
Getting Ready For Registration



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International
College



Registration

- Before you arrive
- What to expect
- What to bring

Some Useful Information

- Insurance
- Wellbeing : Student Assistance Programme

Activating your University Account



Before you arrive

Send a photograph of yourself to usicooperations@studygroup.com for your Student Card

Send a copy of your **BRP Decision Letter** to usicompliance@studygroup.com

Prepare all the documentation and information that you need to complete your registration

Make note of your **registration slot**. Attendance is compulsory for all students.
Check for an email from usicarrivals@studygroup.com



What to expect

Arrival and Welcome Presentation

- You must attend your allocated registration slot

Right to Study Check

- Checking of your immigration documents

Complete a declaration form and provide key information

- Information you will need: UK Address, Contact Details, Emergency Contact Details

Collect your Student Card

- You will have your photo taken to be uploaded to your record

Community Presentation Session with our Head of College





What to bring to Registration

- **Passport**
- **Travel Vignette** - this will be stamped when you enter into the UK
DO NOT GO THROUGH AN EGATE WHEN YOU ARRIVE
- **Boarding Pass**
- **BRP Decision Letter**
- **Share Code (BNO or EU/EEA only)**





Student Route - BRP Collection

When you applied for your visa you would have selected either the College or a Post Office as the delivery address for your BRP. This can be found on your **UKVI Decision Letter**.

Delivered to the College:

You will collect your BRP as part of your registration

Delivered to the Post Office or your home address:

You must have collected this before attending your registration, and bring it with you. You will not be able to complete your registration and receive your timetable without this.





British National Overseas

What you need to bring:

- **Passport**
- **Share Code** - This is a 7 digit number which you will get from your UKVI account.

If you have not yet created an online account with UKVI, you will need to do so. Please refer to an email you will have received from them or contact usiccompliance@studygroup.com for more information



EU/EEA students

What you need to bring:

- **Passport**
- **Share Code** - This is a 7 digit number which you will get from your UKVI account.
- **Visa Decision Letter** (the email you receive from UKVI confirming your status)

If you have not yet created an online account with UKVI, you will need to do so. Please refer to an email you will have received from them or contact usiccompliance@studygroup.com for more information

Dear STUDENT

Ref: 1234-1234-1234-1234

Your application for Entry Clearance as a Student has been successful.

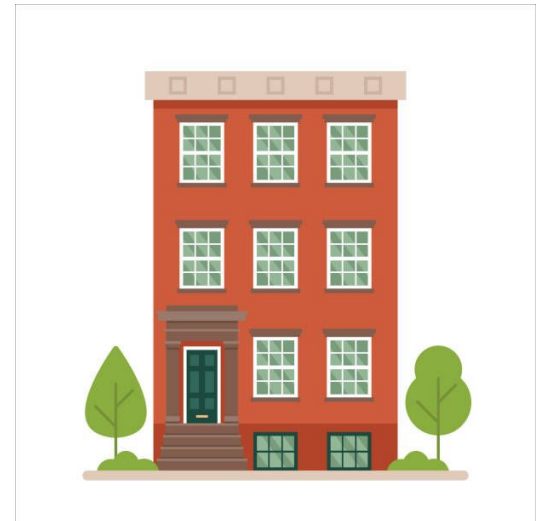
You have been granted permission to enter and stay in the UK as a Student from 24 Sep 2023 until 17 Aug 2024.

This notice sets out all of the conditions of your permission so please make sure you read it carefully.



Information to bring

- **Full UK address**
- **UK Mobile Telephone Number** - You will receive a free SIM card in your goodie bag when you arrive. This has £5 credit on it. You can use this if you wish.
- **International Mobile Number**
- **Emergency Contact Details**





Insurance

We recommend that you take out insurance to cover unexpected impacts on your health, belongings or travel plans during your studies.

Study Care offer 2 packages:

- 24 months - £6.92 per week
- 12 months - £7.50 per week



You can find more information in the [Study Care Insurance Guide](#)

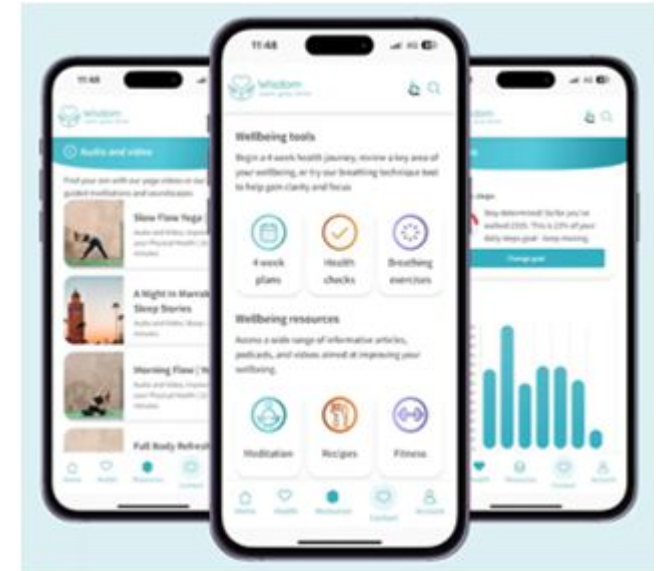
You can contact the admissions team to opt in



Wellbeing : Student Assistance Programme

A service that provides many routes to support students during their time here. It covers aspects of **managing, maintaining and improving health and wellbeing** through an app and portal.

