# BSLA Enrolment Guide

Need help with your enrolment?

enrolbsla@uconline.ac.nz | +64 3 369 0600

UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Tuihono | Online

# Welcome to Tuihono UC | UC Online

**What information do I need to provide?**

In line with New Zealand education requirements, we need some general information about you, your study background, visa, and a **valid form of identification.**

**How long does enrolment take?**

Completion of your profile should take around 5-10 minutes. When you're done, we'll welcome you to our UC Online learning platform.

# 5 important points before you get started...

1. You will need to create a new account with Tuihono UC | UC Online, even if you have studied with UC before, because UC Online uses different credentials (we require a personal email, and not a shared email e.g. accounts@school).
2. Please provide all names you are known by, including your middle name.
3. Your principal can validate your passport or birth certificate - you can attach this after you have enrolled - but please do this asap.
4. If you get a "Resolve Account" message, don't panic. We will be in touch in the next two working days and then be able to resume your enrolment.
5. If you get an error after enrolling, it is likely that we haven't created your learning account yet - please only contact us if it has been an hour.

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# Before you start

### Get your identity documentation ready

**Ask your Principal** or a local JP to sign and stamp a copy of the photo page of your passport or your birth certificate (if NZ Citizen).

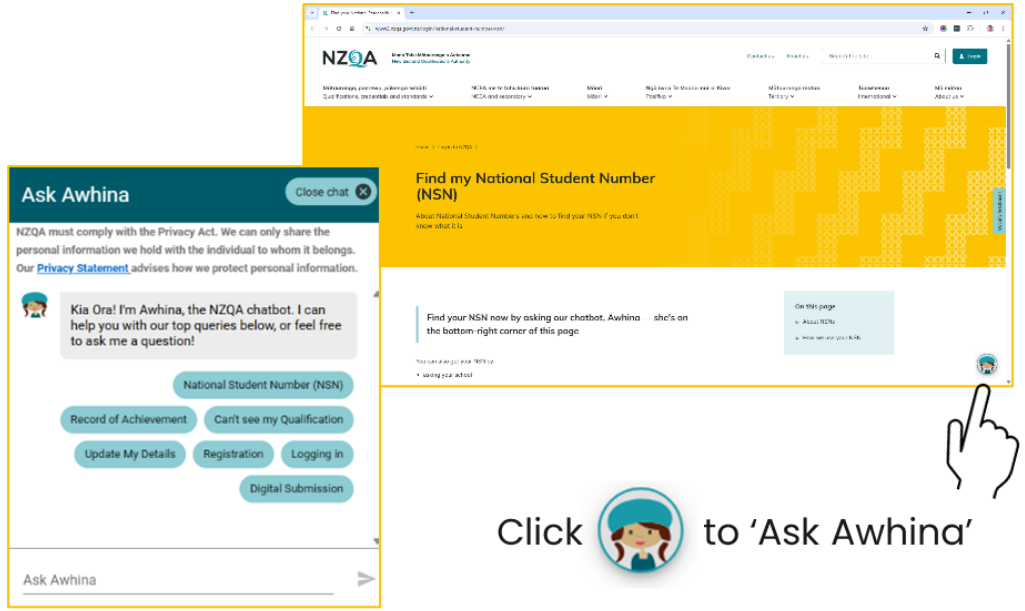
They will also need to confirm in writing they have sighted the original.

If you have had a change of name (e.g.: through marriage), you will also need a certified copy of a document that shows both your original name and your current name (e.g.: a marriage certificate).

Learn more about what to provide and certification.

### It's also handy to have

Your National Student Number on hand - if you have one. You can locate your number through the NZQA website or check directly with us via enrolbsla@uconline.ac.nz | +64 3 369 0600



# Log in & Account Creation

Click the **enrolment link** in the email sent to you from enrolbsla@uconline.ac.nz. This will take you to UC Online's log in page (shown on the right).

*Note: If you've studied BSLA or other Quals at UC before through the AKO|LEARN platform, those previous UC credentials will **not** work. You will still need to create a UC Online account to get started (see NEW TO UC ONLINE below).*

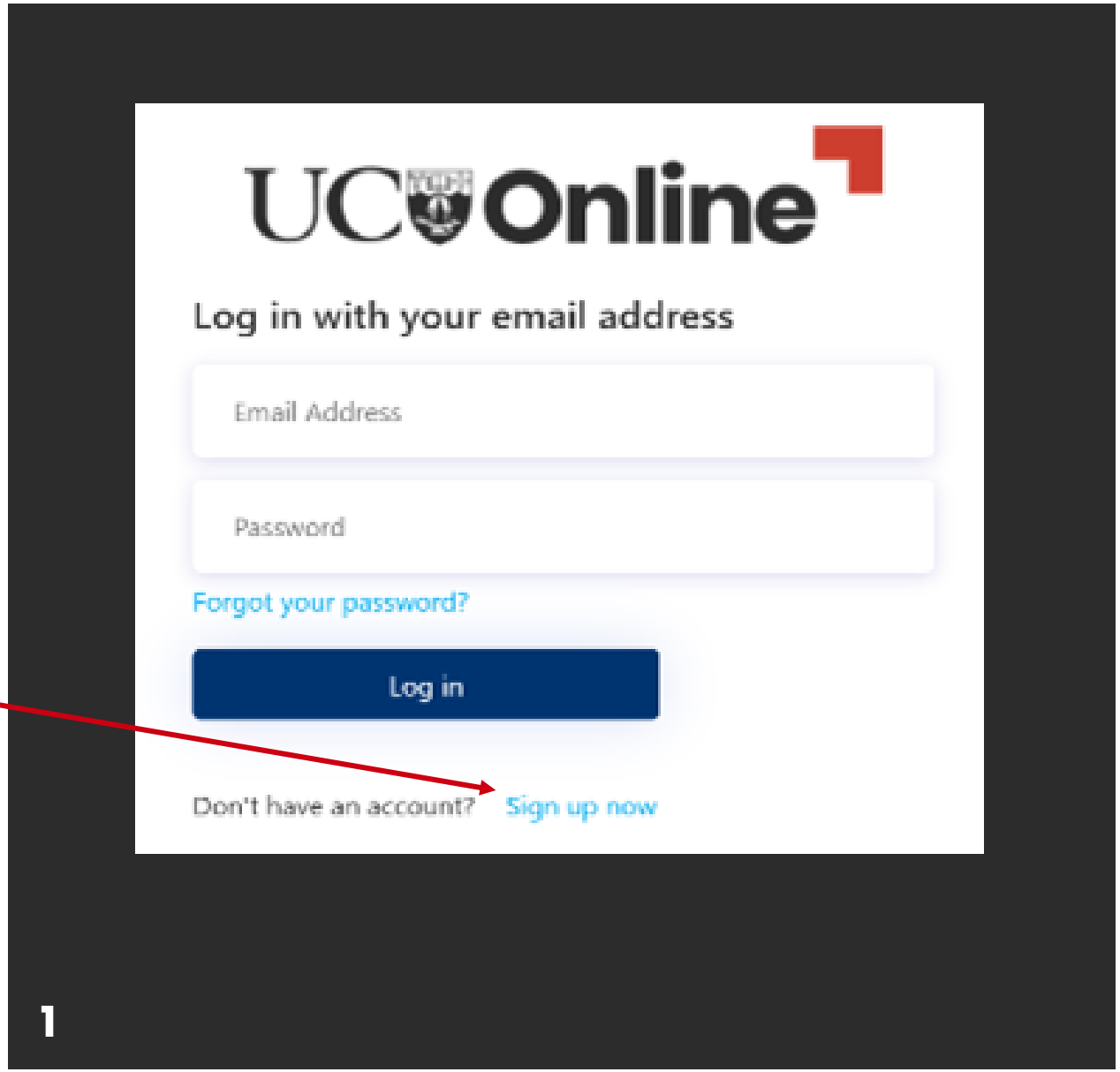
**New to UC Online:**

✓ Click **Sign up now** and register using your **personal email.**

*Note: We recommend you join using your personal email so you can stay connected during school holidays, while on leave or between jobs.*

