

# ARU London Online Registration



**a.r.u.** | London

Congratulations on receiving an unconditional offer to study at ARU London! Now that your place to study with us has been confirmed, it is time to enrol yourself as a student at the university by completing registration on ARU London's Virtual Learning Environment (VLE).

VLE is your portal to all the information you will need during your studies including your timetable, learning resources provided by your lecturers, and information regarding examinations. You will also be able to use VLE to request letters, such as proof of study, and to keep track of your attendance.

If you have any issues, please contact [registration@london.aru.ac.uk](mailto:registration@london.aru.ac.uk)

## Step I: Logging In

Once your personal details have been processed by the relevant university departments, you will be issued with login details for VLE via e-mail. Follow the link in the e-mail or visit the following address to log in: <https://arulondon.org/vle/login.php>.

### VLE Authentication

Username \*

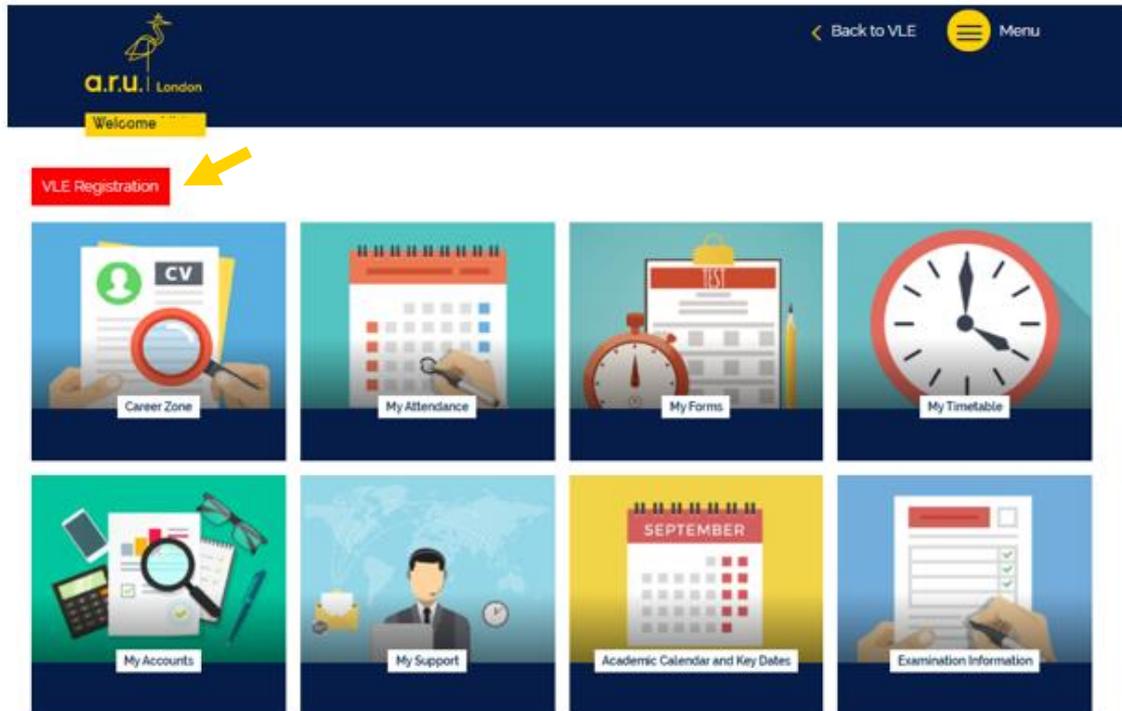
Password \*

[Forgot password?](#)

Sign In

Login with your six digit Student Code e.g. 3XXXXX

Having successfully logged in you will be presented with your home page. Before you can access any of the information available on VLE, however, you will need to complete registration. You can begin this process by clicking on the red box which says **"VLE Registration"**.



