

Online Registration User Guide for the Aberdeen Institute at SCNU

Last updated 27th July 2022 TSG, University of Aberdeen

Introduction

Online Registration is a mandatory step in the registration process that students must complete at the start of every academic year. We will ask you to review and update some information, including your term-time address, contact details and emergency contact details.

This document outlines how to complete the Online Registration process for students at the Aberdeen Institute at SCNU.

Accessing Online Registration

Online Registration is available at <https://www.abdn.ac.uk/studenthub>. It can be accessed both on and off campus using a modern web browser, such as:

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Apple Safari

Online Registration can be completed on a desktop or any modern mobile device (tablets and smartphones).

Log in to the Student Hub

Access the site at <https://www.abdn.ac.uk/studenthub>.

Log in with your University of Aberdeen username and password. A banner will be displayed at the top of the page asking you to complete Online Registration, as follows:

Online Registration Incomplete! [Go to Online Registration](#)

You might be automatically redirected to Online Registration, but if not then click the link in the banner to take you to it. If you cannot see the banner or you are not directed to Online Registration, please contact your Student Counsellor.

Online Registration comprises seven steps:

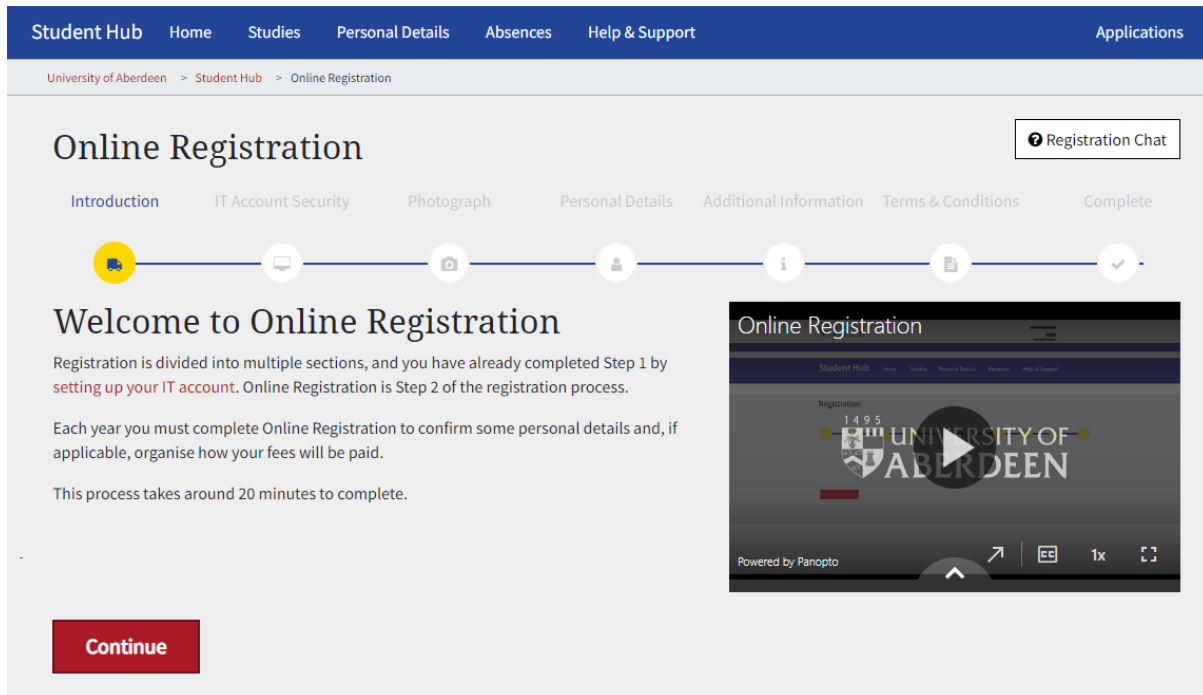
1. Introduction
2. IT Account Security
3. Photograph*
4. Personal Details
5. Additional Information
6. Terms & Conditions
7. Complete

* the 'Photograph' section will only be displayed for students who have not previously uploaded a photograph.

Online Registration Step 1 – Introduction

This step explains the Online Registration process. A video explainer is available to watch if necessary.

When you have reviewed the information on this page, click ‘Continue’ to proceed to the next step.



The screenshot shows the 'Online Registration' page on the University of Aberdeen Student Hub. The navigation bar includes 'Student Hub', 'Home', 'Studies', 'Personal Details', 'Absences', 'Help & Support', and 'Applications'. The breadcrumb trail is 'University of Aberdeen > Student Hub > Online Registration'. The main heading is 'Online Registration', with a 'Registration Chat' button in the top right. A progress bar below the heading shows seven steps: 'Introduction' (highlighted in yellow), 'IT Account Security', 'Photograph', 'Personal Details', 'Additional Information', 'Terms & Conditions', and 'Complete'. The 'Introduction' section contains the following text:

Welcome to Online Registration

Registration is divided into multiple sections, and you have already completed Step 1 by **setting up your IT account**. Online Registration is Step 2 of the registration process.

