

Your Guide to the Online Registration Task

eVision is the University's online student portal. Once you are a registered student, the eVision student portal will be your main point of contact for all administrative matters and 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.

You may have already used the 'my Applications' tab to track your application. **Your first step in registering with the University will now be to complete the Online Registration Task in the 'my Checklist' tab. Please follow the instructions below.**

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

Your username: This is your seven-digit student number which is marked clearly in the emails you have received from Admissions, including your Offer email.

Your password: If you have not logged into eVision before your password will be your date of birth entered as DDMMYY (e.g. 4 March 1988 is 040388). You will then be prompted to change your password - make sure you choose one you will remember. If you have already been using the 'my Applications' portal, use the password you set at that time.

Step 2. Select the tab called **my Checklist** in the menu down the side of your eVision homepage. You will be taken to 'my Checklist' which displays a number of sections you will need to complete (detailed below). 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  button. We recommend that you complete these sections in the order in which they appear in 'my Checklist'. You must complete all mandatory fields (pink and marked with an *). Once you have successfully completed each section a green tick will be displayed against it on the checklist.

- **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 Finance (Note: not all students will see this section)**

In this section you will be asked how you intend to pay your tuition fees for the year. If you have applied for a Tuition Fee Loan or a sponsor is paying your fees on your behalf (e.g. your employer), you can let us know here. 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. If you need further advice about completing this section please contact the DBS team on dbs@brunel.ac.uk or 01895 265265.

- **My Passport**

To enable you to register, you must upload a copy of your passport. If you do not have a passport, click here for a list of [alternative documents](#) we can accept instead.

- **My Student Entry Visa, My Biometric Residence Permit (BRP) and My Date of Entry to the UK (non-UK nationals only)**

If you are a national of a non-UK country you must upload a copy of your entry 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. You must also provide information about when you first entered the UK.

- **My Admissions Checks**

If you still have one or more Admissions clearance checks to complete, information about what you need to do will be provided here. If you have already provided everything requested, a member of staff will now review what you have provided. During busy periods this may take a little time.

- **My Student Photo**

If you will be studying on our campus you will need a Student ID card and we need you to provide a photo of yourself so that we can prepare this in time for your arrival. The photo supplied must be a *recent passport-style photo* and must 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 for your arrival.*

If you are not studying on campus we still require a photo as this will be used for identification during exams.

- **My 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 'my Checklist' 30 minutes after you have completed 'My Passport', 'My Personal Information', 'My Finance' (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 enter your network username (which is your student ID number). This will generate an automated email containing a security code to your personal email address. You will need to enter this security code to progress to the final step where you can create your network password. Please ensure your password meets the criteria outlined in the task.

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 logged into eVision before, your password will be the same as the one you used at that time. If you cannot remember your password, 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 'My Finance' 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 the [UKCISA](#) website

✘ **I haven't had confirmation of funding from my sponsor or of my Student Loan yet. Do I still need to complete the 'My Finance' section?** - Yes, if this section appears in your Checklist you cannot register without completing it. 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** - Email registration@brunel.ac.uk 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** (*quoting your student number)
Telephone: 01895 268268 (phone lines operate: Monday -Thursday 9am - 4.30pm, Friday 10am - 4.30pm)
Email: student.centre@brunel.ac.uk
Or ask our Information Virtual Assistant: [IVA](#).