

Birkbeck Student Advice Guide to Modular Enrolment



For those Without a MyBirkbeck Account

Go to www.bbk.ac.uk/mbphome and it will bring you to the page seen below.

https://cis.bbk.ac.uk/apex/a02u/f?p=104:LOGIN:

Birkbeck UNIVERSITY OF LONDON

Find a course | Short courses | Undergraduate study | Postgraduate study | PhD research | Study in Stratford | International students

My Birkbeck Profile

Quick links

- Birkbeck Library
- Graduation ceremonies
- Computing and IT support
- Learning support / skills training

Login

Enter your username (or registered email address) and password to access our online services.

* Username

* Password

If you have an account but have forgotten your password, you can [reset your password here](#).

If you have recently completed your studies, and are unable to log in, please [try changing your password](#).

Options

- [New user](#)
- [Forgotten my password](#)
- [Set my password](#)
- [ITS home](#)
- [Prospective student](#)

Click on the New User option on the right of the page. See the arrow above. This will then bring you to the page below.

New registration

In order to use our online facilities, you need to create a Birkbeck account. Please enter the details specified below.

When you press submit, an account activation link will be sent to your email address. When you click on the link you will be asked to choose a password for your account.

By creating an account, you are agreeing to our [Terms and Conditions for use of Birkbeck College Prospective Student Services](#). You can find these by clicking on the link above or on our website: www.bbk.ac.uk/rules-and-regs

