

BSLA Enrolment Guide

Need help with your enrolment?

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

Enrolling Made Easy: Tips for a Smooth Start

1. If you have studied with **UC** before (through Campus or AKO | LEARN platform), you will need to sign up for a new account with Tuihono UC | UC Online. We recommend that you use a personal email, not your school email. Please don't use a shared email e.g. accounts@school.nz.

If you have studied with **Tuihono UC | UC Online** before, use your UC Online credentials to login and enrol in your new course.

2. 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 it is highly recommended you do so ASAP.
4. If you get a "Resolve Account" message, don't panic. We will be in touch within the next two working days.
5. If you don't manage to complete enrolment in one go, that's ok. Save your enrolment and then go back to it at any time using the <https://account.uconline.ac.nz> link or with your enrolment link.
You may need to scroll down on your dashboard to see your partially completed application. Click on the "resume" button next to the BSLA course name to continue.
6. If you get an error after enrolling, it is likely that the system is still creating your account – please only contact us if you haven't received your welcome email after an hour.

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?

Completing your enrolment should take around 10 minutes.

After you enrol, please allow up to one hour for your course access to be activated.

Once everything is set up, you'll receive a welcome email confirming that you can log in and begin learning.

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).

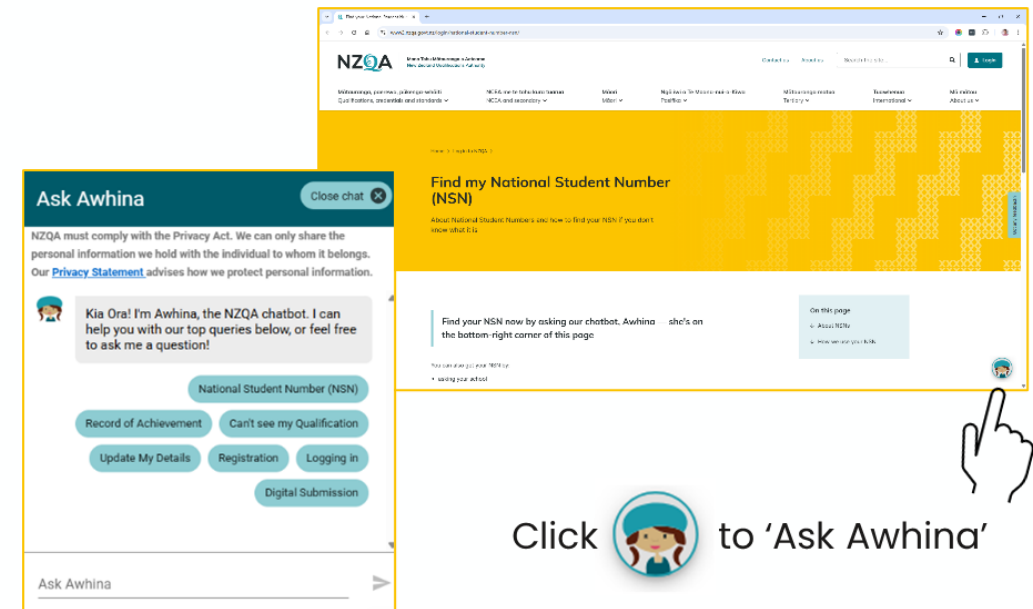
They will also need to confirm in writing they have sighted the original.

If you don't have that document handy when enrolling, please proceed with your enrolment anyway – you can still send us that verified documentation at enrolbsla@uonline.ac.nz.

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

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 | +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. 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 Campus or 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](#)

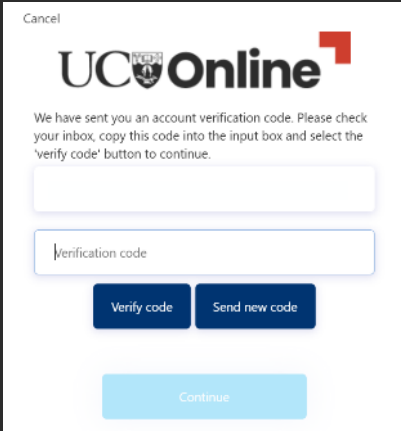
1

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" and you might have to check your Spam Folder.

2



The image shows a mobile app interface for UC Online. At the top left is a 'Cancel' link. The header features the 'UC Online' logo with a red shield icon. Below the logo, a message states: '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 fields: an empty one at the top and one below it containing the text 'Verification code'. Below the second input field are two blue buttons: 'Verify code' and 'Send new code'. At the bottom is a light blue 'Continue' button. A large white number '2' is positioned to the left of the dialog box.

