



THE UNIVERSITY  
*of* EDINBURGH

# The University of Edinburgh Essential **GETTING STARTED**

Guide 2018/19

A guide to starting as an  
online learning student

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**Welcome**

#edwelcome

[www.ed.ac.uk/new-students](http://www.ed.ac.uk/new-students)



Welcome

# Welcome to the University of Edinburgh

This essential guide will help you get started at the University of Edinburgh, showing you where to find useful information and services throughout your time as an online and distance learning student.

Getting ready for university and studying online can be an exciting time but also daunting too. This guide provides practical advice and information to ensure you are fully prepared to start as a new online student. Take your time to go through each section of this guide and complete the steps that have been outlined within the areas relevant to you. At the end of this guide, there is also a helpful checklist to provide further reassurance that you are ready to go!

## Stay connected

Get the latest  
announcements, news and events  
from the University:



[www.ed.ac.uk/news/students](http://www.ed.ac.uk/news/students)



[www.fb.com/EdinUniStudents](http://www.fb.com/EdinUniStudents)



[twitter.com/EdinUniStudents](https://twitter.com/EdinUniStudents)

#inspiringstudents

#edwelcome

# Principal's welcome

On behalf of all students and staff at the University of Edinburgh, a huge congratulations on your successful application and a very warm welcome!

We are delighted that you are joining one of the world's greatest universities. More than 3,000 postgraduates are currently studying online with us, and 4,000 have graduated from online degrees since 2005. You are joining a diverse global community of online learners, and will be part of a wider University community made up of just under 39,000 students, 14,300 staff and an ever growing alumni community of 250,000+. Our students and staff come from around 160 countries making the University of Edinburgh a uniquely diverse place to learn; we are justifiably proud of our whole community which aims to be open in both outlook and ethos.

Starting your online degree will be an extremely exciting but very busy time, especially as many of you will continue to maintain many professional and personal commitments while you study. I encourage you to take every opportunity to interact online with your fellow students and tutors, to attend online induction and training courses and to embrace the range of platforms available to you.



## My top tips for studying online:

- 1. Cherish the wonderful opportunity** that studying at the University of Edinburgh offers you, apply yourself to your studies and make sure you take advantage of everything the University offers to help you during your time studying with us.
- 2. Embrace your global online community.** Students tell us that the opportunity to learn from others and to hear how they apply what they have learnt within their local working environment is what makes online learning so valuable. Seek out new perspectives and be open to different points of view.
- 3. Make the most of the resources available to you.** You have access to one of the largest academic libraries in the world, with 500,000 ebooks and ejournals at your fingertips. Our Academic Support Librarians are here to support you.
- 4. Study at times that work for you.** The majority of our online learners are balancing work and study simultaneously, and many have family commitments too. Some students like to dedicate fixed days to studying, while others like to login every day. Work out what suits you best.
- 5. Look after yourself,** you are not alone and don't be afraid to ask for help: during your university studies, you will face challenges. They could be academic, financial, or social, and may test your confidence. There are many people here to help you - your wellbeing is a priority for us.

You will encounter lecturers who are among the leading figures in their field and passionate about their subjects. Take every opportunity that you can to learn from them to find out more about yourself and to build your own success.

Many challenging and rewarding experiences lie ahead for you – above all, enjoy yourself!

Warmest regards,

A handwritten signature in black ink that reads "Peter Mathieson". The signature is written in a cursive, slightly slanted style.

Principal and Vice-Chancellor Peter Mathieson

# Top 5 Tasks

The following top 5 tasks have been put together for all students who are preparing to start at the University of Edinburgh.

The Top 5 Tasks cover the essential tasks to be completed **before you start** and **when you start**. The following tasks are ordered in priority but are all essential to complete in full to become an online student at the University of Edinburgh.

## Task 1: Get connected to the University systems

### Step 1 - Before you start

#### Activate your email (essential)

You need to firstly register for EASE (Edinburgh Authentication Service) [www.ease.ed.ac.uk/register/](http://www.ease.ed.ac.uk/register/) with the University username (UUN) and temporary password that will have been sent to the email address you used to apply.

Once registered, you can activate your free Office365 email account with your new EASE password on [www.office365.ed.ac.uk](http://www.office365.ed.ac.uk). After activating this account, most future communications from the University will go to this email, therefore it is important to access this regularly.

