

# BSLA Enrolment Guide

Need help with your enrolment?

[enrolbsla@uonline.ac.nz](mailto:enrolbsla@uonline.ac.nz) | +64 3 369 0600

# 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.

# 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).

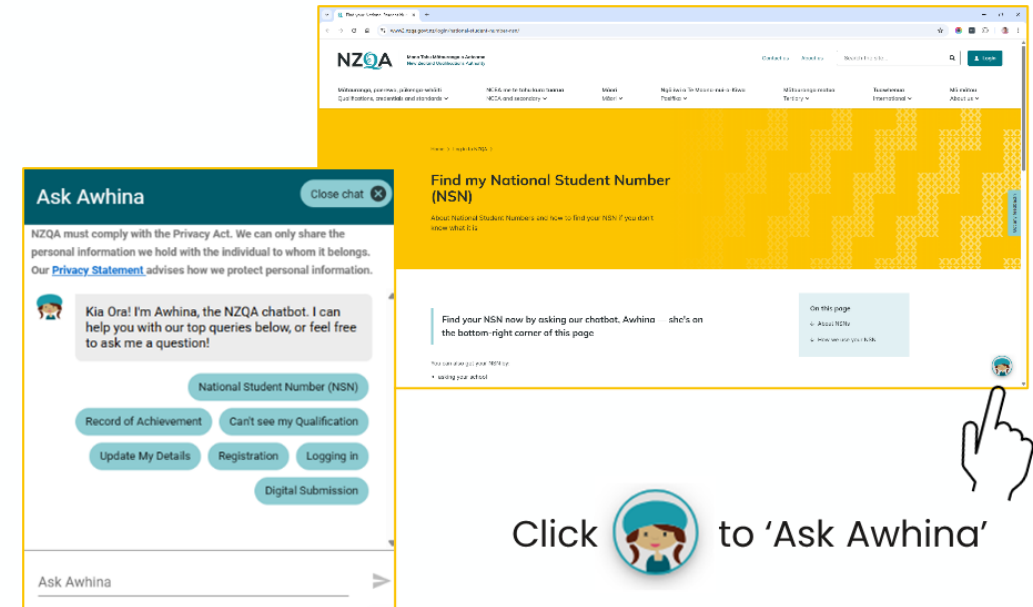
They will also need to confirm in writing they have sighted the original.

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@uonline.ac.nz](mailto:enrolbsla@uonline.ac.nz) | +64 3 369 0600



Click  to 'Ask Awhina'

# Log in & Account Creation

Click the **enrolment link** in the email sent to you from [enrolbsla@uonline.ac.nz](mailto:enrolbsla@uonline.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.

UC Online

Log in with your email address

Email Address

Password

[Forgot your password?](#)

Log in

Don't have an account? [Sign up now](#)

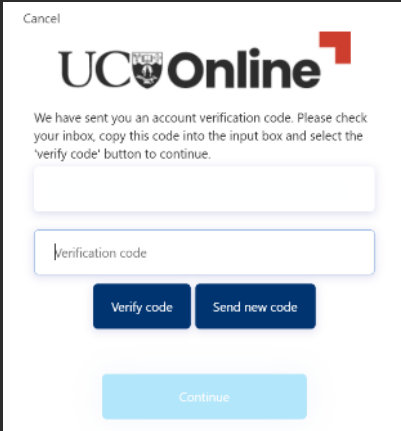
1

# 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"*

2



A screenshot of the UC Online verification code screen. The screen is dark gray with a white modal box in the center. The modal box has a 'Cancel' link at the top left. The UC Online logo is at the top center. Below the logo, there is a message: 'We have sent you an account verification code. Please check your inbox, copy this code into the input box and select the 'verify code' button to continue.' There are two input boxes: the first is empty, and the second is labeled 'Verification code'. Below the input boxes are two buttons: 'Verify code' and 'Send new code'. At the bottom of the modal box is a 'Continue' button.