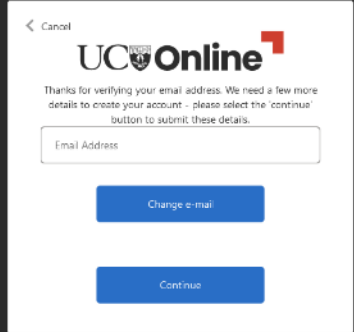
Log in & Account Creation

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

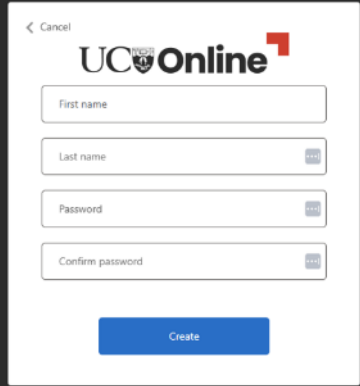
Type in your first and last name and your password.

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

3



4

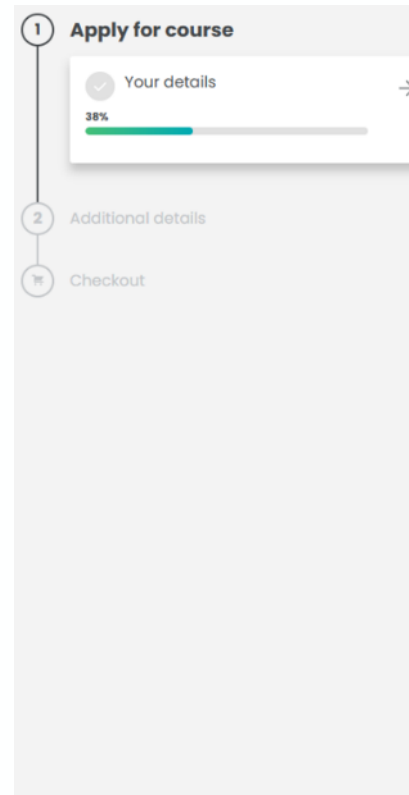


BSLA Enrolment Process

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: You should not be asked to choose a Qualification and 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

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 *

☐ Male	☐ Female	☐ 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](#) or contact us at enrolbsla@uonline.ac.nz | +64 3 369 0600 if you are still unsure.

1 Apply for course

2 Additional details

3 Checkout

Your details 38%

Citizenship and Residency

What is your citizenship or residency category? *

What is your country of citizenship? *

Do you know your National Student Number (NSN)?

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.

Will you be living in New Zealand during your study? *

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.

☐ Yes ☐ No

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

- ✓ Read and 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 pop-up for 'Your details' shows a 36% completion bar. The main content area is titled 'Terms and conditions' and contains four checkboxes, all of which are unchecked. At the bottom right, there are two buttons: 'Cancel' and 'Save and Continue', with a mouse cursor pointing at the latter.

1 Apply for course

✓ Your details 36% →

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 or +64 3 369 0600.

Resolve Account

Awaiting Student ID creation

We're creating a Student Identification number for you.

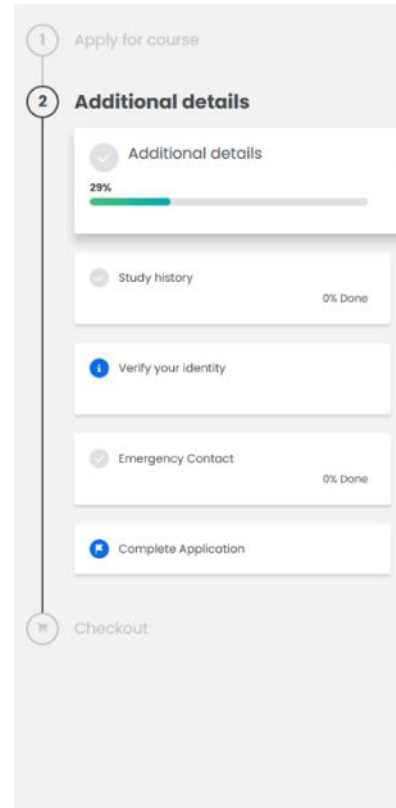
You will receive an email confirming the ID number, once received you can continue with the application.