Each year you must complete Online Registration to confirm some personal details and, if applicable, organise how your fees will be paid.

This process takes around 20 minutes to complete.

A video player on the right shows a video titled 'Online Registration' with a play button. The video player interface includes 'Powered by Panopto', a share icon, a closed captions icon, and a 1x zoom level. At the bottom left of the page is a red 'Continue' button.

Online Registration Step 2 – IT Account Security

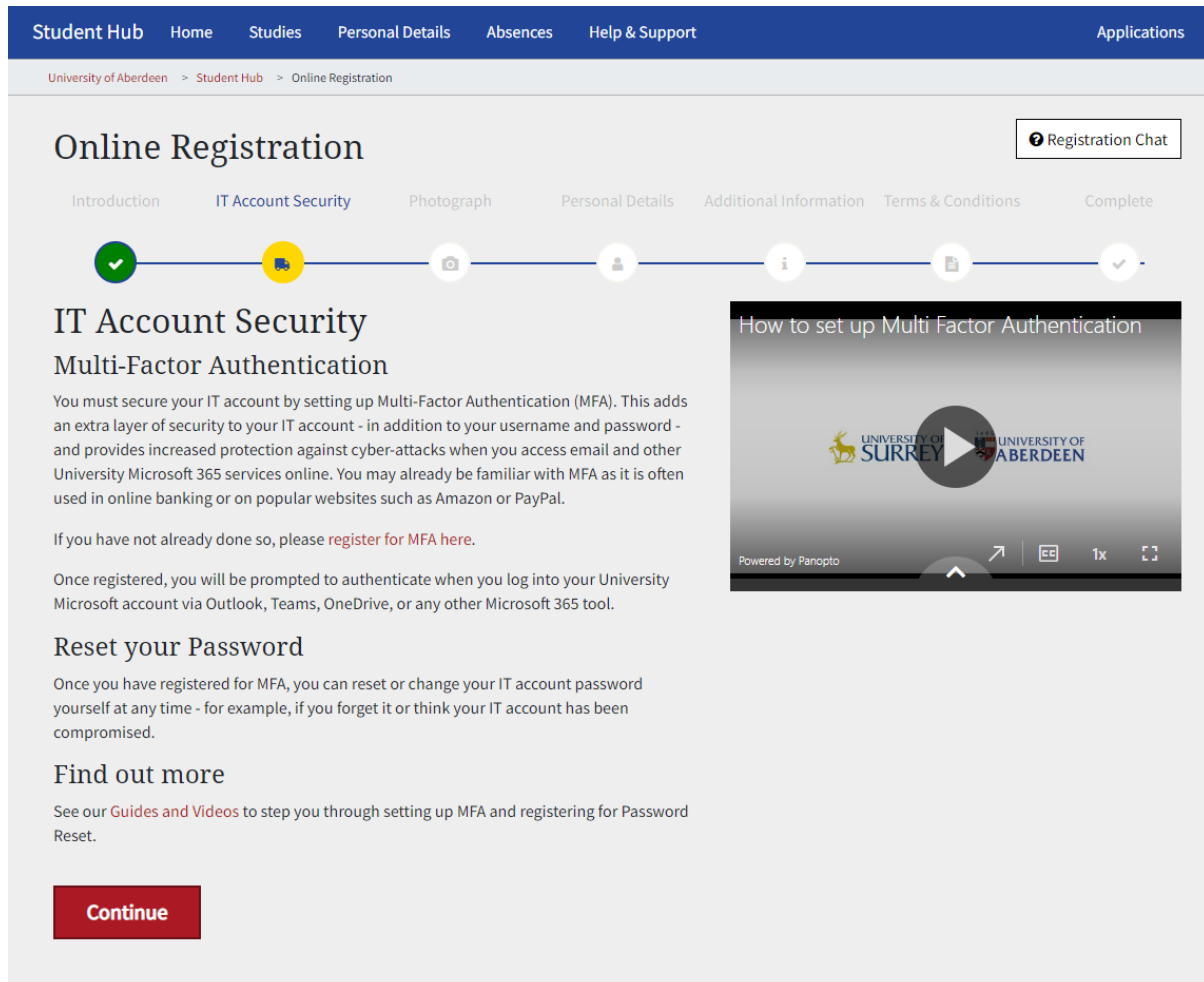
This step explains how to sign up for Multi-Factor Authentication (MFA) and how to reset your password. A video explainer is available to watch if necessary. **If you have already signed up for MFA, you can skip this step and click ‘Continue’ to proceed to the next step.**

Whilst it is not essential to set up MFA at this stage, we recommend you set up MFA for your account as this will help protect your university account against cyber-attacks.

If you don’t set up MFA at this stage, you will be prompted when you log in to your University Microsoft account, e.g. Outlook. Further information about MFA is available here -

<https://www.abdn.ac.uk/toolkit/systems/account-security/>.

When you have reviewed the information on this page, click ‘Continue’ to proceed to the next step.



