

Dear UCSD Applicant,

Congratulations! You have either been offered a place with University Centre South Devon to commence your studies or are returning to study in 2021.

To confirm your enrolment with us please follow the instructions:

1. Click on the following link - [Application Portal](#) –
2. Log in to your account –  
Your username is  
Your password will be Ucsd followed by your date of birth in 8-digit format, e.g. if your date of birth is 09/04/2002 your password would be Ucsd09042002
3. Click on the 'Applications' tab on the left - You will be able to see a list of courses you have applied for. The course that has been selected by your tutor for progression will have an 'ENROL' link next to it. Please press 'ENROL' on this page and again on the next screen to add to your basket.
4. Click on the basket icon at the top of the page and click 'CHECKOUT'.  
You will then be taken through a series of screens to confirm your data with us, please complete any gaps in information, and agree your consent under the data protection tab.
5. Please confirm and choose the 'pay later' option (please ensure you apply for funding through Student Finance if you have not done so already, excluding apprentices, employer funded or those self-funding)
6. Once confirmed, you will have enrolled yourself onto your course for September.

**Please complete this as soon as possible. This is an overnight process and you will not have access to materials until the day after you complete this enrolment.**

If you have any questions about the above process please contact [university@southdevon.ac.uk](mailto:university@southdevon.ac.uk)

#### Next Steps

Student finance - If you have not yet applied for your Student Finance, please visit <https://www.gov.uk/student-finance> to make your application (excluding apprentices, employer funded or those self-funding)

Kind regards,