Form A *(New Applicant … applying for first time at MCAST) …*
CS6-12-21p   *Bachelor of Arts (Hons) Early Years, Learning and Care (top-up)*

Applying online – a quick guide

*Screenshots in this guide, may not necessarily be identical in content
to what you will be viewing on your screen at the respective stage of the process… there may be slight variances*

Application window – Monday 15th November (1530h) till Thursday 25th November (1600h) 2021
on a first-come-first-based basis

In addition to this Guide, you may wish to view a short visual walk-through, which can be found on the MCAST Website (www.mcast.edu.mt) – *How to Apply Online* section.
There are two parts for this video walk-through.

i.   The first part focuses on how to create and validate your account profile on the MCAST CMIS Admissions Portal – using your e-ID ….. https://www.mcast.edu.mt/part-1-setting-up-your-mcast-account-profile-using-your-e-id/

ii.   The second part explains the remaining stages in the process leading to submitting your online application…. https://www.mcast.edu.mt/part-2-over-18-years-of-age/

This *form A* guide, is *ONLY* to be used if you are applying for the first time to be considered as an MCAST student for a specific full-time *or* part-time course – depending on eligibility.

IMPortant Note: *If you already have an MCAST email address* (especially over the past three to four years), you are kindly asked to send an email to mcast7888@mcast.edu.mt, explaining this and giving your full name, surname and ID number. We will guide you from thereon. If you have forgotten the credentials to your MCAST email address, likewise please communicate with mcast7888@mcast.edu.mt… always explaining what you will require, and providing your personal details.

Replies form this email address may take up to two working days, given the traffic volume passing through it

Start off by entering the following URL – **https://mcast.classter.com/actions/registration**

The above link, is what you need to use in order to submit your online application – during the specified time window.

The best mode of submitting an online application is through using Chrome, Firefox, Safari, or similar on a Desktop PC or Laptop. Avoid taking the process through a mobile phone.

Signing up using your e-ID (Malta)

A quick point of information re: e-ID Malta

Should you require any assistance in attaining your e-ID credentials,
Identity Malta has a very efficient service through
helpline **2590 4300** - *during office hours*. The servizz.gov 153, may also be referred to.
You can also visit the Identity Malta Website for any further guidance and assistance you may require ….
https://identitymalta.com/ …. Email: **infoeid@gov.mt**

If you will be requesting a fresh Password, through an email which you will be sending to the EID section, you are kindly asked to provide your ID Number as well as the ID-Document Number found at the back of every ID Card.
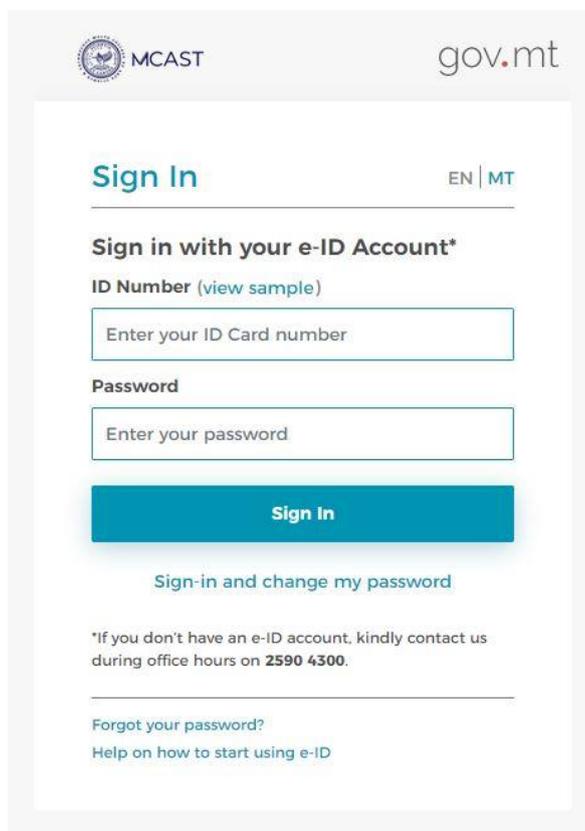
The first screen you will see once you click on the URL (link) presented above, will include the following:
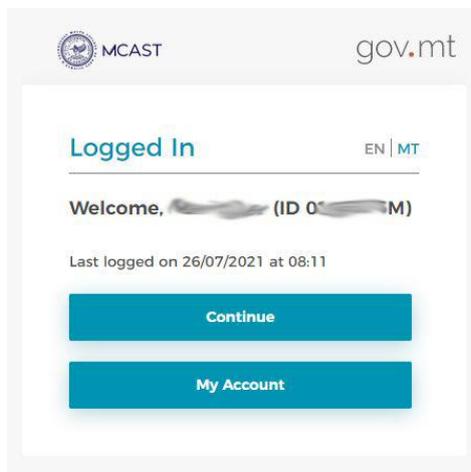
Sign Up, using your e-ID Account

