



***GETTING  
STARTED***

## ***Your Leeds Trinity username and password***

Your username and password will be sent to you via the contact email address you provided when you applied. We will send you your username and password in December before your published registration date. This will give you access to all of Leeds Trinity's online systems, including our online registration facility and the official Leeds Trinity app.

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](mailto:admissions@leedstrinity.ac.uk)

## ***Your next steps***

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.

### ***Step 1***      **Register your username and password**

Use your Leeds Trinity username and password to log in at [office365.leedstrinity.ac.uk](https://office365.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.

Your account will automatically lock after 14 days without MFA enabled. With MFA, you'll be able to reset your password and protect your account from hackers.

### ***Step 2***      **Download myLTU**

Download and install myLTU to your mobile device.

You can learn more about myLTU over the page.

### ***Step 3***      **Register for your programme**

You can register at [evision.leedstrinity.ac.uk](https://evision.leedstrinity.ac.uk)

We will lead you through the registration process later in this guide.

# myLTU

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

Available on mobile devices and desktops, myLTU is your personalised student portal that gives you access to the information you need, wherever you are.

Log in to myLTU using your username and password to access the following:

- Moodle
- Your emails
- e:Vision
- Your Library record
- The latest University news and events

Search myLTU on the App Store and Google Play to download the app or visit [myltu.leadstrinity.ac.uk](http://myltu.leadstrinity.ac.uk) to log in through a browser.



# **REGISTERING FOR YOUR PROGRAMME**

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

## ***Registration***

All new students must register on their programme before they start their studies. Registration opens for all new students on Monday 6 December. Simply log in to your e:Vision account using the username and password sent to you via email and follow the prompts to 'Programme Registration'.

In order for Leeds Trinity 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 Regulations 2018.



## ***Your e:Vision account***

e:Vision is an online facility that 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 modules and results.

To access your e:Vision account, visit:

**e:vision.leadstrinity.ac.uk** and click on **"Sign in with Office365"** within the **staff and student e:Vision log in** section.

## **What is e:Vision for?**

The options available through e:Vision will vary depending on the time of year. For example, programme registration is only available at the start of the academic year; however, the ability to update your personal details will always be available to you and we encourage you to keep all your contact details updated. Once you have registered, all email communications will be sent to your Leeds Trinity email address (studentIDnumber@leadstrinity.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
- Update your Student Finance Student Support Number
- Download a confirmation of attendance letter
- Register on your programme
- View your registration details
- Make and view module selections
- View component and end-of-year results

## ***How to register on your programme of study***

New students will be offered a week or more to complete online registration at home, but some may be directed to attend a face-to-face session at a Learning Development Training 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.

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

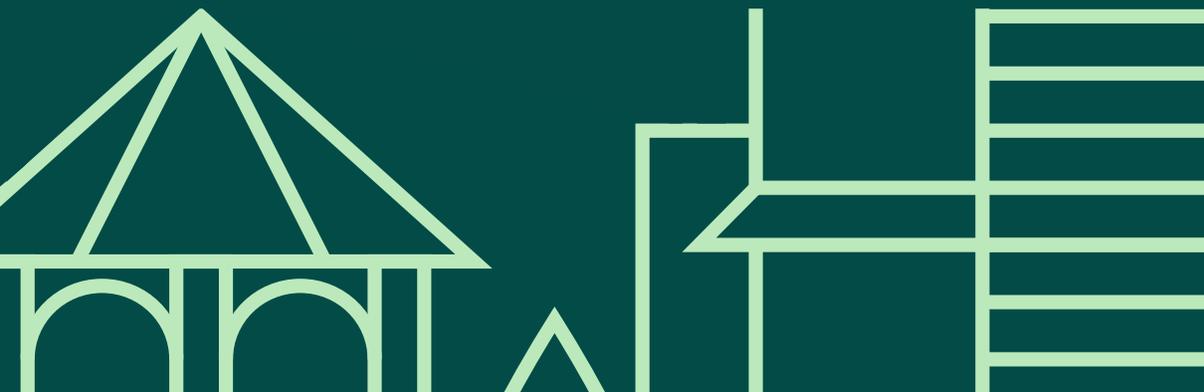
The registration process will take approximately 5-10 minutes to complete. Please answer all the questions in the following sections:

- 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)
- Student ID photo upload
- Emergency contact information (next of kin)
- Personal information
- Academic Regulations and Students' Union information
- Confirmation

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 that 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.

