Better Start Literacy Approach Micro-credentials Application Guide

A step-by-step guide to applying for Better Start Literacy Approach Micro-credential courses at UC

Expected time frame: *Steps 1-6 may take approximately 15-20 minutes to complete online.*

Before you start: *Your Principal will need to sign and stamp a photocopy of your birth certificate or the photo page of your passport, and confirm in writing that they have sighted the original. If your name is different from your name at birth (e.g. you have married) you will also need this done for a document that shows both the old name and the new name (e.g. a marriage certificate). You will need to scan and upload these verified documents as part of the online application process in myUC – see Step 4 below.*
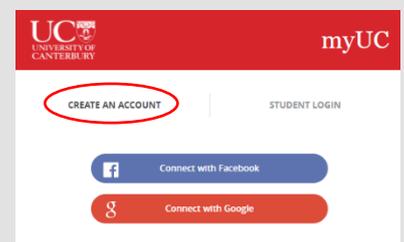
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1. Log in to myUC

Go to myuc.canterbury.ac.nz and create an account using your school email address.

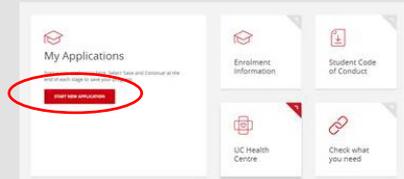If you already have a myUC account, log in using your myUC login details.

If you've forgotten your myUC login details or you're having problems logging in, call 0800 827 748.
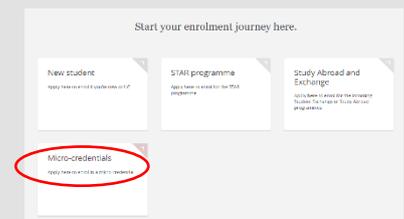
2. Start new application

Select *'Start new Application'* under *My Applications* in myUC.

3. Select Micro-credentials

Select the *'Micro-credentials'* button and then the year you are applying for.

4. Apply to Enrol (Stage One)

Personal details

Provide your personal details.

Upload a scan of your identity documents (e.g. passport, birth certificate, and marriage certificate if necessary) that have been verified by your Principal with a school stamp and signature.
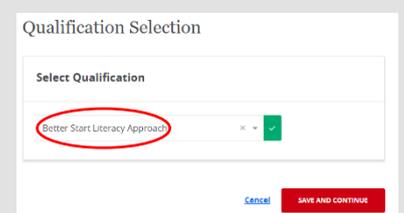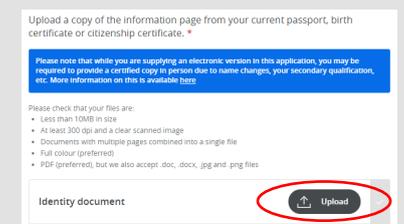
Note: if you get a '*Resolve Account – Awaiting Student ID creation*' message, refer to the *Better Start Literacy Approach Micro-credentials Troubleshooting Guide*.

University Entrance

Provide information on your secondary/high school education.

Qualification Selection

Select the *'Better Start Literacy Approach'* Qualification from the dropdown menu.

Better Start Literacy Approach
Select your role (facilitator, teacher, or teacher aide), and provide names of the people and school(s) you work with.

Student Declaration
Read the Student Declaration and check the tick box to agree to the terms. Agree to the additional micro-credentials consent information. (Note that the survey is optional.)

Click on *'Complete Stage One'*.
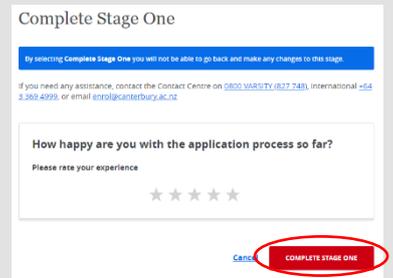
5. Additional Application Details (Stage Two)
Provide your permanent address, and emergency contact details. Answer the questions on your ethnicity, learning needs, and level of study you have completed. (MOE requires this information to be collected for all tertiary students in NZ.)
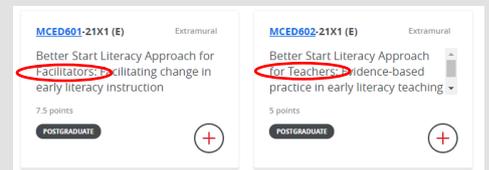
Click on *'Complete Stage Two'*.

6. Course Selection (Stage Three)
Search for all *'MCED'* courses and select the appropriate one (i.e. *'for Facilitators'*, *'for Teachers'* or *'for Teacher Aides'*).

Click on *'Save courses'*, then on *'Save and Continue'* and then *'Complete Application'*.

7. Confirmation of your enrolment
Once UC has checked and processed your application and MOE have confirmed you are eligible for funding, you will receive an email (to the email address you used to create your myUC account) confirming that you are enrolled.

If you do not have MOE funding and intend on self-funding, you will need to accept your Enrolment Agreement in myUC and pay the course fee to complete your enrolment.

8. Activate your student IT account
You will be sent an email from Okta with a link to set a password for your student IT account. You will need to do this to gain access to LEARN (an online course portal) for course content. Note you can use the same password you used for setting up your myUC account in Step 1.

Once you've activated your IT account (by setting your password), your login username for myUC will change from your email address to your UC username (eg *abc123*) and your myUC password will change to whatever you've set it to using the okta link.

If you forget your password, reset it at uc.okta.com by clicking on *'Need help signing in'* and then *'Forgot password?'* or call the UC IT Service Desk (0508 824 843).
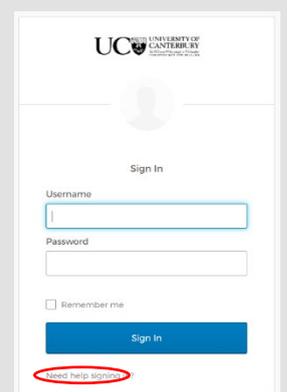
9. Access course information
You will be contacted by the Better Start Literacy Approach team with information on how to access course content on LEARN (an online learning portal) when it becomes available and the Better Start Literacy Approach Assessment site.