



How to complete Online registration

A user guide for new and returning students.

Introduction

This user guide is designed to help you complete online registration.

Please complete all the registration steps to ensure you receive your timetable, any relevant university funding, and access to university systems.

You will not be able to complete your online registration until you have received an email to your University account to confirm registration has opened for you.

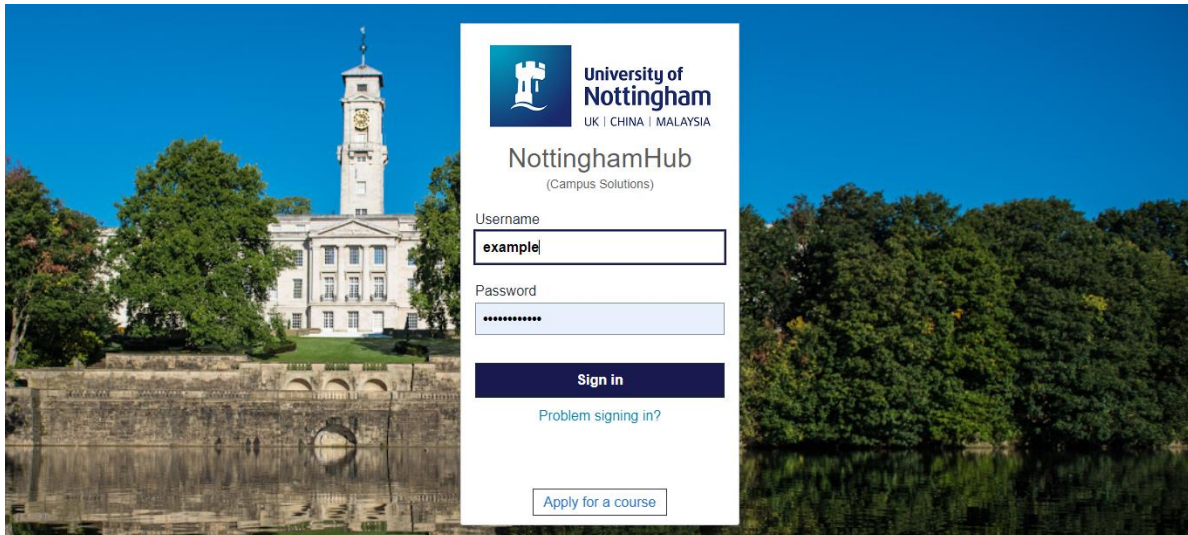
Please log in to the NottinghamHub with your University username and password (not your applicant details) to access the registration tile.

You must complete your online registration no later than three weeks after your course start date, otherwise your record will be closed or suspended for non-registration.