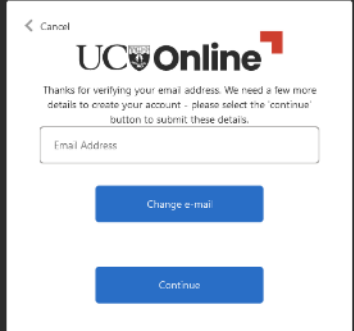
# Log in & Account Creation

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.

3



4

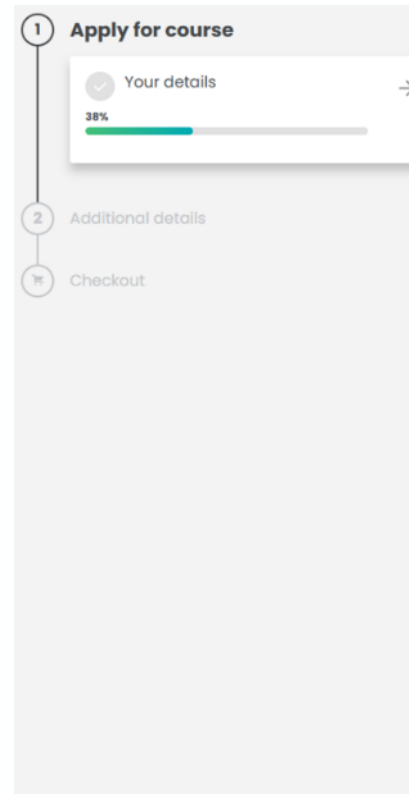


# BSLA Enrolment Process

## 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.*



### Your details

#### Identification Details

Enter your legal details as stated on your identification document such as passport, birth certificate or citizenship certificate.

We are also asking for other names that you might have used to help us identify you.

What is your birth date? \*

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is your legal name e.g. the name on your passport? \*

#### LEGAL NAME

Given name/first name \*

Middle name(s)

Surname/family name \*



Are you known by any other names e.g. maiden name or a preferred name?

Please add any other names additional to your legal name that you are known by.

Gender \*

<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Diverse
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## 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](https://www.nzqa.govt.nz/) or email us at [enrolbsla@uconline.ac.nz](mailto:enrolbsla@uconline.ac.nz) if you are still unsure.

The image shows a mobile application interface for applying for a course. On the left, a vertical progress bar indicates the current step: 1. Apply for course (38% complete), 2. Additional details, and 3. Checkout. A pop-up window for 'Your details' shows a 38% progress bar and a right arrow. The main form is titled 'Citizenship and Residency' and contains the following sections:

- What is your citizenship or residency category? \***  
A dropdown menu with a checkmark icon.
- What is your country of citizenship? \***  
A dropdown menu with a checkmark icon.
- Do you know your National Student Number (NSN)?**  
Text: "This is a National Student Number or New Zealand Qualifications Authority (NZQA) number given to those who have previously studied in New Zealand. Your NSN is usually a 9 digit number. Do not include any zeroes at the start of the number."  
A text input field with a checkmark icon.
- Will you be living in New Zealand during your study? \***  
Text: "Answer 'yes' if you'll be spending most of your time in New Zealand, with only short overseas vacations. Answer 'no' if you'll be spending most of your time out of New Zealand."  
Radio buttons for 'Yes' and 'No', with a checkmark icon next to the 'No' option.

## 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.

1 Apply for course

2 Additional details

3 Checkout

✓ Your details 38%

→

### Contact details

Please confirm your contact details below so we can confirm your enrolment.

What's your email address?

Email \*

What's your mobile number?

Please enter a complete mobile number, including country code (e.g. +64 23 123 4567)

Mobile Number \*

What's my country code?

### Preferred contact method

☒ Email ☐ Mobile

### Learning Needs

Do you have an impairment, disability or long term medical condition(s)? \*

This information is used to guide our outreach support, generate reports for government education agencies, and secure funding for students with disabilities. Providing this information does not impact your enrolment, visa, grades or fees.

Student success and learner experience is important to UC, informing the University about your accessibility needs means we can provide further support to you. Engaging further with support services is your choice.

Find out more about [Te Ratonga Whaikaha | Student Accessibility Service](#) on our website.

