

# Online enrolment

## Instructions and explanations for new Erasmus & study abroad students

The University asks every student to complete an 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 enrolment process online, using the RISIS Portal.

You can complete the online 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.

You need to complete the first stage of the online enrolment process before the beginning of term. If you haven't completed the enrolment process, this may affect your right to participate on the Study abroad programme, your funding or some of your associated access such as your Library access. You are welcome to work through the screens at any time, preferably before arriving here for the start of term.

As part of the enrolment process you will collect your University username. However, you will not see the link to collect your username until after your visa (if you are a non-home/EU student) or your passport/driving licence (if you are an EU student) has been scanned when you arrive at the University.

Once you have done this, you will be able to collect and activate your University username which will give you access to the University's IT facilities, including email. If you are based on the Reading campus for your studies, you will be able to collect your Campus card.

If you can't use online facilities due to visual impairment or another disability, please contact the Erasmus and Study Abroad Office or 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 [www.reading.ac.uk/enrol](http://www.reading.ac.uk/enrol) where, as well as a copy of these instructions, you will find a link to the RISIS Portal

Please click on the link on that web page which says [Log into RISIS Portal](#).

RISIS portal

Staff login

If you are a member of staff, sign in below with the same details you use to access other University systems such as email, OneDrive or MS Teams.

Staff sign in with Microsoft

Applicants, students and past students login

**Applicants** - use your confirmed Reading ID number as the username and your date of birth (in the format DDMMYYYY) as the password. You will then be asked for your RISIS security password.

**Students** - use your University username and password to log in below. You will then be asked for your RISIS security password.

**Past students** - use your Reading ID number (your student number) as the username and your date of birth (in the format DDMMYYYY) as the password. You will then be asked for your RISIS security password.

Staff - use the Staff sign in with Microsoft button above.

Welcome

Latest news

If your browser is not displaying the portal correctly, please press the Ctrl key together with the F5 key to clear your cache. Some users may need to clear their browser history in their internet settings.

Need further help logging into RISIS?

Staff

As part of the sign in process, you will be asked to complete Multi-Factor Authentication (MFA) provided by Digital Technology Services (DTS). Further information and support can be found on the [Digital Technology Services \(DTS\) Office 365 login page](#).

If you are a member of University staff who requires access to RISIS for your job role and has yet to be given access, please ask your line manager to contact the [Student Information Systems \(SIS\) Team](#), giving your University username.

Students

Use your University username and password to log in below. You will then be asked for your RISIS security password. For further information on your University username and password, visit the [Digital Technology Services \(DTS\) password reset page](#).

If you require a RISIS Security password reset, please email the [Student Information Systems \(SIS\) Team](#) from your University email account.

Applicants

You should use your confirmed Reading ID number and date of birth to log in. If you have applied online for a postgraduate programme and your Reading ID number has not yet been confirmed to you, please continue to use the encrypted link in your initial email until confirmation has been sent to you. If you require further help, please email the [Student Information Systems \(SIS\) Team](#) from the email address you applied with.

**Please note that web links are not 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.**

**Enter your log-in details in the applicants, students and past students login box:**

Applicants, students and past students login

**Applicants** - use your confirmed Reading ID number as the username and your date of birth (in the format DDMMYYYY) as the password. You will then be asked for your RISIS security password.

**Students** - use your University username and password to log in below. You will then be asked for your RISIS security password.

**Past students** - use your Reading ID number (your student number) as the username and your date of birth (in the format DDMMYYYY) as the password. You will then be asked for your RISIS security password.

**Staff** - use the Staff sign in with Microsoft button above.

**Username**

**Password**

**Log in**

Enter your student number in the Username field/box and your date of birth in the Password field/box. Your student number is shown on letters/emails that have been sent to you: it may also have been called your Applicant number or Reading ID number and is always eight characters long. Your date of birth must be entered in the format ddmm/yyyy. If your birth date was 22 May 1982, you would enter this as 22051982.

**Now click on the Log in button.**

### **Possible issues:**

**If you have had an error message**, please check that you have entered your student number and date of birth exactly as shown above (with your date of birth in the correct format).

**If you have still not succeeded in logging in**, please click on the link in the Applicants message on the bottom right-hand side of the screen to email the Student Information Systems Team. We will reply to your email as soon as possible: we work in office hours. Please note that, for reasons of data protection, we can only reply to the email address we hold against your records on the database.

**Please email us rather than phoning us: we 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 your current one, you may see this selection screen now.