The screenshot shows the 'Online Registration' page on the University of Aberdeen Student Hub. The navigation bar includes 'Student Hub', 'Home', 'Studies', 'Personal Details', 'Absences', 'Help & Support', and 'Applications'. The breadcrumb trail is 'University of Aberdeen > Student Hub > Online Registration'. The main heading is 'Online Registration' with a 'Registration Chat' button. A progress bar shows seven steps: Introduction (green check), IT Account Security (yellow speech bubble), Photograph (camera), Personal Details (person), Additional Information (info), Terms & Conditions (document), and Complete (green check). The current step is 'IT Account Security' with the sub-heading 'Multi-Factor Authentication'. The text explains that MFA adds an extra layer of security to the IT account. A video player titled 'How to set up Multi Factor Authentication' is embedded on the right. At the bottom, there is a red 'Continue' button.

Student Hub Home Studies Personal Details Absences Help & Support Applications

University of Aberdeen > Student Hub > Online Registration

Online Registration

Registration Chat

Introduction IT Account Security Photograph Personal Details Additional Information Terms & Conditions Complete

IT Account Security

Multi-Factor Authentication

You must secure your IT account by setting up Multi-Factor Authentication (MFA). This adds an extra layer of security to your IT account - in addition to your username and password - and provides increased protection against cyber-attacks when you access email and other University Microsoft 365 services online. You may already be familiar with MFA as it is often used in online banking or on popular websites such as Amazon or PayPal.

If you have not already done so, please [register for MFA here](#).

Once registered, you will be prompted to authenticate when you log into your University Microsoft account via Outlook, Teams, OneDrive, or any other Microsoft 365 tool.

Reset your Password

Once you have registered for MFA, you can reset or change your IT account password yourself at any time - for example, if you forget it or think your IT account has been compromised.

Find out more

See our [Guides](#) and [Videos](#) to step you through setting up MFA and registering for Password Reset.

Continue

How to set up Multi Factor Authentication

UNIVERSITY OF SURREY UNIVERSITY OF ABERDEEN

Powered by Panopto

Online Registration Step 3 – Photograph

Students at the Aberdeen Institute at SCNU should ignore this step and click ‘Continue’ to proceed to the next step.

Student Hub Home Studies Personal Details Absences Help & Support Applications

University of Aberdeen > Student Hub > Online Registration

Online Registration

Registration Chat

Introduction IT Account Security Photograph Personal Details Additional Information Terms & Conditions Complete

Photograph

Qatar and Aberdeen Institute at SCNU students: please ignore this step and click Continue.

Please upload a photograph using the University of Aberdeen Photo Upload tool.

If you have already uploaded a photo, you can check it has been approved by visiting Photo Upload below. Otherwise, click Continue to proceed with Online Registration.

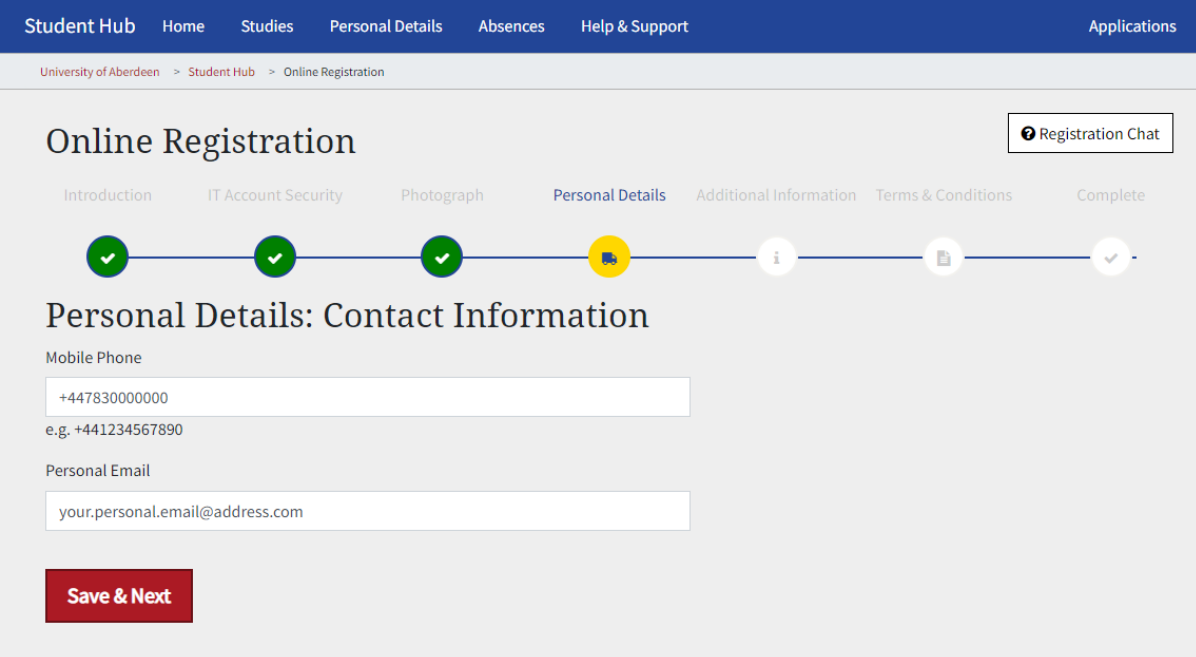
[Go to Photo Upload](#)

[Continue](#)

Online Registration Step 4 – Personal Details

This step asks you to review and update your mobile phone number and personal email address. **It is important to keep your contact details up to date in case the university needs to contact you.**

When you have reviewed and updated the information on this page, click ‘Save & Next’ to proceed to the next step.