For any help activating your email account, watch this video: [www.ed.ac.uk/is/activate-office365-youtube](http://www.ed.ac.uk/is/activate-office365-youtube)

You can also find more information: [www.ed.ac.uk/is/it-help](http://www.ed.ac.uk/is/it-help)

### Step 2 - Before you start

#### Log on to MyEd (essential)

MyEd is the University web portal and the best way to find many of the University's online resources. This portal includes access to your emails, timetables, course learning material, course information and also links to University services and news.

You can log in to your MyEd account by using your University username (UUN) and EASE password at: [www.myed.ed.ac.uk](http://www.myed.ed.ac.uk)

If you need help with accessing your MyEd, visit: <https://edin.ac/myed-support> or [www.ed.ac.uk/information-services/students/odl-students](http://www.ed.ac.uk/information-services/students/odl-students)



## Task 2: Complete the matriculation process

Matriculation is an entirely online process by which you will formally enrol into the University of Edinburgh before you start your online studies with us. Without fully matriculating, you will be unable to access any of the University's services and/or facilities.

### Step 1 - Before you start

#### Register online (essential)

Register online (essential) Registration is open to any student with an unconditional offer 4 weeks prior to your start date. You will receive an email to your University email address with details on how to complete this step. For more information on registration: [www.ed.ac.uk/student-systems/guidance-online-registration](http://www.ed.ac.uk/student-systems/guidance-online-registration)

### Step 2 - Before you start

#### Fulfil any admissions criteria (if required)

You may have been asked for additional criteria in your offer holder letter, such as evidence of English language proficiency, completion of a Disclosure Scotland application, etc.

Follow all instructions on your letter in order to complete this step.

### Step 3 - Before you start or When you start

#### Pay tuition fees (essential)

Paying for your course, either with financial assistance or funding, is the final step of matriculation and there are many ways in which to complete this (Page 06).

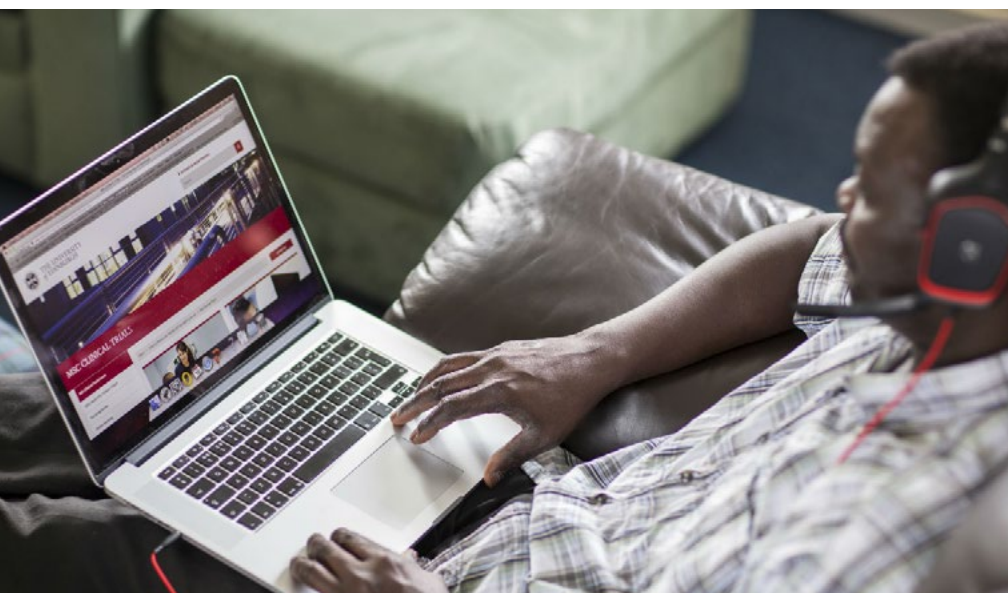
Further information on the whole matriculation process is also signposted online: [www.ed.ac.uk/new-students/top-6-tasks](http://www.ed.ac.uk/new-students/top-6-tasks)

## Task 3: Confirm your attendance

### Step 1 - When you start

It is essential to confirm your attendance by accessing your Virtual Learning Environment (VLE) e.g. Moodle, Learn or Blackboard Collaborate or alternatively making email contact with your School Support Office.