The programme offers access to counselor-led support via phone or live chat, a range of trackers for mood, sleep and fitness as well as resources such as recipes, videos and podcasts.



Any Questions?

A stylized white outline of a laptop is positioned on the left side of the slide. The screen area is a solid light blue, and the keyboard area is represented by a grid of white lines on a light blue background.

How To Activate Your University Account



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Overview

How to Activate Your Account

How to Log In

Accessing Your University Email Account

Accessing Blackboard & The Induction Module

Using College WiFi



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How to Activate Your Account



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How to Activate Your Account



How to Activate Your Account



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Online services

Multi-factor authentication (MFA) is now required for all IT accounts - [get more information and support.](#)

Login

Username:

Password:

Log in

For security reasons, please [log out](#) and exit your web browser when you have finished accessing services that require authentication.

Problems logging in?

[Students](#)

[Staff](#)

[Applicants](#)

How to Activate Your Account





The
University
Of
Sheffield.

Account management

Student usernames and passwords

If you have forgotten your University username or password you can reset your password online and get a reminder of your username too.

You will need your **date of birth** and one of the following:

- your University username
- your UCard number 
- your registration number 

At the moment this system is only available to current students. Staff will need to [contact IT Service Desk](#) for support.

MFA

Having problems logging in with MFA due to changing your device? You can manage your registered MFA devices in the [Device Management Portal](#).

Next →

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[Privacy](#)




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How to Activate Your Account



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Account recovery

Step 1

Step 2

Step 3

Step 4

Step 5

Confirm identitySelect contact methodEnter verification codeChoose passwordFinish

Confirm your student identity

To confirm your identity we need you to provide some of the information we hold about you. You need to enter your date of birth and either your UCard number, username or registration number.

Provide **one** of these details

Username

e.g. abc01def

UCard number

e.g. 001234567

Registration number

e.g. 012345678

Provide your date of birth

Day

e.g. 11

Month

January

Year

e.g. 1990

Next →

Cancel

Help

If you're having problems finding your UCard number or registration number they are printed on the front of your [University UCard](#).

MFA

Having problems logging in with MFA due to changing your device? You can manage your registered MFA devices in the [Device Management Portal](#).



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Multi Factor Authentication

Protect Your University of Sheffield Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[Start setup](#)



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Multi Factor Authentication

Enter your phone number

United Kingdom

+44

Example: 121 234 5678

Back Continue



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Multi Factor Authentication

Enter your phone number

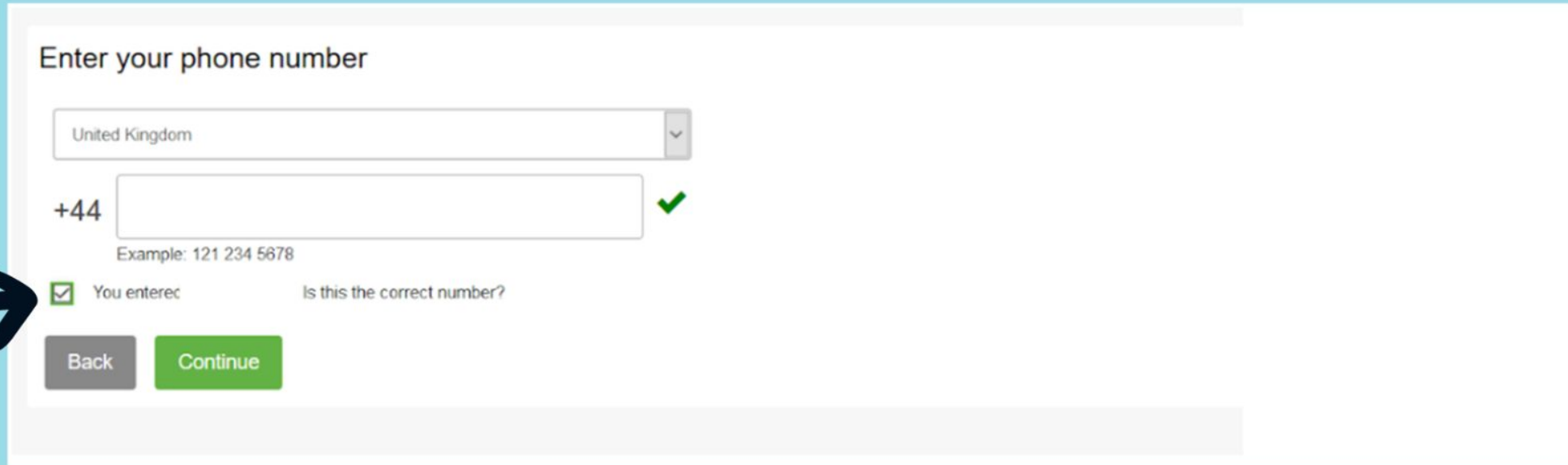
United Kingdom

+44

Example: 121 234 5678

☒ You entered Is this the correct number?

