

Online Registration Instructions

To become an official student of Anglia Ruskin University you are required to complete an online registration task. Registration is the formal process of becoming a student and enables access to Anglia Ruskin University facilities.

You can register online with Anglia Ruskin University from anywhere in the world using the internet, regardless of location or time of day.

To complete your registration on line, please log onto Anglia Ruskin's web portal (known as **e:Vision**). Our e:Vision portal can be found at the following internet address:

<http://e-vision.anglia.ac.uk>

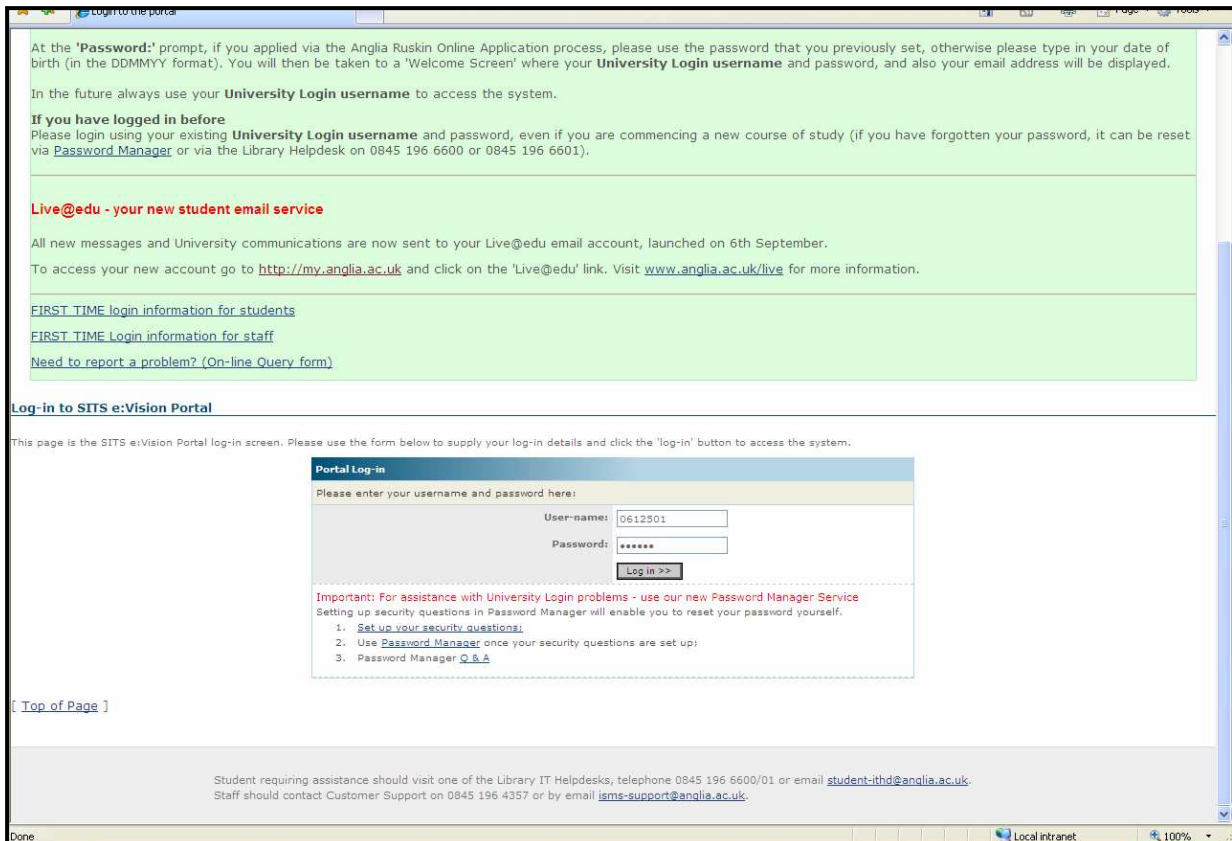
1. If you are logging onto e:Vision for the first time we will identify you by your Student ID number (the seven digit Student ID number referred to in your offer and welcome letters) At the e:Vision login page, at the **User-name** prompt, type in **your Student ID number**.

2. At the **Password** prompt 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)

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:

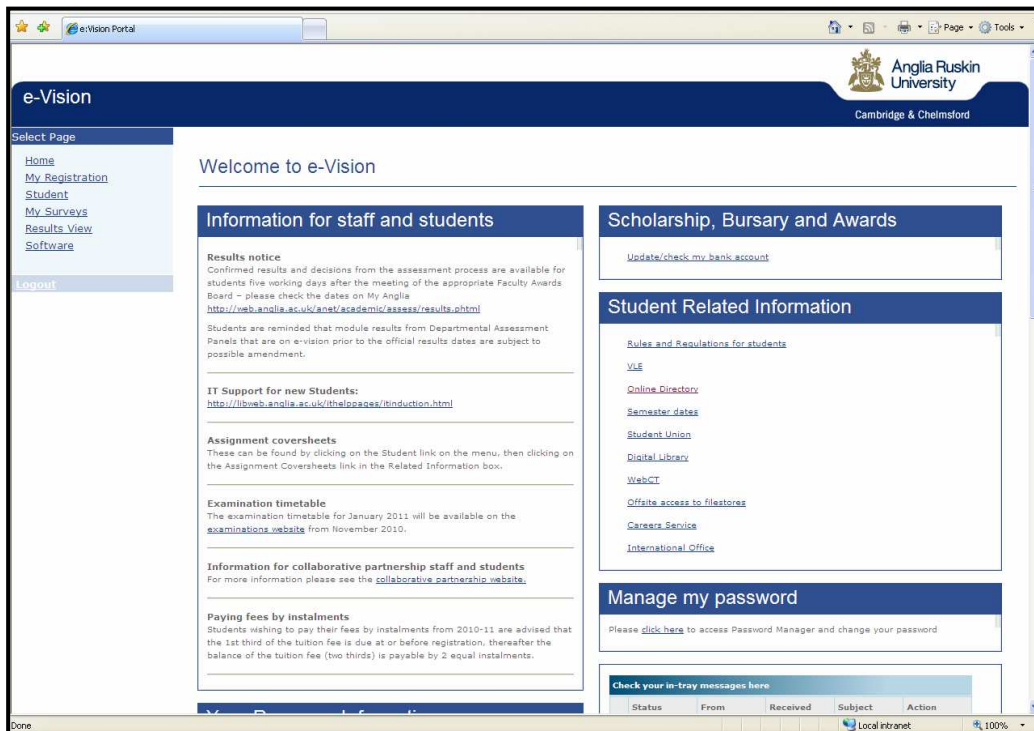
Important: For assistance with University Login problems - use our new Password Manager Service
Setting up security questions in Password Manager will enable you to reset your password yourself.

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

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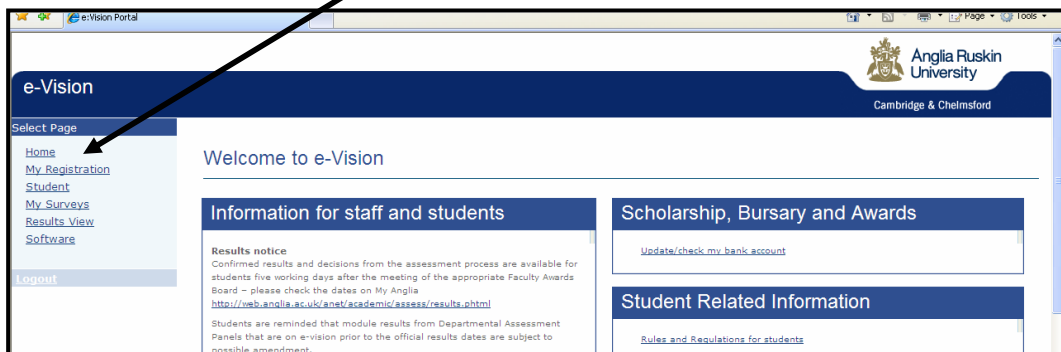
Student requiring assistance should visit one of the Library IT Helpdesks, telephone 0845 196 6600/01 or email student-ithd@anglia.ac.uk.
Staff should contact Customer Support on 0845 196 4357 or by email sms-support@anglia.ac.uk.

- Click on the **Log in>>>** button, and you will then be taken to the 'Welcome to e:Vision' screen as shown below:

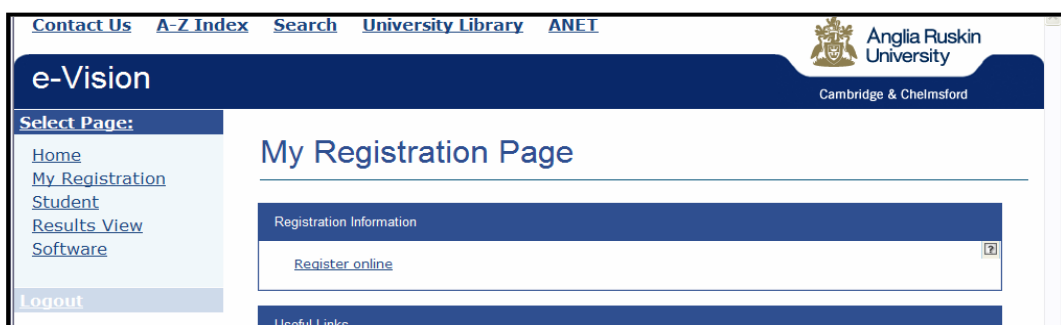


Once you have logged into e:Vision you must complete your registration task before proceeding further.

To access your on line registration task you should click the 'My Registration' tab on the left hand side of the page



then click on the [Register online](#) link to go to your personalised 'Online Registration' task. Follow the instructions, amending or confirming the data as appropriate.



If your course details are incorrect on the online registration task, e.g. incorrect course title or part-time instead of full-time, please contact admissions@anglia.ac.uk, quoting your student ID number and explaining the problem. Please use REGISTRATION PROBLEM as the subject of your email. We will investigate the problem, amend your record and inform you this has been done or, if necessary, contact you for further information.