More information on these platforms is online: [www.ed.ac.uk/information-services/learning-technology/virtual-environments](http://www.ed.ac.uk/information-services/learning-technology/virtual-environments)



## Task 4: Make arrangements to pay your tuition fees

### Step 1 - Before you start

#### Organise your funding (if required)

Every course has a cost associated with it and up-to-date tuition fee levels are available online: [www.ed.ac.uk/student-funding/tuition-fees](http://www.ed.ac.uk/student-funding/tuition-fees)

You should also check your offer letter to see whether there are any additional costs associated with your programme, including any deposit required by your school.

For most financial support towards paying for tuition fees, you will have to apply as early as possible. When you have completed this, your relevant financial support or sponsor funding/award provider will be able to advise you on what happens next.

If you are still looking to find financial support, you may be entitled and/ or eligible to secure financial support to help pay towards your tuition fees: (undergraduate UK & EU students only): [www.ed.ac.uk/student-funding/undergraduate-uk-eu/loans-grants](http://www.ed.ac.uk/student-funding/undergraduate-uk-eu/loans-grants)

If you have any queries regarding your tuition fee level, your sponsor award letter, graduate or alumni discount or any problems with your funding, get in touch at [fees@ed.ac.uk](mailto:fees@ed.ac.uk) or 0131 650 2230.

### Step 2 – Before you start or When you start

#### Pay your tuition fees (essential)

Tuition fees are charged when the invoice is sent to your University email account and/or directly to your sponsor but you (or your sponsor) can pay without an invoice.

Sponsors are invoiced for the fees they have confirmed to the University that they will pay for you.

You will also be sent an invoice if the sponsor amount is less than the total fees for your programme or course. The University need to have evidence of any:

- sponsor loan paid in scheduled portions **directly to you**
- bank or private loan paid in scheduled portions directly to the University

Send to: [feepayment@ed.ac.uk](mailto:feepayment@ed.ac.uk)

For more information see:

[www.ed.ac.uk/finance/fees/external-funded](http://www.ed.ac.uk/finance/fees/external-funded)

The Finance Channel in your MyEd shows your student and sponsor fee invoices, credit notes, payments and instalment plans. You can pay using this channel and complete a direct debit mandate. The mandate allows the University to collect payment for your fees direct from your UK bank account.

Students on “Part-time Intermittent Study” (postgraduates only) are degrees invoiced for each individual course as you study it. More info: [www.ed.ac.uk/student-funding/postgraduate/course-level-2018](http://www.ed.ac.uk/student-funding/postgraduate/course-level-2018)

Students who have annual tuition fees can pay in advance, during Welcome Week, or in three instalments (typically one of 50% and two further instalments of 25%). You can make advance payment in a single or in multiple amounts in the months **before you start**. The final dates to pay tuition fees in full (not by instalment) are:

- 15 October 2018, for courses commencing in September 2018
- 15 February 2019, for courses commencing in January 2019

#### Paying in instalments

In most cases, students with a UK bank account can pay fees in two instalments by direct debit after the first 50% of the fee is paid online or by bank transfer.

The remaining instalments are 25% each collected direct from your UK bank account. There is no additional cost for paying by this method.

Non-UK resident students can also pay instalments online or by bank transfer. The bank transfer and international online payment service allows students, their families or their sponsors the opportunity to securely send payment of student fees in sterling as well as in local currency.

An instalment plan letter will be sent to your University student email account confirming the amounts on each instalment date once the first 50% is paid and the mandate is received and actioned.

You must complete the:

- direct debit mandate by 15 October 2018 (autumn start students): [www.payments.ed.ac.uk/instalments](http://www.payments.ed.ac.uk/instalments)
- online learning payment mandate no later than ONE month after your programme start date: [www.ed.ac.uk/finance/students/fees/ol-mandate](http://www.ed.ac.uk/finance/students/fees/ol-mandate)

For students completing matriculation in August, September or October 2018 (autumn start), the instalment dates are:

- 1<sup>st</sup> instalment - 50% - 3 October 2018
- 2<sup>nd</sup> instalment - 25% - 3 December 2018
- 3<sup>rd</sup> instalment - 25% - 3 February 2019

Further detailed information and ‘How to Pay’ videos for all students commencing their studies in 2018/19 is available online: [www.ed.ac.uk/finance/students-fees](http://www.ed.ac.uk/finance/students-fees)

## Task 5: Apply for and receive your University student card

Your University student card serves as your official student ID, your library card, as well as identification to benefit from various 'student discounts'.

