

Steps to becoming a fully registered student.

Accept my offer

At the point you accept your offer you will receive your welcome email and will be prompted to begin the steps to becoming a fully registered Canterbury Christ Church student.

1

Upload my ID and qualifications (if required)

If you have not already submitted a copy of your ID and any required qualifications at this point you will be invited to upload them via [MyRecord](#). Please note that if you are invited to complete step 1 and upload documents, you must do this first in order to be invited to proceed to step 2.

2

Create my computing account

Once you have met the conditions of your offer and uploaded ID and qualifications (if required) you will be invited to create your university computing account. You will receive your username and be prompted to update your password. You must complete this step before confirming your details.

3

Confirm my details

You must confirm your details and agree to the university's terms and conditions via [Your Services](#). You might also be required to complete a telephone call at this stage if any required registration information is missing.

4

Upload my photo

Upload your photo for your student smartcard via [Your Services](#) – once you have uploaded your photo you can apply for your Smartcard [here](#). Your Smartcard will then be posted to you.

You are now fully registered with Canterbury Christ Church University!

If you are entitled to a loan or bursary, your finance will not be released unless you are fully registered. The earliest your student finance will be released is the first day of your induction week. However, it takes several days for Student Finance England to be updated with the completion of your registration. Therefore we encourage you to confirm your details and upload your photo as soon as possible.

