. We do recommend that you complete your assessment as soon as possible to have the best chance of securing a place on the course.
- Following the completion of your initial assessment a tutor will be in touch to discuss the outcome of your application and the next steps.

HEALTH & SUPPORT NEEDS

- If you have a health or support need (learning difficulty or disability), please let us know when you apply for a course. We can then assess your support needs and put in place adjustments to support you on your course.

HOW TO GET IN TOUCH

You can get in touch with HALS on 020 8489 2596 for any enquiries about your studies or our learning services.

Email: hals@haringey.gov.uk

We look forward to you joining our learning community at HALS.