

Top tips on completing your student registration form

It is really important that all the personal information on your student record is 100% accurate. You will be able to update some of these details using the Student Registration form – such as your contact telephone numbers and term-time address. Some personal data – such as your surname, date of birth and permanent address – can only be updated by a member of staff in a Registry Services. Remember it is your responsibility to ensure your that all your details are accurate. *Need help?* Please contact the Student Registration Helpline (details below).

1. Don't rush completing your student registration form

You don't have to complete all the sections in one session; you can log out and come back at another time to complete the form. Just remember to save all your changes before you log out.

2. Use the Next button to move between sections

To navigate through the form, simply click 'Next' when you complete each section; you will automatically move onto the next section.

In sections where you don't need to make any edits, you must click 'Next' in order for these details to be saved as correct as part of the registration process. If you don't, these sections will be shown as incomplete.

To move between sections you can also use the menu on the left hand side or the numbers at the top of the form.

You do not have to complete sections in order and you can return to complete sections at a later date. Please remember to save your changes.

The screenshot shows the 'Student Registration Form' interface for Liverpool John Moores University. At the top, there is a blue header with the university logo and the text 'LIVERPOOL JOHN MOORES UNIVERSITY' and 'Student Registration Form'. A 'Logout' link is visible in the top right corner. Below the header is a 'Steps' navigation bar with 11 numbered buttons. Step 1 is highlighted in yellow. A 'Welcome' button is visible. The main content area is titled 'Step 1: Who are you?' and contains instructions, a 'photo' placeholder, and a 'Primary Name' input field. A blue arrow points from the '1' step button to the 'Primary Name' field. A text box with a white background and black border contains the text: 'Click the numbered steps to move between the different sections of the form'. Below the main content area are input fields for 'Preferred Name', 'Prefix', and 'First Name'.

Student Registration Helpline:

tel: +44 (0)151 231 3289 (9am-4.30pm, Monday to Friday); email: studentregistration@ljmu.ac.uk

3. Use the colour coding

The Student Registration form uses colour coding to help you see more easily which sections you have to complete.

As a general rule:

- if a section is green it's incomplete and you need to go and check/add the required information in order to complete the registration process
- if it's blue, this means you have completed this step

LIVERPOOL JOHN MOORES UNIVERSITY Student Registration Form Logout

Steps: 1 2 3 4 5 6 7 8 9 10 11 Welcome

Step 1: Who are you?
Key personal information is displayed below. The information contained in the Primary Name, Passport Name, Gender and Date of Birth fields can only be changed by staff in the Student Administration Centre in your LJMU Library and you will need to provide official documentation, such as a birth or marriage certificate, passport, etc.
If you have any queries about the registration process or the information you need to provide, please call 0151 231 3289 (9am-4.30pm, Monday to Friday) or email [Student Registration](#)

photo

Primary Name: ?

Preferred Name: ?

Prefix: *

First Name:

A dark green box means this is the section currently being completed

Light green boxes mean sections are still incomplete

Blue boxes are completed sections

4. Click on the help and information links to find out more

By clicking on these icons you will find out more about the type of information you need to provide and why.

LIVERPOOL JOHN MOORES UNIVERSITY Student Registration Form Logout

Steps: 1 2 3 4 5 6 7 8 9 10 11 Welcome

Step 2: How do we contact you?
It is vitally important that LJMU holds accurate information about where you live both during semesters and vacations as official correspondence, such as degree transcripts, may be posted to one or either of these addresses. Remember: it is your responsibility to keep your address information up-to-date throughout the academic year, otherwise important and confidential correspondence may be sent to the wrong address.
If you have any queries about the registration process or the information you need to provide, please call 0151 231 3289 (9am-4.30pm, Monday to Friday) or email [Student Registration](#)

Permanent Home Address: ?

Term-time Address: ?

