Getting Started

Enrolment

Before you can begin your studies at Northumbria you must enrol as a student with us. Most students can enrol online which is quick, easy and gives you access to many essential aspects of university life such as our IT systems, the Library and the Students’ Union.

During enrolment you will be asked to verify your personal details and provide other information required by the University, university funding bodies and organisations such as Student Finance England (SFE) or the Student Awards Agency for Scotland (SAAS). You will also be asked to provide a suitable digital photograph of yourself.

This photograph is needed because you will be issued with a smartcard which includes a photograph for identification purposes. Your smartcard is really important as it gives you access to many of the University’s facilities.

Full details on how to upload a photograph for your smartcard and the types of photograph the University considers suitable are provided when you enrol. If you have been a student at Northumbria before you will still need to upload a photograph for your new smartcard.

You should collect your smartcard as soon as you arrive on campus as you will need to use it immediately to access University buildings, and you must carry it with you at all times when on University premises.

When you complete your enrolment, an email confirming your registration will be sent to your newly-created University email account (for more information on this, see page 5).

Please note you will be charged for a replacement smartcard if you upload an unsuitable photograph, lose it or damage it.

If for any reason you are unable to enrol online, or cannot upload a photograph for your smartcard, don’t worry, you will be able to complete enrolment and/or have your photograph taken when you arrive.
ENROL ONLINE
just follow these steps:

1. Go to northumbria.ac.uk/newstudents

2. Click on the ‘Enrolment’ icon

3. Click on ‘My Northumbria’
   You will be asked for your ‘computer username’ and ‘initial password’. You will find these in the letter that has been sent to you with this guide

4. Once you have successfully logged on,
   you will be directed to your own ‘MyNorthumbria’ information page

5. Click on the ‘enrol online’ link to begin enrolment.
   Don’t forget to have a suitable photograph ready to upload for your smartcard
When you complete enrolment an email account will be created for you. This can take 24-hours to become active. You will receive an email confirmation of enrolment to your University email account.

**NU Text**
The NU Text service offers students the facility to receive texts which are relevant to their particular course or important University information. You will be asked if you want to register for this service when you enrol. However, you can opt in or out of this service at any time. To update your mobile telephone details go to MyNorthumbria at northumbria.ac.uk and click the MyRecords tab in the MyInfo area.

More information on the IT facilities at Northumbria can be found at [northumbria.ac.uk/studentitguides](http://northumbria.ac.uk/studentitguides)

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**Follow these steps to access your University email account:**

1. Go to the Northumbria homepage at [northumbria.ac.uk](http://northumbria.ac.uk)
2. Go to the Student Hub (top right)
3. Select to the Student email button on the right
4. Log-on with your Northumbria username and password
5. You may be shown an Outlook Web App screen to select your vision, language and time requirements. Please note that if you are studying in the UK your timezone should be set up to (UTC) Dublin, Edinburgh, Lisbon, London. Then click OK.
6. Your messages should be displayed – double click on each message to fully open it
7. The first message in your inbox will contain your Northumbria email name