

## Partner Institutions

### 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.

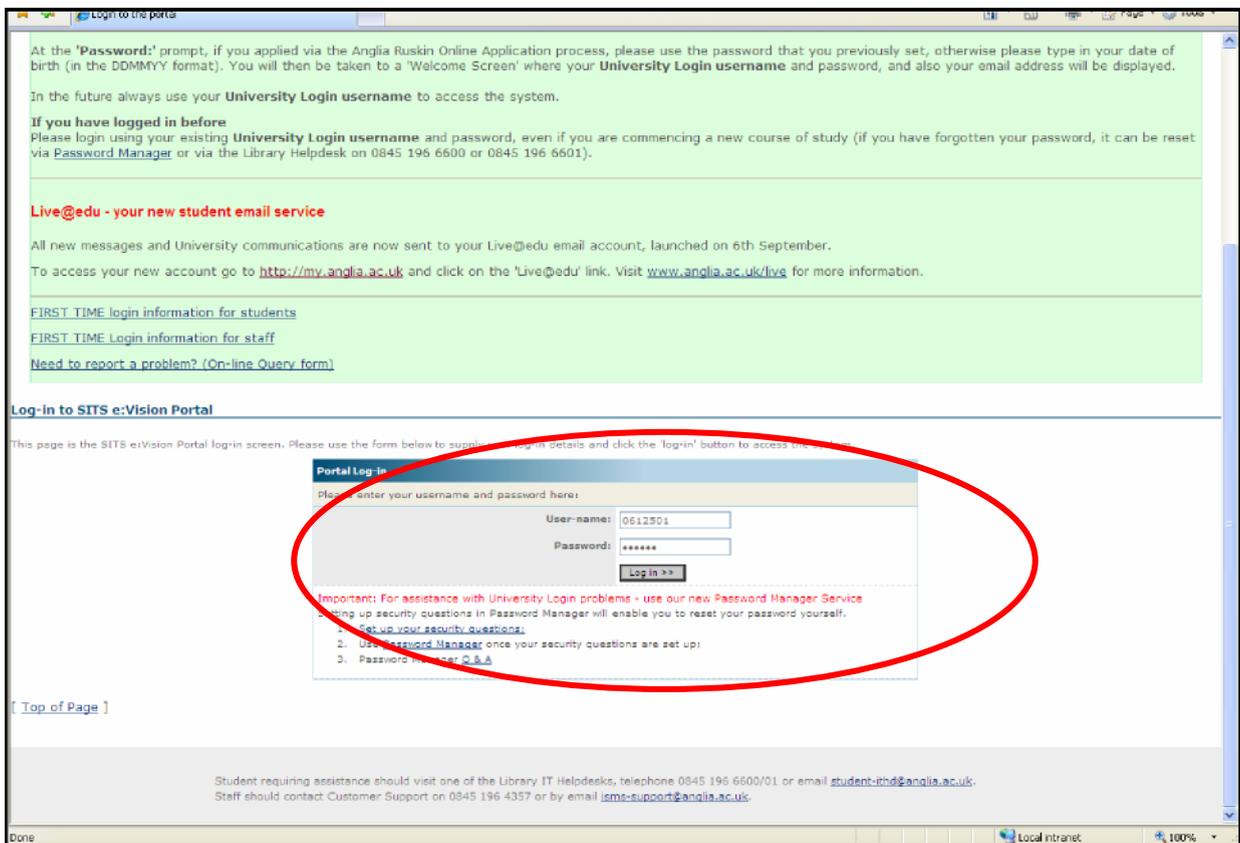
To complete your registration on line, please log onto Anglia Ruskin's web portal (known as **e:Vision**). Our e:Vision portal can be found at the following internet address:

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

1. At the e:Vision login page, at the **User-name** prompt, type in your User-name **which will be given to you by your Institution**
2. At the **Password** prompt enter in your **date of birth** (in the format **DDMMYY**)  
( for example if your date of birth is 12<sup>th</sup> 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](http://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 login screen. Please use the form below to supply your login details and click the 'login' 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**