**Existing UC Online students:**

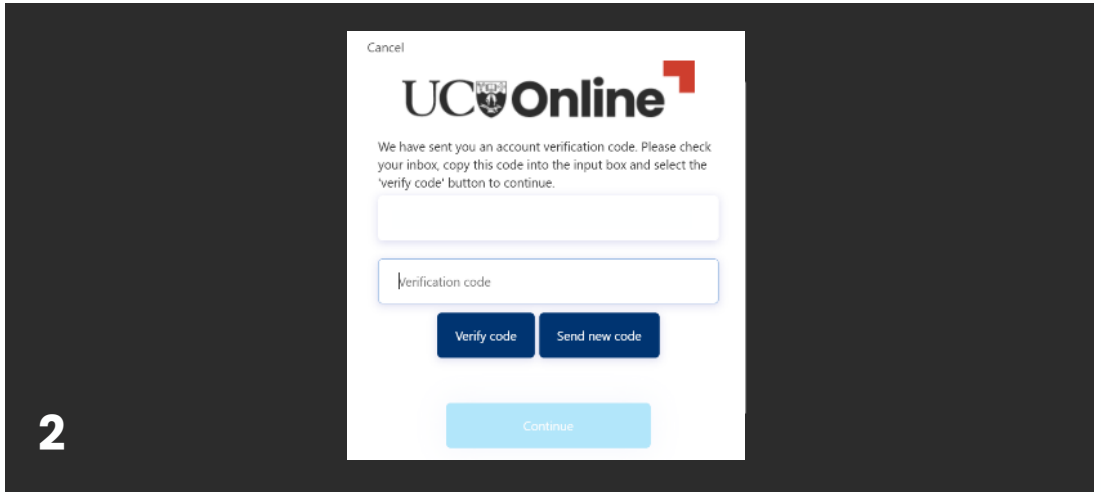
✓ Click **Log in** using your email and existing password.



# Log in & Account Creation

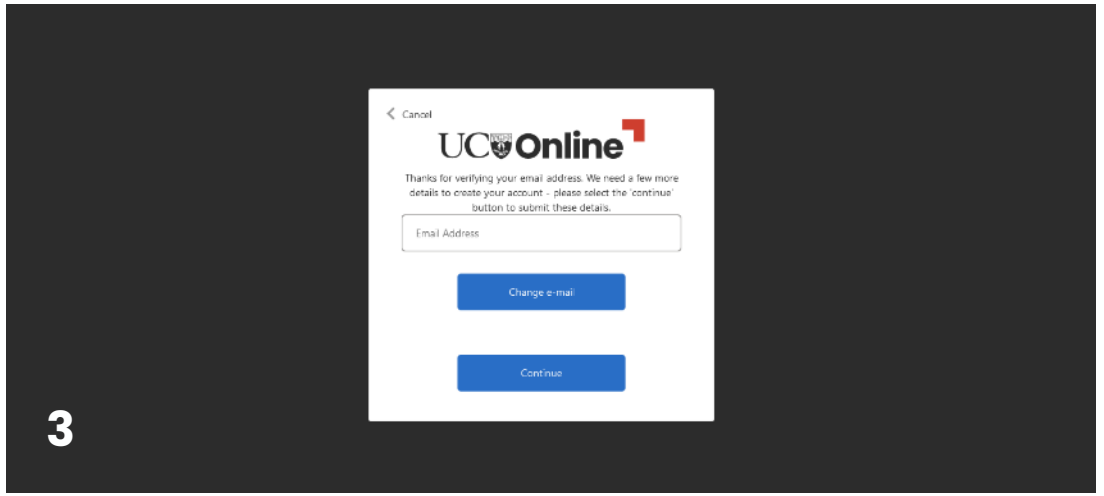
UC Online will send a verification code to your email address. Enter the code and click **Verify code.**

*Note: The email subject line may include "Microsoft on behalf of UC Online"*



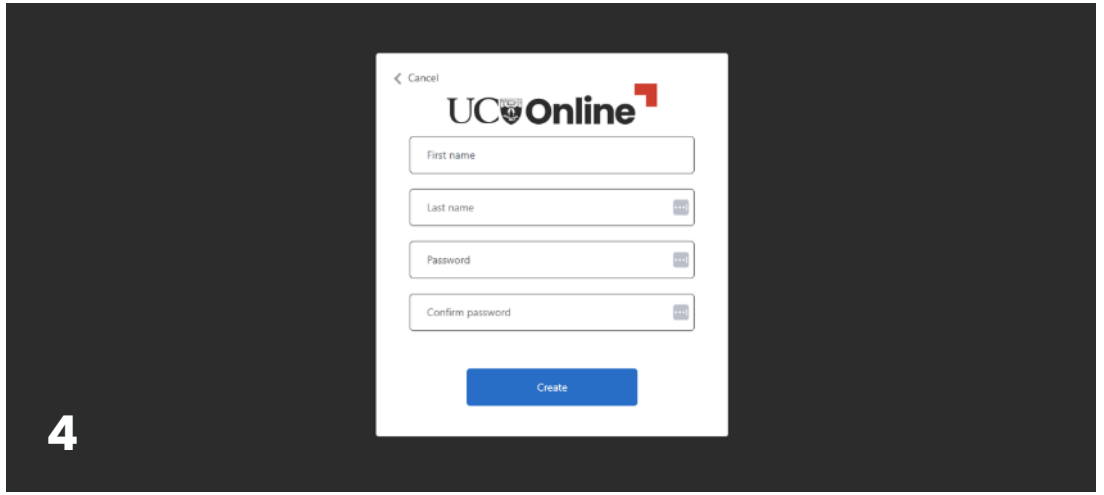
# Log in & Account Creation

Once you have verified your email address, click **Continue** to set your password.




Type in your first and last name and your password.

Click **Create** to create your UC Online account log in for enrolment.