Same as Permanent Address

Currently Unknown

Additional information is available in the ? box next to the data field on the registration form

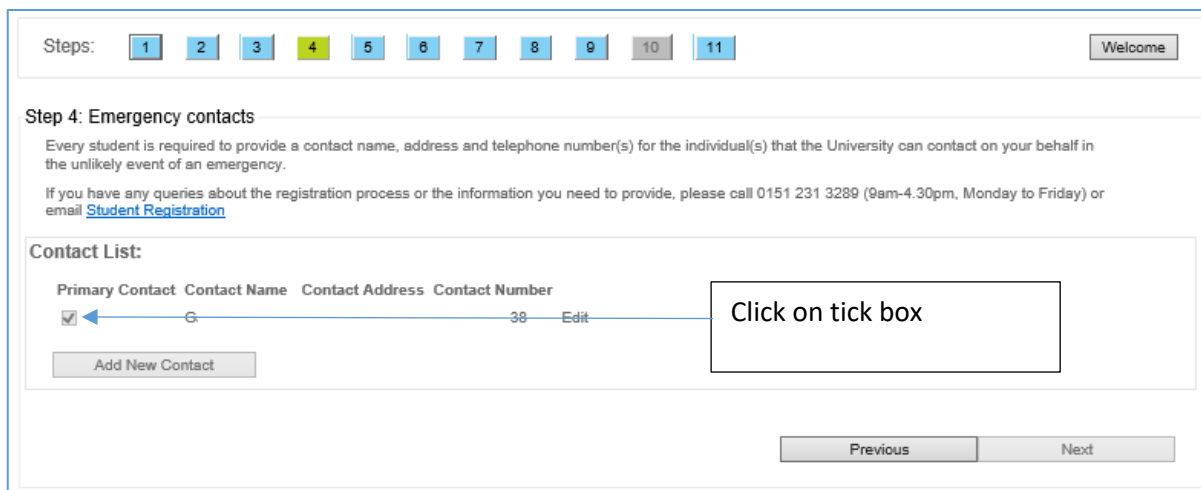
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tel: +44 (0)151 231 3289 (9am-4.30pm, Monday to Friday); email: studentregistration@ljmu.ac.uk

5. Updating your details

You will be able to update the sections by ticking a check box, or selecting the appropriate answer from a drop down menu or clicking an 'Edit' link – see examples below.

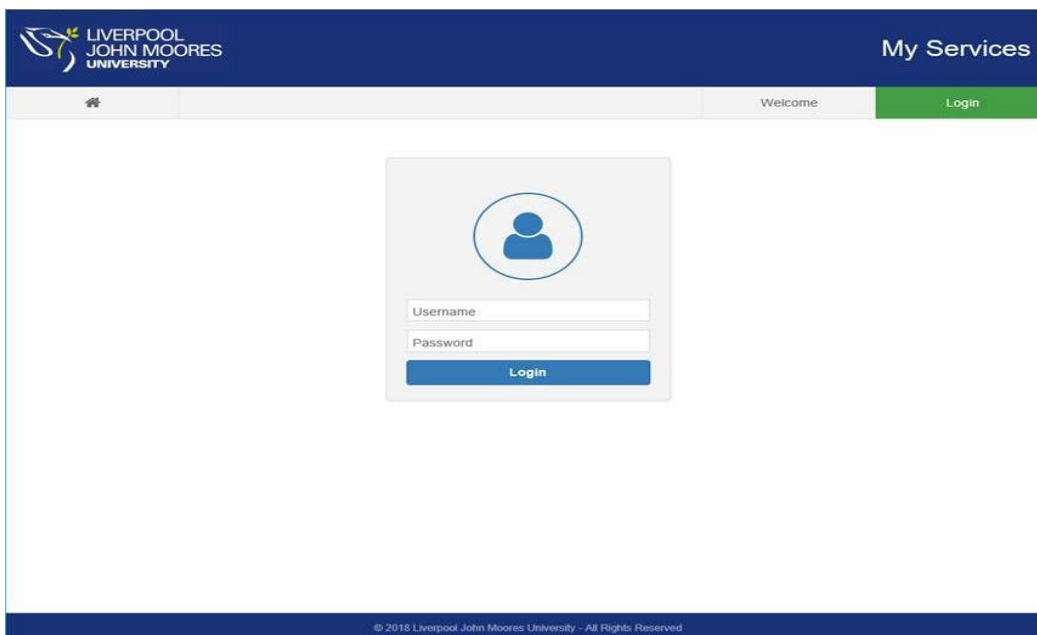
Tick box:



The screenshot shows a multi-step registration process. At the top, a 'Steps' bar contains 11 numbered tabs, with tab 4 highlighted in yellow. A 'Welcome' button is in the top right. The main heading is 'Step 4: Emergency contacts'. Below it, a paragraph states: 'Every student is required to provide a contact name, address and telephone number(s) for the individual(s) that the University can contact on your behalf in the unlikely event of an emergency.' A second paragraph says: 'If you have any queries about the registration process or the information you need to provide, please call 0151 231 3289 (9am-4.30pm, Monday to Friday) or email [Student Registration](#)'. The 'Contact List' section has a table with columns: 'Primary Contact', 'Contact Name', 'Contact Address', and 'Contact Number'. The first row contains a checked checkbox, a blue arrow pointing left, the letter 'G', the number '38', and an 'Edit' link. Below the table is an 'Add New Contact' button. A callout box with the text 'Click on tick box' has a line pointing to the checked checkbox. At the bottom right, there are 'Previous' and 'Next' buttons.

6. Uploading your sponsor letter:

If you have selected sponsor as a means of paying your fees at stage 8 you will be taken to the screen below to upload a scanned copy of your sponsor letter. Log into this area using the same username and password that you used to access the registration form. Click on the tab in the browser to close this screen once completed or if it is not needed. You will return to the registration form.



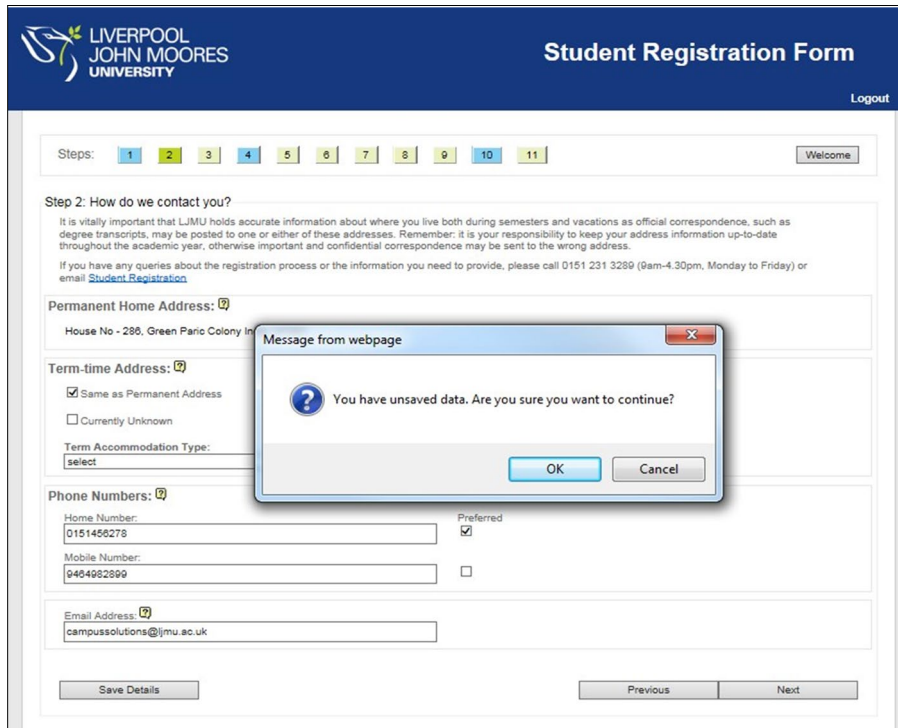
The screenshot shows the 'My Services' login page for Liverpool John Moores University. The header includes the university logo and name on the left, and 'My Services' on the right. Below the header is a navigation bar with a home icon, 'Welcome', and a green 'Login' button. The main content area features a login form with a user icon, a 'Username' input field, a 'Password' input field, and a blue 'Login' button. The footer contains the copyright notice: '© 2018 Liverpool John Moores University - All Rights Reserved'.

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7. Don't forget to save your changes

Once you have finished editing each step (or part of a step) remember to click the 'Save changes' button. If you try to go on to another section without saving your edits, you will see this message, giving you the chance to save or cancel any changes you have made.

