Leeds Trinity University

GET GOING GUIDE

POSTGRADUATE STUDY

GETTING STARTED AT LEEDS TRINITY UNIVERSITY

Follow the steps below in the order specified to log in and use Leeds Trinity's IT systems. We recommend completing these steps on a laptop or desktop computer. You'll also need a mobile device. Your username and password will be sent to the contact email address you have provided to us.

Step 1

Register your username and password

Use your Leeds Trinity username and password to log in at **myltu.leedstrinity.ac.uk**

Register for Multi-Factor Authentication (MFA)

You'll need to download the Microsoft Authenticator app to your mobile device as part of this process.

Step 2

Download myLTU

Download and install **myLTU** to your mobile device.

You can learn more about **myLTU** later in this guide.

Step 3

Register for your programme

You can register through the e:Vision tile on **myLTU**.

We will lead you through the registration process on the following pages.

REGISTERING FOR YOUR PROGRAMME

Before you start your studies, you need to formally register as a student at Leeds Trinity University. It's a simple process, but we're here to help if needed.

Programme Registration

All new students must register on their programme before they arrive at Leeds Trinity using our online e:Vision registration facility. International students must also complete an original documentation check when they arrive on campus.

In order for Leeds Trinity University to operate effectively and meet our legal obligations to all our students, it is essential that we have your correct and most up-to-date personal details. The information we hold is covered by the General Data Protection Regulation 2018.

Your e:Vision account

e:Vision is an online facility which allows you to keep track of your personal student details. Your e:Vision account allows you to view and amend the personal details we hold about you and information about your programme, module registration, timetable and results.

Your e:Vision username and password

Your username and password have been sent to you via the contact email address you have provided to us. This will give you access to your e:Vision account, **myLTU** and the rest of our network.

What is e:Vision for?

The options available through e:Vision will vary depending on the time of year, however the ability to update your personal details will always be available to you. We encourage you to keep your personal and contact details updated as we will use these details to contact you throughout your time with us.

All email communications will be sent to your institutional email address (123@leedstrinity.ac.uk). We collect a secondary (personal) email address as an emergency contact email.

Once you've logged in, you can use your e:Vision account to:

- **View and edit your personal and contact information; including the ability to amend your preferred name as part of our Gender Identity Policy**
- **Update your Student Finance Student Support number**
- **Download a confirmation of attendance letter**
- **Register on your programme**
- **View financial information and make payments (accommodation/fees etc.)**
- **View your registration details**
- **Make and view module selections**
- **View component and end-of-year results**
- **Register for placements and volunteering**
- **View your timetable**
- **Access your Student Inclusion Plan (if applicable)**

HOW TO REGISTER ON YOUR PROGRAMME OF STUDY AND SELECT YOUR MODULES

New students will be offered a week or more to complete online registration at home, but some will be directed to attend a face-to-face session on campus in addition to online registration.

When registration opens for your programme, please log on to your e:Vision account by entering your Leeds Trinity username and password, which will be emailed to you before the published registration date. If you have changed your email or postal address, please let us know as soon as possible so we can ensure that your registration details are sent to the correct address. You may do this by contacting admissions@leedstrinity.ac.uk.

Once you have successfully logged in, click on 'Programme Registration'.

The registration process will take approximately 5-10 minutes to complete. Please answer all the questions in the following sections:

- **Privacy Statement**
- **Clearance checks (documents you are required to produce in order to get full registration)**
- **Home contact details**
- **Term-time contact details (for email this will be your Leeds Trinity generated email address ending @leedstrinity.ac.uk)**
- **Student ID photo upload**
- **Trusted Other contact information**
- **Personal information**
- **Academic Regulations and Students' Union information**
- **Confirmation**

You will also be asked to share where you are at with regards to your career thinking. This information will enable Careers+Placements to provide you with tailored help and support.

Please note that most questions are mandatory and you will not be able to progress to the next section until all questions are answered and your photo is uploaded. Once you have answered all questions and agreed to the declarations, you will be returned to your e:Vision homepage.