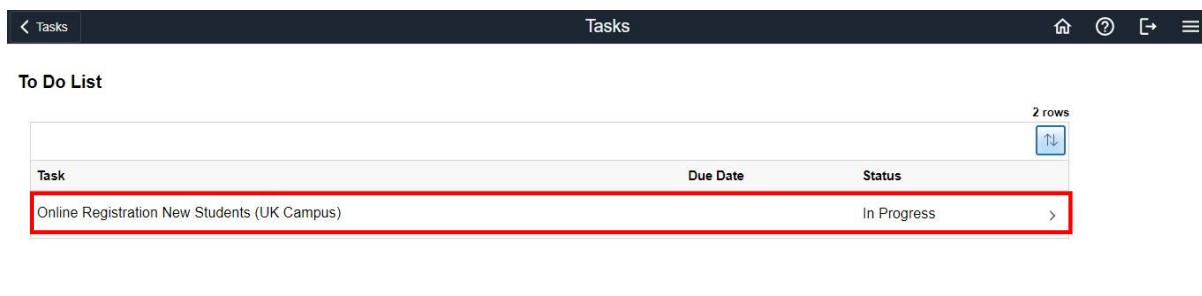
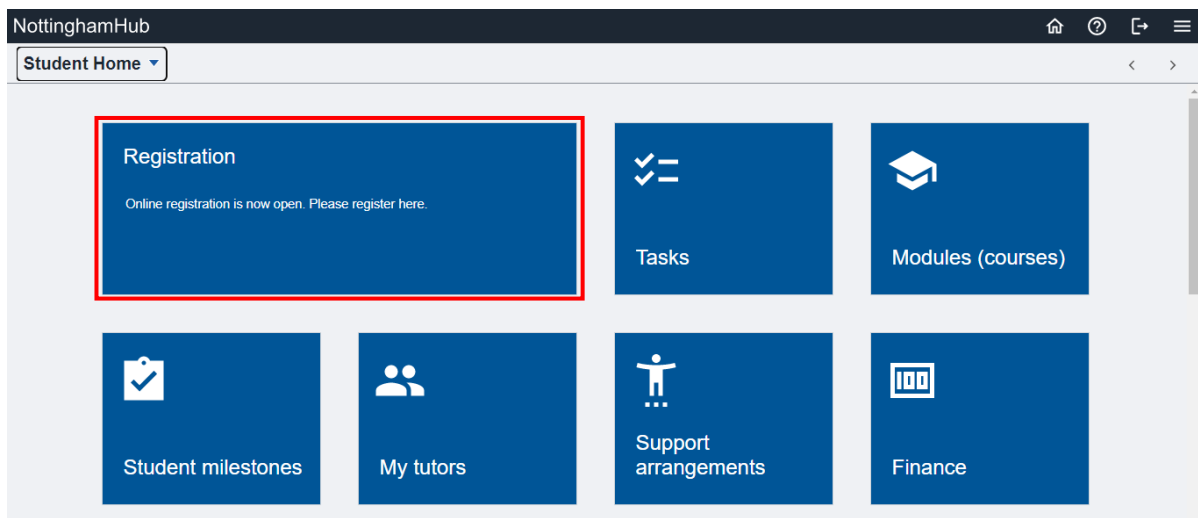
Completing online registration

Login

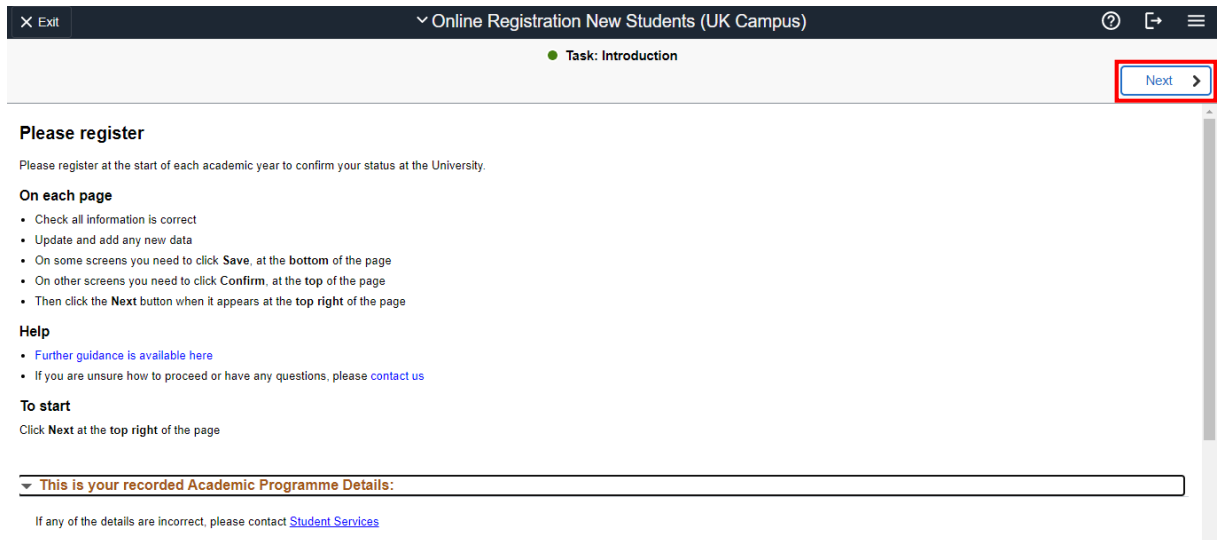
1. Go to NottinghamHub: hub.nottingham.ac.uk
2. Log in with your university username and password, ensuring these are your recently activated IT account details and not your applicant details.



