Online re-enrolment

Instructions and explanations for returning postgraduate research students

The University asks every student to complete a re-enrolment process, during which you can confirm or correct your personal details, your academic details and your fee payment details. We hold this information on our central student database, called RISIS and you complete the re-enrolment process online, using the RISIS Portal.

You can complete the online re-enrolment process from any computer, anywhere in the world; and you can work through the process in stages, stopping and re-starting as you please.

We ask you to complete online re-enrolment and pay your fees (or make suitable arrangements with a sponsor to do so). Once you have done this, you will be fully re-enrolled for the new academic year.

You need to complete this process before the beginning of term. If you haven't completed the re-enrolment process, this may affect your funding or some of your associated access such as your Library access.

If you can't use online facilities due to visual impairment or another disability, please contact the University Disability Office.

Please note that these instructions are very detailed. There is a separate page for most screens that you will see. Please use the index below to help you to find the areas where you need help. Every screen will also give online instructions so you may find that you only need to refer to one page of these instructions if you need further information. You can print these instructions out.

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How to log in to the RISIS Portal

Please start by going to https://www.risisweb.reading.ac.uk. This is the web page where you log into the RISIS Portal.

You will be able to log into the RISIS Portal using your University username and associated password via the ‘Staff and student sign in with Microsoft’ button at the top of the login page for the RISIS Portal.

*Please note that web links are not always enabled in this document, and all images are screenshots only: you must start from the web page and you cannot log in from the picture below. Please also note that some of the screenshots may reference previous academic years – these are for illustrative purposes only.*
Problems:

If you have had an error message, please check that you have entered your username and password correctly: check that you have not got your Caps Lock switched on.

If you have still not succeeded in logging in, please click on the link in the Welcome message on the right-hand side of the screen to find further information and support from Digital Technology Services (DTS). They will reply to your email as soon as possible: they work in office hours. Please note that, for reasons of data protection, they can only reply to the email address we hold against your records on the database.

Please email rather than phoning: they may have to make adjustments to the database when you contact us, and this is much easier to do from an email.

Interim programme screen

Not everyone will see this screen. However, if you have studied on other programmes at Reading as well as this one, you may see this selection screen now. Select the programme that you need to re-enrol for, and then click on either Temporary Selection, which means you will see this selection screen every time you log in; or Permanent Selection, which means you won’t see this screen again but will only see the records which relate to that one programme that you’ve chosen.

The date given is the date on which you started or will start the course, and the numbers in brackets at the end show the block (joining point) that you started on.

For those who have selected Permanent Selection here, there is a link on the Personal Data screen on the portal which lets you change your settings and return to being given this choice again in future. You will only be able to see the Personal Data link once you have completed online re-enrolment.
What to do next

Once you have successfully logged into the RISIS Portal you will find a box called **Enrolment Overview**. This shows the steps that you will need to take to complete your re-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 hover the cursor over each box further explanatory text will appear.

**Click on Online Enrolment** to access the online re-enrolment homepage.

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**Enrolment Overview for 2019/0**

- **Online Enrolment Incomplete**
  - Rules and Regulations
  - Personal Details
  - HESA Details
  - Fees Details

- **Fee Payment Info**
Start of Stage 1

Your home page will look similar to the one above. As you will see, there are different stages to the online re-enrolment process: you may not be expected to complete all four stages. You will return to this screen at the end of each stage.

Click on the orange Rules and Regulations box to start the online re-enrolment process.

Problems:

If you can't see the container above, this will be for one of three reasons:

- you have already completed online re-enrolment
- you are not looking at the correct programme records
- or you are not expected to complete online re-enrolment.

Staff in the Doctoral Research Office may override the settings on your records to stop you from completing online re-enrolment. This may be because you have yet to finalise your funding arrangements, or may be because you have not yet proved that you have met all conditions relating to your programme. If you have had a letter from the Doctoral Research Office asking you to re-enrol online it is unlikely that they will have overridden your records.

If you have studied on a previous programme at Reading, and you think you have logged into the wrong programme records, then please let us know: we will need to reset your records so that you have to select the appropriate programme of study next time you log in. If this is the problem, or if you have another difficulty, please email us at risis@reading.ac.uk and we will investigate – and resolve – the problem!
Rules and regulations

In preparation for being on campus you must understand the Covid19 health and safety measures we have put in place and the role you must play in keeping yourself, other students and staff safe. If you have not already read our Coronavirus (Covid19) Guidance Page you must do so now before completing your re-enrolment.