The screenshot shows a web-based application window. At the top, a green header bar contains the text "You have more than one programme of study on RISIS." and "Please select one to log on to the RISISweb portal.". Below this, a light gray input field asks "Choose which programme records you'd like to see.". Underneath is a dropdown menu labeled "Choose the programme:" with a yellow background. At the bottom of the window are two buttons: "Temporary Selection - show this selection screen each time I log on" and "Make permanent Selection".

Select the programme that you need to 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 enrolment.

## RISIS Security password screen

Before you can start online enrolment you need to set up a security password. You should see a box called **What to do next** where you will be asked to Set up a RISIS security password.

**Click on set up password.** You have two passwords to log into the RISIS Portal, because a lot of your data is very personal. You should always protect yourself by making sure that you never give your password out to any other person, staff in Digital Technology Services (DTS) or in the Student Information Systems (SIS) Team; nor should you ever write it down to remember.

**Click on the red link to create a security password.**

#### RISIS security password

We take your data security very seriously. To protect your personal data, you must now set up a security password. Your reminder, and a space for your password, will then appear after you log in every time.

#### Please set up a security password

The options that you can see will be limited until you have set up a secure password.

Please use the link below which will lead you through the process to set up a password. You will then return to this screen and the full range of menu options will appear on the menu bar at the top of the screen.

You will not be able to see any other personalised links until you have created this password: this includes (where relevant) applying for accommodation, or enrolling online, or activating your university username.

**\*\*CLICK HERE to create a security password**

On the next screen, please enter a password and reminder.

#### Create a password

Please enter a password in this box.

RISISweb security password

Your password should be between 6 and 15 characters, and should only use UK letters and numbers.  
You will always use this password after you have logged into the RISISweb portal.

Please enter a reminder to help you remember your RISISweb security password. (Up to 50 characters)

Reminder text

This reminder will be displayed on your password screen. Don't make the reminder too obvious!  
You cannot leave this field blank.

Store

When you click on Store, your settings will refresh and you will be able to see all of the screens that are applicable to you. The next time you log in, you will see your own reminder on this screen, as shown below:

## RISIS SECURITY PASSWORD

**The hint on the left of the screen is the password hint you created when you set up your password**

example of a reminder

Go >>

If you have already logged in once and have already created your RISIS security password, you need to put your new password here. You should be able to see your own reminder text on the left.

If you have already logged in once and have already created your RISIS security password, you need to put your new password here. You should be able to see your own reminder text on the right.

If you end up with a blank screen, this is because you did not click on the Go>> button. You must click on the Go>> button to activate your settings.

If you are still having problems, contact the Student Information Systems Team on [risis@reading.ac.uk](mailto:risis@reading.ac.uk) or use the email link on the error message. We check routinely to find those who have had difficulties and send out system generated emails to offer help.

# Starting off

## Online enrolment

Please complete the University's online enrolment process in order to become a fully registered student of the University for the coming year. To enrol online, please click on the link below.

You can complete part of the online enrolment process and come back to it on another occasion, without losing the data already entered.

If for some reason you are unable to complete the enrolment process online, there will be an opportunity to do so when you arrive, but you should be aware that you will not be able to gain access to the University's IT facilities until online enrolment has been completed, and your photo identification has been seen (visa for International students; driving licence or passport for Home/EU students) so you are advised to complete online enrolment before arriving if possible. Your photo identification will be checked by a member of staff during Welcome Week.

The address, contact and Emergency Contact details screens in the Personal Details section will be available after you have completed online enrolment. It is your responsibility to keep this information accurate and up to date. These details are important, as the University will need them to contact you or your designated representatives about important University matters.

[Click here to begin online enrolment](#)

[Link to payment online](#)

When you log in, you will see the container (screen) above.

**Click on the link** to start the online enrolment process.

## Problems:

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

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

Staff in the Erasmus and Study Abroad office may override the settings on your records to stop you from completing online 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 application. If you have had a letter from the Erasmus and Study Abroad Office asking you to online enrol. However, 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 contact the Student Information Systems Team on [risis@reading.ac.uk](mailto:risis@reading.ac.uk) and we will investigate – and resolve – the problem!

# Stages of enrolment

When you click on the link to start online enrolment, you will be taken to this summary screen, which outlines the stages for your online enrolment.