## Step 2: Select Your Delivery Mode (Blended or Online)

Please indicate your preferred mode of delivery. This decision can be changed at any time prior to or during the trimester should your circumstances change. Before you confirm your choice, please take the time to read the **Risk Assessment** and **Safe Building Usage Policy**.

### Registration - Select Your Delivery Mode (Blended or Online)

We are looking forward to welcoming you onto campus in May and hope that you are excited to start your journey with ARU London.

Everyone has been affected differently by the COVID-19 global pandemic and the circumstances you find yourselves in will vary. Therefore, if you are unable to – or do not wish to – study on campus in May, you will be able to start your studies with us online during the trimester.

#### There are two options for your study in May:

1. **Study online:** Your usual 2-days a week timetable of live face-to-face lectures delivered virtually via Zoom.

or

2. **Blended delivery:** Your usual 2-days a week timetable with one day a week on campus and the other day studying live, face-to-face virtually via Zoom.

Lectures will be simultaneously delivered to smaller physical classes and to students studying virtually, allowing us to protect your health and wellbeing. Our buildings, and working practices will be adapted to allow social distancing and mitigate risk wherever possible. Adaptations include temperature checks on entry, closure of common areas, adjusted lecture times, study bubbles, minimising movement around the building, the wearing of face covering when moving around the building, and implementation of social distancing.

A full 'Risk Assessment' and 'Safe Building Usage Policy' have been prepared to minimise risks for students and staff, putting health and safety first and following the guidelines and best practice of Universities UK and Public Health England. Please read these documents before making your selection to ensure you are fully informed of the arrangements in place.

Please indicate your preferred mode of delivery for the May 2021 Trimester-1 this decision can be changed at any time prior to, or during the trimester should your circumstances change.

#### Select your Delivery Mode

Online Delivery     Blended Delivery

I have read and agree to the [Risk Assessment](#) and [Safe Building Usage Policy](#)

Save and Continue

### Step 3: Student Finance Details

The first information you will be asked to provide are your Student Finance details. In this section, you will need to include either your Student Support Number or your Customer Reference Number.

Please provide your Customer Reference Number OR Student Support number below. These numbers can be obtained from any correspondence you might have received from Student Finance England.

Student Support Number :

OR

Customer Reference Number :

If you have a copy of any documentation from Student Finance that includes the above reference number(s) upload below.

Upload Your Document :  No file selected. (jpg, png, pdf only up to 10 MB Size)

You will also be asked to upload a copy of any documentation from Student Finance which includes the number you have provided. Please note, however, that this step is optional.

### Step 4: Uploading a photo

The next step will ask you to upload a photograph of yourself for your ARU London account. This is the photo that will appear on your ARU London ID card so it must be a clear photograph of your face, like a passport photo. Feel free to show us your best smile!

Please upload your photograph, this will be used for your ID card(s).

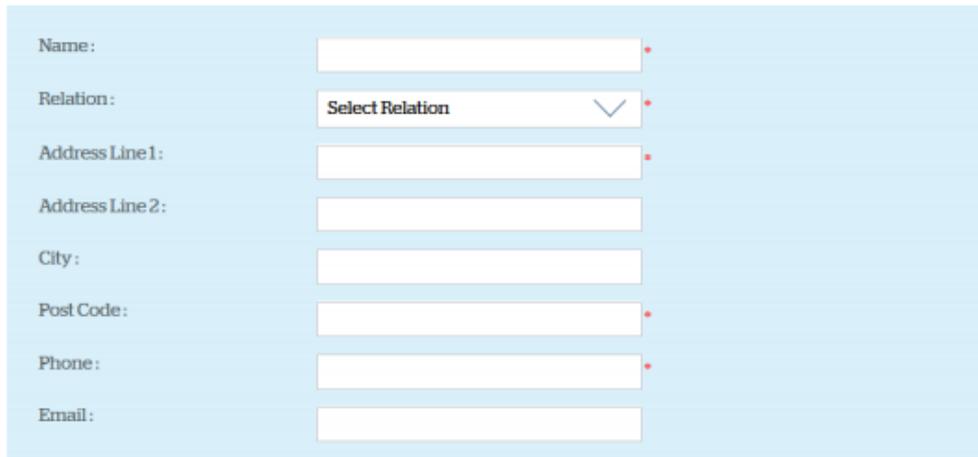
Upload Your Photo :  No file selected. \* (jpg, png only up to 10 MB Size)

Your Photo

If you have any issues with uploading your photo, please send it to [registration@london.aru.ac.uk](mailto:registration@london.aru.ac.uk) including your student ID number in the subject line.

