



Anglia Ruskin
University

Cambridge & Chelmsford

Online Registration Guide

v Nov 2010

www.anglia.ac.uk

Contents

Instructions and Explanations for New Students.....	3
How to Access e:Vision and Log in.....	4
Your Personal e:Vision Screen	5
My Registration page.....	6
Completing Online Registration.....	6
Welcome Screen.....	7
Rules and Regulations etc Screen	8
Confirm Course Details Screen.....	9
Personal Details Screen	12
Address Screens.....	13
Other Personal Details Screen	15
Disability Information Screen.....	17
Previous Study Screen	18
Fee Payment Section.....	21
Who will be paying your fees ?	21
1. I pay my own fees (please have your debit/credit card ready for payment)....	22
2. I have a sponsor.....	28
3. Student Loan for Tuition Fees	30
4. NHS/Secondment/Regional Contract.....	31
5. NHS Bursary	32
6. Other	33
Registration Confirmation Screen	34
Your Resource Information	35
University Password Manager Service	36
Useful Contacts.....	37
Questions and Answers	38



Welcome to Online Registration

Instructions and Explanations for New Students

Every student at Anglia Ruskin University is required to register at the start of their course and then re-register on the anniversary of their start date or after any break in study. Registration is the formal process of becoming a student; it enables you to attend lectures and seminars, receive tuition, sit examinations, and access Library facilities and other services.

During the registration process you confirm or correct your personal details, your academic details and your fee payment details. The process also asks you to confirm compliance with the appropriate University regulations. We hold this information on our central student database, called SITS, and you complete the registration process online using our e:Vision Web student portal.

Module enrolment is a separate process from Registration. It involves choosing and confirming the modules you wish to take as part of your programme.

It is important that you register as soon as possible and preferably before the start of your course. A delay in registering will result in you not being able to access all the University facilities.

You can register from any where in the world, from any PC with internet access. Limited facilities will however, be available on campus if you are unable to register before you arrive. Please note there is a deadline for registering, which is three weeks after commencement of your course.

Please read these instructions before starting the online registration process. Once you have started the process please use the index at the front of this document to help you to find the areas where you need help.

Please note that the screens you actually see may differ slightly from those shown in this document due to ongoing improvements / amendments to the screens and content.

How to Access e:Vision and Log in

e:Vision is the name of our web-based student records system and is the system you will use to register with us. You will use e:Vision throughout your life with Anglia Ruskin, to access information such as your timetable and module results, and through the system you can maintain the contact details we hold for you, amending your address or telephone numbers whenever appropriate. It also allows you to perform self-service activities such as Attendance Tasks for Student Loans, Scholarship and Bursary payments, and graduation ceremony bookings.

To access e:Vision go to: <http://e-vision.anglia.ac.uk>

Portal Log-in screen

The following is an example of the screen:

At the 'Password' prompt, if you applied via the Anglia Ruskin Online Application process, please use the password that you previously set, otherwise please type in your date of birth (in the DDMMYY format). You will then be taken to a 'Welcome Screen' where your **University Login username** and password, and also your email address will be displayed.

In the future always use your **University Login username** to access the system.

If you have logged in before
Please login using your existing **University Login username** and password, even if you are commencing a new course of study (if you have forgotten your password, it can be reset via [Password Manager](#) or via the Library Helpdesk on 0845 196 6600 or 0845 196 6601).

Live@edu - your new student email service
All new messages and University communications are now sent to your Live@edu email account, launched on 6th September.
To access your new account go to <http://my.anglia.ac.uk> and click on the 'Live@edu' link. Visit www.anglia.ac.uk/live for more information.

[FIRST TIME login information for students](#)
[FIRST TIME Login information for staff](#)
[Need to report a problem? \(On-line Query form\)](#)

Log-in to SITS e:Vision Portal

This page is the SITS e:Vision Portal log-in screen. Please use the form below to supply your log-in details and click the 'log-in' button to access the system.

Portal Log-in
Please enter your username and password here:

User-name:
Password:

Important: For assistance with University Login problems - use our new Password Manager Service
Setting up security questions in Password Manager will enable you to reset your password yourself.

1. [Set up your security questions](#)
2. Use [Password Manager](#) once your security questions are set up;
3. [Password Manager Q & A](#)

[Top of Page](#)

Enter your log-in details:

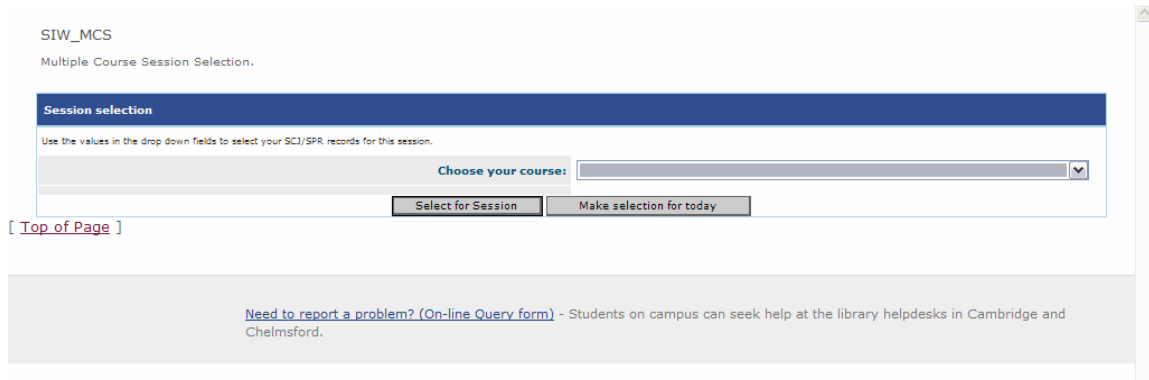
User Name: If you are logging onto e:Vision for the first time we will identify you by your Student ID number (the seven digit Student ID number referred to in your offer and welcome letters)

Password: enter in your **date of birth** (in the format **DDMMYY**)
(for example if your date of birth is 12th April 1980 then you will enter it as 120480)

(Note: If you have been a student at Anglia Ruskin previously please login using your existing University Login Network username and password)

If you see an error message after clicking the “**Log in**” button, please check that you have entered your user name and password correctly. If you have still not succeeded in logging in, please click on the link that says “Need to report a problem? (On-Line Query form).” or Email student-ithd@anglia.ac.uk or telephone 0845 196 6600/6601

Multiple Course Session Selection Screen

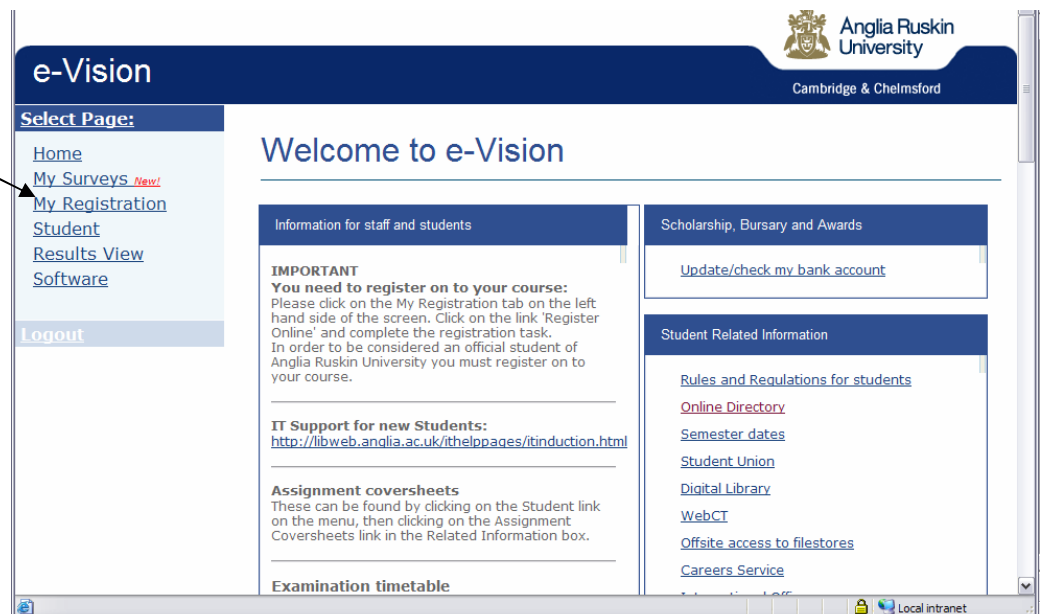


Not everybody will see this screen. However, if you have studied on other courses at Anglia Ruskin you may see this selection screen. Select the course that you need to register for, and then click on either, “**Select for Session**” or “**Make selection for today**”

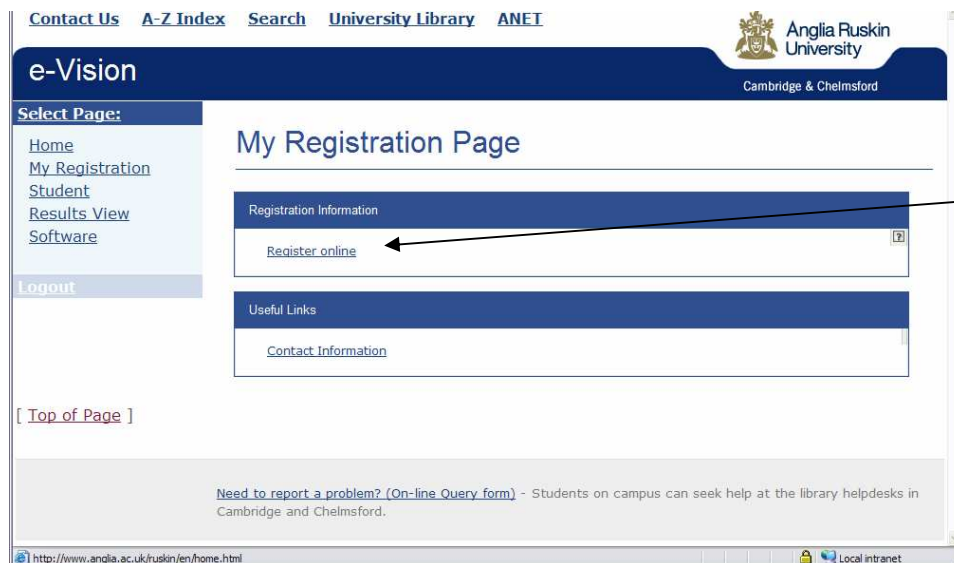
Your Personal e:Vision Screen

You are now logged into your e:Vision account.