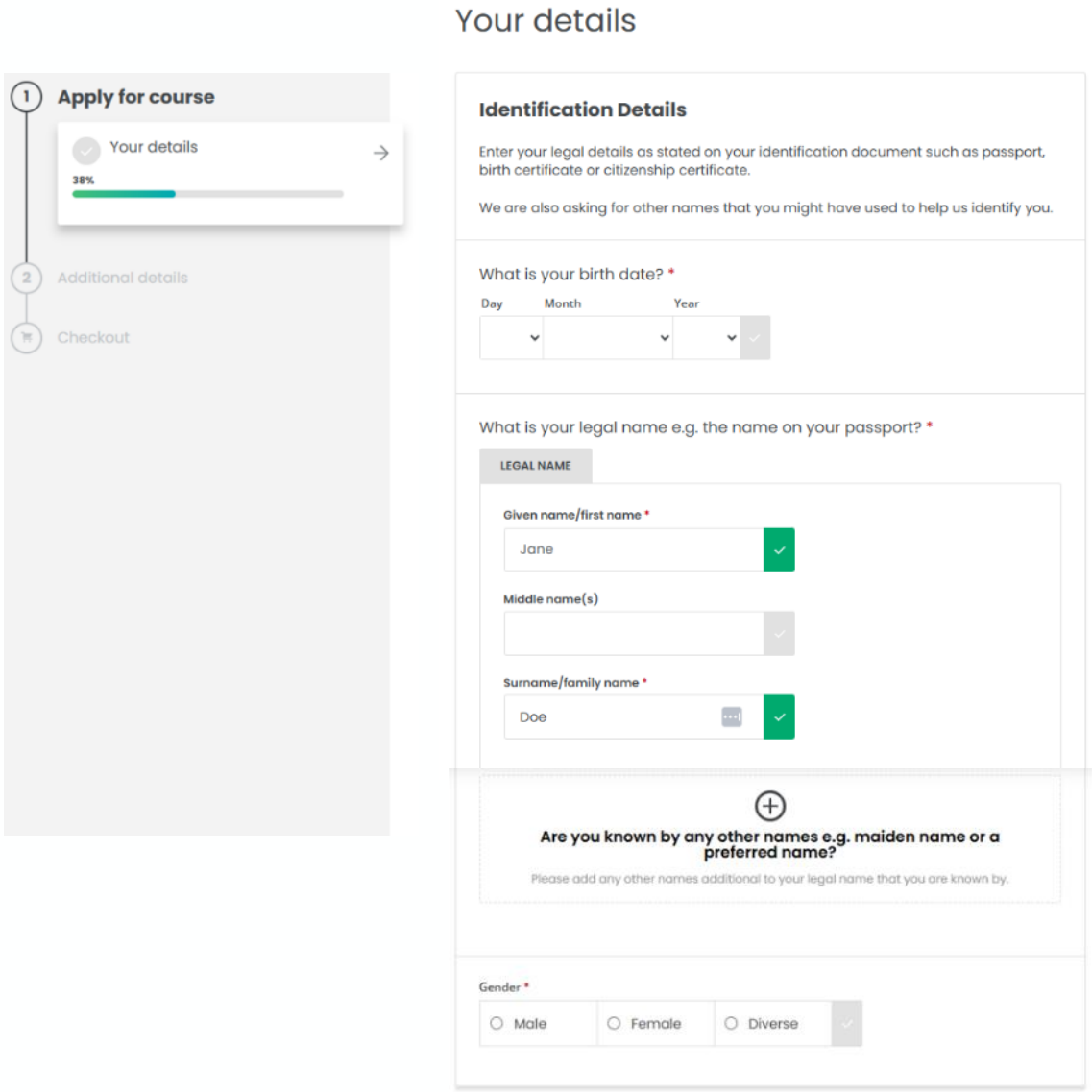


# BSLA Enrolment Process

## **SECTION 1** | **Apply for course**

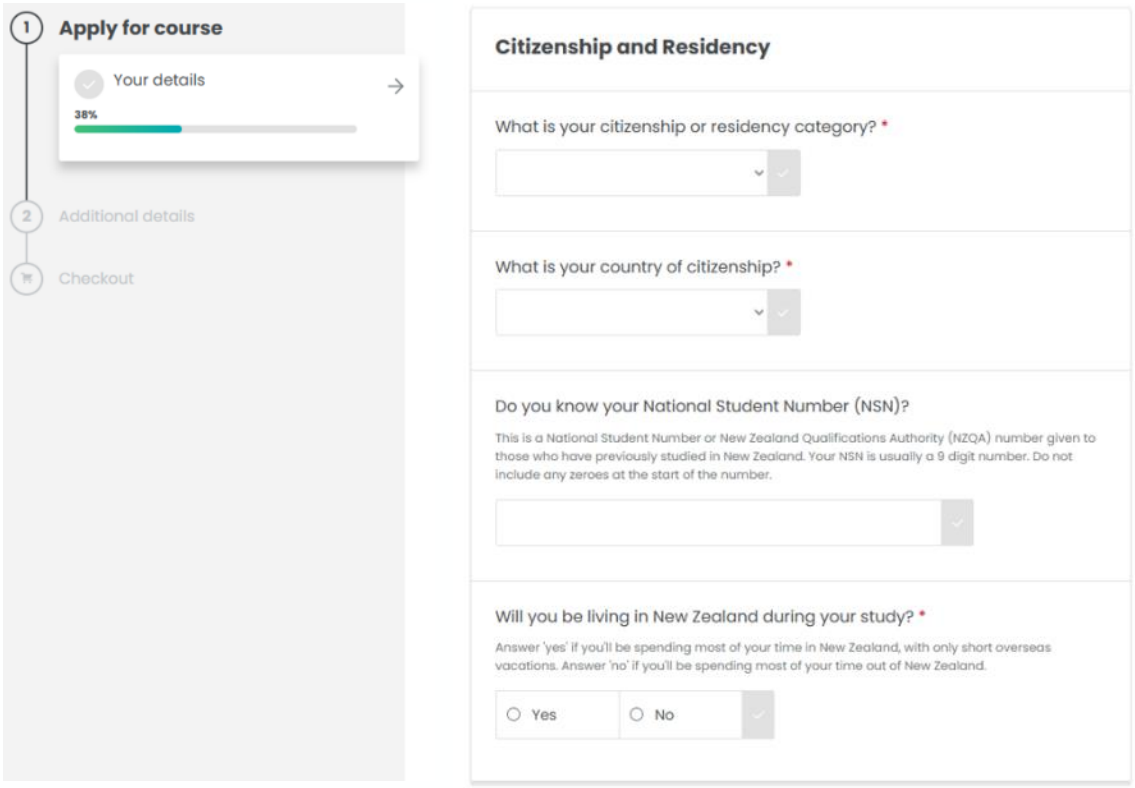
- ✓ Enter your personal details into the fields on screen.
- ✓ Please include your middle name(s) if applicable.
- ✓ Make sure to include any other names you are known by.

