

DSA Student Order System

# Step by Step Guide

If you have any questions regarding this order system please contact the DSA Sales Team on 01604 798070 Option 2 or <u>dsasales@sightandsound.co.uk</u>

If you have received your DSA2 letter from your funding body and the funding has been issued to you, you are now ready to place your order. You can now do this using our online order system.

### Visit https://dsa.sightandsound.co.uk

If you have registered with us before log in, otherwise select 'Student Registration'.

|                          |   |   | Sight Sound        |   |   |
|--------------------------|---|---|--------------------|---|---|
| Login                    | Register  |   | Login              | Register  |   |
| Email:                   | Students  |   | Email:             | Students  |   |
| student@university.ac.uk | I am a student and have received my<br>DSA2 letter:         |   | 1                  | I am a student and have received my                         |   |
| Password:                | Student Registration  |   | Password:          | Student Registration  |   |
|                          | Assessors   |   |                    | Assessors   |   |
| Login                    | I am an assessor and would like access to<br>create quotes: |   | Login              | I am an assessor and would like access to<br>create quotes: |   |
| Forgotten Password       | Assessor Registration                                       |   | Forgotten Password | Assessor Registration                                       |   |
|                          |   | © Copyright Sight and Sound Technology. |                    |   | © Copyright Sight and Sound Technology. |

## Registration

When registering you will need to provide us with some information about you and where you are studying.

| Registration     Registration     Registration       Wicome     Wicome     Wicome     To complete the registration process, you will be asked to do the following:     To complete the registration process, you will be asked to do the following:     To complete the registration process, you will be asked to do the following:     To complete the registration process, you will be asked to do the following:     Uplead the letter of confirmation from your funding body, referred to as a DSA2 document.     Uplead the letter of confirmation from your funding body, referred to as a DSA2 document.     Uplead the letter of confirmation from your funding body, referred to as a DSA2 document.     Uplead the letter of confirmation from your funding body, referred to as a DSA2 document.     Uplead the letter of confirmation from your funding body, referred to as a DSA2 document.     Uplead the letter of confirmation from your funding body, referred to as a DSA2 document.  | cument. |
|--|---------|
| Welcome         Welcome         Welcome         Welcome           To complete the registration process, you will be asked to do the following:         To complete the registration process, you will be asked to do the following:         To complete the registration process, you will be asked to do the following:         To complete the registration process, you will be asked to do the following:         To complete the registration process, you will be asked to do the following:         Upload the letter of confirmation from your funding body, referred to as a DSA2 document.         Upload the letter of confirmation from your funding body, referred to as a DSA2 document.         Upload the letter of confirmation from your funding body, referred to as a DSA2 document.   | cument. |
| Upload the letter of confirmation from your funding body, referred to as a DSA2 document.     Upload the letter of confirmation from your funding body, referred to as a DSA2 document.  | cument. |
| Fronzia exacutional estatas accusto estata posta contase     Fronzia estatas accusto estatas accusto estatas estatas accusto estatas esta      |         |
| First Name: First Name: Ruth First Name: Ruth  |         |
| Surname: Gallacher Carr Surname: SFE   |         |
| Email: ' E   |         |
| Mobile phone number:   |         |
| Other phone number: U7500 822802 * Other phone number: U7500 822802 * Other phone number: EFH  |         |
| CRN Number:  |         |
| Your reference number provided by your DSA funding provider. CRN Number: 12345678 Your reference number provided by your DSA funding provider.   |         |
| Funding Body: Your reference number provider. Your reference number provider. Funding growide  |         |
| Funding Body:  | Next    |
| Next Next  | INDAL   |
|  |         |
|  |         |
| Registration Registration Registration   |         |
| We require your DSA2 lefter helder we can proceed with your order.<br>Your SAAS Delter helder have been emailed to you directly. Once you have completed More information  |         |
| registration, please loward this to us at dasates/ggsghtandsound.co.uk. Institution: Please Select.  Please Select.  Institution: University of Aberdeen   |         |
| Back · · · · · Next Course name:   Course name: Course na |         |
| e Copyrer Stant Stand St |         |
| Course end:  |         |
| Level of study: Please Select Course end: May 2025   |         |
| Preferred contact<br>method: tenal · · · Level of study: Undergraduate ·   |         |
| Back     Next     Next     Email   |         |
| Copyright Statt and Sound Taccondors     Black     SMS     Textphone     Textphone     Textphone   | Next    |
| © Copyright Stight and Sound Technology.   |         |