Click the button below in order to use your e-ID Account to sign up.

e-ID (Malta)

Once you click on the Blue button [e-ID (Malta)]. you are led to the screen shown on the following page… It is important that you proceed with your application, using your e-ID credentials (user and password). *Applications which will not be done through the respective applicant's e-ID will not be processed.* The e-ID credentials which you use, are to be your credentials as the applicant, not someone else's (such as parent / guardian / friend etc)

Fill in your ID Number and your e-ID Password. After clicking on Sign in, you will find yourself in the following screen.

Once you continue you will be led to the Personal Details section of your application. This information is captured and replicated form the details found in your e-ID account.

Double-check the information which is showing, and if necessary change the Mobile Number and Home Phone Number, in order to make sure that your own contact details are showing.

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Sign Up using e-ID (Malta)

ℹ️ **The below data will be collected by the system to complete the Sign Up. By pressing the Register button you consent to this data collection.**

Photo | Full Name | Gender | Middle Name | Birthday | Address data | E-mail | Mobile phone | Home Phone | Tax ID Number

First Name

Last Name

Gender
- ◯ Other
- ⦿ Male
- ◯ Female

Maltese ID Card / Document Number *

⬛⬛M

E-mail

⬛⬛@gmail.com

Mobile Phone *

Home Phone *

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

By signing up, you agree to the Terms & Conditions and Privacy Policy

Sign Up

Proceed by clicking on the tick box next to "I'm not a Robot"

Mobile Phone *

77887788

Home Phone *

21223344

✔️ I'm not a robot   reCAPTCHA
Privacy - Terms

By signing up, you agree to the Terms & Conditions and Privacy Policy

Sign Up

Go on to clicking on the 'Sign Up' blue button.

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Welcome to the MCAST Student Management Information System - Merhba!