Back Continue



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Multi Factor Authentication

Enter your phone number

United Kingdom

+44

Example: 121 234 5678

☒ You entered Is this the correct number?

Back Continue

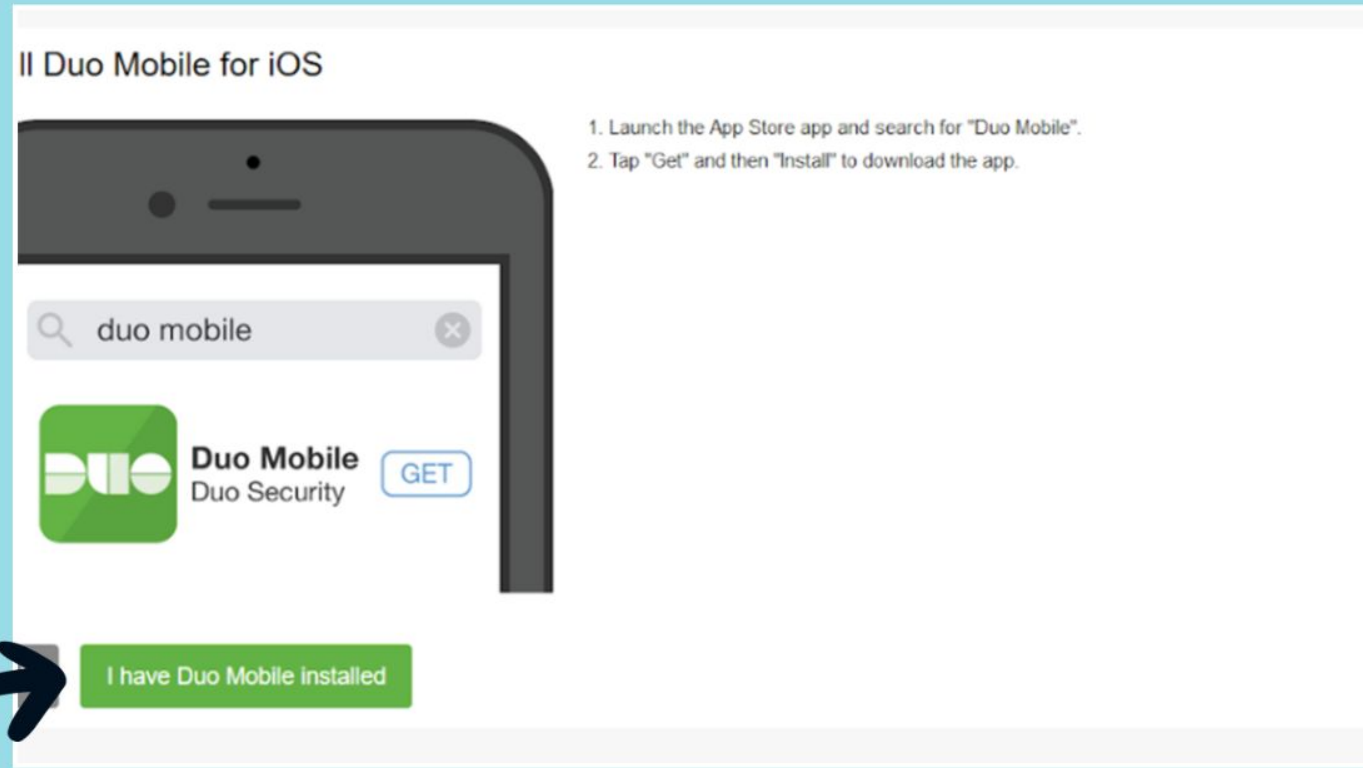
☒ iPhone

☐ Android

☐ Windows Phone

Back Continue

Multi Factor Authentication



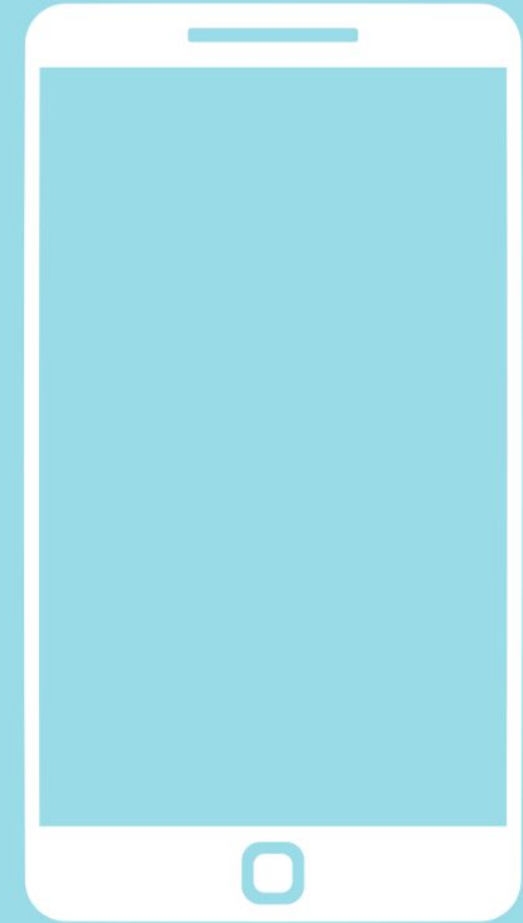
Multi Factor Authentication

A screen with a QR code will then appear. Open your Duo Mobile app.

