

BSLA Enrolment Guide

Need help with your enrolment?

enrolbsla@uonline.ac.nz | +64 3 369 0600



Tuihono | Online 

Welcome to Tuihono UC | UC Online

What information do I need to provide?

In line with New Zealand education requirements, we need some general information about you, your study background and a valid form of identification.

How long does enrolment take?

Completion of your profile should take around 5-10 minutes. When you're done, we'll welcome you to our UC Online learning platform.



Before you start

Get your identity documentation ready

Ask your Principal or a [local JP](#) to sign and stamp a copy of the photo page of your passport or your birth certificate.

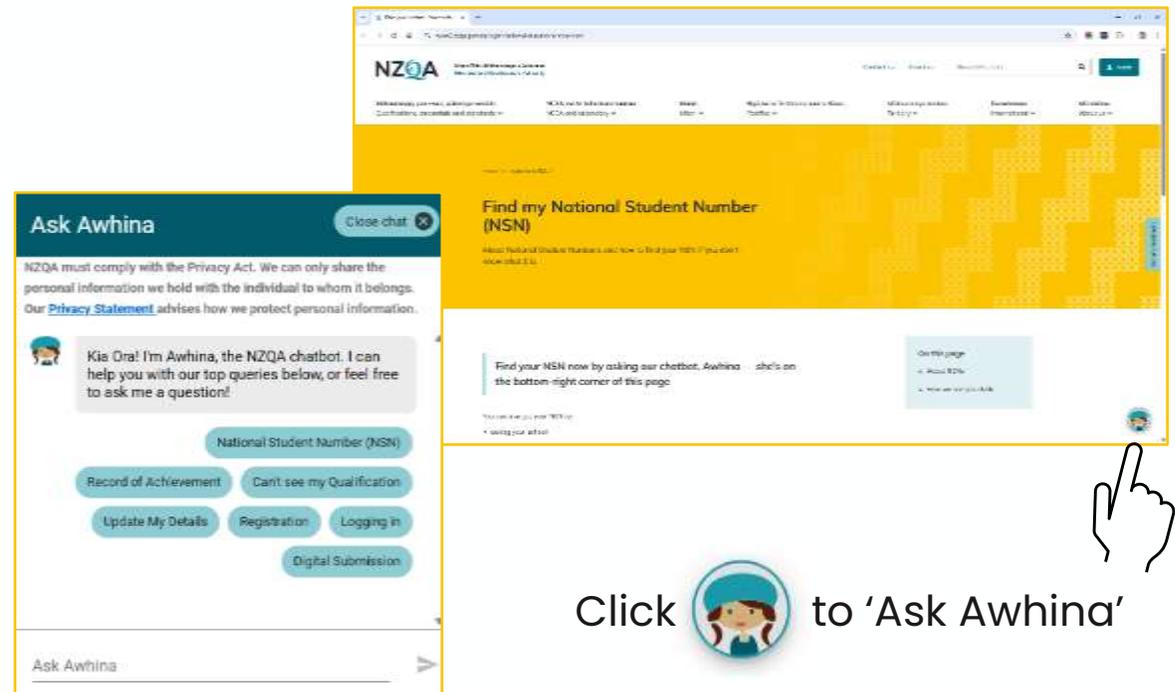
They will also need to confirm in writing they have sighted the original.

If you have had a change of name (e.g.: through marriage), you will also need a certified copy of a document that shows both your original name and your current name (e.g.: a marriage certificate).

[Learn more about what to provide and certification.](#)

It's also handy to have

Your National Student Number on hand – if you have one. [You can locate your number through the NZQA website.](#)



The image shows a screenshot of the NZQA website. The main content area is titled 'Find my National Student Number (NSN)'. Below the title, there is a section for 'On this page' with links to 'About NSN' and 'How we use your NSN'. A chatbot icon is visible in the bottom right corner of the page. A hand cursor is pointing to this icon. Below the website screenshot, there is a separate window for the 'Ask Awhina' chatbot. The chatbot interface includes a header 'Ask Awhina' with a 'Close chat' button. The main text reads: 'NZQA must comply with the Privacy Act. We can only share the personal information we hold with the individual to whom it belongs. Our [Privacy Statement](#) advises how we protect personal information.' Below this, the chatbot says: 'Kia Ora! I'm Awhina, the NZQA chatbot. I can help you with our top queries below, or feel free to ask me a question!'. There are several buttons for common queries: 'National Student Number (NSN)', 'Record of Achievement', 'Can't see my Qualification', 'Update My Details', 'Registration', 'Logging in', and 'Digital Submission'. At the bottom, there is an input field with the text 'Ask Awhina' and a send button.

Click  to 'Ask Awhina'

Log in & Account Creation

Click the **enrolment link** in the email sent to you from enrolbsla@uconline.ac.nz. This will take you to UC Online's log in page (shown on the right).

Note: Existing University of Canterbury log in credentials will not work with UC Online.

Existing UC Online students

✓ **Log in** using your email and password.

New to UC Online:

✓ Click **Sign up now** and register using your **personal email**.

Note: We use your personal email so you can stay connected during school holidays, while on leave or between jobs.



Log in & Account Creation

UC Online will send a verification code to your email address. Enter the code and click **Verify code**.