Your MCAST Student MIS Account has been successfully created. You should have received an automated email to this effect. If you cannot view this email in your personal email inbox, please check the Clutter / Spam folders. Should you still not be in a position to view the email, please click on the Resend Email link hereunder. That way you should now be able to view the email which has been sent out to you in order to verify your account.
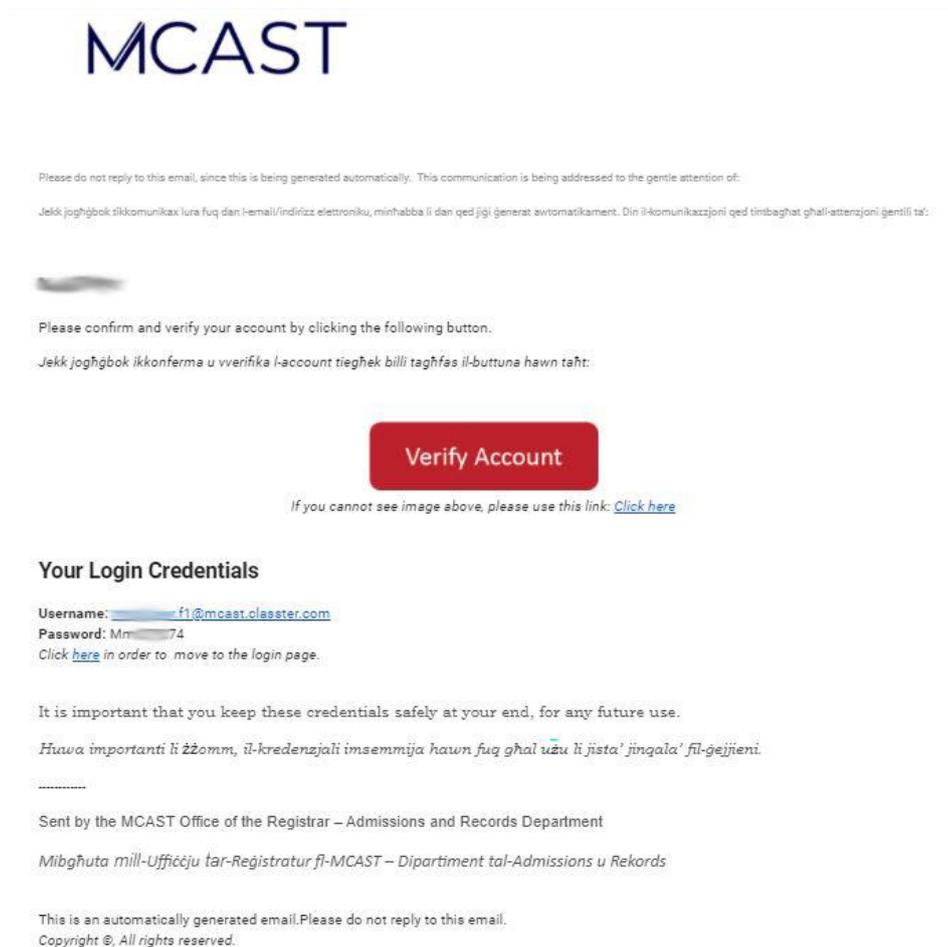
L-MCAST Student MIS Account tiegħek għadu kemm ġie maħluq. Intbagħat imejl awtomatiku, sabiex tiġi mgħarraf b'dan. Jekk għal xi raġuni m'intiex issib din l-imejl, jekk jogħġbok ibda billi tiċċekkja fil-Folders ta' Spam u / jew Clutter fl-Inbox tal-imejl personali tiegħek. Jekk tibqa ma ssibx l-imejl, għafas fuq il-link "Resend Email" hawn taħt. B'dan il-mod issa għandek issib l-imejl li intbagħatlek u li titolbok tikkonferma u tivverifika l-Account tiegħek.

Resend e-mail

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You may wish to refer to a brief video walk through: https://www.mcast.edu.mt/part-1-setting-up-your-mcast-account-profile-using-your-e-id/

You now need to go to your email address inbox. You will receive an email from '*No-reply MCAST*' with the subject being *Welcome to Classter*. The following is a screen shot of a typical email which you will find.

By clicking on the **Verify Account** red button, you will be verifying and validating your account.

It is important that you keep note of **Your Login Credentials** (Username and password). These are to be placed somewhere safe where you can easily find them in order to use as may be required.

From the email you would have received, copy the *USERNAME* and paste it in the Username field in the following screen grab. Click on Next…

This also applies for *PASSWORD* (copied from the email you received – screenshot at top part of this page).

Welcome to the MCAST Student Management Information System - Merhba!

Enter your credentials below

classter.test1.g51656@mcast.classter.com

••••••••

Forgot password?

Login

Ελληνικά |English (UK) |English (US) |Deutsch |Français |Español |Lietuvių |العربية – مصر |Български

Terms and Conditions of Use

USING Classter

Upon registration, browsing, accessing, or using any portion of the website and the portal, including accessing any class or academic institute material, or other electronic services of classter.com and website you acknowledge that you have read, understood and agree to be legally bounded by the Terms of Use and conditions described below and govern your use of classter.com website, portal, apps, and other products and services whether or not you are a registered user. Please read the following Terms, the

🏠 **Consents**

I declare that all information is correct. I fully understand that incorrect data may disqualify this application.