In the app press the + button.

Your phone/mobile device camera will come on and you will be invited to scan the QR code.

When the code is recognised, click Continue button.




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Multi Factor Authentication

My Settings & Devices

 iOS +44 [REDACTED] JUST ADDED Device Options

[+ Add another device](#)

Default Device: iOS +44 [REDACTED]

When I log in: Ask me to choose an authentication method

Ask me to choose an authentication method
Automatically send this device a Duo Push

Saved Continue to Login



Multi Factor Authentication

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push <small>RECOMMENDED</small>	Send Me a Push
<input type="checkbox"/> Passcode	Enter a Passcode
<input type="checkbox"/> Remember me for 7 days	



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How to Log In

How to Log In



How to Log In



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Online services

Multi-factor authentication (MFA) is now required for all IT accounts - [get more information and support.](#)

Login

Username:

Password:

Log in

For security reasons, please [log out](#) and exit your web browser when you have finished accessing services that require authentication.

Problems logging in?


Students

Staff

Applicants




How to Log In



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Online services

Multi-factor authentication (MFA) is now required for all IT accounts - [get more information and support.](#)



[What is this?](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Secured by Duo

Choose an authentication method

☒ Duo Push ✓ Used automatically

☐ Passcode

☒ Remember me for 7 days

Send Me a Push

Enter a Passcode



Accessing Your University Email Account

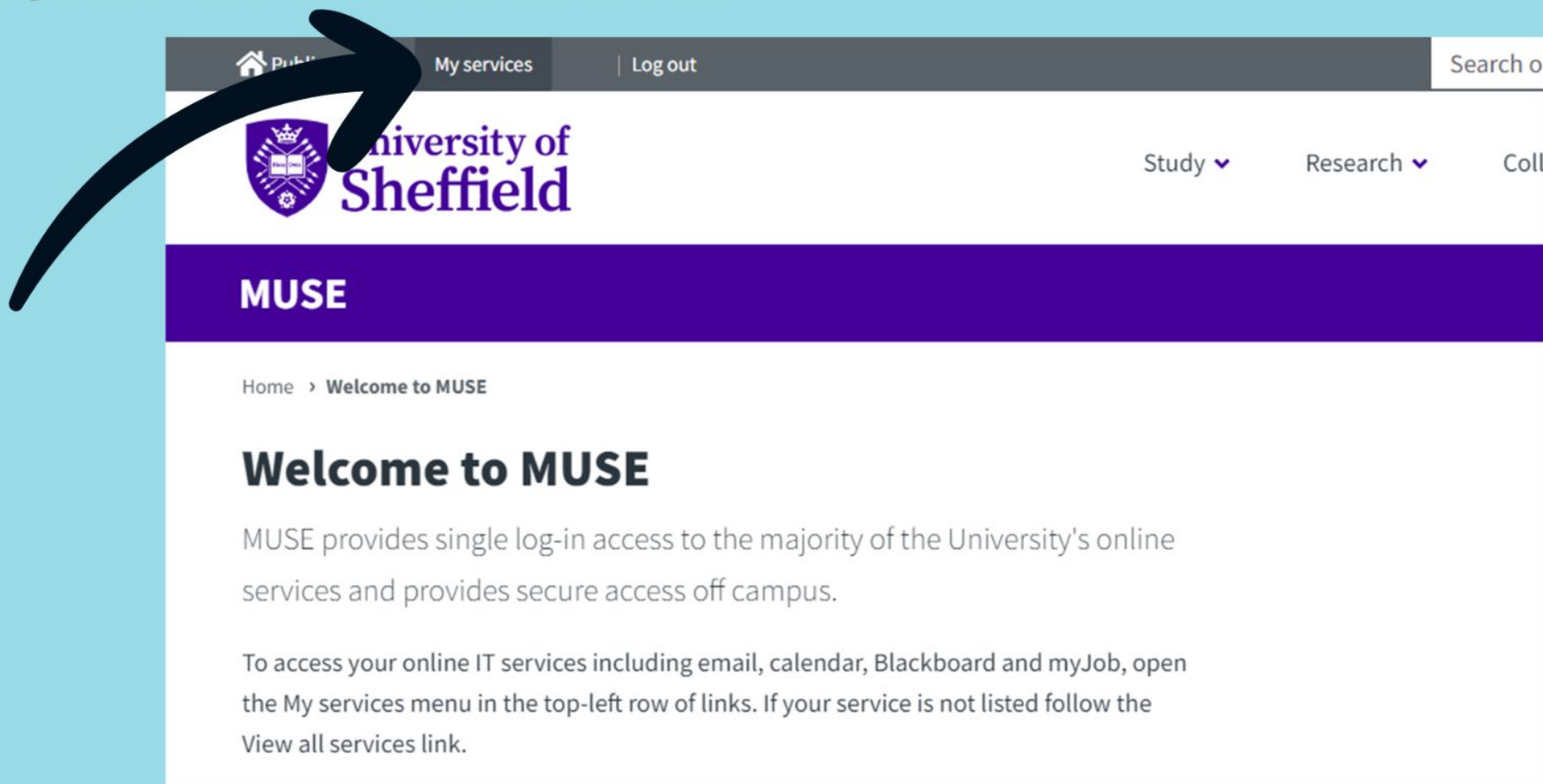


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Accessing Your University Email Account