To register online please click on the My Registration page on the left hand side of the screen.



My Registration page



Please click on the link **“Register online”** to start the registration process

Completing Online Registration

The registration process is a series of simple steps designed to let you check the information we already hold for you, and for you to give us any further information we require. You will also be required to provide payment information and if necessary make a payment. When you have completed each step, click on the **“Next”** button to move to the next step. Please make sure you populate all mandatory fields; the system will prevent you from progressing to the next step when mandatory fields are left blank.

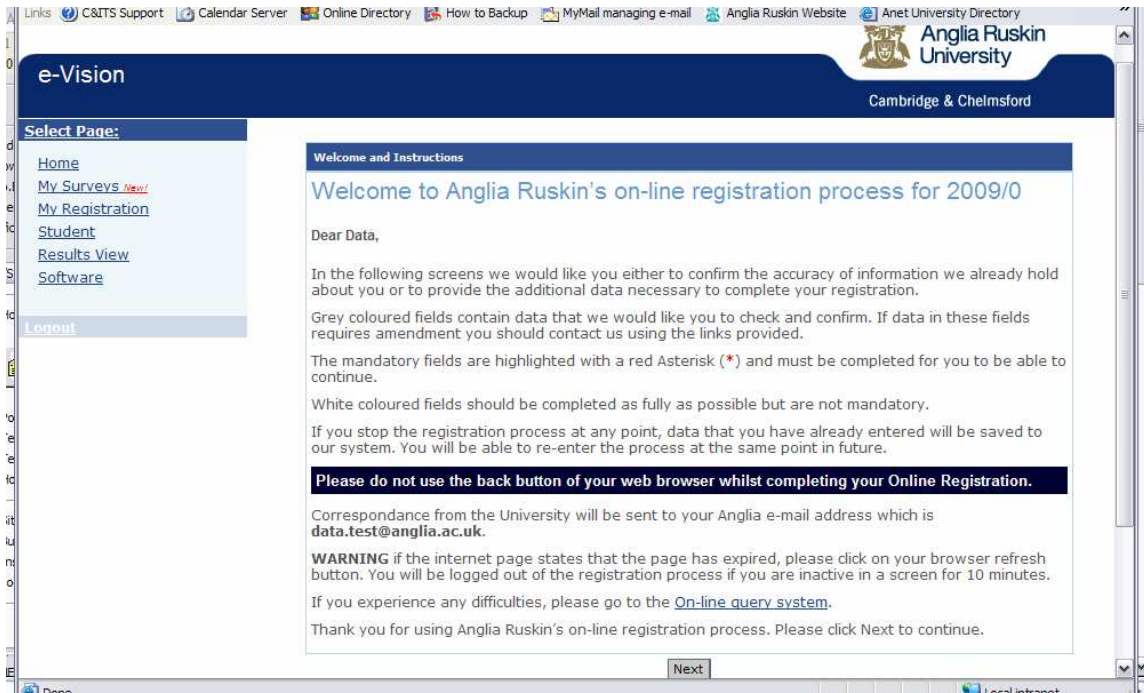
Please DO NOT use the back button on your web browser whilst completing your Online Registration.

At the end of the process you will reach a confirmation screen indicating that you have registered successfully; you can print and keep this confirmation for your records. (You can review and print your registration details later by clicking on the **“My Registration”** tab within your e-vision area.).

You will then be directed back to the **“My Registration”** page where useful information and links will have appeared.

Please refer to the contact details accessible from the **“My Registration”** page on e-vision or at the end of this document if you have any other queries relating to your online registration process.

Welcome Screen



Please read the information on this screen and click on the **“Next”** button to continue

Rules and Regulations etc Screen

Select Page:

- [Home](#)
- [My Surveys *New!*](#)
- [My Registration](#)
- [Student](#)
- [Results View](#)
- [Software](#)

[Logout](#)

Rules and Regulations

Please tick below to confirm that you agree to abide by Anglia Ruskin University's [Rules, Regulations and Procedures](#) for students. You cannot continue with your registration process unless you do so.

* I have read and agree to abide by the [Rules, Regulations and Procedures for Students](#).

Please tick below to confirm that you have read and accept the statement concerning the Data Protection Act 1998 and our terms and conditions regarding the discretionary Aspire scholarship. You cannot continue with your registration unless you do so.

Data Protection Act 1998: Anglia Ruskin University may process personal data contained on the following screens or any other data which Anglia Ruskin University may obtain from me or other people. The processing of such data may occur for any purpose connected with my studies, or my health and safety whilst on the premises or for any other legitimate reason including communication with me following the completion of my studies. In addition, Anglia Ruskin University may process personal data described as Sensitive Data within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes indicated in this Declaration. Anglia Ruskin University may disclose student information to relevant government departments/agencies to whom we have a statutory obligation to release information (including HEFCE, HESA, Council Tax officers and Immigration Authorities). Anglia Ruskin University, the Government or their respective agents may check the accuracy of personal information provided against external data sources. If a sponsor or employer is supporting my studies by paying my fees / allowing me study time I agree to them being informed of the progress of my studies

If I am eligible for the Anglia Ruskin Aspire Scheme, Anglia Ruskin University will share basic selected data relating to my registration with John Smith's Bookshop to enable my Aspire scholarship account to be managed. Anglia Ruskin University may deduct any outstanding debt from any discretionary scholarship payment(s) to which I may be entitled.

* I have read and accept the above statement concerning the Data Protection Act 1998 and the terms and conditions regarding the discretionary Aspire scholarship.

Some of your data held by Anglia Ruskin University will be made available to the Students' Union - specifically, your name, email address, campus of study (or distance learning), level of study (UG/PG), mode of study (PT/FT) and nationality. Your agreement to the release of this data is NOT mandatory.

Please tick this box if you AGREE to your data being made available in this way.

Please click Next to continue:

[[Top of Page](#)]

Student requiring assistance should visit one of the Library IT Helpdesks, telephone 0845 196 6600/01 or email student-ithd@anglia.ac.uk.

There are 3 sections to this screen.

- 1. Rules, Regulations and Procedures for Students** – you have to agree to abide by these or you will be unable to register as a student with Anglia Ruskin University.
- 2. Data Protection and Debt Statement** - you have to confirm that you have read and accept these statements or you will be unable to register as a student with Anglia Ruskin University
- 3. Student Union** – you DO NOT have to agree to selective data being passed to the Student Union. *This is useful if you want to receive information from the Students Union about student events and opportunities around the University.*

If you do not tick boxes 1 and 2 you will be directed to the Rules and Regulations Warning screen and where you will be directed to click on the Back button to return to the previous screen

e-Vision

Anglia Ruskin University
Cambridge & Chelmsford

Select Page:

- [Home](#)
- [My Surveys *New!*](#)
- [My Registration](#)
- [Student](#)
- [Results View](#)
- [Software](#)

[Logout](#)

Rules and Regulations Warning Page

Dear Data

You cannot proceed with your registration unless you tick BOTH the Rules, Regulations and Procedures for Students AND the Data Protection Act boxes.

Please press the 'Back' button below to agree these statements.

Thank you.

Anglia Ruskin University

Confirm Course Details Screen

e-Vision

Anglia Ruskin University
Cambridge & Chelmsford

Select Page:

- [Home](#)
- [My Registration](#)
- [Student](#)
- [Results View](#)
- [Software](#)
- [Logout](#)

Confirm Course Details

Course Title:	LLB (Hons) Law
Pathway:	Law
Year:	1
Expected Start Month:	September
Mode of Study:	Part-Time
Academic Year:	2008/9
Department:	Anglia Law School

Is the above course information correct? * Please select one of the options below and then click Next.

CORRECT: The above course information is CORRECT

INCORRECT: The above course information is INCORRECT

[Next](#)

[[Top of Page](#)]

[Need to report a problem? \(On-line Query form\)](#) - Students on campus can seek help at the library helpdesks in Cambridge and Chelmsford.

Done Internet 100%

Please check that we have your course details shown correctly. These details are used for calculating the fees you need to pay.

You must select either “**CORRECT**” or “**INCORRECT**” and then click on the “**Next**” button to continue.

If you select “**CORRECT**” (confirming that your course details are correct) you will be taken to the **Personal Details** screen.

If you select “**INCORRECT**” (you believe that your course detail are wrong) you will be directed to the **Amend Course Details** screen once you have clicked the “**Next**” button.

Amend Course Details Screen

You will see this screen if you selected INCORRECT course details on the previous screen

Task Control Centre

Cambridge & Chelmsford

Select Page:

- Home
- My Registration
- Student
- Results View
- Software

Logout

Amend Course Details

Course Title:	LLB (Hons) Law
Pathway:	Law
Year:	1
Expected Start Month:	September
Mode of Study:	Part-Time
Academic Year:	2008/9
Department:	Anglia Law School
Email Address:	sharon.perry@anglia.ac.uk

Please confirm if your course details require amendment.*

--Please select before proceeding--

--Please select before proceeding--

Yes, I would like to send an e-mail which will end this Registration session

No, my course details are correct and I wish to continue my Registration process

Please note that you will be unable to continue your registration until your query has been resolved.