* Title

* Surname

* First name

* Date of birth

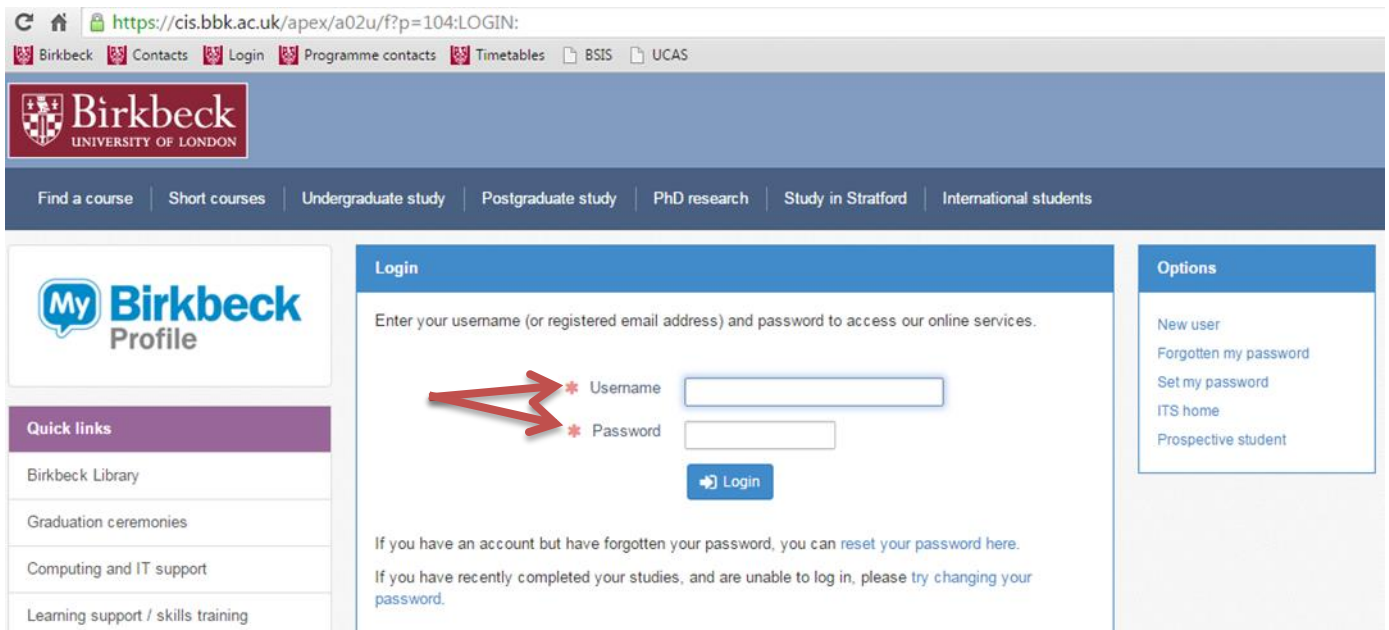
* Email address

* Re-type email address

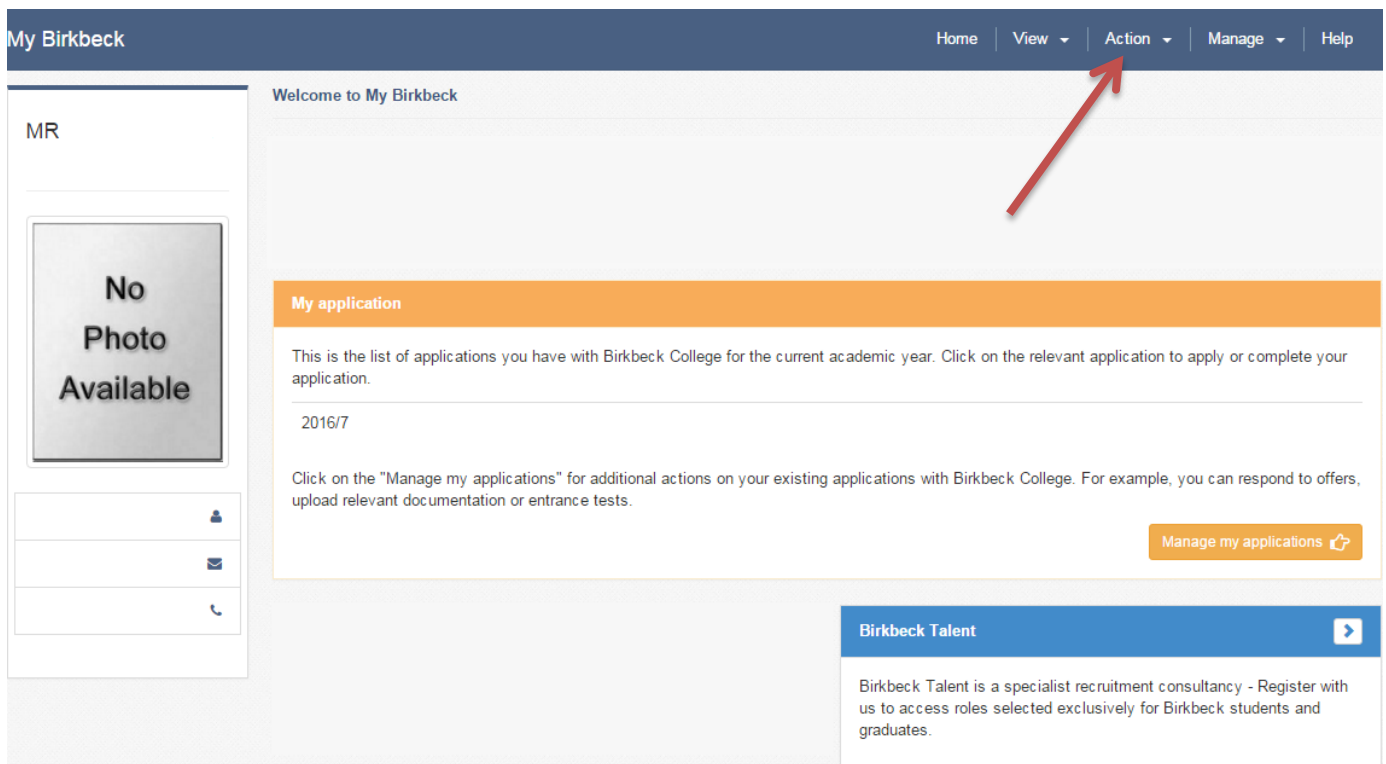
Following submission of this form you will be sent an email asking for you to set a password for your account. Until this is done you can not go forward with your enrolment.