Note: The email subject line may include "Microsoft on behalf of UC Online"

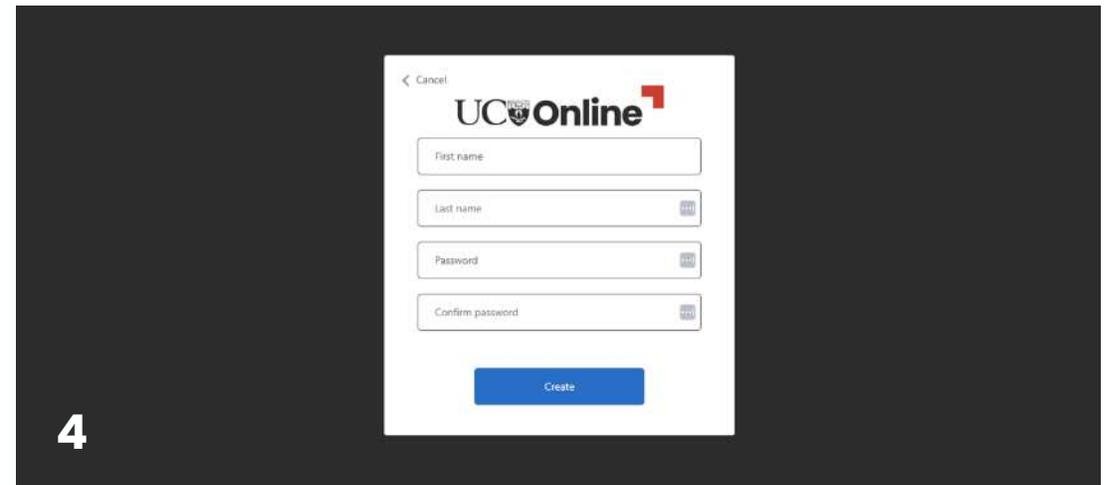


Log in & Account Creation

Once you have verified your email address, click **Continue** to set your password.

Type in your first and last name and your password.

Click **Create** to create your UC Online account log in for enrolment.

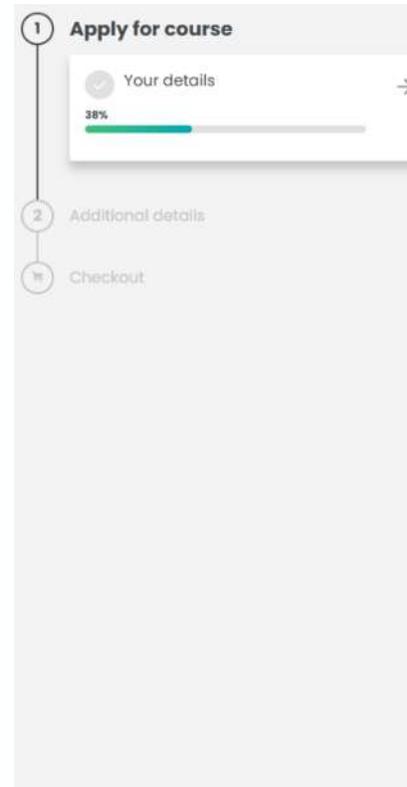


BSLA Enrolment Process

SECTION 1 | Apply for course

- ✓ Enter your personal details into the fields on screen.
- ✓ Make sure to include any other names you are known by.

*Note: All fields marked with * are mandatory.*



Your details

Identification Details

Enter your legal details as stated on your identification document such as passport, birth certificate or citizenship certificate.

We are also asking for other names that you might have used to help us identify you.

What is your birth date? *

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is your legal name e.g. the name on your passport? *

LEGAL NAME

Given name/first name *

Middle name(s)

Surname/family name *

Are you known by any other names e.g. maiden name or a preferred name?

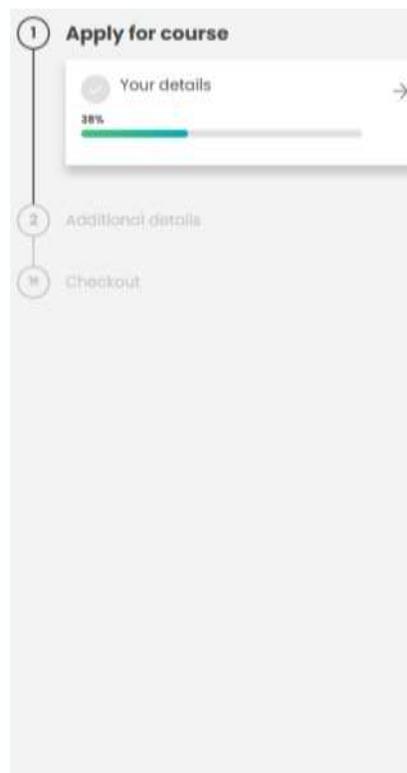
Please add any other names additional to your legal name that you are known by.

Gender *

Male Female Diverse

SECTION 1 | Apply for course

- ✓ Complete your citizenship or residency status using the drop-down menus in the boxes provided.
- ✓ If you are an **international student**, you may see a message warning about eligibility – ignore this for our UC Online programmes.
- ✓ Enter your National Student Number
[You can locate your number through the NZQA website.](#)



1 Apply for course

Your details 38% →

2 Additional details

3 Checkout

Citizenship and Residency

What is your citizenship or residency category? *

What is your country of citizenship? *

Do you know your National Student Number (NSN)?

