



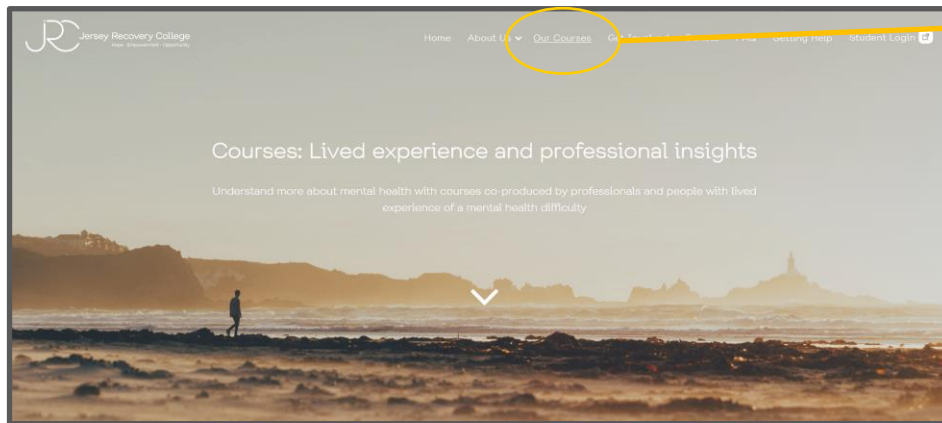
Your new  
Student Portal



Registering Interest for a Course via our website

If you need assistance, please call 01534 505977 or email [hello@recovery.je](mailto:hello@recovery.je)

# Registering Interest for a Course via our website



Our Courses

Step 1

Go to : [www.recovery.je](http://www.recovery.je) and click on 'Our Courses'

# Registering Interest for a Course via our website

## Exploring Self Compassion

Self-compassion involves treating ourselves kindly, like we would a person we care about. During this introductory workshop we will explain the meaning of self-compassion and its benefits and challenges. We will invite students to participate in some brief exercises and meditations, which are designed to bring awareness to our experiences and to ourselves. We will provide some resource information for those wishing to continue to explore the subject.

### SCHEDULE

Tuesday 11th December  
18:00 - 21:00

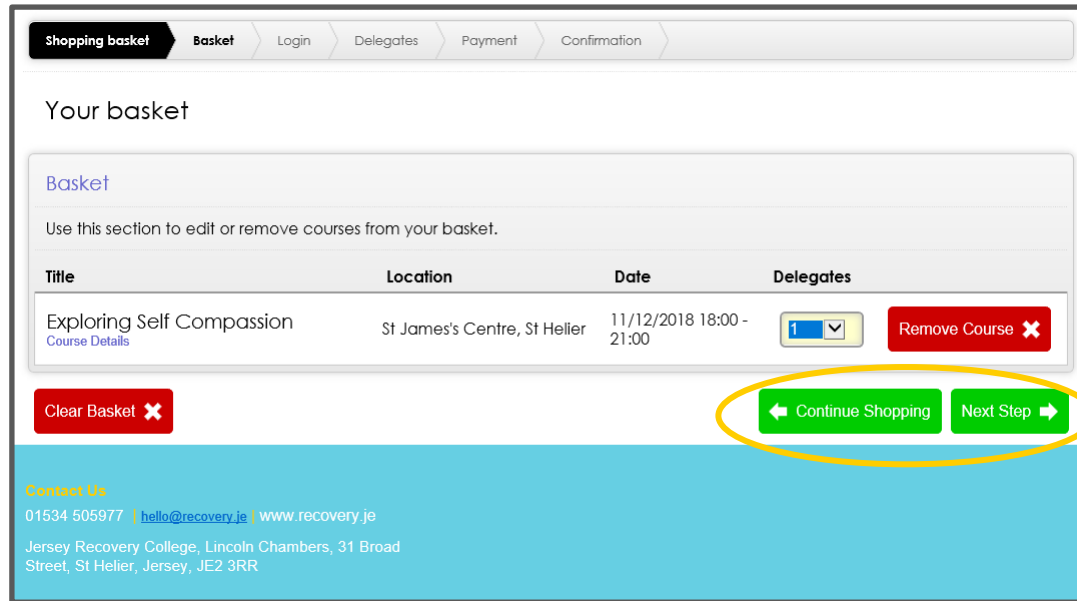
[Register Interest](#)

 via our booking system

Step 2

Find the course you would like to 'Register Interest' for and click here. You will be re-directed to our booking system

# Registering Interest for a Course via our website



## Step 3

You will be redirected to your basket.

