Your Guide to the Online Registration Task

eVision is the University's online student portal and will be your main point of contact for all administrative matters. As well as enabling you to become a registered student, the eVision student portal will contain information about your results, module selections and other important University information such as your computer/network 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. 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 email.
Your password: If you have not logged into eVision before your password will be your date of birth entered as **DDMMYY** (e.g. 4th March 1988 is 040388). You will be prompted to change your password - make sure you choose 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. Alternatively you can ask IVA, our Information Virtual Assistant.

You must complete the following sections. To begin each section click on the [Click Here] button. We recommend that you complete these sections in the order in which they are shown. You must complete all mandatory fields (pink and marked with an *). Once you have completed each section a green tick will be displayed against it.
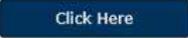
- **my Personal Information**
  You should complete this section first. You will be asked to review and, if necessary, update the information the University currently holds about you e.g. your full name, date of birth, your home address. To ensure we can contact you during term time, we also need to 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 (e.g. your employer), 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** *(Note: not all students will see this section)*
  If your course requires you to have a DBS check you must complete this section and pay for it online.

- **my Passport**
  To enable you to register, you must upload a copy of your passport. If you do not have a passport, in this section of the task you will find a list of alternative documents we can accept instead.

- **Visa & Biometric Residence Permit** *(non-UK nationals only)*
  If you are a national of a non-UK country you must upload a copy of your visa and Biometric Residence Permit (or provide your EU Settlement scheme share code - please ensure it is valid). Please ensure that you complete both the 'Entry Visa' and BRP sections as appropriate (or your EU settlement share code). If you are in the UK with a pending immigration application, please upload a copy of your visa application form.

- **my Student Photo** *(required for on-campus students only)*
  If you will be studying on our campus you will need a Student ID card. So that we can prepare this in time for your arrival we need you to provide a photo of yourself. 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 JPG file that is no bigger than 750kb. Please submit your photo as soon as possible. *The deadline is 7 working days before your expected date of registration - after this we may be unable to produce your card in time.*

- **Brunel Network Account**
  The Brunel Network Account gives you access to the University PCs, Wi Fi, Internet, Blackboard, timetable (*3 weeks before your course starts*), your email account and many more services relevant to your studies (for Online Learning courses this includes Canvas which can be accessed via Tools/Canvas LMS). Once you set this password it will also become your eVision password. *This section will become available in your checklist 30 minutes after you have completed the 'my Passport', the 'my Personal Information', the 'my Financial Information' (if applicable) and had your uploaded Student ID photo accepted by the University.* 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.

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, without completing this section you cannot register. 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. If you are rejected for your funding, you would become responsible for the tuition fees and must still complete this section. If you decide to defer your course to the next available intake, please email admissions@brunel.ac.uk

My name / date of birth are wrong.
Drop us an email with a copy of your passport telling us what is wrong and quoting your Student ID number. Your official name must match your passport.

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.

Please quote your student number when you contact us.