



BNU Connect (Student Portal)

Enrolment Form User Guide

To login:

Returning students:

To login click the **“Login with email”** button.

In case you have forgotten your password, select the **“Reset Password”** link which will redirect you to the BNU Password Management page.

New students:

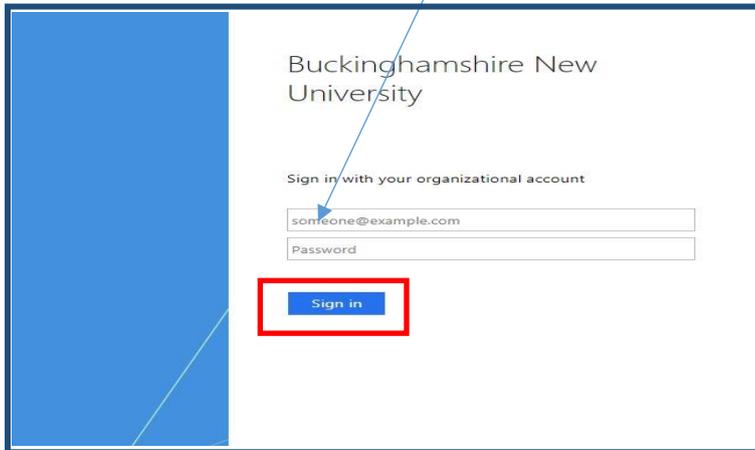
You will need to set your password before being able to login. Select the **“Reset Password”** link which will redirect you to the BNU Password Management page

Once the password has been set, to login click the **“Login with email”** button.

The image shows two screenshots side-by-side. The left screenshot is the BNU Connect login page, which has a blue background. It features the university crest at the top, followed by the text 'BNU Connect'. Below this, it says 'Students, login using studentID@bucks.ac.uk (i.e. 12345678@bucks.ac.uk)' and 'Staff, login using Bucks email address (i.e. john.smith@bucks.ac.uk)'. At the bottom, there is a white 'Login' button with a small icon to its left, which is highlighted by a red rectangular box. At the very bottom, there are links for 'Privacy Policy' and 'Data Protection'. The right screenshot is the 'Reset Password' page, which has a light grey background. It has the heading 'Reset Password' and a paragraph: 'Please see below on how to reset your password.' Below that, it says: 'If you have forgotten your password or you are a new student and need to activate your account, please click [here](#) and follow the 'Reset your Password' instructions.' At the bottom of this page, there is a blue link that says 'Reset Password?', which is also highlighted by a red rectangular box. A blue arrow points from the 'Login' button in the left screenshot to the 'Reset Password?' link in the right screenshot.



When presented with the Microsoft login page, shown below, enter your BNU email address:
e.g. studentID@bucks.ac.uk
e.g. 12345678@bucks.ac.uk to login.



Once you have logged in, click on the Enrolment Form tab under the Enrolment section.



Then click on the 'new form' icon which will then take you into the Enrolment Form.



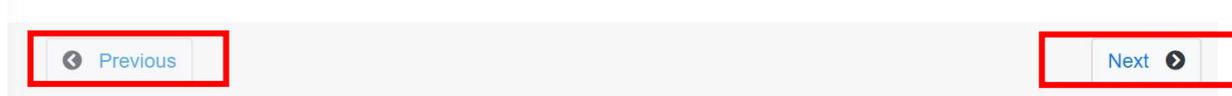
Please fill in each section of the enrolment form ensuring all information provided is correct and accurate. You will need to select each tab to navigate between each section. Press save before moving to the next section.



Some fields in the form may already be populated. Please check and confirm we have the correct information.



Each section of the Enrolment Form has a “Previous” and “Next” button for you to navigate through.



Also, each section of the Enrolment Form has a “Save for later” button (as shown below) for you to save current changes and come back to it at a later stage.



If you see this icon next to a field, hover over the icon for the information bubble to appear.

Course Details

In this section, you will find your course details. Fields in grey have been pre-populated and cannot be edited.

All mandatory fields have been marked with an * asterisk.