When you have completed all the forms please select 'Submit'.

|                                     | Registrati             | on 💥 🖼                                   |  |
|-------------------------------------|------------------------|--|--|
| Home Address<br>Line 1:             | House                  | Sight                                    | Thank you for registering! We have sent you an email containing further information. |
| Line 2:<br>Town:                    | The Street Northampton | TECHNOLOGY                               | Dashboard  |
| County:                             | Northamptonshire       | Main<br>Dashboard                        |  |
| Postcode:                           | NN1 1WD                | Products     Browse and Search Products  |  |
| Term address<br>If differs to above |                        | Basket<br>Basket<br>Quotes and Templates |  |
| Line 1:                             | Flat 1                 | New Quote<br>My Quotes                   |  |
| Line 2:                             |                        | My Templates                             |  |
| Town:                               | Aberdeen               | Request a Product                        |  |
| County:                             | Aberdeenshire          | Account<br>My Details                    |  |
| Postcode:                           | AB1 1RU                | Change Password                          |  |
| Back                                |                        | Submit Submit                            | © Conviolt Sinh and Sound Technology   |

You will be emailed a registration confirmation email with your password.



At this point you just need to wait to hear from the DSA Sales team who will be checking your details. You will receive an email from them letting you know when you can log in again to place your order.

#### **Placing Your Order**

When you have received confirmation that your order is ready to be placed please log in to the DSA Order portal – <u>https://dsa.sightandsound.co.uk</u> – using your email address and the password sent to you.

Once logged in you will see your Dashboard which shows all your Open Quotes.

Select 'Place Order' on the Open Quote you would like to order.

| 米 🎟                                      |   |              |                               |                            | Welcome Ruth Gallagher Carr, Logout |
|--|---|--------------|-------------------------------|----------------------------|-------------------------------------|
| Sight<br>Sound                           | Dashboard<br>DSA2 Uploaded<br>DSA2 Upload Complete. |              |                               |                            |                                     |
| Main<br>Dashboard                        | Open Quotes   |              |                               |                            | Filter                              |
| Documents<br>My Documents                | Quote ID  | Date 🍦       | Value                         | Access Centre              | Actions \$                          |
| Communications<br>Comms Log              | 223627  | 21-05-2021   | £1705.38                      | Sight and Sound Technology | Place order                         |
| Account<br>My.Details<br>Change Password | 223628  | 21-05-2021   | £1329.00                      | University of Strathclyde  | Place order                         |
| Contact/Feedback                         | Showing 1 to 2 of 2 entries                         |              |                               |                            |                                     |
|  | Orders  |              |                               |                            |                                     |
|  | Quote ID  | Date Ordered |                               | Confirmation Sent          | Filter:                             |
|  |   |              |                               | No data available in table |                                     |
|  | Showing 0 to 0 of 0 entries                         |              |                               |                            |                                     |
|  |   |              | © Copyright Sight and Sound T | echnology.                 |                                     |

At the next window you will need to check the box of each line to confirm that this is what you would like to order. Then select 'Next'

