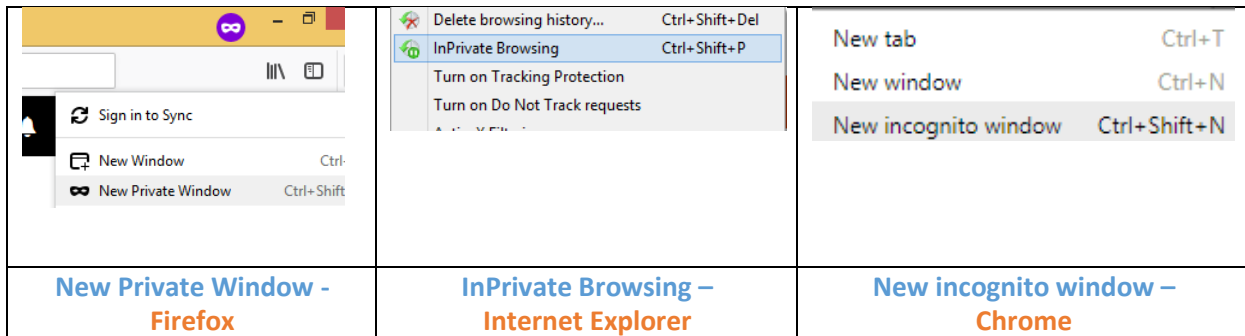


Option 1

Open an Internet Browser Session

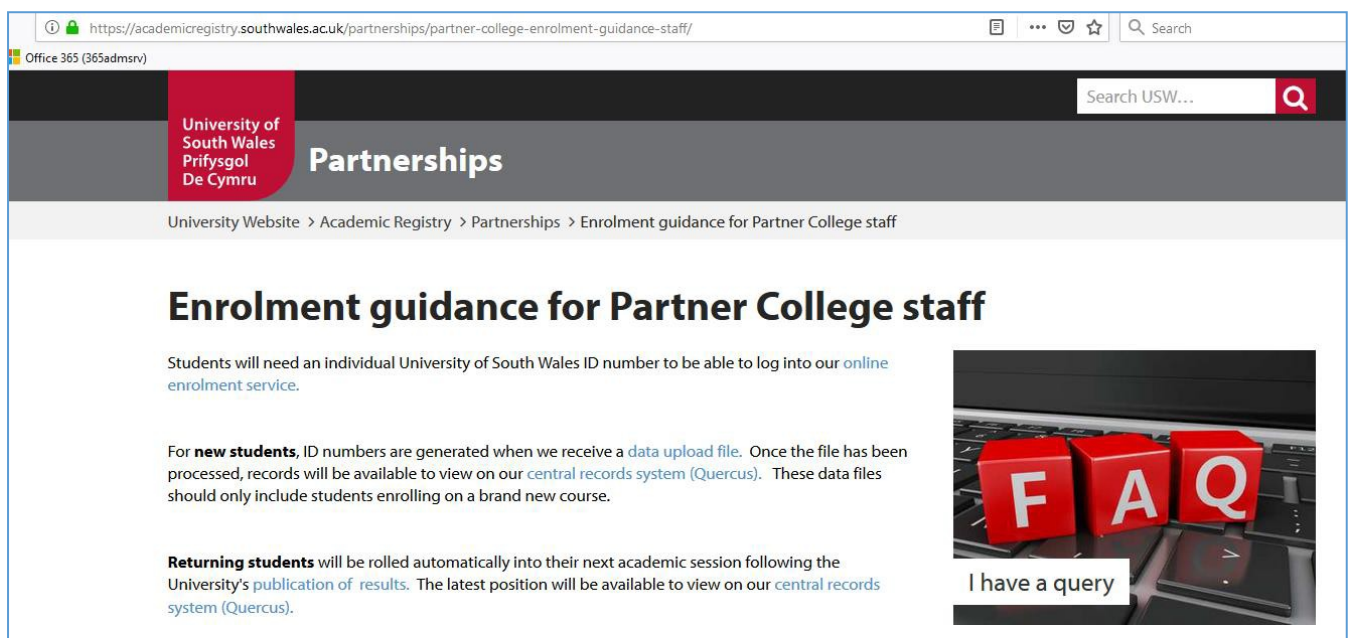
You will need to open a separate Internet Browser session as you may be using cached login details; you can either clear the logins from the Browser or ensure that you have setup a Private Browsing session, i.e.



