Step by Step Guide to Submitting a Health Questionnaire:

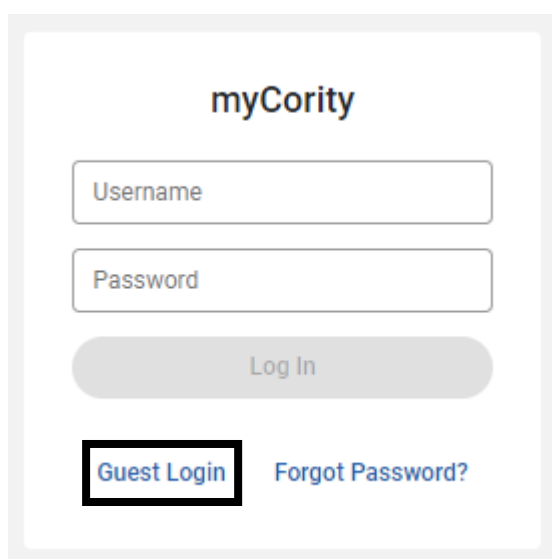**Access Link:** https://cuw.my.cority.com/#/login

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 studenthealthapplicants@cardiff.ac.uk 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.
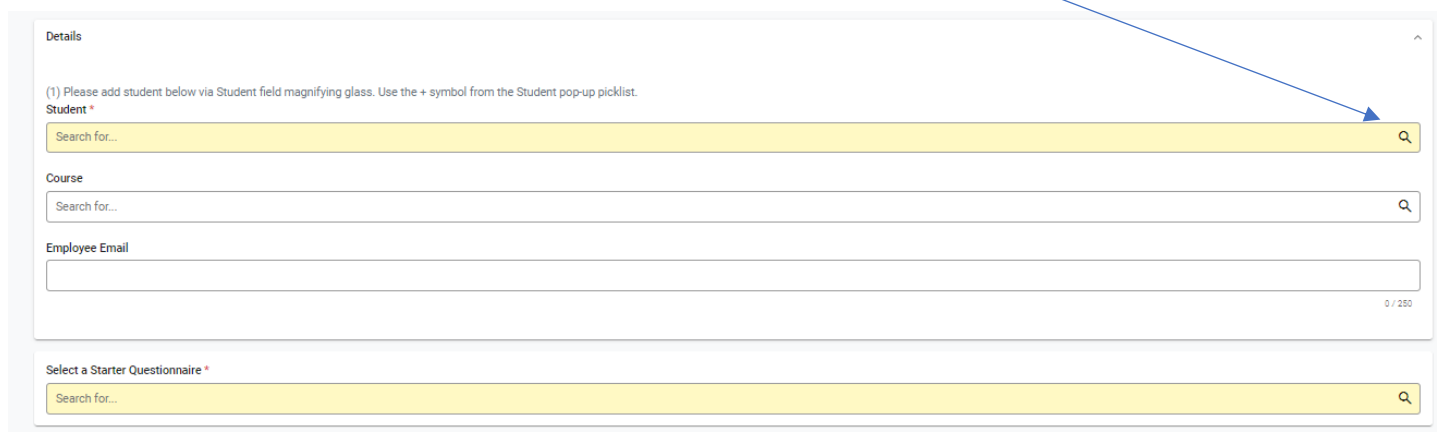
2) Select the option **"New Employment Registration Form".**

New Employment Registration Form

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

Details

(1) Please add student below via Student field magnifying glass. Use the + symbol from the Student pop-up picklist.
Student *

| Search for... | 🔍 |

Course

| Search for... | 🔍 |

Employee Email

| |

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Select a Starter Questionnaire *

| Search for... | 🔍 |

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

Course	Cority Code	Description
Bachelor of Nursing (Adult) Spring Intake (BN)	COH-203	Adult Nurse (Spring 2024))
Return to Practice (Nursing)	COH-205	Return to Practice (Spring 2024)
Dental Surgery (BDS)	COH-185	Dentist (Autumn 2024)
Clinical Dentistry (MClinDent)	COH-153	Dental PG (Autumn 2024)
Dental Therapy and Dental Hygiene (BSc)	COH-186	Dental Therapy & Hygiene - Deg (Autumn 2024)
Dental Hygiene (DipHE)	COH-200	Dental Hygiene - Dip (Autumn 2024)
Medicine (MBBCh)	COH-181	Medicine (Autumn 2024)
Medicine (MBBCh) - International Students	COH-201	Medicine (International Student - Autumn 2024)
Medicine: Graduate Entry (MBBCh)	COH-184	GEM (Autumn 2024)
Pharmacy (MPharm)	COH-176	Pharmacy (Autumn 2024)

Bachelor of Nursing (Adult) Autumn Intake (BN)	COH-189	Adult Nurse (Autumn 2024)
Bachelor of Nursing (Child) (BN)	COH-187	Child Nurse (Autumn 2024)
Bachelor of Nursing (Mental Health) Autumn Intake (BN)	COH-180	Mental Health Nurse (Autumn 2024)
Midwifery (BMid)	COH-179	Midwifery (Autumn 2024)
Physiotherapy (BSc)	COH-175	Physiotherapy (Autumn 2024)
Physiotherapy (MSc)	COH-174	Physiotherapy - MSc (Autumn 2024)
Occupational Therapy (BSc)	COH-178	OT (Autumn 2024)
Occupational Therapy (MSc)	COH-177	OT - Postgraduate (Autumn 2024)
Radiotherapy and Oncology (BSc)	COH-172	Radiotherapy-Onc (Autumn 2024)
Diagnostic Radiography and Imaging (BSc)	COH-173	Radiotherapy-Diag (Autumn 2024)
Social Work (MA)	COH-171	Social Work (Autumn 2024)
Public Health (MPH)	COH-182	Public Health (Autumn 2024)
Genetic and Genomic Counselling (MSc)	COH-183	Genetic and Genomic Counselling (Autumn 2024)
Optometry (MOptom)	COH-202	Optometry (Autumn 2024)

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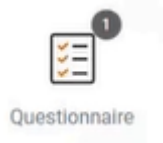
6) Select the relevant questionnaire for your course of study. You should have received this information from your school.

Select a Starter Questionnaire *

Search for...   🔍

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.***

Questionnaire

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: studenthealthapplicants@cardiff.ac.uk

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