REGISTRATION GUIDELINES FOR TAUGHT DISTANCE LEARNING POSTGRADUATE STUDENTS STARTING JANUARY 2017

Please complete the following steps in the order advised below. All steps must be completed for you to become fully registered.

Steps 1, 2, and 3 should be completed in advance of starting your study.

**Step 1 - Electronic Registration (eReg):** eReg can be accessed [here](#).

We strongly recommend you do this at least two weeks in advance of your course start date in order to ensure you are registered for the very start of your studies.

eRegistration involves confirming your personal, financial and academic details and enables you to set up your username and password for University computer and email account. Write your username and password down and store them somewhere safe. Do not lose this!

You can access a Step-By-Step guide to electronic registration and a Frequently Asked Questions document [here](#).

It is vital that you complete this step before your course starts, because you will not be able to access the online course selection facility without having done it.

NB: As part of eRegistration, you will confirm if you are paying your tuition fees yourself or if you are sponsored (if your family are paying your fees you are considered a self-payer). If you are a self-payer you will need to pay a minimum of 50% of your tuition fees. If you are sponsored you should email proof of sponsorship in advance to tuitionfees@abdn.ac.uk.

**Step 2 – Photo upload**

For your student ID card to be ready for your arrival, please upload a photo [here](#) as soon as possible. Please note this website is open from mid-July onwards. Guidance regarding photo requirements can be found on the photo upload portal. There will be delays in obtaining your student ID card if you do not submit a photograph on time.

Queries regarding photo upload should be emailed to infohub@abdn.ac.uk.

**Step 3 – Choosing Your Courses**

After completing eRegistration, please visit [here](#) for information about how to choose your courses. Course choice is completed online through MyCurriculum, which you can access through this website. Dates to access MyCurriculum are also given on this site, along with some useful guides to get you started. You can also view answers to some Frequently Asked Questions.

Please note that, when completing MyCurriculum, you will be selecting only the courses that run between January and September 2017. You will be required to re-register in September 2017 for the new academic year – 2017/2018 – and at that point you will select the remaining courses.

Please also note that MyCurriculum will be closed between 19 December 2016 and 4 January 2017 for the University’s Winter break.

**Step 4 – Collection of Student Identity Card**

Once Steps 1, 2 and 3 have been completed, you will be able to access MyAberdeen and your Student Portal. You will also be eligible to obtain your student ID card.
Engineering students: your ID card will be posted to you by the School.

All other DL students who wish to request that their ID card is posted to them should email infohub@abdn.ac.uk ensuring that you give the full postal address of where your card should be mailed and clearly stating your full name and your student ID number (which can be found on your Certificate of Acceptance or Visa letter if you are a new student).

**Step 5 Your Timetable**

Timetable information not applicable.

If the above 4 steps have been completed successfully, you will now be a fully registered and matriculated student.

Enjoy your studies!