Once you have completed the above information, please click Next:

Next

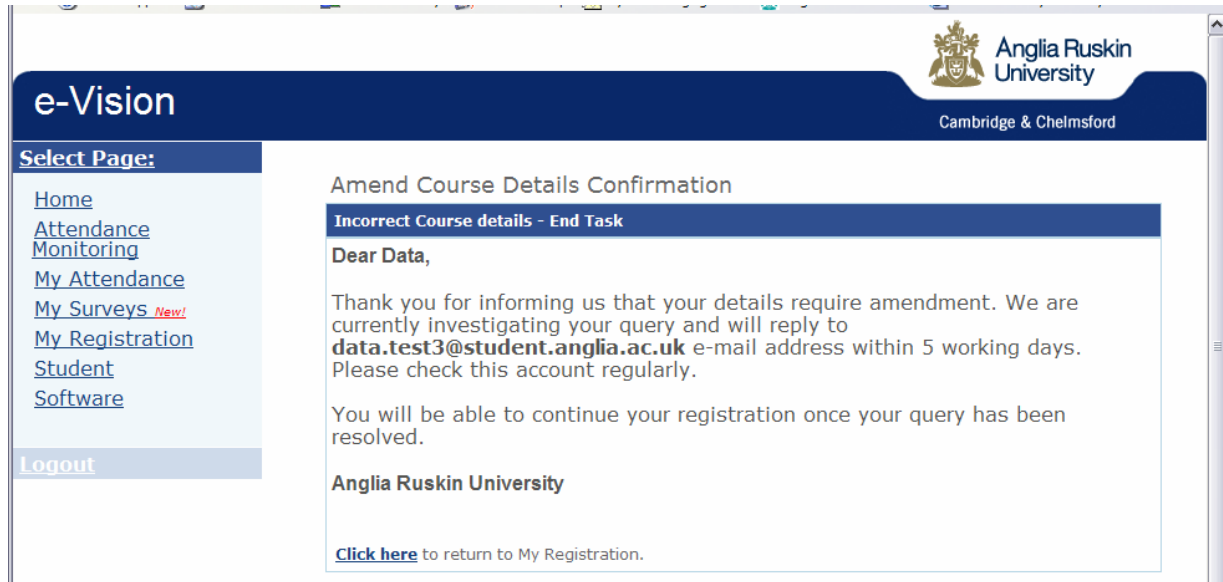
This screen asks you to confirm if your course details require amendment

1. If you decide that the details are actually correct you can select **“No, my course details are correct and I wish to continue with my registration”** and then click on the **Next** button. You will be taken to the **Personal Details** screen.
2. If the course details are incorrect then select **“Yes, I would like to send a email which will end my registration session”** and then enter information into the query box below.

An email goes to the University Admissions department who will investigate your query and get back to you. *If possible please give a telephone contact number that Admissions can contact you on.*

Once you have entered details click on the **Next** button, this will send the email off to Admissions and you will be taken to the **Amend Course Details Confirmation** screen

Amend Course Details Confirmation Screen



The screenshot shows the Anglia Ruskin University e-Vision interface. The top right corner features the university's logo and name, 'Anglia Ruskin University Cambridge & Chelmsford'. The main header is 'e-Vision'. On the left, there is a 'Select Page:' menu with links for Home, Attendance Monitoring, My Attendance, My Surveys (marked as 'New!'), My Registration, Student Software, and Logout. The main content area is titled 'Amend Course Details Confirmation' and contains a blue header 'Incorrect Course details - End Task'. Below this, it says 'Dear Data,' followed by a message: 'Thank you for informing us that your details require amendment. We are currently investigating your query and will reply to **data.test3@student.anglia.ac.uk** e-mail address within 5 working days. Please check this account regularly.' It then states, 'You will be able to continue your registration once your query has been resolved.' The Anglia Ruskin University logo is displayed again, and at the bottom, there is a link: '[Click here](#) to return to My Registration.'

This screen informs you that this ends your registration session until your query has been resolved.

Please click on the link '**Click here**' to return to the "**My Registration**" page.

Once Admissions have informed you that the issue has been resolved you can click on the **Register online** link again and complete your registration.

Personal Details Screen

The screenshot shows the 'Personal Details' screen in the e-Vision system. The page header includes the Anglia Ruskin University logo and the text 'Cambridge & Chelmsford'. A navigation menu on the left lists options like Home, My Surveys, My Registration, Student, Results View, Software, and Logout. The main content area is titled 'Personal Details' and contains a form with the following fields:

- Title: Ms (dropdown menu)
- Surname: TEST (greyed out)
- Forename(s): DATA (white box)
- Known as: DATA (white box)
- Official name: DATA TEST (greyed out)
- Gender: Female (dropdown menu)
- Date of Birth: 31/May/1958 (greyed out)
- Emergency Contact Details:
 - Name: help (white box)
 - Telephone number: 123456 (white box)

A 'Next' button is located at the bottom right of the form. A note below the 'Official name' field states: '* The Official Name is how your name will appear on your award certificate. Forenames can be amended on screen, surnames however require evidence such as a passport or birth certificate. Please bring or post such documents to your local Student Information Centre as soon as possible.'

This screen allows you to modify any of the white boxes but not the grey ones.

If you need a change made in any of the greyed out boxes you will need to contact the Registration and Audit team with proof of the changes. Once on campus you can go to the iCentre.

Address Screens

There are 2 address screens. One for your Home Address details and one for your Term Time address details. We will also be asking for contact telephone and mobile numbers.

Home Address Screen - Your home address is your permanent address

Only complete the “UK Postcode Only” box if your Home Address is in the UK

[My Registration](#)
[Student](#)
[Results View](#)
[Software](#)
[Logout](#)

Please note:
 If either of your addresses are not within the United Kingdom, please do not populate the Postcode field.

Current Home Address
 Your 'Current Home Address' is your address when not studying at Anglia Ruskin University e.g. the address of your family/parents/relatives. This may differ from your 'Term Time Address'

Current Term Time Address
 This is your address during the time of your study at Anglia Ruskin University. It may, or may not, differ from your 'Current Home Address' depending on your circumstances. Please re-enter the same address as you have populated in the Current Home address if they are the same.

Current Home Address

Edit your 'Address'

UK Postcode Only

House Name/No & Street*

Town*

County* or Country for Overseas Addresses ONLY

Telephone number

Alternative Telephone No

Mobile Number

Please check the details we hold for you and update where necessary.

Term Time Address Screen

This is the address of where you are living during term time

[My Registration](#)
[Results View](#)
[Software](#)
[Logout](#)

If either of your addresses are not within the United Kingdom, please do not populate the Postcode field.

Current Home Address
 Your 'Current Home Address' is your address when not studying at Anglia Ruskin University e.g. the address of your family/parents/relatives. This may differ from your 'Term Time Address'

Current Term Time Address
 This is your address during the time of your study at Anglia Ruskin University. It may, or may not, differ from your 'Current Home Address' depending on your circumstances. Please re-enter the same address as you have populated in the Current Home address if they are the same.

Current Contact Address

Edit your 'Address'

UK Postcode Only

House Name/No & Street*

Town*

County* or Country for Overseas Addresses ONLY

Telephone number

Alternative Telephone No

Mobile Number

Term time accommodation*

OTHER
 DISTRIBUTION MAINTAINED PROPERTY
 NOT IN ATTENDANCE (Placement/Sandwich Yr Out)
 OTHER
 OTHER RENTED ACCOMMODATION
 DIVIN RESIDENCE
 PARENTAL/GUARDIAN HOME
 PRIVATE SECTOR HALLS
 UNKNOWN

[Top of Page](#)

Student requiring assistance should visit one of the Library IT Helpdesks, telephone 0845 196 6600/01 or email student:it@anglia.ac.uk.
 Staff should contact Customer Support on 0845 196 4357 or by email itms-support@anglia.ac.uk.

Term time accommodation
 You also need to select what type of term time accommodation you are/will be living in. Only select INSTITUTION MAINTAINED PROPERTY if you are in Anglia Ruskin University run accommodation at Cambridge or Chelmsford

Please check the details we hold for you and add/update where necessary.

Not sure what the difference is between Home Address and Term time Address ?

For example, if you're sharing a flat at Cambridge in term time, then returning to your family home in Newcastle in the holidays, your term time address is the Cambridge one and your home address is the one in Newcastle.

Overseas students

If you are an overseas student, even if you do not return to your home country during holiday time, you need to have your address in your home country in the Home Address section

What if my 'home' and 'term' address are the same?

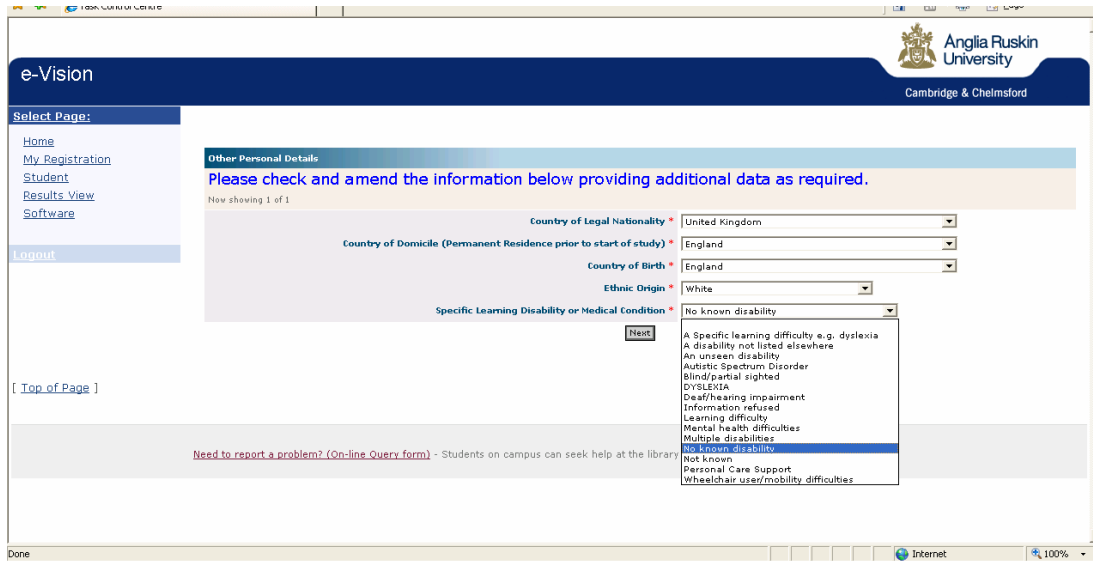
Please enter the same address in both screens.

I don't know what my term time address will be?

In this case enter your home address. The address screens are available all year round on e-vision for you to keep your contact details up to date.

It is a regulation of Anglia Ruskin that you keep your address information up to date.