*Note: All fields marked with * are mandatory.*



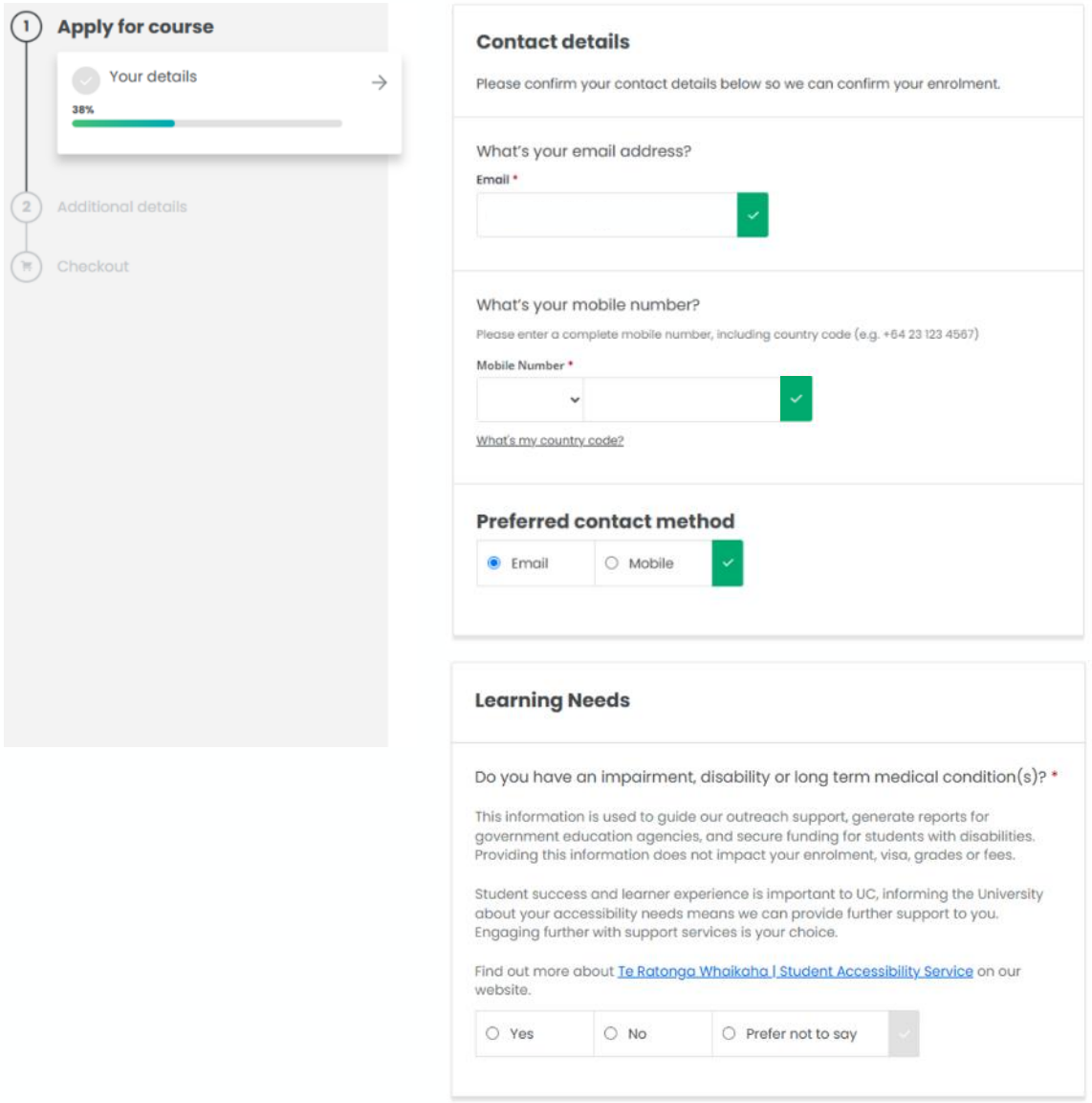
## SECTION 1 | Apply for course

- ✓ Complete your citizenship or residency status using the drop-down menus in the boxes provided.
- ✓ If you are an **international student**, you may see a message warning about eligibility – ignore this for our UC Online programmes.
- ✓ Enter your National Student Number
  You can locate your number through the NZQA website or email us at enrolbsla@uconline.ac.nz if you are still unsure.



## SECTION 1 | Apply for course

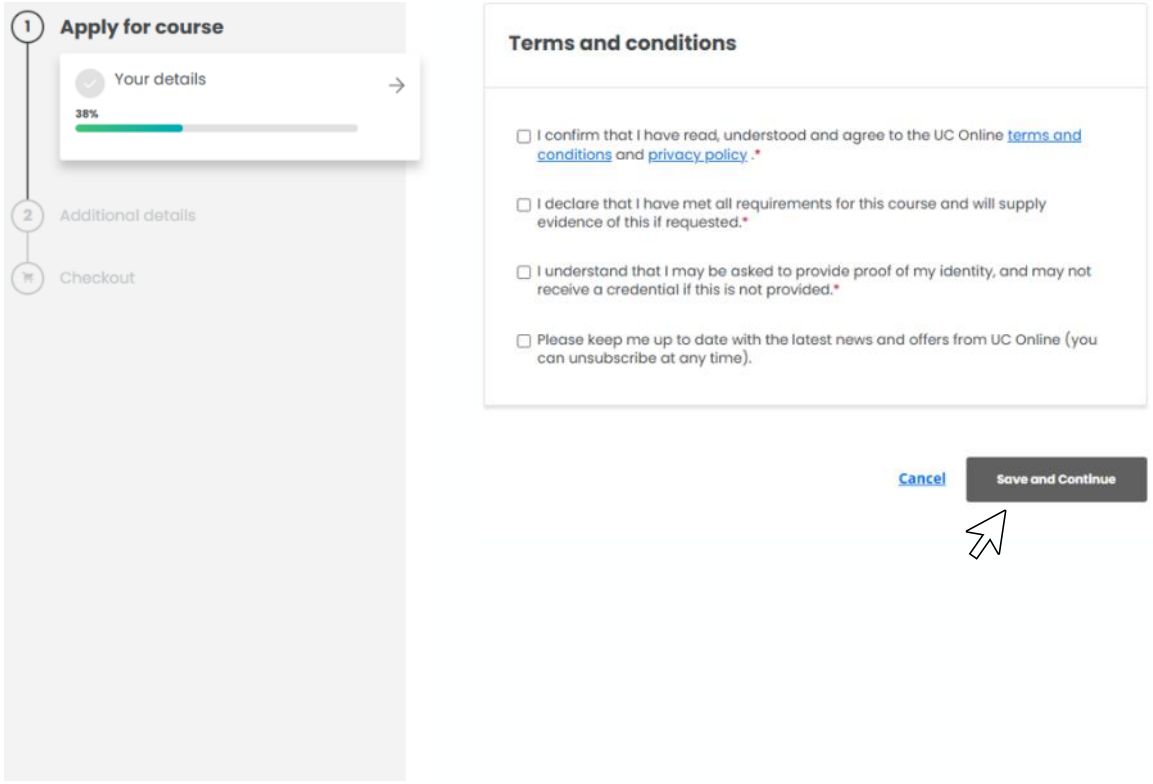
- ✓ Enter your contact details into the boxes on screen.
- ✓ Complete the Learning Needs question. Find out more about Te Ratonga Whaikaha | Student Accessibility Service on the University of Canterbury website.



## SECTION 1 | Apply for course

- ✓ Complete the check boxes under Terms and Conditions.
- ✓ Make sure you click **Save and Continue** – you can exit at this stage and return and complete your enrolment later if needed.

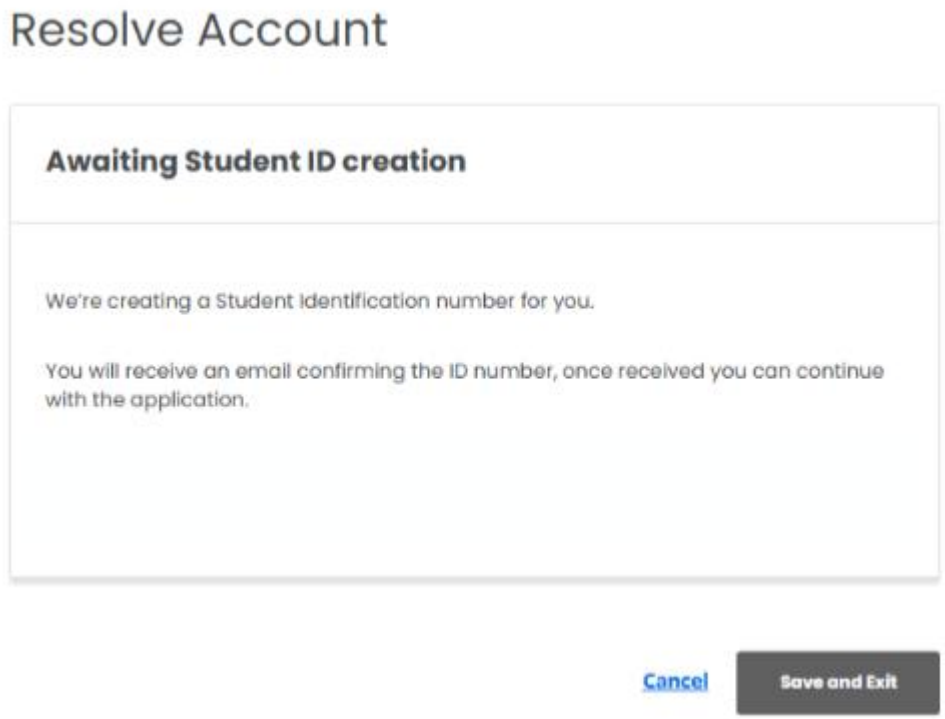
*Note: To resume your enrolment later, use [https://account.uconline.ac.nz](https://account.uconline.ac.nz) and login again using your email address and password.*



