

## eVision

Once you are fully registered you have access to many new eVision functions to assist you throughout your time with Brunel. Some examples are:



- Update your personal details e.g. address, email, phone number
- Self-service letters
- Check outstanding tuition/accommodation fees and future invoices and make payments
- Find links to other systems such as Brightspace, your Timetable and Brunel webmail,
- Apply for a parking permit (subject to terms and conditions)
- Request changes to your course

You can also access your own letters from your eVision portal. Some examples of the letters available are.

- Bank letter
- Council Tax letter
- Confirmation of Enrolment letter
- Confirmation of Enrolment with Term Dates letter
- Army/Military Exemption letter
- Travel/Schengen Support letter
- Study Confirmation with Tuition Fees letter

For a full list of the letters available please check your 'my Letters' page on eVision.

All eVision letters can be saved as a pdf or printed. Please note if you wish to print a letter on campus you will need to do this in the Library. We recommend printing all letters in colour.

## Additional Information

### Immigration

The Student Centre Immigration team is here to support all our international students. The team of Immigration Officers can offer advice and support on your Student Visa and answer any questions you may have.

### Taught Programmes Offices (TPO)

Each College has a Taught Programmes Office (TPO) in place to support and guide you through all your academic related queries during your time studying at Brunel. The staff can support and advise you on any issue you have with your studies, and where necessary, refer you to other personal or academic support teams within the College or University. You can contact your TPO by phone, email or visit.

### Student Support and Welfare

The Student Support and Welfare Team offer support and guidance on a range of personal, welfare, wellbeing and financial issues that may be impacting you. The Officers provide a wide range of individual, personal and welfare support including light-touch budgeting advice, support for pregnant students, young carers, care leavers and mature students. They can also book all appointments with Counsellors, Mental Health Advisers and Disability and Dyslexia Advisers

### BruNet – Student Intranet

BruNet is Brunel's Student Intranet service which provides instant access to learning resources and information about student services, along with links to College Academic Services. You can use BruNet to find contact details for different departments across the University, access virtual learning environments such as Brightspace and Wiseflow and also see information about what's on around campus.



Scan here to access  
BruNet



## Getting Started

### What do I need to do now?

Once you are fully registered there are still things you will need to do to prepare for your studies. This leaflet contains useful information on what you need to do, such as:

- Setting up your Network Account / MFA
- Accessing your Timetable / Module Selection
- Accessing your Brunel email account
- Obtaining letters (e.g. Bank Letter)

You will also find information on:

- Parking / Travel
- Your Student ID Card
- National Insurance Number
- Opening a bank account
- Immigration
- Student Support and Welfare
- Your Taught Programmes Office (TPO)

# What's next?

## Network Account

All students are given a Network account and you will be required to complete a task in eVision to set up your network password. You will need these details to be able to access WiFi on campus, University PC's, your Brunel email account and various systems such as your timetable and online learning resources (e.g. Brightspace and WISEflow).

Once you have set up your network password this will also become your eVision password. Please allow up to 24 hours for this to synchronise.

## Brunel Emails

You can access your Brunel email account through [outlook.office365.com/mail/](mailto:outlook.office365.com/mail/) or the Microsoft Outlook app.

Your email username is [studentnumber@brunel.ac.uk](mailto:studentnumber@brunel.ac.uk) e.g. [1234567@brunel.ac.uk](mailto:1234567@brunel.ac.uk). Your password is your network password.

## Multi-Factor Authentication (MFA)

When logging into your Brunel emails for the first time you will be required to set up Multi-Factor Authentication (MFA), or two-step verification. MFA requires both a password (your network password) and a second step of authentication (i.e. receiving a text). This means that if your password is stolen or guessed your account can't be accessed without the secondary device.

## WiFi

To connect to the WiFi on campus you will first need to register your devices on the Connect Portal.

You will need to log in with your student ID number and network password and then follow the instructions to register your devices for WiFi access.

Once your device is registered you will be able to log in to [WiFi@Brunel](mailto:WiFi@Brunel) from that device.

Scan here to the  
Connect Portal



## Timetable

Once you have fully registered, set up your network account and if applicable chosen your optional modules you will be able to view your timetable.



Scan here to access  
your timetable

## Module Selection and Confirmation

Some courses have modules (subjects) which are all compulsory, however some have a mix of compulsory and optional modules. If your course has optional modules you will receive an email asking you to complete the module selection and confirmation task in eVision to select your optional modules. This must be done before you can see a personal timetable.

## Student ID Card

Your student ID card is required for access to buildings on campus, examinations, printing, and for some professional courses you will need to show this to placement companies.

The access you are granted on your ID card is determined by the course you are undertaking, however some access such as the Library is standard for all students.

You will have £1 free credit on your ID card for printing. To top up your card use the top up machines in the Library.

If you lose or have any problems with your ID card please visit the Student Centre.

## National Insurance Number

If you wish to work while studying you will need a National Insurance number. You will need to apply for this online and prove your identity when you apply.

More information can be found here:  
[gov.uk/apply-national-insurance-number](https://gov.uk/apply-national-insurance-number)

## Parking

Eligible students can apply for an annual parking permit via eVision under the My University tab.

To be eligible for a parking permit students must meet the following criteria:

- live more than two miles from the campus (this is measured in a straight line from the Brunel statue)
- be fully enrolled
- have proof that the vehicle is registered in your name (in the form of a V5C document/insurance policy showing you as a named driver)

## 18+ Student Oyster Photocard

Full Time students living in a London Borough can apply for a Transport for London 18+ Oyster card which entitles them to discounted travel cards. If you use lots of public transport in the TFL zone you might find this a good way to save money.

You must be fully registered on your course and can apply online via the following website: [tfl.gov.uk/18plus](https://tfl.gov.uk/18plus)

## Opening a Bank Account

You may wish to open a Student bank account while you are studying. If you do this you will need to contact the bank directly to check the application process and what documentation you will need to provide.

To assist with your application for a student bank account you can access a 'bank letter' from your eVision 'my Letters' page. This letter can be saved as a pdf or printed. If you wish to print the letter on campus you will need to do this in the Library.