Other Personal Details Screen



All the fields on this screen are mandatory and must be completed

Country of Legal Nationality

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

Country of Domicile (Permanent Residence prior to start of study)

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

Overseas / EU students

This is the country where your permanent address prior to starting study was. If you permanently live abroad but have been temporarily in this country prior to starting your course with Anglia Ruskin you should select your home country not England.

Please Note: students paying overseas fees must select a domicile that is outside the UK/EU.

UK Domicile students - you will need to select either England, Scotland, Wales or Northern Ireland

Country of birth

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

Ethnic Origin

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

Why are you asking this? - We have to collect this information as part of our HESA (Higher Educational Statistical Agency) return to Government. The information is sent anonymously and is not linked to your personal details.

If you do not wish to give this information please select “**Information Refused**” from the drop down list.

Specific Learning or Medical Condition

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

If you have no disability please select “**No known disability**” from the list

If you selected that you do not have a disability, you will be directed to the **Previous Study Details** page. If however, you have selected that you have a disability then they will be directed to the **Disability Information** screen

Once you have checked and completed all fields on this screen please click on the **Next** button

Disability Information Screen

This screen will only appear if you selected on the previous screen that you have a disability.

The details in this screen will be passed to our Student Support Services to enable the provision of appropriate study support, access and accommodation

Disabled Students Allowance (DSA)

If the information shown is incorrect or no information is shown please click on the arrow and select from the drop down list

Are you a Blue Badge Holder ?

Please select YES or NO

Please enter your disability Registration number

If you have a disability Registration number please enter

Do you require adaptations/support to your student accommodation ?

This question will only show if your answer to the Term Time Accommodation question (on the screen where you updated your Term Time address) was 'Institution Maintained Property' indicating that you are staying in Anglia Ruskin accommodation.

If this question does not show but you are intending to stay in Anglia Ruskin accommodation and do require adaptation/support please contact Accommodation or Student Services.

Please give details of your needs

This question will only show if our records show that you are staying in Anglia Ruskin accommodation. The information give in this box will be emailed to the Learning Support area of Student Support Services and to the accommodation office where relevant.

Previous Study Screen

The screenshot shows the 'Previous Study Details' form within the e-Vision system. The header includes the Anglia Ruskin University logo and the text 'Cambridge & Chelmsford'. A left-hand navigation menu lists 'Home', 'My Registration', 'Student', 'Results View', 'Software', and 'Logout'. The main content area is titled 'Previous Study Details' and contains the following text and form fields:

Please complete the following information regarding your previous study:

Have you previously undertaken a higher education course in the United Kingdom?*

Yes
 No

Our records show that your Highest Qualification on Entry to the course is: **Undergraduate degree of UK institution**

Your Highest Qualification data is critical as it determines your eligibility for entry to the course as well as potentially determining the fee that you will be charged. Students registering for an Equivalent or Lower Qualification (ELQ) to one they already hold on entry to the course may be charged a different fee and have different entitlement to student support, so please ensure that this information is correct. If the information is correct, please continue through the task.

If the information shown above is not correct, please do not continue any further through this task and contact Admissions by email (admissions@anglia.ac.uk), quoting your Student ID and Course and reason for your email. A member of our Admissions team will contact you to revise your details if appropriate.

Please select your last place of study*

Please enter the year you left your last place of study (YYYY)*

Do either of your parents have higher education qualifications?*

Tick here if you are a qualified registered nurse Please enter your NMC (Nursing & Midwifery Council) Pin Number:

Once you have completed the above information, please click Next to continue:

This screen asks you to provide or check information regarding previous study.

Have you previously undertaken a higher education course in the United Kingdom
Please select either YES or NO

It will then show you what our records show is your Highest Qualification

Your Highest Qualification data is critical as it determines your eligibility for entry to the course as well as potentially determining the fees you will be charged. Students registering for an Equivalent or Lower Qualification (ELQ) to one they already hold on entry to the course may be charged a different fee and have different entitlement to student support, so please ensure that this information is correct. If the information is correct please continue through the task.

If the information shown is not correct, please do not continue any further through this task and contact Admissions by email. UK/EU students email admissions@anglia.ac.uk, International students please email Internationaladmissions@anglia.ac.uk, quoting your student ID and Course and reason for your email. A member of our Admissions team will contact you to revise your details if appropriate.

Please select your last place of study

Please select from the drop down list

Please enter the year you left your last place of study (YYYY)

You just need the year

Do either of your parents have a higher education qualification?

Please select from the drop down list

Tick here if you are a UK qualified nurse

Please tick if appropriate

Please enter your NMC (Nursing & Midwifery Council) Number

Please enter if appropriate

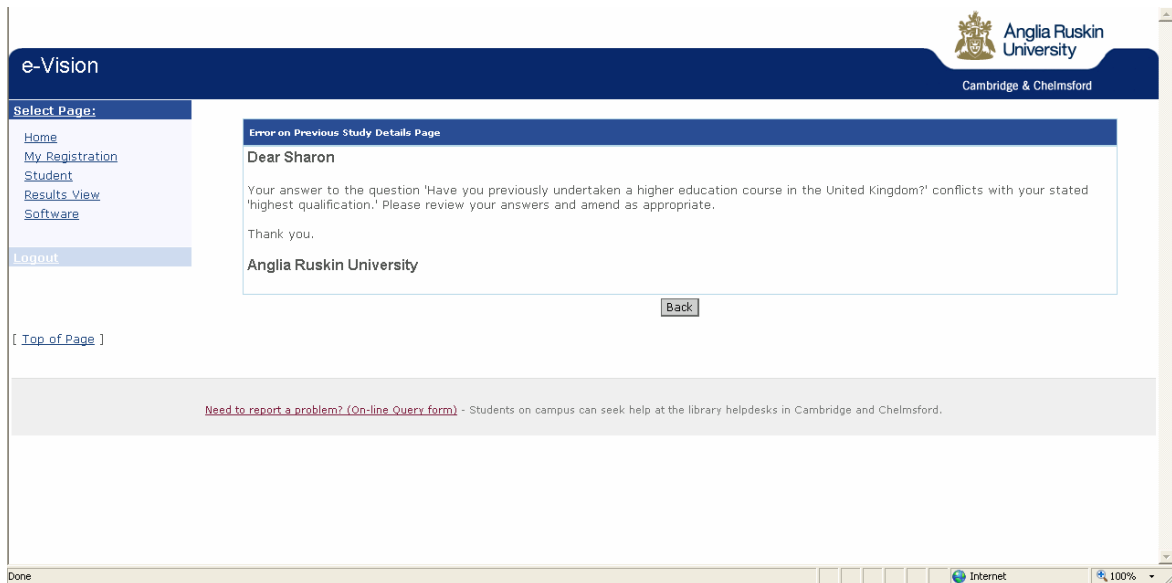
Once you have completed the information requested click on the **Next** button to continue

At this point a validation is done on between the Highest Qualification and your answer to the "Have you previously undertaken a higher education course in the United Kingdom" question

If the validation is passed you will be taken to the '**Who will be paying your fees?**' screen

If the validation is not passed you will be taken to the '**Error on Previous Study Details**' screen

Error on Previous Study Details screen



If you have selected No, you have not studied a HE course in the UK before but the Highest Qualification indicates that you have studied a HE course in the UK previously then you will be directed to this screen

You will need to click on the Back button to go back to the Previous Study details screen.

If you have selected the wrong answer to the **Have you previously undertaken a higher education course in the United Kingdom** question please give the correct answer

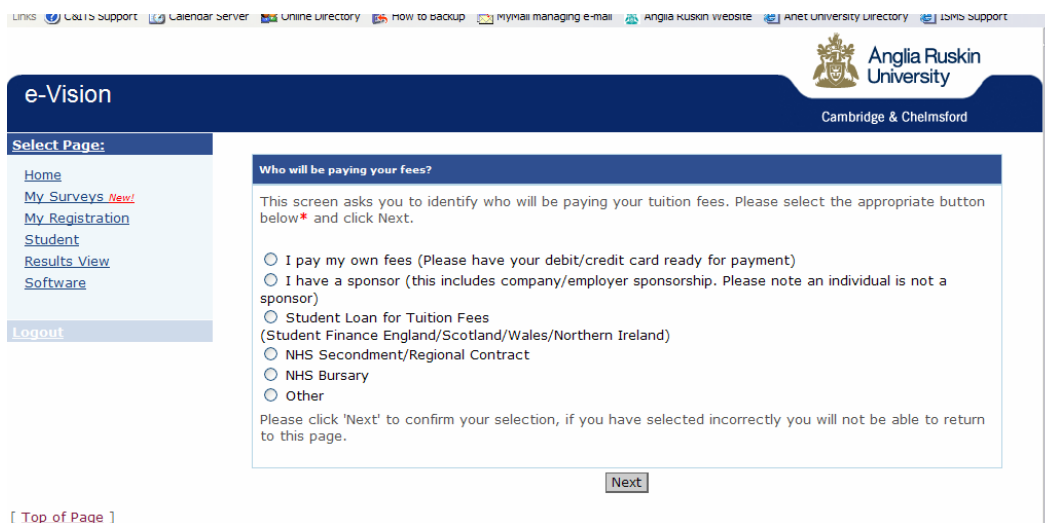
If you selected the right answer to the **Have you previously undertaken a higher education course in the United Kingdom** but the highest qualification is incorrect please contact admissions. UK/EU students email admissions@anglia.ac.uk, International students please email Internationaladmissions@anglia.ac.uk , quoting your student ID and Course and reason for your email.

Fee Payment Section

In this section you need to either pay your tuition fees via the linked web payment facility or provide information of who is responsible for payment of your fees.

The first screen you will see in this section is

Who will be paying your fees ?



The screenshot shows the Anglia Ruskin University e-Vision interface. The page title is "Who will be paying your fees?". The instructions state: "This screen asks you to identify who will be paying your tuition fees. Please select the appropriate button below* and click Next." There are six radio button options:

- I pay my own fees (Please have your debit/credit card ready for payment)
- I have a sponsor (this includes company/employer sponsorship. Please note an individual is not a sponsor)
- Student Loan for Tuition Fees (Student Finance England/Scotland/Wales/Northern Ireland)
- NHS Secondment/Regional Contract
- NHS Bursary
- Other

Below the options, it says: "Please click 'Next' to confirm your selection, if you have selected incorrectly you will not be able to return to this page." A "Next" button is located at the bottom right of the form area.