### Step 1 - Before you start

#### Apply for your University student card (essential)

It is important to upload and submit your photograph online via the Card Photo Submission channel in your Accounts tab in the MyEd channel as soon as possible. You will receive an email to your email address used to apply with details on how to complete this step.

A guide to submitting your photo is available online: [www.ed.ac.uk/is/card/photo-submission](http://www.ed.ac.uk/is/card/photo-submission)

### Step 2 - When you start

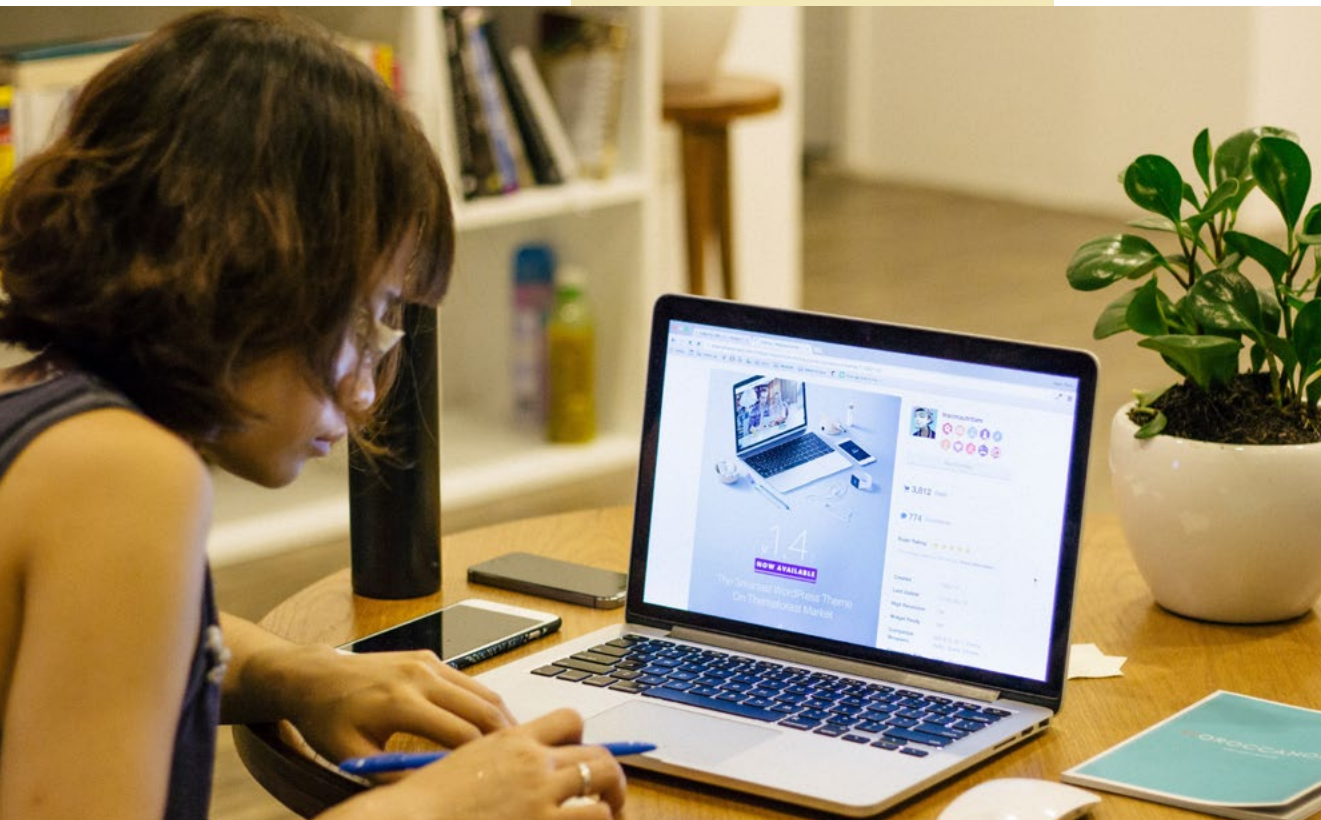
#### Receive your University student card (essential)

- Your University card will be sent to your home address no sooner than 3 weeks before the start of your course.

