INTRODUCTION

This guidance will help you complete your online registration at the University of Liverpool using the student portal which is called Liverpool Life. There are ten steps you will need to take:

1. Check and confirm your name and address;
2. Provide emergency contact details;
3. Provide information about your qualifications on entry (undergraduate students only);
4. Check and confirm your personal details;
5. Check and confirm your academic details (your programme and major);
6. Complete your module registration;
7. Provide your financial details;
8. Update and confirm your previous attendance details;
9. Upload your photo;
10. Provide or confirm your email address;
11. Employability: Provide information about the career interests that you have

Undergraduate students (exclusions apply): you may also be provided with a screen to register your intentions relating to the Liverpool Bursary.

You should also complete your registration for University computing facilities with Computing Services once you have submitted your academic registration.

BEGIN YOUR REGISTRATION BY VISITING:
WWW.LIVERPOOL.AC.UK/STUDENT-ADMINISTRATION/STUDENT-ADMINISTRATION-CENTRE/STUDENT-RECORD
If you have already registered for an Managed Windows Service (MWS) network account with the University you can also find Liverpool Life from the Student Digital University at: https://student.liv.ac.uk. Click on ‘Liverpool Life’ under the ‘Tools’ box.
NEW STUDENT REGISTRATION

This page will take you to the start of the registration process – the Registration Checklist page. There are ten sections you will need to complete.

When you complete a section it will be marked with a red tick ✓

You cannot submit your registration until all of the sections have been completed. Please read the notes on each screen which will help you complete that part of your registration.

SECTION 1: NAME AND ADDRESS

Check the box to confirm that your name details are correct

Update your address information if the details are incorrect. NB Your permanent address is where you would normally reside when you are away from University.
If you are not in University owned accommodation you will need to enter the details of your term time address, if known, by clicking on the link. If you will be living in University accommodation please check the box.

After completing a section, a red tick will appear.
SECTION 2: EMERGENCY CONTACT

New and Continuing Student Registration

The emergency contact is the person that you would wish us to contact in the unlikely event of you being involved in an accident or similar occurrence. You may have more than one emergency contact and can put these in order of priority.

<table>
<thead>
<tr>
<th>Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: May Reilly Parker-Jamason</td>
</tr>
<tr>
<td>Relationship: Aunt</td>
</tr>
<tr>
<td>Address: 1 Nw Street NE TOWN 5AA A4A United States Of America</td>
</tr>
</tbody>
</table>

To add or amend your emergency contact click on the relevant link.

View / Update Emergency Contact Details

This screen shows who we have currently as the person you wish us to contact in the event of an emergency. It is vital that you keep this up to date.

Please add all your emergency contacts, and make sure you have indicated the priority: 1 being the first person we would contact.

Your current Emergency Contact details are shown below. (You can have up to 9 Emergency Contacts).

Choose the ‘Click here to add a new Contact’ link to add a new emergency contact.
Select the correct address option for your emergency contact and follow the instructions on the screen to provide the address details.

Enter the details using the dropdown menus and free text fields and then click ‘Add this contact’.
SECTION 3: QUALIFICATIONS ON ENTRY (UNDERGRADUATE STUDENTS ONLY)

New and Continuing Student Registration

Qualifications on Entry
Check these details and confirm them.

Last School
Check the details and update them if necessary.

TIP: If you have any qualifications missing you are able to add them here.
SECTION 4: PERSONAL DETAILS

To add a missing qualification please follow the instructions on the screen and enter the:

- Subject
- Level
- Grade
- Date of Examination

Check and confirm your personal details
SECTION 5: ACADEMIC DETAILS

Check and confirm your programme and major.

If the information is incorrect please use the email address on the screen to contact the University.

SECTION 6: MODULES

New and Continuing Student Registration

This screen shows the modules which are required for your programme and year of study.

You can click on the module title to view the Module Specification.

Choose the ‘Click here to add/drop optional modules’ link to select optional modules.

TIP: Read the Academic Advice before you select optional modules.
Click on ‘Module Search’ to find modules to add.

You can either select the subject and course number if you know them, or click on ‘Module Search’ without entering any criteria to see all of the available modules for your programme.
This screen shows a list of modules available to you.

