



Anglia Ruskin  
University

Cambridge & Chelmsford

# Online Registration Guide

v Dec 2011 jec1

[www.anglia.ac.uk](http://www.anglia.ac.uk)

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## Welcome to Online Registration

### Instructions and Explanations for New Students

Every student at Anglia Ruskin University is required to register at the start of their course and then re-register on the anniversary of their start date or after any break in study. Registration is the formal process of becoming a student; it enables you to attend lectures and seminars, receive tuition, sit examinations, and access Library facilities and other services.

The registration task is a series of simple steps designed to let you check some of the information we already hold for you, and for you to give us any further information we require. The task also requires you to confirm compliance with the appropriate University regulations. We hold this information on our central student database, called SITS, and you complete the registration process online using our e:Vision Web student portal.

Module enrolment is a separate process from Registration. It involves choosing and confirming the modules you wish to take as part of your programme.

**It is important that you register as soon as possible and preferably before the start of your course. A delay in registering will result in you not being able to access all our University facilities.**

You can register from any where in the world, from any PC with internet access. Limited facilities will however, be available on campus if you are unable to register before you arrive. Please note there is a deadline for registering, which is three weeks after commencement of your course.

Please read these instructions before starting the online registration process. Once you have started the process please use the index at the front of this document to help you to find the areas with which you need help.

Please note that the screens you actually see may differ slightly from those shown in this document due to ongoing improvements / amendments to the screens and content.

# How to Access e:Vision and Log in

**e:Vision** is the name of our web-based student records system and is the system you will use to register with us. You will use e:Vision throughout your life with Anglia Ruskin, to access information such as your timetable and module results, and through the system you can maintain the contact details we hold for you, amending your address or telephone numbers whenever appropriate. It also allows you to perform self-service activities such as Attendance Tasks for Student Loans, Scholarship and Bursary payments, and graduation ceremony bookings.

To access e:Vision go to: <http://e-vision.anglia.ac.uk>

## Portal Log-in screen

The following is an example of the screen:

Welcome to Anglia Ruskin e-vision STW\_LGN\_MESSAGE

**Student IT Self-Service**

Student IT Self-Service is available from <http://isms-support.anglia.ac.uk/student/>

**Log-in to SITS e:Vision Portal**

This page is the SITS e:Vision Portal log-in screen. Please use the form below to supply your log-in details and click the 'log-in' button to access the system.

**Portal Log-in**

Please enter your username and password here:

Username:

Password:

**Important: For assistance with University Login problems - use our new Password Manager Service**

Setting up security questions in Password Manager will enable you to reset your password yourself.

1. [Set up your security questions;](#)
2. Use [Password Manager](#) once your security questions are set up;
3. Password Manager [Q & A](#)

Enter your log-in details:

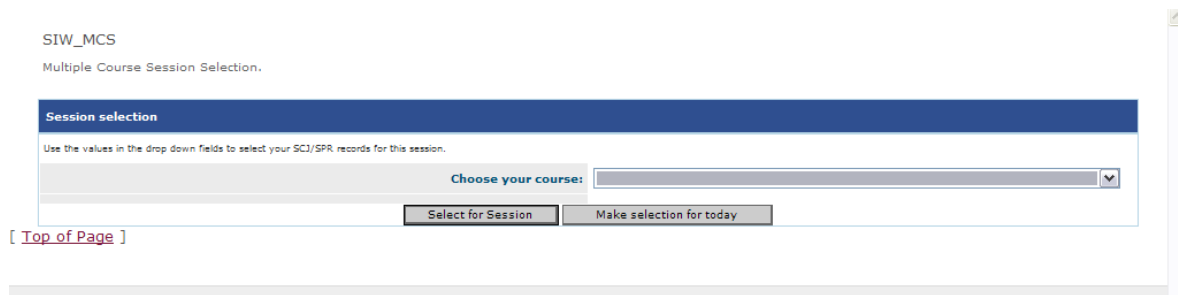
**User Name:** type in your User-name **as specified in your Joining Welcome email**

**Password:** enter in your **date of birth** (in the format **DDMMYY**)  
( for example if your date of birth is 12<sup>th</sup> April 1980 then you will enter it as 120480 )

*(Note: If you have been a student at Anglia Ruskin previously please login using your existing University username and password)*

If you see an error message after clicking the “**Log in**” button, please check that you have entered your user name and password correctly. If you have still not succeeded in logging in, please click on the link that says “Need to report a problem? (On-Line Query form).” or Email [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk) or telephone 0845 196 6600/6601