You are given 6 choices

1. I pay my own fees (please have your debit/credit card ready for payment)
2. I have a sponsor (this includes company/employer sponsorship. Please note an individual is not a sponsor)
3. Student Loan for Tuition Fees (Student Finance England/Scotland/Wales/Northern Ireland)
4. NHS/Secondment/Regional Contract
5. NHS Bursary
6. Other

Please select “Other” if you paid your fees in advance prior to registration

If you select the incorrect answer you will not be able to return to this page to make another selection

1. I pay my own fees (please have your debit/credit card ready for payment)

Self Payment options Screen

The screenshot shows the 'Self Payment Options' screen within the 'e-Vision' system. The header includes the Anglia Ruskin University logo and the text 'Cambridge & Chelmsford'. A navigation menu on the left lists 'Home', 'My Surveys *New!*', 'My Registration', 'Student', 'Results View', 'Software', and 'Logout'. The main content area is titled 'Self Payment Options' and contains the following text: 'You have stated that you are self funding. You must make payment before you can continue with your registration process. Please have your Debit/Credit Card ready. Please select one of the following and click Next:'. There are three radio button options: 'Pay in Full', 'Pay by Instalments', and 'I am not paying my own fees and want to go back and choose another payment option'. Below the 'Pay by Instalments' option, there is a note: 'A 3% instalment charge (calculated on the total amount of tuition fees due) is payable if selecting to pay your tuition fees by instalments. The instalments are calculated as follows:'. A bulleted list follows: '• First instalment of one-third of the tuition fees payable plus the 3% instalment charge is due at or before Registration' and '• Thereafter, the balance of the tuition fee (two-thirds) is payable in 2 equal instalments.' A 'Next' button is located at the bottom of the form area. A '[Top of Page]' link is visible in the bottom left corner.

In this screen you need to select if you wish to pay in full or by instalments. If you pay by instalments the first instalment of one-third of the tuition fees payable plus the 3% instalment charge is payable at or before Registration. Thereafter, the balance of the tuition fee (two-thirds) is payable in 2 equal instalments. (the amounts and dates will be shown later in the process on the **Credit Card Details** Screen)

If when you get to this screen you realise you will not be making a payment for your fees you can click on: I am not paying my own fees and want to go back and choose another payment option

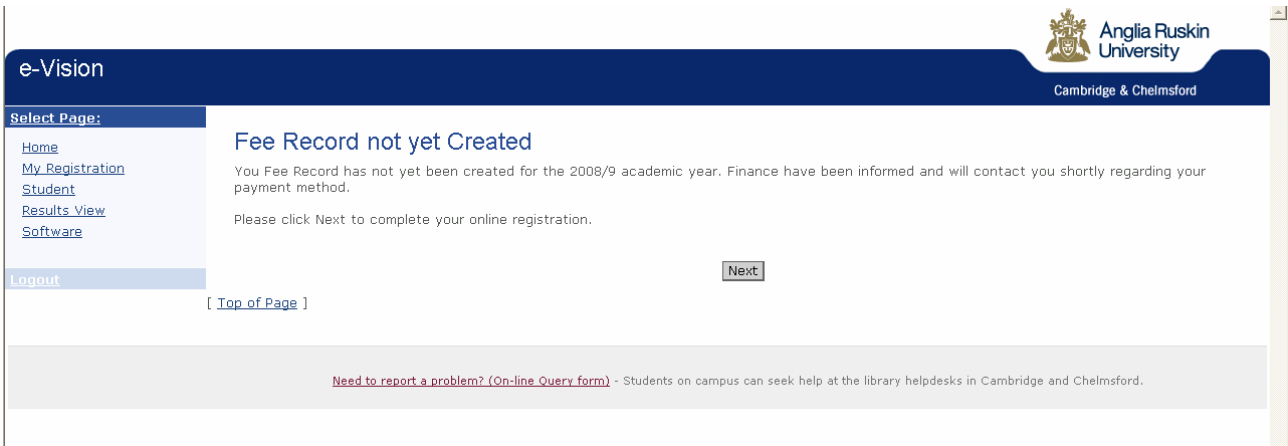
If you have already paid your fees prior to starting this registration process then click to chose another payment option and select the option “Other”

Otherwise select either *Pay in Full* or *Pay by Instalments* and click on the **“Next”** button

If we do not have a fee on our system you will be taken to the **“Fee Record not yet Created”** Screen

Otherwise you be taken to the **“Fees to be paid”** screen

Fee Record not yet Created Screen



The screenshot shows the Anglia Ruskin University e-Vision interface. At the top right, the university logo and name are displayed. The main header is dark blue with 'e-Vision' on the left and 'Cambridge & Chelmsford' on the right. A left-hand navigation menu lists 'Select Page:' with links for Home, My Registration, Student, Results View, Software, and Logout. The main content area has a title 'Fee Record not yet Created' and a message: 'You Fee Record has not yet been created for the 2008/9 academic year. Finance have been informed and will contact you shortly regarding your payment method. Please click Next to complete your online registration.' A 'Next' button is positioned to the right of the message. Below the message is a '[Top of Page]' link. At the bottom of the page, a footer contains a link: 'Need to report a problem? (On-line Query form) - Students on campus can seek help at the library helpdesks in Cambridge and Chelmsford.'

The message on the screen will state that your fee record has not yet been created. Finance has been informed and will contact you shortly regarding your payment method.

Please click **Next** to complete your registration.

You will then be taken directly to the “**Registration Confirmation**” screen

Fees to be paid screen

This screen will state whether you have chosen to pay in full or by instalments.

Select Page:
[Home](#)
[My Registration](#)
[Student](#)
[Results View](#)
[Software](#)
[Logout](#)

Fees to be Paid

You have chosen to pay your fees for 2009/0 by instalments. You now need to check and confirm the proportion of your course fees that you are personally due to pay.

Listed below is a summary and breakdown of your course fees, showing the total amount you are personally due to pay for the academic year, together with any amount payable by any sponsors and/or student loans that we are aware of. Please check these details carefully and then select one of the options at the bottom of the screen.

Course Fees you must pay	£
2009/0 Course Fees	3,225.00
Add. Instalment Fee Payable	0.00
Total Course Fees you must Pay Now	3,225.00

Please select one of the following options:

MY FEES ARE CORRECT: The fee amount I must pay is correct and I agree to abide by the [Financial Terms and Conditions](#). I want to proceed to pay by credit/debit card.

MY FEES ARE INCORRECT: The fee amount I must pay is incorrect and I want to email Financial Services to change my fee record.

Please click 'Next' to confirm your selection.

[[Top of Page](#)]

If you are paying by instalments it will show the instalment fee payable

If you are being sponsored in full or part for this academic year and we have a record of the sponsorship the sponsor will show here and minus the amount the sponsor is paying.

At this point, you need to confirm or dispute the fee amount.

If you disagree with the fee amount select – **FEE INCORRECT**

you will be directed to the **“Confirm Dispute Fee Amount and Send Email to Financial Services”** screen

This screen allows you to dispute the fee amount and to send an e-mail to 'Student Fees and Invoicing' department to inform them of the fee dispute including any additional information entered into the query box by you

Task Control Centre

Confirm Disputed Fee Amount and Send Email to Financial Services

You have indicated that the Tuition fee amounts for 2008/9 shown below are incorrect. Please re-check your fees and confirm your choice below:

Listed below is a summary and breakdown of your course fees, showing the total amount you are personally due to pay for the academic year, together with any amount payable by any sponsors and/or student loans that we are aware of. Please check these details carefully and then select one of the options at the bottom of the screen.

Course Fees you must pay	£
2008/9 Course Fees	1,470.00
Total Course Fees you must Pay Now	1,470.00

Course Fees your Sponsor/Student Loan will pay	£
2008/9 Course Fees - Essex Rural Healthcare Trust	100.00
Total Course Fees your Sponsor/Student Loan will pay	100.00

Please select one of the following options:

FEE CORRECT: My fee is correct and I want to go back and confirm my payment method

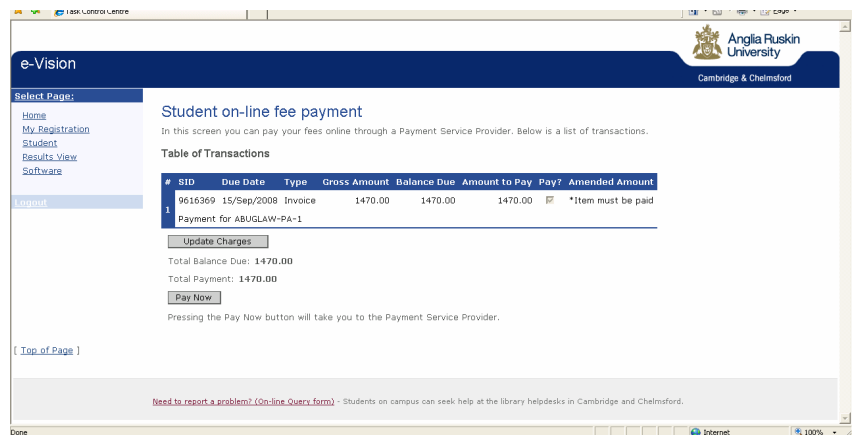
FEE INCORRECT: My fee is incorrect and I would like to send an e-mail to the Financial Services department

If you have selected the incorrect fee option above, please give details of why you think that your fees are incorrect in the box below and then click "Next". An email will be sent to Financial Services who will investigate this for you.