Student ID *	Acad Year	Course Year *	Start Date *
<input type="text" value=""/>	20/21	<input type="text" value="1"/>	<input type="text" value="28/09/2020"/>
Course Name *	Course Code *	Campus	
<input type="text" value="Affiliate Credit Postgraduate - CPPD"/>	<input type="text" value="ZP4CRP3"/>	<input type="text" value="Uxbridge"/>	
Mode of Attendance *	Have you been a student at BNU before? *	Partner Student? *	
<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Distance Learning	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Course Notes	Please state here if you believe any of the above course details are incorrect or to provide more information.		
<input type="text" value="Notes"/>			

If any of the information is incorrect, use the course notes box to inform us of the correct information. N.B. You cannot edit any of the shaded fields. Alternatively, you can email enrol@bucks.ac.uk



Personal details

Here you will be required to fill in your personal details.

All mandatory fields that have been marked with an * asterisk must be filled in before you can 'Save for later' or 'Submit'.

For UK based addresses please ensure that you use the Find Address button to ensure correct address format is listed.

Country
England

Postcode ⓘ
DC5 2GA

Find Address

If you have the same Term Time Address as Home you can select the Same as Home Address button.

Term Address ⓘ
(Term Postcode must be a max of 8 characters and Term Room must be a max of 12 characters long in length.)

Same as Home Address ⓘ

If your Term Time Address is at BNU Halls of Residence select Institution Maintained (Halls). You can then use the drop down to select which Hall you are staying at and then need only to enter the Room No.

Term Time Accommodation Type *
Institution Maintained (Halls)

Term Address ⓘ
(Term Postcode must be a max of 8 characters and Term Room must be a max of 12 characters long in length.)

Same as Home Address ⓘ

Country
Please select an option

Institution Halls Address *
Please select an option

Room No. (e.g. Flat 1) Postcode ⓘ
TERM POSTCODE

Please Select Address
Please Select Address

High Wycombe Campus, Queen Alexandra Road, HIGH WYCOMBE, HP11 2JZ



Contacts

Fill in details of a Trusted Contact in case of emergencies and/or next of kin. You must provide a name, contact number and email address for a Trusted contact. For BNU students should you wish to update this emergency contact after submitting your enrolment form, you can do so by access the profile section, amending the details and press the Update button.

Nationality & Residence

In this part of the Enrolment form, enter your nationality and country of permanent address.

All mandatory fields that have been marked with an *asterisk must be filled in before you can 'Save for later' or 'Submit'.

If you require a visa to live in the UK (this includes the EU Settled/Pre-settled status) you must fill in this section of the form. For those with EU settled/Pre-Settled Status you must provide a Share Verification Code which you can request from <https://www.gov.uk/checkimmigration-status> before submitting the form.

Ethnicity

Select an option which most closely describes your ethnic origin.

All mandatory fields that have been marked with an *asterisk must be filled in before you can 'Save for later' or 'Submit'.

Disability

Please select all that is applicable.

All mandatory fields that have been marked with an *asterisk must be filled in before you can 'Save for later' or 'Submit'.

Parental Education

This section refers to your parents' level of education. This includes natural parents, adoptive parents, stepparents or guardians who have brought you up.

All mandatory fields that have been marked with an *asterisk must be filled in before you can 'Save for later' or 'Submit'.



Qualifications

Please verify if the qualifications already listed are correct or, if you have any more, add to the list.

For Highest qualification on entry if not already populated please select most appropriate option from list.

For Most recent institution attended please note that this is the place you studied at prior to starting this course at BNU.

All mandatory fields that have been marked with an *asterisk must be filled in before you can 'Save for later' or 'Submit'

N.B. You only have to fill this section in on your first Year of the course. You DO NOT change this for any subsequent year's enrolment form.

Tuition fees

You will be requested to provide us with information regarding tuition fees and funding in this part of the enrolment form.

If you have already made payment for fees using the BNU e-payment system please enter the E-payment reference number in that field.

For those students using UK Student Finance (SF) to pay their Undergraduate fees, and your SF application is made on the BNU SF account select the appropriate option here,

02 – Student Finance – Fully Funded

02A – Student Finance – Partially Funded

52 – Student Finance – Funding Applied for But Not Finalised.

(partner students please check with your partner institution where and how to make your application).

Where you have to apply for SF funding using the Partner Institution SF account please select 01B – Self-Funding – Payment to Partner Institution

If your fees are being paid by your employer directly (Not under an NHS or other Health Contract) then you will need to provide a completed sponsor form and attach it with the enrolment form. You will find the link for the sponsor form and page in the section on the enrolment form.