| Anden Deelast  |   |   |  |  |  |  |  |  |
|--|---|---|--|--|--|--|--|--|
| Jrder Basket   |   |   |  |  |  |  |  |  |
| Student Name: Ruth Gallagher Carr<br>Student CRN: 111222333  |   |   |  |  |  |  |  |  |
| Course Start Date: September 2021<br>Course End Date:  |   |   |  |  |  |  |  |  |
| nsurance and Warranty Duration: 3 Years  |   |   |  |  |  |  |  |  |
| The total value of your quote (including VAT) is £1784.02. This is not necessarily the amount you<br>would pay, but we would advise you to chack this total with the amount on your DSA2 letter. Any<br>discrepancies found later may delay your order.  |   |   |  |  |  |  |  |  |
|  |   |   |  |  |  |  |  |  |
|  |   |   |  |  |  |  |  |  |
| Basket   |   |   |  |  |  |  |  |  |
| Basket<br>Please check and confirm each item in your order before proceeding with the  | order proce   | ss. If you                              |  |  |  |  |  |  |
| Basket<br>Please check and confirm each item in your order before proceeding with the<br>do have any enquiries, please contact us.   | order proce   | ss. If you                              |  |  |  |  |  |  |
| Basket<br>Please check and confirm each item in your order before proceeding with the<br>to have any enquiries, please contact us.   | order proce   | confirm                                 |  |  |  |  |  |  |
| Basket<br>Please check and confirm each item in your order before proceeding with the<br>do have any enquiries, please contact us.   | order proce<br>Quantity                                 | confirm                                 |  |  |  |  |  |  |
| Basket<br>Please check and confirm each item in your order before proceeding with the<br>to have any enquires, please contact us.<br>Item<br>142 Laptop Computer   | order proce<br>Quantity                                 | confirm                                 |  |  |  |  |  |  |
| Baskot<br>Please check and confirm each item in your order before proceeding with the<br>do have any enquiries, please contact us.<br>Internet 10 Lease Computer<br>WORK<br>WIGHT US 15 To TSM Gen808 RAW 51208 SSD - subject to availability<br>Loss SST C.   | Quantity  | Confirm<br>item                         |  |  |  |  |  |  |
| Basket Base check and confirm each item in your order before proceeding with the do have any enquiries, please contact us.  Imm 10 Lotop Compute VICH 20 L | Order proce<br>Quantity<br>1                            | Confirm<br>item                         |  |  |  |  |  |  |
| Basket Ba | Order proce   | confirm<br>item                         |  |  |  |  |  |  |
| Basket Base check and confirm each item in your order before proceeding with the do have any enquiries, please contact us.  Intel C222000 Computer Visitio Scheme Loading, Activation and System Configuration Scheme Loading, Act | Quantity 1 1 1 1  | Confirm<br>item                         |  |  |  |  |  |  |
| Basket Base check and confirm each item in your order before proceeding with the to have any enquiries, please contact us.  Imm 10 Losso Compare World Compare Vision Compa | Quantity 1 1 1 1  | Confirm<br>Item                         |  |  |  |  |  |  |
| Basket Base check and confirm each item in your order before proceeding with the do have any enquiries, please contact us.  Im C212000 Computer C212000 Computer C212000 Computer Sector Calibration Configuration C | Cuantity Cuantity I I I I I I I I I I I I I I I I I I I | rss. If you<br>Confirm<br>tem<br>Picase |  |  |  |  |  |  |

| Order Basket  |                         |                    |
|---|-------------------------|--------------------|
| Student Name: Ruth Gallagher Carr<br>Student CRN: 111222333   |                         |                    |
| Course Start Date: September 2021<br>Course End Date:   |                         |                    |
| Insurance and Warranty Duration: 3 Years  |                         |                    |
| The total value of your quote (including VAT) is £1784.02. This is not necessarily<br>would pay, but we would advise you to check this total with the amount on your<br>discrepancies found later may delay your order. | y the amo<br>DSA2 letti | unt you<br>er. Any |
| Basket<br>Please check and confirm each item in your order before proceeding with the or<br>do have any enquiries, please contact us.   | der proce               | ss. If you         |
| 1001  | Quantity                | Item               |
| WKH15   |                         |                    |
| Laptop with: 15.8*//5 10th Gen/8GB RAM/ 512GB SSD - subject to availability<br>DSA SPEC   | 1                       |                    |
| Software Loading, Activation and System Configuration<br>Software Loading, Activation and System Configuration  | 1                       |                    |
| 1.04 Software   |                         |                    |
| TextHeip Gold Student v12<br>TextHeip Read & Write Gold version 12 - Student Licence for Windows, Mac and Chrome<br>Single<br>User DSA. (TextHelp Professional features now included in Gold version as standard)       | 1                       |                    |
| Global Autocorrect  |                         |                    |
| Spelling Correction Software  | 1                       | 0                  |