Accessing Your University Email Account

 Public website

My services

Log out

Google Mail

Google Calendar

Google Drive

Telephone directory

Google Chat

Google Meet

myJob / myTeam / e-Recruitment

myPurchase for requisitioners

CIS

CIES Student

Parking permits

Blackboard

StarPlus - University Library Discovery

myResearch

IT Service Desk (Self Service)


Account settings


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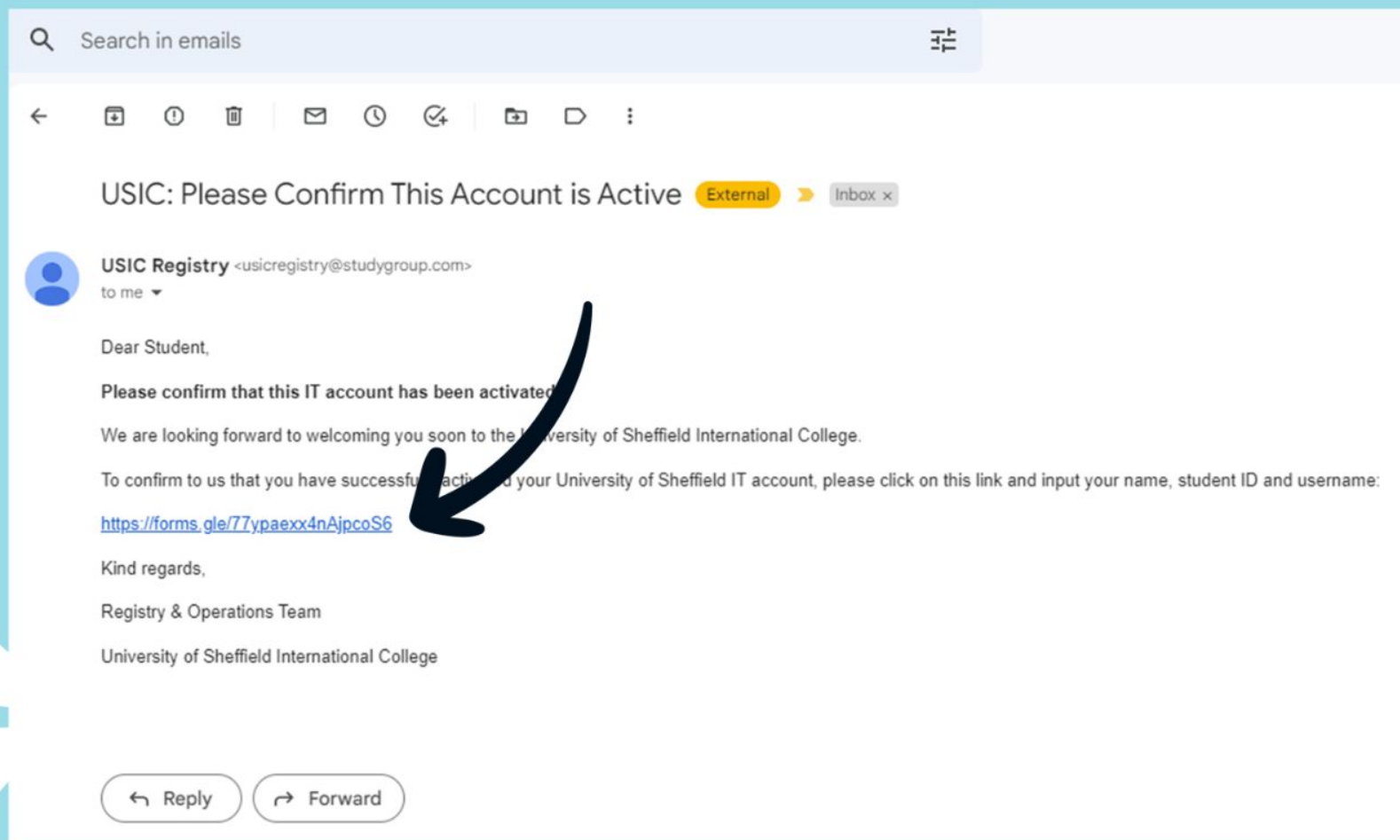
About