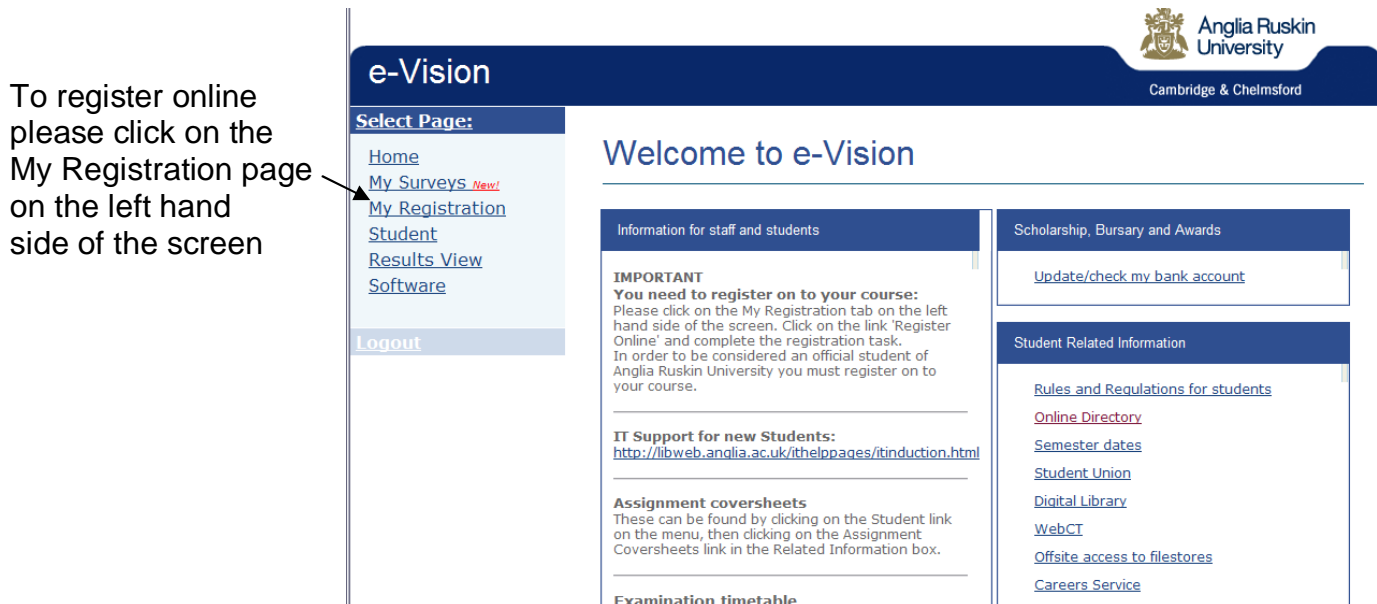
# Multiple Course Session Selection Screen



Not everybody will see this screen. However, if you have studied on other courses at Anglia Ruskin you may see this selection screen. Select the course that you need to register for, and then click on either, **“Select for Session”** or **“Make selection for today”**

## Your Personal e:Vision Screen

You are now logged into your e:Vision account.



# My Registration page

The screenshot shows the 'My Registration Page' within the 'e-Vision' system. At the top, there are navigation links: 'Contact Us', 'A-Z Index', 'Search', 'University Library', and 'ANET'. The Anglia Ruskin University logo and name are also present, along with the locations 'Cambridge & Chelmsford'. On the left, a 'Select Page:' menu lists 'Home', 'My Registration', 'Student', 'Results View', 'Software', and 'Logout'. The main content area is titled 'My Registration Page' and contains two sections: 'Registration Information' with a 'Register online' link, and 'Useful Links' with a 'Contact Information' link. An arrow points from the 'Register online' link to the text on the right.

Please click on the link “**Register online**” to start the registration process

## Completing Online Registration

The registration process is a series of simple steps designed to let you check some of the information we already hold for you, and for you to give us any further information we require.

When you have completed each step, click on the button at the bottom of each page (e.g. ‘Save and Continue’) to move to the next step. Please make sure you populate all mandatory fields; the system will prevent you from progressing to the next step when mandatory fields are left blank and will highlight in red the missing field.

For example

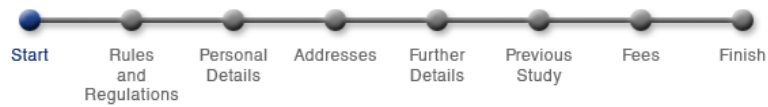
The screenshot shows a form titled 'Next of Kin/ Emergency Contact Details'. It has two input fields: 'Emergency contact name \*' and 'Emergency contact telephone number \*'. The second field has a note below it: 'For international numbers, please include dialling and area code'. A 'Save and Continue' button is at the bottom.

At the end of the process you will reach a confirmation screen indicating that you have registered successfully. (You can review and print your registration details, including your course details, by clicking on ‘view your registration’ link on the “**My Registration**” page within your e-vision area.)

You must click the **FINISH** button and you will then be returned to the “**My Registration**” page where useful information and links will now be available.

Please refer to the contact details accessible from the “**My Registration**” page on e:Vision or at the end of this document if you have any other queries relating to your online registration process.

# Welcome Screen



## Welcome to Anglia Ruskin's on-line registration task for 2011/2

In the following screens we would like you to amend or confirm the data shown, or provide additional information necessary to complete your registration with Anglia Ruskin University.

If you stop the registration task at any point, information that you have already entered will be saved to our system. You will be able to re-enter the task at the same point.

Correspondence from our University will only be sent to your Anglia Ruskin email address which is **four.core@student.anglia.ac.uk**.

Please click 'Start' to begin the Anglia Ruskin on-line registration task.

**Start**

Please read the information on this screen and click on the “**Start**” button.

# Rules and Regulations etc Screen

**Start** **Rules and Regulations** Personal Details Address Further Details Previous Study Fees Finish

**Rules and Regulations**  
Please tick below to confirm that you agree to abide by Anglia Ruskin University's [Rules, Regulations and Procedures](#) for students. You cannot continue with your registration process unless you do so.

I have read and agree to abide by the [Rules, Regulations and Procedures for Students](#) \*

**Data Protection Act**  
Please tick below to confirm that you have read and accept the statement concerning the Data Protection Act 1998 and our terms and conditions regarding the discretionary Aspire scholarship. You cannot continue with your registration unless you do so.

Data Protection Act 1998: Anglia Ruskin University may process personal data contained on the following screens or any other data which Anglia Ruskin University may obtain from me or other people. The processing of such data may occur for any purpose connected with my studies, or my health and safety whilst on the premises or for any other legitimate reason including communication with me following the completion of my studies. In addition, Anglia Ruskin University may process personal data described as Sensitive Data within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes indicated in this Declaration. Anglia Ruskin University may disclose student information to relevant government departments/agencies to whom we have a statutory obligation to release information (including HERCE, HESA, Council Tax officers and Immigration Authorities). Anglia Ruskin University, the Government or their respective agents may check the accuracy of personal information provided against external data sources. If a sponsor or employer is supporting my studies by paying my fees/allowing me study time I agree to them being informed of the progress of my studies.

