

ONLINE REGISTRATION GUIDE



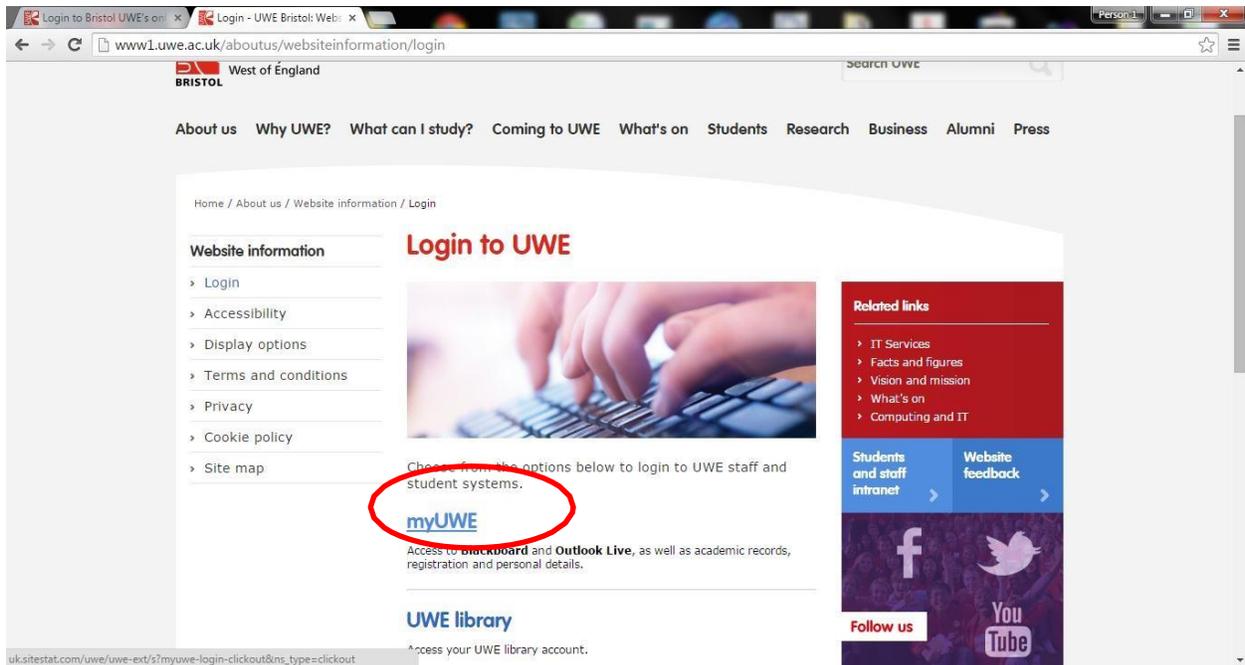
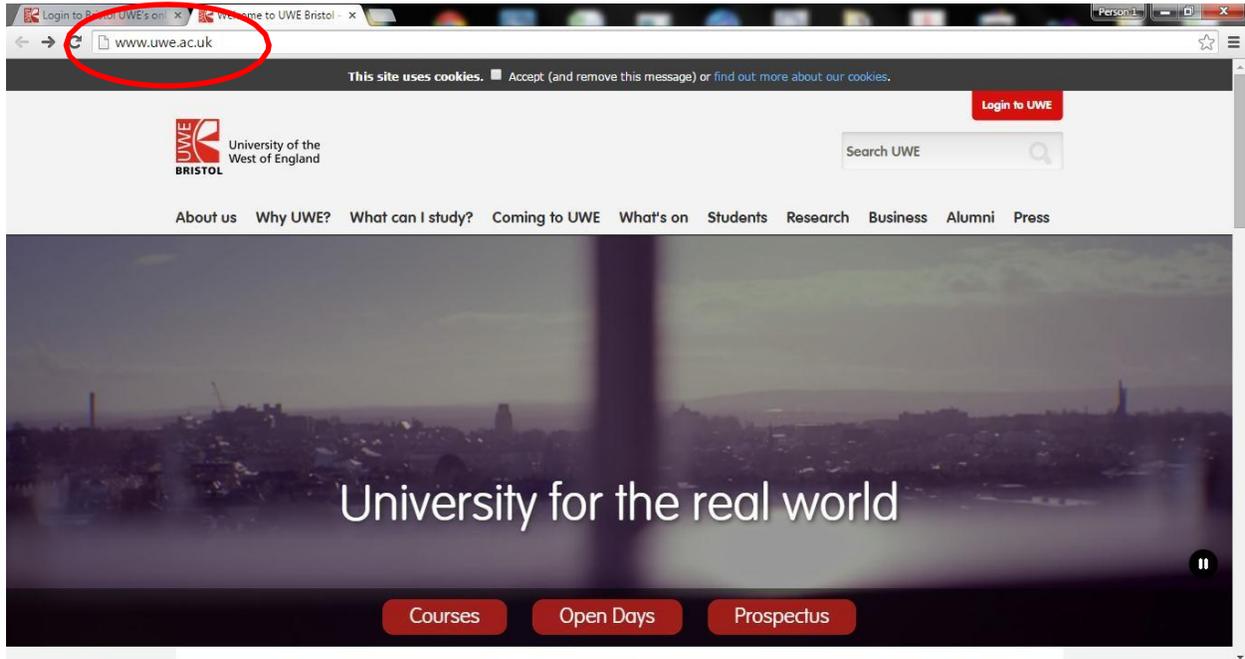
University of the
West of England

1. All University of the West of England (UWE) students studying in BIBM should complete their online registration with UWE.
 - *Online Registration means that you have to get yourself registered online on UWE Website/ MyUWE using the Login information that has been provided.*
 - *During your online registration, you do not have to make any payment to UWE as during the course of your study, you will be directly paying to BIBM as per the payment schedule of BIBM.*
 - *During registration process you have to check your information and register for the programme you are undertaking. Students do not register for individual modules/subjects.*
 - *The process will not take much time (about 5-10 mins)*
 - *Students need to re-register with UWE at the start of each academic year.*

2. If the students miss the registration deadline, they risk being withdrawn from their programme of study. The consequence of withdrawal is that they will not be able to access UWE learning resources or support materials. Also they will not receive any official notification of marks from UWE.

3. The following are the steps to be taken to complete your online registration
 - Step 1. Visit the UWE website (www.uwe.ac.uk)
 - Step 2. Login to MyUWE (student portal)
 - Step 3. Enter your username and password (which would have been provided by UWE. Please contact BIBM Academic Department if you have not gotten your password)
 - Step 4. Click → “Go to Personal Details Channel”
 - Step 5. Check your personal details and edit as necessary (Note: you may get an error if you enter your phone number and tick the option “Accept SMS text from UWE” You should uncheck this box as BIBM will be sending SMS to you.
 - Step 6. Update your emergency contact information
 - Step 7. Click → “Return to Registration” button
 - Step 8. Check to confirm
 - a. Course details
 - b. Your personal details
 - c. Other personal details
 - Step 9. Check that the personal details are correct
 - Step 10. Check that the address details are correct
 - Step 11. Check that you agree to terms and conditions of the University
 - Step 12. Finished → Your screen will show that you have completed the online registration process

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Step 2. Login to MyUWE (student portal)

