

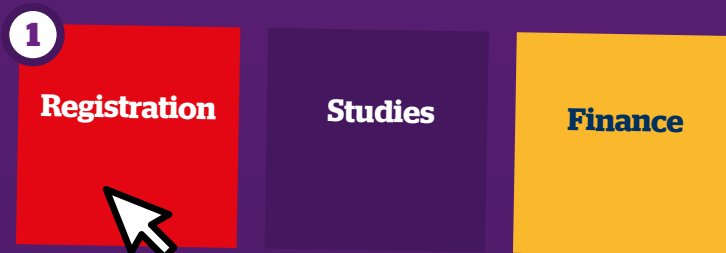


Online Registration Guide

Click [here](#) to open e:Vision. You should have been emailed your Anglia Ruskin University user-name and password to log-on to e:Vision. If you can't find your login details please contact the iCentre.

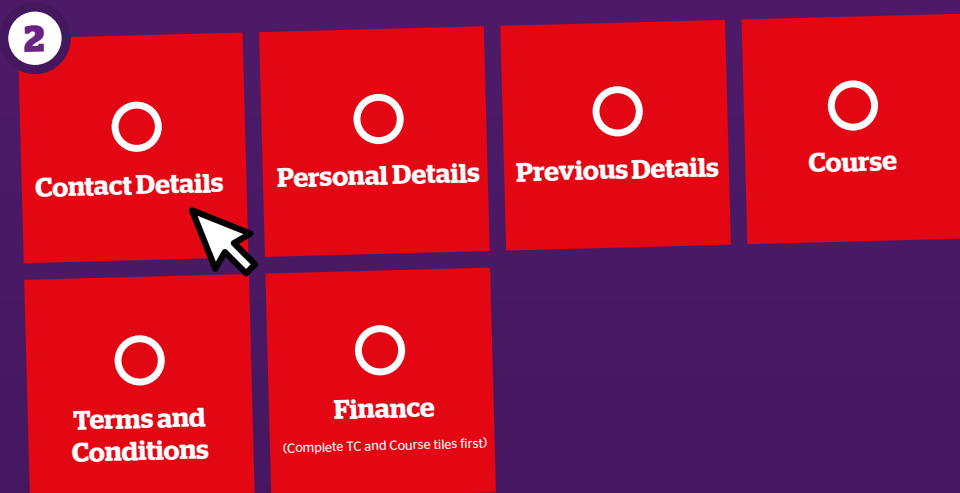
You will be prompted to enter your Anglia Ruskin user-name and password. Your username is in the format abc213 and your default password is your date of birth in the format DDMMYY e.g. 010795.

Once logged in you should see a **red** 'Registration' tile; click on this. ❶ You will then be presented with 6 red tiles.



A **green** tile indicates that the tile has been successfully completed. We can't provide you with a Student ID Card until each tile has been completed.

Click on the 'Contact Details' ❷ tile to begin.





Tile 1: Contact Details

'Home Address' is the address where you live when **not** studying with us i.e. the address where you live outside of term-time. It may, or may not be different from your contact address.