MUSE

Home > Welcome to MUSE

Welcome to MUSE

Accessing Your University Email Account

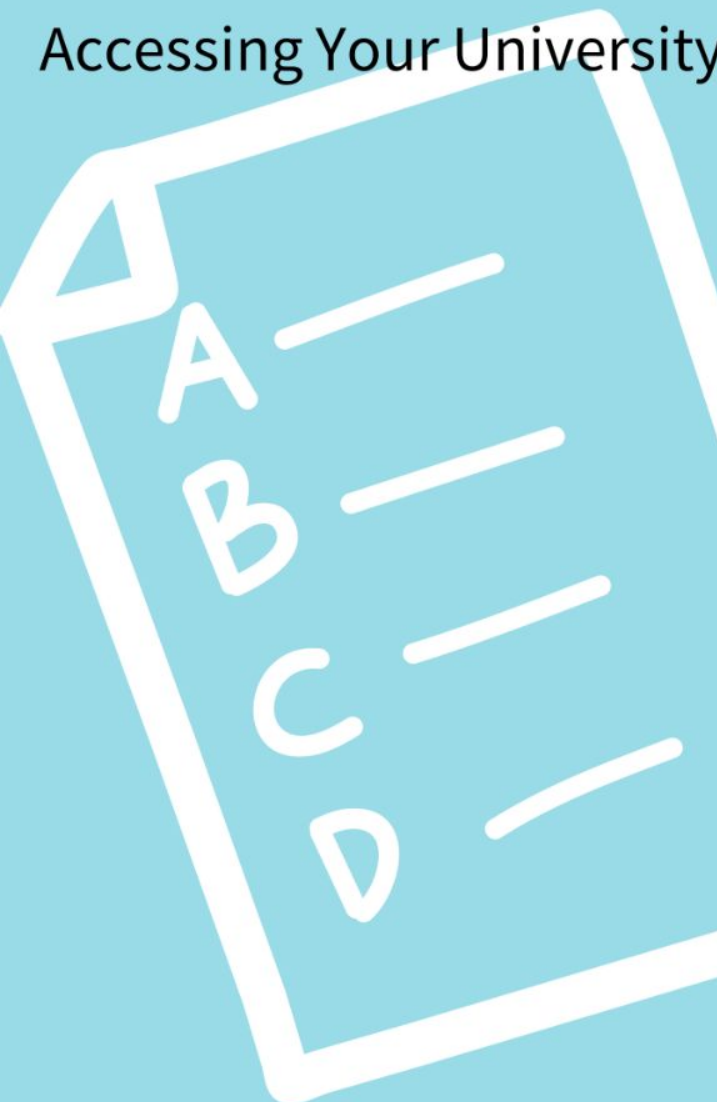


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Accessing Your University Email Account



IT Account Activated (September Cohort)

Complete this form to confirm that you have activated your University of Sheffield IT account

@sheffield.ac.uk

Switch accounts

Your email address will be recorded when you submit this form

*Required

Given Name *

Your answer

Family Name *

Your answer



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Accessing Blackboard & The Induction Module



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Accessing Blackboard & The Induction Module

[Public website](#)

[My services](#)

[Log out](#)

[Google Mail](#)

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[myJob / myTeam / e-Recruitment](#)

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[IT Service Desk \(Self Service\)](#)

[Account settings](#)

[Software downloads service](#)

[Information Security Training](#)

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Study

Research

Collaborate

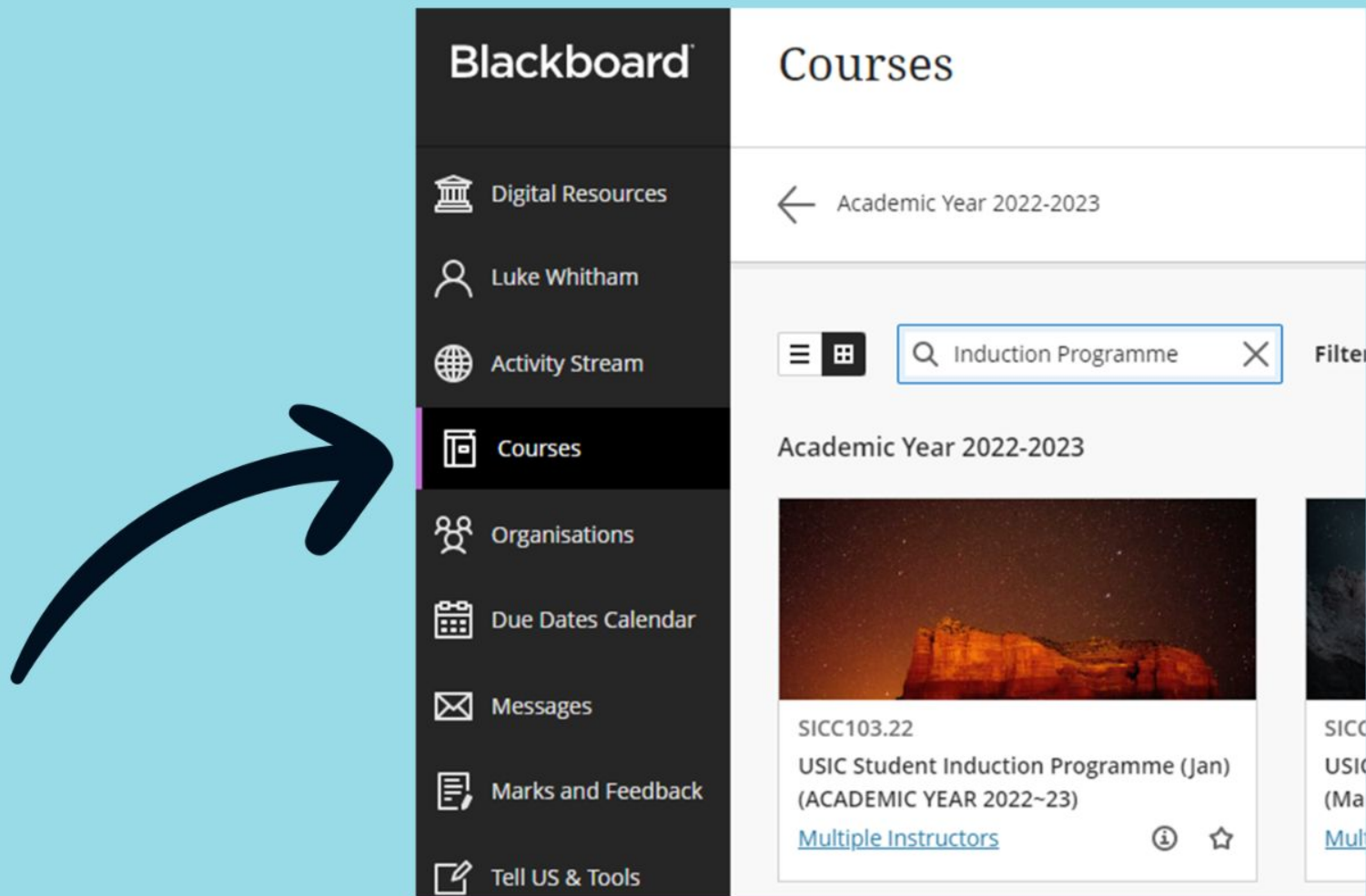
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MUSE

