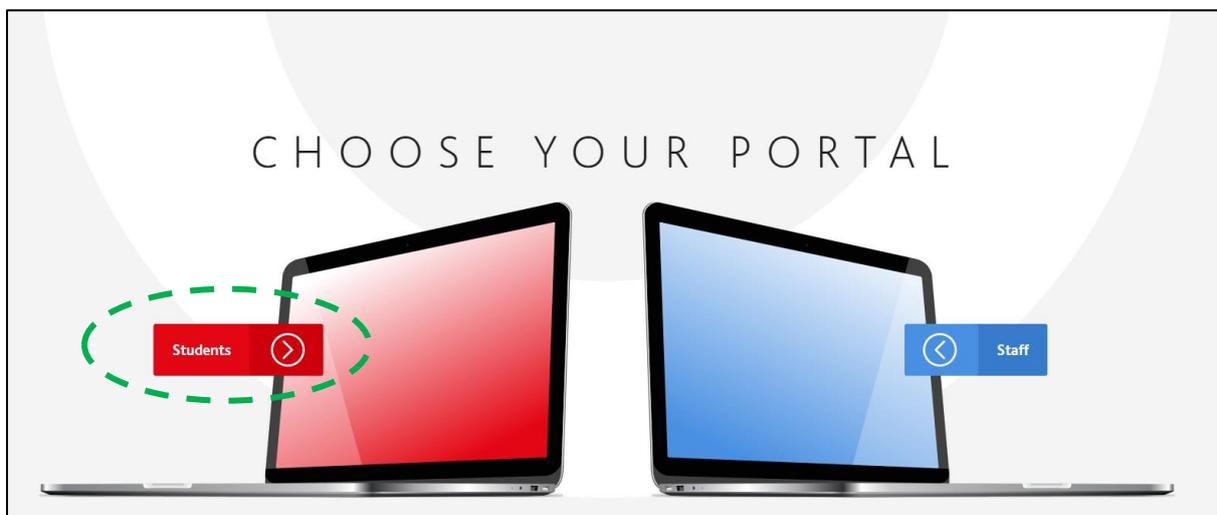


Step-by-Step “Online Pre-Registration” User Guide

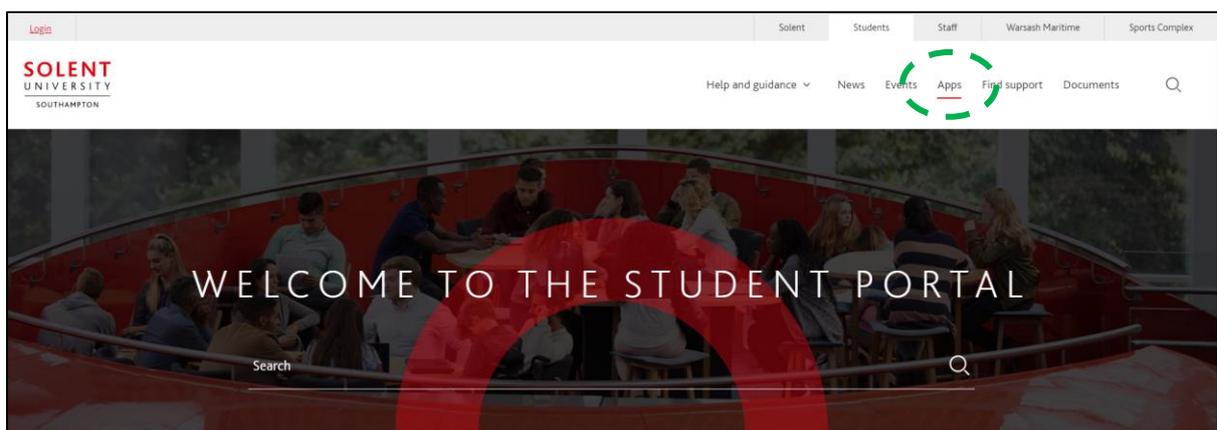
This step-by-step guide will show you how to enrol online which is essential to begin your International Foundation Programme. This can only be done by the student enrolling on the course – *we cannot do it for you*. Please follow the steps below carefully:

- **Step 1 – Student Portal**

First, go to the “Student Portal”, at this address: <https://www.solent.ac.uk/portal> then click on “Students”:



Then, click on “Apps” (as circled below):



This will open the page below. From here you can access SOL, your student email account, your timetable and other essential information/services. This is a useful page to come back to later – so *bookmarking* it would be a good idea.