This is a National Student Number or New Zealand Qualifications Authority (NZQA) number given to those who have previously studied in New Zealand. Your NSN is usually a 9 digit number. Do not include any zeroes at the start of the number.

Will you be living in New Zealand during your study? *

Answer 'yes' if you'll be spending most of your time in New Zealand, with only short overseas vacations. Answer 'no' if you'll be spending most of your time out of New Zealand.

Yes No

SECTION 1 | Apply for course

- ✓ Enter your contact details into the boxes on screen.
- ✓ Complete the Learning Needs question. Find out more about [Te Ratonga Whaikaha | Student Accessibility Service](#) on the University of Canterbury website.

1 Apply for course

Your details →

38%

2 Additional details

3 Checkout

Contact details

Please confirm your contact details below so we can confirm your enrolment.

What's your email address?

Email *

What's your mobile number?

Please enter a complete mobile number, including country code (e.g. +64 23 123 4567)

Mobile Number *

What's my country code?

Preferred contact method

Email Mobile

Learning Needs

Do you have an impairment, disability or long term medical condition(s)? *

This information is used to guide our outreach support, generate reports for government education agencies, and secure funding for students with disabilities. Providing this information does not impact your enrolment, visa, grades or fees.

Student success and learner experience is important to UC, informing the University about your accessibility needs means we can provide further support to you. Engaging further with support services is your choice.

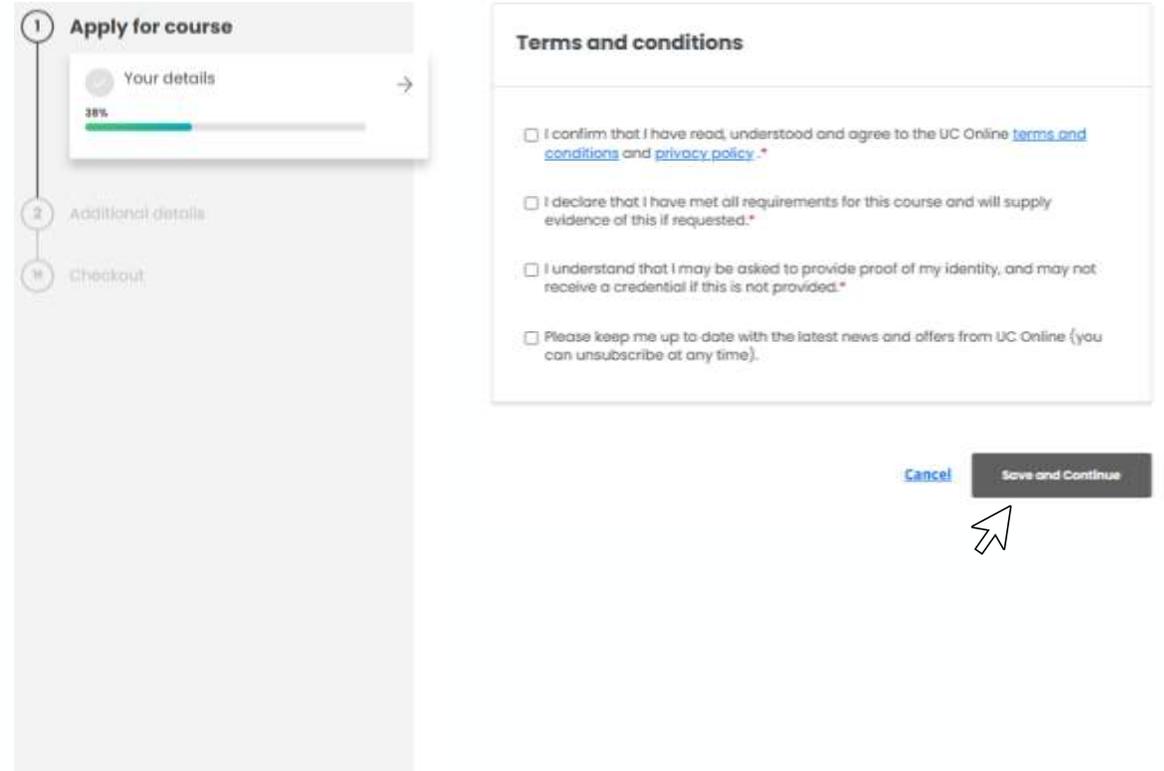
Find out more about [Te Ratonga Whaikaha | Student Accessibility Service](#) on our website.

Yes No Prefer not to say

SECTION 1 | Apply for course

- ✓ Complete the check boxes under Terms and Conditions.
- ✓ Make sure you click **Save and Continue** – you can exit at this stage and return and complete your enrolment later if needed.

Note: To resume your enrolment later, use <https://account.uonline.ac.nz> and login again using your email address and password.