## Step 5: UK Contact Person

You will then be asked to enter the contact details for a UK contact person. This should be someone that you know who resides in the UK and would be happy with us contacting them in case of an emergency. Please ensure that you fill in all the boxes marked with a \*

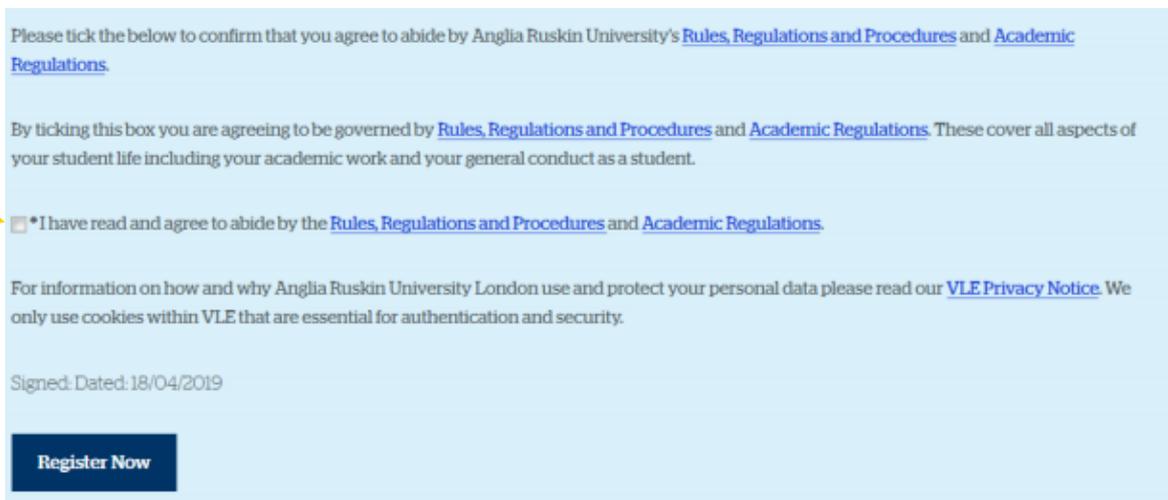


A light blue form with the following fields, each with a red asterisk indicating it is required:

- Name:
- Relation:
- Address Line 1:
- Address Line 2:
- City:
- Post Code:
- Phone:
- Email:

## Step 6: Terms and Conditions

Finally, you will need to confirm that you agree with ARU London's terms and conditions. Feel free to click the links to read these in full and then simply tick the box.



Please tick the below to confirm that you agree to abide by Anglia Ruskin University's [Rules, Regulations and Procedures](#) and [Academic Regulations](#).

By ticking this box you are agreeing to be governed by [Rules, Regulations and Procedures](#) and [Academic Regulations](#). These cover all aspects of your student life including your academic work and your general conduct as a student.

\*I have read and agree to abide by the [Rules, Regulations and Procedures](#) and [Academic Regulations](#).

For information on how and why Anglia Ruskin University London use and protect your personal data please read our [VLE Privacy Notice](#). We only use cookies within VLE that are essential for authentication and security.

Signed: Dated: 18/04/2019

[Register Now](#)

Once you have provided all the information we have asked for, click "Register Now". You will see a confirmation message at the top of the page as well as an email sent to you. You are now registered on the VLE.

# Welcome to ARU London!