

# Criminal Convictions pre-enrolment task for new students

For some new students who haven't yet declared whether or not they have a criminal conviction, you *may* be asked to declare this now before online enrolment opens to you.

To check if this applies to you on a PC/laptop you can hover your mouse over the greyed out 'Online Enrolment' box and a pop-up message will appear telling you what you need to do. On a mobile device you can see the same message if you 'long press' on the greyed out 'Online Enrolment' box.

If you are one of these students then the 'Home' screen of your RISIS portal will look similar to the below and you will need to press the red 'Criminal Convictions' button to complete the required task. Once this is complete, the 'Online enrolment' box on your Home page should become available. (**Please note:** if you are using a mobile device then the red 'Criminal Convictions' button may appear below the 'Enrolment overview' box and so you'll need to scroll down to find this.)

**Home**  
RISIS home page for applicants and students

**Enrolment Information for 2023/4**

**Welcome to the enrolment overview**

Below are the steps that you will need to take to complete your enrolment with the University. An orange box shows that you need to take action; a green box shows that the action is complete and a grey box means that the particular option is not yet available.

If you are using a computer/laptop with a mouse, you can hover the cursor over each box and further explanatory text will appear. If you are using a mobile phone or tablet, you can 'long press' on each box and further explanatory text will appear.

**Need further help?** Online enrolment guides can be found on the online enrolment instructions page and further information on everything you need to know about joining the University can be found at <https://www.reading.ac.uk/essentials/welcome.aspx>.

**Identification Checks for the 2023/24 academic session - click here for further details**

**Campus Card issuing for the 2023/24 academic session - click here for further details**

**What to do next**

Please declare whether or not you have any criminal convictions.

**Criminal Convictions**

Register to access support and adjustments for disabilities, SpLD, Mental Health and long term medical conditions.

**Register with the University's Disability Advisory Service**

**Enrolment Overview for 2023/4**

The Fee Payment box below only relates to the payment required in order to complete enrolment. For detailed information about your fees and payments, please see the 'My Finance Report' option which you can access via the Information menu above.

**Online Enrolment** Online Enrolment Not available yet

**Fee Payment** Fee Payment Info

**Identification**

If you need any assistance with this then please contact the SIS team on [risis@reading.ac.uk](mailto:risis@reading.ac.uk)