☐ Yes ☐ No ☐ Prefer not to say

## 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.uonline.ac.nz> and login again using your email address and password.*

The screenshot displays a multi-step application process. On the left, a vertical progress bar shows three steps: 1. Apply for course (active), 2. Additional details, and 3. Checkout. A sub-progress bar for step 1 shows 'Your details' at 38% completion. The main content area is titled 'Terms and conditions' and contains four checkboxes, all of which are currently unchecked. At the bottom right, there are two buttons: a blue 'Cancel' button and a dark grey 'Save and Continue' button, with a mouse cursor pointing at the latter.

**1 Apply for course**

✓ Your details 38% →

2 Additional details

3 Checkout

**Terms and conditions**

☐ I confirm that I have read, understood and agree to the UC Online [terms and conditions](#) and [privacy policy](#).\*

☐ I declare that I have met all requirements for this course and will supply evidence of this if requested.\*

☐ I understand that I may be asked to provide proof of my identity, and may not receive a credential if this is not provided.\*

☐ Please keep me up to date with the latest news and offers from UC Online (you can unsubscribe at any time).

[Cancel](#) **Save and Continue**

## 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@uonline.ac.nz](mailto:enrolbsla@uonline.ac.nz) or +64 3 369 0600.

## Resolve Account

### Awaiting Student ID creation

We're creating a Student Identification number for you.

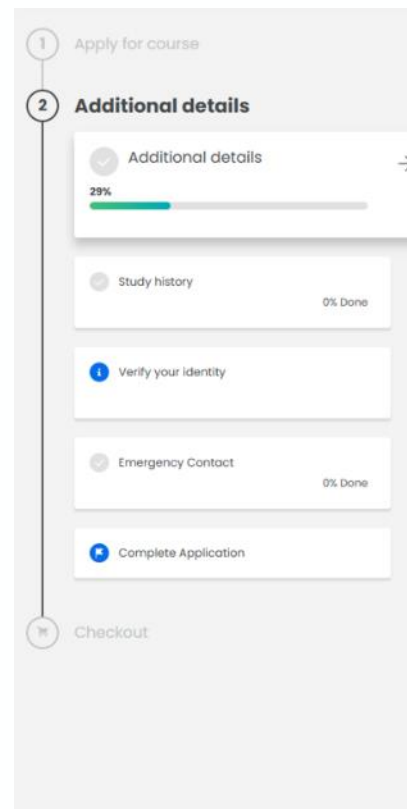
You will receive an email confirming the ID number, once received you can continue with the application.

[Cancel](#)

[Save and Exit](#)

## 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.



### Ethnicity

What is your ethnicity? \*

Ethnicity is the group or groups that you identify with or feel you belong to. If your ethnicity doesn't appear on the list, select 'Other'.

We require this information for NZ government reporting purposes.

**FIRST ETHNICITY**

Ethnicity

**Add Ethnicity**

You can add up to 6 ethnicities.

### Permanent Address

What is your current address? \*

Start typing and then select your address

Address (line 2)

City/Town \*

Province/Region

Country \*

Postcode \*

powered by Google

## 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**.

The image shows a two-part interface. On the left is a vertical progress bar with five steps: 1. Apply for course, 2. Additional details (highlighted), 3. Verify your identity, 4. Emergency Contact, and 5. Checkout. Step 2 is expanded to show sub-progress: 'Additional details' (29% complete), 'Study history' (0% Done), 'Verify your identity' (0% Done), 'Emergency Contact' (0% Done), and 'Complete Application'. On the right is the 'Study Address' form, which includes a red 'COPY PERMANENT ADDRESS' button, a text input for 'Address (line 2)', dropdowns for 'City/Town', 'Province/Region', 'Country', and 'Postcode', and a 'powered by Google' logo. At the bottom right are 'Cancel' and 'Save and Continue' buttons, with a mouse cursor pointing at the latter.