If I am eligible for the Anglia Ruskin Aspire Scheme, Anglia Ruskin University will share basic selected data relating to my registration with John Smith's Bookshop to enable my Aspire scholarship account to be managed. Anglia Ruskin University may deduct any outstanding debt from any discretionary scholarship payment(s) to which I may be entitled.

I have read and accept the above statement concerning the Data Protection Act 1998 and the terms and conditions regarding the discretionary Aspire scholarship. \*

**Students' Union**  
Some of your data held by Anglia Ruskin University will be made available to the Students' Union - specifically, your name, email address, campus of study (or distance learning), level of study (UG/PG), mode of study (PT/FT) and nationality. Your agreement to the release of this data is NOT mandatory.

Please tick this box if you agree to your data being made available in this way.

**Save and Continue**

TKT-REGISTR, STEP17

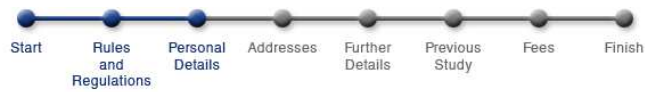
There are 3 sections to this screen.

- 1. Rules, Regulations and Procedures for Students** – you have to agree to abide by these or you will be unable to register as a student with Anglia Ruskin University.
- 2. Data Protection and Debt Statement** - you have to confirm that you have read and accept these statements or you will be unable to register as a student with Anglia Ruskin University
- 3. Students' Union** –This is useful if you want to receive information from the Students Union about student events and opportunities around our University but you do not have to agree to selective data being passed to the Students Union.

Boxes 1 and 2 are mandatory and if you do not tick them before clicking on the 'Save and Continue' button you will not be able to continue to the next page. The wording attached to the box will be highlighted in red.

I have read and accept the above statement concerning the Data Protection Act 1998

# Personal Details Screen



**Personal Details**  
Please check, amend or add your personal details, as required.

Some information can be amended on screen. The greyed fields can only be altered by our University upon viewing your original documentation (i.e. Passport/Birth or Marriage certificate). If a change is required, please take your documents to your local iCentre as soon as possible.

Title	<input type="text" value="Mr"/>
Surname	<input type="text" value="CORE"/>
Forename	<input type="text" value="ONE"/>
Second forename	<input type="text"/>
Third forename	<input type="text"/>
Known as	<input type="text" value="HAPPY"/>
Official name <small>This is how your name will appear on your award certificate</small>	<input type="text" value="ONE CORE"/>
Gender <small>M=Male, F=Female, N=Indeterminate</small>	<input type="text" value="M"/>
Date of birth	<input type="text" value="08/Aug/1988"/>

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**Next of Kin/ Emergency Contact Details**

Emergency contact name *	<input type="text" value="Mrs Core"/>
Emergency contact telephone number * <small>For international numbers, please include dialling and area code</small>	<input type="text" value="1234567890"/>

This screen allows you to modify any of the white boxes but not the grey ones.

If you need a change made in any of the greyed out boxes you will need to contact the Registration team ([registration@anglia.ac.uk](mailto:registration@anglia.ac.uk)) with proof of the changes. Once on campus you can go to the iCentre.

# Address Screen

**Home Address** - Your home address is your permanent address

**Contact Address** - This is the address of where you are living during term time

Only complete the “**Postcode**” box if your Home Address is in the UK



**Addresses**

**Home Address**  
'Home address' is for when you are not studying at Anglia Ruskin e.g. the address of your family, parents, relatives.

**House name/number and street \***  
First line of your home address

**Address line 2**  
Optional

**Town \***  
Town or City name

**County \***  
Or Country for overseas addresses only

**Postcode**  
UK addresses only

**Telephone number**  
For International numbers, please include dialling and area code

**Mobile phone number**  
For International numbers, please include dialling and area code

**Contact Address**  
This is your address during the time of your study at Anglia Ruskin. It may, or may not, differ from your home address depending on your circumstances.

**House name/number and street \***  
First line of your home address

**Address line 2**  
Optional

**Town \***  
Town or City name

**County \***  
Or Country for overseas addresses only

**Postcode**  
UK addresses only

**Telephone number**  
For International numbers, please include dialling and area code

**Mobile phone number**  
For International numbers, please include dialling and area code

**Term Time Accommodation**  
Please select which type of term time accommodation you are/will be living in during term time.

**Term time accommodation \***

**Term Time Accommodation** - You also need to select which type of term time accommodation you are/will be living in. Only select INSTITUTION MAINTAINED PROPERTY if you are in Anglia Ruskin University run accommodation at Cambridge or Chelmsford

Please check the details we hold for you and update where necessary.

**Not sure what the difference is between Home Address & Contact Address?**

For example, if you're sharing a flat at Cambridge in term time, then returning to your family home in Newcastle in the holidays, your Contact address is the Cambridge one and your Home address is the one in Newcastle.

**Overseas students**

If you are an overseas student, but you do not return to your home country during holiday time, you still need to have your address in your home country in the Home Address section

**What if my 'Home' and 'Contact' address are the same?**

Please enter the same address in both screens.

**I don't know what my Contact address during term time will be?**

In this case enter your home address. The address screens are available all year round on e:Vision for you to keep your contact details up to date.

**It is a regulation of Anglia Ruskin that you keep your address information up to date.**

## Further Details Screen

The screenshot shows a progress bar at the top with eight steps: Start, Rules and Regulations, Personal Details, Addresses, Further Details (highlighted), Previous Study, Fees, and Finish. Below the progress bar is a light blue box titled 'Further Details' with the instruction 'Please check, amend or add further details, as required.' It contains four dropdown menus: 'Nationality' (Country of legal nationality), 'Country of birth', 'Ethnic origin', and 'Specific Learning Disability or Medical Condition'. The 'Nationality', 'Country of birth', and 'Ethnic origin' dropdowns are currently set to '--Please select--'. The 'Specific Learning Disability or Medical Condition' dropdown is set to 'No disability'. A 'Save and Continue' button is located at the bottom of the form.