The screenshot displays a multi-step application process. On the left, a vertical progress bar shows three steps: 1. Apply for course (active), 2. Additional details, and 3. Checkout. A pop-up window for 'Your details' is open, showing a 38% completion bar and a right-pointing arrow. The main content area is titled 'Terms and conditions' and contains four checkboxes, all of which are currently unchecked:

- I confirm that I have read, understood and agree to the UC Online [terms and conditions](#) and [privacy policy](#).*
- I declare that I have met all requirements for this course and will supply evidence of this if requested.*
- I understand that I may be asked to provide proof of my identity, and may not receive a credential if this is not provided.*
- Please keep me up to date with the latest news and offers from UC Online (you can unsubscribe at any time).

At the bottom right, there are two buttons: a blue 'Cancel' button and a dark grey 'Save and Continue' button. A mouse cursor is pointing at the 'Save and Continue' button.

Resolve Account?

If you get a "Resolve Account" message, don't panic. You should be issued a Student ID in the next two working days and then be able to resume your enrolment.

After two working days, if you haven't heard from us about your Student ID, contact our enrolments team at enrolbsla@uonline.ac.nz or +64 3 369 0600.

Resolve Account

Awaiting Student ID creation

We're creating a Student Identification number for you.

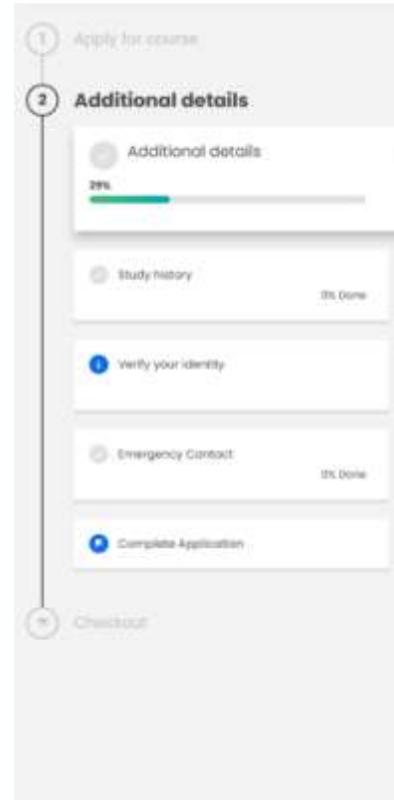
You will receive an email confirming the ID number, once received you can continue with the application.

[Cancel](#)

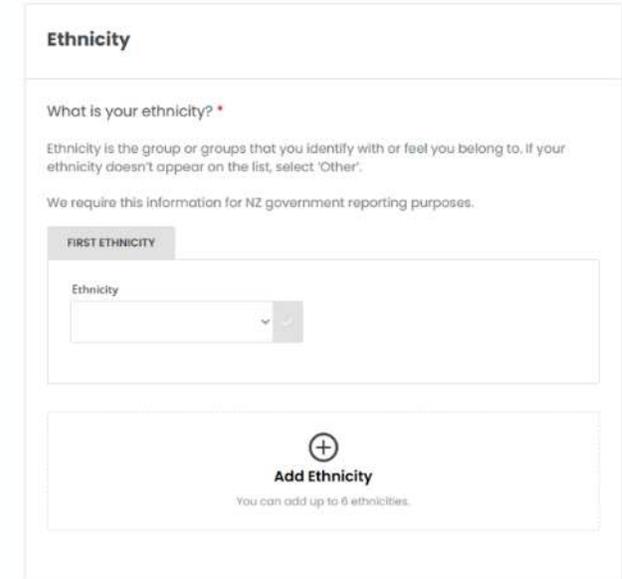
[Save and Exit](#)

SECTION 2 | Additional details

- ✓ Select your ethnicity from the drop-down menu. You may include up to six ethnicities. There is an additional drop-down menu for your Iwi if needed.
- ✓ Enter your permanent address details. Start typing in the first box and then select your address.



A vertical progress bar on the left side of the page. It has five steps: 1. Apply for course, 2. Additional details (highlighted), 3. Study history, 4. Verify your identity, and 5. Complete Application. Below these is a 'Checkout' button. The 'Additional details' step is currently active, with a green progress bar and a right-pointing arrow.



Ethnicity

What is your ethnicity? *

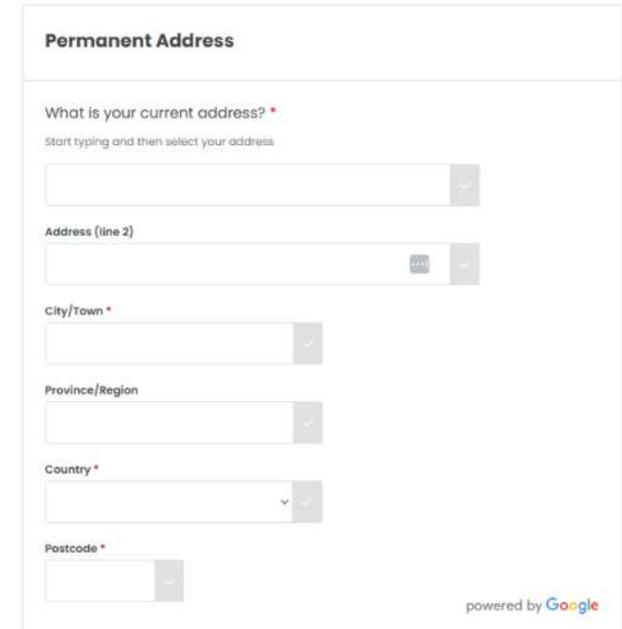
Ethnicity is the group or groups that you identify with or feel you belong to. If your ethnicity doesn't appear on the list, select 'Other'.