## Resolve Account?

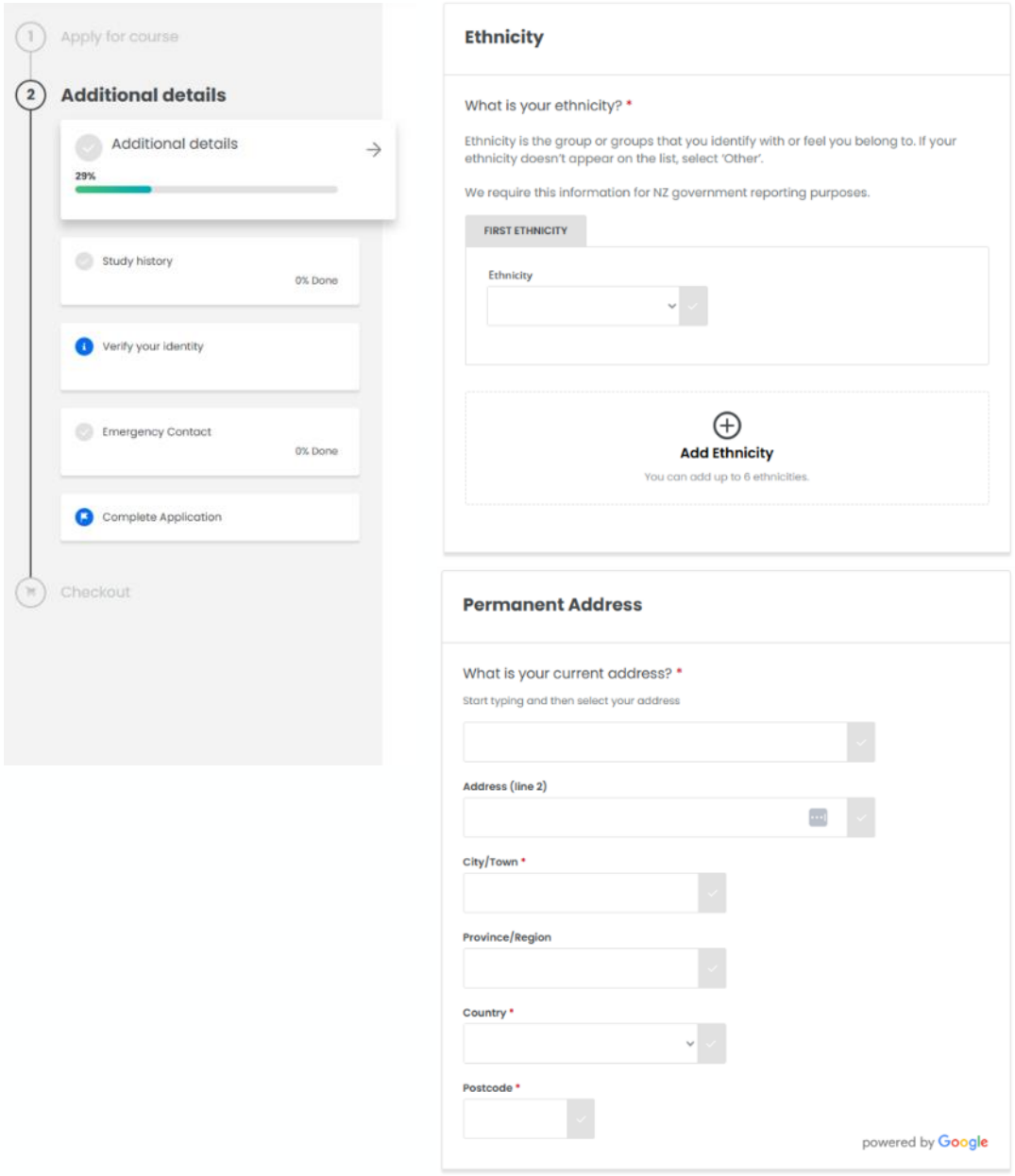
**If** you get a "Resolve Account" message, don't panic. You should be issued a Student ID in the next two working days and then be able to resume your enrolment.

**After two working days,** if you haven't heard from us about your Student ID , contact our enrolments team at enrolbsla@uconline.ac.nz or +64 3 369 0600.



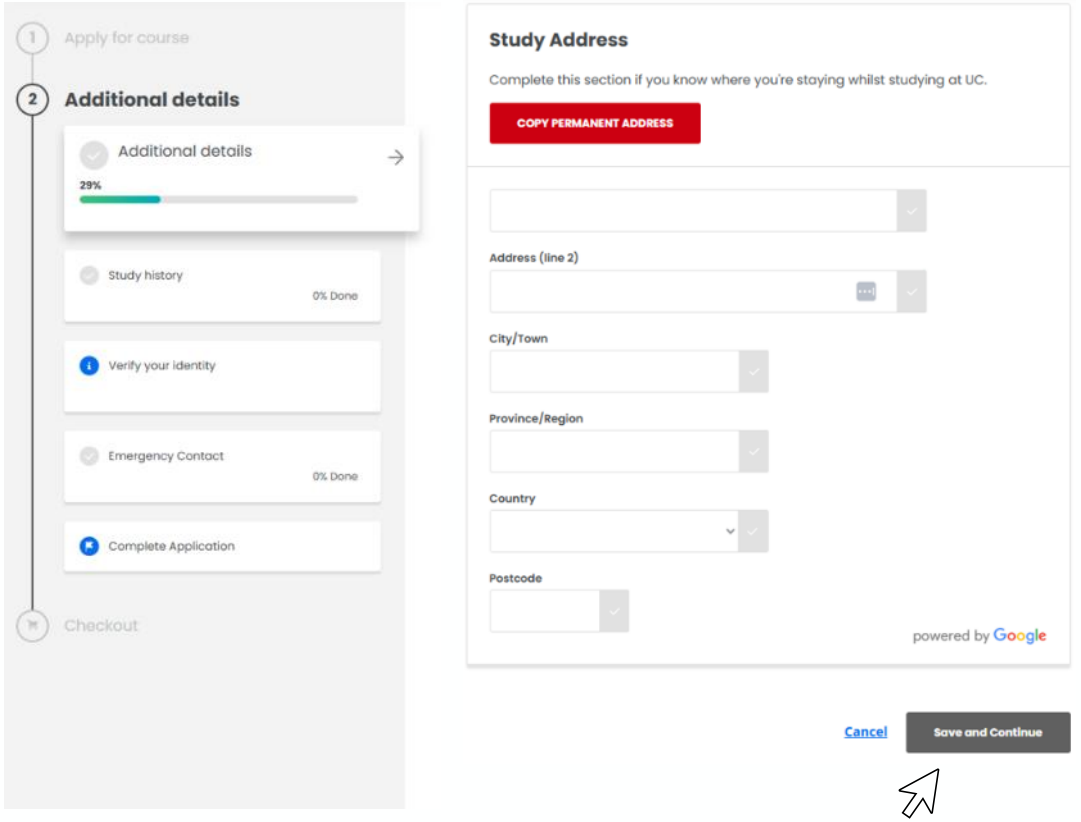
## SECTION 2 | Additional details

- ✓ Select your ethnicity from the drop-down menu. You may include up to six ethnicities. There is an additional drop-down menu for your Iwi if needed.
- ✓ Enter your permanent address details. Start typing in the first box and then select your address.