Here you can:

- Review details of the course
- Remove courses
- 'Continue shopping' to add more courses to your basket

When you're ready to register your interest, click 'Next Step'

If you need assistance, please call 01534 505977 or email [hello@recovery.je](mailto:hello@recovery.je)

# Registering Interest for a Course via our website

The screenshot shows a web interface for logging in or registering. At the top, there is a navigation bar with a 'Shopping basket' button and a breadcrumb trail: 'Basket' > 'Login' > 'Delegates' > 'Payment' > 'Confirmation'. The main heading is 'Login'. Below this, there are two columns. The left column is for existing users, with the heading 'I have an existing account' and the instruction 'Please enter your login details below to continue.' It contains two input fields: 'Email/User ID \*' and 'Password \*'. Below these fields is a link for 'I have forgotten my password' and a green button labeled 'Login and continue' with a right-pointing arrow. The right column is for new customers, with the heading 'I am a new customer' and the text 'Registering is easy.' Below this is a green button labeled 'Register And Continue' with a right-pointing arrow. At the bottom of the page, there is a 'Contact Us' section with the phone number '01534 505977', the email 'hello@recovery.je', and the website 'www.recovery.je'. The address is 'Jersey Recovery College, Lincoln Chambers, 31 Broad Street, St Helier, Jersey, JE2 3RR'.

## Step 4

**Existing Student:** Using your login details, enter your email address and password and click 'Login and Continue' (skip to page 10)

**New Student:** Click on 'Register and Continue'

## New Student:

**Registration wizard** Access details Personal details Marketing Completed

### Registration

**Email address**

Please enter your email address below.

Email \*

Confirm email \*

**Password**

Please enter your password below.

Password \*

Confirm password \*

Next Step →

### Step 5

Enter your email address and password.

Your password must be at least 8 characters and contain 2 or more numeric characters.

Click 'Next Step'

## New Student:

### Step 6

Enter your personal details

- Name
- Contact Number
- Address
- Additional details

Click 'Next Step'

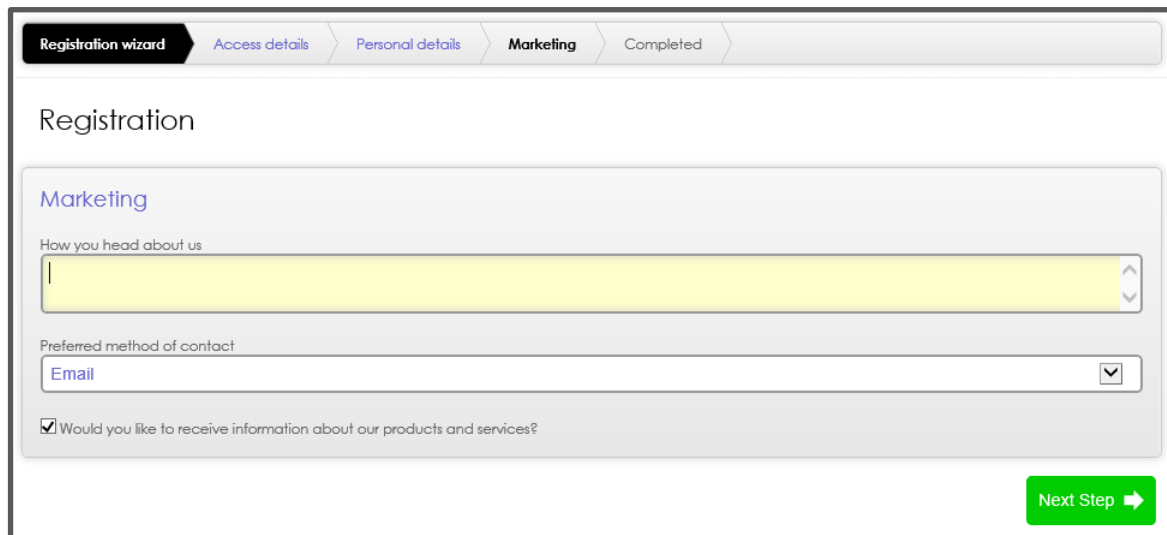
The screenshot shows a registration wizard interface with a progress bar at the top containing five steps: "Registration wizard" (active), "Access details", "Personal details", "Marketing", and "Completed". The main heading is "Registration".

