

## Help for first time users of e:Vision

- To log onto e:Vision using a computer outside the University, you need to go to the University's Home Page. Enter the following address in the browser address/location bar:

**www.wlv.ac.uk**

You will now be on the University's Home Page.

- In the centre of the page you will see a section called 'Information for'. In this section, click on 'Current students'

On the 'Current students' page you will see a section called 'Hot links'. Click on '[e:Vision](#)' (direct link)

You will now be at the opening page of e:Vision.

- Enter your login details - Your 'Username' is your University Student Number and not your UCAS/NMAS or other Agency number. You will find your number at the top of the letter that accompanies these instructions.
- Enter your 'Password'. If you have not logged in before, your password will have been set as your date of birth. Enter this in the following way dd/mm/yy for example, 01/04/83.
- Click on the 'Log-in' button.

You will now be on the '**Home**' page in e:Vision.

To keep your e:Vision account secure, you are strongly advised to change your password. To change your password you need to go to the 'My e:Vision Account' section, click on 'Change password' and follow the instructions on the screen.

The pages available to you in e:Vision are displayed on the left-hand side of the page on the 'Navigation bar'.

***To see details about your application and details about applying for accommodation, go to the 'Navigation bar' and click on 'Applicant'***

To exit from e:Vision you need to click on the 'Logout' link on the 'Navigation bar' before closing the University web page and the Internet. It is important that you log out of e:Vision so other users do not see your personal details.