



How to Enrol on UEL Direct

If you are a 2nd or 3rd Year returning student please follow the guidance below to complete your UEL enrolment. This is mandatory for all students enrolled on the following courses

BA (Hons) Creative Musicianship
BA (Hons) Songwriting
BMus (Hons) Popular Music Performance

1. Log on to <http://www.uel.ac.uk/direct>
2. Enter your user name (e.g. u0699999, UEL Student number)
3. Enter your network password (your initial password is your date of birth in the format dd-mmm-yy i.e. enter 29-feb-80 if your date of birth is 29 February 1980)
4. Go to the tab "My Record"
5. In your Inray, under "To Do List", click on action "Please Enrol with UEL"
6. Follow the on-screen instructions

We strongly recommend all partners hold compulsory enrolment classes.

Please ensure all students press the '**Store/Continue**' button at the end of every page and the '**Finish**' button on the last page in order to ensure their data is saved. They must work through all pages in order to fully complete the enrolment process.

Demos for UEL Direct and Enrolment Online can be found at the following address:

<https://www.uel.ac.uk/it/howto/ueldirect.htm#demos>

Any queries please contact UEL Help Desk:

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