The University asks every student to complete an enrolment process, during which you can confirm or correct your personal details, your academic details and your fee payment details. We hold this information on our central student database, called RISIS and you complete the enrolment process online, using the RISIS Portal.

You can complete the online enrolment process from any computer, anywhere in the world; and you can work through the process in stages, stopping and re-starting as you please.

You need to complete the first stage of the online enrolment process before the beginning of the semester
to participate on the Study Abroad programme, your funding or some of your associated access such as your Library access. You are welcome to work through the screens at any time, preferably before arriving here for the start of the semester.

As part of the enrolment process you will collect your University username. However, you will not see the link to collect your username until after your visa (if you are an international student) or your passport (if you are a home student) has been checked when you arrive at the University.

Once you have done this, you will be able to collect and activate your University username

on the Reading campus for your studies, you will be able to collect your Campus card.

UoR online enrolment – new incoming Study Abroad students

How to log in to the RISIS portal

Need further help logging in?

This is my first time logging into the RISIS portal – what should I do?

If this is your first time logging into the RISIS portal, you will need to enter your registered email address as your username (this will be the email address that you used when applying to the University, via UCAS or as a direct application). For your password, use your date of birth in the format ddmmyyyy (for example, if your birth date was 22 May 1982, you would enter this as 22051982).

Now click the 'Log in' button you will then be taken to a screen to create your own password. You will also be asked on screen to create an account recovery question,

Starting off

When you log in, you will see the container (screen) above.

Click on the link to begin the online enrolment process.

Problems

you have already completed online enrolment

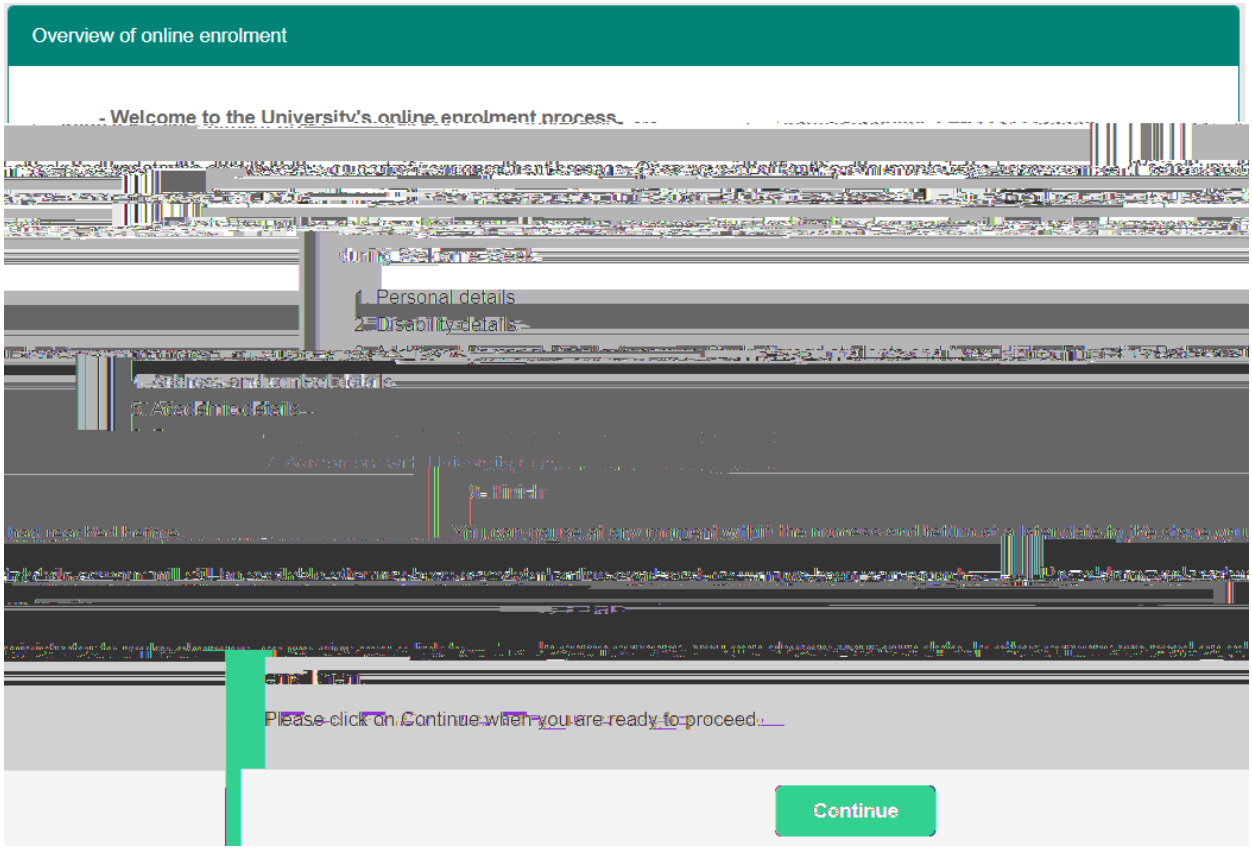
you are not looking at the correct programme records