[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 screenshot of a university application interface. The left part 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. Complete Application. Below these is a 'Checkout' button. The 'Additional details' step is expanded, showing a progress bar at 29% and a list of sub-sections: 'Additional details' (29%), 'Study history' (0% Done), 'Verify your identity' (0% Done), 'Emergency Contact' (0% Done), and 'Complete Application'. The right part is the 'Study Address' form, which includes a red 'COPY PERMANENT ADDRESS' button, a text input field for the address, a dropdown for 'Address (line 2)', a dropdown for 'City/Town', a dropdown for 'Province/Region', a dropdown for 'Country', and a dropdown for 'Postcode'. A 'powered by Google' logo is at the bottom right. At the bottom of the entire image are two buttons: 'Cancel' and 'Save and Continue', with a mouse cursor pointing at the 'Save and Continue' button.

1 Apply for course

2 **Additional details**

Additional details 29%

Study history 0% Done

Verify your identity

Emergency Contact 0% Done

Complete Application

Checkout

Study Address

Complete this section if you know where you're staying whilst studying at UC.

COPY PERMANENT ADDRESS

Address (line 2)

City/Town

Province/Region

Country

Postcode

powered by Google

[Cancel](#) **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**.

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 following questions:

- 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? *

At the bottom right, there are two buttons: 'Cancel' and 'Save and Continue'. A mouse cursor is pointing at the 'Save and Continue' button.

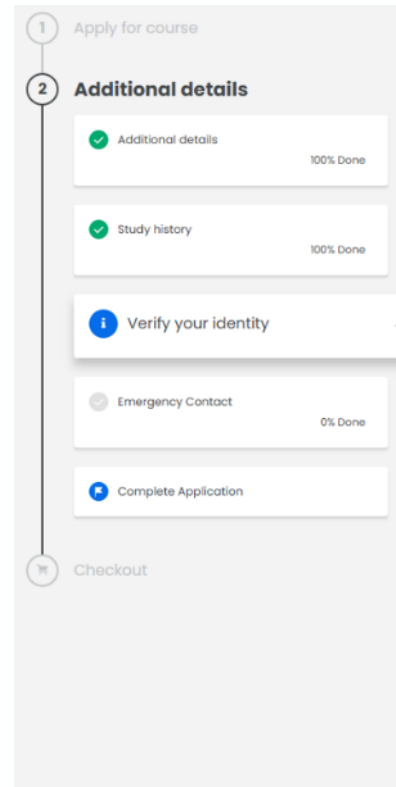
SECTION 2 | Additional details

- ✓ **Upload certified evidence** of your identity/citizenship (and visa if applicable) like a passport or birth certificate. A driver's license is not a valid form of ID for this purpose.

*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**.

*Note: If you don't have that document handy, please proceed by clicking **Save and Continue**– you can still send us that verified documentation later at enrolbsla@uonline.ac.nz.*



← 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:

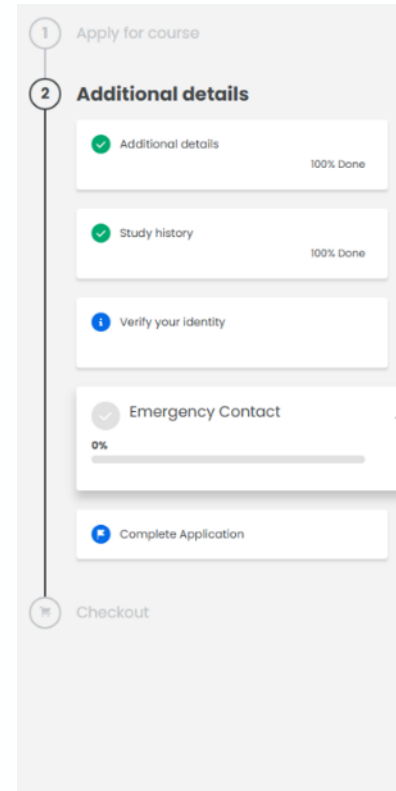
- Less than 10MB in size
- At least 300 dpi and a clear scanned image
- Documents with multiple pages combined into a single file
- Full colour (preferred)
- PDF (preferred), but we also accept .doc, .docx, .jpg and .png files

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

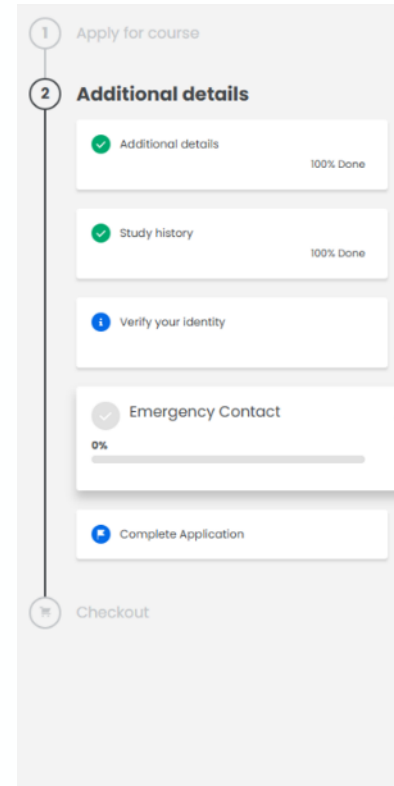
☐ Sibling/ Family member

☐ 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**.