The screenshot shows a web-based application for online enrolment. At the top, a green header bar reads "Overview of online enrolment". Below it, a white content area starts with a section titled "Welcome to the University's online enrolment process". A text block explains that users should check and update their details, noting that photo identification (like a visa or driving license) will be checked by staff during Welcome Week. Below this, a numbered list of 6 steps is provided: 1. Personal details, 2. Disability details, 3. Address and contact details, 4. Academic details, 5. Sponsor consent (for sponsored Pre-Sessional English students), and 6. Finish. A note below the list states that users can pause at any moment and return to a previous stage. Another note says that address and contact details screens remain available after completion. A third note indicates that some screens allow self-change while others require administrator approval, with a link to email them. At the bottom of the content area, a grey "Continue" button is centered.

Overview of online enrolment

**Welcome to the University's online enrolment process**

We ask you to check and update the details below, as part of your enrolment process. Once your photo identification has been seen (visa for non-Home/EU students; driving licence or passport for Home/EU students) you will be able to activate your University username. Your photo identification will be checked by a member of staff during Welcome Week.

1. Personal details
2. Disability details
3. Address and contact details
4. Academic details
5. Sponsor consent (sponsored Pre-Sessional English students)
6. Finish

You can pause at any moment within the process and return at a later date to the stage you had reached before.

The address and contact details screens will still be available after you have completed online enrolment, so you can keep your records up to date.

In some screens, you can change your own data. In other screens we need an administrator to make changes, so we give you a link to email them.

Please click on Continue when you are ready to proceed.

**Continue**

Once you have read the information on screen, **click on Continue button to proceed**.

# Questions related to Covid-19

## Rules and regulations and questions related to Covid-19

It is expected that **all** students will be studying in-person on campus in 2021/22 and will therefore be enrolled as 'on-campus' by default. Please note that **all** students must be present for teaching on campus from the start of the Spring term.

In order to enrol you as a student at the University of Reading we need to check you are the person we have offered a place to. When you arrive at the University we will ask to see your identification document before issuing your University Campus Card. **Please be sure to bring this document with you.**

Acceptable identification documents are:

- For UK students – passport or driving licence
- For other international students (including EU) - passport

Online Enrolment

Please upload your identification document. For each document upload - Select the 'Browse My Computer' button to choose a file and then click 'Upload' button to upload the file. Where fields are marked with 'Mandatory Upload\*' please note that you will not be able to progress further with this stage of online enrolment without uploading this information.

**Upload your ID**

In order to enrol you as a student at the University of Reading we need to check you are the person we have offered a place to. Please upload a clear scan or photograph of your identification document. When you arrive at the University in person we will ask to see this document to verify your identification before issuing your University Campus Card. **Please be sure to bring this document with you**

Acceptable identification documents are:

- For UK students – passport or driving licence
- For EU and other international students - passport

If you do not have either of the above documents but do have an expired passport, please upload a scan or photograph of that, and make sure that you bring your new passport with you when you come to collect your Campus Card.

If you do not have a driving licence or current or expired passport, then please upload a copy of your birth certificate and bring appropriate photo ID (Passport, Driving licence, Military ID) with you when you collect your Campus Card, or if you don't have photo ID at that point then bring two forms of identification such as birth certificate, bank or utility service letter with your name and address on.

ID

Browse My Computer      Upload

Save

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 enrolment.

Online Enrolment

Health and Safety Induction information for all students

**Health and Safety**

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 (COVID-19) Guidance Page here you must do so now before completing your enrolment.

**Please confirm:**

I have read and understood the Covid 19 health and safety guidance and expectations for students. I agree to follow these instructions and play a full role in keeping myself and others safe.

Continue      Rectangular Slip

# Personal details

## PLEASE CHECK AND AMEND YOUR PERSONAL DETAILS

Title

Family name

Forename(s)

Full name

(Full name- This is how your name will appear on any official documents produced by the University, such as letters in support of visa applications)

Previous Family name  (if any)

Date of birth

Gender

\*\*If any of the **non editable** fields are incorrect

You are required to provide the following details so that the University can respond appropriately in the event of an emergency. By its very nature an emergency is often unpredictable and difficult to define fully, but it would cover something like a serious illness, an incident or accident, and it would include any event in which your health or life is at risk.

### Emergency contact details:

Please provide the contact details of a person who we may contact in the event of an emergency. This information will be held securely in accordance with data protection legislation and will not be used in relation to academic issues or disciplinary matters.

If a translator will be required, please state which language is spoken.

Emergency contact name

Relationship to you

Tel number for emergency contact

Translator Required?

### The following details are mandatory:

Nationality  \*\*Mandatory

Country of residence  \*\*Mandatory

Please select the country in which you are/were a permanent resident prior to entry to the University.