A maximum of 4 questions will come up. The 'Nationality', 'Country of Birth' and 'Ethnic Origin' will only show if we do not already hold this information. It may have been previously supplied either by the information you provided on your application or at a previous registration.

The 'Specific Learning Disability or Medical Condition' will always come up even if you have already provided this information. This is because your circumstances may have changed and we wish to ensure that you are provided with any support that you may require.

### Country of Legal Nationality

Please click on the arrow and select from the drop down list

### Country of birth

Please click on the arrow and select from the drop down list

### Ethnic Origin

Please click on the arrow and select from the drop down list

Why are you asking this? - We have to collect this information as part of our HESA (Higher Educational Statistical Agency) return to Government. The information is sent anonymously and is not linked to your personal details.

If you do not wish to give this information please select "**Information Refused**" from the drop down list.

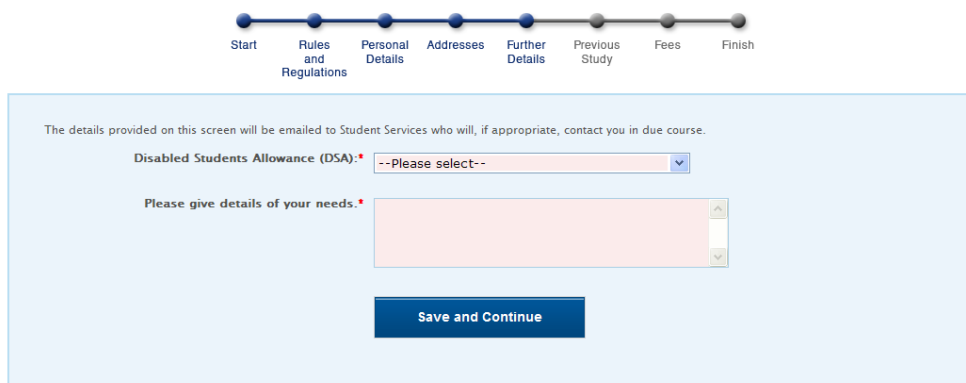
## Specific Learning or Medical Condition

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

If you have no disability please select “**No known disability**” from the list

If you selected that you do not have a disability, you will be directed to the **Previous Study** screen. If however, you have selected that you have a disability then they will be directed to the **Disability Information** screen

## Disability Information Screen



The screenshot shows a progress bar at the top with eight steps: Start, Rules and Regulations, Personal Details, Addresses, Further Details, Previous Study, Fees, and Finish. The 'Further Details' step is currently active. Below the progress bar is a light blue form area. At the top of the form, it states: "The details provided on this screen will be emailed to Student Services who will, if appropriate, contact you in due course." The form contains two main fields: "Disabled Students Allowance (DSA):" with a dropdown menu showing "--Please select--" and "Please give details of your needs:" with a large text input area. A "Save and Continue" button is located at the bottom of the form.

This screen will only appear if you selected on the previous screen that you have a disability.

The details in this screen will be passed to our Student Support Services to enable the provision of appropriate study support

### Disabled Students Allowance (DSA)

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

### Please give details of your needs

The details provided on this screen will be emailed to Student Services who will, if appropriate, contact you in due course.

# Previous Study Screen



**Previous Study**

Have you previously undertaken a higher education course in the United Kingdom? \*

Yes  
 No

Do either of your parents have higher education qualifications? \*

(Required by Higher Education Statistics Authority)

Yes

**Save and Continue**

## Have you previously undertaken a higher education course in the United Kingdom

Please select either YES or NO

## Do either of your parents have a higher education qualification?

Please select from the drop down list

Why are you asking this? - We have to collect this information as part of our HESA (Higher Educational Statistical Agency) return to Government.

If you are on a course with the Faculty of Health, Social Care & Education two additional boxes will appear. Please provide the information if it is applicable.

Tick here if you are a qualified registered nurse

Please enter your NMC (Nursing & Midwifery Council) Pin Number:

## Tick here if you are a qualified registered nurse

Only tick this box if you have already qualified as a nurse

## Please enter your NMC (Nursing & Midwifery Council) Number

Please enter if appropriate

## Fee Payment Section

In this section you need to either pay your tuition fees via the linked web payment facility or provide information of who is responsible for payment of your fees.

The first screen you will see in this section is

### Who will be paying your fees?



**Fees payment**  
This screen asks you to identify who will be paying your tuition fees. Please select the appropriate button below and click 'Save and Continue'.

- Student Loan for Tuition Fees (Student Finance England/Scotland/Wales/Northern Ireland)**
- I pay my own fees**
- I have already paid my fees in advance**
- I have a sponsor/international sponsor (this includes company/employer/government/embassy sponsorship. Please note that an individual is not a sponsor)**
- NHS Secondment/Regional Contract**
- NHS Bursary**
- Other**

[Save and Continue](#)

You are given 7 choices

- Student Loan for Tuition Fees (Student Finance England/Scotland/Wales /Northern Ireland)
- I pay my own fees (please have your debit/credit card ready for payment)
- I have already paid my fees in advance
- I have a sponsor (this includes company/employer/government/embassy sponsorship. Please note an individual is not a sponsor)
- NHS/Secondment/Regional Contract
- NHS Bursary
- Other

If you select the incorrect answer you will not be able to return to this page to make another selection

## • Student Loan for Tuition Fees (Student Finance England/Scotland/Wales/Northern Ireland)

You should choose this option if you have applied for a Tuition Fee Loan from Student Finance England / Student Finance Wales / Student Finance N. Ireland (Student Loan Company) SAAS (Scotland)



Thank you.