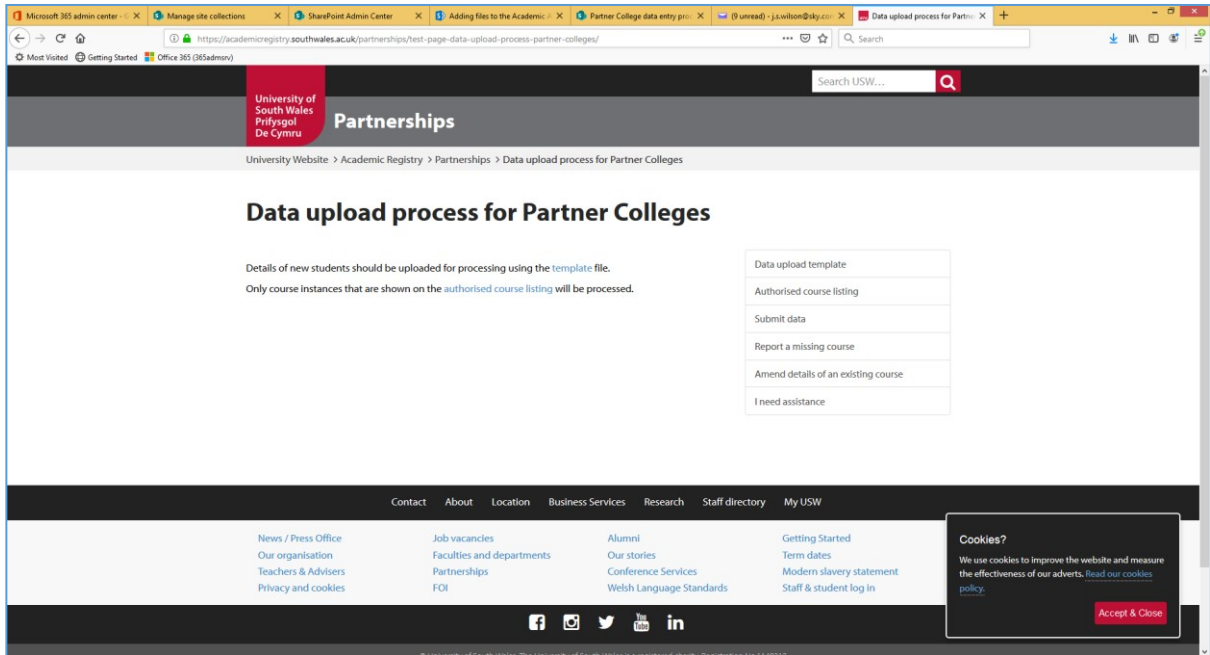
Paste URL into Browser

Paste the following link into your browser:

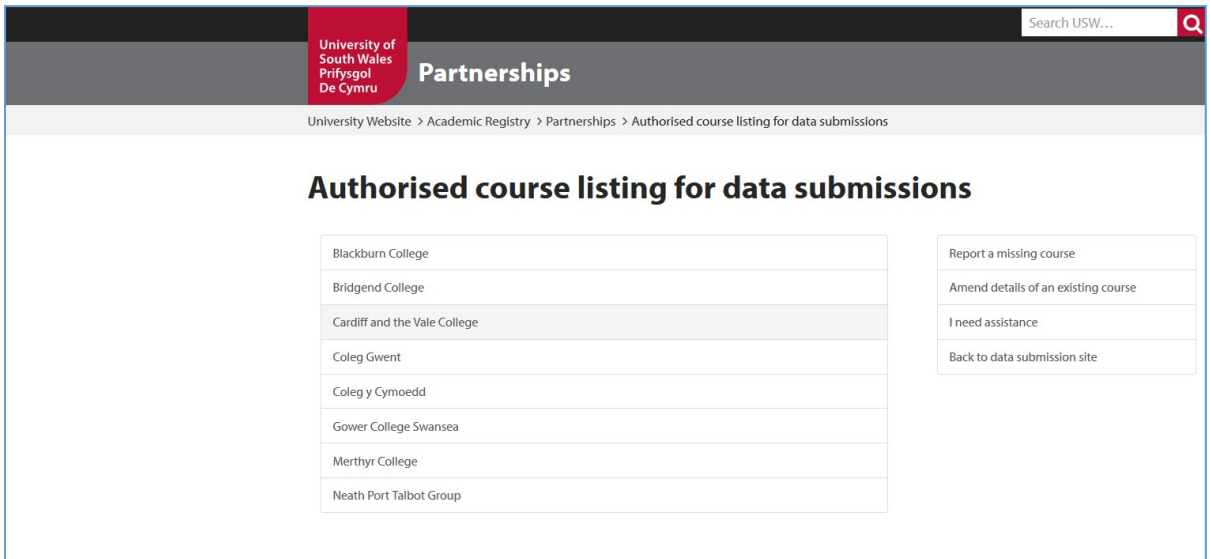
<https://academicregistry.southwales.ac.uk/partnerships/partner-college-enrolment-guidance-staff/>



