IT account activation and enrolment

We are looking forward to welcoming you to your course!

To start your course, you will now need to do two things:

- Activate your IT account with a password and security questions
- Complete your enrolment in My Student Record

Please now go to the next page, and follow all of the instructions to complete both parts of this process. When you have completed all steps, you will see a confirmation of enrolment message.

If you have any difficulties or need any support, you can contact us at: enrolment@shu.ac.uk

How to activate your IT account

You will need the following information in order to activate your account which can be found on your enrolment invitation email:

- Student username
- Student number
- Date of Birth

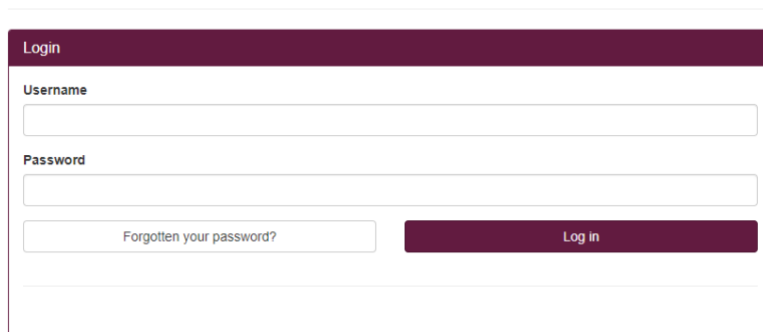Activating your IT account allows you to:

- set a password
- set security questions which are used to prove your identity if you need to reset your password

Step 1 - Navigate to the activation page

First navigate to msr.shu.ac.uk and click the 'Forgotten your password' button.

Welcome to My Student Record

My Student Record (MSR) provides access to the student and curriculum management system here at SHU. It is used by applicants to book open days, by students to enrol online, select modules, view results and book graduation ceremony tickets. As SITS Online, it is also used by staff for record maintenance, assessment and as a gateway to access SITS data.

Login

Username

Password

Forgotten your password?	Log in

Then, select the 'activated your user account' link.

Students: You must have **activated your user account** to use this service.

In order to change/reset your password please select a link below:

- **I'm a Student**
- **I'm a member of Staff**
- **Applicants registering with Disabled Student Support**
- **I'm a Partner College user**
- **Other users**

Step 2 - Start the account activation task

Click 'New Student'

Sheffield Hallam University SHU Account Activation Service

Please select the option that best describes you in order to proceed to activate your account:

- **Applicant** - I'm an applicant registering with Disabled Student Support
- **New Student** - I'm a new student and have been asked to activate my account for the first time
- **Current Student** - I'm a current student and have been asked to activate my account

Select the image below for screen shots of the activation process:
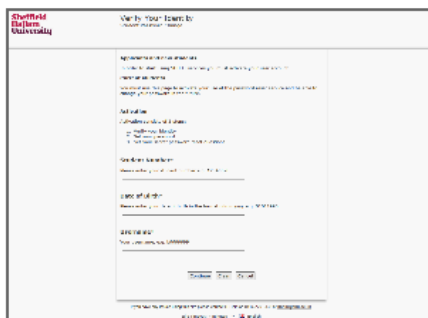
If you have any issues using this site please contact IT Help on 0114 225 3333 or ithelp@shu.ac.uk.

Step 3 - Verify your identity

Complete the questions using the information provided in your enrolment invitation email. Please note that the Date of Birth should be entered in DDMMYYYY format with no dashes or hyphens. For example a birthday of 1st January 1990 would be 01011990.

When finished, you will get the message that your account has been verified.

Click 'Continue'.

When activating your account and completing online enrolment please note:

- Do not close the browser window until you have completed the process
- Inactivity for more than 15 minutes will make the window time out and your details will be lost

If any of the above happens you will need to contact IT Help (ithelp@shu.ac.uk) to reset your activation.

Step 4 - Set your password

Your password needs to meet the following criteria:

- Include a minimum of 8 characters
- Include at least 1 letter
- Include at least 1 capital letter
- Include at least 1 number

SHU passwords are case sensitive, so you need to make sure that you remember exactly how you set your password and ensure that you always type it the same way.

