PGR PPD SELF-ENROLMENT

You access the module self-enrolment task through your eVision student record screen. To get to eVision you can either use this URL:

https://evision.uea.ac.uk/

or go to the The Portal and click on the eVision link:

You will need your UEA login and password to access eVision.

The eVision Student home page (if you are also a staff member you will need to click away from your Staff page) should be familiar to you as it is where the link to your personal and course details are found, and where the registration task is found. There are two places to access your PPD modules here:

1. The quickest way is in the View Module Details container where you click on the View My Modules link:

   ![View Module Details](image)

   View Module Details
   
   View My Modules

   If that's your choice, ignore the next bit and jump to page 3...

2. Go to the Personal Details container and select the Personal and course details link…
... which opens your student record page, which will look like this (but with a photo and data!):

Look down to Course Information and you will see a link to Modules:

Selecting the Modules link opens your Student Modules screen.
If you already have PPD enrolments your modules will be listed by academic year (AY) but if you are new this will say **No modules found on this student record.**

At the bottom of the page you should see the link for enrolling yourself on PPD training modules. **IF IT’S NOT THERE PLEASE CONTACT THE PGR SERVICE** (system upgrades can cause this to disappear!).

Click on this to go to the self-enrolment function, which looks like this:

![Self-enrolment function](image)

At this point make sure that you have a note of those modules that you wish to enrol yourself on. There is NO search facility here.

**PPD module codes are in the format:**
- Arts and Humanities – **HUMPR099**
- Medicine and Health Sciences – **FMH1RA9Y**
- Science – **SCI3RF6Y**
- Social Sciences – **CCETCR9Y**

It is probably best to copy and paste the module code from the **PPD online directory** (or the **eVision** module catalogue), but you could type it in **carefully** [be careful with 0 and O]. At this stage you do not need to enter the specific occurrence (if there are multiple occurrences - so A, B, C etc. for different dates - that will come in a moment).

Then click the **Next** button.
ERROR MESSAGES

If you mistype the code or enter the code for a module that is not running this year you should get this message:

Enter the module code of the module you wish to join: SCI3RF5Y List invalid Value

Or you may get a blank screen in which case, use you browser back button to return to the module code entry screen. If you don't know why the code is not being accepted, please contact the PGR Office (EFB 2.30).

Even if the module code is correct you may be unable to self-enrol for various reasons:

<table>
<thead>
<tr>
<th>Module has already happened / started</th>
<th>The PPD module has already started or taken place - the start date will be displayed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you think this is wrong, please contact the PGRO and, if appropriate, we can amend the start date and make the module available.</td>
</tr>
<tr>
<td>Not available for self-enrolment. Contact PGR Office for more details</td>
<td>Not all PPD modules are available for self-enrolment so this could be deliberate – in which case you may have to apply by form OR it could be an omission by the PGR Office. Please contact us.</td>
</tr>
</tbody>
</table>

If the module is full – and most are limited by numbers – this will be made clear:

If you get any of these messages:

- use your back button to return to the module entry screen to enter the correct or a new code
- or select an option from the eVision menu to leave this function.

If, in error, you repeat an enrolment – don’t worry - the system will appear to allow it and go through the confirmatory screens (below) but, rest assured you will only have the one enrolment.

A SUCCESSFUL SELECTION

If you are able to self-enrol you will see the module listed with Click to Enrol:

Most PPD sessions only run once during the year (some may have more than one part to attend, but that is still one occurrence and one enrolment) but some are repeated (occurrences B, C, D etc.) so these will be displayed for selection - assuming they have not already run, still have space and are enabled for self-enrolment. Do check the dates to make sure you have the right one:
If you are happy that you have the correct module/occurrence, click **Click to Enrol** to go to the **Are you sure** screen:

If sure, select **Yes – sign me up** which takes you to the confirmatory screen:

Clicking ‘OK’ returns you to the ‘Student Modules’ screen and shows the newly enrolled module in bold – it will stay like this for the rest of the day.

If, for whatever reason, you decide not to proceed, select **No – not now** and you will be returned to your ‘Student Modules’ screen.

If you select **Yes – sign me up** in error, don’t worry, just contact the PGR Office and we will remove the enrolment, as this is something you cannot do yourself.

**IMPORTANT NOTE**

The system is not especially sophisticated and will allow you to enrol on inappropriate modules (e.g. those restricted to students in a particular faculty) **so please read the PPD online directory carefully**. If we spot anything odd we will contact you.

**Module enrolments will be checked before the session runs and your enrolment confirmed by email (or you will be notified if you are ineligible).**
If you experience any difficulties with self-enrolment or have any questions about PPD sessions, please contact the appropriate PGR Service faculty team:

https://portal.uea.ac.uk/postgraduate-research/who-does-what/contact-details

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