You have confirmed that Student Finance England/Student Finance Wales/ Student Awards Agency for Scotland/Student Finance Northern Ireland is paying all or part of your fees.

Once you have received your 'University or College Payment Advice' letter from Student Finance England/Student Finance Wales/ Student Awards Agency for Scotland/Student Finance Northern Ireland, a copy of this should be forwarded to our University Financial Services Office on your Campus. **You remain responsible for the payment of your tuition fees unless the 'University or College Payment Advice' letter states otherwise and has been provided by you to our University.**

**PLEASE NOTE – STUDENTS WHO HAVE APPLIED FOR A STUDENT MAINTENANCE LOAN / GRANT**  
For the first payment of your 2011/2 Loan / Grant to be released your ATTENDANCE at Anglia Ruskin must be logged. You will be able to do this via your e-Vision account. Please see the link called 'Student Maintenance Loan / Grant Payment Information' on your My Registration page for further details.

**FOR SEMESTER ONE STARTERS**  
If, by 1 December 2011, you have not provided evidence that you will be deferring payment of your tuition fees, you will become liable for the total fee payable by a full-time Home & EU undergraduate self-funding student.

**FOR SEMESTER TWO STARTERS**  
If, by 1 April 2012, you have not provided evidence that you will be deferring payment of your tuition fees, you will become liable for the total fee payable by a full-time Home & EU undergraduate self-funding student

Home/EU full-time undergraduate student fee: £ 3,375.00

[Save and Continue](#)

TKT-REGISTR, STEP12, SRL:SCE.REG\_SPO\_LEA

This screen shows important information, please read all of the information provided.

It asks for a copy of the 'University or College Payment Advice' letter that you will receive from Student Finance if you have applied for a Tuition Fee Loan.

*Please Note: If you receive the FULL Higher Education Maintenance Grant or Supplementary Grant then we need to have a copy of this to show your entitlement to the additional Top Up Bursary (Please see the information in the Scholarship & Bursary Container that will appear on your **"My Registration"** page once you have completed your registration task)*

Before you can receive payment of any Student Finance Maintenance Loan or Grant you will be given an Attendance Task on e:Vision (at a set time) which you must complete before this money is released. More detail information will appear on your **"My Registration"** page once you have completed your registration task

It also shows the date by which you must provide evidence of having a Tuition Fee Loan.

You need to click on the **'Save and Continue'** button to be taken to the **"Registration Confirmation"** screen

- **I pay my own fees (please have your debit/credit card ready for payment)**

## Fee Payment Screen



**Fees payment**  
You have stated that you are paying your own fees. Please select one of the following and click Continue:

- Pay in full
- Pay by instalments (instalments are payable in 3 individual payments)
- I am not paying my own fees and want to go back and choose another payment option

[Continue](#)

In this screen you need to select if you wish to pay in full or by instalments. If you pay by instalments the first instalment of one-third of the tuition fees payable is payable at or before Registration. Thereafter, the balance of the tuition fee (two-thirds) is payable in 2 equal instalments. ( the amounts and dates will be shown later in the process on the **Credit Card Details** Screen )

If when you get to this screen you realise you will not be making a payment for your fees you can click on: I am not paying my own fees and want to go back and choose another payment option.

**If you have already paid your fees prior to starting this registration process then click to chose another payment option and select the option “I have already paid my fees in advance”**

If we do not have a fee on our system you will be taken to the **“Fee Record not yet Created”** Screen.

Otherwise you be taken to the **“Fees to be paid”** screen

## Fee Record not yet Created Screen



### Fee record not created yet

Your Fee Record has not yet been created for the 2011/2 academic year. Financial Services have been informed and following a review of your record an invoice will be generated.


Continue

The message on the screen will state that your fee record has not yet been created. Financial Services ( [studentfeesandinvoicing@anglia.ac.uk](mailto:studentfeesandinvoicing@anglia.ac.uk)) have been informed and will contact you shortly regarding your payment method.

Please click '**Save and Continue**' to complete your registration.

You will then be taken directly to the "**Registration Confirmation**" screen

## Fees to be paid screen



**Fees payment**  
You have chosen to pay your fees for 2011/2 in Full. You now need to check and confirm the proportion of your course fees that you are personally due to pay.

Listed below is a summary and breakdown of your course fees, showing the total amount you are personally due to pay for the academic year, together with any amount payable by any sponsors and/or student loans that we are aware of. Please check these details carefully and then select one of the options at the bottom of the screen.

Course Fees you must pay	£
2011/2 Course Fees	1,688.00
<b>Total Course Fees you must pay now</b>	<b>1,688.00</b>

Fees shown are the total amounts due, any deposits paid will be deducted before final settlement.

- My fees are correct. The fee amount I must pay is correct and I agree to abide by the [Financial Terms and Conditions](#). I want to proceed to pay by credit/debit card.**
- My fees are incorrect. The fee amount I must pay is incorrect and I want to email Financial Services to change my fee record.**
- I do not wish to pay my fees at this time. Skip this step and pay later.**

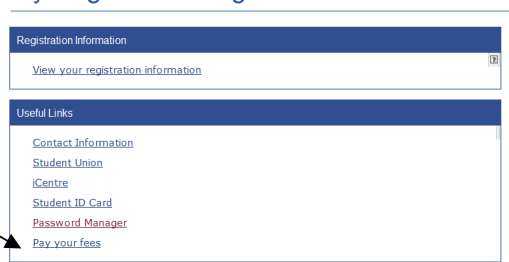
[Save and Continue](#)

If you are being sponsored in full or part for this academic year and we have a record of the sponsorship the sponsor will show here and minus the amount the sponsor is paying.