Select (for example) **Data upload file**

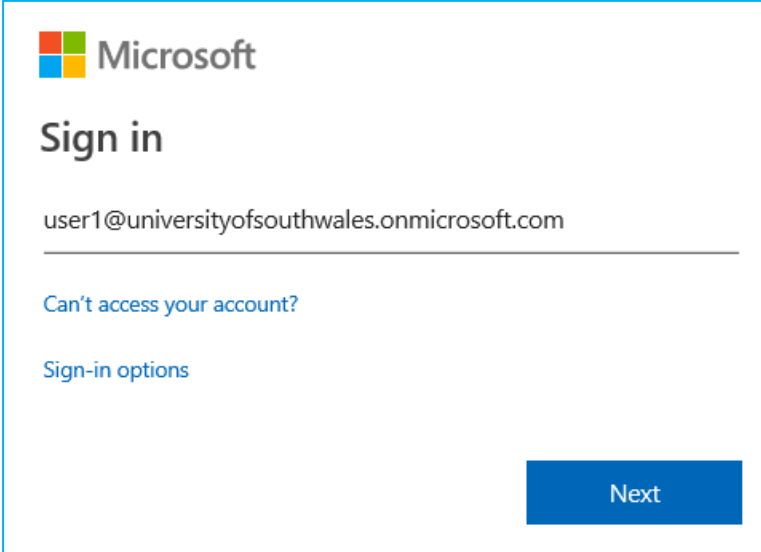


Select (for example) **Authorised course listing**



Select your college

Enter USW Office 365 Credentials

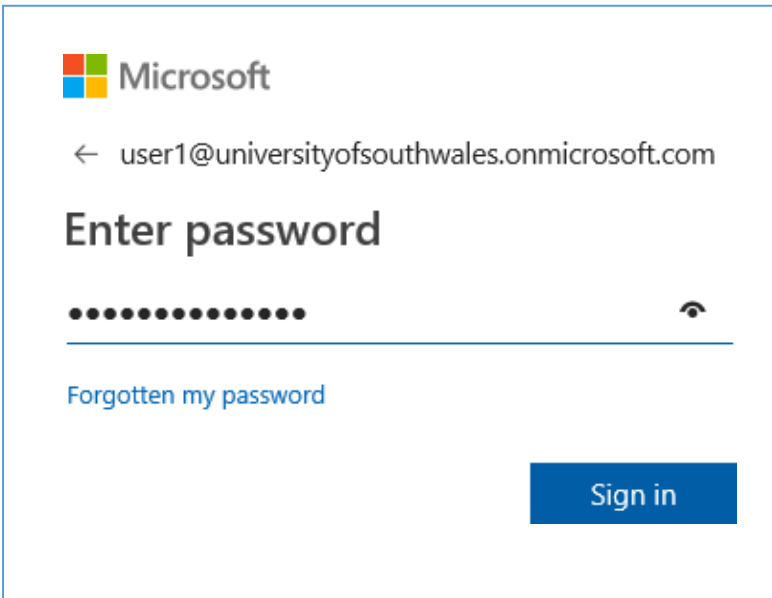


The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "user1@universityofsouthwales.onmicrosoft.com". Below the input field, there are two links: "Can't access your account?" and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

Enter your login details i.e. this is your USW Office365 username and is your Quercus username with **universityofsouthwales.onmicrosoft.com** tagged at the end.

So for a user ID **user1**, this would be: user1@universityofsouthwales.onmicrosoft.com

Next



The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, there is a back arrow and the email address "user1@universityofsouthwales.onmicrosoft.com". The main heading is "Enter password". Below this is a password input field with a series of dots and a visibility icon (an eye) to its right. Below the input field, there is a link "Forgotten my password". At the bottom right, there is a blue button labeled "Sign in".