Student Hub Home Studies Personal Details Absences Help & Support Applications

University of Aberdeen > Student Hub > Online Registration

Online Registration

Registration Chat

Introduction IT Account Security Photograph Personal Details Additional Information Terms & Conditions Complete

Personal Details: Contact Information

Mobile Phone

e.g. +441234567890

Personal Email

Save & Next

Online Registration Step 5 – Additional Information

This step contains three parts:

1. Term-time address
2. Emergency contact name
3. Emergency contact address

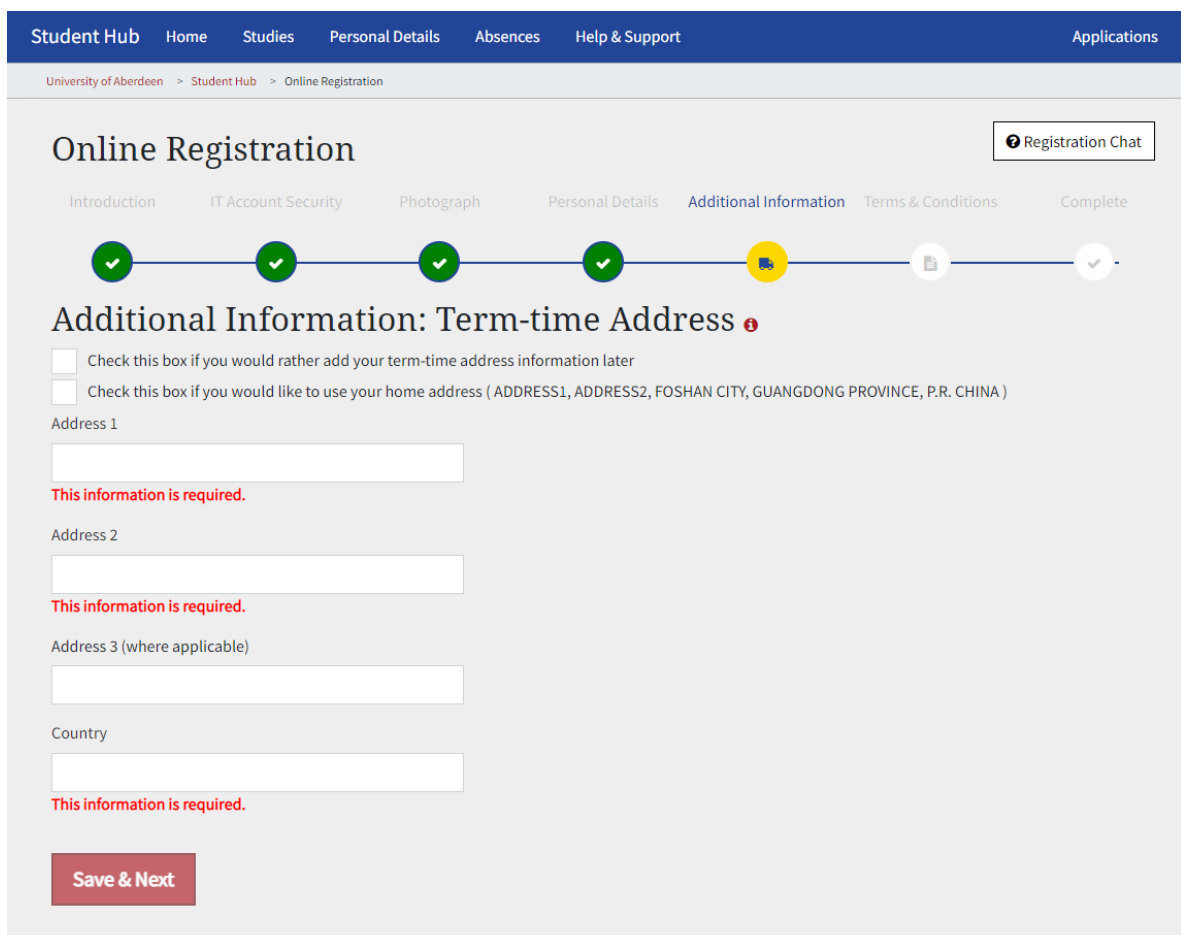
Term-time Address

This step asks you to review and update your term-time address details. Your term-time address is the address you will be living at during your studies. This information may already be filled in when you reach this step, but it is important you review it to ensure it is up to date.

