

## International Students

### Online Registration Instructions

To become an official student of Anglia Ruskin University you are required to complete an online registration task. Registration is the formal process of becoming a student and enables access to Anglia Ruskin University facilities.

***For International students with a Tier 4 student visa*** - due to the requirements of the UK Border Agency you must complete a second part to the registration process. In addition to completing the online registration task, once on campus you are required to take your passport and valid visa to the **iCentre** for scanning into our Student Record system. Until this is done your registration will not be complete.

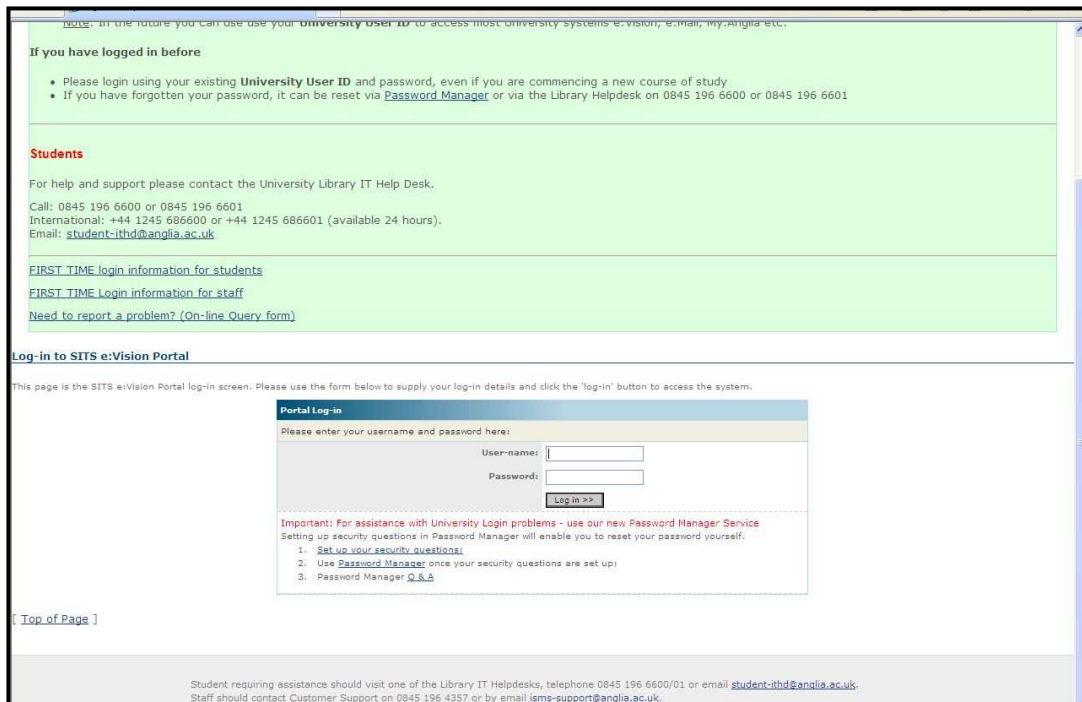
You can register online with Anglia Ruskin University from anywhere in the world using the internet, regardless of location or time of day.

To complete your registration on line, please log onto Anglia Ruskin's web portal (known as **e:Vision**). Our e:Vision portal can be found at the following internet address:

<http://e-vision.anglia.ac.uk>

1. At the e:Vision login page, at the **User-name** prompt, type in your User-name as **specified in your Welcome letter**
2. At the **Password** prompt 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 )

The following is an example of the screen:



NOTE: In the future you can use your university user ID to access most university systems e:vision, e:mail, my:anglia etc.

If you have logged in before

- Please login using your existing **University User ID** and password, even if you are commencing a new course of study
- If you have forgotten your password, it can be reset via [Password Manager](#) or via the Library Helpdesk on 0845 196 6600 or 0845 196 6601

**Students**

For help and support please contact the University Library IT Help Desk.  
Call: 0845 196 6600 or 0845 196 6601  
International: +44 1245 686600 or +44 1245 686601 (available 24 hours).  
Email: [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk)

[FIRST TIME login information for students](#)  
[FIRST TIME Login information for staff](#)  
[Need to report a problem? \(On-line Query form\)](#)

**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:

User-name:

Password:

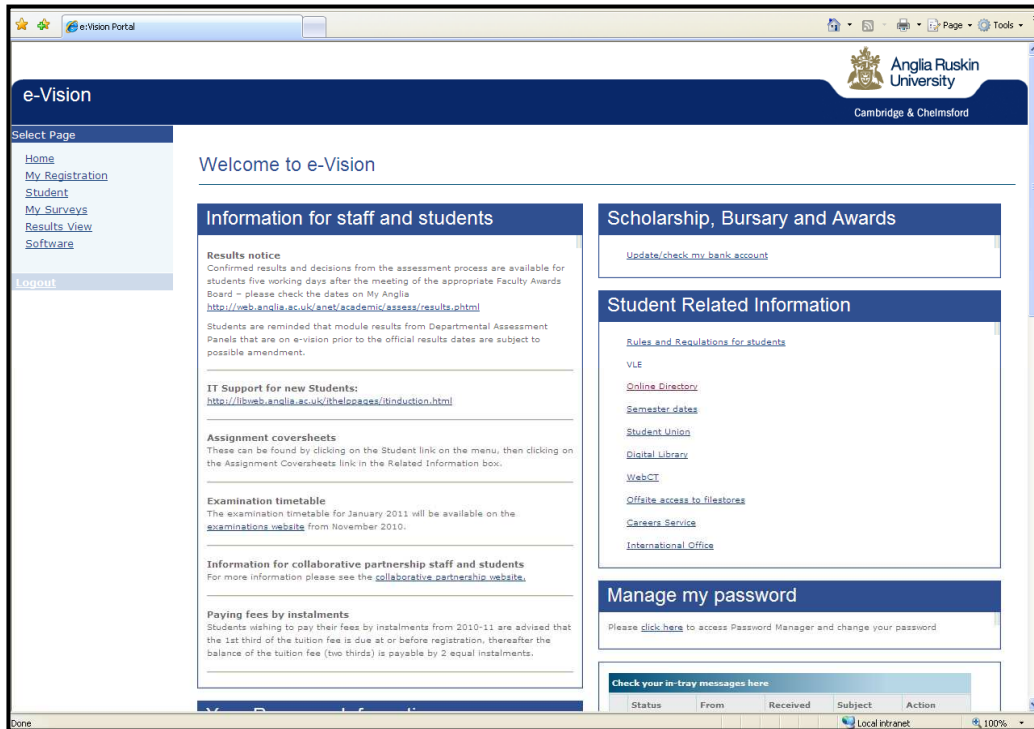
**Important: For assistance with University Login problems - use our new Password Manager Service**  
Setting up security questions in Password Manager will enable you to reset your password yourself.

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

[Top of Page](#)

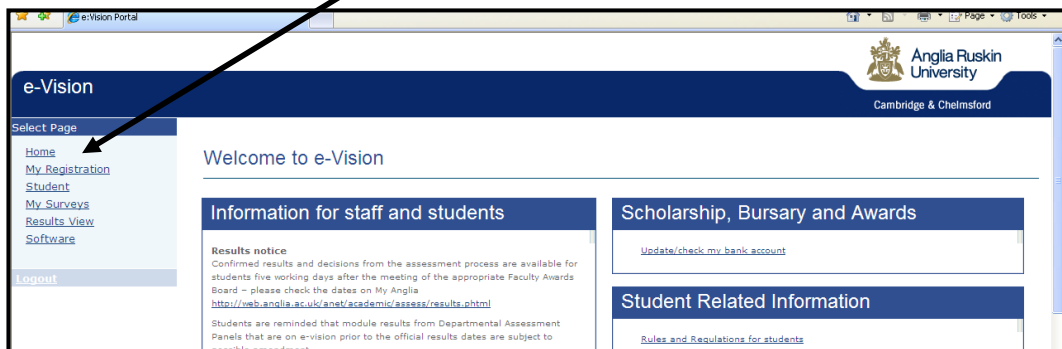
Student requiring assistance should visit one of the Library IT Helpdesks, telephone 0845 196 6600/01 or email [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk).  
Staff should contact Customer Support on 0845 196 4357 or by email [isms-support@anglia.ac.uk](mailto:isms-support@anglia.ac.uk).

3. Click on the **Log in>>>** button, and you will then be taken to the **'Welcome to e:Vision'** screen as shown below:

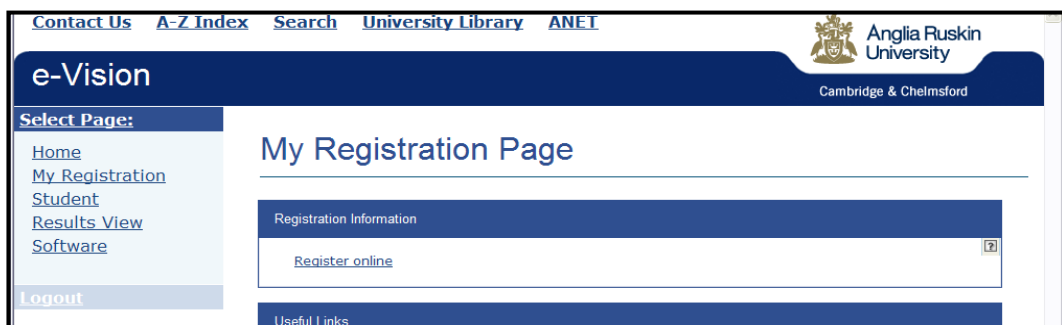


Once you have logged into e:Vision you must complete your registration task before proceeding further.