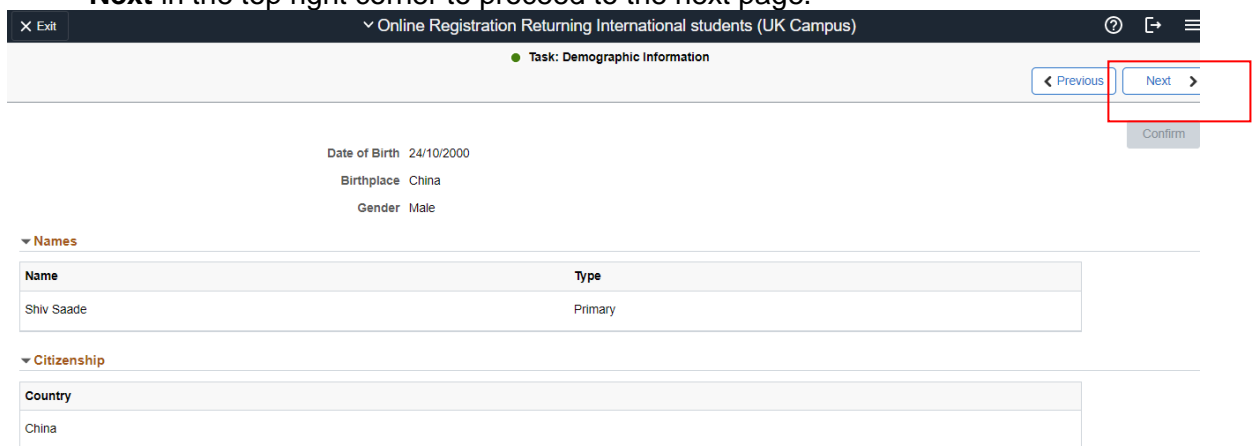
3. Click on the **Registration** tile, and then **Online Registration** to begin.



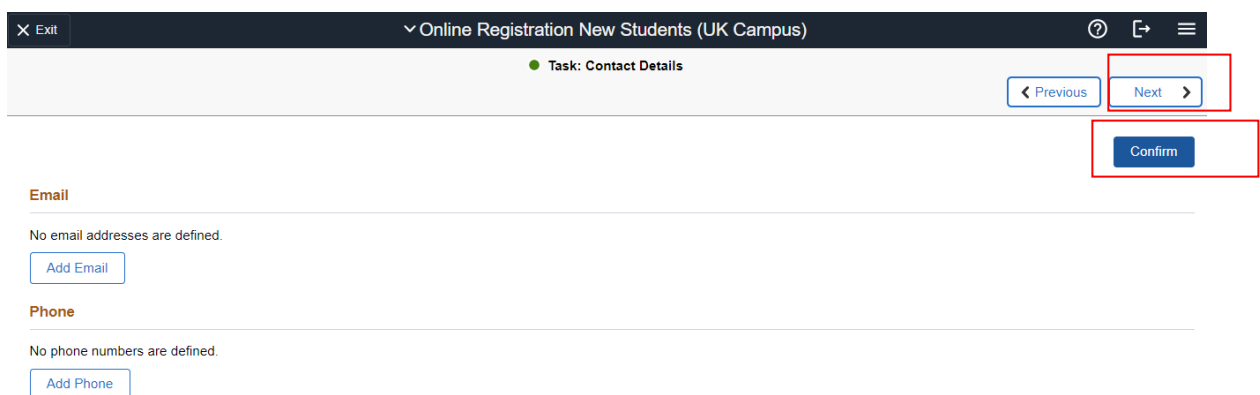
- Please read through the instructions on each page carefully and click **Next** in the top right corner to continue