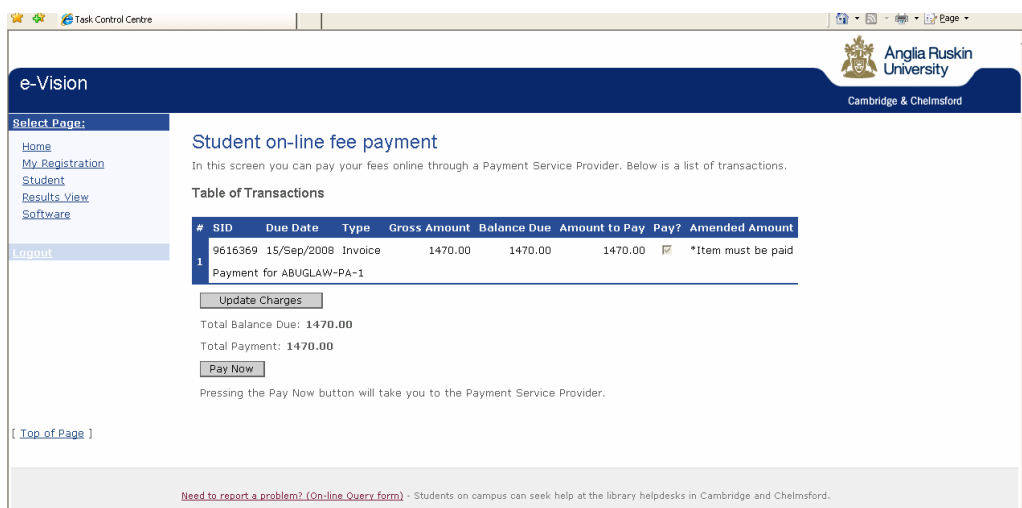
Once you click on the **Next** button the email will be sent automatically

You will then be taken to the **“Registration Confirmation”** screen.

If you agree with the fee amount and have selected – **FEE CORRECT** then you are agreeing to the Financial Terms and Conditions and you will then be directed to the “**Student Online Fee Payment**” screen



Student Online Fee Payment Screen



This screen confirms the full amount that is going to be sent to the external web payment provider for payment. It will show the full fees that are due even if you are paying by instalments

Then click on the **Pay Now** button to go to the Payment Service Provider.

If you have any problems with making your web payment then you can go directly to the web payment facility at www.anglia.ac.uk/webpayments alternatively you can email webpaycorresp@anglia.ac.uk for assistance.

Credit Card Details Screen

Instalments

Please enter payment details

We accept the following Debit/Credit cards:-

Payment Details

Balance to pay now for Tuition Fees 1,008.33

Instalment 1	Instalment Date: 15/11/2009 Instalment Amount: £1008.33
Instalment 2	Instalment Date: 15/01/2010 Instalment Amount: £1008.34

Cardholder's Details

*Name on Card

*Card Type

*Card Number

*Card Security code

Full Payment

Please enter payment details

We accept the following Debit/Credit cards:-

Payment Details

Balance to pay in full for Tuition Fees

Fee Amount Due: 9868395-001	3,025.00
Total Amount to Pay	3,025.00

Cardholder's Details

*Name on Card

*Card Type

*Card Number

*Card Security code (Last 3 digits on the signature strip)

*Expiry Date

Start Date

On this screen you will enter your credit card details. The only difference is that the instalment screen details the instalment dates and amounts.

Credit Card Details Confirmation Screen

This page is the final stage to confirm your credit card and payment details before the transaction is processed.

Contact Us A-Z Index Search University Library ANET

Anglia Ruskin University
Cambridge & Chelmsford

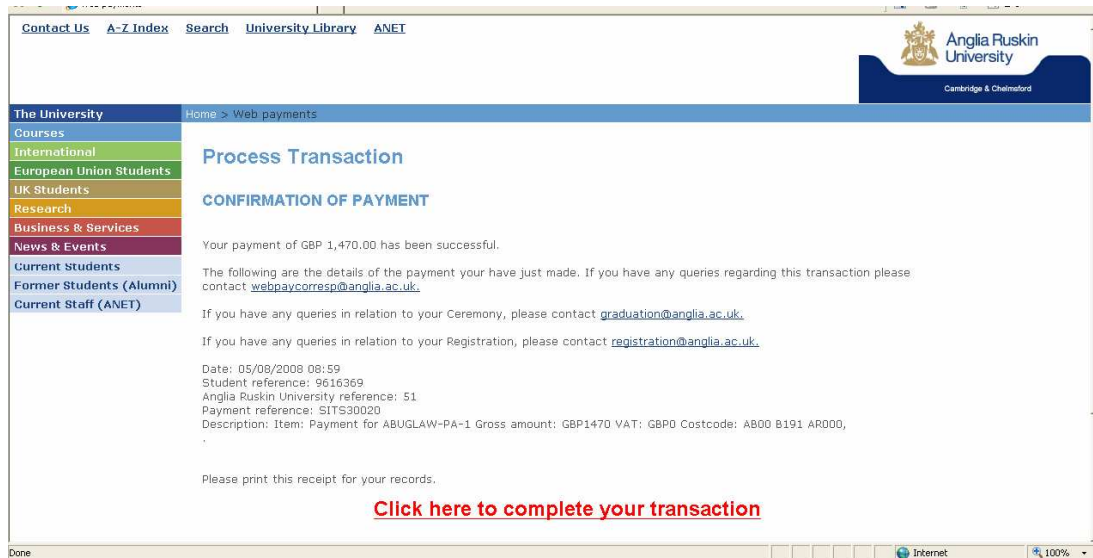
Home > Web payments

The University	Home > Web payments
International	Payment Details
European Union Students	Balance to pay in full for Tuition Fees
UK Students	Fee Amount Due: 9868395-001 1,478.00
Research	Total Amount to Pay 1,478.00
Business & Services	Cardholder's Details
News & Events	Name on Card Sharon Perry
Current Students	Card Type Visa
Former Students (Alumni)	Card Number XXXXXXXXXXXXX1111
Current Staff (ANET)	Expiry Date 01/2011
	Start Date 01/2004
	Issue No (for Maestro & Solo card if applicable)
	Payer's Email Address sharon.perry@anglia.ac.uk
	Cardholder's Address Details
	Line 1 Brook Street
	Line 2
	Town Chelmsford
	County/State
	Post Code/ZIP CM1 1UH
	Country UNITED KINGDOM

Back Cancel Make Payment

If the payment succeeds you will be directed to the "Confirmation of Payment" screen

Confirmation of Payment Screen



This screen will confirm the amount that has been paid and will also give you some email addresses if you have any queries at this stage.

You can print this page for your records. An email with the details shown on this page is also automatically sent to your Anglia Ruskin student email address.

You need to click on **“Click here to complete your transaction”** to be taken to the **“Registration Confirmation”** screen

2. I have a sponsor (this includes company/employer sponsorship. Please note an individual is not a sponsor)

If we hold sponsor information on our records then the details will come up on the

Sponsor Confirmation Screen

The screenshot shows the 'e-Vision' interface for Anglia Ruskin University. The page title is 'Sponsor Confirmation'. A message states: 'You have selected the option that a sponsor is paying your tuition fees. Our records show you have had the following sponsor(s)'. Below this, a table displays the sponsor details:

Sponsor Record:	ESSEX RIVERS HEALTHCARE TRUST
Invoice Name:	TURNER ROAD
Invoice Address:	COLCHESTER ESSEX
	TURNER ROAD
Postcode:	CO4 5JL
Telephone:	
Fax:	
Sponsored Amount:	£ Not specified
Sponsored Percentage:	100%

Below the table, there is a prompt: 'Please select the one of the options below and click Next:' followed by two radio button options: 'CORRECT: My sponsor information is correct' and 'INCORRECT: My sponsor information is incorrect and needs to be amended'. A 'Next' button is located below the options. The page also includes a 'Logout' link in the left sidebar and a 'Top of Page' link at the bottom left.

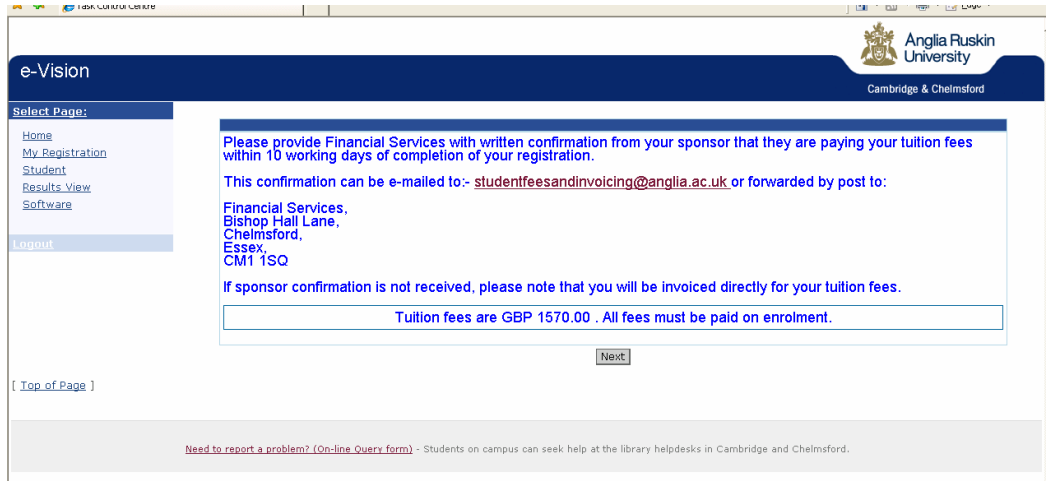
You are given the choice to agree that the sponsor information we hold is accurate or to dispute the information we hold as inaccurate

If you confirm it is accurate, they will be directed to the “**Registration Confirmation**” screen

If you disagree with the information you will be directed to the “**Request for Written Notification**” screen

Request for Written Notification

If we do not hold sponsor information on our records then you will be directed to the “Request for Written Notification Screen”.