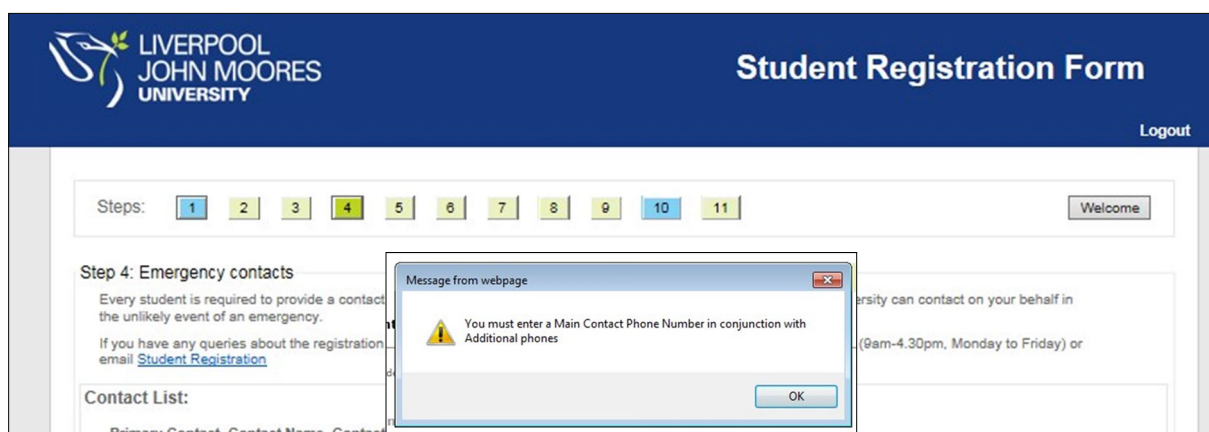


The screenshot shows the 'Student Registration Form' for Liverpool John Moores University. The user is on 'Step 2: How do we contact you?'. The form includes fields for 'Permanent Home Address', 'Term-time Address', 'Phone Numbers', and 'Email Address'. A modal dialog box is overlaid on the form, displaying the message: 'You have unsaved data. Are you sure you want to continue?' with 'OK' and 'Cancel' buttons.

8. Make sure you complete all the mandatory sections otherwise you won't be able to complete your student registration

All sections flagged with an asterix (*) must be completed in order for you to complete the student registration form.

If you don't complete a mandatory field, a message will pop up prompting you to complete the missing fields – see example below. Simply click OK and go back and complete the required fields.