☑ I accept the terms and conditions

Decline   Accept

ns & Records Department

us, Cor

Select Academic Year

Year 2021 - 2022 ▾

Logout   OK

PERSONAL DATA

This will involve two main stages, as shown in the Instructions Screen…. Start off by clicking on the **Personal Data** Blue Button.

Always ensure that you are in year 2021 – 2022. Please also check that you have the correct personal data on the screen. If you hold a Maltese ID, there is no concern about the Passport Number and the expiry date.
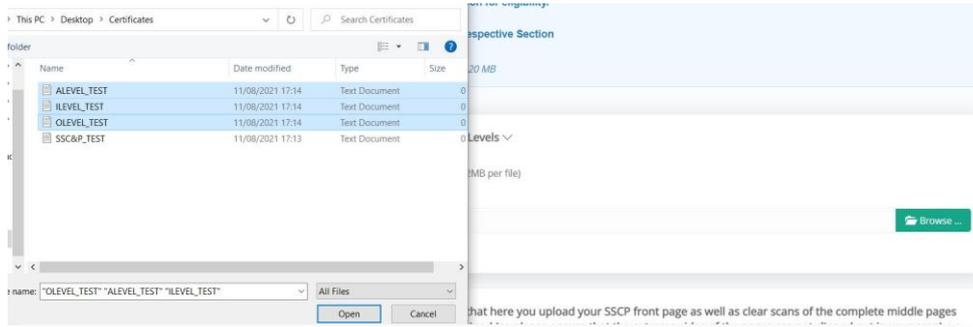
IMPortant Note: Always ensure that you click on 'Save and Next' *or* 'Save and Submit' button, whenever you are moving from one screen to the next

UPLOADS

Please refer to Circular IfE 89/2021

This screen in your application, will allow you to present as Uploads, clear scans of all documents (such as Certificates, Transcripts, Result slips, etc) which you possess, and which will be necessary for your application for the selected course to be successfully processed. Missing Uploads will stop the processing of the application submitted online.

MCAST will not be able to process your application if you do not upload what is required in terms of eligibility - as set by mentioned Circular.

Please read carefully the text which shows up on your screen (reproduced hereunder) to have a clear idea of what you need to do in this part of your online application.

The following screen shots show the next steps you can take, in this "UPLOADS" screen (of your online application).

It is **important** that you upload your scans, according to the sections which are clearly showing on this screen.
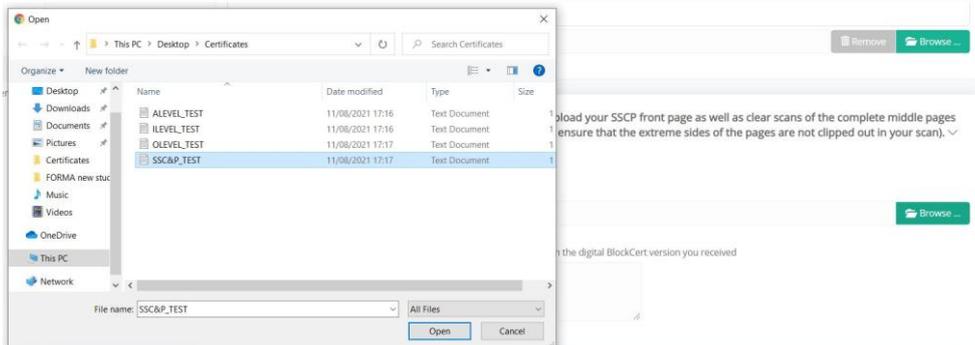
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Result Slips SEC / MATSEC / O'Levels / I'Levels / A'Levels ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

| Select files... | 📁 Browse ... |

Result Slips SEC / MATSEC / O'Levels / I'Levels / A'Levels ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

TEST	ALEVEL_TEST.txt (4 B)	🗑 🔍
TEST	ILEVEL_TEST.txt (4 B)	🗑 🔍
TEST	OLEVEL_TEST.txt (4 B)	🗑 🔍

📄 3 files selected | 🗑 Remove | 📁 Browse ... |

MCAST certificates / MCAST Transcript or MCAST Results slips already achieved (if you are applying to return to studies or else changing a course of studies) ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

