



UNIVERSITY OF
LINCOLN

ICT Department

A Student's guide to Registering and Enrolling in OneUni

This short guide will walk you through the steps to complete registration tasks in the University of Lincoln's Student Management system, OneUni

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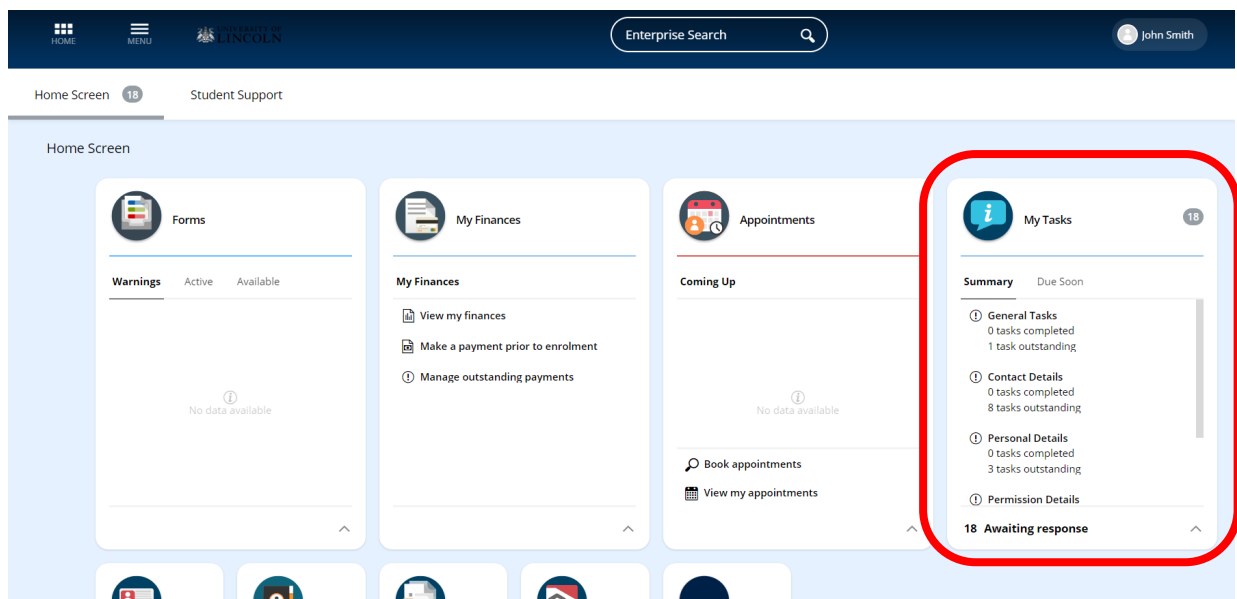
1. Accessing OneUni to start registering

You will have received an email asking you to log on to OneUni to start your registration tasks. Simply click the link in this email and log on with your University email and password

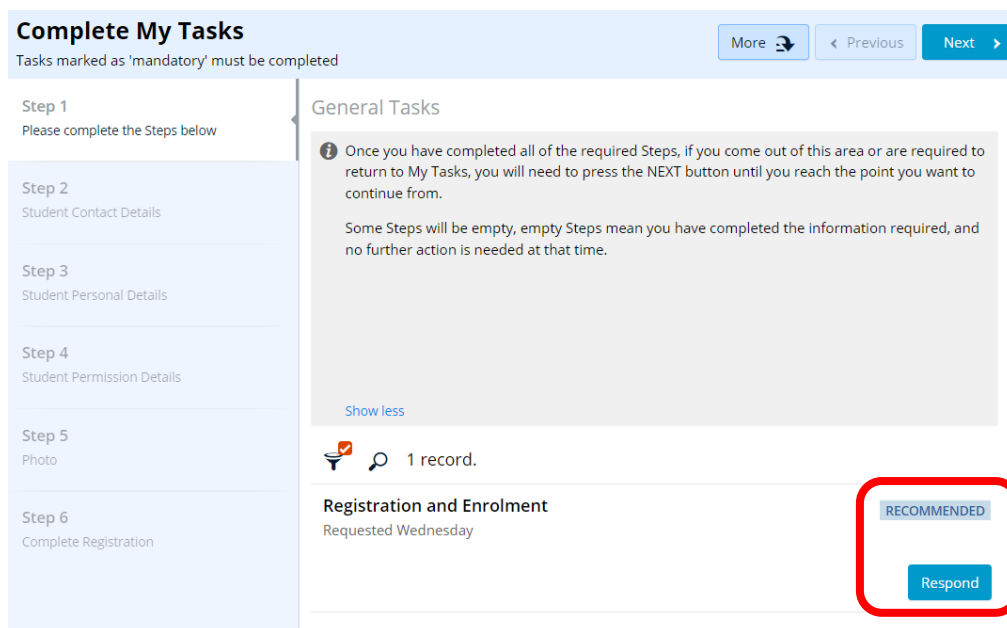
If you do not have these details, please contact ict@lincoln.ac.uk

2. Accessing your registration tasks

When you log into OneUni, you will see a number of tiles on your screen. To start registering, go to My Tasks:



Once you've accessed My Tasks, follow the steps and tasks that appear on the screen. To open a task click Respond



When you have completed a task, this will disappear from the screen. Once you have completed all tasks on that step, click Next at the top right to move to the next step.