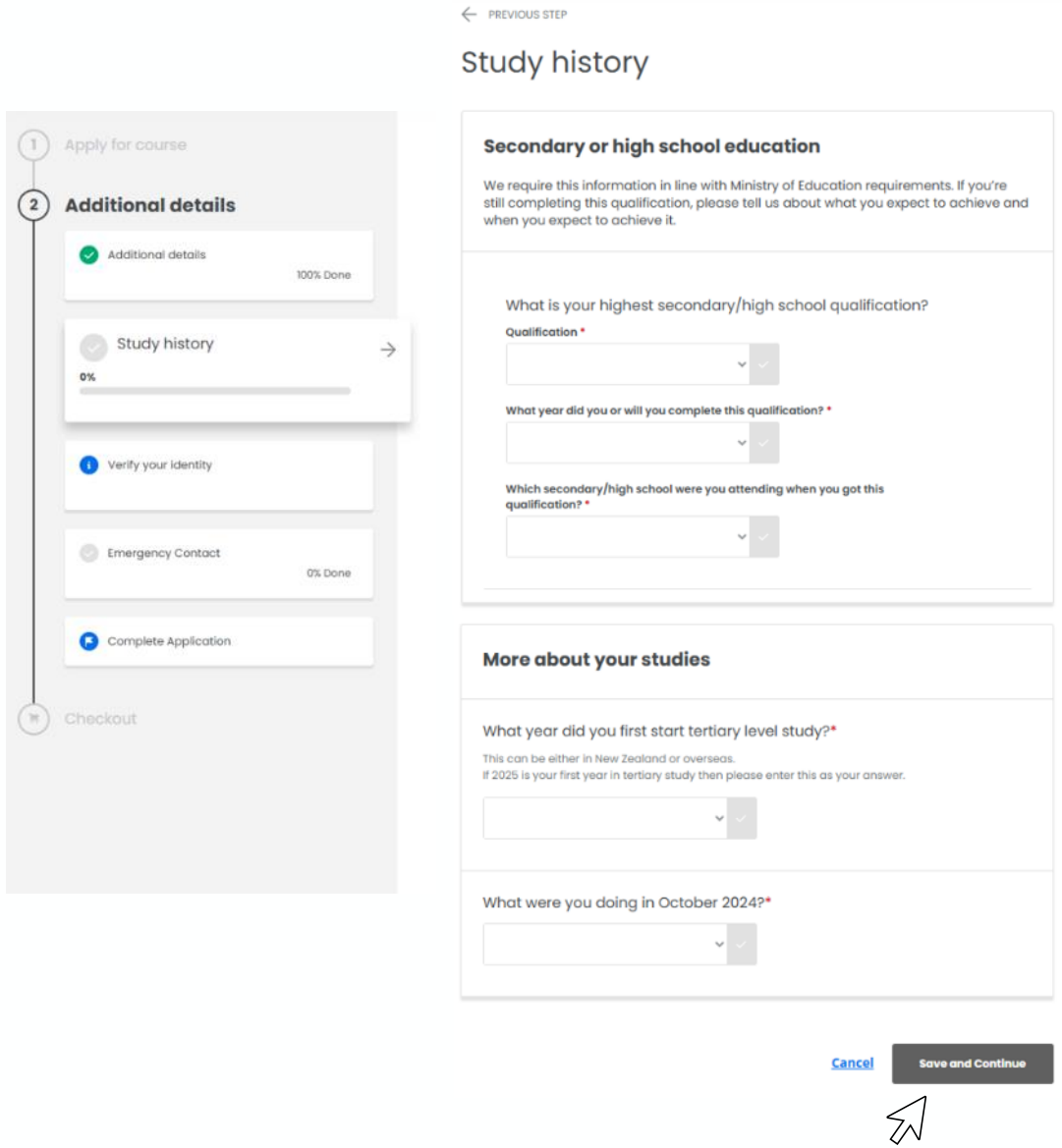
## SECTION 2 | Additional details

- ✓ Enter the address you'll have while studying. If this is the same as your permanent address – click **Copy Permanent Address**.
- ✓ Make sure you click **Save and Continue.**



## SECTION 2 | Additional details

- ✓ Enter the details of your secondary or high school education using the drop-down menus.
- ✓ Enter the details of your tertiary study in the same way as above - you can enter multiple qualifications if necessary.
- ✓ Make sure you click **Save and Continue.**

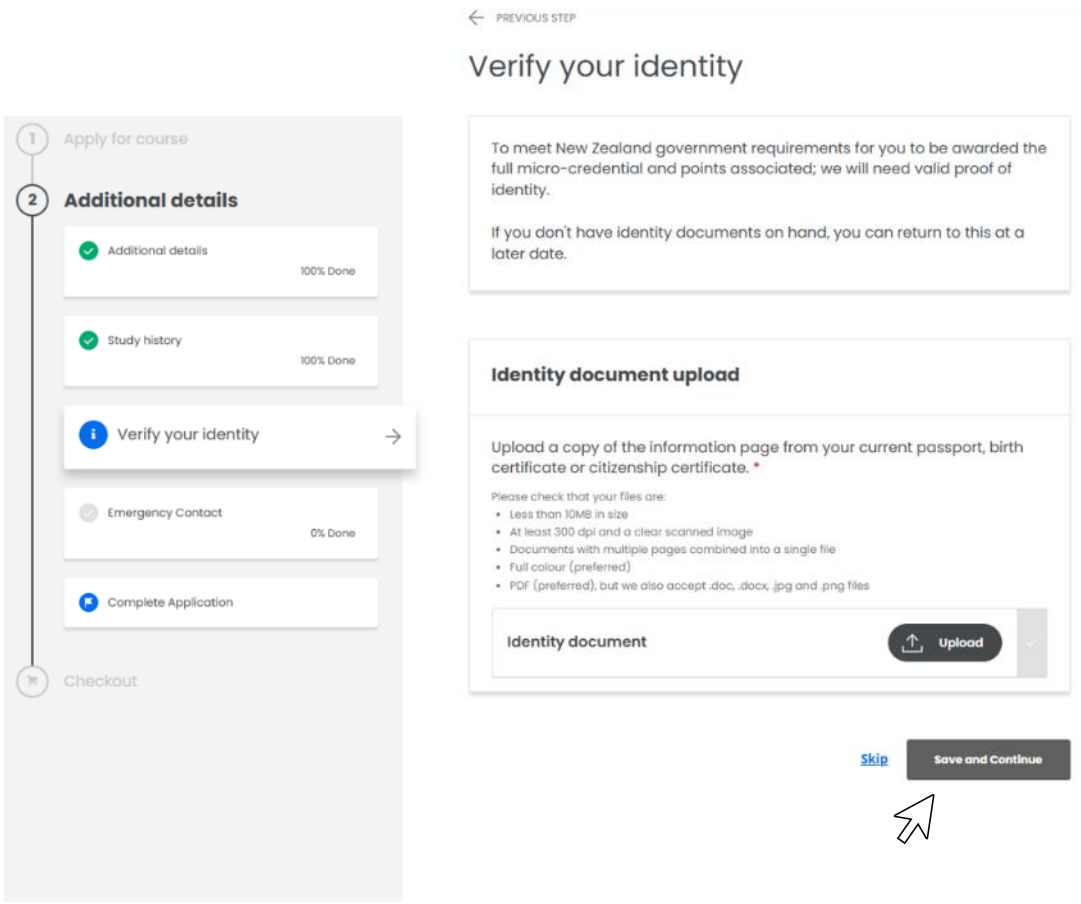


## SECTION 2 | Additional details

- ✓ Follow the instructions on screen to verify your identity.
- ✓ **Upload certified evidence** of your identity/citizenship (and visa if applicable) like a passport or birth certificate. As a reminder a driver's license is not a valid form of ID as we must establish domestic or international student status.