The form is divided into four sections:

- About you:** Includes "First name \*" (text input) and "Last name \*" (text input).
- Contact details:** Includes "Telephone number" (text input) and "Mobile number \*" (text input).
- Personal address:** Includes "Please enter your personal address" and "Address \*" (text area), "Town/City \*" (text input), "County/State \*" (text input), "Postcode/Zip Code \*" (text input), and "Country \*" (dropdown menu with "Jersey" selected).
- Additional details:** Includes "Please enter any additional details" and "Special Requirements" (text area), "What do you identify with? \*" (dropdown menu), "Emergency contact name \*" (text input), "Emergency contact relationship \*" (text input), and "Emergency contact number \*" (text input). A checkbox at the bottom reads "In order to register for a course, please confirm you are over the age of 18 \*".

A green "Next Step" button with a right-pointing arrow is located at the bottom right of the form.

## New Student:



The screenshot shows a registration wizard with five steps: 'Registration wizard', 'Access details', 'Personal details', 'Marketing', and 'Completed'. The 'Marketing' step is currently active. Below the step indicator, the title 'Registration' is displayed. Underneath, the 'Marketing' section is highlighted. It contains three fields: a text input for 'How you heard about us' (highlighted in yellow), a dropdown menu for 'Preferred method of contact' (set to 'Email'), and a checked checkbox for 'Would you like to receive information about our products and services?'. A green 'Next Step' button with a right-pointing arrow is located at the bottom right of the form.

### Step 7

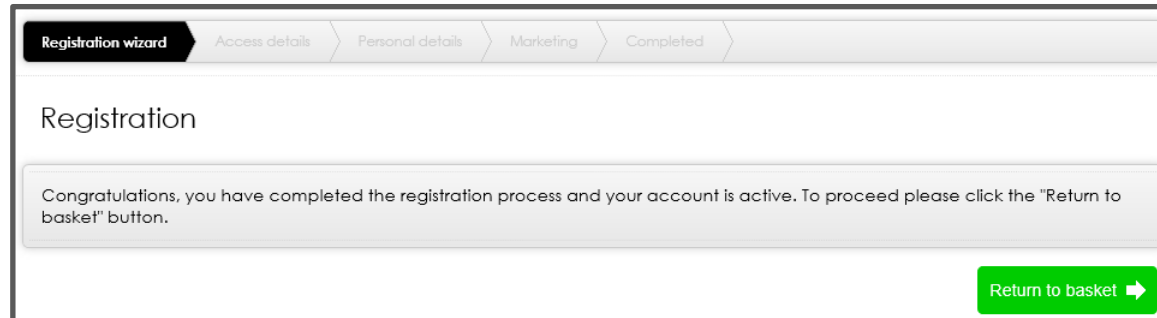
Enter in how you heard about us and the best way to contact you.

Select if you would like to receive our email newsletters which provide updates and course information. This is what we mean when we refer to marketing.

Click 'Next Step'



## New Student:



### Step 8

You now have an account on JRC's Student Learning Portal. Next time you register for courses you will only need to log in.

Click 'Return to Basket' and this will take you back to register your interest for the course(s).

If you don't complete this step, you wouldn't of registered for courses and set up an account only.

## Existing Student / New Student:

Student and Course Registration

We are a self-referral service. We cannot accept applications completed on behalf of other people. Please see our FAQs

Title	Location	Date	Delegate
Exploring Self Compassion <a href="#">course details</a>			
Assign delegates to your booking	St James's Centre, St Helier	11/12/2018 18:00 - 21:00	1 <input type="checkbox"/>
Delegate 1: * <b>Siobhan Poingdestre</b> <a href="#">[Edit Details]</a> <a href="#">[Remove]</a>			
* represents a delegate that will be placed onto a waiting list.			