As a student at Reading you are bound by the University’s Rules and Regulations. You should read the rules and regulations so that you are aware of what is expected of you, and what you can expect from your studies and from the University.

You cannot re-enrol unless you have agreed to the Rules and Regulations, and the Regulations for Student Conduct.

The rules and regulations are held in the A to Z of Policies and Procedures which is held online and can be accessed at any time of the year.

You are also required to notify the University if you have a relevant criminal conviction.

When you have read the Rules and Regulations, please click on the Confirm button. Your records will note the date on which you confirmed this.
Fair processing

This link shows our policy on what we may do with the data we collect on you, and how you can object to having your data used in any of the ways specified.

Please click the green link to read the notices and then click on Confirm.

At this point, your screens are being updated to show us that you have completed this section of online re-enrolment. You may find there is now a short delay before you return to the starting screen.
End of stage 1

You have now completed Stage 1 of online re-enrolment. Please click on the Finish button to begin the next stage.
Start of Stage 2

The Rules and Regulations box is now green to show that you have completed Stage 1 and you should click on the orange Personal Details link to continue with your re-enrolment.

This next section is concerned with your personal details and the data that we check or ask you to supply is all used by the University in different processes.
Many research students have carried out work for the University in the period of time before they commence their own research studies.

If you have worked for the University in the past or are currently working for the University we would like to know this. This does not include work carried out voluntarily: you must have signed a staff contract and been issued with a staff number.

If this applies to you, we would like to be able to link your staff and student records on the IT database for your optimum benefit.

This screen is mandatory for research students and we do need you to answer.
These are the details that we hold about you. Please enter your preferred name. This is your opportunity to let us know what you’d like to be called e.g. Chris instead of Christopher. In the white boxes, you will see your title and a box to put in any previous family name.

We have also shown your full name, date of birth and gender. You can’t change these details yourself: if they are wrong, you will need to contact the Doctoral Research Office.

Red boxes are mandatory: you must put something in these boxes. We need a contact (preferably in the UK) if there is a life threatening emergency: please give us a full name (don’t just put ‘Mum’, for example, in the name box), how they are related to you (mother, father, guardian, spouse) and a number to contact them on, including any international dialling codes. Please also let us know if your emergency contact will require a translator.

If you are a member of staff here at the University, the IT systems need to know this. Please enter your staff number here (from the front of your payslip) if known.

We need your nationality and the country in which you were a permanent resident before coming to the University.

*If you do not complete the mandatory fields you will be returned to the previous screen.*

Click on Store & Continue.
Additional Personal details

If you are happy to do so, please select your religion, sexual orientation, gender identity and legal sex from the dropdown boxes. The information that you provide will be held in confidence. The question about your legal sex is asked solely for the purpose of returning to HESA. Legal sex is separate from your gender (displayed on the previous Personal Details page) which is recognised by the university. When responding to this question you should use the sex recorded on one of your legal documents such as birth certificate, Gender Recognition Certificate, or passport. The 'Other' code should only be used for a third sex that is legally recognised by another country.

Some information may be released by the University to HESA (Higher Education Statistics Agency), which will use it only in the form of statistical tables. Once you have made your selections, click ‘Store & Continue’
Student Parents

Please indicate whether you have children or other dependants. This can include children of any age, adoptive children, and children for whom you are the legal guardian. If you spend a considerable proportion of your time providing foster care to children you may also wish to answer ‘yes’ to this question. Once you have made your selections, click ‘Store & Continue’.
Address details (several screens)

On this screen please select the country of your **home** address (i.e. your permanent place of residence.)

(Note: details obscured in this image)

The next screens ask you to check your ‘Home’ and ‘Contact’ address details. Please check the details we hold for you on the database and update them where necessary. You can change these at any time once you have re-enrolled.
Updating your home address

We ask everyone to check their home address. This is the one we would write to in the holidays. It should be your permanent address.

Please enter the country of your home address and click the ‘Continue’ button. On the next screen, if your home address is in the UK then please type in your home postcode and click on the ‘Get Address’ button, then follow the instructions on-screen. If your home address is not in the UK please update your address in the fields provided.