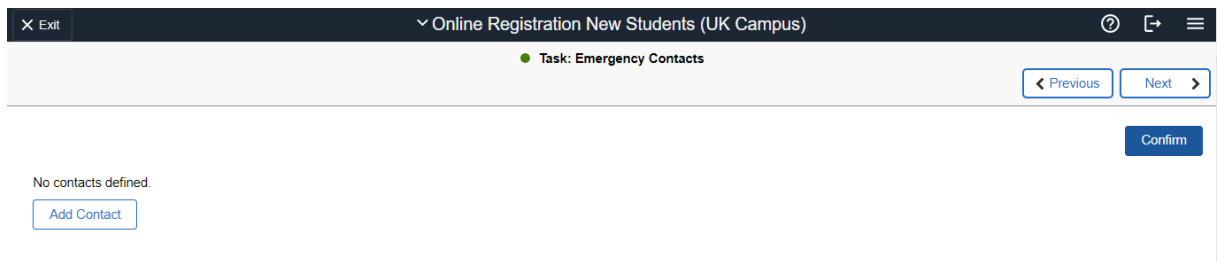
- On the Demographics screen you are not required to make any updates. Please Click **Next** in the top right corner to proceed to the next page.



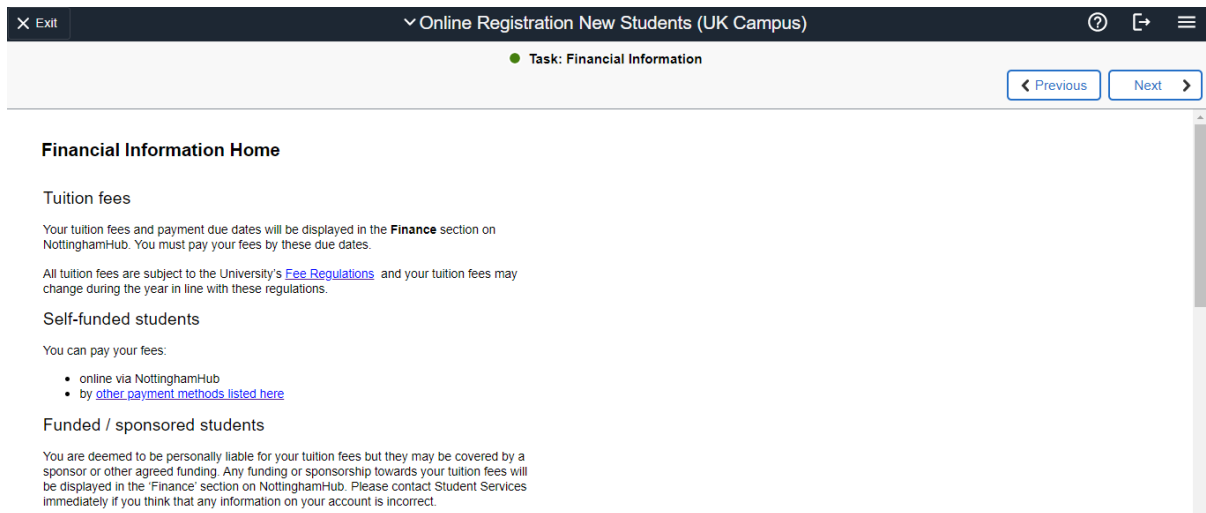
- On the Contact Details screen add your email and telephone numbers then click **Confirm** and **Next**



- On the Emergency Contacts screen add any emergency contact details then click **Confirm** and **Next**