Click 'Change password'.

Step 5 - Set your secret password reset questions

You now need to set yourself some security questions so you can reset your password if needed.

Choose questions with memorable answers.

Once you have set your questions, click 'Save Questions & Answers' to continue to the next screen. You then need to close the browser, as instructed, and your account activation is complete.

Once you have completed your account activation, please go to https://msr.shu.ac.uk to complete your online enrolment.

GOOD Secret Questions	BAD Secret Questions
• cannot be guessed by others • will always have the same answer • can be easily remembered by yourself	• are easy for others to guess • have an answer which may change • have an answer which is hard to remember
Examples What is my mother's maiden name? What date is my oldest brother's/sister's birthday? What is the name of my first school?	**Examples** What is my date of birth? Where did I go on holiday last year? What is my girlfriend's name? How long have I lived in my house?

How to access the enrolment task

Step 1 – Navigate to msr.shu.ac.uk

Enter your username and password in the relevant sections and click 'Log in'

Welcome to My Student Record

My Student Record (MSR) provides access to the student and curriculum management system here at SHU. It is used by applicants to book open days, by students to enrol online, select modules, view results and book graduation ceremony tickets. As SITS Online, it is also used by staff for record maintenance, assessment and as a gateway to access SITS data.
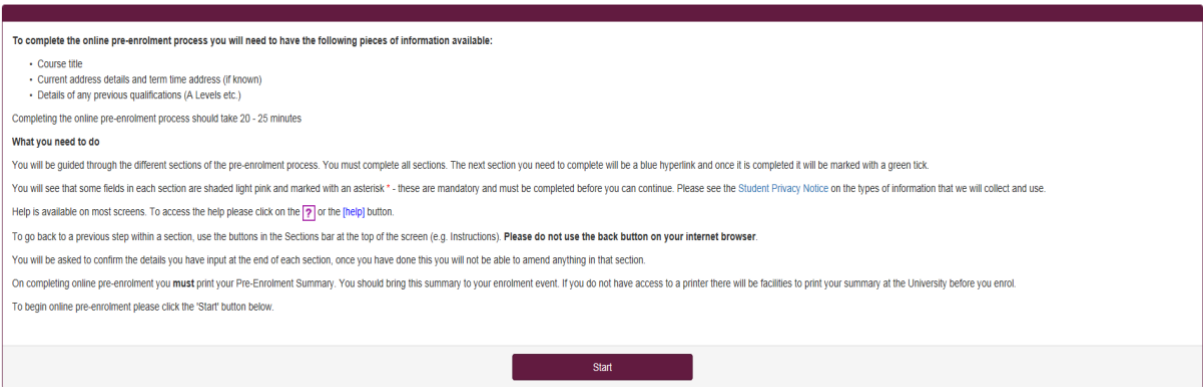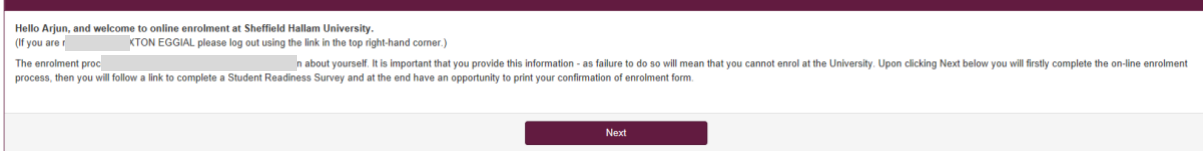
Login

Username

Password

Forgotten your password?	Log in

Step 2 – Select the Online Enrolment Task for your Course

My Enrolment and Fees

Enrolment
Online Pre-Enrolment for Law with Criminology in 2019/0
University ID Policy
Enrolment Help

Student Information	?
Student Readiness Survey	

Confirmation of Enrolment
Confirmation of enrolment for Law with Criminology will be available when you enrol

General Enrolment Information
Terms & Conditions
Education Act 1994
HESA Student Collection Notice