Home > Welcome to MUSE

Welcome to MUSE

Accessing Blackboard & The Induction Module



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Accessing Your Online Sessions

The screenshot displays the LMS interface. On the left is a dark sidebar with navigation links: Activity Stream, Courses, Organisations, Due Dates Calendar, Messages, Marks and Feedback, Tell US & Tools, and Sign Out. The main content area shows a search bar with 'f_aes' and a filter set to 'All Courses'. Below this, course listings for 'Academic Year 2023-2024' are visible, including 'F_AES_Jan_Academic English Skills (ACADEMIC YEAR 2023~24)' and 'F_AES_Sept_Academic English (ACADEMIC YEAR 2023~24)'. A yellow sticky note on the left contains the text: 'Academic English Sk...', 'M.', 'Room: Online', and 'JFSS01_AES'. A dark sidebar menu is overlaid on the right, listing items like 'Welcome Page', 'Announcements', 'Online Area', 'Online Sessions', 'Class Folder', 'Semester 1 Interactive Content', and 'Assessment and Feedback'. A 'Time and Date' section is also visible. Two large blue arrows point from the bottom left towards the course listings and the sidebar menu.

Accessing Your Online Sessions

The screenshot displays the 'Class Collaborate Ultra' web application. The top header shows the course name 'F_AES_Jan_Academic English Skills (ACADEMIC YEAR 2023~24)' and the platform name 'Class Collaborate Ultra'. On the right, there are icons for a camera, a notification bell, and a status indicator 'Edit Mode is: ON'.

A dark sidebar on the left contains a navigation menu with the following items: 'F_AES_Jan_Academic English Skills (ACADEMIC YEAR 2023~24)' (with a home icon), 'Welcome Page', 'Announcements', 'Online Area' (with a dropdown arrow), 'Online Sessions' (with a dropdown arrow), 'Class Folder' (with a dropdown arrow), 'Semester 1 Interactive Content' (with a dropdown arrow), 'Assessment and Feedback' (with a dropdown arrow), 'Coursework', 'Grade Calculator', 'WISEflow', and 'Semester 1 Materials' (with a dropdown arrow).

The main content area is titled 'Class Collaborate Ultra' and has a 'Sessions' tab selected. Below the tab, it shows 'F_AES_Jan_Academic English Skills (ACADEMIC YEAR 2023~24) - Course Room' and 'Unlocked (available)'. A 'Create Session' button is visible. A 'Filter by' dropdown menu is set to 'All Upcoming Sessions'. A list of sessions is displayed:

- JFPH03 - 22/12/2023, 12:03 (available)
- JFPH01 - 22/12/2023, 12:05 (available)
- JFEC01 - 22/12/2023, 12:06 (available)
- JFAR01 - 22/12/2023, 12:06 (available)

A context menu is open for the first session, JFPH03, showing the following options:

- Join session
- Anonymous dial in: +442033189610, PIN: 245 769 1574
- Edit settings
- View reports



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Using College Wi-Fi/Internet

