Online enrolment
Instructions and explanations for all students

This document has been written for students who are not certain which links to follow on the previous page.

What's the difference between the choices on the main screen?

1. Logging in. There are two links to the RISISweb portal: the one for new students takes you to a log in screen which asks for your student number and your date of birth; the one for re-enrolling students takes you to a log in screen which asks you for your username and password.

You can use either screen: we’ve just changed the field titles to help you.

We give students a username for most programmes of study: you will see this in the screens, but you still need to activate it. Your username, together with its password, will be what you use to log onto any campus computer, or the Library database, or onto webmail to collect your email, or onto Blackboard, our e-Learning facility. Your username forms the basis of your email address but your email address is personalised and is more likely to be initials.family name@student.reading.ac.uk – you will receive an email from ITS to let you know what this will be.

2. The screens you will see. Some of the screens are only relevant for postgraduate students or for undergraduate students. It doesn’t matter which instructions you read on the previous page: the hidden settings in the database will make sure that you are only shown the screens which apply to you.

We have tried to make sure that we give clear instructions on each screen: so, in theory, if you read the instructions on the screen, you won’t need to read the extra documentation too. But if you have reached a screen which you can’t find in the documentation, and you need more help, try one of the other documents.

Students who will not be expected to enrol online:

The following students are not supplied with course-related usernames and will not be expected to complete University of Reading online enrolment for that course:

Students taking a course with the School of Continuing Education;

Affiliated students studying with the College of Estate Management;

Affiliated students taking foundation degrees at North-West London College, Bracknell & Wokingham College or Strodes College;

Students taking an external qualification such as the Certificate of Competence in Medicines Use Review;
Students on the Student Associates Scheme (classroom experience);
Staff taking language modules as part of the Institution Wide Language Programme.

If you are in debt to the University you will not be able to re-enrol: you will need to contact your Faculty Office if you are a postgraduate, or Student Services if you are an undergraduate, to make sure that when your debt is cleared, your records are adjusted to allow you to start online enrolment or re-enrolment.

**Students, other than those listed above, who can’t log in**

If you have been suspended from your course, you have had your access to the portal suspended. If you believe you should now be restored to full access, you will need to contact Student Services (for undergraduates) or the Faculty Office (for postgraduates).