At this point, you need to confirm or dispute the fee amount. Also at this point if you realise that you are unable to go to the web payment provider then you can select 'I do not wish to pay my fees at this time' which will take you to the **'Registration Confirmation'** screen.

Once you have finished your registration task you can then make a payment by clicking on the 'Pay your fees' link. Alternatively you can email [webpaycorresp@anglia.ac.uk](mailto:webpaycorresp@anglia.ac.uk) for assistance

### My Registration Page



If you select the **'My fees are correct'** option you will be taken to the external web provider to make a payment. **(A)**

If you select **'My fees are incorrect'** option you will be taken to a screen from which you can give details of why you think the fees are incorrect. **(B)**

If you select **'I do not wish to pay my fees at this time'** option you will be taken to the **'Registration Confirmation'** screen

## 'My fees are correct' option (A)

# Credit Card Details Screen

## Instalments

Please enter payment details

We accept the following Debt/Credit cards:-

Payment Details

Balance to pay now for Tuition Fees 1,008.33

Instalment 1 Instalment Date: 15/11/2009  
Instalment Amount: £1008.33

Instalment 2 Instalment Date: 15/01/2010  
Instalment Amount: £1008.34

Cardholder's Details

\*Name on Card

\*Card Type

\*Card Number

\*Card Security code

## Full Payment

Please enter payment details

We accept the following Debt/Credit cards:-

Payment Details

Balance to pay in full for Tuition Fees

Fee Amount Due: 9868395-001 3,025.00

Total Amount to Pay 3,025.00

Cardholder's Details

\*Name on Card

\*Card Type

\*Card Number

\*Card Security code (Last 3 digits on the signature strip)

\*Expiry Date

Start Date

On this screen you will enter your credit card details. The only difference is that the instalment screen details the instalment dates and amounts.

# Credit Card Details Confirmation Screen

This page is the final stage to confirm your credit card and payment details before the transaction is processed.

Contact Us A-Z Index Search University Library ANET

The University Home > Web payments

Courses

International

European Union Students

UK Students

Research

Business & Services

News & Events

Current Students

Former Students (Alumni)

Current Staff (ANET)

Payment Details

Balance to pay in full for Tuition Fees

Fee Amount Due: 9516369-001 1,470.00

Total Amount to Pay 1,470.00

Cardholder's Details

Name on Card Sharon Perry

Card Type Visa

Card Number XXXXXXXXXXXXXXXXXXX1111

Expiry Date 01/2011

Start Date 01/2004

Issue No (for Maestro & Solo card, if applicable)

Payer's Email Address sharon.perry@anglia.ac.uk

Cardholder's Address Details

Line 1 Brook Street

Line 2

Town Chesterford

County/State

Post Code/ZIP CM1 1UH

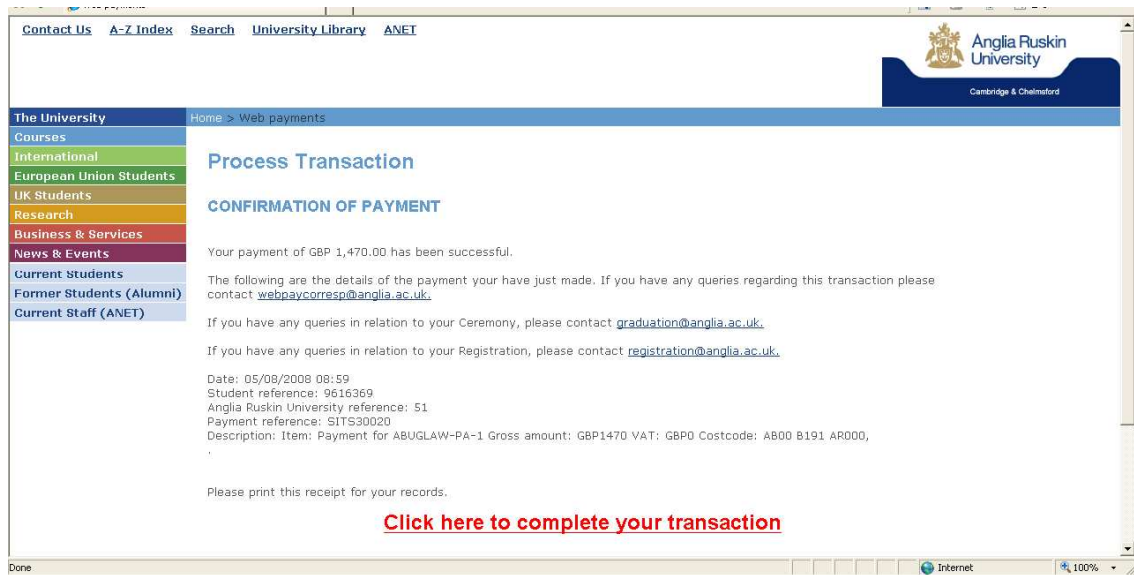
Country UNITED KINGDOM

Back Cancel Make Payment

Done Internet 100%

If the payment succeeds you will be directed to the **"Confirmation of Payment"** screen

# Confirmation of Payment Screen




This screen will confirm the amount that has been paid and will also give you some email addresses if you have any queries at this stage.

You can print this page for your records. An email with the details show on this page is also automatically sent to your Anglia Ruskin student email address.

You need to click on “**Click here to complete your transaction**” to be taken to the “**Registration Confirmation**” screen

## 'My fees are incorrect' option (B)



**Fees payment**  
You have indicated that the Tuition fee amounts for 2011/2 shown below are incorrect. Please re-check your fees and confirm your choice below:

Listed below is a summary and breakdown of your course fees, showing the total amount you are personally due to pay for the academic year, together with any amount payable by any sponsors and/or student loans that we are aware of. Please check these details carefully and then select one of the options at the bottom of the screen.