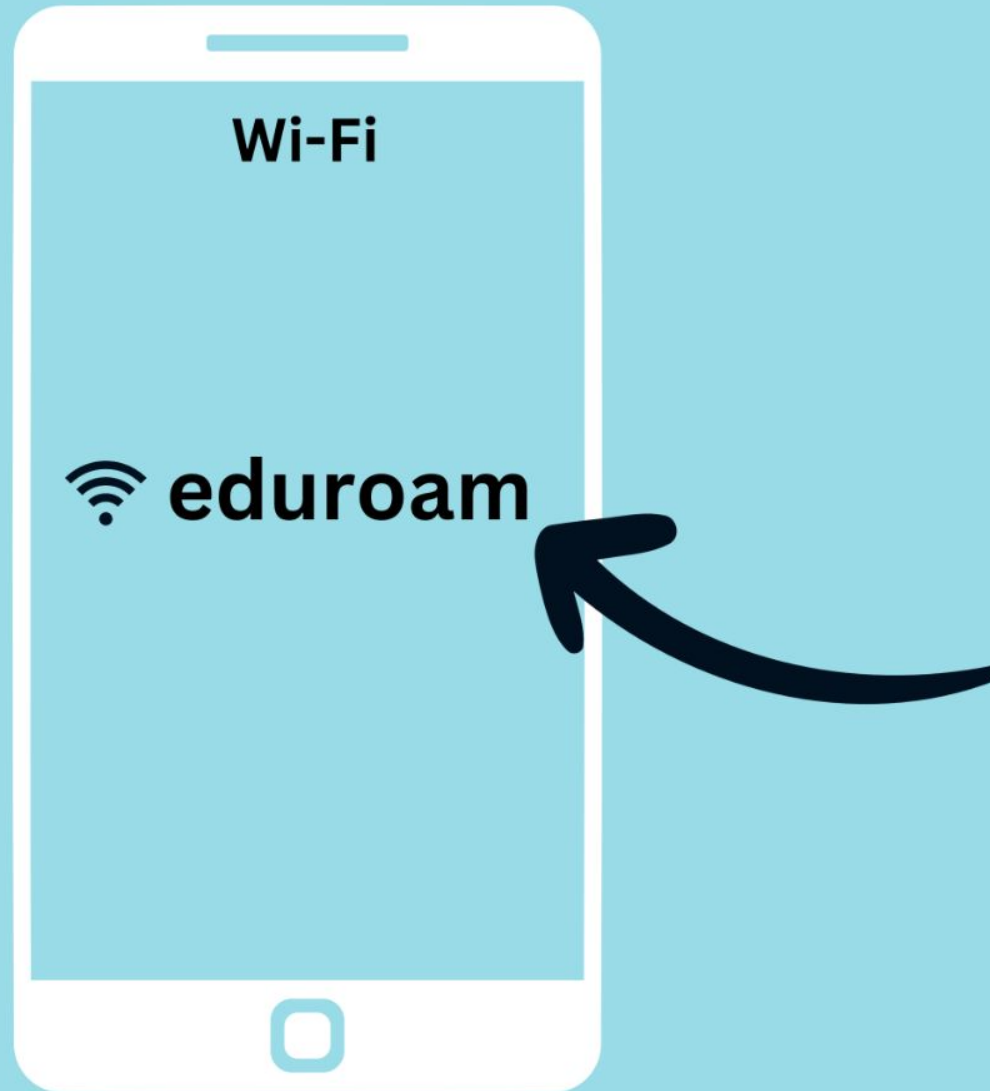
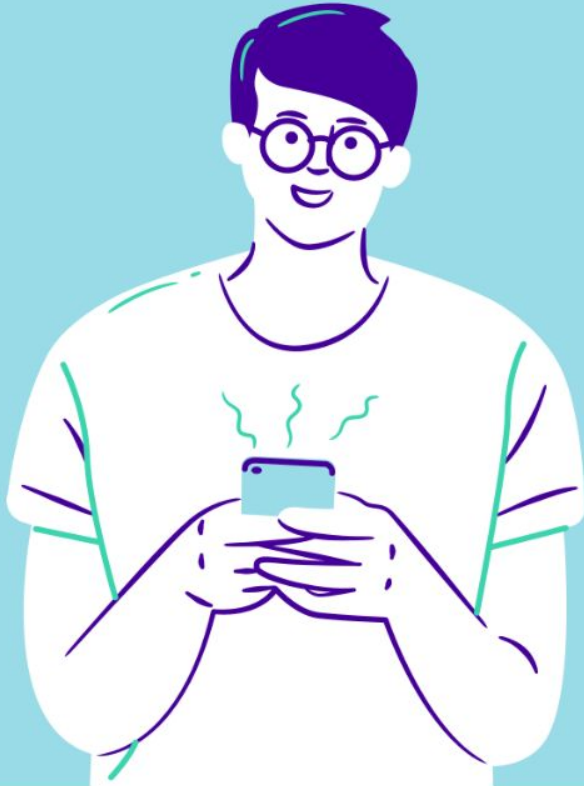


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Using College Wi-Fi/Internet



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Further Help



Help with DUO/Multi Factor Authentication

it-servicedesk@sheffield.ac.uk



Help with Logging In/Registration

usicooperations@studygroup.com



Further Information and Useful Contacts

Visit the Virtual Reception on Blackboard



Further Information about Your Registration

Visit the Welcome Hub or your Induction Course on Blackboard



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Thank you for attending.
Any questions?



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