We require this information for NZ government reporting purposes.

FIRST ETHNICITY

Ethnicity

+ Add Ethnicity
You can add up to 6 ethnicities.



Permanent Address

What is your current address? *

Start typing and then select your address

Address (line 1)

Address (line 2)

City/Town *

Province/Region

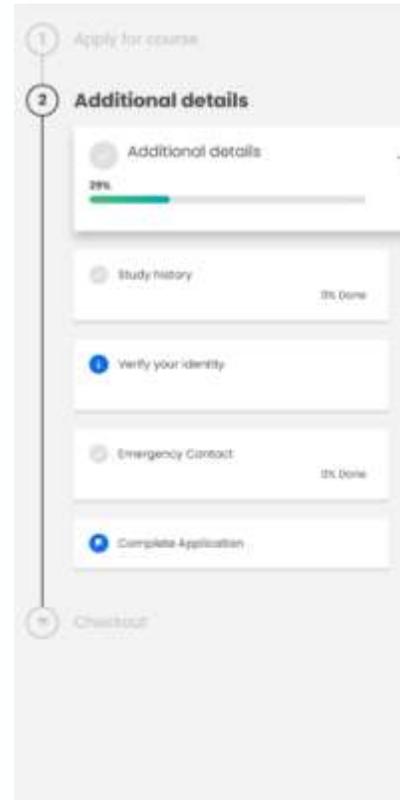
Country *

Postcode *

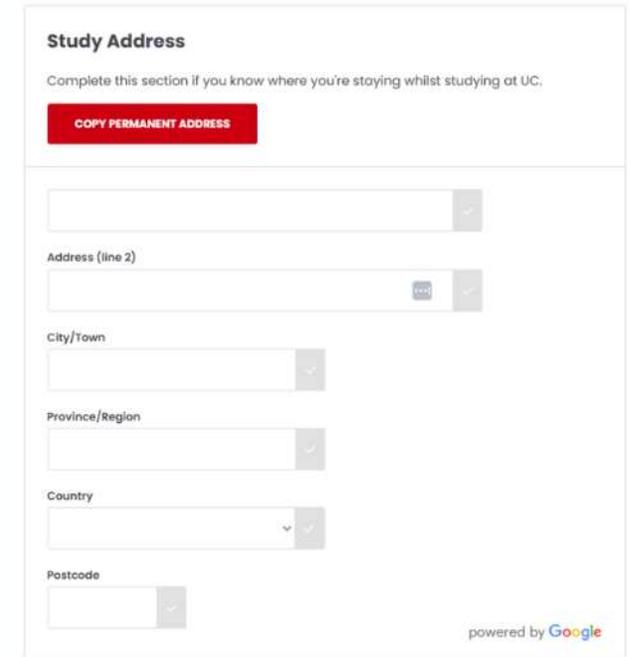
powered by Google

SECTION 2 | Additional details

- ✓ Enter the address you'll have while studying. If this is the same as your permanent address – click **Copy Permanent Address**.
- ✓ Make sure you click **Save and Continue**.



A vertical progress bar on the left side of the page. It shows five steps: 1. Apply for course, 2. Additional details (current step, 28% complete), 3. Study history (28% Done), 4. Verify your identity, 5. Emergency Contact (28% Done). At the bottom, there is a 'Checkout' button.



Study Address
Complete this section if you know where you're staying whilst studying at UC.

COPY PERMANENT ADDRESS

Address (line 1)

Address (line 2)

City/Town

Province/Region

Country

Postcode

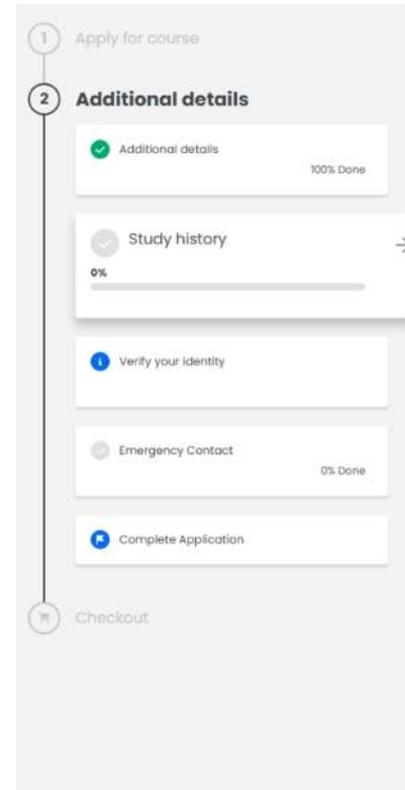
powered by Google

[Cancel](#) **Save and Continue**



SECTION 2 | Additional details

- ✓ Enter the details of your secondary or high school education using the drop-down menus.
- ✓ Enter the details of your tertiary study in the same way as above – you can enter multiple qualifications if necessary.
- ✓ Make sure you click **Save and Continue**.