Then click “**Student registration**”, as circled in the image below:

Apps

Filter quick links

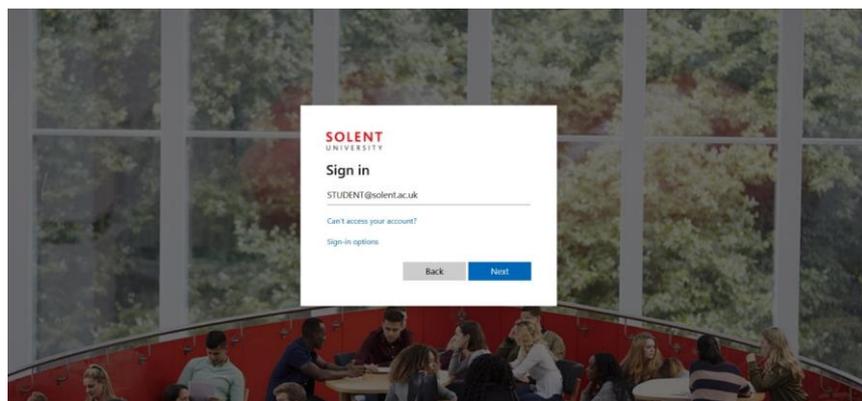
Essential applications

 Exam timetables	View your timetable using the standard timetabling app. More...	 General enquiries	Contact our professional services and support teams. More...
 Graduation	Book on to your graduation ceremony online. More...	 Request a letter	Print a letter confirming your status as a student. More...
 Solent Online Learning (SOL)	Access your course materials, participate in forums with your lecturers and peers and submit assessments online. More...	 Student placements	Add the details of your placement/work-based learning for it to be approved. More...
 Student registration	Register for your next year of study. More...	 Student results	View your results from your current year of study. More...
 Unit options	Choose optional units available on your course. More...		

You can also use this link to get to the registration page: <https://student-registration.app.solent.ac.uk>

- **Step 2 – Log in**

You will then log in using the Solent login details (**username & password**) – these will have been sent to you by email (from the admissions team) with your enrolment information:



- **Step 3 – Registering on a course**

Now you are logged in, the system will automatically find the courses on which you are able to register. Scroll to the bottom of the page, and **click all of the blue "Register Me"** buttons:

SOLENT UNIVERSITY SOUTHAMPTON

Help and guidance ▾ News Events Apps Find support Documents

Registration

Online registration is now open for the courses shown at the bottom of this page. If you are a student returning to your studies in September you will be notified when registration opens.

Please note that this registration service may not be compatible with some Android and Apple mobile devices. We recommend that you only use a full desktop browser.

Overseas students

As requested by the UK Border Agency, Southampton Solent University requires new international students to produce a valid passport and student visa before they can complete enrolment at the institution. Returning students with a new or amended passport/student visa will also need to produce these on arrival at the University before they can complete registration.

- New Students +44 (0) 23 8201 5066 or email admissions@solent.ac.uk
- Returning Students +44 (0) 23 8201 5023 or email student.registry@solent.ac.uk

Warsash Maritime Academy (WMA)

- New Students +44 (0) 23 8201 5015 or email wma.admissions@solent.ac.uk
- Returning Students +44 (0) 23 8201 5023 or email student.registry@solent.ac.uk

The Student Hub

- General queries from all students +44 (0) 23 8201 5200 or email student.hub@solent.ac.uk

Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

To proceed to registration please click on the '**Register Me**' link below following the course title. If your course is showing 'service not available' and you are not awaiting the results of resits please contact the relevant department in the 'help and support' section above.

BA (Hons) Business Management	Year 0	Register Me
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As a further check you will be asked to enter your **User Name** and **Password** again. Your "**User Name**" is the first part of your email address without the "**@solent.ac.uk**", the password is the same.

[Logout](#)

SOLENT UNIVERSITY

You are in: [Confirm a Place](#)

Login

User Name

Password

Now we can start the registration process....

- **Step 4 – The registration process**

The next steps go through each screen with examples. A video which guides you through the following steps, can be found here: <https://www.youtube.com/watch?v=OGxBfjHTKYM>

- **The Welcome Screen**

This screen contains information only. Check the information about you is correct, and *make a note of the phone numbers and emails addresses*. The click **Next** (at the bottom).

Welcome

Name: Mr Pac Man ID Number: 14381010
Course Name: BA (Hons) Animation Course Year: 1
Faculty: School of Media Arts and Technology Date Of Birth: 01 Jan 2000

Welcome

Welcome to on-line registration. Please follow the guidance provided on each page to take you through the process.

Students are requested to read the University's 'terms and conditions' which include the Solent Charter and all University policies and regulations. Copies of these documents can be found on the relevant pages of this system.

Fields marked with an "*" are mandatory and must be completed.

Some fields have additional pop up help which can be accessed by clicking on the "?" next to the field.

On certain screens you will also find [links](#) which can be opened by clicking on them.