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](mailto:admissions@leedstrinity.ac.uk) or on **0113 283 7123**.

### ***Choosing the right image:***



**Clear image of face**  
**Light background**

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](https://www.gov.uk/photos-for-passports)



## ***Choosing your modules***

Your programme is made up of modules. A full-time undergraduate student is required to register for a total of 120 module credits, which is usually split between four modules per year. 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 initial module selections (if applicable) via e:Vision. Click on the **'My Modules'** section at the top 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. Please note, this is an indication of your initial module selections only and you will be required to confirm your full selections via e:Vision by **Monday 24 January** following discussion with your tutors.

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 programme administration at your institution for further guidance.

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](mailto:evision@leedstrinity.ac.uk)

# 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:

### **Email**

All communications from the University will be sent to your student email once you register. 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 University emails and more – all in real-time.

Download myLTU from the Apple App Store or Google Play.

### **Moodle**

Our Virtual Learning Environment, which includes learning and teaching information.

### **Office 365**

For your email, documents and calendar.

### **Remote teaching via Microsoft Teams**

Access additional online activities and opportunities remotely.

### **e:Vision**

For registration and for module and result information.

### **Digital 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 coursemates.

## ***Online teaching and learning***

Alongside your face-to-face teaching on campus, there may be additional engagement activities and opportunities online through Microsoft Teams.

Every module you're enrolled on will have its own area, known as a team, within Microsoft Teams. It's a place where you can chat with your classmates, collaborate when you're working in a group, and it's where your tutors will deliver their live classes when they are being held online. You'll also be able to access Moodle through your teams.

### **Downloading Microsoft Teams**

- Step 1**      Download Microsoft Teams for Windows, Mac or your tablet.  
Visit [office365.leadstrinity.ac.uk](https://office365.leadstrinity.ac.uk) and log in with your student email address and password to download the software for free.
- Step 2**      Open Microsoft Teams and log in using your student email address and password.
- Step 3**      Use the short video guides on myLTU to find out everything you need to know about using Microsoft Teams.

You should download Microsoft Teams now so you're ready for the start of term.

### **How to log in remotely**

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

We recommend using Office 365 to access your Leeds Trinity emails, documents and calendar (including your timetable). You can access Office 365 at [office365.leadstrinity.ac.uk](https://office365.leadstrinity.ac.uk)

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## ***IT Services***

If you need any assistance with IT Services, contact the Student Services Centre at the relevant campus:

**London Campus:** [ssc-london.ltu@ldtraining.ac.uk](mailto:ssc-london.ltu@ldtraining.ac.uk)

**Dudley Campus:** [ssc-dudley.ltu@ldtraining.ac.uk](mailto:ssc-dudley.ltu@ldtraining.ac.uk)

**Nottingham Campus:** [ssc.notts.ltu@ldtraining.ac.uk](mailto:ssc.notts.ltu@ldtraining.ac.uk)

**Tel: 020 7998 3655** (Select campus, then ask for Student Services Centre)

**<https://ldtraining.ac.uk/myldt/leeds-trinity-university>**

For face to face support please book an appointment or drop in to the relevant campus Student Services Centre.

# YOUR FINANCE AND FUNDING

We hope that by now you have applied for your student finance for the 2021/22 academic year if you are eligible. If you haven't applied yet, you should do so straight away to limit any delay in the payment of your student finance. To find contact details for your student finance funding body (which differs depending on which country you're from), visit: [leadstrinity.ac.uk/student-finance](https://leadstrinity.ac.uk/student-finance)

## Tuition fees

If you have taken out a tuition fee loan to cover the cost of your tuition fees, your student finance funding body will notify Leeds Trinity. If you have not taken out a tuition fee loan, you will need to arrange to make payment of your tuition fee directly to your institution.