Do you require a visa to study at the University of Reading?  \*\*Mandatory

If yes, did you apply for this visa on or after 1 April 2009?   
Please make sure you have chosen the correct response from the drop down list.

(Note: details obscured in this image)

These are the details that we hold about you. We have shown your name, gender and your date of birth. You can't change these details yourself: if they are wrong, you will need to contact the Erasmus and Study Abroad Office. Click on the link below the details to do this.

In the white boxes, you will see your title and a box to put in any previous family name.

Red boxes are mandatory: you must put something in these boxes. We need a contact 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. We need your nationality and the country in which you were a permanent resident before coming to the University.

Lastly, we need to know if you need a visa and if so, when you applied for it.

***If you do not complete the mandatory fields you will be returned to the online enrolment home screen.***

Click on Store & Continue.

# Disability

**ONLINE ENROLMENT**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

**Start**   **Personal**   **\*Disability\***

**Please check your disability details**

These details are display-only and cannot be amended here. If your disability details are incorrect or incomplete, please notify the Erasmus and Study Abroad Office as soon as possible. If you prefer, you can notify the Disability Office. Once you have notified the relevant office, please click on the Continue button. If the details are correct, please click on the Continue button.

Disability (if any)

**Continue**

We show you here the details of any disability which you have told us about. If the details are wrong, please let the Erasmus & Study Abroad Office know: if you would prefer to discuss this instead with the Disability Office, they can be reached on +44 (0)118 378 6602 (x6602) or [disability@reading.ac.uk](mailto:disability@reading.ac.uk). Details of disabilities are kept entirely confidential and are only disclosed to those members of staff who need to make arrangements for e.g. access to buildings, or extra exam times.

# Additional Personal details

(Note: details obscured in this image)

**ONLINE ENROLMENT PERSONAL DETAILS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

**Personal**   **Care Leaver detail**   **\*Other details\***

**Additional Personal Details**

**Religious belief, Gender Identity and Sexual Orientation**

We are asking the following questions to monitor equal opportunities and to help the University meet its obligations under the Equality Act 2010. Please select the relevant code from the drop-down lists. You are under no obligation to disclose this information. If you do not wish to do so, then please select "Prefer not to say".

If you responded to this question previously then your answers are shown below. The information that you provide will be held in confidence.

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. You can read the HESA Student Collection Notice which explains the use made of your data by clicking [here](#)

What is your religion? 

What is your sexual orientation? 

Is your gender identity the same as the gender you were originally assigned at birth? 

**Store & Continue**

**If you are happy to do so**, please select your religion, sexual orientation and gender identity from the drop down boxes. The information that you provide will be held in confidence. 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'

**If you do not want to provide this information, select 'Prefer not to say' from the drop down boxes and click 'Store & Continue'.**

## Address details (several screens)

**ONLINE ENROLMENT**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

**Start    Personal    Disability    *\*Home Address\**    Contact    Phone    Prog    Edit UK Home**

**HOME ADDRESS**

Please check your **home address** shown below. Home address refers to your permanent place of residence i.e. the address that you will return to at the end of your course.

Home address:

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Is your Home Address correct?

No - UK address ▾

**Continue**

(Note: details obscured in this image)

The next screens ask you to check your 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 enrolled.

### Updating addresses

If an address shown for you is correct, click on Continue. If it is wrong, then please select either 'No – UK address' or 'No – Overseas address'. The link to amend a UK address will then ask you for a UK postcode: having entered that, please click on Get UK Postal address then follow the links until you return to the data entry screen.

The link to amend an overseas address will ask you for the country first of all: choose that, click on Store and Continue, then type in the rest of the address.

### 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.

### 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 onscreen link to email the Accommodation Office. 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 we will ask you to tell us a little more as shown in the image below.

## TERM TIME ACCOMMODATION

Please indicate the type of accommodation in which you will be living during term time by selecting a code from the drop-down list below.

- Own home (e.g. owned, mortgaged or rented long-term)
- Parental/Guardian home
- Private lodgings (e.g. shared accommodation or rented short term / during term time)
- Not resident at University - study year away
- Not resident at University - distance learning or working away
- Other

## Phone and email details

### PHONE & EMAIL DETAILS

These are the telephone numbers and email addresses currently held on your record:

Home Telephone number: [REDACTED]

Contact Telephone number: [REDACTED]

Mobile Phone number: [REDACTED]

Personal Email address: [REDACTED]

Please enter or amend your details below.