Enter the same password as you use for UNI/Unilearn (Blackboard) and/or Quercus

Sign in



user1@universityofsouthwales.onmicrosoft.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

Yes

Partner College data entry process > CAVC files

	A	B	D	G	H	I
1	Faculty	Course Desc	Location	Level	Use Mode	Admin Ca
2	FLSE	Associate Student Scheme (Preparing for HE)	Cardiff and Vale College (Cardiff)	UGA	PT	OFF CITY
3	FBS	Foundation Degree Business Studies	Cardiff and Vale College (Cardiff)	UGN	FT	OFF TREF
4	FLSE	Foundation Degree Care Studies	Cardiff and Vale College (Cardiff)	UGN	FT	OFF GLYN
5	FLSE	Foundation Degree Childhood Studies	Cardiff and Vale College (Barry)	UGN	FT	OFF GLYN
6	FLSE	Foundation Degree Childhood Studies	Cardiff and Vale College (Cardiff)	UGN	FT	OFF GLYN
7	FCI	Foundation Degree Creative Industries (Popular Music Technology)	Cardiff and Vale College (Cardiff)	UGN	FT	OFF CARD
8	FLSE	Foundation Degree Education, Learning and Development	Cardiff and Vale College (Barry)	UGN	PT	OFF CITY
9	FCI	Foundation Degree Film	Cardiff and Vale College (Cardiff)	UGN	FT	OFF CARD
10	FCI	Foundation Degree Games Art and Design	Cardiff and Vale College (Cardiff)	UGN	FT	OFF CARD
11	FLSE	Foundation Degree Health and Social Care Management	Cardiff and Vale College (Cardiff)	UGN	FT	OFF GLYN

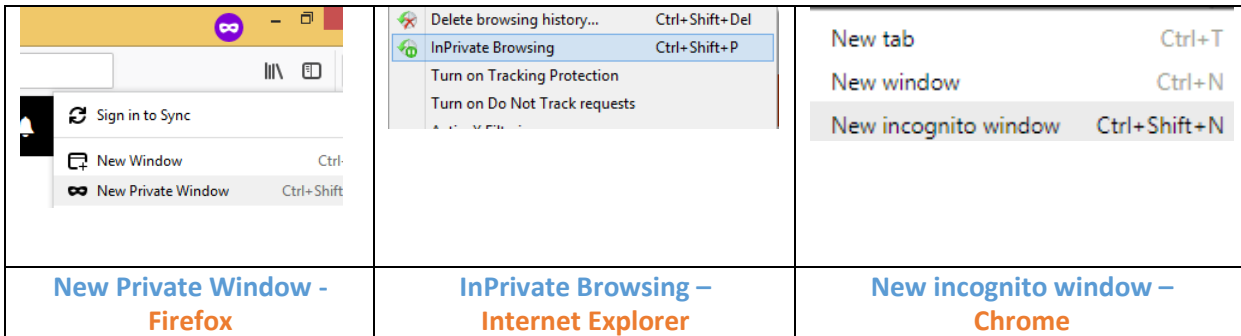
The spreadsheet should now open

Option 2

Open an Internet Browser Session

You can access the file directly

Open a Private/Incognito browser session



Paste SharePoint Link

Paste the following link into your Browser

https://universityofsouthwales.sharepoint.com/:x:/r/sites/PartnerCollegedataentryprocess/_layouts/15/doc2.aspx?sourcedoc=%7B6ae08931-49f6-4a39-a50c-10388843eac1%7D&action=default&uid=%7B6AE08931-49F6-4A39-A50C-10388843EAC1%7D&ListItemId=492&ListId=%7B11E2A907-0E74-4C35-80B6-F4D4A99418FF%7D&odsp=1&env=prod&cid=55ecf7ba-b891-4ed7-98ae-1139c779eb66

