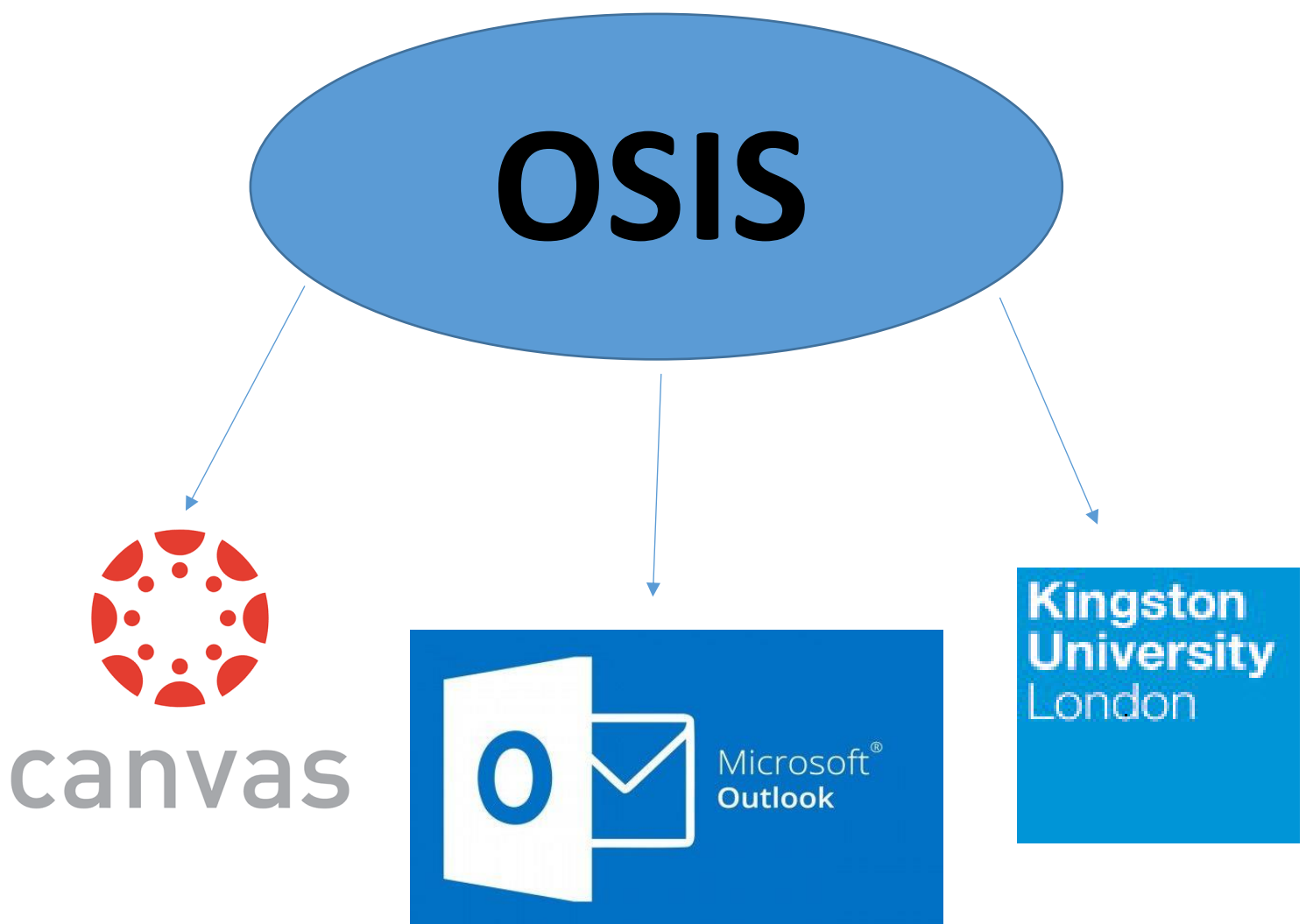


Online Student Information System (OSIS) and Canvas Login Guide

This guide provide instructions on registering OSIS and setting up your Virtual Learning Environment (VLE), Canvas to access your learning materials, assessment, module marks and university announcement. Please find the step-by-step guide below to set up your OSIS and Canvas.

You must complete the online registration on OSIS first (<https://osis.kingston.ac.uk/>). This will set up your Kingston University IT account credentials to access Canvas, Library Services, KU Outlook and KU IT Service Desk Portal.