very Set Up and Fa

| Single<br>User DSA. (Texthelp Professional features now included in Gold version as standard)  | 1       | •        |
|--|---------|----------|
| Global Autocorrect<br>Spelling Correction Software   | 1       |          |
| Microsoft Security Essentials<br>Microsoft Security Essentials to guard against viruses, spyware, and other evil software. It<br>provides real-time protection for your home or small business PCs.  | 1       |          |
| 1.11 Delivery Set Up and Familiarisation   |         |          |
| Delivery & On-site Installation<br>Cristie installation and assembly of computer equipment and testing in the presence of the<br>student. In one timed appointment.<br>Will include the set-up of students own peripherals where necessary.                            | 1       |          |
| 1.12 Insurance and Warranty  |         |          |
| Support<br>Technical Support included for 3 years. (180.00v)   | 1       | •        |
| Warranty extended to 3 years on the following products:<br>WKH15 (60.00)   | 1       |          |
| Insurance<br>3 years insurance (with no excess) for the following products:<br>WHO115 (47.18)<br>Price includes lineurance Premium Tax<br>Sight and Sound Technology use Specially Risks as a broker recognised by DSA-QAG that<br>provides insurance to DSA students. | 1       |          |
| 1.13 Training  |         |          |
| Training<br>Half Day Training session (non VI)   | 1       | 2        |
| Payment  |         |          |
| Student contribution   |         | £1784.02 |
| Additional payment   |         | £0.00    |
| Total  |         | £1784.02 |
| f you would like to upgrade your laptop to a specific model, please contact us tr<br>ptions before proceeding.   | discuss | your     |
|  |         |          |

## **Arranging Delivery**



## **Making Payment**

When you have completed all the delivery details you will be taken to a secure payment page.

| •                              | 0                       | 0                                   | ٥  | •                   | 0                                   |
|--------------------------------|-------------------------|-------------------------------------|--|---------------------|-------------------------------------|
| Sign                           | How do you want to pay? |                                     | Sight  | Your card details   |                                     |
| Sight and Sound Technology     | VISA Visa               | >                                   | Sight and Sound Technology                   | 🛓 Name              |                                     |
| LIMITED                        | VISA Visa Debit         | >                                   | Order description: Sight and Sound DSA order | Ruth Gallagher Carr |                                     |
| 223627                         | VISA Visa Electron      | >                                   | 223627                                       | Card                |                                     |
| <sup>То рау</sup><br>£1,784.02 | MasterCard              | >                                   | <sup>То рау</sup><br>£1,784.02               | <b>≝ E</b> xpiry    | U CVC                               |
|                                | Debit MasterCard        | >                                   |  | MM 7 YY             | 123                                 |
|                                | < Cancel                |                                     |  | < Back              | Confirm card details >              |
|                                |                         |                                     |  |                     |                                     |
|                                |                         | Your payment is secured by sage pay |  |                     | Your payment is secured by sage pay |
|                                |                         |                                     |  |                     |                                     |

| Sight and Sound Technology<br>Limited<br>Orace description: BigH and Sound DEA order<br>22807<br>To pay<br>£1,784.02 | Review your order Transaction details Description: Sight and source DSA order 223027 Transaction Reference: Councer 2007 Statistication Reference: E1/784.02 Payment Details  Pyyment Details  Slipping Address  Slipping Address | Sight and Sound Technology<br>Limited<br>Order description: Sight and Sound DSA order<br>223627<br>To pay<br>£1,784.02 | Vour payment is | being authorised<br>take long       |
|--|---|--|-----------------|-------------------------------------|
|  | C Back Pay \$1,784.02 row >   |  |                 | Your payment is secured by sage pay |

When your payment has been processed you will be automatically returned to your DSA Dashboard.

You will also receive an email confirmation of your order.



This can be reviewed from the Dashboard by selecting 'View' under the Communications Log menu.

