Step 1 Guidance: Payment via the Proficio Platform (1/2)

If you are paying for your course fee using University of Essex Proficio funds, you will need to use the University of Essex’ Proficio platform. Please follow the below instructions to process your payment.

You may need to create a Proficio account at some point throughout this process.

To pay for the course, you can access the Proficio platform here: https://shortcoursesgateway.essex.ac.uk/Portal/Home2

1. Click ‘search all courses’
2. In the Keyword box, type in ‘Analytics Data’
3. Select whether you want to book for Week 1 only, Week 2 only, or book weeks, and click ‘book’ next to your selection
4. Select your fee band type based on your students/alumni/staff/commercial status.

Please note: during registration you will be asked to provide evidence of the fee band you select. For example, if you select ‘University of Essex student or partner student’, you will need to present a student card from the University of Essex or a partner institution in order to register.
5. Note that before you proceed to the next screen a pop up will appear to remind you that you will need to present a student card (or similar evidence) upon registration.

Once you have clicked next, fill out the form with your details, but leave the ‘Purchase order’ and ‘Voucher code’ blank (unless you have been told otherwise by IADS). Then click ‘Pay now’ and complete your payment with your Proficio funds.

7. You should receive an email confirmation once you have made your payment. Please keep evidence of this for your records.

The payment process should now be complete.

Please also note: as reflected in the fees table, prices for the Summer School increase on 10 June for standard registration, and 8 July for late registration. The rate you are charged is based on the time that you complete the payment process, not at the time that you were accepted a place onto the Summer School.