## 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**.

The screenshot shows a multi-step application process. On the left, a vertical progress bar indicates the current step is '2 Additional details'. The steps are: 1 Apply for course, 2 Additional details (100% Done), Study history (0% Done), Verify your identity, Emergency Contact (0% Done), Complete Application, and Checkout. The 'Study history' section is expanded, showing a form with the title 'Secondary or high school education'. The form includes a text area for a note, followed by three questions with drop-down menus: 'What is your highest secondary/high school qualification?', 'What year did you or will you complete this qualification?', and 'Which secondary/high school were you attending when you got this qualification?'. Below these is a section titled 'More about your studies' with two more questions: 'What year did you first start tertiary level study?' and 'What were you doing in October 2024?'. At the bottom right, there are 'Cancel' and 'Save and Continue' buttons, with a mouse cursor pointing at the 'Save and Continue' button.

← PREVIOUS STEP

### Study history

**Secondary or high school education**

We require this information in line with Ministry of Education requirements. If you're still completing this qualification, please tell us about what you expect to achieve and when you expect to achieve it.

What is your highest secondary/high school qualification?

Qualification \*

What year did you or will you complete this qualification? \*

Which secondary/high school were you attending when you got this qualification? \*

**More about your studies**

What year did you first start tertiary level study? \*

This can be either in New Zealand or overseas.  
If 2025 is your first year in tertiary study then please enter this as your answer.

What were you doing in October 2024? \*

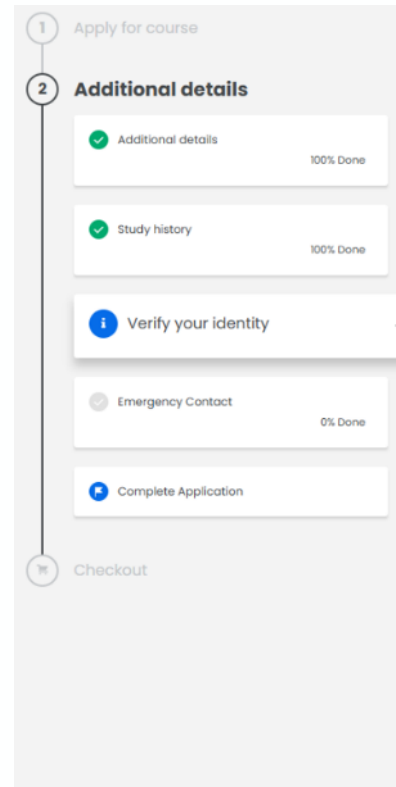
[Cancel](#) **Save and Continue**

## 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**.



← PREVIOUS STEP

### Verify your identity

To meet New Zealand government requirements for you to be awarded the full micro-credential and points associated; we will need valid proof of identity.

If you don't have identity documents on hand, you can return to this at a later date.

#### Identity document upload

Upload a copy of the information page from your current passport, birth certificate or citizenship certificate. \*

Please check that your files are:

- Less than 10MB in size
- At least 300 dpi and a clear scanned image
- Documents with multiple pages combined into a single file
- Full colour (preferred)
- PDF (preferred), but we also accept .doc, .docx, .jpg and .png files

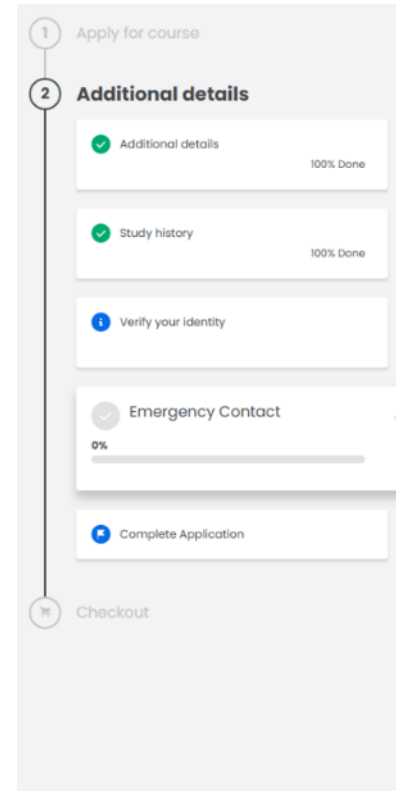
Identity document

[skip](#)



## SECTION 2 | Additional details

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



← PREVIOUS STEP

### Emergency Contact Details

Please provide as much contact information as possible for your emergency contact person. We need at least one phone number.