If your registration task is not showing or you have any queries regarding the online Registration process you can contact the Registration department on Registration@anglia.ac.uk or by phone on 0845 196 5954 (or +44 1223 695954 if you are contacting us from outside the UK)

At the end of the registration process you will reach a confirmation screen that will indicate that you have registered successfully. You should 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 your 'My Registration' page where useful information/links will now appear.

If you encounter any technical problems i.e. logging on to e:Vision, you can contact our student IT Help Desk for help by completing the on line query form on the Login page of e:Vision. Alternatively you can email student-ithd@anglia.ac.uk or phone 0845 196 6600/6601 (or +44 1245 493131 ex 6600/6601 if you are contacting us from outside the UK)

For more information please visit the Joining web site at www.anglia.ac.uk/joining

If you are on campus you can also visit our **iCentre** for help and advice.

Your Resource Information

Once you have completed your Registration task please return to your Home page and Scroll 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).

balance of the tuition fee (two thirds) is payable by 2 equal instalments.

Your Resource Information

Your University Login username is:
ET197

Your University Login is made up of your username and password.
Your initial password is set to your date of birth in the following format 'ddmmyy'.

University Password Manager Service

This service will enable you to change or update your password online. It will also assist if you have forgotten your username or password.

- University Password Manager Service
- Q&A

You will need this University login for:

- e-Vision
- VLE
- Open access computers
- Anglia Ruskin email
- Filestore
- My:Anglia
- Wireless access

Your Anglia Ruskin email address is:
emilio.testa@student.anglia.ac.uk

We will communicate with you using your Anglia Ruskin email account (as shown above). Please ensure that you check your Anglia Ruskin email regularly.

[Login to your Anglia Ruskin email via My:Anglia](#)

Library resources

Check your in-tray messages here

Status	From	Received	Subject	Action
You have no new/unread messages				

[Open in-tray in full screen mode](#)

Your Address

Important: Please make sure both your contact and home addresses are up-to-date on e-vision. Any Anglia Ruskin related information is sent to your CONTACT address, EXCEPT all correspondence in relation to your results, award and certificate will be sent to your HOME address. Failure to update your HOME address may result in you being charged for replacement transcripts and certificates. You can update your address by going to the "Student" page of e-vision.

If you are a nursing, midwifery or social work student you MUST inform the placements office of any changes to your personal details.

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

Your 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.

Password Manager

Within the **Your Resource Information**' section is a link to **Password Manager**. 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

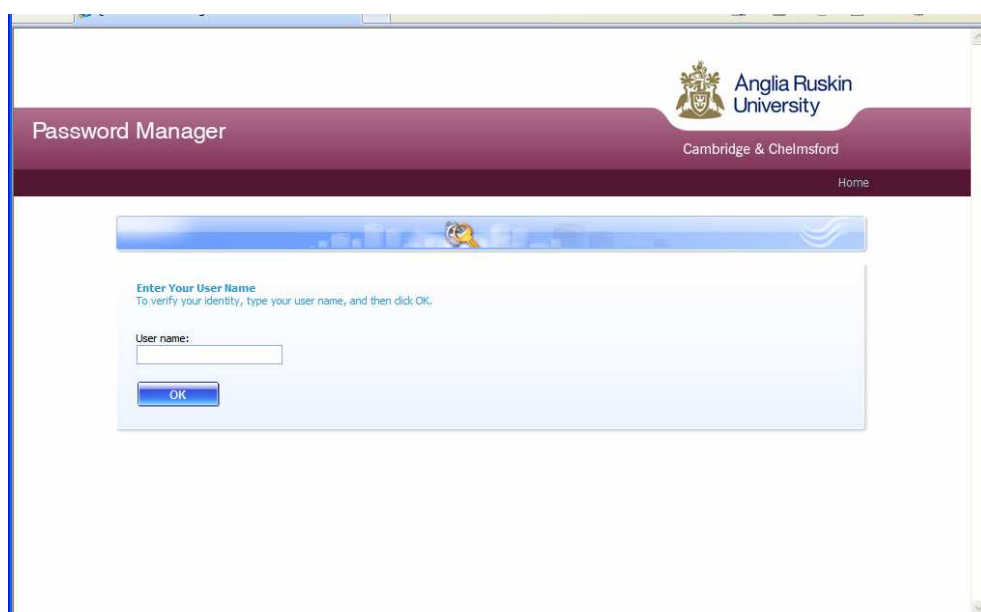
What is Password Manager?

If you forget your University Network 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 image shows a screenshot of a web browser displaying the Anglia Ruskin University Password Manager login page. The page has a purple header with the university's crest and name on the right, and the text 'Password Manager' and 'Cambridge & Chelmsford' on the left. Below the header is a blue navigation bar. The main content area is white and contains a form titled 'Enter Your User Name' with the instruction 'To verify your identity, type your user name, and then click OK.' The form has a text input field labeled 'User name:' and an 'OK' button below it.

For Questions and Answers on our Password Manager Service please visit:

<http://anglia.ac.uk/passwordmanager>