or you are not expected to complete online enrolment.

Staff in the Study Abroad Office may override the settings on your records to stop you from completing online enrolment. This may be because you have yet to finalise your funding arrangements or may be because you have not yet proved that you have met all conditions relating to your application. If you have had a letter from the Study Abroad Office asking you to enrol online it is unlikely that they will have overridden your records.

Stages of enrolment

When you click on the link to start online enrolment, you will be taken to this summary screen, which outlines the stages for your online enrolment.



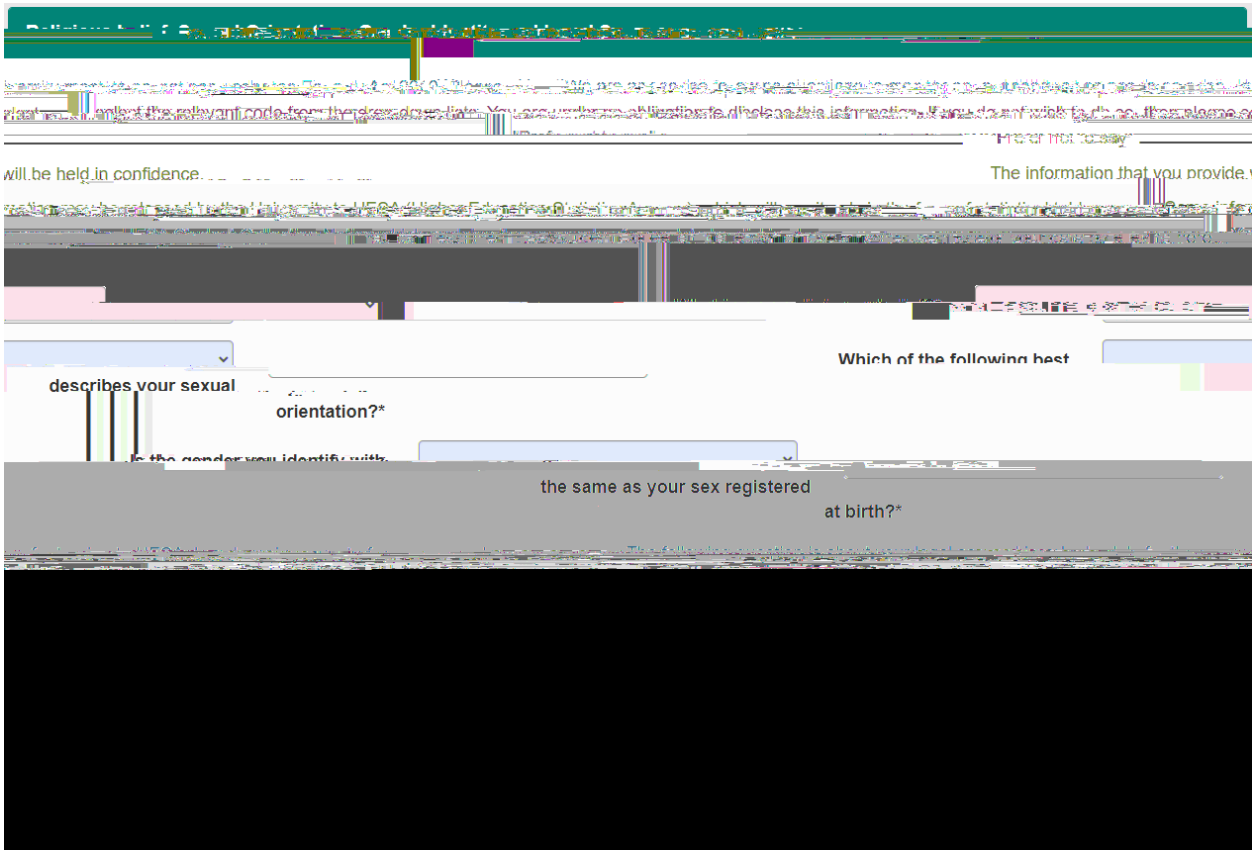
Once you have read the information on screen, **click on the 'Continue' button to proceed.**