Complete My Tasks
Tasks marked as 'mandatory' must be completed

More < Previous **Next** >

Step 1
Please complete the Steps below

Step 2
Student Contact Details

Step 3
Student Personal Details

Step 4
Student Permission Details

Step 5
Photo

Step 6
Complete Registration

General Tasks

Once you have completed all of the required Steps, if you come out of this area or are required to return to My Tasks, you will need to press the NEXT button until you reach the point you want to continue from.
Some Steps will be empty, empty Steps mean you have completed the information required, and no further action is needed at that time.

[Show less](#)

No records found.

Please note – Occasionally you may complete a task but the Next button does not appear. If this happens, please refresh your page

Complete each task marked as Mandatory and move to the next step once you have completed all tasks in the current step.

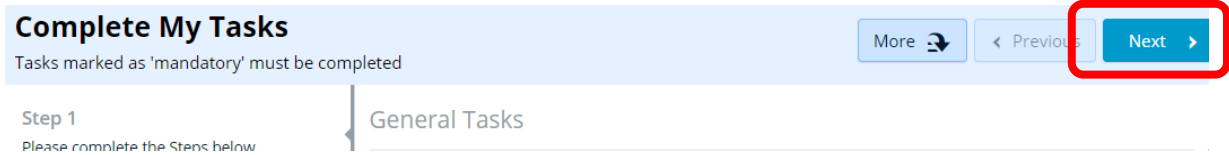
Please note - If you receive a message saying 'unsaved changes will be lost', please click ok and continue with your registration tasks

When you reach Step 5 – Photo you will be asked to submit a photo to be used on your student card and in OneUni. Follow the instructions to submit this. Once you have completed this task, University staff need to verify this image before you can complete your registration activities.

3. Completing your registration

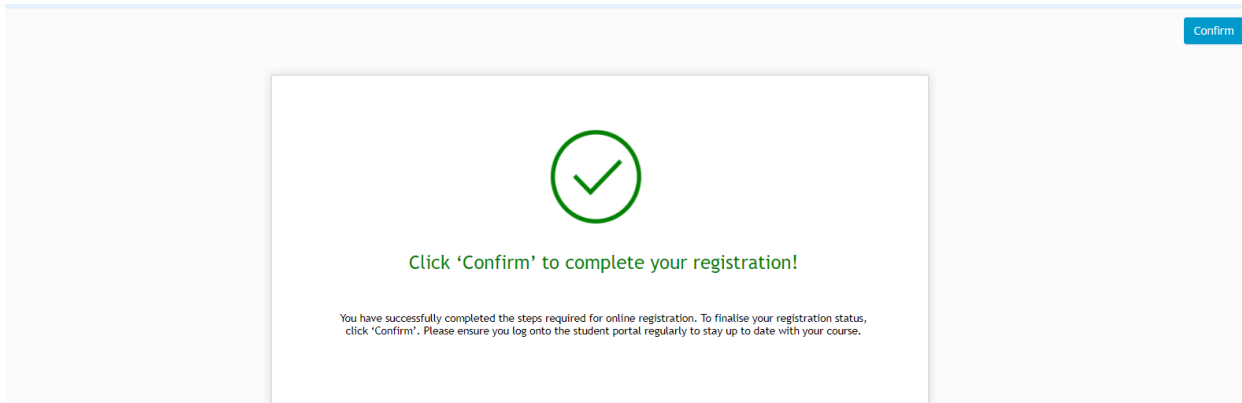
Once this is verified, you will receive an email asking you to log back into OneUni and complete your registration.

Please Note – To reach the final Step (Complete Registration), click Next on each step to move through to this step



The screenshot shows a navigation bar for 'Complete My Tasks'. On the right side, there are three buttons: 'More' with a dropdown arrow, '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red rectangular box. Below the navigation bar, the text 'Tasks marked as 'mandatory' must be completed' is visible. On the left, 'Step 1' is indicated with the instruction 'Please complete the Steps below'. The main content area is titled 'General Tasks'.

Click Respond on this final task, and you will receive a Success message:



The screenshot displays a success message box. At the top right of the box is a blue 'Confirm' button. In the center, there is a large green checkmark icon inside a circle. Below the icon, the text reads: 'Click 'Confirm' to complete your registration!'. At the bottom of the box, in smaller text, it says: 'You have successfully completed the steps required for online registration. To finalise your registration status, click 'Confirm'. Please ensure you log onto the student portal regularly to stay up to date with your course.'

You have now completed your registration, 10 days before your course start date you will be contacted via email to return to OneUni to complete a Final Agreement Form, and Enrol.

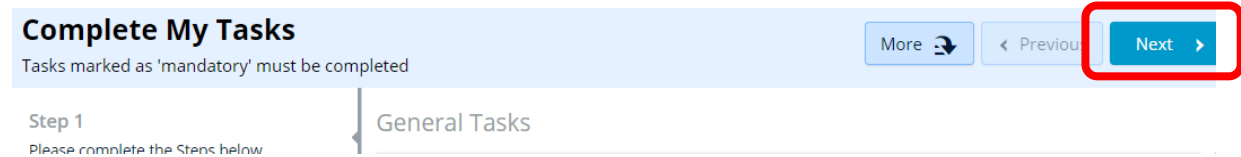
4. Completing the Final Agreement and Enrolling

You will be contacted 10 days before your course starts to complete a Final Agreement form which will Enrol you onto your course.

Access OneUni via the link sent to you via email

Access My Tasks

To reach the Final Agreement step, *click Next on each step to move through to this step*



Complete My Tasks

Tasks marked as 'mandatory' must be completed

More ↕ < Previous **Next >**

Step 1
Please complete the Steps below

General Tasks

Click Respond on this task and complete the form

Your enrolment is now complete!