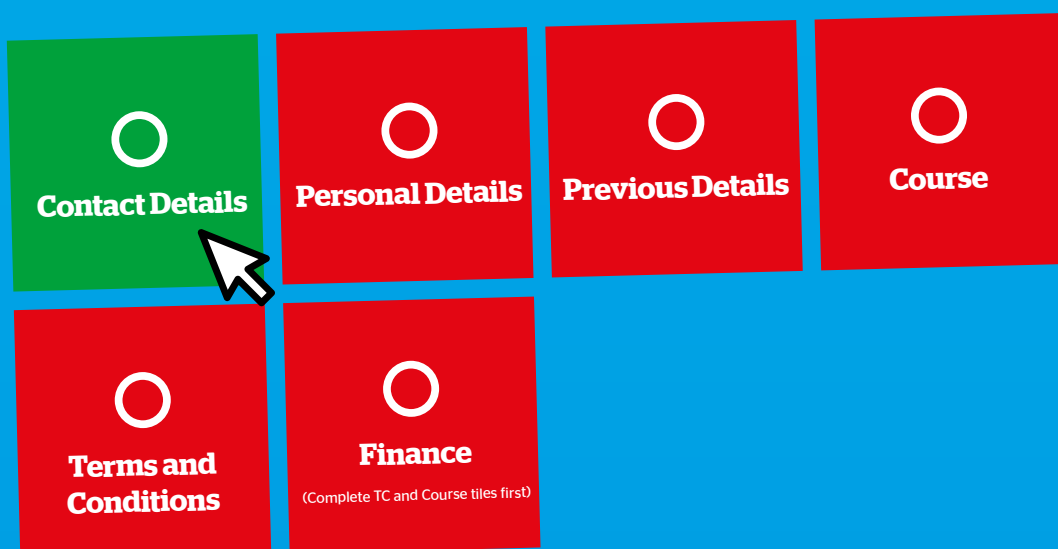
If you are an international student you must use your address in your home country in this section. **All fields with an asterisk (*) must be completed.**

When entering telephone numbers use only numbers, **do not leave any spaces or use symbols.** For International numbers, please include a dialling and area code.

Complete the 'Emergency Contact' section. This will be the person we contact in case of an emergency. For International numbers, please include a dialling and area code. When complete press the 'Next' button.

'Contact Address' is the local address where you live when studying with us.

Press the 'Submit this section' button to move onto the next tile.





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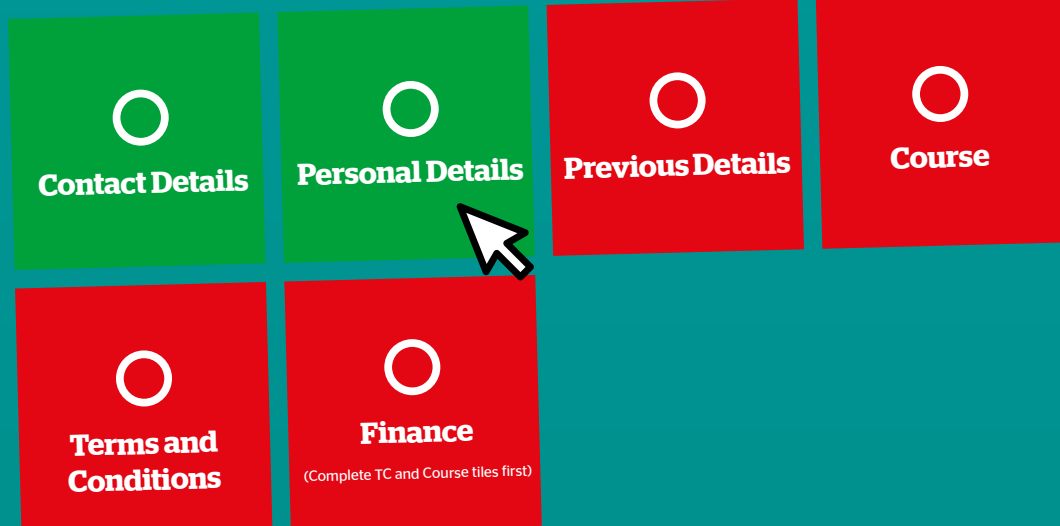
Tile 2: Personal Details

Check that your personal details are correct. If you notice something isn't right and can't correct it please make a note of it and press next. When you arrive on campus bring ID showing the correct details to the iCentre and we can change it for you. If you have a preferred first name you like to use you can add this here. When finished press the 'Next' button.

Check your nationality and Country of Domicile (the country of permanent residence to which you intend to return to). When finished press the 'Next' button.

The final page in this section is Equality Data. We do understand that you may 'prefer not to say' for some of the questions. If you would like to know why we ask for this information and how it is stored please email student.services@anglia.ac.uk

Press the 'Submit this section' button to move on.