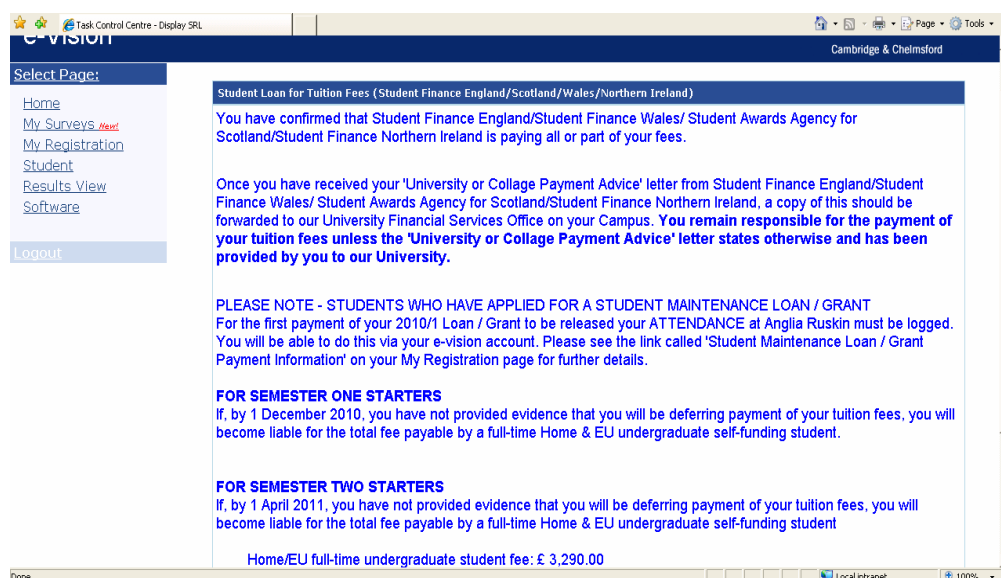


This screen informs you that you have 10 working days to provide written confirmation from your sponsor that they are paying your fees. After this date you will be sent an invoice for the fees. The screen gives details of where you can either email or post the written confirmation

You need to click on the **Next** button to be taken to the “Registration Confirmation” screen

3. Student Loan for Tuition Fees (Student Finance England/Scotland/Wales/Northern Ireland)

You should choose this option if you have applied for a Tuition Fee Grant or a Tuition Fee Loan from Student Finance England / Student Finance Wales / Student Finance N. Ireland (Student Loan Company) SAAS (Scotland)



This screen shows important information, please read all of the information provided.

It asks for a copy of the 'University or College Payment Advice' letter that you will receive from Student Finance if you have applied for a Tuition Fee Loan.

Please Note: If you receive the FULL Higher Education Maintenance Grant or Supplementary Grant then we need to have a copy of this to show your entitlement to the additional Top Up Bursary (Please see the information in the Scholarship & Bursary Container that will appear on your "My Registration" page once you have completed your registration task)

Before you can receive payment of any Student Finance Maintenance Loan or Grant you will be given an Attendance Task on e-vision (at a set time) which you must complete before this money is released. More detail information will appear on your "My Registration" page once you have completed your registration task

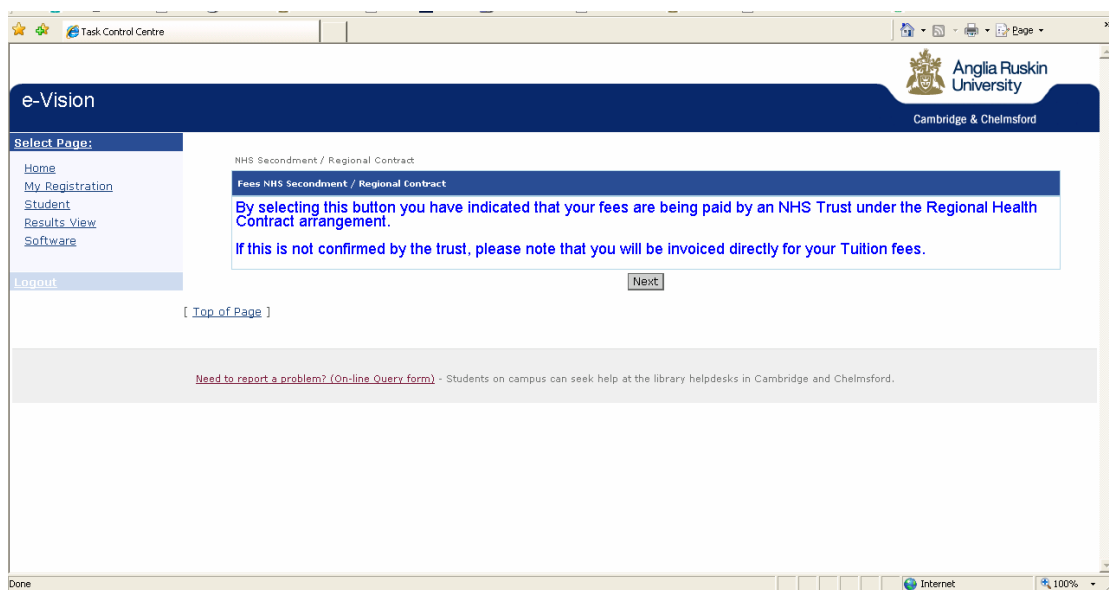
It also shows the date by which you must provide evidence of having either a Tuition Fee Grant or Tuition Fee Loan

You need to click on the **Next** button to be taken to the "**Registration Confirmation**" screen

4. NHS/Secondment/Regional Contract

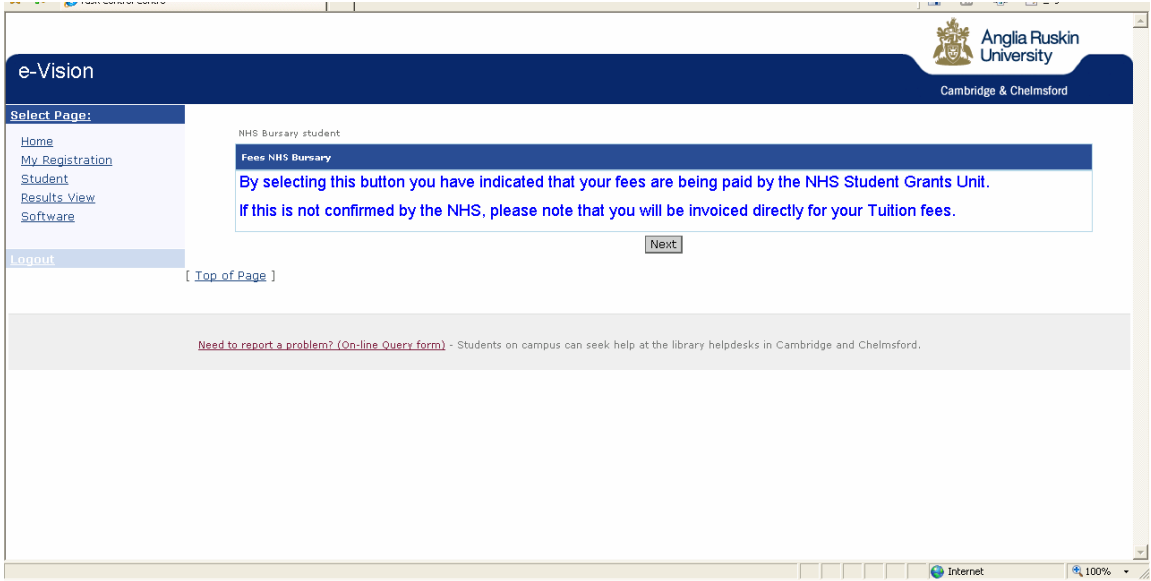
If your fees are being paid by an NHS Trust under the Regional Health Authority arrangement you need to select this option

This option is mainly applicable to students studying within the Faculty of Health and Social Care



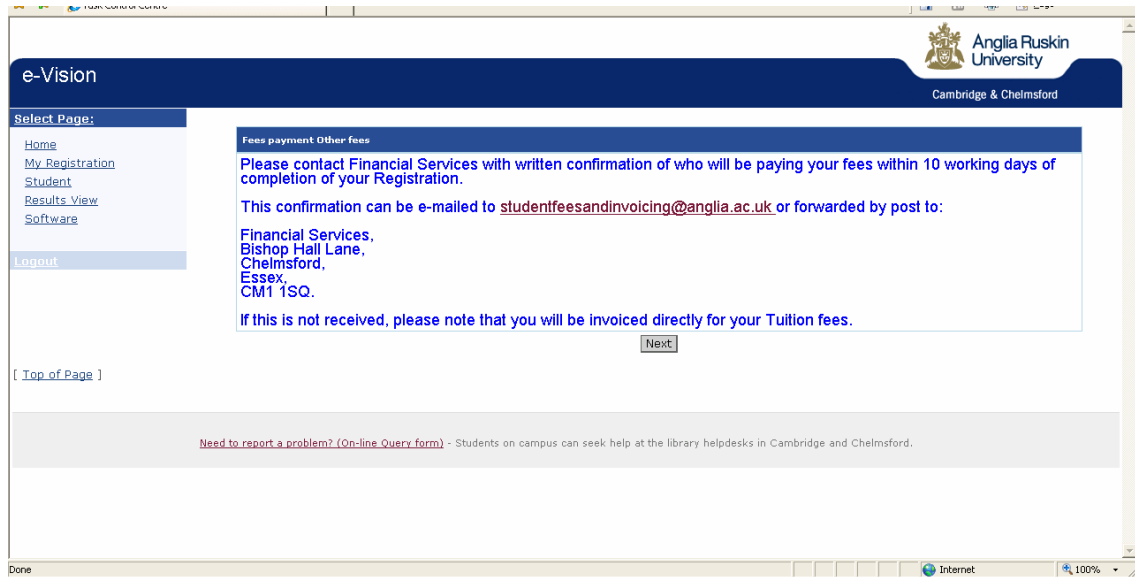
5. NHS Bursary

This option is only applicable for students studying on specific courses within the within the Faculty of Health and Social Care.



6. Other

If you believe that none of the other 5 options are applicable then chose this option



If you have already paid your fees in advance prior to Registration please use this option

This screen informs you that you have 10 working days to contact Finance with the confirmation of who is paying your fees. After this date you will be sent an invoice for the fees. The screen gives details of where you can either email or post the written confirmation

Registration Confirmation Screen

The screenshot shows the 'Registration Confirmation' page in the e-Vision system. The page header includes the Anglia Ruskin University logo and the text 'Cambridge & Chelmsford'. A navigation menu on the left lists 'Home', 'My Registration', 'Student', 'Results View', 'Software', and 'Logout'. The main content area is titled 'Registration Process - Final Stage' and 'Registration Confirmation'. It contains a congratulatory message, a list of student details, and an 'EXIT TO FURTHER INFO' button. A footer note mentions reporting a problem via an online query form.

Registration Process - Final Stage

Registration Confirmation

Congratulations! You have successfully registered as a student of Anglia Ruskin University. You should now be able to access all University facilities, including the Library and the Students' Union.

