Get Started – Visiting PGRs

Everything you need to begin your research at The University of Manchester. If you have any queries about any of these steps, you can contact us.

Register

☐**Right to Study Check:** International PGRs should complete The Right to Study Check.

☐**Online Registration**: Follow the Ten Steps to Registration.

Finances

☐**UK Bank Account**: Set up a UK bank account

☐**Council Tax Exemption:** Only applicable to PGRs studying with us for over a year. Follow UK Gov guidance and the university guidance. If eligible, you can request a letter via Student Services Enquiry Form. See here for help with University Letters.

IT & Essential Systems

☐**IT account**. Set up your IT account and University Email. Online IT support is available via Connect.

☐**MyManchester:** Log in to and bookmark the central University System. Use the video guides for assistance.

☐**e-Prog**. Get started with e-Prog (e-Prog-SharePoint): A University-wide system designed to monitor the progress of a research programme.

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☐**ORCID:** Create your 'Open Researcher and Contributor ID' (ORCID)

☐**eLearning:** Log in to the Canvas.

☐**Campus Solutions:** Log in to update your personal information.

Essential Training

☐**Health & Safety Training:** All mandatory training will appear as milestones in your eProg record. You can also view them here.

☐**Programme Specific Training:** Some PGRs will have additional training to complete. Your supervisor will be able to advise.

☐**In-person training:** If applicable, you will be contacted about in-person training.

ID Card & Building Access

☐**ID Card:** Full information about ID card collection will be sent directly to PGRs once all 10 steps of the registration process have been completed.

Card collection is by appointment only and will take place in the Main Library from Monday 14 September to Friday 9 October.

After 9 October, you can collect your card from the Doctoral Academy Hub.

☐**Accessing buildings:** Follow the relevant building access instructions for your department.

☐**Familiarise yourself with your new surroundings**: View the user guide for the Nancy Rothwell Building and Engineering Building B.

☐**If applicable, request desk and office allocation**. By contacting the Department Operations Team within your School, listed on our Research Community page

Wellbeing

☐**Register with a GP:** Find a GP on the NHS website. Alternatively, The University has a GP service on campus in Crawford House. If you are unsure of your eligibility, please review the below or contact VISA@Manchester.ac.uk for advice.

If you have paid the Immigration Health Surcharge as part of your VISA, you are eligible to register for NHS GP services. Visiting students on an ETA or Standard Visitor visa are advised to purchase travel insurance that covers medical treatment, unless their country has a reciprocal healthcare agreement with the UK. EU nationals should bring and use their European Health Insurance card: Visitors from EU countries, Norway, Iceland, Liechtenstein or Switzerland - NHS

☐**University Support:** Review the mental health support available to you and register for Disability Advisory and Support Service (DASS) if applicable.

☐**Societies & Activities:** Additional Resources

Additional Steps

☐**SharePoint:** The Doctoral Academy SharePoint is your one-stop shop for information throughout your postgraduate research journey.

☐Visit our Noticeboard Padlet for FAQs.

☐Attend your faculty and departmental welcome events.

☐Connect with all members of your supervisory team.

☐Network with your peers.

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