Course Fees you must pay	£
2011/2 Course Fees	1,688.00
<b>Total Course Fees you must pay now</b>	<b>1,688.00</b>

Fees shown are the total amounts due, any deposits paid will be deducted before final settlement.

Please give details of why you think that your fees are incorrect in the box below and then click "Send Email and Continue". An email will be sent to Financial Services who will investigate this for you.

[Send Email and Continue](#)

This screen allows you to dispute the fee amount and to send an e-mail to 'Student Fees and Invoicing' department ([studentfeesandinvoicing@anglia.ac.uk](mailto:studentfeesandinvoicing@anglia.ac.uk)) to inform them of the fee dispute including any additional information entered into the query box by you.

Once you click on the **Send Email and Continue** button the email will be sent automatically

You will then be taken to the **"Registration Confirmation"** screen.

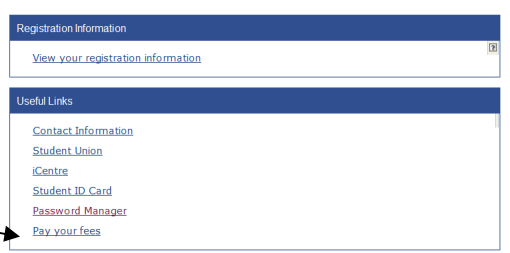
## 'I do not wish to pay my fees at this time' option (C)

If you realise that you are unable to go to the web payment provider then you can select 'I do not wish to pay my fees at this time' which will take you to the **"Registration Confirmation"** screen.

Once you have finished your registration task you can then make a payment by clicking on the **'Pay your fees'** link.

Alternatively you can email [webpaycorresp@anglia.ac.uk](mailto:webpaycorresp@anglia.ac.uk) for assistance

### My Registration Page



Registration Information

[View your registration information](#)

Useful Links

- [Contact Information](#)
- [Student Union](#)
- [iCentre](#)
- [Student ID Card](#)
- [Password Manager](#)
- [Pay your fees](#)

- **I have a sponsor** (this includes company/employer/government/embassy sponsorship. Please note an individual is not a sponsor)

If we hold sponsor information on our records then the details will come up on the

## Sponsor Confirmation Screen

**You have 1 sponsor records**

You have selected the option that a sponsor/international sponsor is paying your tuition fees (this includes company/employer/government/embassy sponsorship). Please note that an individual is not a sponsor. Our records show you have had the following sponsor(s) (a maximum of 3 records are shown below for you to confirm):

First Sponsor Record:

Invoice Name:	FORD POWER PRODUCTS
Invoice Address:	ARISDALE AVENUE 20/586
	SOUTH OCKENDON
	ESSEX
Postcode:	RM15 5TJ
Telephone:	
Fax:	
Sponsored Amount:	£ Not specified
Sponsored Percentage:	100%

Please select the one of the options below and click Next:

**CORRECT: My sponsor information is correct**

**INCORRECT: My sponsor information is incorrect and needs to be amended**

**Save and Continue**

You are given the choice to agree that the sponsor information we hold is accurate or to dispute the information we hold as inaccurate

If you confirm it is accurate, they will be directed to the “**Registration Confirmation**” screen

If you disagree with the information you will be directed to the “**Please provide sponsor details**” screen

## Please provide sponsor details screen

If we do not hold sponsor information on our records then you will be directed to the “**Please provide sponsor details**” screen.



**Please provide sponsor details**

Please supply your sponsor name and the address the invoice is to be sent to using the text area below, and then click on 'Save and Continue'. Please make sure you quote any purchase order number or reference that needs to be included on the invoice.

Please provide details of your sponsor here \*

**Save and Continue**

In the box please put in your sponsor name and the address the invoice is to be sent to. Please make sure you quote any purchase order number or reference that needs to be included on the invoice.

An email will be sent to [studentfeesandinvoicing@anglia.ac.uk](mailto:studentfeesandinvoicing@anglia.ac.uk) unless you are a Higher Skills at Work student in which case the email will be sent to [Higherskills@anglia.ac.uk](mailto:Higherskills@anglia.ac.uk)

You need to click on the ‘**Save and Continue**’ button to be taken to the “**Registration Confirmation**” screen

- **NHS/Secondment/Regional Contract**

If your fees are being paid by an NHS Trust under the Regional Health Authority arrangement you need to select this option

This option is mainly applicable to students studying within the Faculty of Health, Social Care and Education.



**You have confirmed that your fees are being paid by an NHS Trust under the Regional Health Contract arrangement.**

If this is not confirmed by the trust, please note that you will be invoiced directly for your Tuition fees.

**Save and Continue**

- **NHS Bursary**

This option is only applicable for students studying on specific courses within the Faculty of Health, Social Care and Education.



**NHS Bursary**

You have confirmed that your fees are being paid by the NHS Student Grants Unit. If this is not confirmed by the NHS, please note that you will be invoiced directly for your Tuition fees.

**Save and Continue**

- **Other**

If you believe that none of the other 6 options are applicable then chose this option

The image shows a progress bar at the top with eight steps: Start, Rules and Regulations, Personal Details, Address, Further Details, Previous Study, Fees, and Finish. The 'Fees' step is currently active. Below the progress bar is a form titled 'Please provide sponsor details'. The form contains the following text: 'Please supply your sponsor name and the address the invoice is to be sent to using the text area below, and then click on 'Save and Continue'. Please make sure you quote any purchase order number or reference that needs to be included on the invoice.' Below this text is a text area with the prompt 'Please provide details of your sponsor here' and a red asterisk. The text area is currently empty. Below the text area is a blue button labeled 'Save and Continue'.