To access the 'Step-by-Step' guide to online registration, please select the link under the Programme Registration button or the 'Help' tab on the e:Vision homepage (top right of the screen).

You will be able to log in to your account more than once should you need to.

FULL OR PROVISIONAL REGISTRATION STATUS

When you have completed programme registration, your personal details confirmation on e:Vision will state whether you have full or provisional registration status.

Full registration

If you have met all of the required admission clearance criteria to join the programme (e.g. proof of your entry qualifications, satisfactory DBS enhanced disclosure certificate etc.), you will be given full registration status. This means that you have full access to all Leeds Trinity facilities and will be eligible to receive your student loan/bursary.

Provisional registration

If any of the required admission clearance criteria have not been met by the time you register on your programme, you will be given provisional registration status. This is a temporary status which allows you to undertake study and use the computing and library facilities, but it will not allow you to access any funding that may be due to you (e.g. student loan or bursary) until all conditions are met. International students must have their documents verified before they can be fully registered. Please bring the requested documents to the International Check-In desk on campus when you arrive.

All students must be fully registered by the end of the fourth week of teaching. Those who remain provisionally registered after this may be required to withdraw permanently from their programme and the University.

You should check what documents are outstanding via e:Vision, but if you want to discuss your provisional registration status, please contact the Admissions team at Leeds Trinity to discuss what further documentation is required at admissions@leedstrinity.ac.uk or on +44 (0) 113 283 7123.

Please ensure you have a passport-style photograph of yourself available before you start online registration. You will need to upload your photograph to complete your registration, as we need this to produce your student ID card. You must have completed e:Vision programme registration at least 72 hours before collecting your student ID card. See page 3 for details on how to register.

Start Dates

The start dates for your programme can be found at **leedstrinity.ac.uk/term-dates**

YOUR TIMETABLE

You can access your personalised teaching timetable on the myLTU app under 'My Timetable' or e:Vision tiles. We recommend that you check your timetable on a weekly basis in case of any room updates.

If you have option modules to select, please select these as soon as possible, and at the latest by Monday 2 October, so that we can schedule these choices to your teaching timetable.

Need some help? Please contact timetabling@leedstrinity.ac.uk or +44 (0) 113 283 7120.

*If you are studying one of the following programmes, timetable information will be given to you by your tutor:

- **MSc Health and Wellbeing**
- **PGCert Health and Wellbeing in the Workplace**
- **PGCert Education**
- **PGCert Higher Education**
- **PGCert Inclusive Leadership**

Choosing your modules

Your programme is made up of modules. For some programmes, all the modules you need to study are compulsory (core modules), so there are no module selections to make. For other programmes, there is an element of choice, and you will be required to select your module preferences.

You must ensure that you make your module selections (if applicable) via e:Vision.

Click on the **'My Modules'** section as soon as possible, and by Monday 2 October at the latest, from the top menu bar and then click on **'Select/View my modules'** and follow the instructions. For detailed module information to help you with your choices, you should refer to the programme of study catalogue, available via e:Vision.

When you arrive at Leeds Trinity if, following discussion with your tutors, you wish to change your option module selection, you have until Monday 2 October to do this.

There are two types of modules:

- **Core – compulsory modules which you must take as part of your programme of study.**
- **Option – modules that you must take, but you may select from a predefined list.**

Need some help?

If you require any help with module selection, please contact the Student Records team at records@leedstrinity.ac.uk or on +44 (0) 113 283 7120.