If you do not know what your term-time address will be at this stage, check the box titled ‘Check this box if you would rather add your term-time address information later’. You can update this information via the Personal Details section in the Student Hub later.

If you are living at home during your studies, check the box titled ‘Check this box if you would like to use your home address’, and your home address will automatically populate the form.

When you have reviewed and updated the information on this page, click ‘Save & Next’ to proceed to the next step.



The screenshot shows the 'Online Registration' interface. At the top, there is a navigation bar with links for Student Hub, Home, Studies, Personal Details, Absences, Help & Support, and Applications. Below the navigation bar, the breadcrumb trail reads 'University of Aberdeen > Student Hub > Online Registration'. The main heading is 'Online Registration', with a 'Registration Chat' button on the right. A progress bar below the heading shows seven steps: Introduction, IT Account Security, Photograph, Personal Details, Additional Information (highlighted in yellow), Terms & Conditions, and Complete. The 'Additional Information: Term-time Address' section contains two checkboxes: 'Check this box if you would rather add your term-time address information later' and 'Check this box if you would like to use your home address (ADDRESS1, ADDRESS2, FOSHAN CITY, GUANGDONG PROVINCE, P.R. CHINA)'. Below these are three text input fields for 'Address 1', 'Address 2', and 'Address 3 (where applicable)', each with a red error message 'This information is required.' below it. There is also a 'Country' input field with a red error message 'This information is required.' Below the form is a red 'Save & Next' button.

Emergency Contact Name

This step asks you to review and update your emergency contact's details. **It is important the university has your emergency contact's details to use as a point of contact in case of an emergency.** This information may already be filled in when you reach this step, but you must review it to ensure it is up to date.

You can update this information via the Personal Details section in the Student Hub later.

When you have reviewed and updated the information on this page, click 'Save & Next' to proceed to the next step.

Student Hub Home Studies Personal Details Absences Help & Support Applications

University of Aberdeen > Student Hub > Online Registration

Online Registration

Registration Chat

Introduction IT Account Security Photograph Personal Details **Additional Information** Terms & Conditions Complete

Additional Information: Emergency Contact Name

The University will make use of these details if an emergency arises.

This can include an immediate risk to your life, being rushed to hospital, or where the University involves emergency services in your care. If we are unable to get in contact with you for a sustained period, we may use these details. The Student Support Team will generally make contact.

You can return and change your emergency contact details by logging in to the Student Hub at any time after completing Online Registration.

What is the relationship of your emergency contact to you?

MOTHER

Title

MRS

Forename 1

Zan

Forename 2 (where applicable)

Surname

Chong

Telephone Number

+447940000000

e.g. +441234567890

Save & Next

Emergency Contact Address

This step asks you to review and update your emergency contact's address details. **It is important the university has your emergency contact's details to use as a point of contact in case of an emergency.** This information may already be filled in when you reach this step, but you must review it to ensure it is up to date.

If you are living at home with your emergency contact during your studies, you may check the box titled 'Check this box if you would like to use your home address', and your home address will automatically populate the form.

If you are living at a Non-UK address, click the toggle titled 'Non-UK Address'. Unfortunately, the online address lookup service is only available for UK addresses, so you must manually enter your address details.

You can update this information via the Personal Details section in the Student Hub later.

When you have reviewed and updated the information on this page, click 'Save & Next' to proceed to the next step.

Step 5 is continued on the next page.

Online Registration

Registration Chat

Introduction IT Account Security Photograph Personal Details **Additional Information** Terms & Conditions Complete



Additional Information: Emergency Contact Address

Check this box if you would like to use your home address (ADDRESS1, ADDRESS2, FOSHAN CITY, GUANGDONG PROVINCE, P.R. CHINA)

Does your emergency contact have a UK address?

UK Address Non-UK Address

Search Address

Enter your address

Search address

Address 1

This information is required.

Address 2

Address 3 (where applicable)

Country

This information is required.