Your Student Maintenance Loan
SLC Information

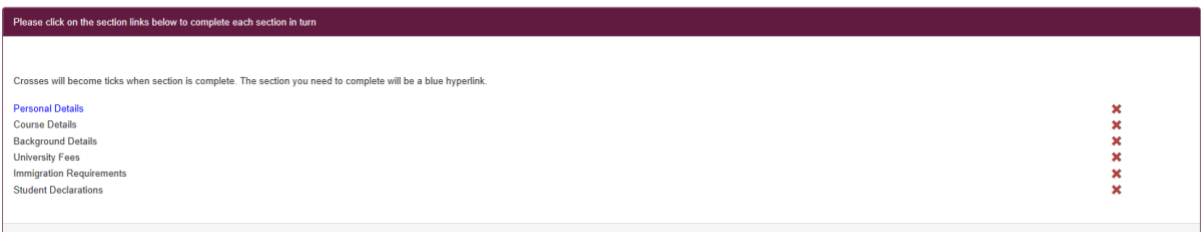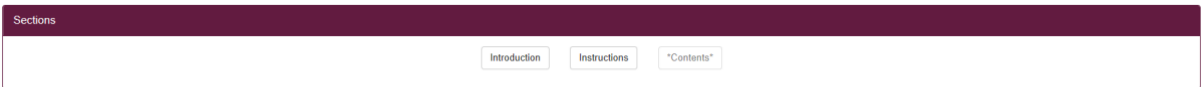| Council Tax |
| --- |
| Remember: You only need to print off a Council Tax - Student Certificate if your Council requests one from you. The Certificate is validated when you sign - it does not need to be signed and stamped by your Faculty Office. |
| Council Tax Certificate |
| Further Information |

Step 3 – Navigate through the instruction pages.

One you have entered the task, please carefully read the enrolment instructions, then click next and start respectively.

Hello Arjun, and welcome to online enrolment at Sheffield Hallam University.
(If you are r_____KTON EGGIAL please log out using the link in the top right-hand corner.)

The enrolment proc_____ about yourself. It is important that you provide this information - as failure to do so will mean that you cannot enrol at the University. Upon clicking Next below you will firstly complete the on-line enrolment process, then you will follow a link to complete a Student Readiness Survey and at the end have an opportunity to print your confirmation of enrolment form.

Next

To complete the online pre-enrolment process you will need to have the following pieces of information available:

- Course title
- Current address details and term time address (if known)
- Details of any previous qualifications (A Levels etc.)

Completing the online pre-enrolment process should take 20 - 25 minutes

What you need to do

You will be guided through the different sections of the pre-enrolment process. You must complete all sections. The next section you need to complete will be a blue hyperlink and once it is completed it will be marked with a green tick.

You will see that some fields in each section are shaded light pink and marked with an asterisk * - these are mandatory and must be completed before you can continue. Please see the Student Privacy Notice on the types of information that we will collect and use.

Help is available on most screens. To access the help please click on the [?] or the [help] button.

To go back to a previous step within a section, use the buttons in the Sections bar at the top of the screen (e.g. Instructions). **Please do not use the back button on your internet browser.**

You will be asked to confirm the details you have input at the end of each section, once you have done this you will not be able to amend anything in that section.

On completing online pre-enrolment you **must** print your Pre-Enrolment Summary. You should bring this summary to your enrolment event. If you do not have access to a printer there will be facilities to print your summary at the University before you enrol.

To begin online pre-enrolment please click the 'Start' button below.

Start

Step 4 –Complete the Enrolment sections.

You need to complete each section highlighted with a blue hyperlink. When you complete a section, the next one will be made available. You will need to complete all sections to complete the enrolment. The red crosses will turn into green ticks to indicate when you have completed a section.

Sections

Introduction	Instructions	*Contents*

Please click on the section links below to complete each section in turn

Crosses will become ticks when section is complete. The section you need to complete will be a blue hyperlink.

Personal Details	✖
Course Details	✖
Background Details	✖
University Fees	✖
Immigration Requirements	✖
Student Declarations	✖

Step 5 –Completing the Enrolment Task

Once you have completed the final section you will be presented with a 'Thank you' page to confirm you have completed the Enrolment. Please press 'Next' to complete the process.

If you have any queries regarding your enrolment, please email the Sheffield Hallam University Enrolment Team at

enrolment@shu.ac.uk.