1. Self Registration method

A guest account in Windows named: RegisterStudent will be enabled in specific areas from 3rd September 2018 until 12th October 2018 allowing students to login and complete online registration. The password for this guest account is: registration18

Once logged in the portal page for Online Registration will automatically open. There is also a Registration desktop shortcut to open the portal. See the screenshots below:

Registration Login screen

Enter RegisterStudent username

Password is registration18
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Desktop with Online Registration portal login page open

After login, the Online Registration portal will automatically open.

Once completed registration, please log off by double clicking the Log Off icon on the desktop to allow the next user to login.

2. Online Registration login

To start registration, click the Online Registration tab on the left of the portal page and follow the onscreen instructions to login.
3. Specific areas with Self Registration access

PCs in libraries and computer rooms listed below will have access to the self registration user account.

University Park
- Pope A16
- Pope A26
- Trent LG25
- Trent LG27
- Hallward Library
- George Green Library
- Law A25
- Law A35
- Maths A08
- Pharmacy Dispensary C floor
- Sir Clive Granger B29

Jubilee Campus
- Business School South A03
- Business School South A09
- Business School North B33
- Business School North B35
- Business School Library
- Computer Science A32
- Dearing A37
- Exchange B4
- DLRC Library

QMC Medical School
- QMC A18
- QMC C77
- Greenfield Medical Library

Derby Campus
- Derby Medical School C8

Sutton Bonington
- James Cameron Gifford Library
- Vet School A28

Other areas
- Student Services laptops
- University Halls of residence PCs