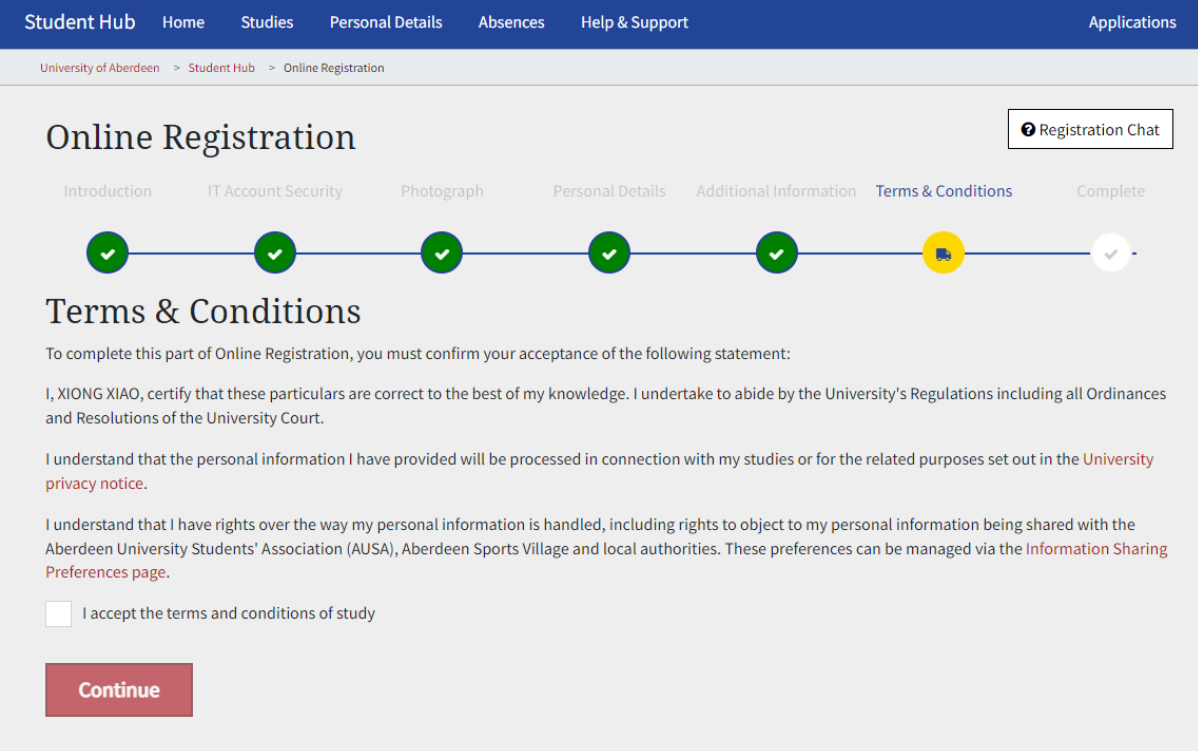
Post Code

Save & Next

Online Registration Step 6 – Terms & Conditions

This step asks you to review and accept the university’s terms and conditions of study. This step is mandatory for all students studying with the University of Aberdeen and its partners.

When you have reviewed the information on this page, check the box titled ‘I accept the terms and conditions of study’ and click ‘Continue’.



Student Hub Home Studies Personal Details Absences Help & Support Applications

University of Aberdeen > Student Hub > Online Registration

Online Registration Registration Chat

Introduction IT Account Security Photograph Personal Details Additional Information **Terms & Conditions** Complete

Terms & Conditions

To complete this part of Online Registration, you must confirm your acceptance of the following statement:

I, XIONG XIAO, certify that these particulars are correct to the best of my knowledge. I undertake to abide by the University's Regulations including all Ordinances and Resolutions of the University Court.

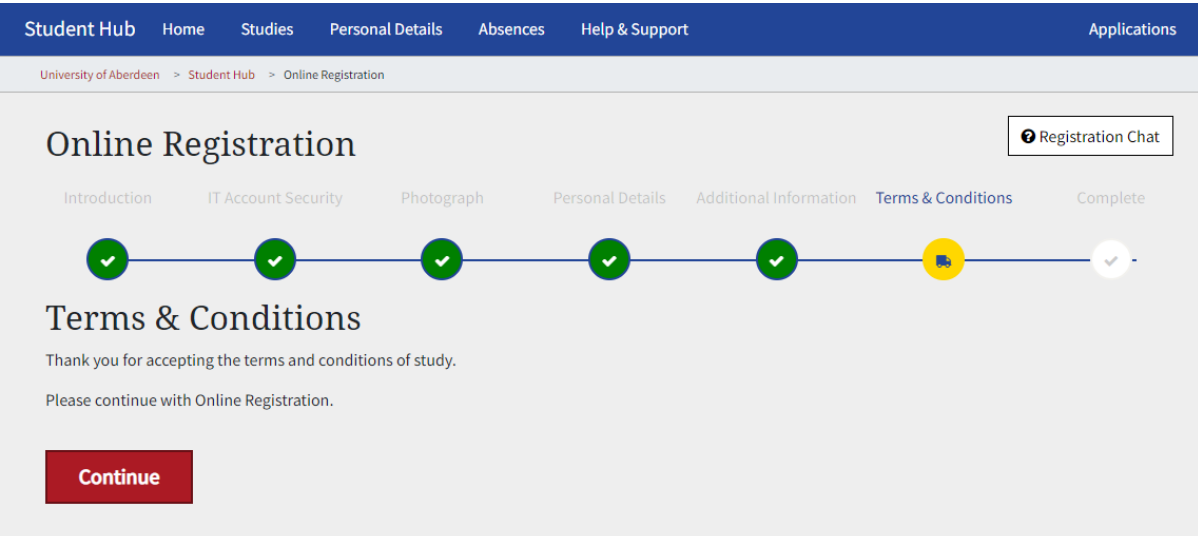
I understand that the personal information I have provided will be processed in connection with my studies or for the related purposes set out in the [University privacy notice](#).