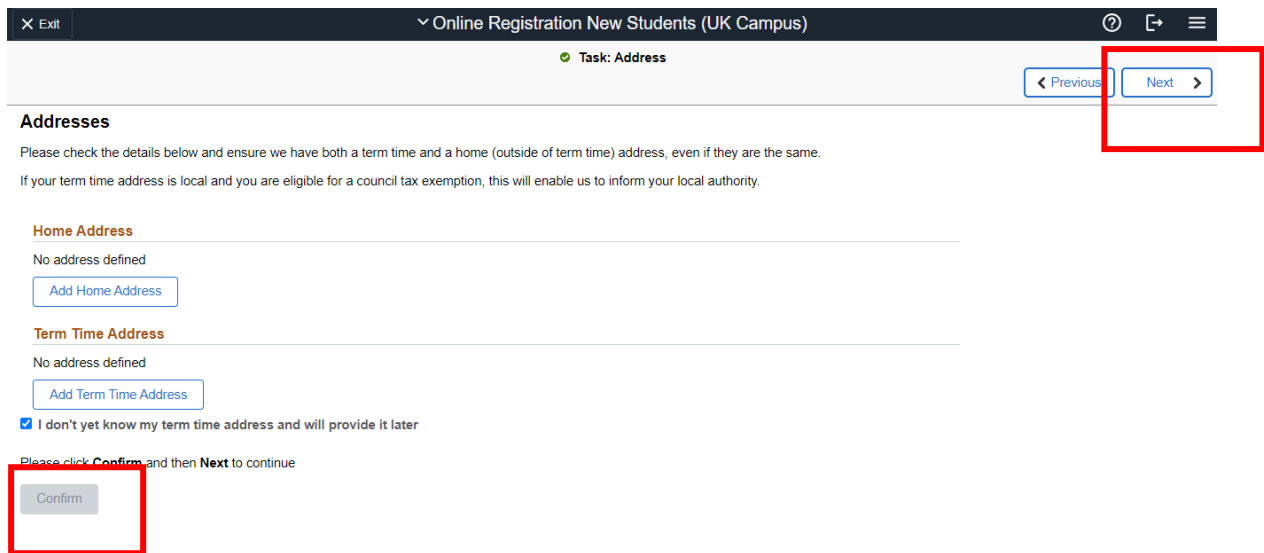
8. On some screens, there is important information displayed that you are required to read through to ensure you understand your responsibilities as a student. Make sure you read through the information on these screens, then click **Next**.



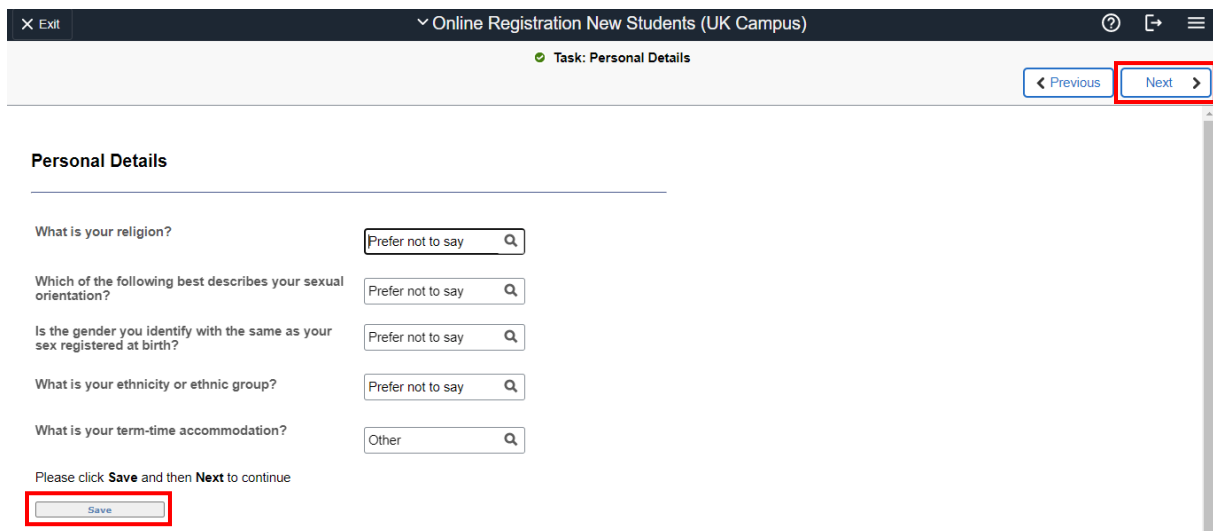
Addresses

9. Add your home address details if this is not populated then click **Add term time address** to provide the address where you can be contacted during your studies. If you don't know your term time address, please tick the box that says **I don't yet know my term time address and will provide it later** and then click **confirm** at the bottom of the page. The **Next** button will then appear in the top right corner of your screen.

You must provide a term time address as soon as possible by logging into NottinghamHub, then clicking on 'Profile' tile



10. On the Personal Details screen you will need to add the required information, then click the **Save** button at the bottom left of the page. The **Next** button will then appear in the top right corner.



11. On the Disability Details screen you will need to add the required information then click the **Save** button at the bottom left of the page. The **Next** button will then appear in the top right corner.