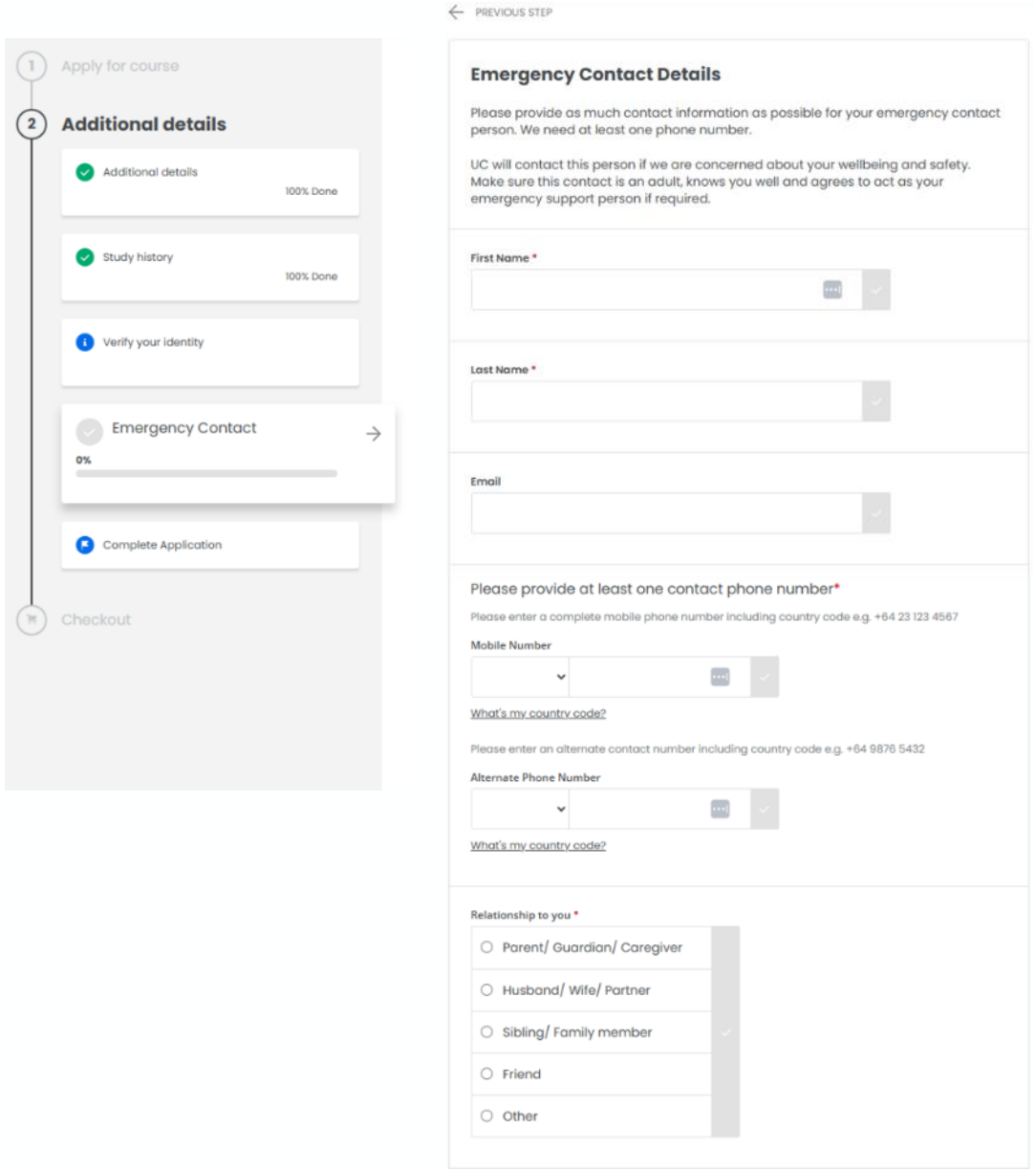
*Note*: ***For BSLA, your Principal can certify your identity documentation****. They will need to sign and stamp each document and confirm in writing they have sighted the original.*

- ✓ After you have uploaded certified evidence click **Save and Continue**.



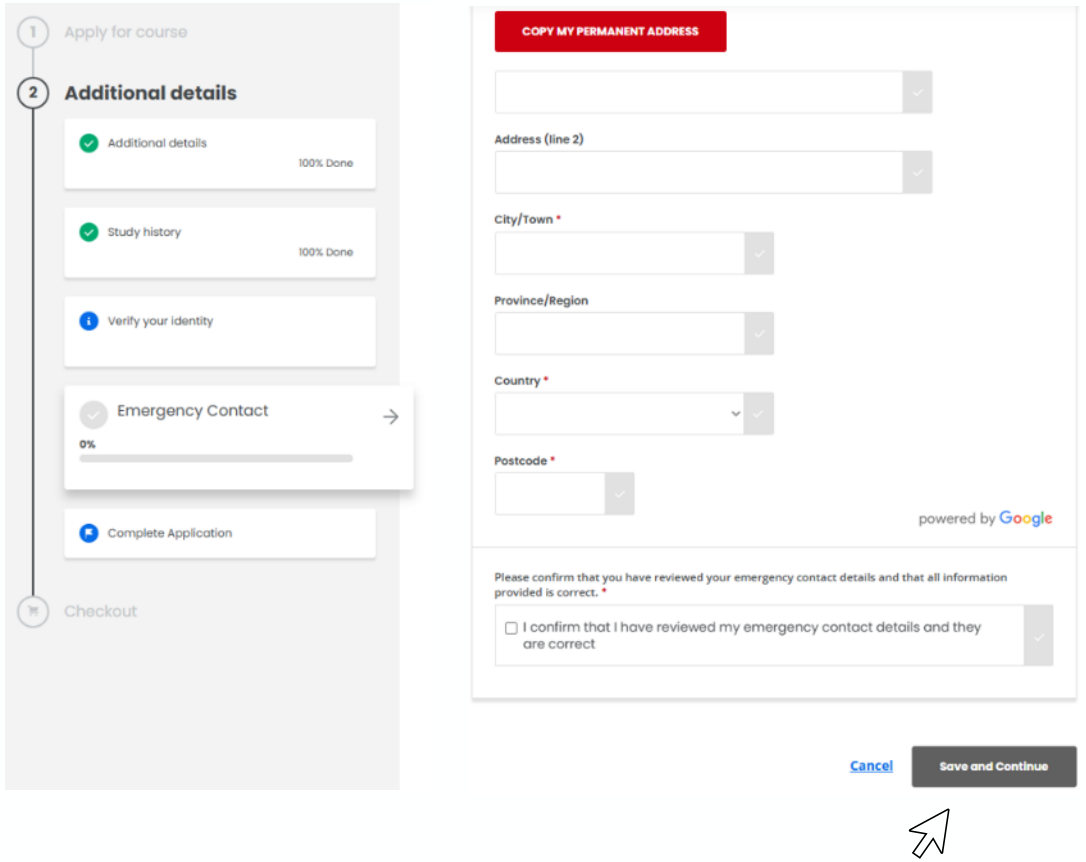
## SECTION 2 | Additional details

- ✓ Complete the name, contact and relationship details for your emergency contact.



## SECTION 2 | Additional details

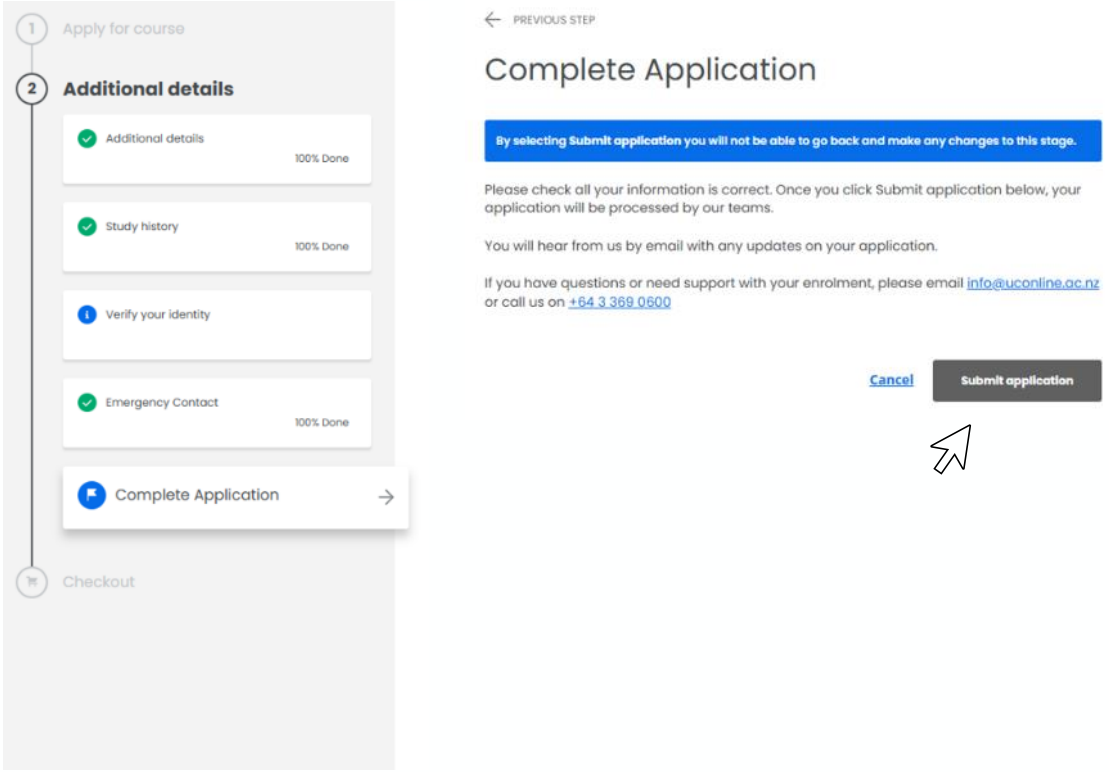
- ✓ Complete the address details for your emergency contact.
- ✓ Check the emergency contact details are correct then check the box to confirm.
- ✓ Make sure you click **Save and Continue.**