I understand that I have rights over the way my personal information is handled, including rights to object to my personal information being shared with the Aberdeen University Students' Association (AUSA), Aberdeen Sports Village and local authorities. These preferences can be managed via the [Information Sharing Preferences page](#).

I accept the terms and conditions of study

Continue

A message will appear confirming your acceptance of the terms and conditions of study at the University of Aberdeen. Click ‘Continue’ to proceed to the final step.



Student Hub Home Studies Personal Details Absences Help & Support Applications

University of Aberdeen > Student Hub > Online Registration

Online Registration Registration Chat

Introduction IT Account Security Photograph Personal Details Additional Information **Terms & Conditions** Complete

Terms & Conditions

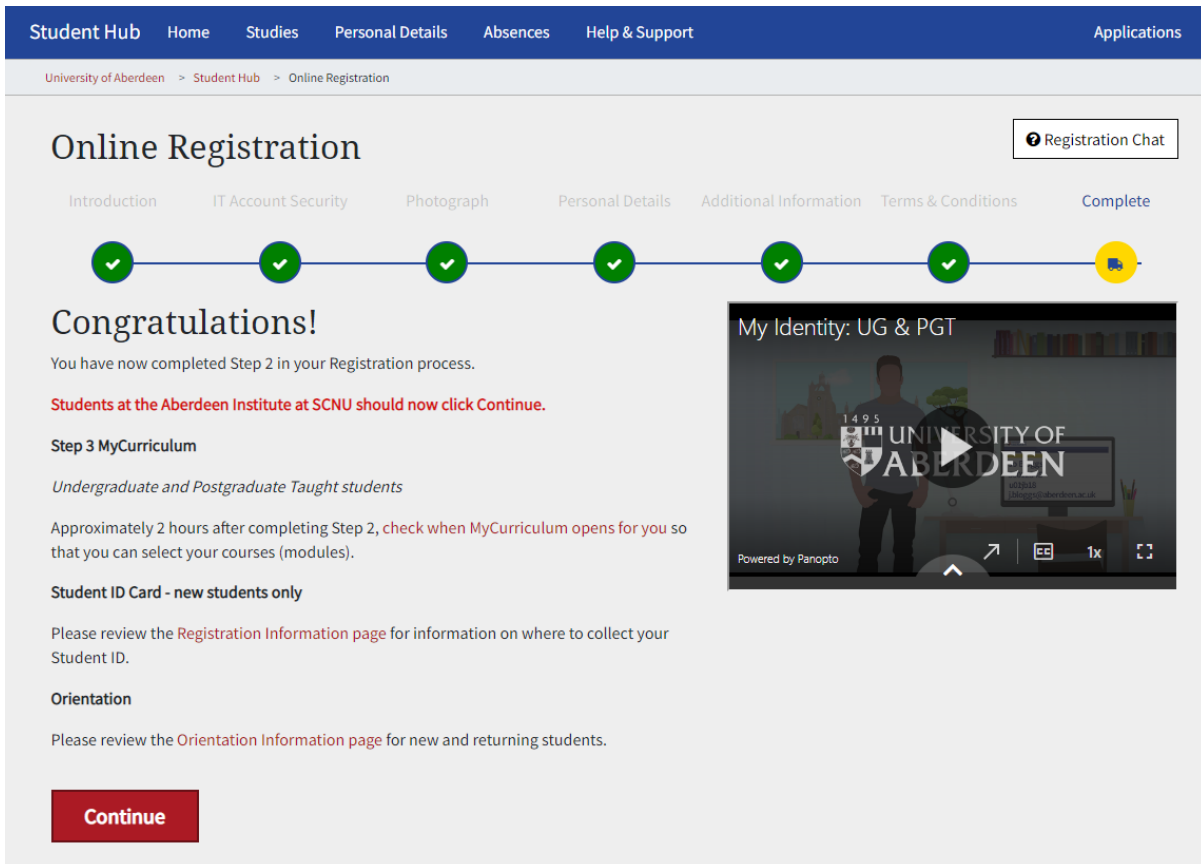
Thank you for accepting the terms and conditions of study.

Please continue with Online Registration.