In the box please put in your sponsor name and the address the invoice is to be sent to. Please make sure you quote any purchase order number or reference that needs to be included on the invoice.

Alternatively please inform us of how your fees are being paid.

An email will be sent to [studentfeesandinvoicing@anglia.ac.uk](mailto:studentfeesandinvoicing@anglia.ac.uk) unless you are a Higher Skills at Work student in which case the email will be sent to [Higherskills@anglia.ac.uk](mailto:Higherskills@anglia.ac.uk)

# Registration Confirmation Screen



## Registration Confirmation

**Congratulations – you have successfully registered as a student of Anglia Ruskin University.**

Please be aware that email correspondence from our University will only be sent to your Anglia Ruskin email address which is [one.regional@student.anglia.ac.uk](mailto:one.regional@student.anglia.ac.uk).

Once you have clicked on 'Finish' below you will be returned to the **"My Registration"** page which will now be populated with additional information and where we encourage you to:

- ▶ set up a secure password via Password Manager
- ▶ follow instructions to provide a photograph for your student ID card

You should now be able to access all University facilities including University Library and the Students Union. Some services may take 24 hours to activate.

Finish

## Congratulations you have successfully registered as a student of Anglia Ruskin University.

You can review and print your registration details, including your course details, by clicking on 'view your registration' link on the **"My Registration"** page within your e-vision area.

You must click the **FINISH** button and you will then be returned to the **"My Registration"** page where useful information and links will have appeared

### *Important Note for International Students with Tier 4 Visa*

Due to the requirements of the UK Border Agency you must complete a second part to the registration process.

If your visa was granted outside the UK you must go to our iCentre with your original passport and visa. Until we have a copy of your visa your registration will not be complete.

If you have already been studying in the UK at another college/University you will need to apply for a new visa before you begin your studies. You must see an International Student Adviser who will assist you with your application. Our International Student Advisers are located in Cambridge – Helmore Building Room HEL122 and Chelmsford – 2<sup>nd</sup> Floor Tindal building.

## Useful Contacts

(please quote your Student ID number, your course and the Campus you will be studying on at any correspondence)

### Problems getting into e:Vision

[student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk)

Tel: 0845 196 6600/6601

### Admissions (UK/EU)

[admissions@anglia.ac.uk](mailto:admissions@anglia.ac.uk)

### International Admissions

[Internationaladmissions@anglia.ac.uk](mailto:Internationaladmissions@anglia.ac.uk)

### Registration

[registration@anglia.ac.uk](mailto:registration@anglia.ac.uk)

### Financial Services

If you have any queries regarding payment of fees / sponsorship etc

[studentfeesandinvoicing@anglia.ac.uk](mailto:studentfeesandinvoicing@anglia.ac.uk)

If you have any queries regarding the web payment facility

[webpaycorresp@anglia.ac.uk](mailto:webpaycorresp@anglia.ac.uk)

### Anglia Ruskin Scholarship & Bursary queries

Cambridge students

[Scholarship-camb@anglia.ac.uk](mailto:Scholarship-camb@anglia.ac.uk)

Chelmsford students

[Scholarship-chelm@anglia.ac.uk](mailto:Scholarship-chelm@anglia.ac.uk)

### Timetabling queries

[timetabling@anglia.ac.uk](mailto:timetabling@anglia.ac.uk)

### Queries regarding your Student Card

Cambridge students

[studentid-cambridge@anglia.ac.uk](mailto:studentid-cambridge@anglia.ac.uk)

Fulborn students

[studentid-fulbourn@anglia.ac.uk](mailto:studentid-fulbourn@anglia.ac.uk)

Chelmsford students

[studentid-chelmsford@anglia.ac.uk](mailto:studentid-chelmsford@anglia.ac.uk)

## Questions and Answers

### I have a disability that prevents me from registering online. What should I do?

If you require support with the online registration process, or would like to discuss alternative methods of registration, please contact the Registration department at [registration@anglia.ac.uk](mailto:registration@anglia.ac.uk) or by phone on 0845 196 5954. Once on campus you can go to the **iCentre** for help.

### I am unable to access the internet in order to register. What should I do?

If you do not have access to the internet at home, your local library or community centre may be able to help. If you cannot access a PC or the internet before you arrive, then you can register on your arrival at the University. Limited PC facilities will be available on the Chelmsford, Cambridge and Fulbourn campuses in the *University Learning Zone*

### I am unsure of the information I am being asked to provide online. What can I do?

If you are unsure about the information you are being asked to provide, please do the following:

- Read the appropriate section of this guide
- Read any text on the relevant online screen

If still unclear, please e-mail the Registration team at [registration@anglia.ac.uk](mailto:registration@anglia.ac.uk) or if that is not possible then phone 0845 196 5954

### Do I need to register by a certain date?

Yes. The deadline for registration and re-registration is 3 weeks after the start of your programme. After that date, if registration has not been completed, you may be deemed to have withdrawn

### Do I have to register before I can get a student ID card?

Yes, in order to be issued with a student ID card you must have successfully completed online registration and provided a photograph. The card will be issued for the length of your course.

### When do I get my Student ID Card?

On commencement of your course, provided you have supplied a photograph.

### Why should I complete online registration before arriving at Anglia Ruskin?

You should complete online registration before arriving at Anglia Ruskin to avoid:

- Delays in your student ID card being issued
- Delays in being able to access University facilities
- Delays in payment of your first **student loan/grant instalment**, if appropriate (the separate Student Finance Attendance Task must also be completed)
- Possibly having to queue when you arrive to complete the online registration process

### I was a student previously and have forgotten my University e:Vision username and/or password. What should I do?

Your User name will be shown on your Welcome letter. If you have forgotten your password you will need to contact our student IT Help Desk to get it re set. You can either email: [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk) or phone: 0845 196 6600/6601