## SECTION 2 | Additional details

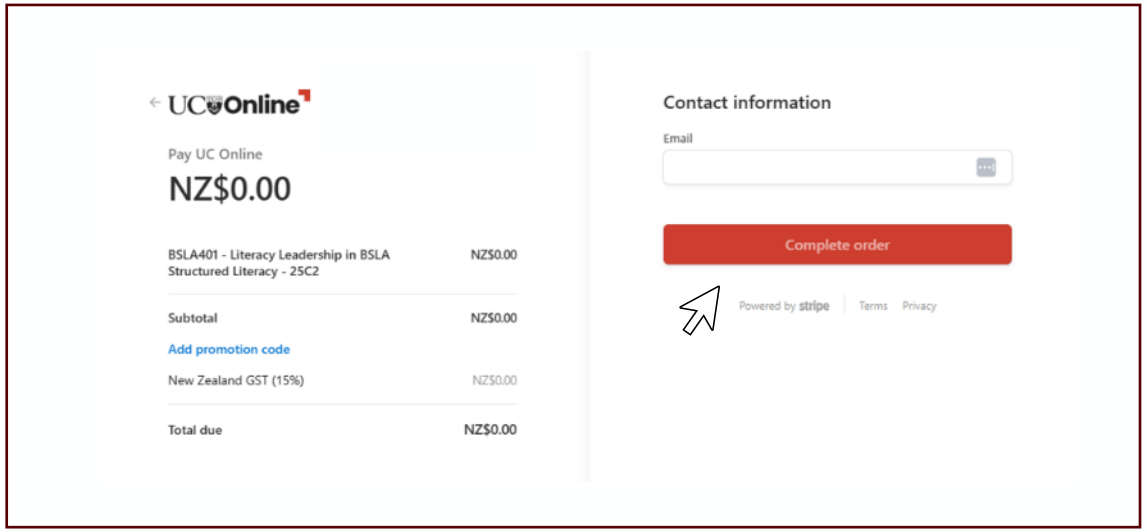
- ✓ Carefully check all the enrolment information you are about to submit is correct.
- ✓ If everything is correct, click **Submit Application**.

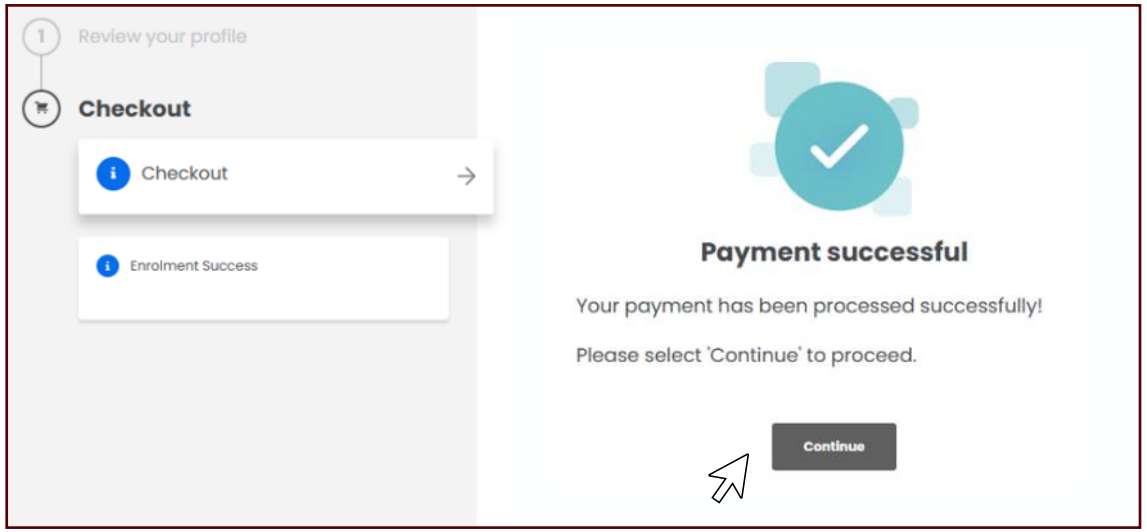
*Note: By selecting Submit Application you will not be able to go back and make any changes to this section.*



## SECTION 3 | Checkout

- ✓ After submitting your application you'll come to a payment screen. **Don't worry, BSLA course costs are covered by the Ministry of Education - you will not be asked to pay!**
- ✓ IMPORTANT: This screen will show NZ$0.00 but must be completed.
- ✓ Enter your contact email in the box provided and click **Complete order**.
- ✓ You are not Fully Enrolled just yet. Please click **Continue** to confirm your enrolment and gain access to course modules.



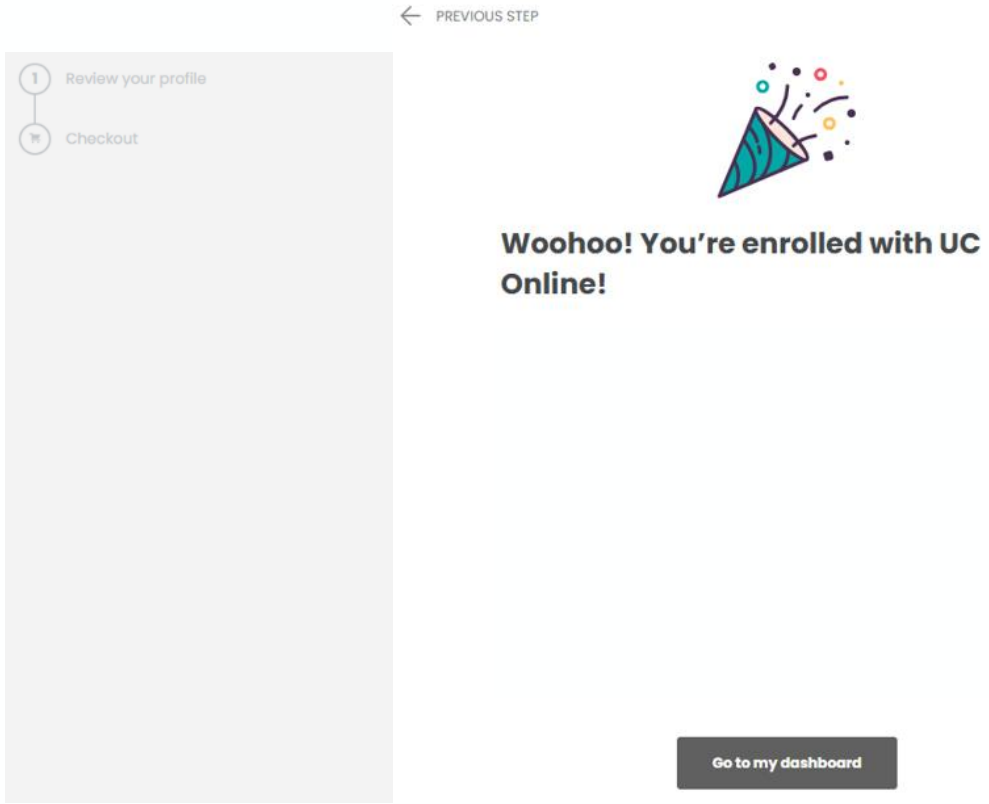



# You’re enrolled with UC Online

## Accessing your learning

- ✓ It can take up to an hour for your access to be set up and you will get an error message if you try and login before that:

- ✓ Don’t panic, we’ll send you an email within 24 hours with instructions on how to access your learning.
- ✓ If you have any questions, contact our enrolments team at enrolbsla@uconline.ac.nz or on +64 3 369 0600.



# Haere mai | Welcome to our learning community.

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