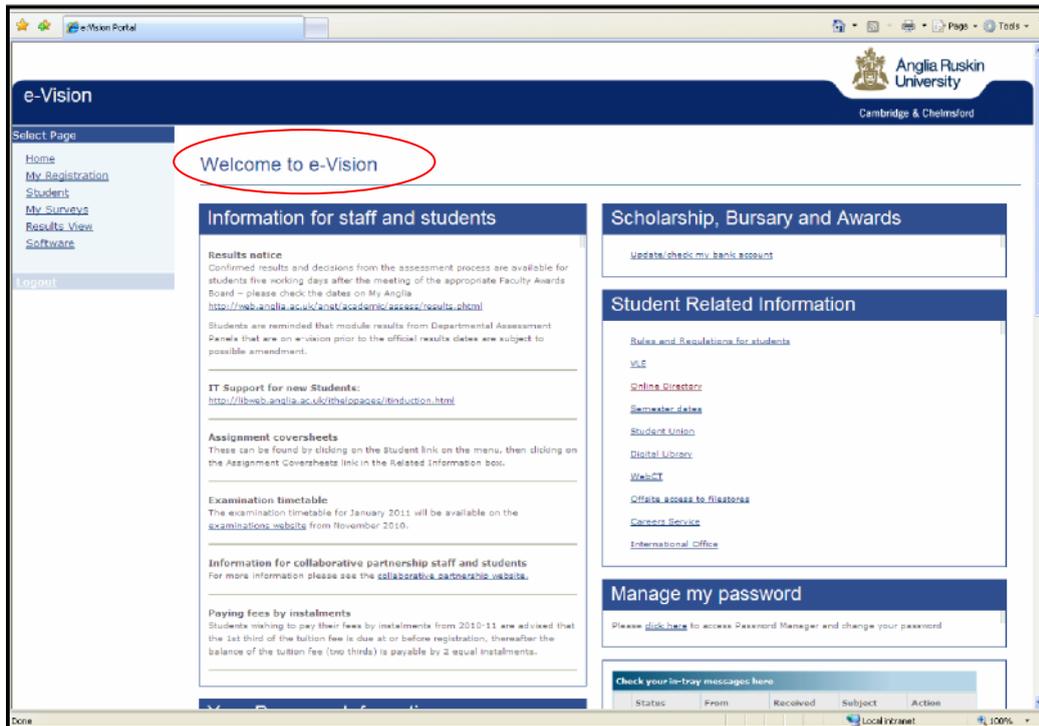
Setting up security questions in Password Manager will enable you to reset your password yourself.

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

[ [Top of Page](#) ]

