

# Adult Learning

## Using a Date Picker Guide

If you are unfamiliar with using online calendars, please read this guide to assist you when using a date picker on both web browsers and Smartphones.

### When using a Web Browser

When you have decided to enrol on one of our courses you will see this screen. As you work your way through the questions you will come to one asking for your date of birth.

Date of Birth \*

As you can see, there is a template layout in the form of date, month, year: dd/mm/yyyy

If you are using the web page you can type the date directly into the form, for example;

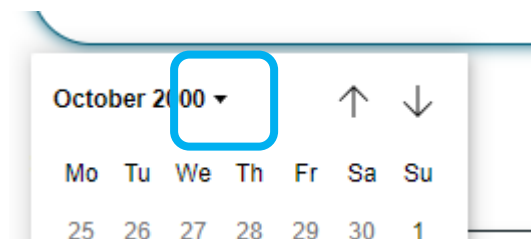
Date of Birth \*

10/10/2000



If you would like to use the calendar option, or are unable to type into the form, click on the calendar icon in the right of the form:

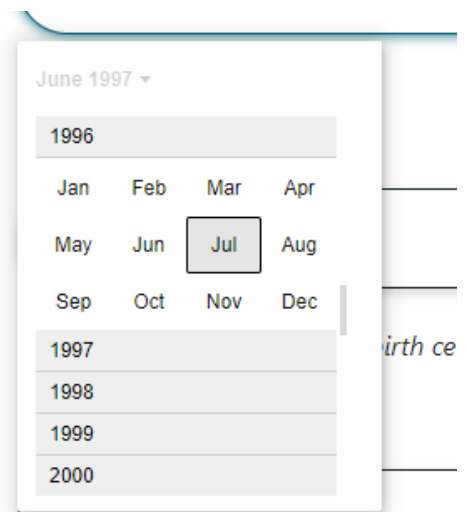
You can scroll through the years by clicking on the drop-down arrow next to the date:

A calendar dropdown menu is shown. The month 'October 2000' is selected and highlighted with a blue box. To the right of the month are up and down arrow icons. Below the month are the days of the week: Mo, Tu, We, Th, Fr, Sa, Su. Below the days are the dates: 25, 26, 27, 28, 29, 30, 1.

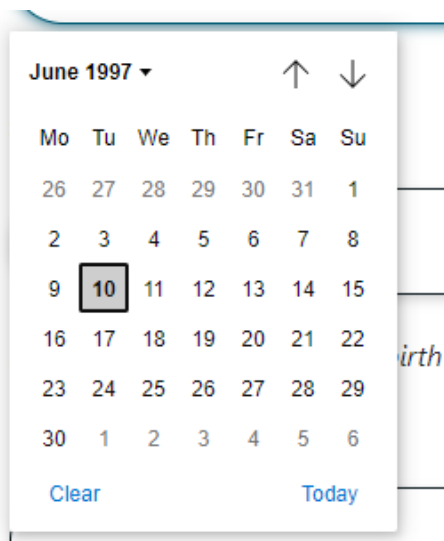
You will see this option box, scroll up or down, depending on the year you are looking for.



Once you have found the year you require, click on it and then you will be able to select the month:



And then you will be able to select the date:



Finally, once you have completed the selection, the form will now have your required information:

**Date of Birth \***

10/06/1997

## When using a Smartphone

The method to enrol is exactly the same as the web browser to get to the date of birth section. This is the layout using a Smartphone, as you can see there is no calendar option to click on.

**First Name \***

*This should be your legal name. This will then be used for all our communications, official documents (e.g. certificates), and correspondence.*

**Surname \***

**Date of Birth \***

**Sex \***

*Please enter as stated on your birth certificate or other legal documents*

National Insurance Number

Simply click in the date of birth section and a calendar will pop up:

09:49 51%

**First Name \***

*This should be your legal name. This will then be used for all our communications, official documents (e.g. certificates), and correspondence.*

**Surname \***

**2024**  
**Mon, 8 Jan**

< January 2024 >

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Clear Cancel Set

To select the correct year, click on the year, here, and then the selection for you to scroll through will come up.

**Surname \***

**2024**  
**Mon, 8 Jan**

2023

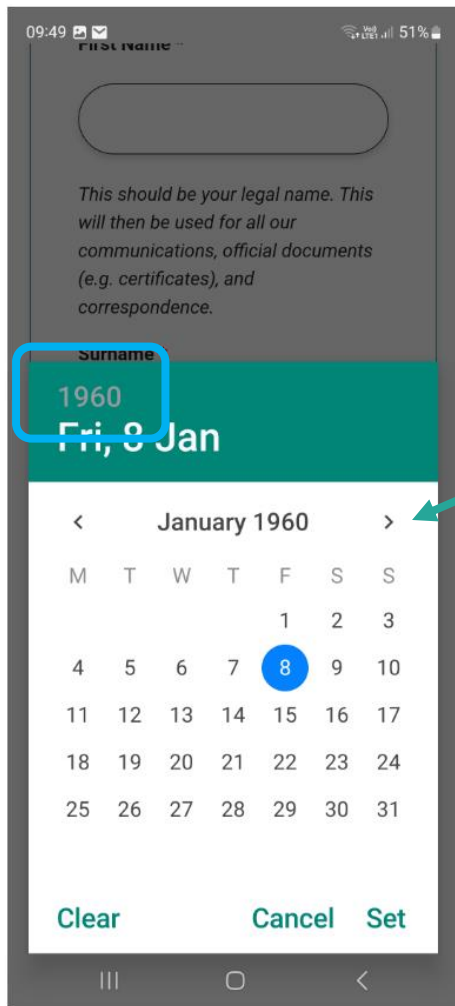
**2024**

2025

2026

2027

Clear Cancel Set



Once you have selected the required year, it will appear in the calendar.

You can scroll through the months using the arrows and then select the date you need.

Once selected, the screen will now change to the completed date of birth in the form:

*This should be your legal name. This will then be used for all our communications, official documents (e.g. certificates), and correspondence.*

**Surname \***

**Date of Birth \***

08/01/1960