To access your on line registration task you should click the 'My Registration' tab on the left hand side of the page



then click on the [Register online](#) link to go to your personalised 'Online Registration' task. Follow the instructions, amending or confirming the data as appropriate.



If your course details are incorrect on the online registration task, e.g. incorrect course title or part-time instead of full-time, please contact [internationaladmissions@anglia.ac.uk](mailto:internationaladmissions@anglia.ac.uk), quoting your student ID number and explaining the problem. Please use REGISTRATION PROBLEM as the subject of your email. We will investigate the problem, amend your record and inform you this has been done or, if necessary, contact you for further information.

If your registration task is not showing or you have any queries regarding the online Registration process you can contact the Registration department on [Registration@anglia.ac.uk](mailto:Registration@anglia.ac.uk) or by phone on 0845 196 5954 (or +44 1223 695954 if you are contacting us from outside the UK)

At the end of the registration process you will reach a confirmation screen that will indicate that you have registered successfully. You should print and keep this confirmation for your records. (You can review and print your registration details later by clicking on the 'My Registration' tab within your e:Vision area). You will then be directed back to your 'My Registration' page where useful information/links will now appear.

If you encounter any technical problems i.e. logging on to e:Vision, you can contact our student IT Help Desk for help by completing the on line query form on the Login page of e:Vision. Alternatively you can email [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk) or phone 0845 196 6600/6601 (or +44 1245 493131 ex 6600/6601 if you are contacting us from outside the UK)

For more information please visit the Joining web site at [www.anglia.ac.uk/joining](http://www.anglia.ac.uk/joining)  
For information on Arrival and the International Orientation Programme please go to: [www.anglia.ac.uk/internationalarrivals](http://www.anglia.ac.uk/internationalarrivals)

If you are on campus you can also visit our **iCentre** for help and advice.

**Once you have completed your Registration task** please return to your Home page and Scroll to the '**Your Resource Information**' section.

## **Password Manager**

Within the '**Your Resource Information**' section is a link to **Password Manager**. Click on the link to complete the Password Manager Registration which will enable you to reset and manage your password.

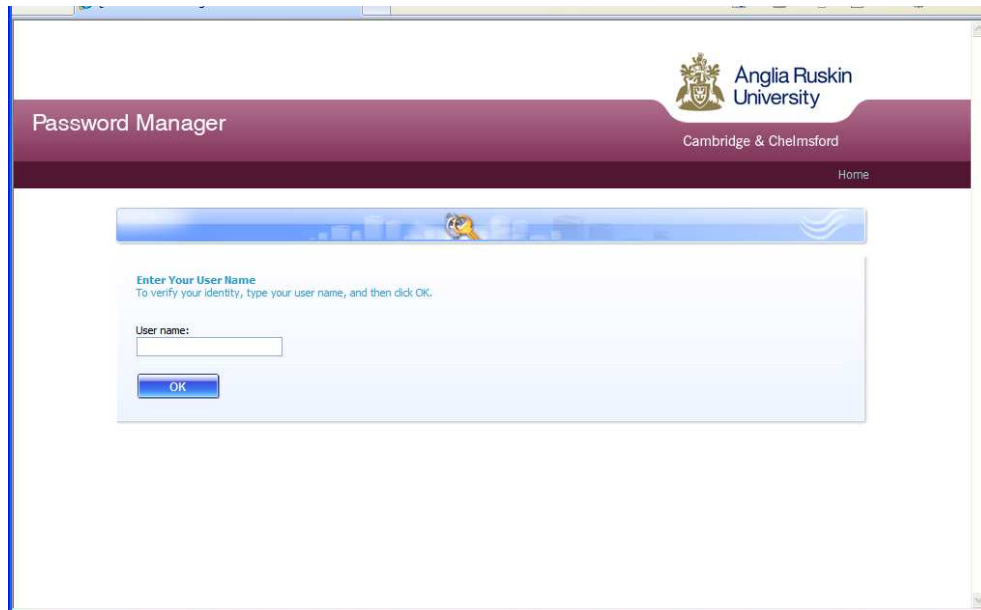
Register with Password Manager by creating your Questions and Answers profile to manage your passwords and unlock your account

### **What is Password Manager?**

If you forget your University Network Login password, Password Manager enables you to reset it yourself securely, online. This is the password that you use to log on to an Anglia Ruskin owned PC.

Password Manager is an efficient and convenient way to reset your password immediately without the need to contact our Student IT Help Desk.

You can also go directly to Password Manager at any time using:  
[www.anglia.ac.uk/mypassword](http://www.anglia.ac.uk/mypassword)



For Questions and Answers on our Password Manager Service please visit:  
<http://anglia.ac.uk/passwordmanager>