

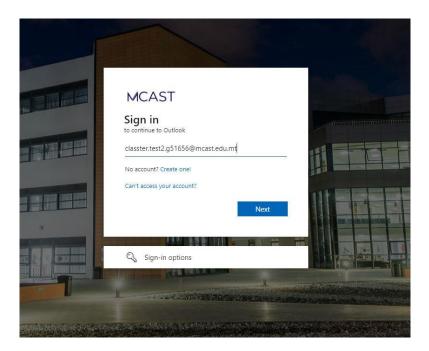
Form **B** (Progressing) ... How to Accept Offer – a quick guide

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

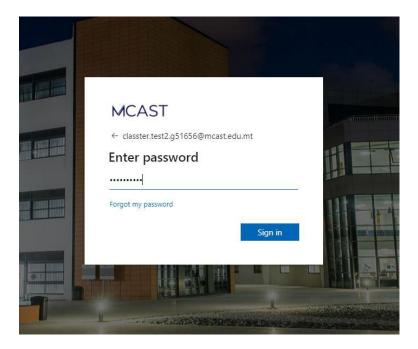
You are kindly asked to Accept or Reject the offer within a few days from when you receive the Acceptance offer in your email inbox.

It is important that you read and keep note of the Acceptance Offer text sent to you.

Start off by Signing in through mcast.classter.com, and insert your MCAST email address



Then insert your password – as per usual.....



In your inbox, you would have received an email showing similar to the following

	Outlook			,⊅ Search			
9	≡	New message		⊖ Mark all as read り Undo			
	\sim	Favourites		⊘ Inbox ★ Filter ∽			
8		Inbox	1	No-reply MCAST Acceptance Offer for full time Acad 10:45			
0	⊳	Sent Items		For the gentle attention of: Classter Test2 11			
	0	Drafts	1				

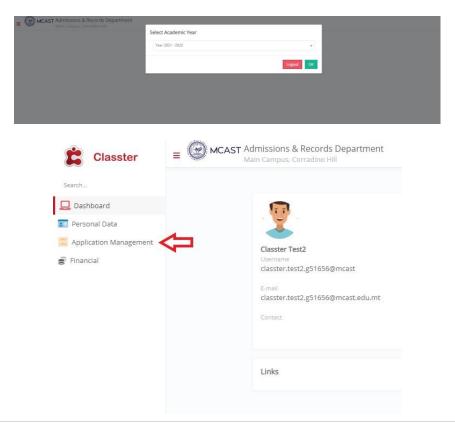
Read it carefully... it will only take you a minute... but it is important that you understand it properly

Acceptance Offer for full time Academic Year 2021/22 – PROGRESSING (Form B)									
NM	No-reply MCAST <no-reply@mcast.edu.mt> Twe 24/08/2021 1045 To: Classer Test2</no-reply@mcast.edu.mt>	4	с «	> +	>				
	MCAST								
	For the gentle attention of: Classfer Test2								
	1122335L AG1-01-21 Introductory Certificate in Animal Husbandry and Horticultural Skills Year 1 Acceptance Offer (Form 8 Progressing) – for Academic Year 2021/22 – Full – Time programme of studies								
	How to Accept or Reject the Acceptance Offer being made (Form B Progressing):								
	Now that your Online Application (Form B - Progressing) for the above mentioned full-time course, has been processed, it is a pleasure to inform you that you are being offered the possibility to accept or otherwise, this offer, to start off your studies at MCAST on the programme of studies, mentioned above. To this effect, you are kindly asked to Login to your CMIS Account by doing the following steps:								
	Go to https://mcast.elaster.com								
	Login with the user credentials as follows:								
	Login Username: classter.test2,g51656@mcast.edu.mt Login Password: CmT12200								
	If you have changed your password, please make use of the password you have chosen, instead of the above. Once you have logged in, click on the Application Management button. Tick the ' See applications from previous intakes ' box to view your application(s)								
	Depending on whether you are interested in accepting the course offer, please click on Accept Offer								
	If you are not interested in taking this offer to start this MCAST full-time course, then please click on Reject Offer.								
	Kindly do the above at your very earliest do not leave this till later as it may expire and you would have lost your chance to accept the offer.								
	If you have already done so before receiving this communication, please ignore this action but take note of the other information being pre-	vided	herein.						
	Notes:								
	It is to be noted that you will keep on using the above Username and Password (if you change it, you will make use of the one you have changed) wher into the MCAST CMIS.	ever yo	iu requ	ire to	o log				