Step 1:

You should have received the following online enrolment email with your KU login credentials. Please refer to the instructions in the online enrolment email to set up the IT account.

Please contact our Central Student Support team: kingstonisc.css@studygroup.com, if you require additional support or did not receive the email

Dear [REDACTED]

Kingston Student ID No: [REDACTED]

Course: **Study Group Pre Masters Business & Management (April)**

We are delighted that you have accepted your offer from Kingston University.

You will now be able to access our online service called OSIS (Online Student Information System), where you need to carry out the actions listed below. You can also track information about your application here.

Your Username for OSIS is: K[REDACTED]

1. If you are new to OSIS, please set your password [here](#). If you have previously logged into OSIS, continue to use the password you created, or you can reset a forgotten password [here](#).
2. When you have your password, [click here to log into OSIS](#).

Once you have logged in, you need to:

3. Check your personal and application details are correct.
4. Upload a passport-style photo for your Kingston ID card via the **Your Uploads** section.

Please keep this email safe as you may need it for future reference.

For Application queries:

If you have any questions about your application, please email including your name and Kingston Student ID number.

For Technical support:

- If you forget your OSIS password then you can [reset your password online](#).
- If you experience any problems with OSIS, log an enquiry with the University's [IT Service Desk](#), providing your name, Kingston Student ID number and information about the problem you are having. Or you can contact them (Monday-Friday 08.00-18.30) via **020 8417 3355** or [Live Chat](#).


Step 2:

Please go to OSIS page: <https://osis.kingston.ac.uk/> login with the credentials that you have activate to begin the online enrolment.

Example student KU email format:

k123456@kingston.ac.uk

Portal Login



Username: (e.g. K123456 or KU12345)

Password

[Forgotten your password?](#)

Step 3:

Complete your online enrolment please proceed to **Click here to Enrol**. Online Enrolment known as **Stage 1 enrolment you should complete this before you arrive**. Stage 2 enrolment is the process when Kingston University officially changes your learner status to active/ current and it happens after you have arrived.

Welcome to Kingston University - Online Enrolment

Stage 1

This stage involves updating your student record information online. It is important that this information is correct so that we can communicate with you and maintain accurate records.

Please click on the link below to start Stage 1 of your enrolment.

[Click here to enrol](#)

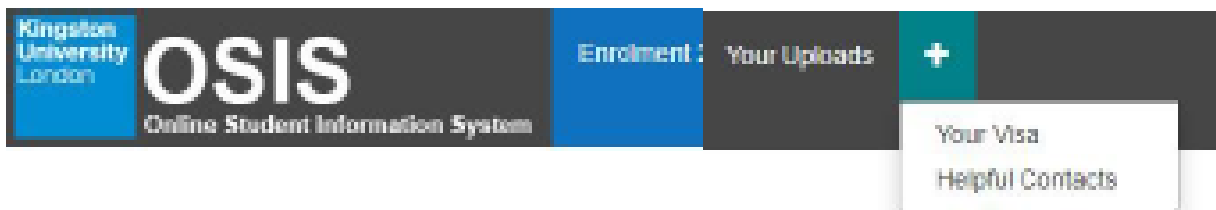


Should you have any queries regarding the information on the following screens you can contact us by phoning 0800 048 2484 (or for those outside the UK +44 (0) 207 2064174)

Step 4:

Please complete the mandatory fields in the online enrolment and make sure you provide information as accurate as possible. **The last step in the online enrolment is agreeing the 'Student Declaration'**. Once you have agreed, you will receive a message of completing the 1st Stage of the online enrolment.

Afterwards, you are required to upload your passport and Visa information. To navigate the section, please go to **'Your Visa'** on OSIS.



Step 5:

Please refer to the To-Do List and complete the outstanding fields, once you have complete it there will be a green tick. In the meantime, please get your passport and Visa documents ready for this section.

To Do List

List of tasks that should be completed - please keep updated.

- [Update Passport Details](#)
- [Update Visa Details](#)
- [Upload Qualification Image](#)
- [Inform KU of UKVI Decision](#)
- [Upload UKVI Document if you have a visa renewal in progress](#)

Please find the required documents to upload on OSIS.