Other Documents / Certificates / Results: this section may include, ECDL certificates, ALP, Gem 16, Youth.inc, Prince's Trust, Qualifications from other Awarding Bodies which are not MATSEC or MCAST, etc. ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

For International Applicants with Non-Maltese Certificates: MQRIC Recognition Document together with scans of the Foreign Certificates which have been accredited by MQRIC ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

Applicants submitting an application under the Maturity Clause: kindly upload scans of your most recent Europass CV, JobsPlus Employment History, Motivation Letter, any Reference Letters (such as from current or previous employers) etc. ∨

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

← Previous   Save and Next →

Always remember to click on "**Save and Next**" green button – at bottom of screen.

CONSENTS

This screen is to be filled in by <u>all</u> applicants… please read the text and fill in the information as required, as well as answer Yes or No accordingly. Data will be shared with *Institute for Education*

SPECIAL REQUIREMENTS ✓

If you answer 'Yes' to any of the five questions in this section, or if you have any other form of professional diagnosis (learning difficulties / disabilities / mental health conditions / medical conditions etc.) please complete the Inclusive Education Unit Online Form so that you can be registered with the IEU and explore any support options as may be applicable: https://forms.office.com/r/PwvEmpxf2G

If you are already registered with the IEU, you DO NOT NEED to complete this form.

Once your IEU Application has been processed, you will be contacted accordingly.

1. Do you have any particular learning difficulties you would like us to be aware of? ✓

*Għandek xi diffikultà relatata ma' tagħlim, li tixtieq tinfurmana dwarha?

--Please Select--

2. Do you suffer from any physical condition you would like us to be aware of? ✓

*Tbati minn xi kundizzjoni fiżika li tixtieq tinfurmana dwarha?

--Please Select--

3. Do you suffer from any psychological condition you would like us to be aware of? ✓

*Tbati minn xi kundizzjoni psikoloġika li tixtieq tinfurmana dwarha?

--Please Select--

4. Do you request access arrangements/support due to any of the above? ✓

*Qiegħed titlob arranġamenti partikolari/appoġġ minħabba dak li ġie iddikjarat hawn fuq?

--Please Select--

5. Do you suffer from any medical condition? ✓

*Tbati minn xi kundizzjoni medika?

--Please Select--

COMMUNICATION AND MEDIA ✓

6. Do you give consent to MCAST to communicate with your parents / guardians and to answer queries they might have about your stay and studies at MCAST? This consent is only applicable to persons over the age of 18, since parents / guardians of persons under the age of 18, already have these rights. ✓

*Tagħti l-kunsens lill-MCAST sabiex jikkomunika mal-ġenitur/i jew kustodju/i, filwaqt li jwieġeb għal mistoqsijiet li jista jkollhom dwar il-preżenza u studji tiegħek fil-Kulleġġ? Dan il-kunsens huwa applikabbli biss għal min għandu aktar minn 18 –il sena. Ġenituri / Kustodji ta' dawk li għandhom inqas minn 18 –il sena, deġa għandhom dan id-dritt mogħti mil-Liġi.

--Please Select--

7. Do you give consent to MCAST to take photos / videos of you for use in publications that may be published in various print and / or digital formats (including, amongst others, social media and website) ? ✓

*Tagħti l-kunsens lill-MCAST sabiex jiġbed ritratti / vidjos tiegħek li jistgħu jintużaw f'pubblikazzjonijiet varji fil-forma stampata u / jew diġitali (li fost l-oħrajn jinkludu siti elettroniċi u midja soċjali) ?