Click on the check box next to each module you wish to add.

Once you have finished, click on ‘Register’.

You cannot select this module as it will give you a total of 45 credits for this group. The maximum number of credits you are allowed for this group is 30.

If you select too many modules you will see this warning.

Click on Module Search to add optional modules or use the section to drop any previously registered modules that you are no longer taking. Next to the Module you wish to drop, click on the down arrow on the pick list and select DROP (X).

A full-time undergraduate student should have 120 credits per academic year, usually 60 credits per semester. Full Time Postgraduate Taught Students should have 180 credits per academic year. All postgraduate research students are required to undertake a minimum of 180 credits in relation to the skill training programme. If you have not been pre-registered for the compulsory or optional skill training module, please seek advice from your academic supervisor or your PI’s administrative. Alternatively, you can refer to the following web pages for further information:

http://www.bsc.ac.uk/graduate/teaching/research_degrees/wid/programmes.html

http://library.bsc.ac.uk/blog/training/how_to_wise_programme.asp

Remember if you drop a module, you must register for another of equal credit value. Use the Module Search button at the bottom of the screen to look up a new module.

* ALL CHOICES ARE SUBJECT TO DEPARTMENTAL APPROVAL.

Current Schedule for Jan Webest ZZ2Z2Z2Z

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
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<th>Sub</th>
<th>Crn</th>
<th>Sec</th>
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<tr>
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<td>15273</td>
<td>ENGL 110</td>
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<td>2</td>
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<td>15.000</td>
<td>Assessed</td>
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<td>2</td>
<td>Undergraduate</td>
<td>15.000</td>
<td>Assessed</td>
<td>Controlling Crime - An Introduction</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit: 120,000

Date: 28 Jun 2013 03:00 pm

Once you have registered your additional modules you will be returned to the first screen which will show you the list of modules on which you are now registered.
SECTION 7: FINANCIAL DETAILS

New and Continuing Student Registration

Are you or your family responsible for the payment of your Tuition Fees?

☐ YES  ☐ NO

If you have been set up on a tuition fee loan, from the Student Loan Company (SLC), for the full cost of your program, please check the Yes box above.

If you or your family are NOT responsible for the payment of your tuition fees, with the exception of the Student Loan Company (SLC) funded students, the University will require a validated sponsor letter. You are responsible to post or hand delivering your sponsor letter to the Student Administration Centre, Student Fees Office, Foundation Building, Brownlow Hill, Liverpool L69 3ZC.

If you are an exchange student who is responsible to pay tuition fees, please check the No box above.

The Student Fees Office do not receive a sponsor letter tuition fees will be charged directly to you for payment, even if you have filled the No box.

Note to UK Students: Usually the SLC will notify the University directly of any full or partial payments they will be making on your behalf. Occasionally this method of notification fails, in which case the University may require the student to supply a copy of their financial notification directly to the University.

Click here to return to your registration checklist.

Tuition fee responsibility
If you are responsible for paying your tuition fees you will answer this question as ‘yes’. If you answer ‘No’ you will need to provide more information in the text box which will appear.

When you have finished, click on the ‘Save Tuition Payment Information’ button (or if you answered ‘Yes’ then click on the button to return to your registration checklist).

SECTION 8: PREVIOUS ATTENDANCE

New and Continuing Student Registration

If you have previously attended a Higher Education institution click on the relevant link to search for the name of the institution. Upon selection, enter the additional required information.

You are not required to complete this section if your previous institution is the University of Liverpool.

Please check the box if your previous institution was outside the UK and is not listed: ☐

If you have attended another institution or received a qualification from another institution then you should update the information using this section.

Select the ‘Click here to update your previous institution’ link.
Enter the Institution Name and/or City and then click on the ‘Search for Institution’ button.

Select the check box for the Institution you wish to add.
New and Continuing Student Registration

If you have previously attended a Higher Education Institution, click on the relevant link to search for the name of the institution. Upon selection, enter the additional required information. If your previous institution is overseas and is not listed, check the Non UK box.

You are not required to complete this section if your previous institution is the University of Liverpool.