Type of Document	
1. Passport	compulsory
2. 30-Day Vignette	compulsory
3. Home Office Decision Letter	compulsory
4. BRP Card (Biometric Residence Permit)	Optional- only if you picked it up
5. Digital Picture of Yourself	compulsory


Step 6:


To obtain your Student ID card, please go to **'Upload ID Card Image'**

Your Uploads

Your uploads


 Upload supporting documents for application


 Upload ID card image


 Upload sponsor letter

Passport Image Upload

✔ We have a copy of your passport. Please only upload if you have an updated image to give us.

📎 Upload your Passport here

If you hold refugee status DO NOT ask the Home Office to return your passport as this will jeopardise your refugee standing.

Step 7:

You will see a login page to login and upload the Student ID card photo.

Kingston University London

[Visitors](#) | [Courses](#) | [About Kingston University](#) | [Research](#) | [Services for Business](#) | [Faculties](#) | [Jobs](#)

Welcome to ID Card Image Upload

Welcome to Kingston University's image uploading service for applicants. The image will be used primarily for your KU student ID card in the event that you are offered and accept a place at Kingston University.

You will have received your username and password in an email from us. Uploading your image before you arrive at Kingston will speed up your enrolment process, but if you are unable to upload a photo before you arrive there will be an opportunity to have your photo taken at enrolment, however this may mean you do not receive an ID card on the day.

This web site will work with all major up-to-date browsers (IE9, IE10, IE11, Chrome, Firefox, Safari and Opera). If you do experience problems please try a different browser.

If you are having problems logging in and you have non-alphanumeric characters please change your password to letters and numbers only [here](#). Any other issue please contact the Service Desk on +44 (0)20 8417 3355 or email your photo as an attachment to idcards@kingston.ac.uk. Please include your KU ID number (e.g. K1234567) in any correspondence.

Username :

Password :

[Login](#)

Once you have logged in and selected the image to upload (you might need to adjust the size) and at the end click on agreeing the terms and conditions.

Step 8:

Well done! You have fully completed the OSIS enrolment and you should be able to access online university resources. In the future, **please use OSIS if you have changed your residential address, phone number and ID documents.**

Useful Login Guidance

- As you have activated the KU IT account, key communication are sent to your Kingston University email ending in @kingston.ac.uk. **Please make sure you contact KULISC Office, tutors and staff with your Kingston University email.**
- To reset passwords with email ending in @kingston.ac.uk please use the following link: <https://www.kingston.ac.uk/information-and-technology-services/password-support/>
- If you experience any IT troubles, please reach out to KU IT Service Desk: <https://www.kingston.ac.uk/information-and-technology-services/>

Canvas Guide

1. Please go to Canvas webpage: <https://osis.kingston.ac.uk/>, login with your Kingston IT credentials.

For example:

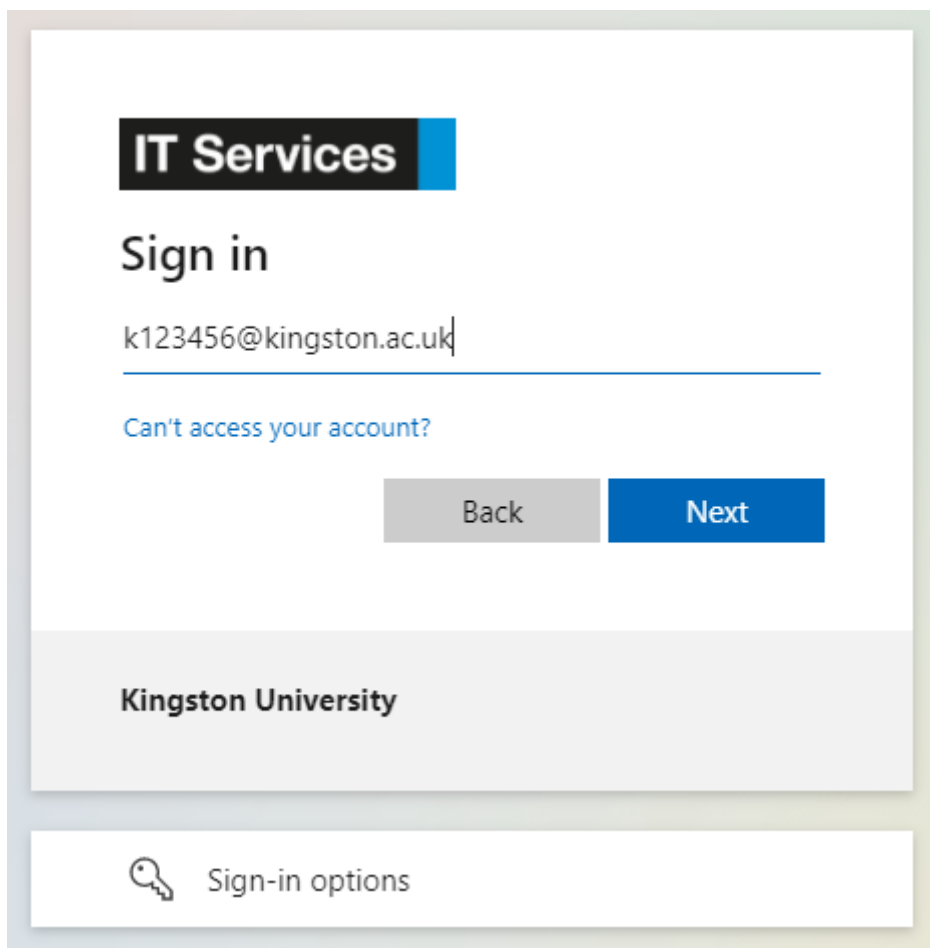
Username: *K123456@kingston.ac.uk*

Password: *Same as your OSIS password*

(Please contact IT Service Desk for technical issues:

<https://www.kingston.ac.uk/information-and-technology-services/service-desk-portal/>)

Example image (Please do not use k123456@kingston.ac.uk)




IT Services

Sign in

k123456@kingston.ac.uk

[Can't access your account?](#)

Kingston University

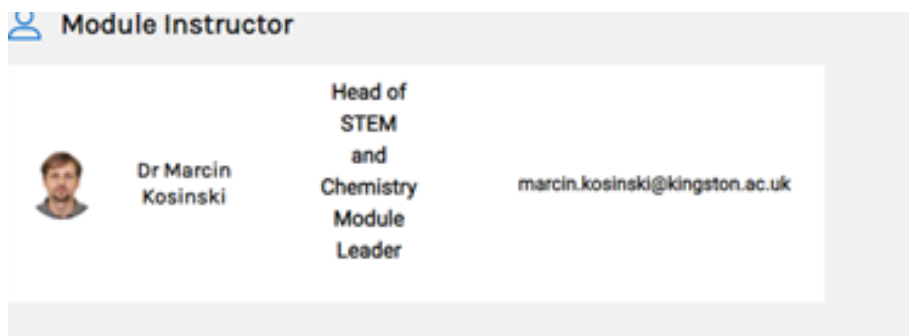
 Sign-in options

- You will be able to access your modules and communicate with your tutors and peers via Canvas. You should see the modules on the main page of Canvas.

The screenshot displays the Canvas Dashboard for a user at Kingston University London. The dashboard is titled "Dashboard" and shows a grid of 12 "Published Modules". A left-hand navigation sidebar includes icons for Account, Dashboard, Modules, Calendar, Inbox, History, Commons, and Help. Each module card includes a title, course code, and a set of icons for navigation and communication.

Module Title	Course Code	Year	Notification Count
Biology	XS3013_S	ACYR_20	4
Chemistry	XS3014_S	ACYR_20	0
Computing	XS3012_N	ACYR_20	0
English Legal System with Business Law	XS3015_N	ACYR_20	1
KULISC E-Campus	KULISC		2
Media Studies	XS3007_S	ACYR_20	1
Physics	XS3011_S	ACYR_20	6
Psychology	XS3006_S	ACYR_20	1
Pure Mathematics	XS3009_N	ACYR_20	1

3. Once you have clicked into a module, please go to Online Zoom sessions to look for the Zoom links for the lesson. You will also find the introduction and contact information of your tutor, please find the example below:



Kingston University London

XS3014_S_ACYR_20

Account Dashboard Modules Calendar Inbox History Commons Help

ACYR_20 Chemistry (XS3014_S_ACYR_20) [Edit]

Chemistry XS3014

[Syllabus](#)
[Succeeding in this Module](#)
[Schedule](#)
[Online Zoom sessions](#)
[Module Timeline](#)

[Assessment & Feedback](#)
[My Reading List](#)

Welcome to Chemistry module!