Term time/contact address

If you are booked into University accommodation, you will not be able to change this address: if this is wrong, please use the on-screen link to email the relevant team.

Please note that your contact address details will not show your Hall address until you have checked into your Hall of Residence on arrival at the University.

If you are not in University accommodation, then please enter the country of your contact address and click the ‘Continue’ button. On the next screen, if your contact address is in the UK then please type in your contact postcode and click on the ‘Get Address’ button, then follow the instructions on-screen. If your contact address is not in the UK please update your address in the fields provided.

If you are not in University accommodation, then we will ask you to tell us a little more as shown in the image below.

![Image of term time accommodation form]

[Continued on the next page]
Phone and email details

**TELEPHONE & EMAIL DETAILS**

### Telephone number details

Please select a country dialling code in each field below. You can search by dialling code or country name - start typing either a dialling code or a country name and a drop-down list will appear below the field for you to select the correct code. Please ignore any zeros at the beginning of the code e.g. enter 44 for the United Kingdom dialling code.

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If you provide a mobile phone number above, you are agreeing to the University contacting you by normal voice communication, although University staff will normally use email to communicate with you.

**Text Messages**

- [ ] I am happy to receive text messages from the University
- [ ] I do not wish to receive text messages from the University

You may receive text messages from the University, for example to inform you of late timetable changes, of events which might be of interest, appointment reminders etc. Please tick the option above if you do not want to receive such reminders. You can change this at any time on the Personal Data page.

### Email addresses

Please provide at least one email address.

**Personal Email Address**

**Alternate email address**

The University will normally use your University email address to contact you and you are expected to check messages sent to that address. We do need you to provide at least one alternative email address so that we are able to contact you if, for example, you are unable to access your University email account. If any of your contact details (home email address, address details, telephone numbers) change during the year, then please make sure you update your details using the Personal Data option on the portal.

**University Email Address**

(Note: details obscured in this image)
After the address screens, we show you the phone numbers we hold for you and the email addresses we have for you.

Please enter the international dialling code for any telephone numbers you provide (including UK numbers (44)).

Please enter a current personal email address in the relevant box. We will need to contact you on that email address if you have any problems at all with your University username and email address. We will also use that email address to contact you before you arrive, and at the end of your course when you are invited to your Graduation ceremony.

You've asked about text messages: what do you mean?

We may want to text you at different times: in an emergency, or for routine messages, such as if your timetable changes (if a tutor is ill, or a room is not available); or generally, to ask you about your thoughts on the University, or if you’d like to help us as a student volunteer, and so on. Please select the option that suits you best. Remember to update your mobile number if it changes.

Programme details

(Note: screen will vary according to programme taken.)

Please check that we have your programme details shown correctly. These details are used for calculating the fees you need to pay. If you have transferred from your original programme, it can take a few days before the change is updated onto the database. You can also check the programme details we hold for you on the main screens of the portal, at any time of the year.

If these details are wrong, you must stop at this point until we have corrected them: otherwise you may be charged the wrong fees.
What does it mean when it says ‘Home’ fees?

It means you will pay the lower rate of fees, which is applied to students from the UK. The three fee levels are Home, Overseas (including EU) and Channel Islands/Isle of Man. It does not mean that we expect you to live at home, or that we think your home will pay the fees! There is a full explanation of the definition of ‘home’ and ‘overseas’ tuition fees at http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics which you can use to help you if you want to check if you are being charged the correct level of fee.

The information is wrong. What shall I do?

If it’s wrong, we need to correct it before you go any further. Please use the link to inform the Doctoral Research Office, and let them know what is wrong. Once they have corrected it, when you log in again, you will see the updated information.

Careers and Alumni consent

Depending on the year of your programme, you may be asked two questions about your email preferences after you have finished your studies. Please let us know whether or not you would like to receive career support emails and/or alumni and supporter emails once your studies end.
This completes stage 2 of online re-enrolment: when you click on Continue, there will be a small delay whilst your records are updated.

End of stage 2

You have now completed Stage 2 of online re-enrolment. Please click on the Finish button to begin the next stage.
Not all students have to fill in these screens.
We have to make returns to HESA, the Higher Education Statistics Agency, as part of our statutory obligations. HESA makes use of the information to ensure that universities are providing the correct level of access to students from all backgrounds. For more information on HESA and its function, please go to [http://www.hesa.ac.uk](http://www.hesa.ac.uk)
Disability

This screen shows what you may have declared as a disability.

