Online Registration for New Home or EU Students

You should see the following screen when you first login to Student E-Service

Check your status at the bottom of the screen.

It should read “Ready to Register Online”

You will find useful information in the College Links panel on the right hand side of your screen.
College ID Photograph

As part of the online registration process you must upload a photograph to be used for your College ID card.

It is important that you take the time to review the Photograph Criteria before taking your photograph.

When you are satisfied that your photo meets the College photograph criteria, select Upload Photograph on the right hand of your screen.
Online Registration for New Home or EU Students

This will take you to the following screen

You will need to read the guidance notes provided on this page to ensure your photograph meets the College criteria

The file size of your photograph should not exceed 30kb

If you are satisfied that your photo meets the College requirements select Go to Photo Upload

You will then be able to upload your photograph to the College for review.

If you need to make changes to your photograph, prior to uploading it select Go to the Photo Editor

From this screen you can link to online photo editors to assist you with editing or resizing your photograph.

Once you have made the necessary changes to your photograph you will be able to upload your photo by following the link at the bottom of the page.
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When you have successfully uploaded a photograph you will see the following message on your personal details screen

You will be able to view your photograph again to ensure it meets College requirements.

If your photograph does not meet these requirements you will need to delete it and upload a new photograph.

Once you have completed your online registration your photograph will be reviewed by the College and your ID card will be issued.
Online Registration for New Home or EU Students

**Personal Information**
To successfully complete your online registration you need to complete the following questions;

1. Disability Information
2. Disability Living Allowance
3. Home Address
4. Term Address
5. Emergency Contact Details
6. Religion
7. Gender Identity
8. Sexual Orientation
9. Passport and Visa Information (International Students only)

The Disability section has **two compulsory questions**, Disability Information and Disability Living Allowance.

You will need to answer both the Disability question and the Disability Living Allowance question, highlighted below.

Navigate to the Addresses tab to view and update your current addresses.

You will need to complete all three fields on this page in order to successfully complete your online registration.

If your Home and Term addresses are the same you will still need to update your address in both the Home and Term address fields.

If you do not yet know your term address when you are completing your online registration, please give the same address as your home address and update it as soon as you know your term address.

UK postcodes must be entered in the format used in this example: SW7 2AZ
# Online Registration for New Home or EU Students

## Addresses

### HOME Address

| 123 London Road |
| United Kingdom |
| SW17 2AZ |

### TERM Address

| 55 London Road |
| United Kingdom |
| SW17 2AZ |

## Emergency Contact Details

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>456 London Road</td>
</tr>
<tr>
<td>London</td>
</tr>
<tr>
<td>United Kingdom</td>
</tr>
<tr>
<td>SW11 2EL</td>
</tr>
<tr>
<td>Telephone: +447</td>
</tr>
<tr>
<td>Mobile: +447</td>
</tr>
</tbody>
</table>

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Please click on Update to amend the address displayed or to enter a new address.

The Home address is the main address via which we send information to you such as examination results and degree certificates, so it is important you ensure we have the correct address at all times. It may differ from your Term Time address. Please note that you must provide a Home address. UK postcodes must be included in the following format: SW17 2AZ.

Please click on Update to amend the address displayed or to enter a new address.

The Term Time address is where you will be living while attending the College, it may differ from your Home Address. (Please note that you must provide a Term Time address). If you do not yet know your term-time address, please enter your home address here and then update the entry when your actual term-time address is known. UK postcodes must be entered in the following format: SW17 2AZ.

Please enter the contact details of the person you would like to be contacted in the event of an emergency while you are studying at the College. We only require one Emergency Contact for you. Click Add New to change your current Emergency Contact, or Edit to change their details.
Online Registration for New Home or EU Students

Course Information

You will find details of your current course in the Course Information tab.

Please check these details carefully to ensure they are correct.

If your course details are not correct, please complete your online registration and use the Notify Us button to email us your correct course details.
Completing your Online Registration

When you select the Online Registration tab for the first time you should see the following screen.

If you haven’t provided all of the information required you will see an error message in the top left hand corner of your screen.

These errors will need to be corrected before you can proceed with your online registration.

If there are no errors, you will be able to read and accept the terms and conditions and continue with your registration.
Online Registration for New Home or EU Students

You will then see a summary of your details.

![Online Registration Screenshot]

Please review this information carefully.

Selecting Confirm will take you to the next stage of your registration.

If you need to make changes, select Cancel and you can return to the appropriate tab to update or correct the information.
This is the final stage of the online registration process.

Students need to **print** this page as proof of their registration.

New students should take the printed confirmation of registration page to the Halls of Residence safety talk in order to receive your College ID card.

Those not in Halls of Residence should take the printed page along to your Department in order to receive your College ID card.

**If you were unable to upload a photo, you will need to take the confirmation of registration page to the Security office in order to have your photo taken.**

All new students should print this page as confirmation of your registration.

If you arrive after week one of term you will not be able to upload a photo in Student E-Service.

You will therefore need to take your confirmation of registration page to the Security Office in order to have your photo taken.
Online Registration for New Home or EU Students

To ensure you have successfully completed your registration, navigate to the Home screen by clicking on the **Home** tab.

Check your status at the bottom of the screen.

If you have successfully completed your registration your status should read **Registered or Registration in Progress**.

Our system updates every hour. If our system has not yet updated your Registration information it will read Registration in Progress. If you see this status, you needn’t take any further action, and your registration is complete.