

Online store: How to register an account

Step 1

Access the [College Online Store](#)

Step 2

Click Login/Register



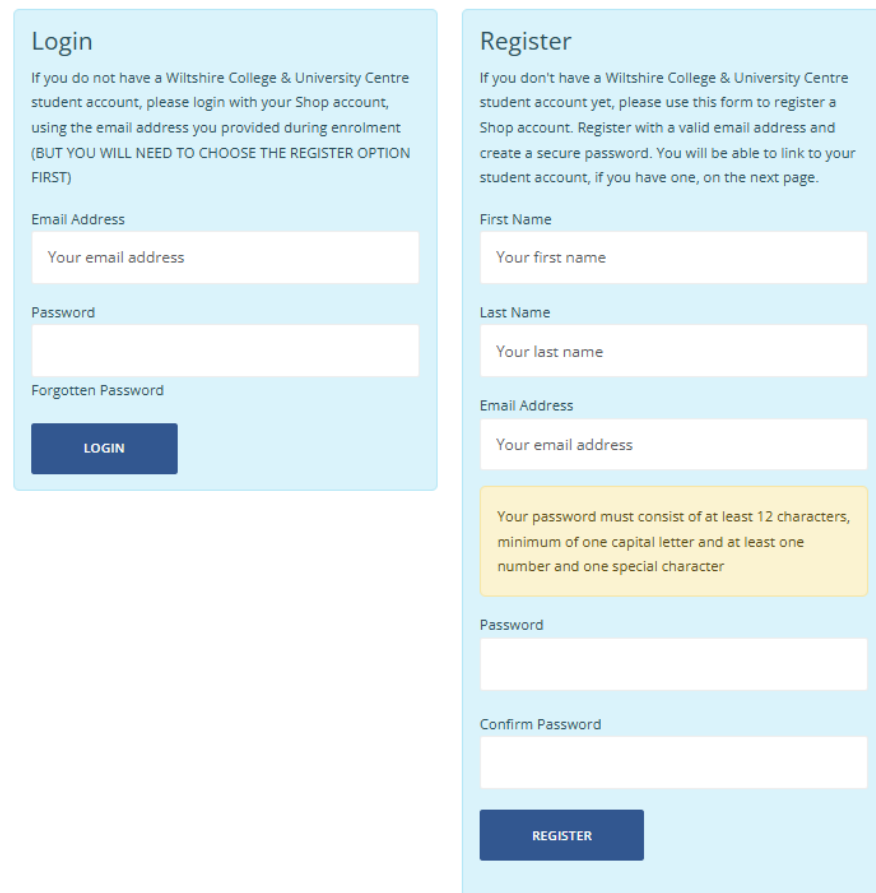
The screenshot shows the top navigation bar of the online store. On the left is the Wiltshire College & University Centre logo. In the center is a search bar with the placeholder text 'Search the store' and a blue 'Search' button. To the right of the search bar is a 'LOGIN/REGISTER' button. Further right is a shopping basket icon with the text 'Your Basket £0.00' and a red circle with the number '0'. Below these elements is a green navigation bar containing a 'Browse categories' dropdown menu on the left and 'HOME' and 'MY PRODUCTS' links on the right.

Step 3

Enter your name, email address and create a password. Click Register

There is no limit to the number of Online Store accounts you can have with different email addresses - for example, you could have an account, and your parent/carer could have an account too.

All accounts must be linked to the student for them to purchase items (see step 4).



The screenshot displays two side-by-side forms for account management. The left form is titled 'Login' and contains instructions for users without a student account. It features input fields for 'Email Address' and 'Password', a 'Forgotten Password' link, and a blue 'LOGIN' button. The right form is titled 'Register' and contains instructions for new users. It includes input fields for 'First Name', 'Last Name', and 'Email Address'. A yellow box highlights the password requirements: 'Your password must consist of at least 12 characters, minimum of one capital letter and at least one number and one special character'. Below this are input fields for 'Password' and 'Confirm Password', and a blue 'REGISTER' button.

Step 4

Click Link to Student Record

Most of the items available on the Online Store are only available to students so your account must be linked to a student's record to allow you to view and purchase these items.
Even if you (the student) are setting up the Online Store account, you must still link your student record to be able to view the items.

[Home](#) > [Thanks](#)

Thank you

If you are a current student of the college or a parent/guardian of a current student, please click the button below to link your account to your student record or click **Continue Shopping** if you are not yet enrolled

[LINK TO STUDENT RECORD](#)

[CONTINUE SHOPPING](#)

Step 5

Enter the student's ID number and their date of birth. Click Next.

Please note, you will need a verification code that is sent to the student. If you are a parent/carer, please make sure your young person has access to their emails to provide you with this code.

Link a student record

You already have a customer account but to be able to access student based items in the store, you must link your customer account to the student account held within the college.

Enter the student number and date of birth and we will try to locate the student record. If successful, we will send the student an email to the email address stored by the college, containing a code.

Please ensure the student has access to the email account that the college have on file.

Make the link

Student number

Date of birth

[NEXT](#)

Step 6

If the details match our system, a verification code will be sent to the personal email address we have on file for the student.

If the student's personal email address needs updating in our files, the student can email MIS@wiltshire.ac.uk Enter the validation code. Click Submit. **Please only use this email address for email changes.**

Home > Student validation

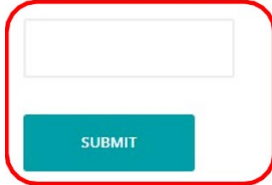
Student validation

We have sent a code to

Please check your email including your junk folder.

If you get stuck or can't access your email account right now, come back and do this again and you will be sent a code again.

Enter the code you were sent by email



SUBMIT

If you receive this error code, this means the combination of ID number and date of birth entered does not match our system. Please check the details you have entered. If they appear correct, please email **MIS@wiltshire.ac.uk** for assistance. Please include the student's ID number and date of birth in your email.

Student details are not valid

If any updates are required, please allow overnight for the update to be processed.