If you need help using e:Vision or any of its features, please use the help pages on e:Vision or contact evision@leedstrinity.ac.uk.
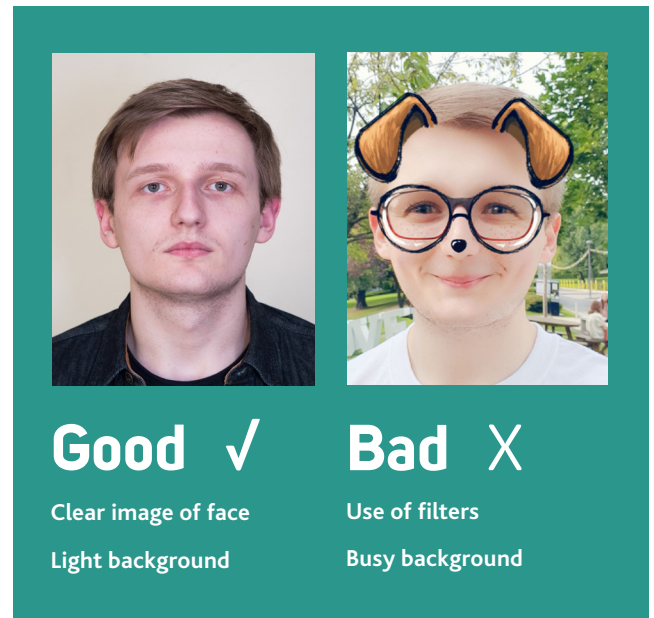
YOUR STUDENT ID CARD

The student ID card is an integral part of your student experience. Using smartcard technology, it's your key to learning resources, printing and, if you're a resident on campus, it will serve as one of the keys to your accommodation. The card will remain valid for the whole of your programme, so please look after it.

Choosing the right image for your student ID

As part of the online programme registration process, you will be required to upload an image of yourself. You will not be able to complete registration without uploading your photograph, so please ensure you have one available before you start your online registration. The photograph will be used to produce your student ID card in advance of your arrival.

The photograph should follow the standard passport photograph guidelines. Please view the Government website for further information: **gov.uk/photos-for-passports**

Good ✓

Clear image of face

Light background

Bad X

Use of filters

Busy background

When to collect your student ID card

If you will be attending Leeds Trinity campus for teaching, you must collect your ID card from the main reception area during your first week on campus. Please register at least 72 hours before collecting your student ID card.

Confirming your identity and right to study in the UK

All UK education institutions are required to take reasonable steps to ensure that every student at the institution has permission to study in the UK. In order to collect your ID card, you will need to show one of the documents listed below:

Home

- **Valid Passport**
- **EU ID Card (if you have settled or pre-settled status under the EU Settlement Scheme)**
- **Birth Certificate with a form of photgraphic ID, e.g. photocard driving licence**
- **Proof that you have been accepted to receive student finance along with a form of photographic ID, e.g. photocard driving licence.**

If you will not be attending Leeds Trinity campus for teaching, we will need to conduct a face-to-face identity and right to study check. Further details will be emailed to you; this check may be conducted online.

International students

All new students must have their passport and visa/biometric residence permit scanned by the University. If you have applied to extend your visa within the UK and have not yet received a decision, please bring a copy of the UK Visas and Immigration letter confirming receipt of your visa application. An international check-in desk will be available on campus across the month of September at which overseas students can seek additional support or signposting. Further details about this, as well as other information and activities for international students, will be communicated via email ahead of your arrival.

myLTU

Access Leeds Trinity University services and support from the palm of your hand.

Available on mobile devices and desktop, **myLTU** is your personalised student portal that gives you access to everything you need for life at Leeds Trinity University, wherever you are.

Once you are fully enrolled and have started your course you can access the following:

- **Your personal timetable**
- **Moodle – our virtual learning environment**
- **Your University emails**
- **e:Vision – the home of your student record**
- **The myLTU digital register to check into your classes**
- **Information and contact details for student services across the University**
- **The Library website**
- **Information about Leeds Trinity Students' Union**
- **The latest University news and events**

Search **myLTU** on the App Store and Google Play to download the app or visit myltu.leedstrinity.ac.uk to log in through a browser. You can log in to **myLTU** using your student email and password.

Make sure you accept push notifications to ensure that you receive important updates.