Enter USW Office 365 Credentials

Microsoft

Sign in

user1@universityofsouthwales.onmicrosoft.com

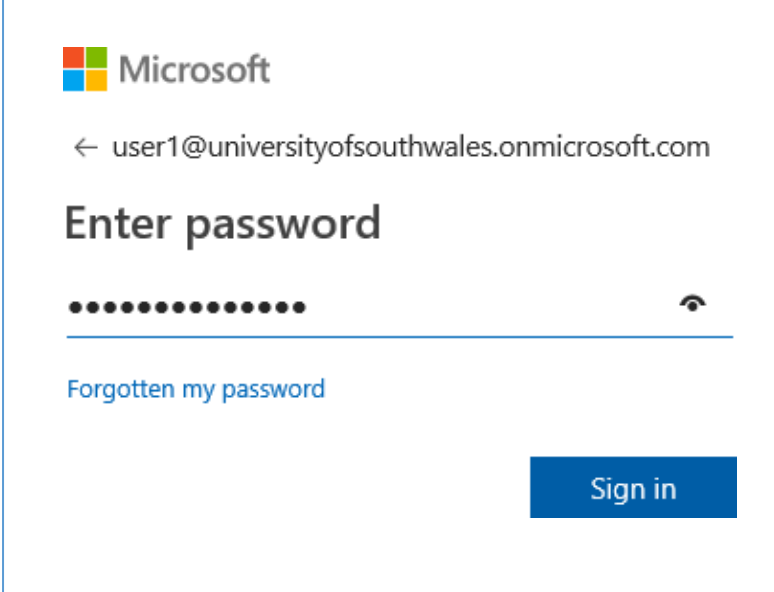
[Can't access your account?](#)

[Sign-in options](#)

Next

Enter your login details i.e. this is your USW Office365 username e.g. user1@universityofsouthwales.onmicrosoft.com

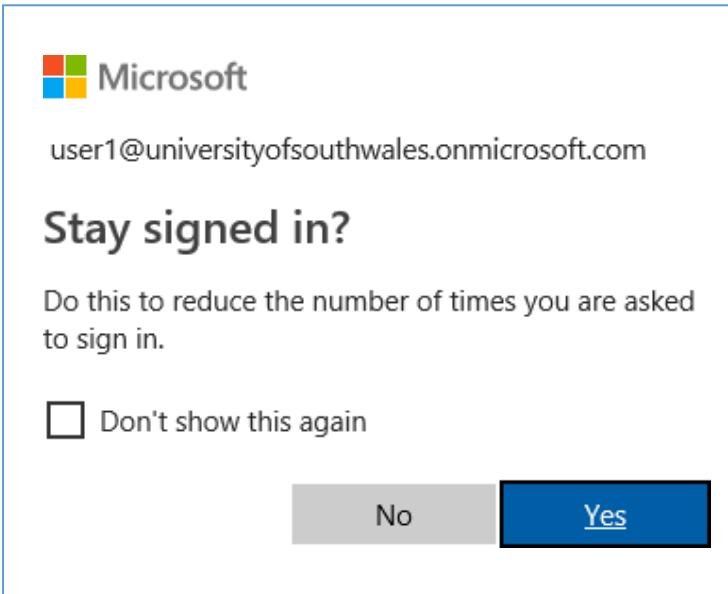
Next



The image shows a Microsoft login interface. At the top left is the Microsoft logo. Below it, the email address 'user1@universityofsouthwales.onmicrosoft.com' is displayed with a back arrow to its left. The main heading is 'Enter password'. Below the heading is a password input field with a series of dots and a toggle icon on the right. Underneath the input field is a link that says 'Forgotten my password'. At the bottom right is a blue button labeled 'Sign in'.

Enter the same password as you use for UNI/Unilearn (Blackboard) and/or Quercus

Sign in



The image shows a Microsoft 'Stay signed in?' prompt. At the top left is the Microsoft logo. Below it, the email address 'user1@universityofsouthwales.onmicrosoft.com' is displayed. The main heading is 'Stay signed in?'. Below the heading is the text 'Do this to reduce the number of times you are asked to sign in.' followed by a checkbox and the text 'Don't show this again'. At the bottom are two buttons: a grey button labeled 'No' and a blue button labeled 'Yes'.

Yes

Browser address bar: <https://universityofsouthwales.sharepoint.com/:xc/r/sites/PartnerCo>

Navigation: File Edit View Favorites Tools Help

Taskbar: mailboxes - ECP Online Security Team Logs MOSS Unilearn Google Search Hub Google Admin URS Uni Admin Office365 (Jan)

Excel Online - Read-only

Partner College data entry process > CAVC files

Authorised_course_code

	A	B	D	G	H	I
1	Faculty	Course Desc	Location	Level	Use Mode	Admin Ca
2	FLSE	Associate Student Scheme (Preparing for HE)	Cardiff and Vale College (Cardiff)	UGA	PT	OFF CITY
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11	FLSE	Foundation Degree Health and Social Care Management	Cardiff and Vale College (Cardiff)	UGN	FT	OFF GLYN

The spreadsheet should now open