UC will contact this person if we are concerned about your wellbeing and safety. Make sure this contact is an adult, knows you well and agrees to act as your emergency support person if required.

**First Name \***

**Last Name \***

**Email**

**Please provide at least one contact phone number\***

Please enter a complete mobile phone number including country code e.g. +64 23 123 4567

**Mobile Number**

[What's my country code?](#)

Please enter an alternate contact number including country code e.g. +64 9876 5432

**Alternate Phone Number**

[What's my country code?](#)

**Relationship to you \***

- ☐ Parent/ Guardian/ Caregiver
- ☐ Husband/ Wife/ Partner
- ☒ Sibling/ Family member
- ☐ Friend
- ☐ Other

## 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**.

The screenshot shows a multi-step application process. On the left, a vertical progress bar indicates the current step is '2 Additional details'. The steps are: 1 Apply for course, 2 Additional details, and Checkout. Under '2 Additional details', there are four items: 'Additional details' (100% Done), 'Study history' (100% Done), 'Verify your identity' (0% Done), and 'Emergency Contact' (0% Done). The 'Emergency Contact' item is highlighted with a right arrow. Below it is a 'Complete Application' button. On the right, the 'Emergency Contact' form is shown. It has a red header 'COPY MY PERMANENT ADDRESS'. The form fields are: Address (line 1), Address (line 2), City/Town \*, Province/Region, Country \*, and Postcode \*. Each field has a checkmark icon on the right. At the bottom right of the form is the text 'powered by Google'. Below the form is a confirmation section: 'Please confirm that you have reviewed your emergency contact details and that all information provided is correct. \*'. It contains a checkbox 'I confirm that I have reviewed my emergency contact details and they are correct' and a checkmark icon. At the bottom of the page are two buttons: 'Cancel' and 'Save and Continue'. A mouse cursor is pointing at the 'Save and Continue' button.

1 Apply for course

2 Additional details

- ✓ Additional details 100% Done
- ✓ Study history 100% Done
- ! Verify your identity
- ✓ Emergency Contact 0% →
- + Complete Application

Checkout

**COPY MY PERMANENT ADDRESS**

Address (line 1)

Address (line 2)

City/Town \*

Province/Region

Country \*

Postcode \*

powered by Google

Please confirm that you have reviewed your emergency contact details and that all information provided is correct. \*

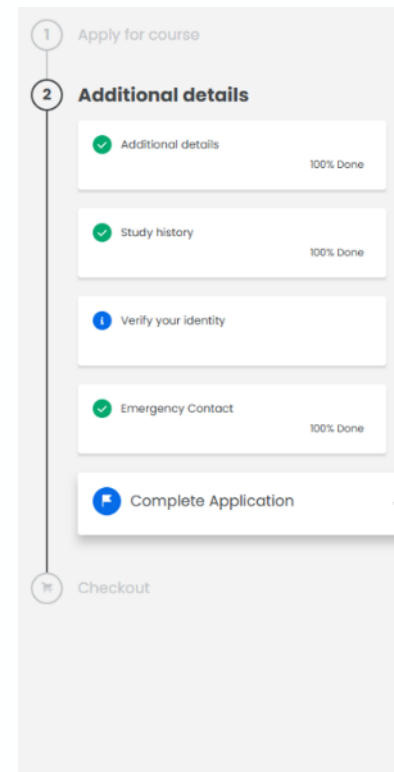
☐ I confirm that I have reviewed my emergency contact details and they are correct

[Cancel](#) **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.*



← PREVIOUS STEP

### Complete Application

By selecting Submit application you will not be able to go back and make any changes to this stage.

Please check all your information is correct. Once you click Submit application below, your application will be processed by our teams.

You will hear from us by email with any updates on your application.