A guide to applying for and receiving your student card is available online: [www.ed.ac.uk/is/getting-first-card](http://www.ed.ac.uk/is/getting-first-card)

### Your checklist

We have also put together a helpful 'Getting Started' checklist to help keep you on track. You can find the checklist at the end of this guide, or online: [www.ed.ac.uk/new-students/checklists](http://www.ed.ac.uk/new-students/checklists)



# Learning Technology & Digital Skills Development

As an online and distance learning student at University all online programmes deliver content and opportunities to interact with other students in a number of ways. Platforms may include one or more of the following:

- virtual learning environment, e.g. Moodle, Learn or Blackboard Collaborate
- wikis
- blogs
- discussion boards and forums
- video streaming services, e.g. Lecture recording, YouTube or Vimeo

You will be introduced to the platforms most used by your programme before you begin and you should have access to most online resources in the month before you start to familiarise yourself with them. However, there is no expectation to be familiar with any platform before you commence your studies.

## Virtual Learning Environments (VLE)

You will be using a Virtual Learning Environment (VLE), such as “Learn”, “Moodle” or “Blackboard Collaborate”, which are online learning platforms allowing course materials to be shared online for you to view and supports collaboration and assessment activities for students. The type of VLE you will use will vary depending on your programme but you will have access to your VLE in advance of your start date which gives you the opportunity to familiarise yourself with your VLE and digital resources. However, there is no expectation that you should be fully competent in this programme in advance. For more information on VLEs and how to use these: [www.ed.ac.uk/is/virtual-environments](http://www.ed.ac.uk/is/virtual-environments)

## Lecture Recording

Any lectures for an online student will be recorded and available online – even if a lecture happens live it will be available online to watch again at a convenient time. Lecture recordings can be accessed through your VLE and can be a helpful and additional way to learn as it allows you to:

- review material,
- catch up on points you may have missed,
- prepare for lessons.

Find out more by visiting the Media Hopper Replay web pages: [www.ed.ac.uk/is/media-hopper-replay](http://www.ed.ac.uk/is/media-hopper-replay)

For more information about the wide range of services and systems supported to help you transition into a more technological way of learning: [www.ed.ac.uk/information-services/learning-technology](http://www.ed.ac.uk/information-services/learning-technology)

## Digital and Information Skills Development

By becoming a University student, you will have free access to additional online learning platforms such as Lynda.com which will enable you to gain skills including:

- Managing your online identity,
- Using technology effectively to study and learn (such as lecture recording and our virtual learning environments),
- Developing the ability to find, evaluate and share information,
- Using digital networks and tools for collaborative learning.

For more information on the different platforms, what is on offer and how to use them, please see the university web pages: [www.ed.ac.uk/is/digital-skills-training](http://www.ed.ac.uk/is/digital-skills-training)



## Technical Assistance for online and distance learning students

To study one of our online programmes, you will usually just need a computer with internet access but technical issues can occur and we want to help resolve any issues.

The IS Helpline is available 24/7 on 0131 6515151 / [is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk) for enquiries relating to online learning, computing services or to the library. Outside of University working hours (08.00 - 18.00) your request may be automatically transferred to the out-of-hours support team who can deal with a wide variety of common IT queries. If your request cannot be resolved immediately, it will be passed onto the IS Helpline for investigation and may take longer to resolve.

# Five Ways to Wellbeing

As with all transitions in life, studying at university as an online student can be both exciting and challenging – whether it is your first time studying online or you are returning to higher education, it is important to look after yourself.



Studying online can be busy and stressful at times, this can in turn cause our state of wellbeing to fluctuate. We all have strategies for coping with up and downs in life and it is important to continue revising these approaches- doing this will help support and maintain your wellbeing, crucial to having the best university experience you can.

The **Five Ways to Wellbeing** are 5 distinct actions that have been researched and developed to help improve personal wellbeing. It is important to prioritise and take responsibility for your own wellbeing, and to maintain a positive outlook. These steps are highlighted by the University of Edinburgh as they have been identified as a great resource and tool for every student and staff within our community to keep in a good state of mental health.

Spending some time to familiarise yourself with these five ways and how you currently maintain your wellbeing, before you start studying online, will raise your own awareness of how you currently face challenges and enable you to better look after yourself, and others too, when you start.

This guide has listed relevant examples of how to maximise each of these ways within the University of Edinburgh as an online student. This non-exhaustive list covers the online student support services that can ease your transition, offer development opportunities and/or provide spaces to reflect and learn.



Connecting with the people around you is important - with family, friends, your online peers and academics. Studying online allows you to build relationships in your online courses with people from all over the world.