← PREVIOUS STEP

Study history

Secondary or high school education

We require this information in line with Ministry of Education requirements. If you're still completing this qualification, please tell us about what you expect to achieve and when you expect to achieve it.

What is your highest secondary/high school qualification?

Qualification *

What year did you or will you complete this qualification? *

Which secondary/high school were you attending when you got this qualification? *

More about your studies

What year did you first start tertiary level study?*

This can be either in New Zealand or overseas.
If 2025 is your first year in tertiary study then please enter this as your answer.

What were you doing in October 2024?*

[Cancel](#)

[Save and Continue](#)

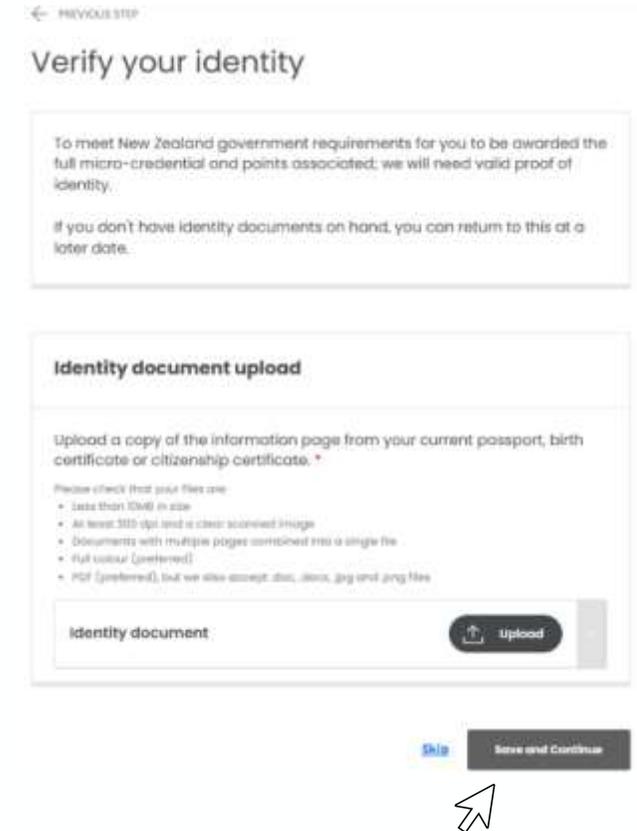
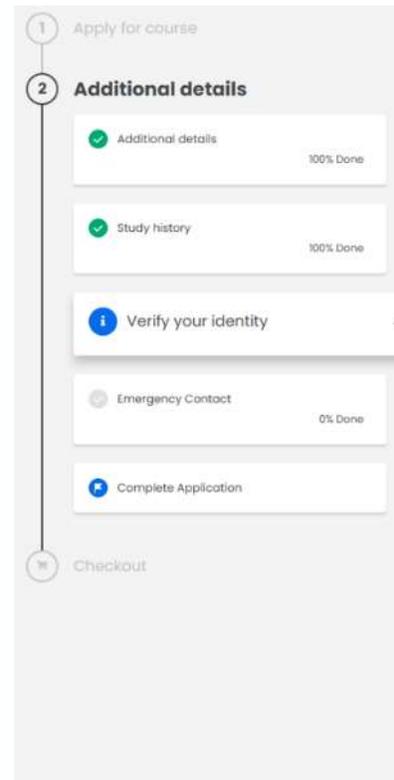


SECTION 2 | Additional details

- ✓ Follow the instructions on screen to verify your identity.
- ✓ **Upload** evidence of your identity – [learn more about what to provide and certification.](#)

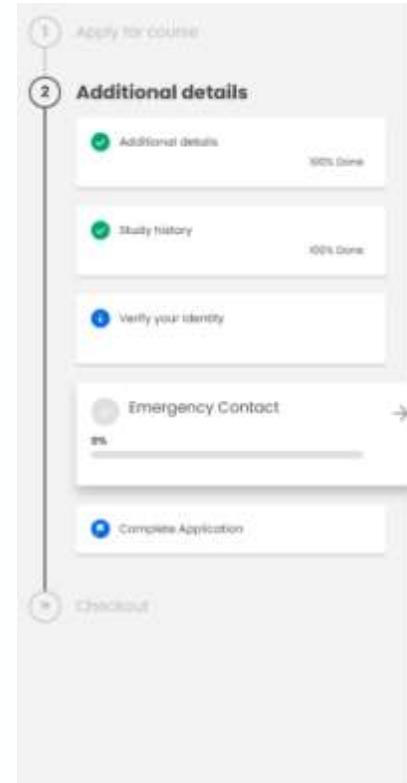
Note: For BSLA, your Principal can certify your identity documentation. They will need to sign and stamp each document and confirm in writing they have sighted the original.

- ✓ After you have uploaded certified evidence click **Save and Continue.**
- ✓ To upload your certified evidence later through your account page, click **Skip.**



SECTION 2 | Additional details

- ✓ Complete the name, contact and relationship details for your emergency contact.



← PREVIOUS STEP

Emergency Contact Details

Please provide as much contact information as possible for your emergency contact person. We need at least one phone number.