1 Apply for course

2 Additional details

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

3 Checkout

COPY MY PERMANENT ADDRESS

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](#)

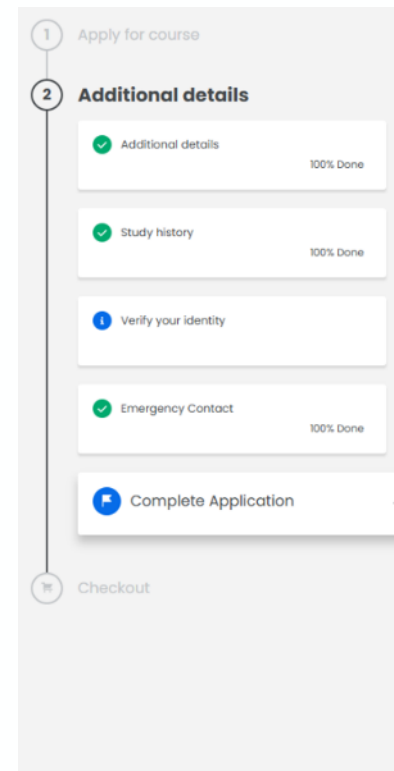
Save and Continue



SECTION 2 | Additional details

- ✓ Carefully check all the enrolment information you are about to submit is correct.
- ✓ If everything is correct, click **Submit Application**.
- ✓ After submitting your application you'll come to a payment screen. **Don't worry, BSLA course costs are covered by the Ministry of Education.**

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 or call us on [+64 3 369 0600](tel:+6433690600)

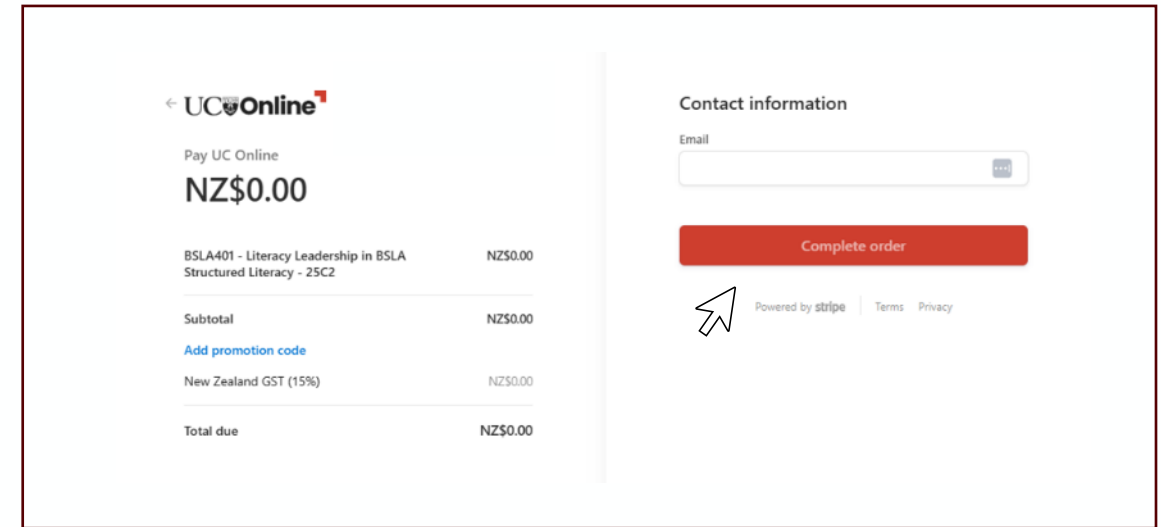
[Cancel](#)

