

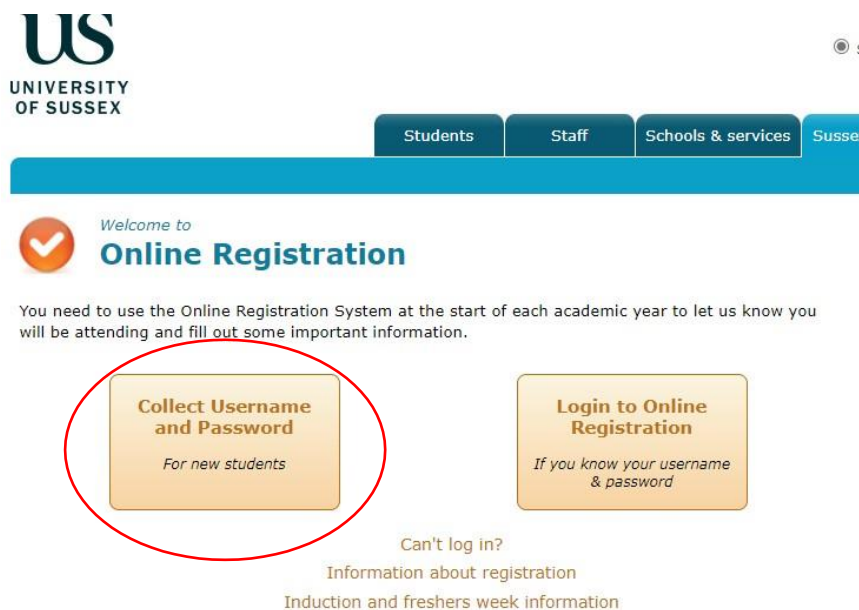
University of Sussex International Study Centre Virtual Learning Environment login instructions

As a new student, you need to collect your Sussex IT account details and update personal information. You should have received an email from our Central Student Support team with the information highlighted in yellow (please scroll to the bottom of this page).

Please click this link: <https://direct.sussex.ac.uk/register.html> to collect your University of Sussex IT Username and Password.

It is essential that you collect this, so you can access your Sussex Email Address and our Virtual Learning Environment - Canvas.

First, click on **Collect Username & Password**:



The screenshot shows the University of Sussex logo and navigation menu. Below the navigation menu, there is a section titled "Welcome to Online Registration". The text below this section states: "You need to use the Online Registration System at the start of each academic year to let us know you will be attending and fill out some important information." There are two main buttons: "Collect Username and Password" (with the subtext "For new students") and "Login to Online Registration" (with the subtext "If you know your username & password"). The "Collect Username and Password" button is circled in red. Below these buttons are links for "Can't log in?", "Information about registration", and "Induction and freshers week information".

***Please do NOT click "Login to Online Registration" and attempt to register online as you will not be able to do this. Similarly, clicking the "Information about registration" and "Induction and freshers week information" links, will take you to webpages created for University of Sussex students and not for those studying at the International Study Centre, so the information may not be applicable to you.**

You will then need to enter:

- Family Name/Surname: [Last_Name]
- Your candidate number: [Candidate_Number]
- Date of Birth: [DOB]

Please enter the information requested below:

Your Surname:

Candidate Number:

Date of Birth:

Now click here: [Get Username and Password](#)
(please wait for a few moments while we issue your username)

Please note:

- YOU MUST RECORD YOUR USERNAME AND PASSWORD AND KEEP THEM SOMEWHERE SAFE.
- You will need this username and password to access IT facilities throughout your studies at the University of Sussex.
- Your username and password must be entered exactly as they are shown, the characters are case sensitive. You should always type your username in lower case (not capitals).
- If you know your Sussex username but you've forgotten your password, you can reset it with the [forgotten password page](#). If you're still unable to log in, email IT Services for advice at ITServiceDesk@sussex.ac.uk or call the IT Service Desk on +44 (0)1273 678090, between 9.00am and 5.00pm (BST) Monday to Friday.

Next, click the **Get Username and Password** button.

Record your details in a safe place and do not lose them, as you will not be given this information again.

Once you have collected your IT username and password, you can access Canvas and your University of Sussex Email straight away using the log in details you have been provided with.

- ✓ To access your **Sussex email** account you can click on this link: <https://webmail.sussex.ac.uk/>
- ✓ To access **Canvas**, you can click on this link: <https://canvas.sussex.ac.uk/>
- ✓ Please also log in to **Sussex Direct**: <https://direct.sussex.ac.uk/login.php> and enter your personal information. You must keep this up to date throughout your entire studies.

If you are having difficulties, please email SussexISC.CSS@Studygroup.com for advice, including your full name and Student ID number.