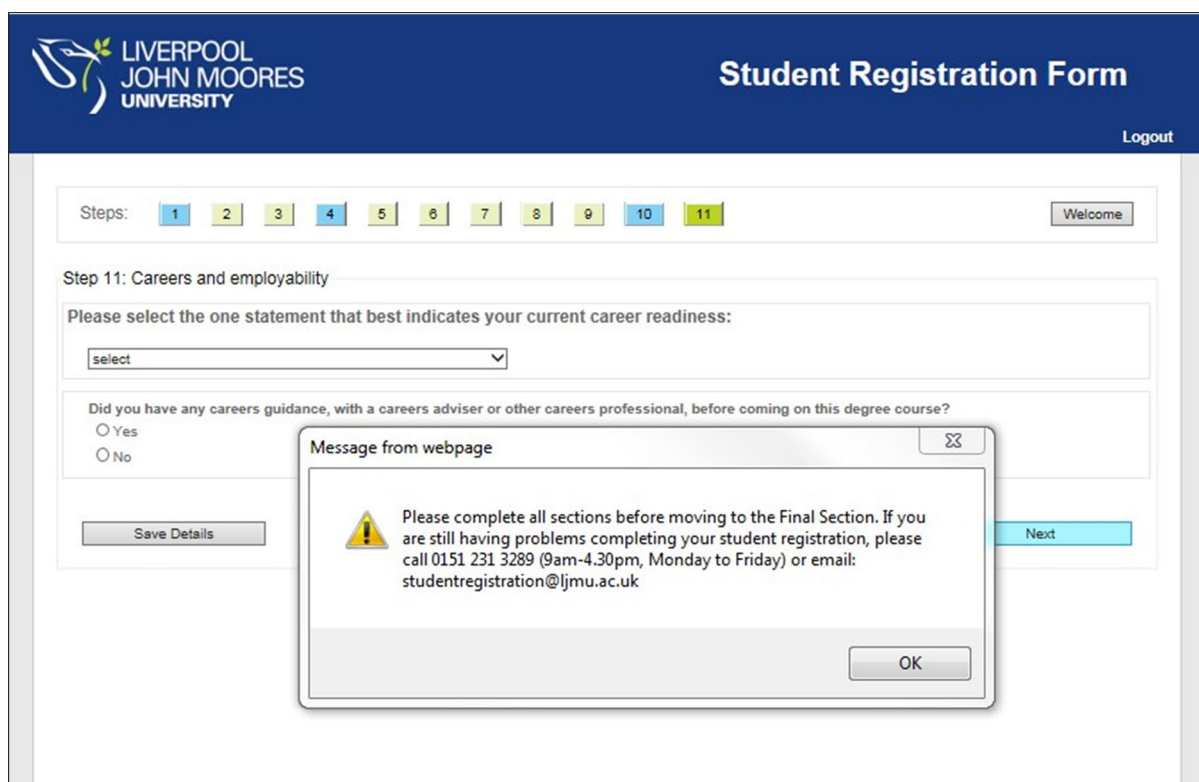


The screenshot shows the 'Student Registration Form' for Liverpool John Moores University. The user is on 'Step 4: Emergency contacts'. The form includes a 'Contact List' table. A modal dialog box is overlaid on the form, displaying the message: 'You must enter a Main Contact Phone Number in conjunction with Additional phones' with an 'OK' button.

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If any steps are incomplete by the time you complete step 11, you will see this message when you try to finish the registration process. Simply go back and complete the relevant sections indicated.



The screenshot shows the 'Student Registration Form' interface for Liverpool John Moores University. At the top, the university logo and name are on the left, and 'Student Registration Form' is on the right. A 'Logout' link is in the top right corner. Below the header, a progress bar shows steps 1 through 11, with step 11 highlighted in yellow. A 'Welcome' button is on the right. The main content area is titled 'Step 11: Careers and employability'. It contains a dropdown menu for 'Please select the one statement that best indicates your current career readiness:' with 'select' in the dropdown. Below that is a question: 'Did you have any careers guidance, with a careers adviser or other careers professional, before coming on this degree course?' with radio buttons for 'Yes' and 'No'. A 'Save Details' button is on the left, and a 'Next' button is on the right. A modal window titled 'Message from webpage' is overlaid in the center, containing a warning icon and the text: 'Please complete all sections before moving to the Final Section. If you are still having problems completing your student registration, please call 0151 231 3289 (9am-4.30pm, Monday to Friday) or email: studentregistration@ljmu.ac.uk'. An 'OK' button is at the bottom of the modal.

Data Protection Policy

LJMU needs to obtain and process certain information about our students to allow us to register students, organise programmes, and to carry out other essential university activities. The University cannot exercise its responsibilities and fulfil its education, training and support obligations, without holding and using this personal data. We process your personal data for: recruitment; admission; enrolment; the administration of our programmes of study and student support; funding arrangements; monitoring performance and attendance; supervision, assessment and examination; graduation; alumni relations; advisory, and pastoral purposes; health and safety management; research, statistical and archival purposes.

The information collected by LJMU is stored safely and securely, used fairly, and not disclosed to any other person unlawfully. To do this LJMU complies with the Data Protection Act 1998 and the new General Data Protection Regulation which superseded the Data Protection Act on 25th May 2018.

The University, all staff or others who process or use any personal information must ensure that they follow the University's data protection regulations. For more information, read the University's [Data Protection Policy](#). If you have any questions about our Data Protection procedures, please contact the Data Protection Officer: tel: 0151 231 3116; email: secretariat@ljmu.ac.uk

We also process applicant and student data to meet our statutory and other binding obligations. These may include submission of statistical returns to Government or its agencies, including the Higher Education Funding Council for England (HEFCE), the Higher Education Statistics Agency

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(HESA), the Student Loan Company (SLC), or other equivalent bodies from other countries. For more information, please read the [Student Fair Processing Notice](#).

As a Tier 4 licensed sponsor we may be required to give information to the UK Visas and Immigration (UKVI) about students with visas to study. Our sponsorship duties include informing UK Visas and Immigration (UKVI) if a student fails to register, withdraws, or fails to attend classes and hand in work.

Got a question? Contact the Student Registration Helpline.