| ₩ ₩              |                   |              |     |                       |         |           |          |   |                    |   | Welcome Ruti        | h Gallagher Carr, L | .ogout | Assessment Centre Informati                                     | 011   | $\sim$                                |
|------------------|-------------------|--------------|-----|-----------------------|---------|-----------|----------|---|--------------------|---|---------------------|---------------------|--------|---|---|---------------------------------------|
|                  | 1                 |              |     |                       |         |           |          |   |                    |   |                     |                     | _      | Assessment Centre   | Sight and Sound Technology                          | Sight                                 |
|                  | 0                 |              | 1   |                       |         |           |          |   |                    |   |                     |                     |        | Assessor Name   | Roth Gallagher Carr                                 | Sourid                                |
| (Sight)          | Communi           | cations      | Log |                       |         |           |          |   |                    |   |                     |                     |        | Assessment Centre Ref No  | Test  | $\smile$                              |
| Sound            |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | Student Name  | Roth Gallagier Carr                                 | Welton House North Wing               |
| TECHNOLOGY       |                   |              |     |                       |         |           |          |   |                    |   | Filter:             |                     |        | Funding Body  | SAAS  | Summethouse Read                      |
|                  | Comm ID           | A Trees      |     | Sent To               | * 0     | c         | A 80     |   | A Subject          |   | Date                |                     |        | Quote Information   |   | Northersectors                        |
|                  | Committee         | A 1154       | •   | Service               | • •     | •         | • •••    | · | Subject            | • | Date                | •                   |        | Quote ID Number   | 223627  | NN3 6WD                               |
| Main             | 21439             | Email        |     | allagheruth@gmail.com |         |           |          |   | Order Confirmation |   | 25-05-2021 09:41:38 | View                |        | Quotation Date  | 21-05-2021  | Fax: 01604 798 090                    |
| Dashboard        |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | Course Start Date   | September 2021                                      | email: dsasales@sightandsound.co.uk   |
| Documents        |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | Course End Date   |   | DSA QAG Accreditation Cert No. 210651 |
| My Documents     | Showing 1 to 1 of | of 1 entries |     |                       |         |           |          |   |                    |   |                     |                     |        | Length of Course Remaining                                      |   |                                       |
| Communications   |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | Maintenance and support perior                                  | 3 years   |                                       |
| Comms Log        |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | Product Name & Description                                      |   | Qty Unit Total VAT                    |
| My Dotails       |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | 1.02 Laptop Computer  |   |                                       |
| Change Password  |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | WKH15   |   |                                       |
| Contact/Feedback |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | Laptop with: 15.6745 10th Gen<br>DSA SPEC                       | 80B RAM/ 5120B SSD - subject to availability        | 1 #550.00 #550.00 #0.00               |
| Send E-Mail      |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | Software Loading, Activation<br>Software Loading, Activation in | and System Configuration<br>nd System Configuration | 1 £0.00 £0.00 £0.00                   |
|                  |                   |              |     | Copyright Sight and   | 1 Sound | Technolog | <b>9</b> |   |                    |   |                     |                     |        | 1.04 Software   |   |                                       |
|                  |                   |              |     |                       |         |           |          |   |                    |   |                     |                     |        | TextHelp Gold Student v12<br>TextHelp Read & Write Gold vi      | rsion 12 - Stadent Lisence for Windows Mac and C    | Seame Sende 1 £265.00 £265.00 £0.00   |

From the Main Dashboard you can also review your order by selecting the Quote ID under 'Orders'.

| ** •••                                   | 1   |               |          |   |       |                           |                                       |   | Welcom      | e Ruth Gallagher Carr, Logout |
|--|---|---------------|----------|---|-------|---------------------------|---------------------------------------|---|-------------|-------------------------------|
| Sight<br>Sound<br>TECHNOLOGY             | Dashboard<br>DSA2 Uploaded<br>DSA2 Upload Complete. |               |          |   |       |                           |                                       |   |             |                               |
| Main<br>Dashboard                        | Open Quotes   |               |          |   |       |                           |                                       |   | Filte       | r:                            |
| My Documents                             | Quote ID  | <b>⇔</b> Date | \$ Value | , | ÷     | Access Centre             |                                       | ¢ | Actions     | ¢                             |
| Communications<br>Comms Log              | 223628  | 21-05-2021    | £1329    | 00                                      |       | University of Strathclyde |                                       |   | Place order |                               |
| Account<br>My Details<br>Change Password | Showing 1 to 1 of 1 entries                         |               |          |   |       |                           |                                       | _ |             |                               |
| Contact/Feedback<br>Send E-Mail          | Orders  |               |          |   |       |                           |                                       |   | Filte       | ır.                           |
|  | Quote ID 🔶  | Date Ordered  | ¢        | Confirmation Sent                       |       | \$                        | Delivery                              |   | ¢           | Status 🔶                      |
|  | 223627  | 25-05-2021    |          | 25-05-2021                              |       |                           | 09-06-2021 - Lantec<br>08:00 to 18:00 |   |             | In Build                      |
|  | Showing 1 to 1 of 1 entries                         |               |          |   |       |                           |                                       |   |             |                               |
|  |   |               | (        | 9 Copyright Sight and Sound Techr       | 10100 | ж.                        |                                       |   |             |                               |

Your order will go into Build and you will contacted ahead of your delivery date by the courier.

If you have any questions in the meantime please don't hesitate to get in touch with our DSA Sales team on <u>dsasales@sightandsound.co.uk</u> or 01604 798070 Option 2