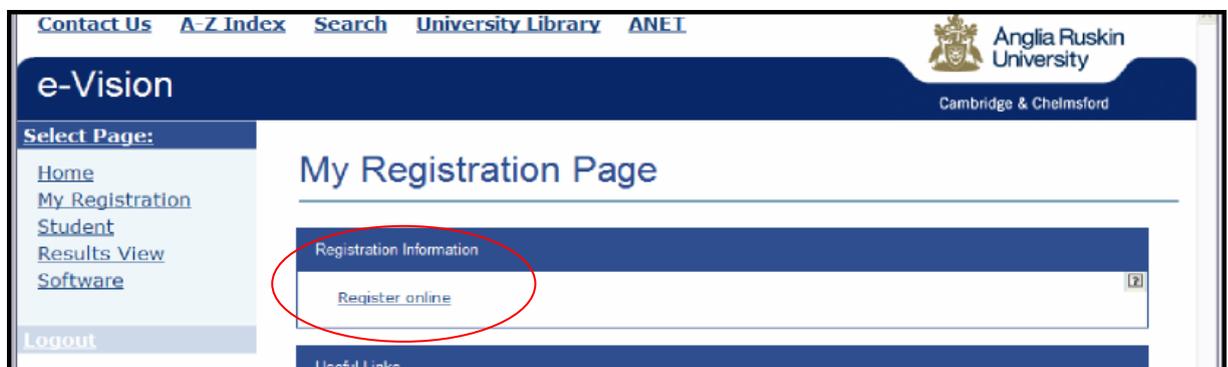
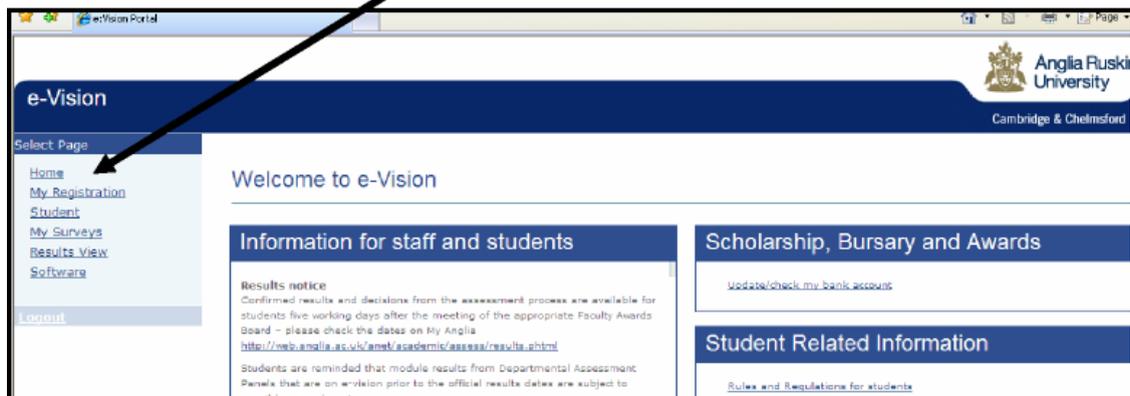
Student requiring assistance should visit one of the Library IT Helpdesks, telephone 0845 196 6600/01 or email [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk).  
Staff should contact Customer Support on 0845 196 4357 or by email [isms-support@anglia.ac.uk](mailto:isms-support@anglia.ac.uk).

3. 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 the registration task is not showing or the course details are incorrect on your online registration task, e.g. incorrect course title or part-time instead of full-time, please contact your Institution explaining the problem. They will investigate, request us to amend your record and inform you this has been done or, if necessary, contact you for further information.

If you have any queries regarding the online Registration process you can contact your Institution or the Anglia Ruskin Registration department on [registration@anglia.ac.uk](mailto: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 can print and keep this confirmation for your records. (You can review and print your registration details later by clicking on the [View your registration information](#) link on your 'My Registration' page)

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-itgd@anglia.ac.uk](mailto:email_student-itgd@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).

**Once you have completed your Registration task** please return to your Home page and Scroll to the '**Your Resource Information**' section.

## **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.

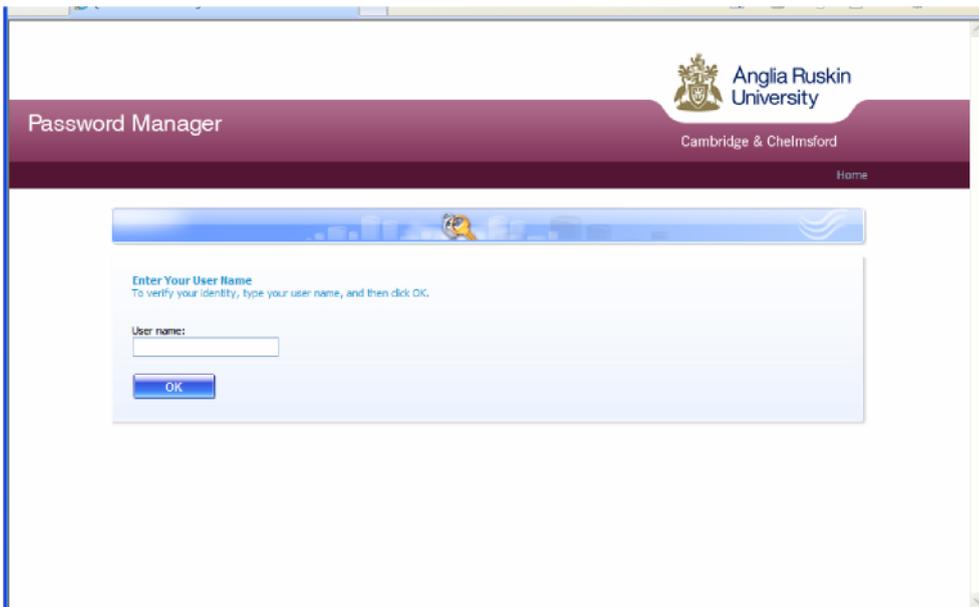
Register with Password Manager by creating your Questions and Answers profile to manage your passwords and unlock your account