Step 3: Personal Details



Tile 3: Previous Study

This section will display your highest qualification before joining Anglia Ruskin University. If the statement of your qualification is wrong or missing you'll be given the opportunity to tell us what it should be.

Tile 4: Course Details

Check that the information about your course is correct. If it's not notify us by pressing the 'Details above are incorrect' button or by contacting the iCentre.

Tile 5: Terms & Conditions

Please read this section carefully. Once you are happy click the tick boxes to agree then press 'Submit this section' button to move onto the final tile.

* I have read and agree to abide by the Academic Regulations

* I have read and accept the above statement





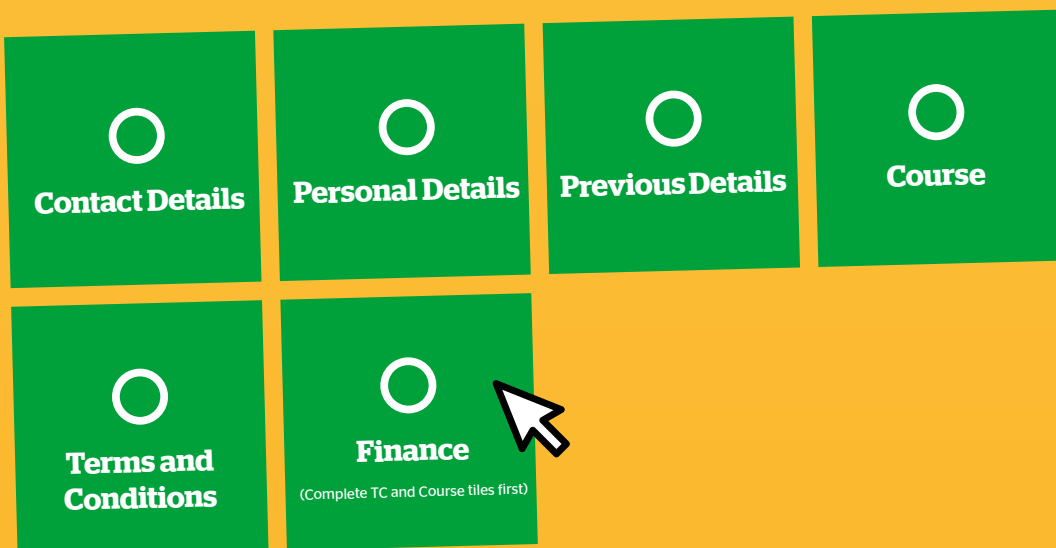
Tile 6: Finance

This section displays our assessment of your course fees, any sponsorships (e.g. Student Finance tuition fee loan, or employer), and any fee reduction scholarships you are entitled to. If you have outstanding fees to pay you're able to pay them through our payment system.

If you have applied for a loan (such as Student Finance) and it doesn't appear or isn't showing the correct amount press the 'Student Finance Funded' **1** button and follow the instructions.



You will be asked to provide your Student Support Number (SSN) or Customer Reference Number (CRN) which can be found on your correspondence from Student Finance. It's usually located next to a bar-code **2** on the paperwork.





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What's next?

Once all 6 tiles have been completed the registration tile will disappear from your e:vision.

Home & EU Students

You will pick up your Student ID card from the Registration Hub during Welcome. You need to bring your passport, national ID card or birth certificate to prove you have a right to study. We'll take a scan of your ID to validate you have the right to study.



International Students

If you're an International Student please bring your CAS letter, passport and Biometric Residence Permit (BRP) collection letter (if you're being issued one). You also must pay a minimum of 60% of your fees before we can issue you with a Student ID card.

If you've already been issued a BRP please bring it too. If you have arranged to have a new BRP delivered to the University you can pick it up from the iCentre after the date stated on your Home Office letter.



If you have any problems or would like help registering please contact the iCentre, we're here to support you.

Email icentre@anglia.ac.uk | Call **01245 68 6700**

Step 5: Final Steps