GETTING CONNECTED

Leeds Trinity University gives you access to the latest IT facilities to support your studies.

What can you access?

Use your Leeds Trinity username and password to access the following systems:

- **Campus computers**
  IT labs in the Andrew Kean Learning Centre and across campus.
- **Email**
  All communications from the University will be sent to your student email account. You are also required to send emails to the University from your student email account.
- **myLTU**
  Your personalised Leeds Trinity portal that provides access to your timetable, University emails and more – all in real-time. Download myLTU from the Apple App Store or Google Play.
- **Office 365**
  For your email, documents and calendar.
- **Moodle**
  Our Virtual Learning Environment, which includes learning and teaching information.
- **e:Vision**
  For registration and timetable information.
- **Library**
  For books, e-journals and other resources.
- **RemoteAccess**
  Access to IT systems from anywhere with an internet connection.

Office 365

As a Leeds Trinity student, you get a free subscription to Office 365 for the duration of your studies.

This enables you to:

- **Download the latest version of Microsoft Office for your devices – for free!**
- **Ditch USB sticks and save your files securely in OneDrive.**
- **Share and collaborate online with your course mates.**

How to log in remotely

As a student you can access all University IT systems from anywhere with a reliable internet connection, on almost all devices.

We recommend using Office 365 to access your University emails, documents and calendar (including your timetable). You can access Office 365 at **office365.leedstrinity.ac.uk**

So you can get going quickly, you'll need to download the Microsoft Authenticator app from the App Store or Google Play Store as you'll need this when you login for the first time.

How to access online teaching

Any remote teaching will be delivered through Microsoft Teams. You should download the app now so you're ready for the start of term. IT Services can help you with any problems you have with this. You'll be able to find help with Microsoft Teams on **myLTU**.

If you need any assistance with IT Services, contact the Helpdesk on helpdesk@leedstrinity.ac.uk or call 0113 283 7223.

STUDENT SUPPORT AND WELLBEING

Student Support services

Our Student Support services give you the opportunity to access a wide range of help and advice when it's needed - whether it's personal or academic concerns and issues.

Our services include:

- **Disability Service**
- **Student Mental Health and Wellbeing Service**
- **Student support**
- **Student money advice**

Mental Health and Wellbeing support

Whether you're noticing past distress returning or you are experiencing emotional difficulties for the first time, our service provides the opportunity to talk in confidence about any issues causing concern. Your views and opinions will be respected and you will not be judged.

You can get in touch with our service with any questions or to refer yourselves either through **myLTU** or by emailing studentwellbeing@leedstrinity.ac.uk

Equipping you with self-help

Common problems that students may face can often be resolved with our self-help provision rather than needing to begin more formal therapy. We offer direction to a range of self-help routes via myLTU and our wellbeing module on Moodle (our Virtual Learning Environment). This can be traditional self-help guides, online courses from Leeds Trinity staff looking at areas such as sleep, exam stress and transitions within University as well as recommendations for useful apps and books.

Togetherall is an online mental health and wellbeing service offering self-help programmes and community support through clinically mediated peer-to-peer support. To join Togetherall's online community, visit **Togetherall.com** and sign up with your University email address. You will then be invited to create an anonymous username for your time on Togetherall.

For more information visit: **leedstrinity.ac.uk/student-support-and-wellbeing/mental-health/**

Learning Hub

The Learning Hub at Leeds Trinity is here to help you develop the skills you need to succeed in your studies. Having effective academic skills from the beginning of your university experience will make it more enjoyable. You'll find the work easier, you'll save time, and you'll get more out of your course.

The Learning Hub offers a variety of support on areas such as:

- **Essay-writing**
- **Time management**
- **Revision strategies**
- **Critical thinking and reading**
- **Note-taking**

The Learning Hub can work with you on a one-to-one basis in person, online or via email. You can also access a wide variety of online resources via the Learning Hub Moodle page.

To book a tutorial please use the link on **myLTU** or email us on learninghub@leedstrinity.ac.uk.