UoR online enrolment –

Disability

We show you here the details of any disability which you have told us about. If the details are wrong, please let the Study Abroad Office know: if you would prefer to discuss this instead with the Disability Advisory Service, they can be reached on +44 (0)118 378 4202 or disability@reading.ac.uk. Details of disabilities are kept entirely confidential and are only disclosed to those members of staff who need to make arrangements for e.g. access to buildings, or extra time in an exam.

Additional Personal Details



If you are happy to do so, please select your religion, sexual orientation, gender identity and legal sex from the dropdown boxes. The information that you provide will be held in confidence.

page) which is recognised by the university. When responding to this question you should use the sex recorded on one of your legal documents such as birth certificate, Gender Recognition Certificate, or passport. The 'Other' code should only be used for a third sex that is legally recognised by another country.

Some information may be released by the University to HESA (Higher Education Statistics Agency), which will use it only in the form of statistical tables. Once you have made your

Address details (several screens)

On this screen, please select the country of your home address (i.e. your permanent place of residence.)

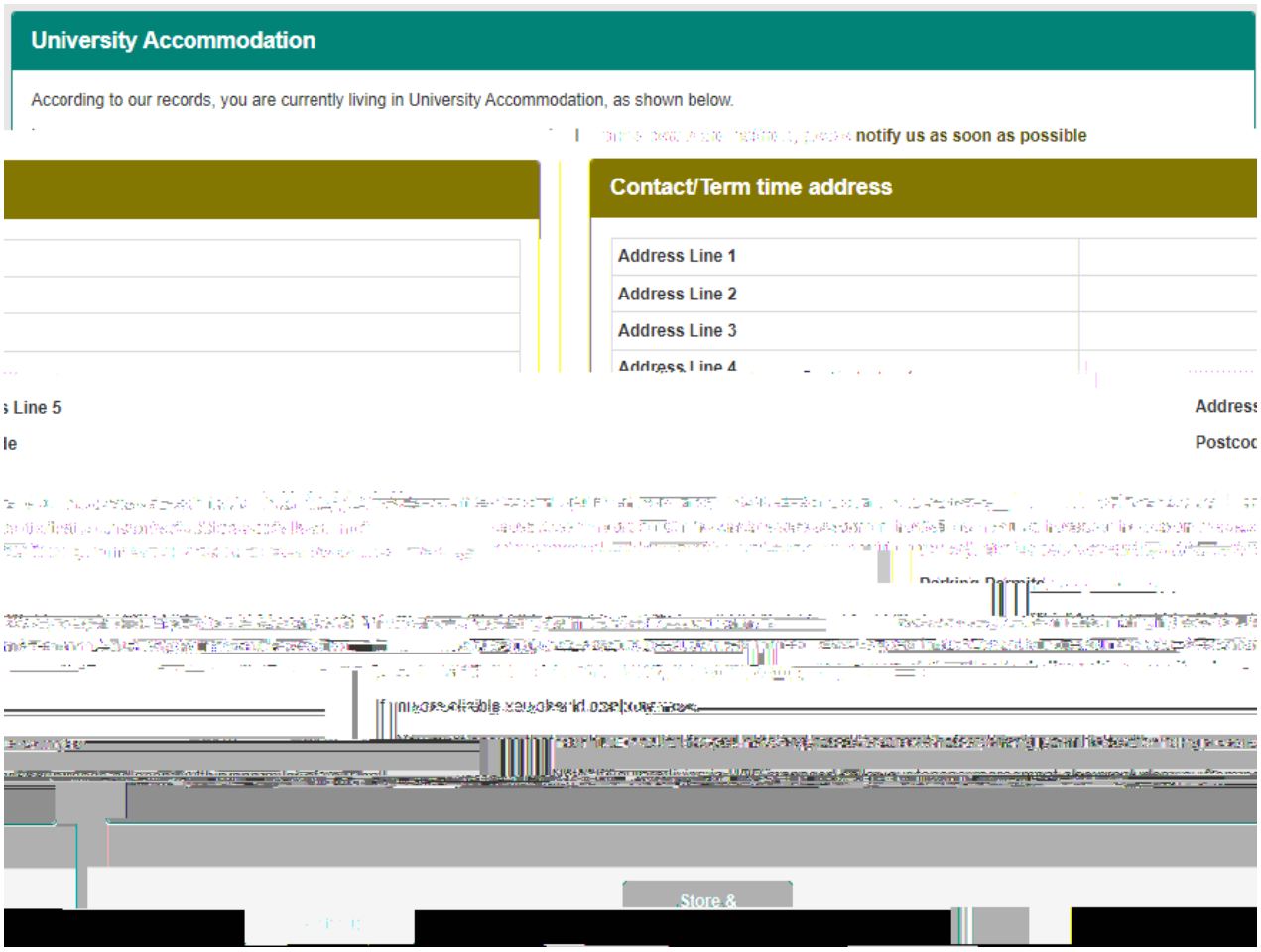
check the details we hold for you and update them where necessary. You can change these at any time once you have enrolled.

Updating your home address

We ask everyone to check their home address. This is the one we would write to in the holidays. It should be your permanent address.