Why are you asking this?
We have to collect this information as part of our HESA returns to Government.
What we need to know here is whether we have the correct disability code for you.

What if the information shown is correct?
We hope that we have the correct information in this screen already. If we do, you just need to click on Confirm.

What if the information shown is wrong?
If the information shown is wrong, please click the button marked No, and then click on Confirm. This will take you to a screen which asks you to contact the Disability Office to confirm the correct information. You can use the link in that screen to contact the Disability Office by email; or you can contact the team later if you prefer: but you do need to let the team know that the data is wrong before you start at the University.
Clicking on ‘no’ will not affect the re-enrolment process: you can carry on with the online re-enrolment process by clicking on Confirm. If, however, you would like to be sure that the change has been applied to your records, you can wait until your email has been dealt with, then log in again in a few days: you will see the change in place.
Ethnicity

This question is mandatory.

**Why are you asking this?**

We have to collect this information as part of our HESA return to Government: the information is held within our statistics and your personal details are not linked to those statistics.

**I don't want to give you this information.**

Then please select “Prefer not to say” from the bottom of the list.
Unique learner number

Some UK students have been issued with a Unique Learner Number. This is NOT the UCAS number, the UKPASS number, the UCAS Personal ID or any other number.

If you are an overseas student, you might not see this screen.

For more information about Unique Learner Numbers please see https://www.gov.uk/government/publications/lrs-unique-learner-numbers.

If you have a Unique Learner Number, please enter it here.

If you do not have a number, please leave the field blank.

Click on Store and Continue.
**Highest qualification on entry**

We need to check that we have the right details on the database for the qualifications you had when you arrived. We make a return to HESA about this.

It says that I have a first degree from a UK university but I got a 2:1 in my degree – have you got the wrong details?

No – ‘First degree’ generally means an undergraduate degree. We will have assessed your previous qualifications when we considered your application: we just need to check that we have entered it correctly on the database. If the details shown are wrong, please let us know, but all we need to declare is that you have a previous degree, and its level.

What if the information shown is correct?

We hope that we have the correct information in this screen already. If we do, you just need to click on Confirm.
What if the information shown is wrong?

Please click on the No button, and click on Confirm. This will take you to another page with a pop-up link to email the Doctoral Research Office: please send the email and let them know what the correct qualifications should be.

This is the last section of Stage 3, and your records will update again now. There will be a small delay.

End of Stage 3

You have now completed Stage 3 of online re-enrolment. Please click to Finish and return to the online re-enrolment home page.
Start of Stage 4

Not all students will need to work through the following screens. If you are studying part time and are paying by the module, rather than paying tuition fees for the year, then you will not see all of the parts of this section.

Click on the orange Fees box to start the process off.
Fees due

This screen shows you the fees which we believe you are due to pay as tuition fees this year. The fees are calculated on the basis of your programme of study and on where you lived when you started here.

Please note that this only shows your tuition fees. You may also be required to pay research expenses as part of your Research degree. Please refer to your offer letter and any other documentation from your Admissions team for further clarification.

You will see that you are either shown as being a Home student, an Overseas student (including EU), or a student from the Isle of Man or the Channel Islands.

There is a full explanation of the definition of ‘home’ and ‘overseas’ tuition fees at http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics which you can use to help you if you want to check if you are being charged the correct level of fee.

The information is wrong: what shall I do?

Please click on No, and then Confirm: this will then give you a link to email the Doctoral Research Office to have the corrections made. Don’t try to continue with online re-enrolment: we’ll need to get your records right first.
Sponsorship details

This screen shows you any sponsor details which we have for you. If you have a sponsor, who will pay your tuition fees, the top white box will show the details of that sponsor. If you don’t have a sponsor, that box will not appear.

There is then a second box, with a calculation, showing what your total fees are (you confirmed these on the previous screen) and how much of those fees will be paid by your sponsor.

If you do not have a sponsor then you must pay these fees yourself. A link will let you do this at the end of the process.
I have a sponsor but it’s not showing my sponsor on the screen.

If your sponsor details are not showing on the screen, you must click on No - sponsor details missing or incorrect at the bottom of the screen, then on Confirm.

You will then be taken to a screen where you can notify us that your sponsorship details are incorrect by uploading a copy of your official sponsorship document/financial guarantee letter. Please ensure that you upload this document, and then click on the ‘Return to portal’ button.