Submit application



SECTION 3 | Checkout

- ✓ **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

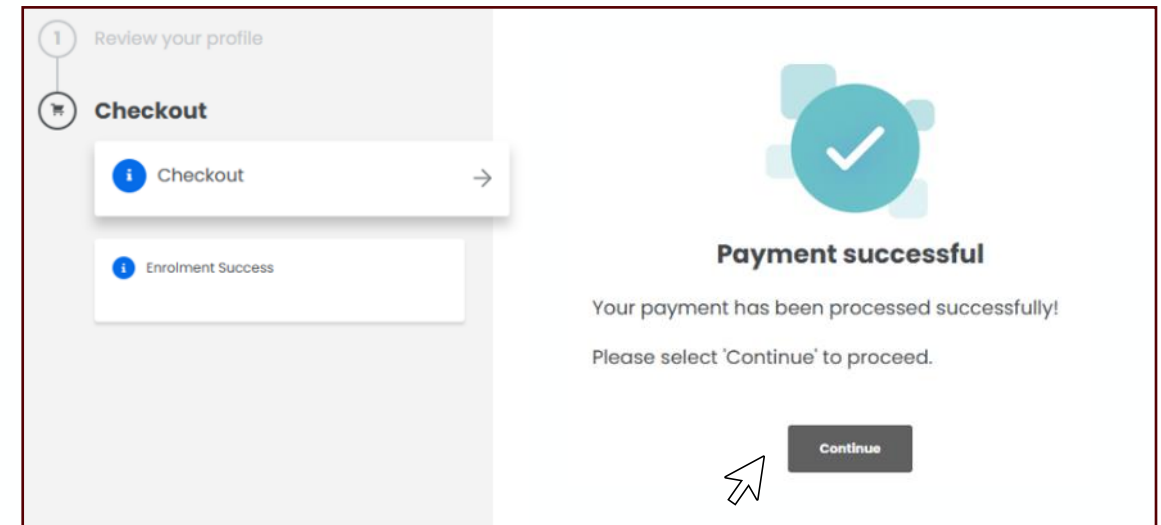
BSLA401 - Literacy Leadership in BSLA Structured Literacy - 25C2	NZ\$0.00
Subtotal	NZ\$0.00
Add promotion code	
New Zealand GST (15%)	NZ\$0.00
Total due	NZ\$0.00

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

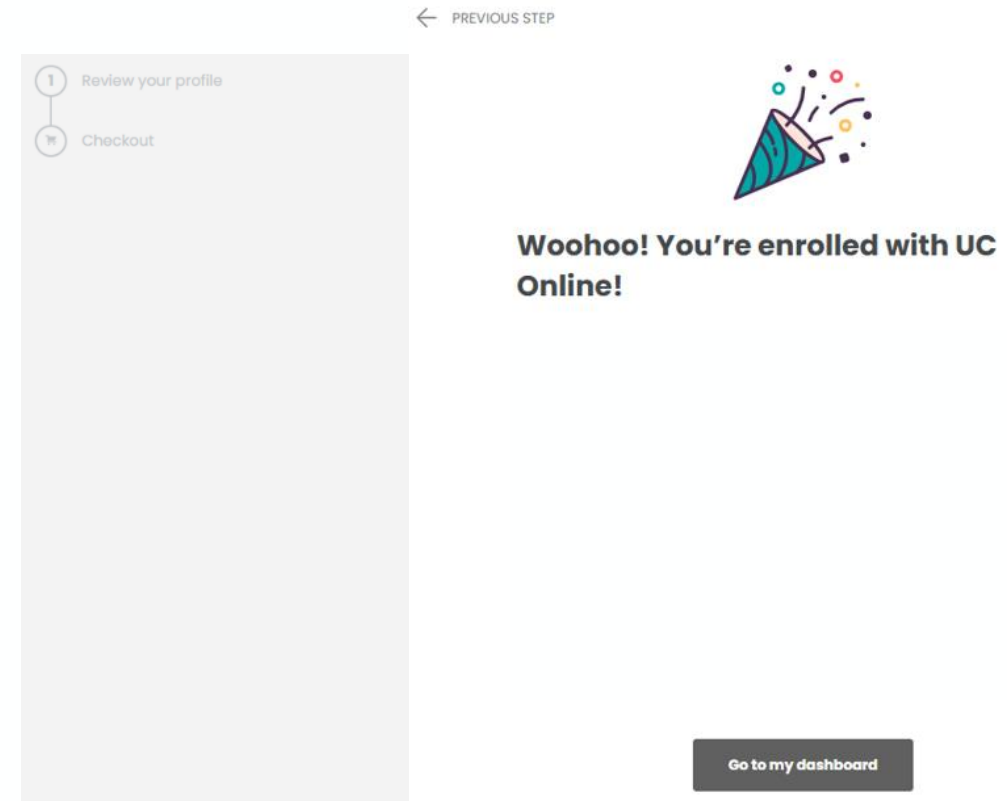
- ✓ It can take up to an hour for your access to be set up and you will get an error message if you try and login before that:

! 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.

Learner Login

- ✓ Don't panic, we'll send you an email within 24 hours with instructions on how to access your learning.



Haere mai | welcome to our learning community.

Need help with your enrolment?

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



Tuihono | Online