Please check this box if your previous institution was outside the UK and is not listed: 

Previous Institution:

[ ] Click here to update your Previous Institution

Institution: Midtown High School

Date From: 01-JUL-2006

Date To: 01-AUG-2012

Higher Education Qualification (present): No

Qualification: Science for Education (CO20)

Subject: None

Classification: None

Date of Award: 01-SEP-2012

[ ] Click here to return to your registration checklist

SECTION 9: UPLOAD PHOTOGRAPH

New and Continuing Student Registration

Please submit a passport quality picture of yourself, i.e. a close-up of your head and shoulders, with your face clearly visible and a neutral background.

The picture should be in the standard UK passport picture proportions; in portrait orientation with a height to width ratio of 4:5. If this requirement is not met then the image displayed on your student card will be distorted.

Enter the full name and path of your picture, e.g. compupic2.jpg.

Your picture must be jpeg format and cannot be larger than 1MB.

Browse

[ ] Click here to return to your registration checklist

You must upload a photograph of yourself which meets UK passport standards.

This must be an image file stored on your computer—click on the ‘Browse’ button to locate this file.

Click on the ‘Upload Picture’ button to upload your photograph to your registration record.

Your photograph will be used to produce your Student ID Card.

Complete the remainder of the form by providing:

- Date From (date that you started the course)
- Date To (date that you completed the course)
- Higher Education Qualification (Yes/No)
- Qualification
- Subject
- Classification
- Date of Award
Pictures are validated and verified
Facial recognition software will initially confirm that the image you have uploaded is acceptable. Once it has been accepted you will see this message advising you that the image has been sent for verification.

SECTION 10: EMAIL ADDRESS

If you need to update your email address
Enter a new one in the ‘New Email Address’ field and, to verify it, provide it again in the field below.
Completion of this section will provide information to inform employability provision at the University. Access each section: Career Development Planning, Work Experience Career Interests. Upon completion, click on ‘Submit’.
LIVERPOOL BURSARY (UNDERGRADUATE STUDENTS – EXCLUSIONS APPLY)

You must first read important information about the Liverpool Bursary.

Then select a Liverpool Bursary option.
Choose the relevant household income section and indicate your intention to receive a fee waiver or cash bursary.
REVIEW AND SUBMIT YOUR ACADEMIC REGISTRATION

You have now completed your online academic registration. A red tick should now appear next to each section. You can review and amend your information at this point if you wish to check that everything is correct.

Message from webpage

All sections of your registration form are complete.

Please submit your registration by clicking on the ‘Complete my Registration’ button located at the bottom of the page.

OK

You are required to read the term and conditions of your registration, including the University’s intellectual property and data protection policies.

WHEN YOU ARE READY TO SUBMIT YOUR REGISTRATION, CLICK ON THE ‘COMPLETE MY REGISTRATION’ BUTTON.
The next stage, if you haven’t already completed it, is to register with Computing Services. You must register with Computing Services to use computing facilities and email in, for example, the library.

For more information please read the Essentials booklet which is available from the Computing Services IT Quickstart website at [http://www.liv.ac.uk/csd/quickstart/](http://www.liv.ac.uk/csd/quickstart/)

**Click on ‘Activate Account’**

You will be redirected to a screen where you can provide a password, security details, and an alternative email address.
FINALLY, WHEN YOU ARRIVE AT THE UNIVERSITY YOU MUST ALSO CONFIRM YOUR ATTENDANCE TO COMPLETE THE REGISTRATION PROCESS – YOU WILL RECEIVE AN EMAIL ADVISING YOU OF THIS BEFORE THE START OF TERM.

ON ARRIVAL, CONFIRM YOUR ATTENDANCE

New and Continuing Student Registration
You need to confirm your arrival on campus to be fully registered for the current academic year. It is important that you do this because:
- If you are an international student (requiring a visa to enter the UK) the University is required, by law, to notify UK Home Office if you do not register within the prescribed enrollment period.
- Until you are fully registered, we cannot provide you with any official documentation (e.g. student status letters) or notify Student Finance to request release of any payments that are due.

Confirm and continue