If you have funding from the Military ELCAS scheme, you must attach your CAN Letter.



PLEASE ATTACH ALL PROOF OF SPONSOR/ FEE WAIVER DOCUMENTS OR YOU MAY BECOME LIABLE FOR TUITION/COURSE FEES.

All mandatory fields that have been marked with an *asterisk must be filled in before you can 'Save for later' or 'Submit'

Criminal Conviction

Please select which is applicable.

All mandatory fields that have been marked with an *asterisk must be filled in before you can 'Save for later' or 'Submit'.

Supporting documents

You will be required to upload all relevant supporting documents in support of your enrolment, failure to do this may delay in the processing of your application. Please ensure that you have saved a copy of this first, made sure that each file has a different file name and that the file is no larger than **4MB in size**.

For file type there is a dropdown menu, please select the relevant document title/description for your upload.

The acceptable file types are: **docx, xlsx, jpg, jpeg, png, bmp, pdf**

Please upload all relevant supporting documents in support of your enrolment, failure to do this may delay in the processing of your application.

PLEASE SAVE THE FORM FIRST BEFORE UPLOADING ANY DOCUMENTS OTHERWISE ANY CHANGES MADE MAY BE LOST.

PLEASE ATTACH ANY DOCUMENTS BY SELECTING THE FILE AND THEN PRESSING THE UPLOAD BUTTON.

DOCUMENTS TO BE ATTACHED MUST BE NO LARGER THAN 4MB IN SIZE.

File Type

Photo must show your full face, without any covering (unless for religious or medical reasons). The following formats are accepted for ID photos – JPEG, PNG, BMG, GIF or Microsoft documents saved as a .docx format. N.B. Partner students will not automatically receive an ID Card from BNU please check with your Partner Institution.

Please select an option

Document Upload

Choose file

The following formats are accepted – JPEG, Adobe PDF, PNG, BMG, GIF, or Microsoft documents saved as a .docx or .xlsx format. Once you have selected the file type and the file, click on the 'UPLOAD' button. Only one document can be upload at one time.

Uploaded File Details

	Name	Type	Date
	email signature.docx	Fee Waiver	07/07/2021 15:36:31
	Enrolment Form Fields V3 AY2122.xlsx	Fee Waiver	07/07/2021 15:20:13

Showing 1 to 2 of 2 entries



Then select Browse to find the file you wish to upload, then select the upload button. Do this for each of the documents you are uploading. If you are uploading more than one file for the same document e.g. separate files for page 1 and 2 of passport, you must ensure that the files names are different e.g. Passport 1, Passport 2.

Mental Health Analytics

This section is not applicable to students who are studying at Partner Institutions.

If you wish to be informed about activities to increase your wellbeing or for us to send information about support as may be appropriate, select Yes and answer the 5 questions.

Otherwise select No.

Declaration

Signing this form, you certify that this information is correct and agree to observe all University regulations as set out in the Terms and Conditions of Admission.

For your signature just type in your name in the signature (as you would sign your name), and type in your full name in the last filed box and tick the 'confirm the digital signature' box.

Declaration - MANDATORY

By signing this form, you certify that this information is correct and agree to observe all University regulations, policies and procedures as published on its website (and as amended from time to time) and as set out in the [Terms and Conditions of Admission](#).

- You understand that you are ultimately responsible for payment of full prescribed fees and that formal enrolment is contingent upon this.
- You agree to Buckinghamshire New University processing the personal data contained in this form in accordance with data protection legislation.
- We will use this data as well as information about you generated during your time as a student for the provision of education services and research.
- You acknowledge that this data will also be required to provide information to external statutory agencies.

We will use this information whilst you are a student and after you have left. This may include activities to enhance the student experience including disclosing personal data to BNU students' Union and providing automatic membership of the BNU Alumni Association after graduation.

You have the right to know what information we hold about you and you can ask it or amend it by emailing us at students@bucks.ac.uk. Further information about how your personal data may be used can be found at <https://www.bucks.ac.uk/data-protection>.

Your enrolment cannot be processed if you do not sign here, or the form is incomplete. *

Please type your name, select date and check box to confirm signature of this form. *

Signature

Date

Full Name

By clicking below, you certify that this information is correct and agree to observe all University regulations as set out in the Terms and Conditions of Admission.