If you have questions or need support with your enrolment, please email [info@uonline.ac.nz](mailto:info@uonline.ac.nz) or call us on [+64 3 369 0600](tel:+6433690600)

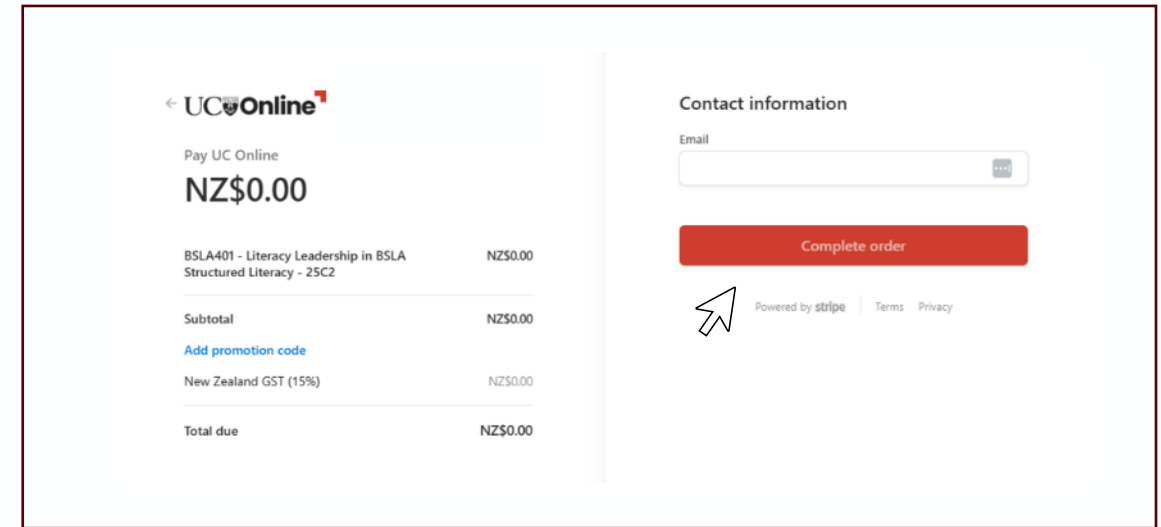
[Cancel](#)

Submit application



## 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.



UC Online

Pay UC Online

**NZ\$0.00**

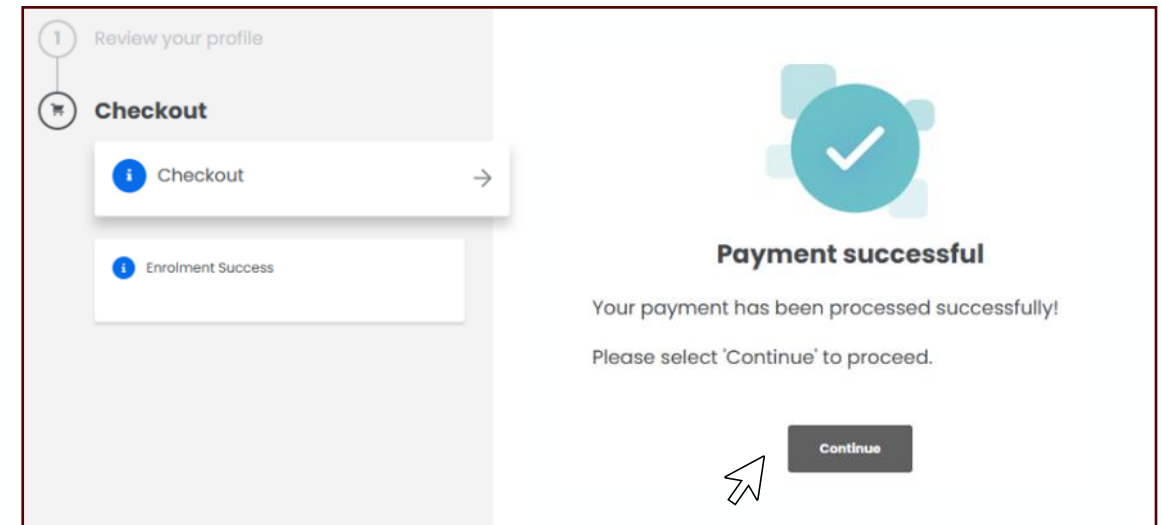
BSLA401 - Literacy Leadership in BSLA Structured Literacy - 25C2	NZ\$0.00
Subtotal	NZ\$0.00
<a href="#">Add promotion code</a>	
New Zealand GST (15%)	NZ\$0.00
<b>Total due</b>	<b>NZ\$0.00</b>

