

Your Guide to Online Registration

eVision is the University's online student portal and will be the main point of contact for all administrative matters. As well as enabling you to complete the first step in becoming a registered student, the eVision student portal will contain information about your results, module selections and other important University information such as your computer account login. Throughout the year there will be mandatory administrative tasks, so it is important you log in to eVision and check for updates on a regular basis.

Your first step in registering with the University will be to use eVision to complete the Online Registration task before you arrive. Please follow the instructions below.

Step 1. Log on to <https://evision.brunel.ac.uk>

Your username is your seven digit student number, which is marked clearly on the top of the accompanying letter/email. If you have not logged into eVision before your password is your date of birth entered as **DDMMYY** (e.g. 4th March 1988 is 040388). You will be prompted to change your password: make sure it is one you will remember. If you have been using the 'my Applications' portal, use the password you set at that time.

Step 2. Click on the tab called 'my Checklist' on the top menu of the eVision homepage. You will be taken to the 'Checklist' which displays a number of sections you will need to complete (detailed below). When you have successfully completed each section a green tick will appear next to it on the checklist. If you experience any problems completing any of the sections or would like further advice, please contact the Student Centre on **01895 268268** or email them at student.centre@brunel.ac.uk

You need to complete the following sections. To begin each section click on the  button. We recommend that you complete these sections in the order in which they are shown. Once you have completed each section a green tick will be displayed against it.

- **my Personal Information**

You should complete this section first. You will be asked to review and, if necessary, update the information the University currently holds about you e.g. your full name, date of birth, your home address. To ensure we can contact you during term time, we also need to know your term time address. In case of emergency, we will ask you to provide us with the details of somebody we can contact.

- **my Financial Information (Note: not all students will see this section)**

In this section you will be asked how you intend to pay for your tuition fees for the year. If you have applied for a Tuition Fee Loan or a sponsor is paying for fees on your behalf (your employer for example), you can let us know here. If you wish to make a payment or set up a Direct Debit against your tuition fees, you will need to have your bank details and/or debit/credit card details to hand. If you think you have made a mistake when completing this part, you can contact the [Student Centre](#) and they will reset your answers.

- **DBS check**

If your course requires you to have a DBS check you must complete this section of the task and either pay for it online, or pay at the Cash Office.

- **Passport, Visa & Biometric Residence Permit (non-EU/EEA nationals only)**

If you are a national of a non-EU/EEA country we need a copy of your passport, visa and Biometric Residence Permit (if applicable). To help speed up your Registration on campus you have the option to provide us with a scanned copy of these in advance. Please note that you must bring the original passport, visa & Biometric Residence Permit (if applicable) with you on arrival for verification.

- **my Student Photo (Note: this part of the task is not available for completion until the above tasks have been completed.)**

We require a photo to produce your ID card. The photo supplied must be a *recent passport style photo* and meet our specification; failure to comply will mean the photo will be rejected. You can upload a digital photo from your device as a JPEG file. You must submit your photo as soon as possible. *The deadline is 7 working days before your expected date of Registration on campus, after this deadline, we may be unable to produce your ID card.*

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- **Provisional Registration Document**

Once you have completed all of the relevant sections, a message will appear at the top of the screen explaining that your Online Registration is complete. You will then be presented with a new option, the 'Provisional Registration Document'. **You should print this document and bring it with you when you come to Register at the University.**

- **Brunel Network Account**

The Brunel Network Account gives you access to the University PCs, Wi Fi, Internet, emails and many more services relevant to your studies. *This section becomes available in the checklist 30 minutes after you have completed these components of your Online Registration checklist: 'my Personal Information'; and 'my Financial Information'.* When you log back into eVision "my Checklist", click into this new option and follow the step by step guide to obtain your network username and new Brunel email address.

- **Brunel Network Account Password Self-Service**

Once you have completed the 'My Brunel Network Account' you can then complete this Task. Once registered, you will be able to reset a forgotten Brunel Network Account Password in the future without the need to visit the Computer Centre.

Troubleshooting

✘ My eVision password doesn't work/I've forgotten my password

Make sure you are entering your student number without a slash (/) and that your date of birth is written in the **ddmmyy** format (e.g. if your date of birth is 21 August 1981, your password is 210881). If you are still receiving an error message, contact the Student Centre. If you have used eVision before to complete the Scholarship Application, your password will be the same as the one you used before. If you cannot remember your password, the Student Centre will be able to reset it for you. Make sure you quote your student number whenever you contact the University. Or alternatively you can click on 'Forgotten Password' on the main eVision log in page.

✘ I want to change the answers I've given

You can amend some of the details you've provided in the "my Personal Information" section. To do so, go to the main screen of 'my Checklist' and click the amend button where applicable. If you need to make changes to your "Financial Information" section, please contact the [Student Centre](#). They will reset the section for you, allowing you to complete the task again.

✘ I can't see the same screens as my friend

The sections in 'my Checklist' are only applicable to you. Your friend may see slightly different screens for various reasons.

✘ What do you mean by 'UK', 'EU' and 'Overseas'?

These terms relate to the fees you will pay. For further guidance please refer to <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics>

✘ I haven't had confirmation of funding from my sponsor or of my Student Loan yet. Do I still need to complete the financial information section?

Yes. If you have applied for a student loan or are awaiting confirmation of sponsorship, you will still need to supply us with information of how you intend to pay your fees and the amount you expect to receive.

✘ I have sent an email as my name/date of birth was incorrect but my details have not been updated in eVision

When you submit this query, the change will not happen instantly. A member of the Admissions Office may contact you for further information before making the change to our records. In some cases you may have to provide documentation before the change can be made.

✘ Can't find the answer you're looking for?

Contact the Student Centre: Telephone **01895 268268** or email student.centre@brunel.ac.uk

Phone lines operate: Monday – Thursday 9am-4.30pm, Friday 10am – 4.30pm.

You will need to quote your student number.