Following you setting your password this will then allow you to log in with your email and password that you use in setting up the account. You input these at www.bbk.ac.uk/mbphome.

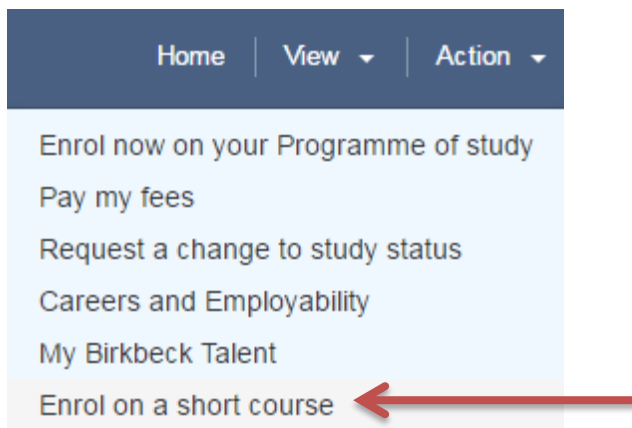
For those who have previously studied/ currently study/ or have already made an application to us use your existing MyBirkbeck login details to follow the next steps.



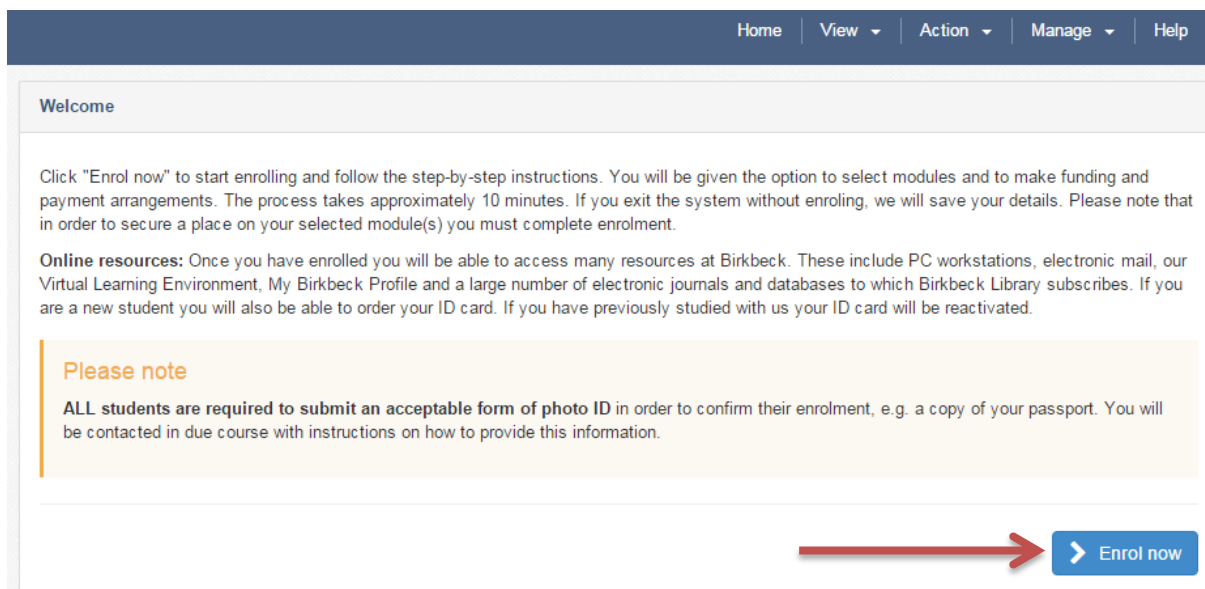
When you login you will then come to a page that will look similar to below. (If you already have an application with us you will have the orange box saying my application.)



Once you are on this page click on the Action tab located in the top right hand corner.



You then want to click on Enrol on a short course. This will direct you to an information page.