Semester time/contact address

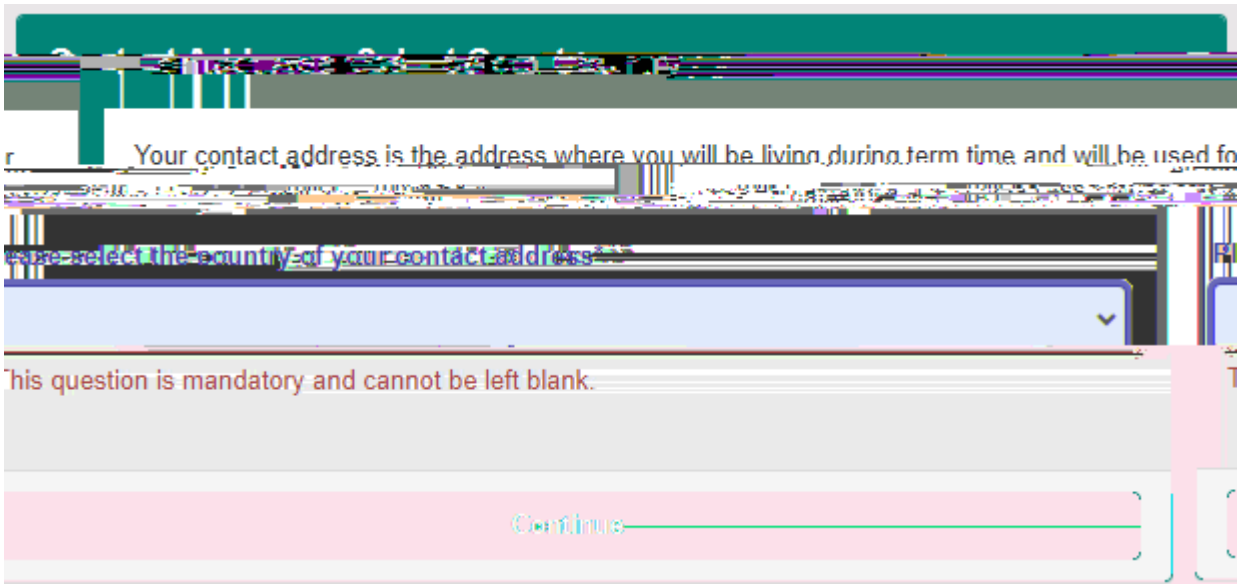
If you are booked into University accommodation you will not be able to change this address: if this is wrong, please use the on-screen link to email the relevant team.

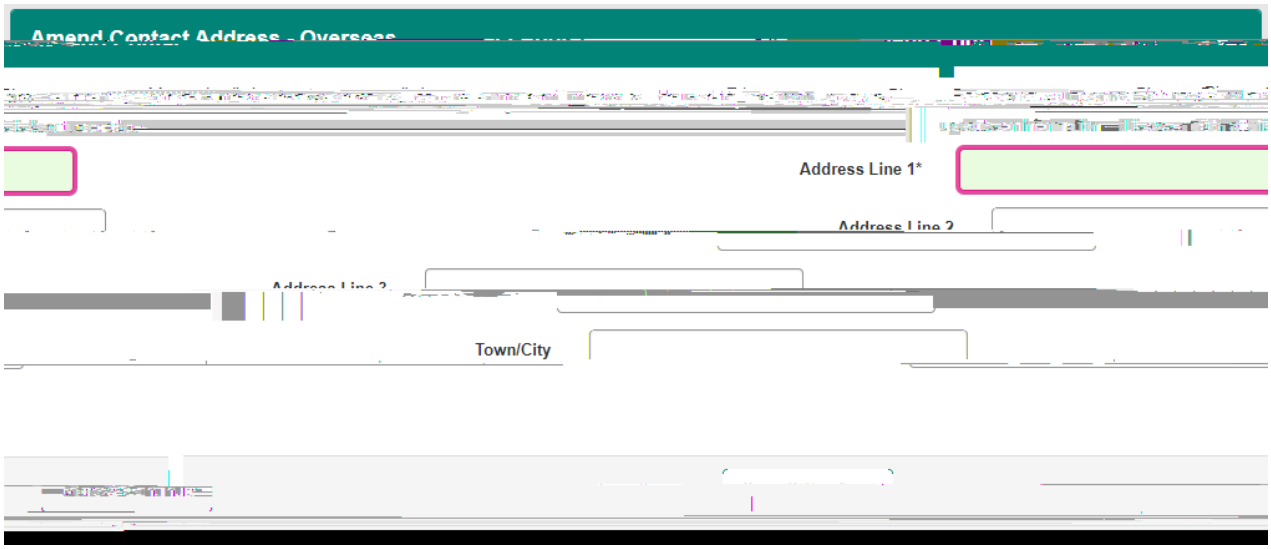


Please note that your contact address details will not show your Hall address until you have checked into your Hall of Residence on arrival at the University.

If you are not in University accommodation, then please enter the country of your contact

then follow the instructions on-screen. If your contact address is not in the UK please update your address in the fields provided.