Confirm the digital signature
You must agree and confirm the digital signature.

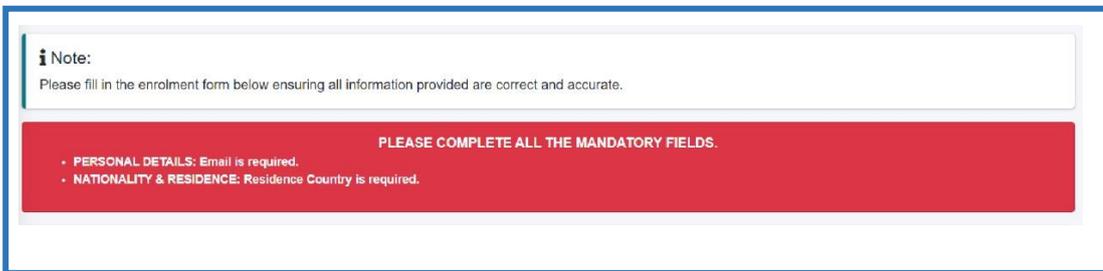
Once you have filled in this signature and ticked confirm the digital signature the following button will show on the bottom right hand side of the form. You can press and submit the



form.



Please wait and ensure that the form is submitted successfully. If there are any Mandatory fields that have not been filled in, you will be taken to the front page of the form and see the following Red banner.



The banner will show in which fields on which TAB still need to be filled in.

Once you have successfully submitted the form you will receive an email confirming this.

If you go back to the Enrolment Form tab you can see the status of the form.

	Acad Year	Course Name	Start Date	Form Status	Created	Submitted
	20/21	Affiliate Credit Postgraduate - CPPD	11-Jan-2021	SUBMITTED	19/05/2021 16:30:31	19/05/2021 16:30:31
	20/21	Affiliate Credit Postgraduate - CPPD	28-Sep-2020	STARTED	01/07/2021 14:34:58	No

There are three form status categories, Pending, Started and Submitted.

To see your course information, go to the Dashboard icon and you can confirm when you



have been enrolled.

Dashboard

- Course Details
- Timetable
- ENROLMENT
 - Enrolment
- ACHIEVEMENT RECORD
 - Results
 - Transcripts
- DOCUMENTS
 - Correspondence
- BNU LINKS
 - BNU LINKS
- ACCOUNT
 - Profile
 - Help
 - Sign out

Course information

- Name**
Oliver Queen
- Course Code**
ZP4CRP3
- Course Name**
Affiliate Credit Postgraduate - CPPD
- Enrolment Status**
Enrolled
- Campus**
Uxbridge
- School**
Health Care And Social Work
- Type**
Part Time Course - Affiliate Credit Postgraduate - CPPD
- Duration**
11/01/2021 - 14/01/2022
- Awarding Body**
Bucks New University

To see what modules, you are registered for select Course Details icon.

Dashboard

- Course Details**
- Timetable
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 - Sign out

Course Details Home / Course Details

Note:
This page displays course details and modules you are currently enrolled on. To view the modules, expand each section by clicking the plus (+) sign. Modules are grouped by academic year. Any queries regarding this information should be directed to your course administrator here bucks.ac.uk/students/academic.advice.

Course

- Course Code:** ZP4CRP3
- Course Name:** Affiliate Credit Postgraduate - CPPD
- School:** Health Care And Social Work
- Mode:** Part Time Course
- Enrolment Status:** Provisionally Enrolled
- Duration:** 28/09/2020 - 14/01/2022

Affiliate Credit Postgraduate - CPPD (ZP4CRP3)

Enrolment Module Selection Record for 2021

Code	Name	Year	Credits	Semester	Status
PP731	Introduction to Clinical Innovation in Healthcare Practice	20/21	30	S1A	Enrolled
PP731	Introduction to Clinical Innovation in Healthcare Practice	20/21	30	S1	

Showing 1 to 2 of 2 entries



If you need to make corrections on your enrolment form, or provide supporting documents that you did not upload before you submitted the form you can send these in by emailing enrol@bucks.ac.uk.

These will then be amended directly on the student records system and/or kept on your student file, they will not be amended directly on your submitted enrolment form.