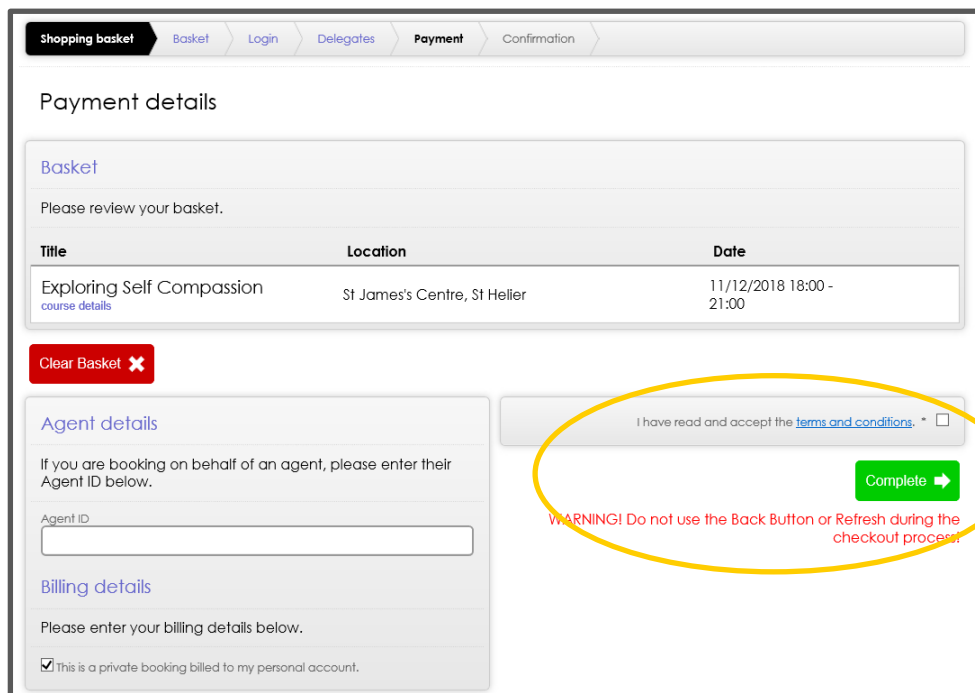
[Clear Basket](#)

[Next Step](#)

## Step 9

Once you've reviewed the course details, click 'Next Step'

## Existing Student / New Student:



Shopping basket

Basket Login Delegates Payment Confirmation

### Payment details

[Basket](#)

Please review your basket.

Title	Location	Date
Exploring Self Compassion <a href="#">course details</a>	St James's Centre, St Helier	11/12/2018 18:00 - 21:00

[Clear Basket](#) ✕

[Agent details](#)

If you are booking on behalf of an agent, please enter their Agent ID below.

Agent ID

[Billing details](#)

Please enter your billing details below.

This is a private booking billed to my personal account.

I have read and accept the [terms and conditions](#).

[Complete](#) ➔

WARNING! Do not use the Back Button or Refresh during the checkout process.


All of our  
courses are  
free, you won't  
be billed


## Step 10


Please make sure to review 'Terms and Conditions' and check the box before clicking 'Complete'

Once completed you will receive an email confirming you have registered your interest for the course(s). Please check you junk/spam inbox.

# Course Registration Process

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- Student registers interest for courses via our Student Learning Portal or paper application form.
  - This is a self-referral process, all registrations must be completed by the student.
  - Our application process is open for 4 weeks. After you have registered your interest, you will receive an email confirming you have registered your interest.
  - After the application process has been closed, you can still apply for courses but may be placed on a waiting list if the courses are full.

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- JRC will input any paper application forms we receive into our student portal booking system.
  - After the 4 weeks application process, JRC will allocate spaces onto courses for the students.
  - After you have been booked onto a course, you will receive an email confirming course details.
  - Any students that do not have a login/email address will receive this information via post.
  - If our courses are full, you will receive a waiting list email. Should we have any cancellations you will be contacted.

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- One week before the course begins, you will be emailed with a course reminder
  - One day before the course begins, you will be emailed with a course reminder

We do our best to book all students onto their registered courses every semester.

If you have any queries, please contact us.