If you are not in University accommodation then you will be asked to indicate the type of accommodation that you will be living in when you are studying.

UoR online enrolment – new incoming Study Abroad students

UoR online enrolment

Programme Details

Please check that we have your programme details shown correctly. These details are used for calculating the fees you need to pay. If you have transferred from your original programme, it can take a few days before the change is updated onto the database. You can also check the programme details we hold for you on the main screens of the portal, at any time of the year.

If these details are wrong, you must stop at this point until we have corrected them: otherwise you may be charged the wrong fees.

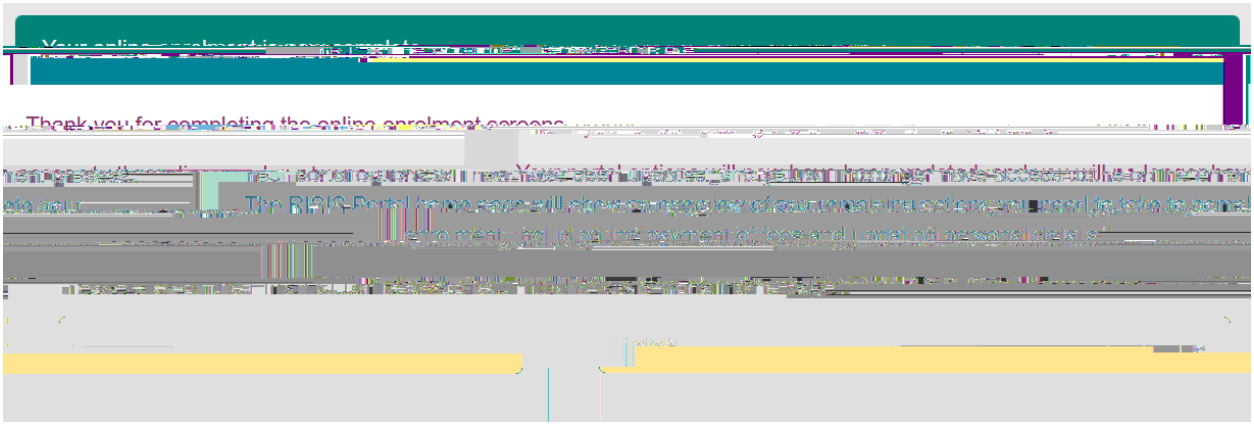
My Fee Status is 'OVERSEAS', what does this mean?

OVERSEAS is the default fee status for all

Rules and Regulations

Regulations. You should read the rules and regulations so that you are aware of what is expected of you, and what you can expect from your studies and from the University.

End of online enrolment



Please note that if you now log off, before collecting your username, you can still log in using your registered personal email address and password.

UoR online enrolment –

Campus card

On arrival at the University, please collect your Campus Card in person from the Palmer Building. Before your Campus Card is issued, your ID and/or immigration documents will be checked, so please make sure you bring those with you.

Your photo will be displayed on your Campus Card. **We strongly encourage you to upload your photo on the RISIS Portal before you collect your Campus Card**. If you have not already uploaded your photo, your photo will be taken when you collect your card.

University username

Once we have received your payment, or have received confirmation from your sponsor, and have had a copy of your visa and passport or photo identification, you will be able to follow a link to collect your University username. Your username will be very important to you. You will use it to access your mailbox for University email; and to log into any computer in the computer rooms on campus, or to access the internet on those computers, or to log onto the wireless networks on campus. You will also use that username to log

Once your username has been generated and you have had your ID or Visa checked on *Click here to collect your University username'*.

Clicking on this button will take you to another page for you to collect and activate your University username. As part of this process, and to validate your identity, you will be asked to confirm on screen your student number and your date of birth. You will also be asked to enter **the answer to your account recovery question**
this answer, you can find a reminder of your answer just below the button to collect your University username.

During the University username collection process your username will be displayed on