There are several steps to completing your registration onto your course here at the University.

Some of the steps will need to be completed before you arrive.

### Step 1. Obtain a University computer account

Get a University computer account, i.e. username and password. You will need your 6 digit student ID number (found on your letter of acceptance) and your date of birth.

www.port.ac.uk/studentaccount

This step can be completed before you arrive.

### Steps 2 and 3 Register online and apply for a Student Card

**Register online**

Complete the online registration form. You will need your University computer account details you set up in Step 1. _This service is available from 15 August 2014._

www.port.ac.uk/register

**Student card**

Apply for a student card. You will need your University computer account details you set up in Step 1 and a photo to upload. _This service is available from 15 August 2014._

www.port.ac.uk/studentcardapplication

These steps can be completed before you arrive.

### Step 4. Check confirmation email

Check your Google student account to receive confirmation that you have successfully submitted your Student Card application form and online registration form.

This step can be completed before you arrive.

### Step 5. International and EU Orientation check in

Check in with the International Office, Nuffield Centre, during Orientation week.

### Step 6. Register on campus

Attend your Faculty ‘ID and qualification Check’ session and collect your Student Card. Your session will be listed on your Orientation programme.