--Please Select--

DECLARATIONS ✓

8. I accept that the information provided on the application form can be shared with other entities/departments authorised under the respective legislation to do so. ✓

*Naċċetta li t-tagħrif provdut fl-applikazzjoni, jista' jingħata lill-entitajiet/dipartimenti awtorizzati permezz tal-leġiżlazzjoni rispettiva

--Please Select--

9. I declare that I am aware of my rights and conditions thereof, regarding the processing of my personal data as laid out in MCAST's Students' Privacy Policy (https://www.mcast.edu.mt/data-protection-documents/) ✓

*Niddikjara li fil-ħin li qed niffirma din il-formola, jiena naf id-drittijiet tiegħi u l-kundizzjonijiet relatati mal-ipproċessar tad-data personali kif stabbilit mid-dokument tal-MCAST - Students' Privacy Policy (https://www.mcast.edu.mt/data-protection-documents/)

--Please Select--

10. I am aware and accept the general conditions regarding the above mentioned clauses. ✓

*Naf u qiegħed naċċetta l-kundizzjonijiet ġenerali dwar il-klawsoli hawn fuq imsemmija

--Please Select--

← Previous   Save and Next →

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APPLICATION MANAGEMENT … last stage in online application

You are now ready to choose the Course you would like to be considered for through your online application.

The following screen shots guide you as to what you need to do here… please follow these closely:

- Start off by ensuring that you are always in *year 2021 – 2022*
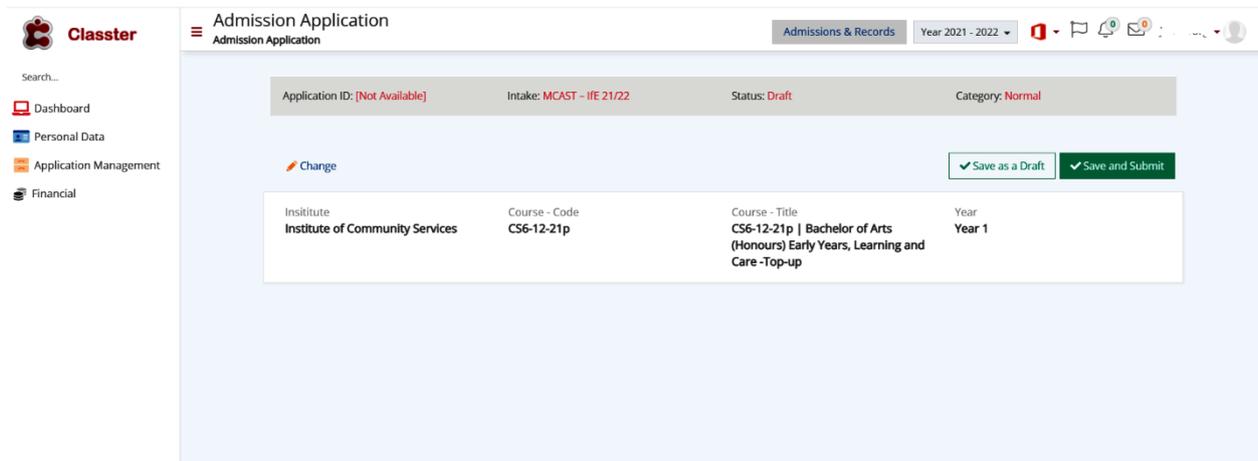- From the drop down Intake list, select *MCAST - IfE 21/22*

As for the Institute, choose *Institute of Community Services*.

