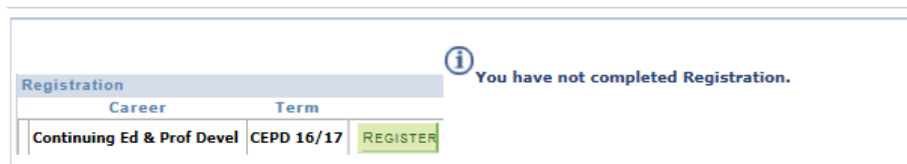


10 steps of Registration

Please Log into **My Manchester** (<https://login.manchester.ac.uk/cas/login>) with your username, e.g. mfbxiskv, given to you during IT Sign Up, and your personal password.

- Once you have log in please click on the *tools* icon in the top right hand corner.
- Select Student System
- This will redirect you to your Student Self Service Centre please click on *Student Centre* where you will see the image below. Click on the green **REGISTER** button.



Registration	
Career	Term
Continuing Ed & Prof Devel	CEPD 16/17

REGISTER

You have not completed Registration.

Here's a step-by-step guide to completing Registration online. You must complete steps 1-9 before paying your tuition fees (step 10).

If you need any help along the way, you can contact our Student Services Centre on ssc@manchester.ac.uk or +44 (0)161 275 5000, or ring the Registration Helpline (September only) on +44 (0)161 306 5544.

To begin the process, [access the Registration portlet in My Manchester](#). You'll need your central username and password which you were given when you activated your IT account.

Clicking the 'Register' button will take you through ten screens to officially register your place with us. At the end of each step, a green 'completed' tick will appear. To go back to a previous section, simply click on the step you want to return to; do not use the back button on your browser.

Step 1: Name and personal details

- Check that your name is spelled correctly as your details in this section is how they will appear on all University documentation, including your degree certificate.
- If you have a disability, you are strongly encouraged to let us know as we offer a range of services that can help support your studies. Alternatively, contact our [Disability Support Office](#) to discuss support and facilities available.

Step 2: Address details

- You 'term time' address is where you are living whilst studying on your English course.
- Your 'permanent home' address and 'mail' is your address in your home country.

Step 3: Bursary options – Not applicable

Step 4: Phone numbers

- Add your UK mobile phone numbers in case we need to contact you.

Step 5: Email addresses

- You will automatically be given an email address that ends '@student.manchester.ac.uk', or '@mbs.manchester.ac.uk', or '@postgrad.manchester.ac.uk'. This is the address we will use when contacting you by email.

Step 6: Emergency contact details

- This information is needed in case you are involved in a serious incident.

Step 7: Other information

- Indicate the highest qualification you have gained (e.g. A Levels or previous undergraduate degree) prior to your starting at the University. A drop down box is provided for you to select the relevant award.
- If you have any queries regarding this section, please contact us via the details at the top of the page.

Step 8: Programme details

- Check that the details showing on this page regarding your chosen course or programme of study is correct.
- Please contact your School or Faculty if your programme details are incorrect.

Step 9: Declaration and data protection

- It's very important you read and understand the Declaration Statement and tick the box to confirm that you agree to abide by The University of Manchester's statutes, ordinances, regulations and by-laws, including academic malpractice.
- You should read the Data Protection Statement carefully so that you are fully aware of what we will do with your personal information and your rights in connection with the Data Protection Act - and then tick the box at the end to confirm you have read and understood it.
- For more information, go to our [Data Protection website](#).
- If you have any concerns about data protection, you can contact our Records Management Office on foi@manchester.ac.uk.

Step 10: Paying your tuition fees

- The fees have been set as NIL, as you have paid directly to the University Language Centre, so please ignore this and confirm your registration as prompted.

Registration (useful links)

- 1) <http://www.welcome.manchester.ac.uk/get-ready/registration/>
- 2) <https://iam.manchester.ac.uk/activates>