



## Step by Step Guide to Submitting a Health Questionnaire:

Access Link: <u>https://cuw.my.cority.com/#/login</u>

## Before completing the questionnaire:

You must have your vaccination record available when you complete your questionnaire. You will be asked to input dates from your vaccination history and to upload a copy of this with your questionnaire before you submit.

If you are unable to obtain your vaccination information prior to submitting the questionnaire please email it as soon as possible to <u>studenthealthapplicants@cardiff.ac.uk</u> with your full name, date of birth and course you intend to study.

## Step by step guide:

**1)** Access Cority via the link above and go to the **'Guest Login'** option. You can do this from a computer/laptop or mobile phone.

Username		
Password		
	Log In	





2) Select the option "New Employment Registration Form".



New Employment Registration Form

## 3) To register your details, click the magnifying glass in the 'Student' field and click '+'

Details	^
<ol> <li>Please add student below via Student field magnifying glass. Use the + symbol from the Student pop-up picklist.</li> <li>Student *</li> </ol>	
Search for	٩
Course	
Search for	٩
Employee Email	
	0/250
Select a Starter Questionnaire *	
Search for	٩

Course	Cority Code	Description
Undergraduate Dentistry	COH-231	Dentist (Autumn 2025)
Post Graduate Dentistry	COH-234	Dental PG (Autumn 2025)
Dental Hygiene and Therapy - Diploma	COH-236	Dental Hygiene - Dip (Autumn 2025)
Dental Hygiene and Therapy - Degree	СОН-232	Dental Therapy & Hygiene - Deg (Autumn 2025)
Undergraduate Medicine	COH-227	Medicine (Autumn 2025)
Graduate Entry Medicine	COH-230	GEM (Autumn 2025)
Pharmacy	COH-222	Pharmacy (Autumn 2025)
Adult Nursing	COH-235	Adult Nurse (Autumn 2025)
Child Nursing	COH-233	Child Nurse (Autumn 2025)
Mental Health Nursing	COH-226	Mental Health Nurse (Autumn 2025)

4) In the 'Course' field please search for your course using the 'code' or 'description' field:





Midwifery	СОН-225	Midwifery (Autumn 2025)
Undergraduate Physiotherapy	СОН-221	Physiotherapy (Autumn 2025)
MSc Physiotherapy	COH-220	Physiotherapy - MSc (Autumn 2025)
Undergraduate Occupational Therapy	COH-224	OT (Autumn 2025)
Postgraduate Occupational Therapy	COH-223	OT – Postgraduate (Autumn 2025)
Radiotherapy and Oncology	COH-218	Radiotherapy-Onc (Autumn 2025)
Diagnostic Radiography	COH-219	Radiography-Diag (Autumn 2025)
Social Work	COH-217	Social Work (Autumn 2025)
Health Visiting	COH-228	Health Visitor (Autumn 2025)
Genetic & Genomic Counselling	COH-229	Genetic and Genomic Counselling (Autumn 2025)
Optometry	COH-214	Optometry (Autumn 2025)
Adult Nursing – Spring Intake	СОН-209	Adult Nurse (Spring 2025)
Return to Practice Nursing	COH-210	Return to Practice (Spring 2025)
Engineering/Physics	СОН -211	Engineering/Physics (2025)
Bioscience	СОН - 213	Bioscience (2025)
Other	COH-215	Other – Course not listed (2025)
Psychology	СОН - 212	Psychology (2025)
Health Care – International Students	COH-238	HCARE
(Short placements of up to 1 year only)		(International Student -2025)
Medicine – International Students	СОН-237	Medicine
(Short placements of up to 1 year only)		(International Student - 2025)

5) Complete all fields on the registration form and click "Save and Close" in the top right corner.





\*\*\* Please enter an email address that you currently have access to as you will receive your Portal Login Username and Password to this email address. \*\*\*

6) Select the relevant questionnaire for your course of study. You should have received this information from your school.

Select a Starter Questionnaire *		
	Search for	Q
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- 7) Click "Submit" in the top right corner.
- 8) You will receive two automated emails to the email address you submitted in your registration form.
  - The first email will provide you with your log in ID and the link to the new starter questionnaire you selected
  - The second email will contain the password for your login.
- **9)** Click **"applicant starter questionnaire"** link from the first email. You will be prompted to change your password the first time you log in.
- **10)** Log in with your username and new password. You will automatically be directed to the questionnaire that you selected in step 5.
- **11)** Complete the questionnaire ensuring you have completed all mandatory fields and uploaded a copy of your immunisation history evidence.

\*\*\* N.B. You can save the questionnaire and come back to in later if needed. You can find the questionnaire that you started in the "Home" section.\*\*\*



**12)** Once you have answered all the questions, click **'Submit'** at the top right-hand corner of the screen.

If you have any queries or concerns while completing your questionnaire, please contact the Student Occupational Health team via the following email address: <u>studenthealthapplicants@cardiff.ac.uk</u>

Please include your full name, date of birth and course you intend to study.