Please be aware that correspondence from the University will be sent to your Anglia e-mail address which is sharon.perry@anglia.ac.uk.

You can print these details now or review them later by clicking the 'My Registration' tab within your e-vision area.

Student's Name	SHARON LOUISE PERRY
SID Number:	9616369
Student Course Join Code:	9616369/7
Academic year:	2008/9
Mode of Attendance:	Part-time
Course:	LLB (Hons) Law
Faculty Award:	ALSS Undergraduate LLB 13th Regs
Pathway:	Law

[EXIT TO FURTHER INFO](#)

[[Top of Page](#)]

[Need to report a problem? \(On-line Query form\)](#) - Students on campus can seek help at the library helpdesks in Cambridge and Chelmsford.

Congratulations you have successfully registered as a student of Anglia Ruskin University.

This page shows your full name, student ID number and course details.

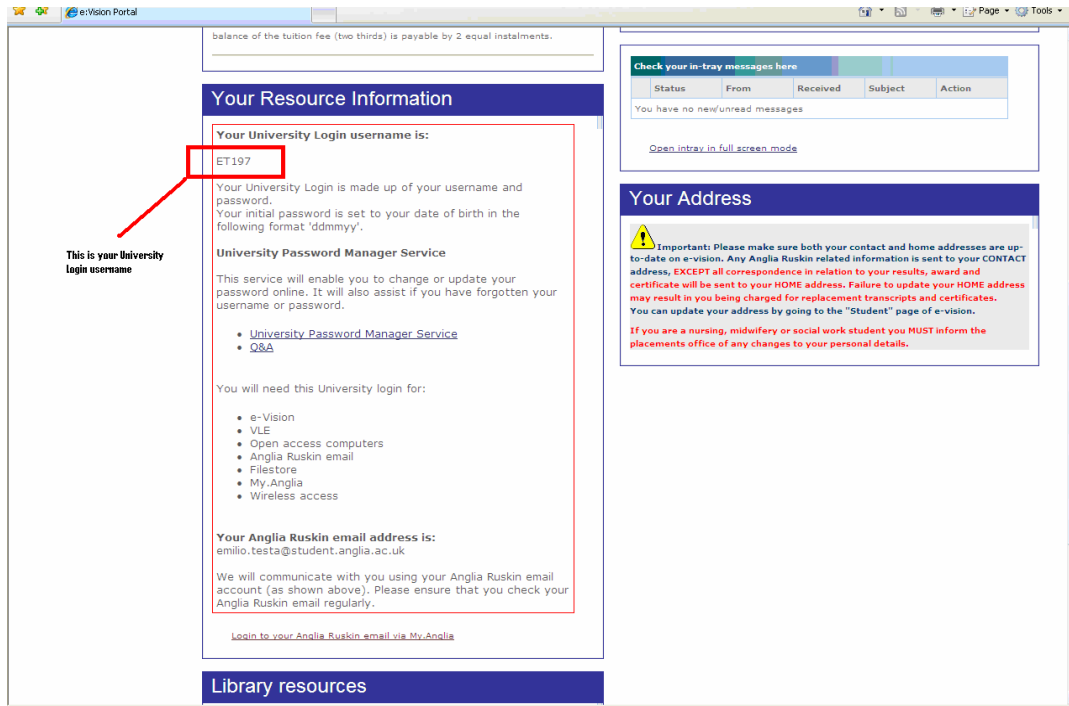
You can either print this page now or at a later date from your **"My Registration"** page within your e:Vision area.

You must click on the **EXIT TO FURTHER INFO** button to complete the task.

You will be returned to the **"My Registration"** page which will now be populated with additional information.

Your Resource Information

Once you have completed your Registration task please return to your Home page and Scroll down to the 'Your Resource Information' section, as shown below



Your 'University Network Login username' will be displayed in this area (the format is usually your initials followed by two or three numbers)

This is the username that you should use from now on, and will allow you to login to most of our University systems (including e:Vision, the VLE, Open Access Computers and many more) Your initial password is set to your date of birth (DDMMYY)

The Student ID was only required for your first login, and from that point onwards, should no longer be used for login purposes.

Please note, your password will expire after 180 days, and so you will need to change it then, or before that time.

University Password Manager Service

Within the **Your Resource Information** section is a link to the **University Password Manager Service**. Click on the link to complete the Password Manager Registration which will enable you to reset and manage your password.

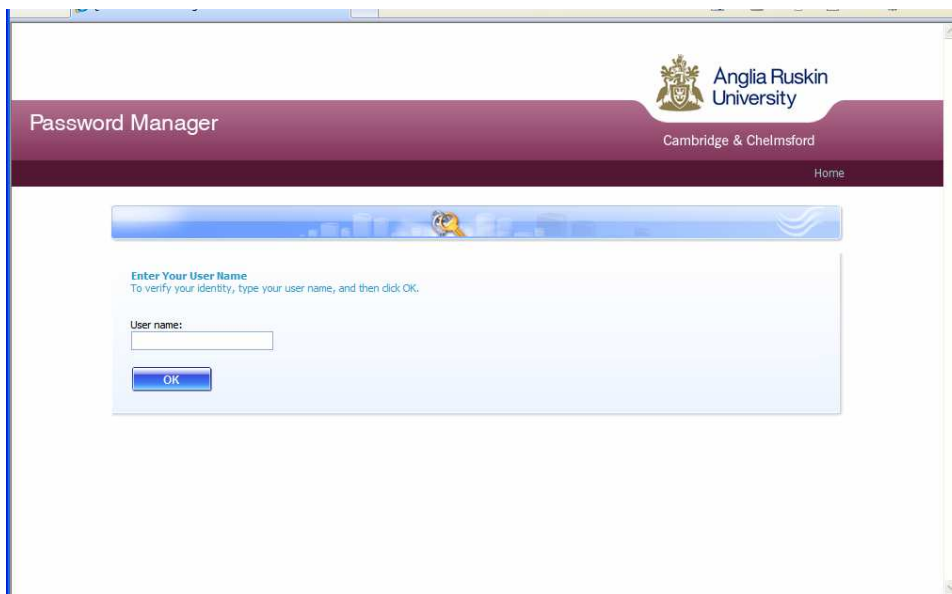
Register with Password Manager by creating your Questions and Answers profile to manage your passwords and unlock your account

What is Password Manager?

If you forget your University Login password, Password Manager enables you to reset it yourself securely, online. This is the password that you use to log on to an Anglia Ruskin owned PC.

Password Manager is an efficient and convenient way to reset your password immediately without the need to contact our Student IT Help Desk.

You can also go directly to Password Manager at any time using: www.anglia.ac.uk/mypassword



The screenshot shows a web browser window displaying the Anglia Ruskin University Password Manager interface. The page has a dark purple header with the university's crest and name on the right, and the text 'Password Manager' on the left. Below the header, there is a blue navigation bar. The main content area is white and contains a form titled 'Enter Your User Name'. The form includes the instruction 'To verify your identity, type your user name, and then click OK.' and a text input field labeled 'User name:'. Below the input field is a blue 'OK' button.

For Questions and Answers on our Password Manager Service please visit:
<http://anglia.ac.uk/passwordmanager>

Useful Contacts

(please quote your Student ID number, your course and the Campus you will be studying on at any correspondence)

Problems getting into e:Vision

student-ithd@anglia.ac.uk

Tel: 0845 196 6600/6601

Admissions (UK/EU)

admissions@anglia.ac.uk

International Admissions

Internationaladmissions@anglia.ac.uk

Registration

registration@anglia.ac.uk

Financial Services

If you have any queries regarding payment of fees / sponsorship etc

studentfeesandinvoicing@anglia.ac.uk

If you have any queries regarding the web payment facility

webpaycorresp@anglia.ac.uk

Anglia Ruskin Scholarship & Bursary queries

Cambridge students

Scholarship-camb@anglia.ac.uk

Chelmsford students

Scholarship-chelm@anglia.ac.uk

Timetabling queries

timetabling@anglia.ac.uk

Queries regarding your Student Card

Cambridge students

studentid-cambridge@anglia.ac.uk

Fulborn students

studentid-fulbourn@anglia.ac.uk

Chelmsford students

studentid-chelmsford@anglia.ac.uk

Questions and Answers

I have a disability that prevents me from registering online. What should I do?

If you require support with the online registration process, or would like to discuss alternative methods of registration, please contact the Registration department at registration@anglia.ac.uk or by phone on 0845 196 5954. Once on campus you can go to the **iCentre** for help.

I am unable to access the internet in order to register. What should I do?

If you do not have access to the internet at home, your local library or community centre may be able to help. If you cannot access a PC or the internet before you arrive, then you can register on your arrival at the University. Limited PC facilities will be available on the Chelmsford, Cambridge and Fulbourn campuses in the *University Learning Zone*

I am unsure of the information I am being asked to provide online. What can I do?

If you are unsure about the information you are being asked to provide, please do the following:

- Read the appropriate section of this guide
- Read any text on the relevant online screen

If still unclear, please e-mail the Registration & Audit Office at registration@anglia.ac.uk or if that is not possible then phone 0845 196 5954

Do I need to register by a certain date?

Yes. The deadline for registration and re-registration is 3 weeks after the start of your programme. After that date, if registration has not been completed, you may be deemed to have withdrawn

Do I have to register before I can get a student ID card?

Yes, in order to be issued with a student ID card you must have successfully completed online registration and provided a photograph. The card will be issued for the length of your course.

When do I get my Student ID Card?

Once you start your course, provided you have supplied a photograph.

Why should I complete online registration before arriving at Anglia Ruskin?

You should complete online registration before arriving at Anglia Ruskin to avoid:

- Delays in your student ID card being issued
- Delays in being able to access University facilities
- Delays in payment of your first **student loan/grant instalment**, if appropriate (the separate Student Finance Attendance Task must also be completed)
- Possibly having to queue when you arrive to complete the online registration process

I was a student previously and have forgotten my University e:Vision username and/or password. What should I do?

Your User name will be shown on your Welcome letter. If you have forgotten your password you will need to contact our student IT Help Desk to get it re set. You can either email: student-ithd@anglia.ac.uk or phone: 0845 196 6600/6601