Building these connections will support and enrich you throughout your degree. At the start of university, [download the UoE Events app](#) for information about the online events on offer during Welcome Week and beyond, to find something that interests you.

#### **Talk and listen and feel connected at university:**

- The **New Students website** points you in the direction of every area and resource that will help you prepare and settle into university life and online studies: [www.ed.ac.uk/students/new-students](http://www.ed.ac.uk/students/new-students)
- Get to know your **programme team** – they can point you in the right direction of information, guidance and advice about academic and pastoral matters.
- You are automatically part of the **Edinburgh University Students' Association** where you can connect with your online programme representatives and school representatives – find out more about representation here: [www.eusa.ed.ac.uk/yourreps](http://www.eusa.ed.ac.uk/yourreps)
- Connect with the world and set up your **IT equipment** on the university networks: [www.ed.ac.uk/information-services/students/odl-students](http://www.ed.ac.uk/information-services/students/odl-students)
- If you currently receive or believe you may need to receive any additional support to aid your learning at university, it is essential that you connect with your **Student Disability Service** to receive the support you need to help you engage positively with your studies: [www.ed.ac.uk/student-disability-service](http://www.ed.ac.uk/student-disability-service)



Sport, exercise and physical activity play a key role in both your physical and mental wellbeing. If you need a break from the online screen, go for walks or a run, or explore the physical and emotional benefits of other forms of physical activity such as dance /swimming /martial arts/anything!

Try out exercise classes or classes to relax and reflect. It is also important to take time to unwind, by ensuring you eat and sleep well, which will help you feel good and raise your energy levels.

**Try new things, enjoy what you do, lift your energy:**

- Explore your **local community** to find classes and activities which fit in around your life. Being active is about having a chance to discover and try an activity you enjoy and one that suits you.
- If you are based in Edinburgh or visiting the University of Edinburgh check out the **Sports and exercise classes** offered at the University gyms to raise your energy levels and connect with others: [www.ed.ac.uk/sport-exercise](http://www.ed.ac.uk/sport-exercise)



Savour the moments that you experience at university. Talk to those in your professional community and your classmates online. Spend time with your friends, go for a walk, talk with others online at the University about your thoughts or explore beyond your surroundings.

Reflecting on your experiences will help you appreciate what matters to you the most and what matters to others around you too.

**Take notice of yourself, take notice of others and be more aware of the world and opportunities around you:**

- The **University Chaplaincy** provides a listening service for online students should they wish to talk to someone: [www.ed.ac.uk/chaplaincy](http://www.ed.ac.uk/chaplaincy)
- There are also a number of **apps and online services** available through the University, where you can listen to guided meditations, or watch short videos that may help to support your mental health. **Recommended apps** to discover include these:
  - **Feeling Good App**
  - **Meditation app**
  - **Relaxation Exercises**
  - **TED talks offering new perspectives on self-care**[www.ed.ac.uk/student-counselling/self-help/podcasts-video-apps](http://www.ed.ac.uk/student-counselling/self-help/podcasts-video-apps)
- The **Big White Wall** is a 24/7 online peer support community which is accessible by any student who needs to voice their feelings in a forum or needs support with their emotional wellbeing in personal and confidential chats with trained professionals: [www.ed.ac.uk/student-counselling/self-help/big-white-wall-bww](http://www.ed.ac.uk/student-counselling/self-help/big-white-wall-bww)
- Take notice of your digital footprint by registering for **23 Things for Digital Knowledge** to learn about a range of digital tools for your personal and professional development: [www.23things.ed.ac.uk](http://www.23things.ed.ac.uk)
- If you are visiting the University don't forget to Explore Edinburgh: [www.ed.ac.uk/visit/city](http://www.ed.ac.uk/visit/city)



At university, you will be challenged and will be working towards achieving your academic goals throughout your whole online programme, but there are also many other opportunities to enhance your learning and skills.

There are always new ways to learn, such as taking on an extra hobby or rediscovering an old one, or even taking on a different responsibility whether it be within your programme or as a programme representative. Learning new things and further exploration will make you more confident in so many areas as well as being fun.