Home

Telephone:

Contact

telephone:

Mobile Number:

If you provide a mobile phone number in this box, 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  
from University:

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

*Please note, if you have previously answered this question, your previous response is displayed above.*

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

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 an 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.

Personal Email address: [REDACTED] \*Mandatory

*Please provide an email address that you can be contacted on as an alternative to your University email address.*

**New students only:** Before your University email address is activated your personal email address will be made available to Reading University Students' Union (RUSU) so that they can send you pre-arrival information including ticketing info for welcome week entertainment and details of how to get involved in clubs and societies. Please indicate below whether or not you agree to your personal email address being used in this way:

Email agreement:  Yes  
 No

*Please note, if you have previously answered this question, your previous response is displayed above.*

**New students only:** Your University email address [REDACTED] will not become live until you have activated your University username and password. You can do this once you have completed online enrolment and shown your photo identification (when you collect your Campus Card).

[REDACTED] Store & Continue

(Note: details obscured in this image)

After the address screens, we show you the phone numbers we hold for you and the personal email address we have for you.

Please enter a personal email address in the relevant box. We 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. We also ask you to indicate whether you are happy for your personal email address to be made available to Reading University Students' Union before you arrive.

You will be given a University of Reading username and email address, but **you will not have access to this** until you have completed all stages of online enrolment, and have provided your visa and passport details (if you are student who requires a visa to enter the UK).

#### **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

**ONLINE ENROLMENT**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

Start Personal Disability Home Address Contact Phone \*Prog\*

**Please check your programme details**

Programme details

Programme of study	Study Abroad Programme
Mode of Attendance	Full-time
Fee Status	OVERSEAS
School/Department	Erasmus & Study Abroad Office
Personal Tutor (may not yet be allocated)	

Is this data correct?

Yes - click Confirm button to continue  
 No - click Confirm button to inform the relevant office

*Please note there may be a short delay before you move on to the next screen whilst your settings are updated*

**Confirm**

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.

Please note, Erasmus+ and Exchange students joining the Study Abroad Programme do not pay tuition fees to the University of Reading.

## 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 Erasmus and Study Abroad Office, and let them know what is wrong. They will correct it, and when you log in again, you will see the updated information.

This completes stage 2 of online enrolment: when you click on Confirm, there will be a small delay whilst your records are updated.

# Rules and regulations

**ONLINE ENROLMENT AGREEMENT TO RULES AND REGULATIONS**

The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited.

\*Rules and Regs\*

University Rules and Regulations

Please click on the following link to the A to Z of Policies and Procedures and read the Regulations for Student Conduct and the Regulations for the Use of IT.

Please also click on the following link to read the [University of Reading Institutional Tier 4 Policy](#).

You are required to notify the University if you have a relevant criminal conviction at any point during your time as a student. The definition of a relevant criminal conviction and the way in which you must disclose it to the University can be found [here](#).

Finally, click the Confirm button to indicate that you have read and agree to abide by the University's Rules and Regulations and you do not have a relevant criminal conviction.

Confirm

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 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 and this is held online and can be accessed at any time of the year.

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

Data Protection: Fair Processing Notice and Student Responsibilities

The University will hold and process your personal information in a variety of ways and has certain expectations of you while you are a student.

Please click on the following link to read the [Data Protection: Student Privacy Notice](#).

Please click 'Confirm' to indicate that you understand how your personal information will be processed by the University in the ways and for the purposes outlined in the Notice.

*Please note there may be a short delay before you move on to the next screen whilst your settings are updated.*

**Confirm**

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 enrolment. You may find there is now a short delay before you reach the end of online enrolment.

# End of online enrolment

The screenshot shows a web-based online enrolment process. At the top, a green header bar contains the text "ONLINE ENROLMENT". Below this, a message states: "The buttons below show which stage of online enrolment you have reached. You can click on a button to return to a screen which you have already visited." A row of buttons represents the stages: Start, Personal, Disability, Home Address, Contact, Phone, Prog, Enrol, Fair Processing, and "\*End\*". The "\*End\*" button is highlighted with a darker grey. A prominent green banner at the bottom of the page宣告 "Your online enrolment is now complete." Below this banner, there is explanatory text: "Thank you for completing the online enrolment screens.", "Click on the [Finish] button below to return to the RISIStweb portal.", "Your portal options will now have been updated, and you will no longer have access to the online enrolment process.", and "However, you can use the links on the portal to pay your fees online, and also to add or update your address details at a later stage." A large, light-grey rectangular area contains a central "FINISH" button.