Continue

Online Registration Step 7 – Complete

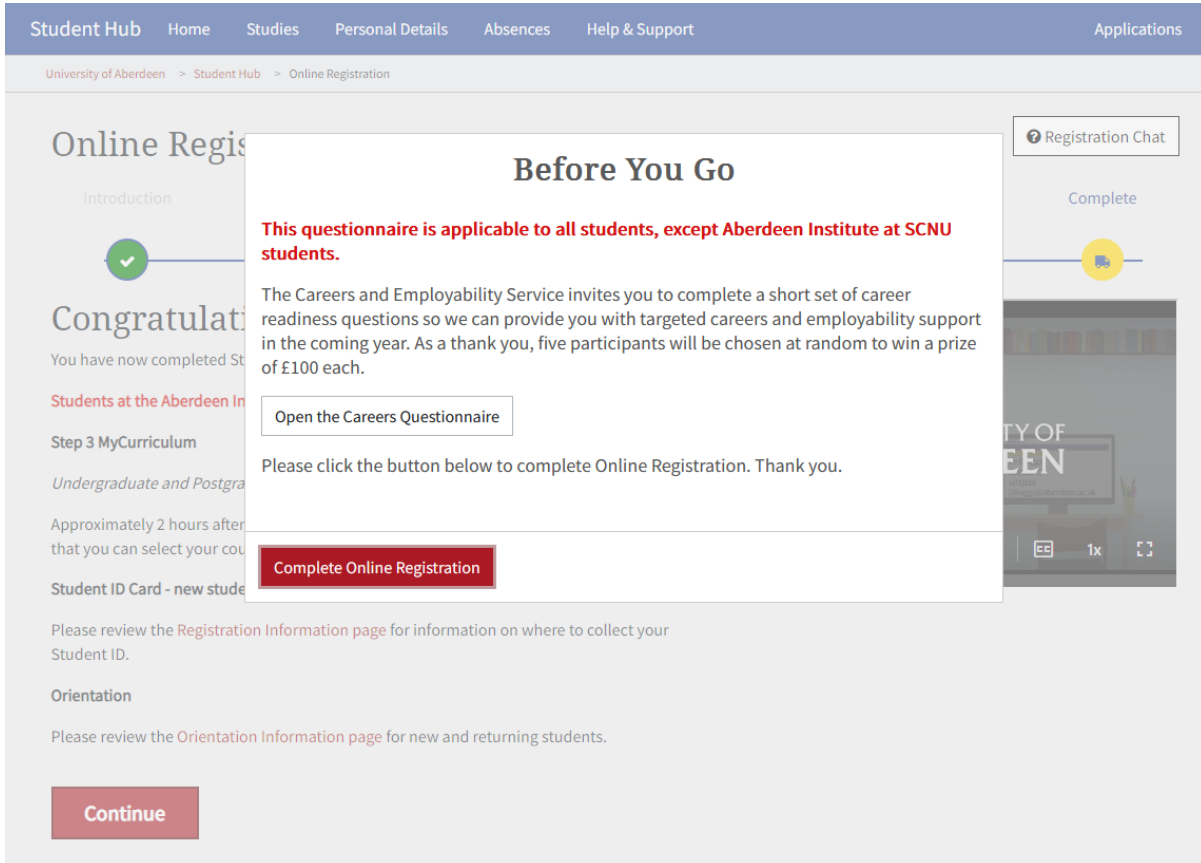
This is the final step in the Online Registration process and provides information about the next steps in your registration journey. **Students at the Aberdeen Institute at SCNU should ignore this step and click ‘Continue’.**



The screenshot shows the 'Online Registration' page with a progress bar at the top. The progress bar has seven steps: Introduction, IT Account Security, Photograph, Personal Details, Additional Information, Terms & Conditions, and Complete. The 'Complete' step is highlighted with a yellow circle and a speech bubble icon. Below the progress bar, the page displays 'Congratulations!' and a message: 'You have now completed Step 2 in your Registration process.' A red text box states: 'Students at the Aberdeen Institute at SCNU should now click Continue.' The page also lists 'Step 3 MyCurriculum' with instructions for undergraduate and postgraduate students, 'Student ID Card - new students only' with a link to registration information, and 'Orientation' with a link to orientation information. A red 'Continue' button is located at the bottom left. On the right side, there is a video player titled 'My Identity: UG & PGT' with a play button and a Panopto logo.

Step 7 is continued on the next page.

Upon clicking 'Continue', a popup will appear. **Students at the Aberdeen Institute at SCNU should ignore this step and click 'Complete Online Registration' in the popup.** This marks your record as having completed Online Registration for this academic year. After clicking 'Complete Online Registration', you will be returned to the homepage of the Student Hub, and your Online Registration process is complete.



The screenshot shows the 'Online Registration' page on the Student Hub. A navigation bar at the top includes 'Student Hub', 'Home', 'Studies', 'Personal Details', 'Absences', 'Help & Support', and 'Applications'. The page title is 'Online Registration' with a breadcrumb trail: 'University of Aberdeen > Student Hub > Online Registration'. A 'Registration Chat' button is in the top right. The main content area has a progress indicator with a green checkmark and the text 'Congratulations! You have now completed Step 2 MyCurriculum'. Below this, it says 'Students at the Aberdeen Institute at SCNU should ignore this step and click 'Complete Online Registration' in the popup.' The popup, titled 'Before You Go', contains the following text: 'This questionnaire is applicable to all students, except Aberdeen Institute at SCNU students.' 'The Careers and Employability Service invites you to complete a short set of career readiness questions so we can provide you with targeted careers and employability support in the coming year. As a thank you, five participants will be chosen at random to win a prize of £100 each.' There is a button 'Open the Careers Questionnaire' and a red button 'Complete Online Registration'. Below the popup, the text reads: 'Please click the button below to complete Online Registration. Thank you.' At the bottom of the page, there is a red 'Continue' button.