Then select the course you would like to be considered for, namely
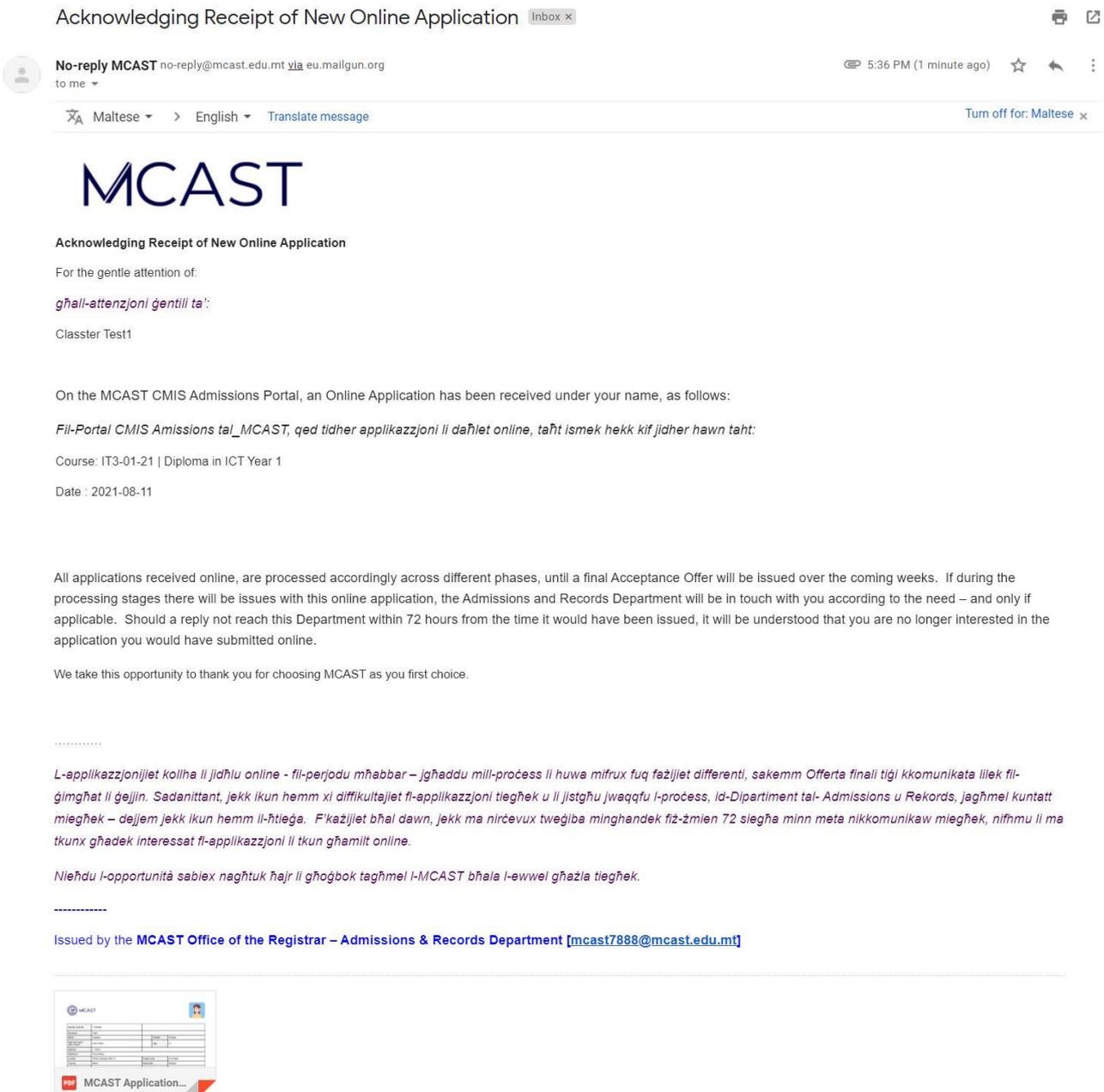*CS6-12-21p   Bachelor of Arts (Hons) Early Years, Learning and Care (top-up)*

Once you double check that the course you really want to do is the one showing on the screen, please click on the *"Save and Submit"* green button/

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After that you would have successfully submitted your application, you will be receiving an email receipt - similar to the screen shot on the next page.

You may also wish to download a .pdf version of your application (found at the bottom of the email) – in a way that you can keep it separately for any future need.

We thank you for choosing MCAST to further your studies.
We will all be doing our best to provide you with a positive learning and formative experience.

Should you require any further assistance
in regards to online applications, you may wish to send an email to   **mcast7888@mcast.edu.mt**

Please provide your full details (including your full name and surname, your ID Number and the course you are applying for). Explain the issue you are encountering and wherever possible please provide screenshots to support your explanation / requests. We will reply to your email communication, in due course.

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OFFICE OF THE REGISTRAR
Admissions and Records Department