

## How to log in to UEL Direct

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 ddMmmyy I.e. enter 29Feb80 if your date of birth is 29 February 1980)
4. Go to the tab "My Record"
5. In your In tray, 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.

At the following link students will be able to view a demonstration of how UEL direct works and how to enrol themselves. This can also be found by going to the UEL website homepage, clicking on 'Students' and then on the icon to right hand side of the page which says 'Click here to see a demonstration of UEL direct'.