If you have any problems whilst completing your registration, please call the relevant department below on:

Southampton City Centre Campus

- New Students +44 (0) 23 8201 5066 or email admissions@solent.ac.uk
- Returning Students +44 (0) 23 8201 5023 or email student.registry@solent.ac.uk

Warsash Maritime Academy (WMA)

- New Students +44 (0) 23 8201 5015 or email wma.admissions@solent.ac.uk
- Returning Students +44 (0) 23 8201 5023 or email student.registry@solent.ac.uk

The Student Hub

- General queries from all students +44 (0) 23 8201 5200 or email student.hub@solent.ac.uk

Phone lines are open from 8.30am - 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

For detailed help on this screen [click here](#)

Previous surname/family name if applicable: ?

What is your Sex: ? * Female Male

Next

○ *Home Address Screen*

The next screens set up your addresses. You will have a “Home Address”, “Term Address” and “Mailing Address”.

Your “**Home Address**” is your permanent address, as an international student, this can be your parents’ address in your home country. Mail will be sent here by default.

Note: set your “Email Address” as your personal email address.

Address: ?

Postcode: * AB11 5BA

* THE TILTED WIG

55-56 CASTLE STREET

ABERDEEN

ABERDEENSHIRE

Email Address: * harryp@hogwarts.wiz

Telephone No.:

Mobile No.:

Fax No.:

○ *Term Address Screen*

Your “**Term Address**” is where you will live while studying in the UK – your Southampton address. Mail is not sent here by default, but can be.

Note: set your “Term Email Address” as your Solent email address.

REMEMBER: the main method of communication will be your Solent email – check it daily.

Term Address: * ?

Same as home address

Postcode: * AB11 5BA

* THE TILTED WIG

55-56 CASTLE STREET

ABERDEEN

ABERDEENSHIRE

Term Phone:

Term Mobile:

Term Email Address: ? * harryp@hogwarts.wiz

Term Accommodation Code: ? * select

○ *Mailing Address Screen*

Your “**Mailing Address**” is where Solent university will send your mail. This can be set to either your Home Address, your Term Address or a third address.

Mailing Address: ?

Same as home address Same as term address

Postcode: * AB11 5BA

* THE TILTED WIG

55-56 CASTLE STREET

ABERDEEN

ABERDEENSHIRE

o *Statistical Information Screen*

Now you will be asked a number of questions about you. These questions may be different from the example below, as they depend on your course.

*All questions on this screen are * mandatory and must be completed.*

Nationality: ?	UNITED KINGDOM
Domicile: ?	ENGLAND
Disability: ? *	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D ▼
Disabled student allowance : ? *	The student has a disability and is not in receipt of Disabled Student Allowance ▼
Ethnic origin: ? *	10 White ▼
What is your religion: ? *	No religion ▼
What is your sexual orientation: ? *	Heterosexual ▼
Is your gender identity the same as the gender you were assigned at birth: ? *	Yes ▼
Last school/college you attended: ? *	Barton Peveril College ▲
Where did you gain your highest previous qualification: ? *	Within the UK ▼
What is the highest level you have attained: *	Level 3 ▼
Qualification on Entry: *	A/AS level ▼
Have you had assessment and guidance ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Who will pay your fees: ? *	Award assessed by English or Welsh LEA & paid in full by LA or by the SLC (i ... ▼
Have either of your parents obtained a higher education qualification. e.g. A Degree, Diploma or Certificate: ? *	Prefer not to say ▼
Occupation of main wage earner at your home address: ? *	Plumber
Have you been in care at any time since your 16th Birthday ? *	Not a care leaver ▼
<input type="button" value="Save And Exit"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

○ Identification Screen

As an international student you are required to provide your passport and visa information. If you are an online student, studying outside the UK, or you have not yet received your visa, enter **Visa Number: 000000**, **Start Date: day before today's date**. **End Date: 1 year from today**.

ID type: ? **Passport**

ID number: ? * ABC123456XYZ

Start Date: ? * 01 January 2010

End Date: ? * 31 December 2020

Visa number: ? * 000000

Start Date: ? * 04 May 2020

End Date: ? * 26 May 2020

Save And Exit Back Next

○ Next of Kin Screen

Your **Next of Kin** is the person who we should contact in case of an emergency. Click Add (as circled), then add their information.

Contact Name	Relationship	Address	Postcode	Phone		
Fred Bloggs	FATHER	2 The House	AA1 1AA	01234565656	Edit	Remove

Add

Save And Exit Back Next

Contact first name: * Mary

Contact surname: * Bloggs

Relationship: * MOTHER

Same as home address Same as term address

Postcode: * AA1 1AA Lookup

Address: * 2 The House

Woodland Way

Forest

Borsetshire

Telephone: * 01234565656

Cancel Save

o [Data Protection Screen](#)

UK privacy law requires your consent before we can discuss the finances related to course with anyone – including your parents. Unless you wish to manage your finances alone, complete the contact information with the details of who is paying for the course, tick the declarations (as below), and click “Next”.