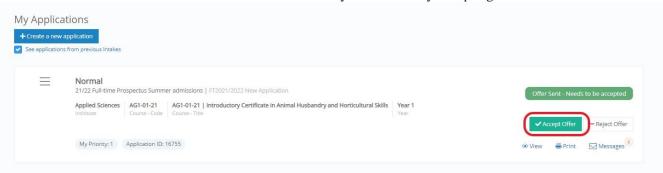
	Personal Identification Number (PIN) you are to state whenever over the phone you will be asked questions to identify yourself and confirm you So please keep this PIN safely recorded for you to use when the need arises.
It is only after that yo	click on "Accept Offer", and eventually MCAST transfers your record to a Registered status, that you will start being considered as an MCAST student.
 Action will be t Likewise, MCA Where applicat At this stage t 	ion is being sent out to you on the basis of your confirmation that the data inputted in your Online Application is valid and correct. Ken if it should transpire that the information given to us is incorrect. T reserves the right to request to view any original versions of documents which have been uploaded in your profile. Is are still under the age of 18 years, MCAST reserves the right to come back to request further consents and declarations prior to formalising Registrations. Is acceptance offer is being communicated depending on eligibility. The moy be that the correx will not actually open up if there are not enough applicants by end of this will be the cose, we will be communicating directly with those who will be effected in such rare circumstances beyond the College's control.
Maintenance Grant	
	ing an "Acceptance", and you will eventually be registered as an MCAST student, you will be in a position to submit an online application for Maintenance Grant. grant payments is based on regulations, guidelines and the respective Legal Notice namely L.N. 308 of 2016 determining eligibility.
	cation.gov.mt/en/studentsgnants/Rages/default.aspx for further information regarding online applications for maintenance grant, including the official date wh cademic year 2021/2022 will open.
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You will now receive	you will be receiving information directly from the Institute you will be registered with in order to follow the full-time programme of studies you have chosen. In you will be given by your Institute, you will be able to take note and attend for the very important Induction Meetings, which will help you start off smoothy y
You will now receive Over the coming weeks Through that informat studies at MCAST. Please do ensure that y	Enformation from your Institute you will be receiving information directly from the Institute you will be registered with in order to fallow the full-time programme of studies you have chosen.
You will now receive Over the coning weeks Through that informat studies at MCAST. Please do ensure that importance of taking y	Enformation from your Institute you will be receiving information directly from the Institute you will be registered with in order to follow the full-time programme of studies you have chosen. n you will be given by your Institute, you will be able to take note and attend for the very important Induction Meetings, which will help you start off smoothly y u attend these meetings at your Institute (which will be held according to the information you will receive from your Institute). You are also being reminded of
You will now receive Over the coning weeks Through that informat studies at MCAST. Please do ensure that importance of taking y	Enformation from your Institute you will be receiving information directly from the Institute you will be registered with in order to follow the full-time programme of studies you have chosen. n you will be given by your Institute, you will be able to take note and attend for the very important Induction Meetings, which will help you start off smoothly y u attend these meetings at your Institute (which will be held according to the information you will receive from your Institute). You are also being reminded of in course seriously, attending for all lecture sessions as well as any related College events.
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In your CMIS (Classter) account, proceed to do the following (this is also very simply explained in the Acceptance offer email you would have received).

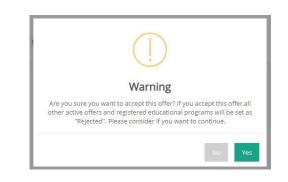
Always see that you are in year 2021/22 - if not... please click on the year 2021/22



The remaining steps are simple to follow... so please guide yourself by these screenshots. This is te next screen you will find...click on **Accept Offer** green button after that you check that the details in the screen are correct and are what you are actually accepting.



Confirm by clicking on Yes



You will then get the acknowledgement "Applicant Accepted" on your screen.

My Applications						
≡	Normal 21/22 Full-time Pri Applied Sciences Institute	ospectus Summ AG1-01-21 Course - Code		Applicant Accepted		
	My Priority: 1	Application ID: 1	6755		 View 	Print Messages

We thank you for again 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 <u>mcast7888@mcast.edu.mt</u>

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.



OFFICE OF THE REGISTRAR Admissions and Records Department