Thank you, you've finished!

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

Please note that when you log off, before collecting your username, then you can still log in using your student number and date of birth, just as you did at the beginning of this process. However, once you have collected your username, you will log in with that username and the password you will set up to go with it.

# Next steps after online enrolment

Now that you have completed online enrolment, you will see a range of links on your home page. The links change according to what you have already done - so it is important to review the information displayed on your RISIS Portal home page after you have completed online enrolment.

## Visa and passport details and Identification check

If you are an **international student (including EU)** you will be asked to upload evidence of your Immigration Permission which allows study in the UK (you will be able to do this on the RISIS Portal once you have completed online enrolment).

**Upload immigration documents**

**Why am I required to upload evidence of my Immigration Status?**

Your record indicates that your nationality is not UK and as such, we are required by the UK Home Office to hold evidence of your Immigration Permission which allows study in the UK. Please upload the evidence you hold under the applicable document type. You will not be able to progress your enrolment without providing evidence of your Immigration Permission within this upload screen. If you have any questions regarding your Immigration Permission please [email us](#)

If you are a EU, EEA or Swiss national and have been granted immigration permission under the EU Settlement Scheme, please generate a share code and upload this as your immigration permission document. We will use this to confirm your immigration permission via the UK Government's online checking service. To obtain a 'share code' you must visit <https://www.gov.uk/view-prove-immigration-status> and have the following information ready:

- details of your identity document used to apply for the EU Settlement Scheme (e.g. passport, national identity card, or biometric residence card/permit)
- your date of birth
- access to the mobile number or email address used when you applied – you will be sent a code for logging in.

If you have any problems generating your share code please [contact the International Student Advisory Team](#).

**What will happen once I have uploaded my documents?**

Once you have uploaded your documents, these will be reviewed by a member of our team to ensure they meet the requirements. Please give us at least 2 working days (in peak periods, this may take us longer) to process these documents and remove the clearance check from your record which will then allow you to proceed to progress to the next stage of your enrolment. You can follow the progress of your enrolment via the Enrolment Overview on the left-hand side of this page.

For students starting their programme from outside the UK, if you have received your UK visa to study in the UK, please upload a copy. If you have not yet received your visa, please do not upload any documents and come back to this once you have received your visa.

If you are a UK national, you are not required to upload evidence in the Immigration document portal. Please proceed to the next stage of enrolment (the Enrolment Overview on this page will indicate what needs to happen next).

**Upload Immigration Documents**

**Documents uploaded 0**

Type	Uploaded Date	Filename

You will not be able to progress your enrolment without providing evidence of your Immigration Permission. If you have any questions regarding your Immigration Permission please email [immigration@reading.ac.uk](mailto:immigration@reading.ac.uk). When you arrive on campus we will take a copy of your visa and your passport before you can collect your Campus Card. If you require a visa to study here, then, when you arrive on campus, please take your passport and visa to the Palmer Building to be checked.

If you are a **home student**, please take your photo identification (e.g. passport or driving licence) to the Palmer building when you arrive on campus.

Once you have done this, the Enrolment Overview will show that the Identification Check is complete.

## Username

Once we have received your payment, or have received confirmation from your sponsor, and have had a copy of your visa and passport or photo identification, you will be able to follow a link to collect your University username. Your username will be very important to you. You will use it to access your mailbox for University email; and to log into any computer in the computer rooms on campus, or to access the internet on those computers, or to log onto the wireless networks on campus. You will also use that username to log into Blackboard and other virtual learning environments; into student timetabling; into the Finance Office database to make a payment; and, after you have collected your username, you will use it to log into the RISIS Portal, the student database.

Once your username has been generated, the Username box in the Enrolment Overview will be orange to show that your username is ready for collection. Clicking on the Username box will take you to another page which will ask you to confirm your student number and your date of birth. It will also ask you what your security password is in RISIS – this is to make sure that you don't use the same password in this database as you do for every other login. Your username will then be displayed on screen and you will need to make up and enter a password to go with that username. After that, you will always use your University username and password on the first screen of the RISIS Portal, and your RISIS security password on the second screen.

## Campus card

On arrival at the University, please collect your Campus Card in person from the Palmer Building. Before your Campus Card is issued, your ID and/or immigration documents will be checked, so please make sure you bring those with you. Your photo will be displayed on your Campus Card. **We strongly encourage you to upload your photo on the RISIS Portal before you collect your Campus Card.** If you have not already uploaded your photo, your photo will be taken when you collect your card.