I give permission for the University to share my financial information relating to my studies with

First contact name: ?

First contact relationship: ?

Second contact name:

Second contact relationship:

Do you have any [criminal convictions](#) that are undisclosed to the University? ? *

No Yes

* I have read the University's [Data Protection Declaration](#) and understand how my Personal Data will be used.

* I have read the University's [Terms and Conditions](#) and agree to be bound by them.

• [Funding Screen](#)

As a QAHE student, you should fill in the following:

‘Amount to be paid by self and/or parent’ – write your **total course fee**

‘Amount to be paid by student loan’ – *you don't need to write anything here*

‘Amount to be paid by your employer or sponsor’ – *you don't need to write anything here*

‘Amount to be paid by student loan’ – *you don't need to write anything here*

‘Employer’ - write **N/A**

‘Employer Contact’ - write **N/A**

‘Employer Phone’ - write **0000**

.....then click “Next”.

Course Fee (£): ?

Amount to be paid by self and/or parent (£): ?

Amount to be paid by student loan (£):

Amount to be paid by your employer or sponsor (£):

Employer: ?

Employer Contact:

Employer Phone:

○ Registration Confirmation Screen

Congratulations! You have successfully completed the first stage of the registration process.

Final registration will take place at the University when you arrive on campus and should be completed quickly because of the steps taken today.

If you have a printer, you should print a copy of this page (using the Print button at the bottom of the page), and bring it to final registration which will happen at the university. A confirmation e-mail will be sent to your home e-mail address.

Do not forget to bring along your passport and visa for inspection.

Thank you for completing your Online Pre-Registration, we look forward to seeing you soon!

Online Registration Reference No: #85214

This is the registration summary skipped page message

Registration Confirmation

Thank you for completing your registration online

A summary of your registration data can be found below. If you would like to keep a copy of this for your records, please use the **Print** button at the bottom of the page.

A confirmation e-mail will be sent to your home e-mail address containing your registration summary and other important information.

Campus Cards

As well as library access, cashless vending (i.e. printing/photocopying and catering) and Sport Solent, your card will also be used to monitor engagement.

You will be required to present your Campus Card to a reader at every learning event from the start of the new academic year. Failure to do so could lead to you being withdrawn from your course

Returning students, please don't forget to bring your campus cards with you when returning to the University. A replacement fee is chargeable for lost cards.

We look forward to seeing you shortly.

For returning Home, EU and Island students and Overseas students with no Passport or Visa Changes.

You are now fully registered.

For returning Overseas students with Passport or Visa Changes

You have successfully completed the first stage of the registration process.

Final registration will be completed once you have presented your passport and visa to the faculty for checking.

For all new students

You have successfully completed the first stage of the registration process.

Final registration will be completed once you have presented your identification in person at the university. You will then be issued with your campus card.

General

Name:	TEST PORTAL3	ID Number:	12078026
Date of birth:	01-JAN-00	Faculty:	Faculty of the Creative Industries and Society
Course:	BA (Hons) Advertising	Course year:	3

Addresses

	Home Address	Term Address	Mailing Address
Address	Grampian Transport, 54 Castle Street, ABERDEEN, AB11 5BA	Grampian Transport, 54 Castle Street, ABERDEEN, AB11 5BA	Grampian Transport, 54 Castle Street, ABERDEEN, AB11 5BA
Email Address	a@b.com	a@b.com	-
Telephone No.	-	-	-
Mobile No.	-	-	-
Fax No.	-	-	-

USEFUL CONTACTS:

What kind of help do you need?	Who to contact?
General questions about the International Foundation Programme and induction week; your progression degree	Sarah Dye – Head of the Pathway Centre sarah.dye@solent.ac.uk
Questions about your timetable; your lessons; your modules & assessments	Gavin Coverley – IFP Programme Leader gavin.coverley@solent.ac.uk
Questions about your arrival in the UK, updating your contact details, accommodation	Linda Fraser-Wilson – Programme Support/Administrator (QAHE) linda.fraser-wilson@solent.ac.uk
Questions about setting up MFA; IT software support	ict.servicedesk@solent.ac.uk
Using Solent Online Learning (SOL); logging in to SOL; IT hardware support	LTU@solent.ac.uk OR virtual Zoom helpdesk https://learn.solent.ac.uk/helpdesk (10am-4pm) for help, advice and support
Questions about admissions/enrolment on the IFP	Pathway.admissions@solent.ac.uk
Questions about your course fees	QAHEFinanceSupport@qa.com
Questions about your BRP card	pbi@solent.ac.uk

Always include your full name and Solent student number in all email communication.