✕ Exit Online Registration New Students (UK Campus) ? ↗ ≡

● Task: Disability Details < Previous Next >

Disability Details

The University is strongly committed to equality of opportunity in its provision for all of its students. We offer a range of support services for students who have a disability, dyslexia or long term medical condition. If you indicate a disability or long term medical condition, we will send you information about our services.

Please select any which apply to you:

- No known impairment, health condition or learning difference
- Learning difference such as dyslexia, dyspraxia or AD(H)D
- Social/communication conditions such as a speech and language impairment or an autistic spectrum condition
- Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety
- Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying).
- Deaf or have a hearing impairment
- Blind or have a visual impairment uncorrected by glasses
- Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language
- An impairment, health condition or learning difference not listed above
- Prefer not to say

Do you currently receive Disabled Student's Allowance? No ▾

Please click **Save** and then **Next** to continue

Save Next >

12. On the Education Details screen you will need to add the required information then click the **Save** button at the bottom left of the page. The **Next** button will then appear in the top right corner.

✕ Exit Online Registration New Students (UK Campus) ? ↗ ≡

● Task: Education Details < Previous

Education Details

Please check the details below and complete any additional fields.

Previous Education

Have you previously taken another Higher Education course in the UK for 6 months or more (even if you did not complete it)?

Yes
 No

Your Highest Qualification Level

Category:

Level:

Your Parents' education

Do any of your parents (natural parents, adoptive parents, step-parents or guardians who have brought you up) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

Please click **Save** and then **Next** to continue

Save

✕ Exit Online Registration New Students (UK Campus) ? ↗ ≡

● Task: Education Details < Previous Next >

Education Details

Save Confirmation

The Save was successful.

OK

13. Finally, read through the Regulations and click **Accept Regulations** to accept them. The 'Next' button will then appear in the top right corner. Once you click next, you will see an online registration complete notice on screen.

Task: Academic Regulations

University of Nottingham Regulations

Please read through the University Regulations and select **Accept Regulations** and then **Next** to complete online registration.

Details of your rights and responsibilities as a student are available in the [Student Protection Plan](#) which you should read before completing your registration. When you accepted our offer you agreed, as part of the Student Contract, to obey the [Regulations and Ordinances of the University](#) which are in force during your period of study. By completing your registration you are confirming your agreement to the following statements, reaffirming your acceptance of the terms of the student contract, and confirming that you have read relevant documents which include those governing the payment of fees and other sums due to the University, attendance, conduct and progress in studies.

- I undertake to obey the [Ordinances and Regulations of the University of Nottingham](#) which are in force at the time of my period of study.
- I understand and accept that satisfactory conduct and progress in studies and the payment of all fees or other sums due to the University as and when required by Regulations will at all times be a condition of registration.
- I agree to undertake all of the study activities required by my course(s), to pursue these diligently and to take all required assessments/examinations at the prescribed time.
- I also acknowledge that I have responsibilities to the communities of Nottingham in which I am resident and undertake to act with consideration and respect for the welfare and interests of my fellow students and members of the wider community.
- I consent to the University processing my personal details in accordance with the University's data protection statement and in accordance with current data protection legislation.
- I agree that work produced by me for assessment may be submitted to Turnitin text recognition software and material retained in the database for the length of the service agreement between the University of Nottingham and IParadigms LLC.
- I confirm that any information about myself that I supply to the University, or am asked to confirm, is accurate and complete, particularly in respect of my qualifications.
- I undertake to inform the University of any circumstances that may affect my ability to study or be registered as a student, including criminal convictions.
- I have read and understood how the Universities processes my personal data through its [Privacy Policy](#).
- I have read and understand the University's statement on the provision and processing of [Intellectual Property Rights for students and graduates](#).

Online Registration complete notice

Task: Online Registration complete

Online Registration complete

Thank you for completing Online Registration. Please [click here](#) to navigate back to NottinghamHub

14. Click **Exit** to navigate back to the main page. You may have other tasks to complete in your To Do list in **NottinghamHub so please check**.

15. Once all registration tasks are complete you will receive an **email to confirm** that you are fully registered.