Contact information

Email

**Complete order**

Powered by [stripe](#) | [Terms](#) | [Privacy](#)



1 Review your profile

**Checkout**

**Checkout** →

**Enrolment Success**

**Payment successful**

Your payment has been processed successfully!

Please select 'Continue' to proceed.

**Continue**

# You're enrolled with UC Online

## Accessing your learning

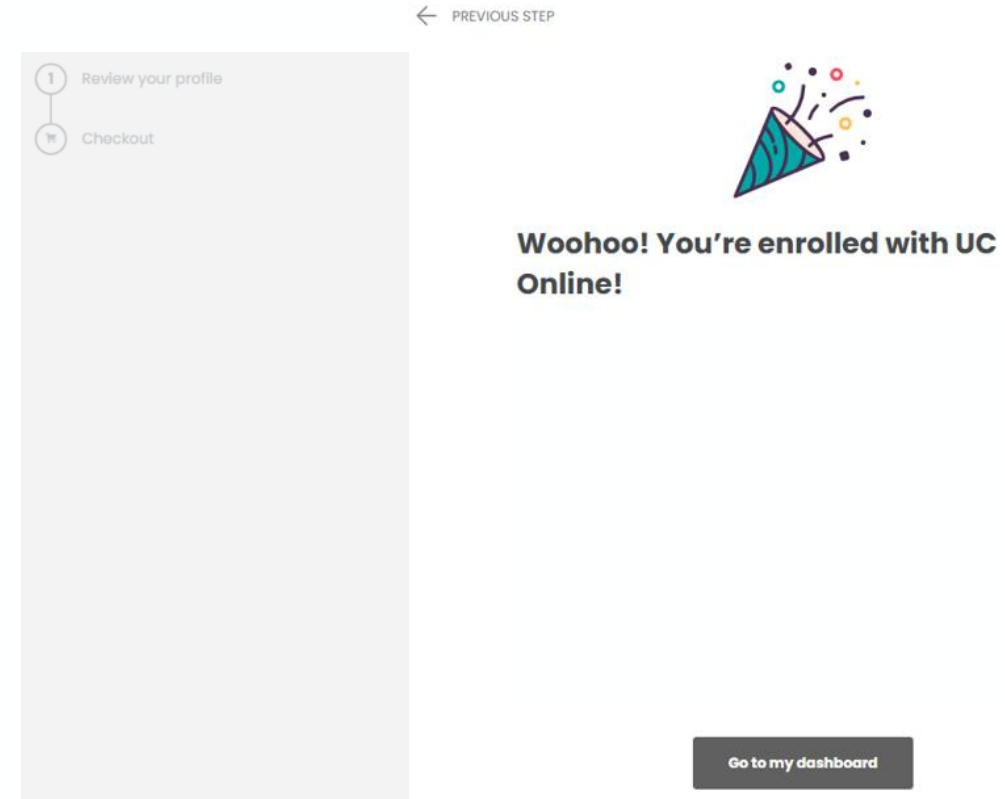
- ✓ It can take up to an hour for your access to be set up and you will get an error message if you try and login before that:

! Error: We couldn't find an account with that email address.

Please note: If you've only just enrolled, it can take up to an hour for your access to be set up. If you still can't log in after an hour, contact us at [support@uconline.ac.nz](mailto:support@uconline.ac.nz).

 Learner Login

- ✓ 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](mailto:enrolbsla@uconline.ac.nz) or on +64 3 369 0600.



# Haere mai | Welcome to our learning community.

Need help with your enrolment?

[enrolbsla@uonline.ac.nz](mailto:enrolbsla@uonline.ac.nz) | +64 3 369 0600



**Tuihono | Online**