#### Learn something new and feel a sense of achievement:

- One of the best resources to help you explore your subject in depth is through the **library services**, either online or on any campus. The university libraries provides a sense of community and offers space for you to study alone or with a team: [www.ed.ac.uk/information-services/library-museum-gallery/using-library](http://www.ed.ac.uk/information-services/library-museum-gallery/using-library)
- **The Institute for Academic Development** provides free study skills workshops and online resources to support you throughout your studies and develop your skills and confidence in your academic studies: [www.ed.ac.uk/institute-academic-development](http://www.ed.ac.uk/institute-academic-development)
- **MyDevelopmentHub** is an online resource that acts as a signpost to help you find opportunities to help enhance your personal, professional or academic development: <https://edin.ac/my-development-hub>
- The **Careers Service** can help you to reflect on your existing skills and provide support and guidance on how to build new skills for securing a working role: [www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)
- **Lynda.com** is free and offers you a chance to learn new skills or increase your knowledge using online video courses on technology, creative and business skills: [www.ed.ac.uk/is/lynda](http://www.ed.ac.uk/is/lynda)
- **The University of Edinburgh** offers free online short courses that can be a valuable resource for study support and academic skills development. You can enrol through our platform partners:
  - **Coursera** - [www.coursera.org/edinburgh](http://www.coursera.org/edinburgh)
  - **FutureLearn** - [www.futurelearn.com/partners/the-university-of-edinburgh](http://www.futurelearn.com/partners/the-university-of-edinburgh)
  - **EdX** - [www.edx.org/school/edinburghx](http://www.edx.org/school/edinburghx)

For more information: [www.ed.ac.uk/studying/free-short-online-courses](http://www.ed.ac.uk/studying/free-short-online-courses)



Even the smallest act can make you and others happier. At the University there are lots of opportunities to be part of a community and to give back, which can be incredibly rewarding.

This may be through volunteering your time to support and listen to your peers; being part of an activity to enhance your own experience or getting a job to expand your horizons and meet new people.

**Give... Your time, your words, and your presence:**

- **'My CareerHub'** supports you to further explore and build on your employment skills – whether you are looking at getting a job or practising your interview or CV writing techniques: [www.ed.ac.uk/careers/mycareerhub](http://www.ed.ac.uk/careers/mycareerhub)
- Becoming a class representative and listening to the students' views on academic matters provides stronger support networks for everyone and can be very rewarding. You also receive training on how to deal with various conversations that may occur: [www.ed.ac.uk/studying/undergraduate/student-life/academic/class-reps](http://www.ed.ac.uk/studying/undergraduate/student-life/academic/class-reps) or [www.eusa.ed.ac.uk/activities/postgraduate/about/odl/](http://www.eusa.ed.ac.uk/activities/postgraduate/about/odl/)



# Advice Place

## Edinburgh University Students' Association

When you enrol at the University of Edinburgh, you automatically join a community of over 39,000 students and become a member of Edinburgh University Students' Association ([www.eusa.ed.ac.uk](http://www.eusa.ed.ac.uk)). Students can benefit from our representation structures, welfare and academic advice, and the facilities that are provided online and through our Students' Association buildings.

All students, including online learners, are eligible to stand and vote in the Students' Association Elections (March and October), to elect student representatives including Sabbatical, Liberation, Section, School and Activities Reps. You can find out more about student representation at: [www.eusa.ed.ac.uk/representation](http://www.eusa.ed.ac.uk/representation)

For more information about what is on offer from your Students' Association specifically for online learners, go to: [www.eusa.ed.ac.uk/activities/postgraduate/about/odl/](http://www.eusa.ed.ac.uk/activities/postgraduate/about/odl/) or alternatively, visit the University website at: [www.ed.ac.uk/students](http://www.ed.ac.uk/students)

## The Advice Place

Edinburgh University Students' Association also provides The Advice Place: free, friendly, independent and confidential advisory service for all students studying at the University.

The Advice Place offer information and advice on a wide range of topics including money, funding, academic issues, University processes and regulations, housing and tenancy, employment, health and sexual health, and harassment.

