

## Access to computers and IT systems

You must complete the online account activation process before you can access any of the university computer resources. An email has been sent to your personal email account inviting you to do this.

**Have you had problems completing the account activation process? Let us help.**

- **Not completed the online registration process yet?**  
Do so now using the information included in the email we sent you.
- **Had a problem with the online registration process and didn't complete it?**  
Read "Help, Why can't I complete online registration?" on our frequently asked questions page that can be found at [www.cumbria.ac.uk/itfaq](http://www.cumbria.ac.uk/itfaq)
- **Didn't receive an email from us?**  
Read "Why didn't I get the registration email?" on our frequently asked questions page that can be found at [www.cumbria.ac.uk/itfaq](http://www.cumbria.ac.uk/itfaq)

**Still having problems?**

Call our IT Service Desk team who will be happy to help on 01228 888888.

## Additional help, information and support:

[hub.cumbria.ac.uk](http://hub.cumbria.ac.uk)

The Student Hub provides access to systems, services and support pages  
Library opening hours, library locations, borrowing and returning books, requesting books and using OneSearch

[www.cumbria.ac.uk/libraryguide](http://www.cumbria.ac.uk/libraryguide)

Money advice

[www.cumbria.ac.uk/moneyadvice](http://www.cumbria.ac.uk/moneyadvice)

[www.cumbria.ac.uk/support](http://www.cumbria.ac.uk/support)

Info for Care Leavers, Adult Carers, Estranged Students, Level 3 students and the Chaplaincy  
Health and Wellbeing/Mental Health Support

[www.cumbria.ac.uk/need2talk](http://www.cumbria.ac.uk/need2talk)

[www.cumbria.ac.uk/international](http://www.cumbria.ac.uk/international)

International Student Support

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

For help with finding part time work, making applications and career decisions

## Student Charter, Regulations and Administration

[my.cumbria.ac.uk/charter](http://my.cumbria.ac.uk/charter)

Student Charter  
Academic Regulations  
Student Policies and Procedures  
Programme Administration

# MyL@st

## WELCOME!

Welcome to the University of Cumbria.

To make your transition into university life and study as easy and effective as possible, we have produced this 'what to do in your first few weeks' induction checklist called **MyL@st**.

You will find that, as you attend Registration and Welcome Week events and activities, you'll be able to tick many items off the list. All other information, documents and guidance are available to you at

[my.cumbria.ac.uk/mylist](http://my.cumbria.ac.uk/mylist).

You may be asked to bring **MyL@st** to your first Personal Tutor meeting.

University of  
**Cumbria** 

<b>Professional Checks – Health &amp; Teacher Training students only</b>	✓
Complete Disclosure & Barring Service Checks (DBS)	
Complete Medical Clearances	
<b>Money &amp; Finance</b>	✓
Check your Student Finance and Loans are in place	
Pay your student fees where applicable	
Check out how our Money Advice Service can help you	
Have you got a TV Licence?	
<b>IT Services &amp; Systems – are you connected?</b>	✓
Check that your IT Account has been activated	
Visit the Student Hub and download the Student Hub App	
Check your Student Email Account & access FREE Microsoft Office software	
Access ICON – The Student Record and check your personal and course details	
Download your Welcome Week and Course timetable	
<b>Rules &amp; Regulations</b>	✓
View and familiarise yourself with your Student Handbook	
View Academic Regulations document	
View regulation document for your Student Accommodation	
View Professional Standards/Code of Conduct documents	
<b>International Students</b>	✓
Attend Registration and Induction events (inc Tier 4 docs (non EU students only))	
Open a bank account	
Read your International Student Guide	
<b>Students who are Care Leavers</b>	✓
Arrange a time for your welcome meeting (email sent)	

Remember to visit the **MyList** page on the university website. It contains brief descriptions of all of the items on this list and links directly to everything you need to do: [my.cumbria.ac.uk/mylist](https://my.cumbria.ac.uk/mylist)

<b>Registration and Welcome Week activities</b>	✓
Attend Registration event	
Collect Cumbria Card – registration event or your campus library	
Attend 'Your Student Life' presentation by the Students' Union	
Attend 'University Essentials' session	
Attend your course induction sessions and activities	
<b>Health &amp; Safety and Wellbeing</b>	✓
Complete online Health and Safety induction	
Keep safe – view Personal Safety guides	
Keep yourself well and healthy – check out online guidance	
Register with a doctor	
<b>Library and Study Skills</b>	✓
Visit your library and check services available to you	
Check out your library PIN and how to operate self-issue machines	
Check out your course and modules' reading lists	
View Academic Skills online guidance	
Complete the Digital Skills Audit	
View Skills@cumbria for study support resources	
<b>Here to Help</b>	✓
Visit <a href="https://my.cumbria.ac.uk">my.cumbria.ac.uk</a> and see the range of support available	
Make sure you declare your disability and contact the Disability Team	
Check out Useful Contacts	
Understand the sickness and absence rules for your course	
<b>My Network</b>	✓
Connect with Your University Facebook pages and Twitter feeds	
Check out what your Students' Union can offer you	
Check out the University's Chaplaincy services available to you	

### Do you still have a query?

See the resources available via the Student Hub ([hub.cumbria.ac.uk](https://hub.cumbria.ac.uk)) and MyCumbria ([my.cumbria.ac.uk](https://my.cumbria.ac.uk)).