UC will contact this person if we are concerned about your wellbeing and safety. Make sure this contact is an adult, knows you well and agrees to act as your emergency support person if required.

First Name *

Last Name *

Email

Please provide at least one contact phone number*

Please enter a complete mobile phone number including country code e.g. +64 23 123 4567

Mobile Number

[What's my country code?](#)

Please enter an alternate contact number including country code e.g. +64 9876 5432

Alternate Phone Number

[What's my country code?](#)

Relationship to you *

- Parent/ Guardian/ Caregiver
- Husband/ Wife/ Partner
- Sibling/ Family member
- Friend
- Other

SECTION 2 | Additional details

- ✓ Complete the address details for your emergency contact.
- ✓ Check the emergency contact details are correct then check the box to confirm.
- ✓ Make sure you click **Save and Continue**.

1 Apply for course

2 **Additional details**

- Additional details 100% Done
- Study history 100% Done
- Verify your identity
- Emergency Contact 8% →
- Complete Application

3 Checkout

COPY MY PERMANENT ADDRESS

Address (line 1)

Address (line 2)

City/Town *

Province/Region

Country *

Postcode *

powered by Google

Please confirm that you have reviewed your emergency contact details and that all information provided is correct. *

I confirm that I have reviewed my emergency contact details and they are correct

Cancel

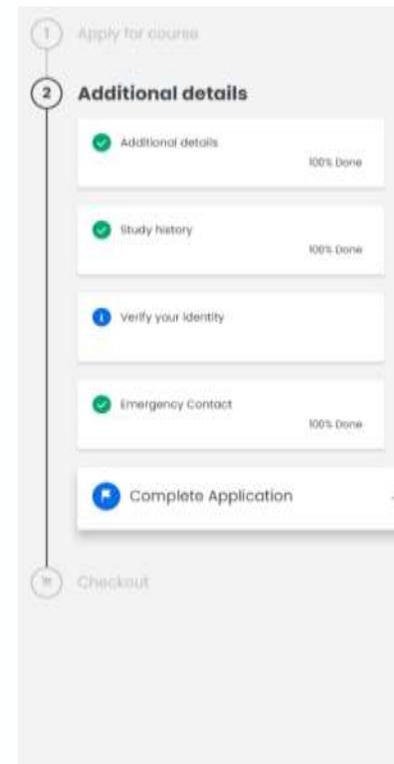
Save and Continue



SECTION 2 | Additional details

- ✓ Carefully check all the enrolment information you are about to submit is correct.
- ✓ If everything is correct, click **Submit Application**.

Note: By selecting Submit Application you will not be able to go back and make any changes to this section.



← PREVIOUS STEP

Complete Application

By selecting Submit application you will not be able to go back and make any changes to this stage.

Please check all your information is correct. Once you click Submit application below, your application will be processed by our teams.

You will hear from us by email with any updates on your application.

If you have questions or need support with your enrolment, please email info@uconline.ac.nz or call us on [+64 3 369 0600](tel:+6433690600)

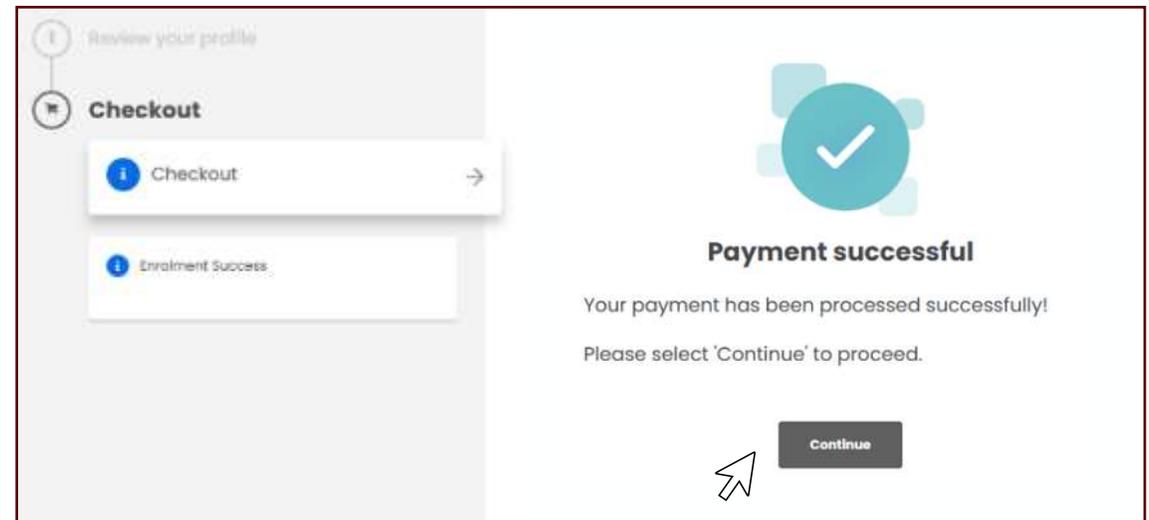
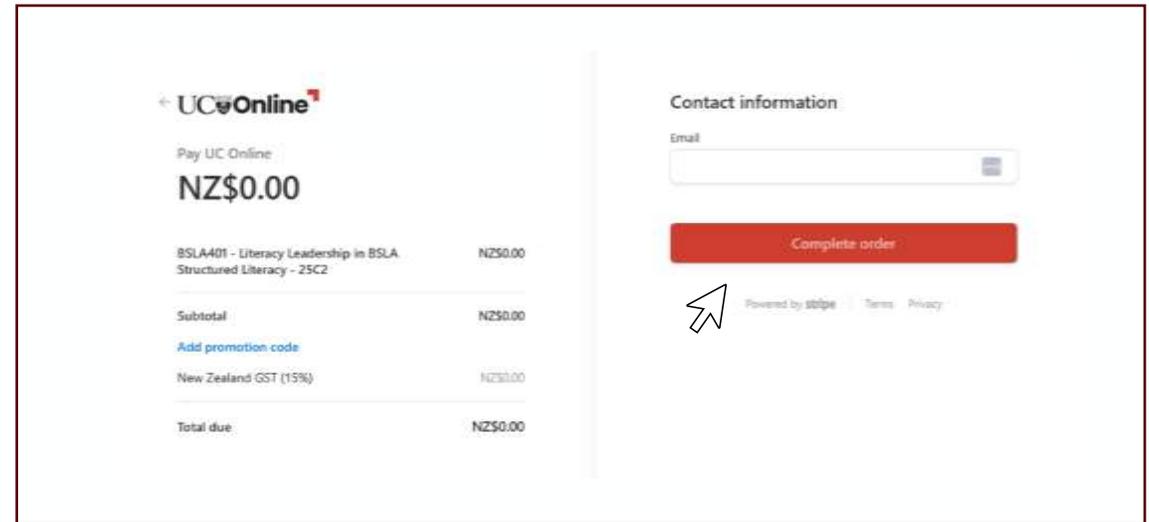
[Cancel](#)