This module is a pathway specific module of the Kingston University London International Study Centre (KULISC) scheduled for International Foundation Year. It is an optional module for students on the Science, Engineering and Computing pathway. The module builds on your existing background in chemistry gained through high school studies. The level of study is broadly equivalent to AS/A-Level Chemistry and so it is assumed that you will come to this module with some grasp of the fundamentals of the subject. The emphasis in this module is to continue developing your scientific skills while pointing the contents particularly towards the demands of first year undergraduate study in relevant chemistry subject areas. The content is delivered through lectures, interactive seminars and laboratories. You will receive a great opportunity to understand this interesting subject better and to develop your investigative and practical skills while working in chemistry laboratory with awareness of health and safety regulations.

Module topics

During the whole academic year, you will explore selected topics of four different branches of chemistry. More details on how they fit in three terms you will find in the Schedule section.

General chemistry
Physical chemistry
Organic chemistry

- Home
- Account
- Dashboard
- Modules
- Calendar
- Inbox
- History
- Commons
- Help

- Announcements
- Assignments
- Discussions
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Units
- Conferences
- Chat
- LockDown Browser
- MEQ Reports
- New Analytics
- My Module Evaluation
- Settings

Online Zoom sessions

CHEMISTRY online events (dates and topics weekly updated)

Online Live events are delivered through Zoom sessions. Please, click on the zoom link to access in time.

Term 2 - WEEK 4

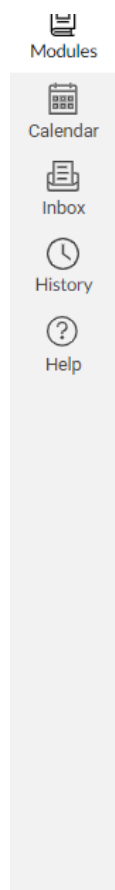
Date and Time	Zoom link and Access details	Event and Topic
01/02/2021, MONDAY 11:00 am - 12:00 pm (UK time)	https://studygroup.zoom.us/j/95180179815?pwd=SXNRaFNoRnZ2MzlrS2R2ZG10Ykcvdz09 Meeting ID: 951 8017 9815 Passcode: 812456	Lecture 1 - Collision theory
02/02/2021, TUESDAY 11:00 am - 12:00 pm (UK time)	https://studygroup.zoom.us/j/93759122420?pwd=d0hwWGtjMitOcnMwN3V4aDZCeDdxZz09 Meeting ID: 937 5912 2420 Passcode: 943138	Lecture 2 - Activation energy
04/02/2021, THURSDAY 1:00 pm - 2:00 pm (UK time)	https://studygroup.zoom.us/j/98881444281?pwd=bkZDV0hoOVJYUm5oa2tGcVVqWVdSQT09 Meeting ID: 988 8144 4281 Passcode: 173653	Laboratory - Practical 6 - Thermal decomposition of potassium hydrogen carbonate
05/02/2021, FRIDAY Group A	https://studygroup.zoom.us/j/92758012961?	Seminar - Kinetics

- Academic English Studies (AES) operate on another portal. However, you can access the AES learning portal via OSIS. Please go to the AES module and look for 'AES Study Platform'. Click into the link, you will automatically be brought into Chrome to access your AES studies.

The screenshot shows the Kingston University London Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Modules, Calendar, Inbox, History, and Help. The main area displays a grid of course modules. The 'International Year One Academic' module (XS4010_S_ACYR_20) is circled in red. Other visible modules include Business Statistics & Information T... (XS4006), Economics for Business (XS4008), Get Ready for Canvas, Marketing Practice (XS4009), and Organisational Behaviour (XS4007).

Module Name	Code
Business Statistics & Information T...	XS4006_ALL_ACYR_20
Economics for Business (XS4008_...	XS4008_ALL_ACYR_20
Get Ready for Canvas	Get Ready for Canvas
International Year One Academic ...	XS4010_S_ACYR_20
Marketing Practice (XS4009_ALL_...	XS4009_ALL_ACYR_20
Organisational Behaviour (XS4007...	XS4007_ALL_ACYR_20

Click into the link, you will automatically brought into Chrome to access your AES studies.