See **Payment of fees** for further information.

## Budgeting

To get off to a good financial start, you should plan your budget before you begin your studies. As a Leeds Trinity student, you can sign up to Blackbullion for free and access resources to help you plan your budget and improve your financial skills, knowledge, and wellbeing. To sign up, visit: [blackbullion.com](https://blackbullion.com)

You can also find additional money management advice on myLTU, or by visiting: [leadstrinity.ac.uk/student-finance](https://leadstrinity.ac.uk/student-finance)



## ***Payment of fees***

### **Tuition**

Invoices for tuition fees will be issued by your institution. If you have taken out the tuition fee loan for the full tuition fee amount, you do not need to supply any further information.

Tuition fees must be made promptly and in full. Payment may be made as follows:

- **Payment by tuition fee loan  
(if eligible)**

This will be paid directly to the University by the Student Loans Company (SLC). Please check your SLC information to ensure you have applied for the correct tuition fee for your chosen programme of study and start date at your institution.

- If you are a self funding student, you should contact your institution directly for further information on ways to pay.

### ***Need some help?***

If you need to speak to someone about your financial situation please contact the Student Services Centre at the relevant campus:

**London Campus:** [ssc-london.ltu@ldtraining.ac.uk](mailto:ssc-london.ltu@ldtraining.ac.uk)

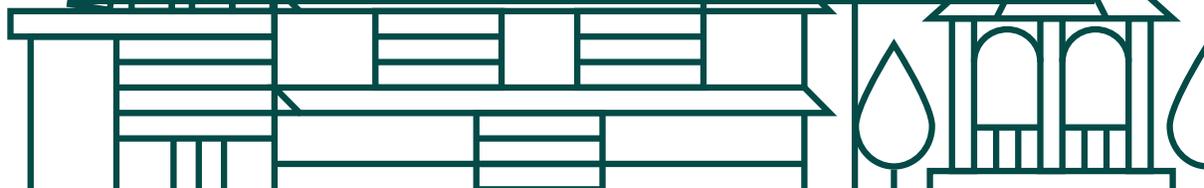
**Dudley Campus:** [ssc-dudley.ltu@ldtraining.ac.uk](mailto:ssc-dudley.ltu@ldtraining.ac.uk)

**Nottingham Campus:** [ssc.notts.ltu@ldtraining.ac.uk](mailto:ssc.notts.ltu@ldtraining.ac.uk)

**Tel:** 020 7998 3655 (Select campus, then ask for Student Services Centre)

**<https://ldtraining.ac.uk/myldt/leeds-trinity-university>**

For face to face support please book an appointment or drop in to the relevant campus Student Services Centre.



# ***THE LIBRARY***

From Moodle, click on Click to access under the LTU Library icon.

From here, you can:

- Access online Library resources (information databases, journal articles and e-books)
- View a video guide to using LTU Library resources
- Access information on getting help.



## ***Complaints***

Please direct all complaints to Sara Green at [sgreen@ldtraining.ac.uk](mailto:sgreen@ldtraining.ac.uk)

# ***INTRO CHECKLIST***

To ensure you're prepared for your studies, please complete everything on your Intro checklist before the start of your programme.

## ***Getting started***

- Read the Intro Guide
- Register your Leeds Trinity username and password at [office365.leadstrinity.ac.uk](https://office365.leadstrinity.ac.uk)
- Activate Multi-Factor Authentication
- Download myLTU from the App Store or Google Play
- Register for your programme online via e:Vision
- Contact the Admissions team if you have provisional registration status to discuss any outstanding documentation
- Apply for your student finance, if eligible
- Visit the Intro tile on myLTU to find out about our services and watch introductory videos
- Download Microsoft Teams