[Submit application](#)



SECTION 3 | Checkout

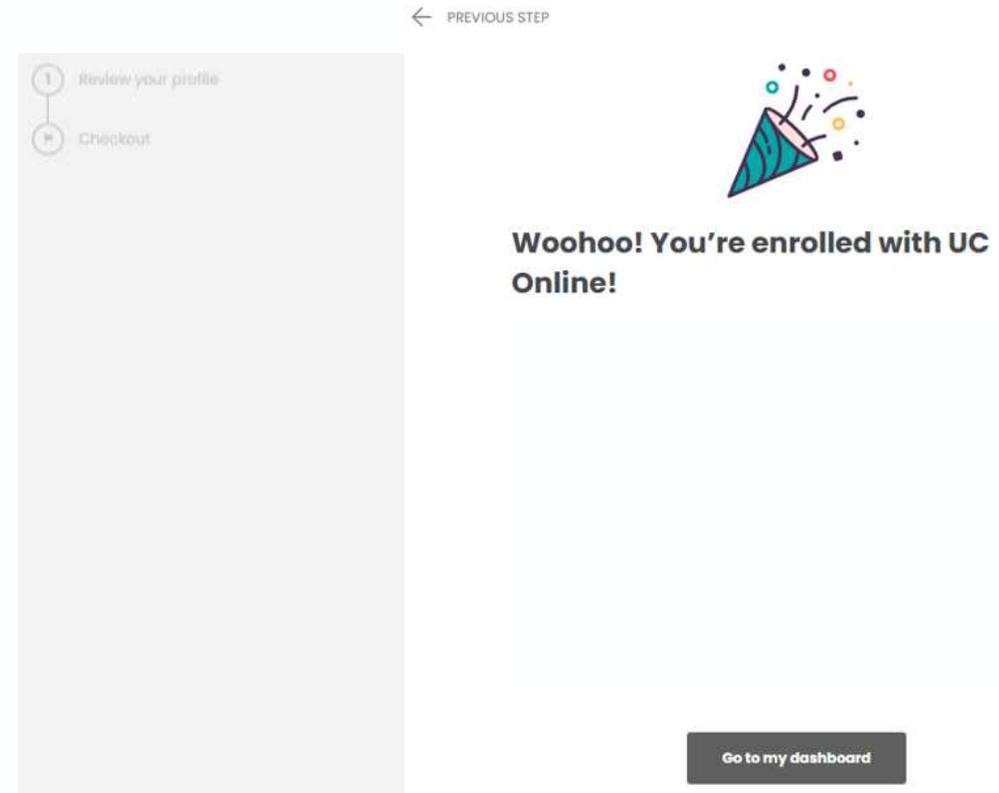
- ✓ After submitting your application you'll come to a payment screen. **Don't worry, BSLA course costs are covered by the Ministry of Education – you will not be asked to pay!**
- ✓ Enter your contact email in the box provided and click **Complete order**.
- ✓ You'll see our check out screen that shows 'Payment successful'.
- ✓ Click **Continue**.



You're enrolled with UC Online

Accessing your learning

- ✓ We'll send you an email within 24 hours with instructions on how to access your learning.
- ✓ If you have any questions, contact our enrolments team at enrolbsla@uonline.ac.nz or on +64 3 369 0600.



Haere mai | welcome to our learning community.

Need help with your enrolment?

enrolbsla@uonline.ac.nz | +64 3 369 0600



Tuihono | Online 