Use these links to access your classes:

AES Study Platform	Workshops
------------------------------------	---------------------------

If the AES Study Platform link does not work, please copy this link into your browser:

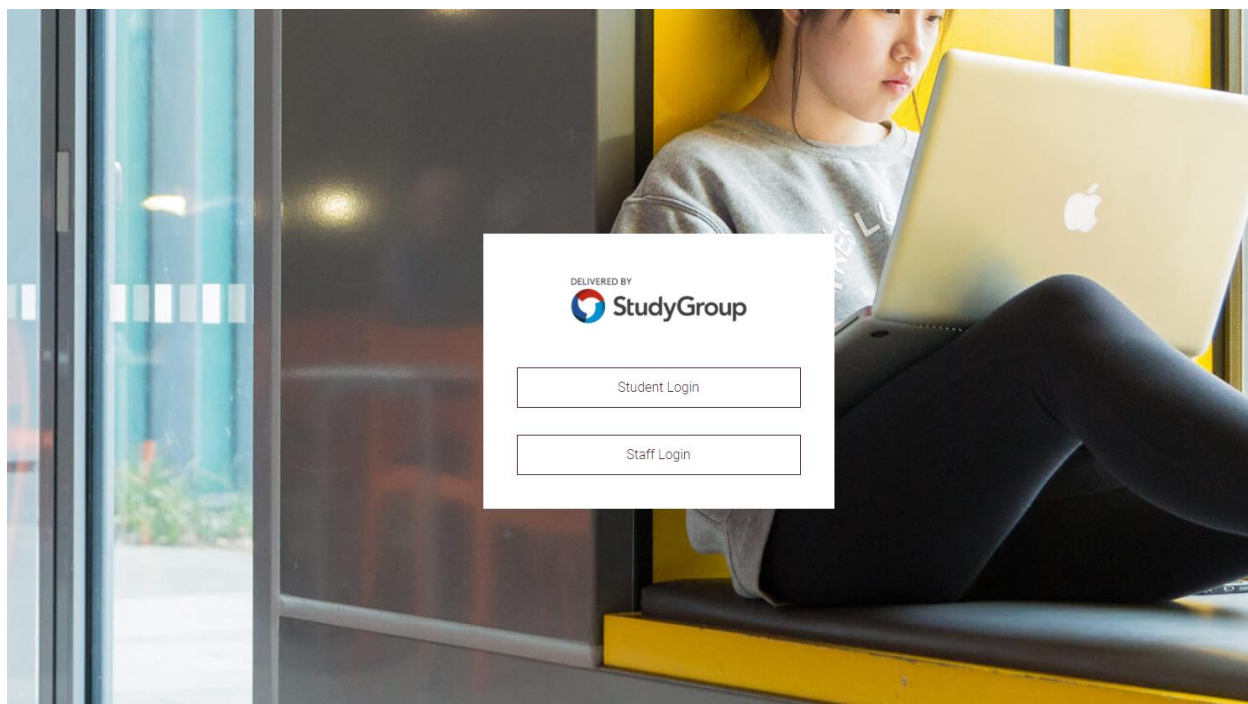
<https://studygroup.insendi.com/login?returnPath=/>

Here you can view the slides and recordings of your lessons.

Term 1
Term 2

AES Learning Platform Login Page, please select 'Student Login'

(Additional login guide and session will be provided)



- Apart from academic studies, we have a Student Experience page, which is dedicated to provide support throughout your student experience and studies with us. The KULISC E-Campus Page updates regularly and provide important information during the term time. You may wish to look for updates or recap induction material via the page.

The screenshot shows the 'Dashboard' for Kingston University London. On the left is a navigation sidebar with icons for Account, Dashboard, Modules, Calendar, Inbox, History, Commons, and Help. The main content area is titled 'Published Modules (12)' and displays a grid of module cards. Each card includes a header image, the module name, its code, and a notification badge. A red circle highlights the 'KULISC E-Campus' module card, which has a notification badge with the number '2'. Other modules include Biology, Chemistry, Computing, English Legal System with Business, Media Studies, Physics, Psychology, and Pure Mathematics.

Module Name	Code	Notification Badge
Biology	XS3013_S_ACYR_20	4
Chemistry	XS3014_S_ACYR_20	0
Computing	XS3012_N_ACYR_20	0
English Legal System with Business	XS3015_N_ACYR_20	1
KULISC E-Campus	KULISC	2
Media Studies	XS3007_S_ACYR_20	1
Physics	XS3011_S_ACYR_20	6
Psychology	XS3006_S_ACYR_20	1
Pure Mathematics	XS3009_N_ACYR_20	1