To access the module search function you will need to click the Enrol Now button and from here you can search for the module you wish as can be seen by the next image.

The screenshot shows a web interface for searching modules. At the top, there is a navigation bar with 'Home', 'View', 'Action', 'Manage', and 'Help'. Below this is a header 'Add modules to your selection' with a 'Cancel' button. The main area contains instructions: 'To search for modules, select the relevant subject area from the drop-down list or enter the module title or code or a keyword in the box below.' There are two input fields: 'Subject area' (empty) and 'Keyword' (containing 'mathematics'). A 'Search modules' button is below the keyword field. A blue button '+ Add checked modules to my selections' is also present. Below these is a table of search results.

Module Code	Title	Select class	Credits
<input type="checkbox"/> FFEC002N0	Mathematics for Economists	----- Please select an option -----	0
<input type="checkbox"/> FFMT001N0	Mathematics Series	----- Please select an option -----	0
<input type="checkbox"/> FFMT004H4	Methods and Modelling in Mathematics	----- Please select an option -----	15
<input type="checkbox"/> MOMN071H4	Mathematics for Business	----- Please select an option -----	15

Once here click on the module you wish to select and decide on the date and time you wish to study on. (These steps can be repeated to enrol on more than one module).

This screenshot is similar to the previous one, but the search results table is expanded. The 'Select class' column for the 'Methods and Modelling in Mathematics' module (FFMT004H4) is open, showing three options: '2015/6 BCH: Mon 11Jul16, 6pm-8pm, Central London', '2016/7 ACH: Mon 19Sep16, 6pm-8pm, Central London', and '2016/7 BCH: Mon 10Jul17, 6pm-8pm, Central London'. The first option is highlighted in blue. Red arrows point to the '+ Add checked modules to my selections' button and the tick box next to the 'Methods and Modelling in Mathematics' module.

Module Code	Title	Select class	Credits
<input type="checkbox"/> FFEC002N0	Mathematics for Economists	----- Please select an option -----	0
<input type="checkbox"/> FFMT001N0	Mathematics Series	----- Please select an option -----	0
<input type="checkbox"/> FFMT004H4	Methods and Modelling in Mathematics	----- Please select an option ----- 2015/6 BCH: Mon 11Jul16, 6pm-8pm, Central London 2016/7 ACH: Mon 19Sep16, 6pm-8pm, Central London 2016/7 BCH: Mon 10Jul17, 6pm-8pm, Central London	15
<input type="checkbox"/> MOMN071H4	Mathematics for Business	----- Please select an option -----	15

When you have found the time you wish to do, select it in the drop down menu and click the tick box next to the module. Following this click 'Add Checked Modules to my Selections'.


Once you click 'Add Checked Modules to my Selections' you will then be taken to a module confirmation page which will also include the cost of the module(s) you wish to take and when you hit proceed this will then take you through to our modular enrolment form.

Home | View ▾ | Action ▾ | Manage ▾ | Help

Study options

The modules that you have chosen to enrol on now are listed in the box below. You are not enrolled yet. In order to secure a place on your selected modules, you will need to complete enrolment. Click 'proceed' to continue with your enrolment.

The prices shown are based on your status as a new student.

	Module	Title	Details	Fees	
<input checked="" type="checkbox"/>	FFMT001N0BCH Non-credit bearing	Mathematics Series	2015/6 BCH: Mon 11Jul16, 6pm-8pm, Central London	£200	



If you want to add other modules to your selection you can repeat the process by clicking on the add modules button. Which will bring you back to the module search page as was seen earlier in this guide and is shown below and you then repeat the process above.

Home | View ▾ | Action ▾ | Manage ▾ | Help

Add modules to your selection

To search for modules, select the relevant subject area from the drop-down list or enter the module title or code or a keyword in the box below.

Subject area

Keyword

If you have any problems with the modular enrolment process at Birkbeck College. You can contact our Student Advice Centre <http://www.bbk.ac.uk/mybirkbeck/services/facilities/helpdesk>