Staff in the Doctoral Research Office need this paperwork confirming that the sponsor has agreed to pay before the sponsor can be added to your records.

Staff in the Doctoral Research Office review the database for uploaded sponsorship documents to process during business hours Monday to Friday. Please wait at least 24 hours (longer if you upload a document over the weekend) before you log back in and click on the orange Fees box to check if your sponsor details have been updated and your records amended.

If you are a postgraduate student and already hold a qualification from the University of Reading which would entitle you to an alumni discount this year and this is not already shown in the details above, please select No - I may be due an alumni discount, and then click the Confirm button to inform the relevant Office.

For any queries relating to sponsorship, you can contact the Doctoral Research Office by sending an email to dro@reading.ac.uk.
You will only see this screen if you are an international student (including the EU), or from the Channel Islands or Isle of Man, and have a sponsor.

As the form explains, most sponsors want to know how your studies are progressing. This is usually a condition of their sponsorship. We need your permission to release details of your academic progress to your sponsor.

If you are not willing to allow us to pass information on your studies to your sponsor, you must understand that you may then incur immediate personal liability for these fees.
Sponsor Reference number

If you know your Sponsor Reference number (or Purchase order number), please check the number provided and make amendments if necessary, then click ‘Continue’.

If you do not know your Sponsor Reference number, please click ‘Continue’.
Pay your fees

If you have not got a sponsor, then you will need to pay at least 50% of your overall fee liability before you can re-enrol fully. The system has already worked out what you need to pay, and this link shows the balance.

If you click Yes, then Continue, you will be taken to a further screen, which then, in turn, links to the Finance Office’s website.

If you click No, then Continue, you will be taken to the last stage of the re-enrolment process, and will then have a link which you can return to when you are ready to pay your fees.

**IMPORTANT**

We will charge your account in the first week of term. Until then, you are paying in advance against the fees you have to pay. If you log into your Finance account, you will NOT see the amount that you need to pay until after term begins.

You will not be fully re-enrolled until you have paid the amount shown on this screen. This means that you will not be able to use your email account, or borrow books from the Library, or, if you are in University accommodation, you may not be able to access your room.
Can I pay for my accommodation at the same time?

Yes, you can: when you go to the Finance website, you will need to mark that you are paying your tuition fees, but you can pay more than that. Any extra money which you pay will then be allocated to other areas on your account, such as accommodation. You will have to pay the next half of your tuition fees at the beginning of the next term.

Fees Disclosure

The University can disclose information relating to your tuition and accommodation fees on request unless you tell us not to do so. The University discloses this information as it often helps students to settle fees, particularly in cases where parents or sponsors are contributing towards costs. Please select an option to indicate whether or not you wish this information to be disclosed in this way, and click ‘Continue’.
Finish online re-enrolment

Thank you, you’ve finished the online re-enrolment process!

Clicking on Finish will now close off the process of re-enrolment.

If you have already paid your fees, or you have a sponsor, this is the end of the process. If you still need to pay your fees, the next page will take you to a link to remind you of this.
Next steps after online re-enrolment

Now that you have completed online re-enrolment, you will see that the Online Enrolment box in the Enrolment Overview is green, to show that the online re-enrolment process is complete. There may be some next steps for you to undertake; these will be displayed on the RISIS Portal home page. Depending on your course of study, some of the next steps may vary, so it is important to review the information displayed on your RISIS Portal home page after you have completed online re-enrolment.

A summary of possible next steps is provided below.

Payments to the University

We need your payment against tuition fees to complete your re-enrolment. If you have already paid 50% of your tuition fees, or you have a sponsor, then the Enrolment Overview will show that Fee Payment is complete. If you haven’t yet paid 50% of your tuition fees, and you don’t have a sponsor, then the Enrolment Overview will remind you that you need to make this payment to enrol fully. Clicking on the orange Fee Payment box will take you to the online Fees Payment site.

Errors

I have already paid my fees: why am I still seeing this screen?

The Finance database and the student database are not directly linked, though there are regular transfers of information. If you have only just paid your fees, it may be that there has been a delay in the transfer from Finance to our database. Please log out and then look again on another day.

Once you have done all the things on this page, you will be a fully re-enrolled student of the University of Reading: we hope you enjoy your next year with us.