Much of the information from The Advice Place is available and downloadable from the website: [www.eusa.ed.ac.uk/support\\_and\\_advice/the\\_advice\\_place/](http://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/)

Professional advisors are available throughout the year, including the summer and can be contacted directly on 0131 650 9335 or [advice@eusa.ed.ac.uk](mailto:advice@eusa.ed.ac.uk)



(from left to right) Georgie Harris, VP Community / Shenan Davis-Williams, VP Activities and Services / Eleri Connick, President / Kai O'Doherty, VP Welfare / Diva Mukherji, VP Education



**“THIS DEGREE WAS  
MY PASSPORT TO THE  
CAREER I WANTED,  
WITHOUT HAVING TO  
UPROOT MY FAMILY  
AND JOB.”**

**BRONWYN ORR**

MSc INTERNATIONAL ANIMAL  
WELFARE, ETHICS & LAW

—  
ONLINE STUDENT

**#InspiringStudents**

# Checklist

After you have accepted your offer to study at Edinburgh, there are essential tasks you need to do before you start and also when you start in order to become an online student. To ensure that you get the important tasks done first and keep track of what you complete, this checklist is in priority order and is interactive when downloaded and saved. Page references refer to the Essential Getting Started guides online:

[www.ed.ac.uk/new-students/getting-started-guides](http://www.ed.ac.uk/new-students/getting-started-guides)

✓	TASKS TO DO <b>BEFORE YOU START</b>	More info
	Read all relevant sections of the <b>Essential GETTING STARTED Guide</b>	
	Read all emails received from the University of Edinburgh	
	Read all emails received from your school/programme	
	Read all emails received from the Students' Association	
	If can access, join relevant social media groups, including the UoE new students 2018/2019 Facebook group and/or your school/programme groups	
	Know your UUN and University of Edinburgh email address	
	Activate your Office365 email address	Page 04
	Familiarise yourself with how to use MyEd (including how to use each of the channels within it)	Page 04
	Register online as a student (you will need your home or if applicable your term-time address)	Page 05
	(If applicable) Complete the online learning programme mandate form	Page 05
	Check your offer letter for any additional criteria to fulfil and make arrangements to complete this	Page 05
	Organise your financial assistance, if required, and send a copy of your sponsor award letter	Page 06
	Apply for your University student card	Page 07
✓	TASKS TO DO <b>WHEN YOU START</b>	More info
	Confirm your attendance	Page 05

# Helpful contacts

## **New Students Website**

[www.ed.ac.uk/new-students](http://www.ed.ac.uk/new-students)

The Advice Place

[www.eusa.ed.ac.uk/adviceplace](http://www.eusa.ed.ac.uk/adviceplace)

Careers Service

[www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)

Card Services

[www.ed.ac.uk/is/card](http://www.ed.ac.uk/is/card)

Chaplaincy

[www.ed.ac.uk/chaplaincy](http://www.ed.ac.uk/chaplaincy)

Edinburgh University Students' Association

[www.eusa.ed.ac.uk](http://www.eusa.ed.ac.uk)

English Language Education

[www.ed.ac.uk/english-language-teaching](http://www.ed.ac.uk/english-language-teaching)

Finance

[www.ed.ac.uk/finance](http://www.ed.ac.uk/finance)

Institute for Academic Development

[www.ed.ac.uk/institute-academic-development](http://www.ed.ac.uk/institute-academic-development)

IS Helpline

[www.ed.ac.uk/information-services/students](http://www.ed.ac.uk/information-services/students)

Information Services (VLEs)

[www.ed.ac.uk/is/virtual-environments](http://www.ed.ac.uk/is/virtual-environments)

Library

[www.ed.ac.uk/is/library-museum-gallery](http://www.ed.ac.uk/is/library-museum-gallery)

MyEd

[www.myed.ed.ac.uk](http://www.myed.ed.ac.uk)

Nightline

[www.ednightline.com/](http://www.ednightline.com/)

Scholarships & Student Funding

[www.ed.ac.uk/student-funding](http://www.ed.ac.uk/student-funding)

Student Counselling Service

[www.ed.ac.uk/student-counselling](http://www.ed.ac.uk/student-counselling)

Student Disability Service

[www.ed.ac.uk/student-disability-service](http://www.ed.ac.uk/student-disability-service)

Tuition Fees

[www.ed.ac.uk/student-funding/tuition-fees](http://www.ed.ac.uk/student-funding/tuition-fees)

Transport

[www.ed.ac.uk/transport](http://www.ed.ac.uk/transport)

University of Edinburgh (General enquiries)

[www.ed.ac.uk](http://www.ed.ac.uk)



The Getting Started Guide has been created to help inform and direct you as a new online and distance learning student about what is important and to action essential tasks to be completed (before and when you start). It also provides you with key information to help you settle into online learning and be part of the university community.

We hope that you find the Getting Started Guide of great value and insight and wish you all the very best for your online and distance learning journey at The University of Edinburgh.

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