### **What is Password Manager?**

If you forget your University Network Login password, Password Manager enables you to reset it yourself securely, online.

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](http://www.anglia.ac.uk/mypassword)



For Questions and Answers on our Password Manager Service please visit: <http://anglia.ac.uk/passwordmanager>

When you have been registered as a student of Anglia Ruskin University, you will automatically be given an email address from the University. They will use this email to contact you or provide information. You must check this email regularly.

To Log into your University email account you must click on the link

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

This can be found on the welcome page of e-vision under 'Your Resource Information'

The screenshot shows a web browser window with the URL [http://sits.urd/run/siw\\_portal.uri?CjR7WUh7gJ7we%23ZAm=uGI\\_MjCUYAEIK=DY55oT3m2=34BNDb=ZvAAuRz1FC=JlagoUg5g1Safa](http://sits.urd/run/siw_portal.uri?CjR7WUh7gJ7we%23ZAm=uGI_MjCUYAEIK=DY55oT3m2=34BNDb=ZvAAuRz1FC=JlagoUg5g1Safa). The page content includes:

- Your Resource Information**: This container shows you information about other Anglia Ruskin resources such as your username, your email address.
- Your Anglia Ruskin Network Username is:** NC446
- 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:** nina.chanda@student.anglia.ac.uk
- We will communicate with you using your Anglia Ruskin email account. **Please ensure that you check your Anglia Ruskin email regularly.**
- [Login to your Anglia Ruskin email via My.Anglia](#)

**e-Vision messaging**: This on-screen message system is an alternative way to get information to you. Please note that this is NOT EMAIL.

**Check your in-tray messages here. Please note this is not your Anglia Ruskin email account.**

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

[Open intray in full screen mode](#)

**Your Address**: Click help icon for more information

**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.**

When you have logged into My Anglia you will see the screen below:

The screenshot shows a web browser window displaying the My Anglia student portal. The browser's address bar shows the URL 'ny.anglia.ac.uk/Pages/student.aspx'. The page header includes the Anglia Ruskin University logo and the text 'Cambridge & Chelmsford'. A navigation menu is visible with options: Home, Students, Staff, University Information, Faculties, Support Services, and Staff Directory. The main content area is personalized for a user named 'Samantha' and shows the date 'Friday 11 January'. Key sections include: 'Your Anglia Ruskin Student Email Account' with an 'Email Log in' button; 'SITS and e:Vision unavailable weekend 11 Jan' notification; 'VLE short interruption' notification; 'My e-Vision Links' with links to My e-Vision, My timetable, My registration, and My results; 'Application Links' with links to Book a room, Infoscreens, Media equipment loans, Password manager, Remote Desktop, Turnitin, VLE, and WebCT; 'Examination Timetable Search' with a search box and 'Advanced search' link; 'Student Charter' for Research and Distance Learning students; and 'Module search' for psychology. A 'YOU SAID WE DID!' graphic is also present.

The above screen will contain notifications and links to other pages such as the main e-vision page where you can log into the online library. There will also be information for on-campus students that will not apply to you as these links are available to all students who study with ARU. For example your timetable and modules, will appear on your ilearn module page and not on the ARU site.