



UNIVERSITY OF
LINCOLN

ICT Department

Registering and Applying in OneUni

This guide will help you to navigate around The University of Lincoln's Student Management system and applicant portal, OneUni.

In OneUni you can manage your details, create applications and manage your offers.

OneUni can be accessed by clicking through the links provided on the University of Lincoln website, or by entering <https://uol.t1cloud.com/>

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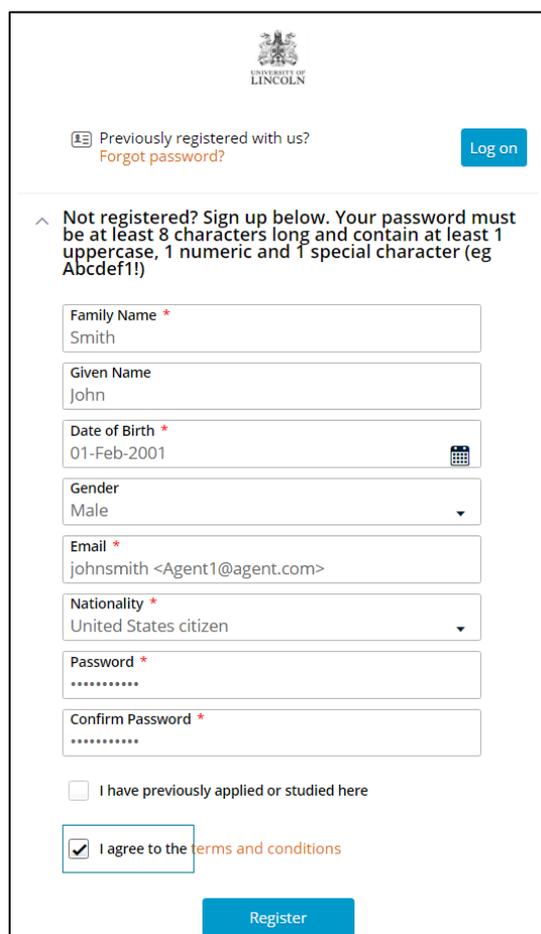
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Registering and Applying in OneUni

1. Registering

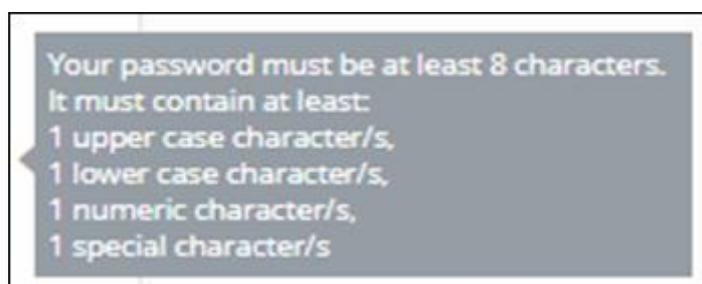
You can register and apply to the University of Lincoln using OneUni.

1. In the Registration page, enter your information including Name, Date of Birth, Gender, email address and Nationality.
2. Create a password, and agree to the Terms and conditions



The screenshot shows the registration page for the University of Lincoln. At the top, there is the University of Lincoln logo. Below it, there is a link for 'Previously registered with us?' and a 'Log on' button. A note states: 'Not registered? Sign up below. Your password must be at least 8 characters long and contain at least 1 uppercase, 1 numeric and 1 special character (eg Abcdef1!)'. The form fields are: Family Name (Smith), Given Name (John), Date of Birth (01-Feb-2001), Gender (Male), Email (johnsmith <Agent1@agent.com>), Nationality (United States citizen), Password (masked with dots), and Confirm Password (masked with dots). There are two checkboxes: 'I have previously applied or studied here' (unchecked) and 'I agree to the terms and conditions' (checked). A 'Register' button is at the bottom.

Tip: your password must contain the following:



3. Click Register.

You have now registered with the University of Lincoln.

You can make an application straight away by clicking 'Continue with your application' OR,

The email you have received includes log in credentials to log in and continue with your application at another time

2. Making an Application

1. If you have clicked 'Continue with your application', you will be taken straight into the Make an Application screen. If you logged in, click My Applications, then Add a New application

[+ Add a new application](#)

2. If you have clicked a link from the University of Lincoln website, your chosen course will already be selected, and you can move to step 3. If not, select the course you would like to study.

The screenshot shows the 'Make An Application' interface. At the top, it says 'Welcome John' and 'Please start your application by applying for a course or a scholarship'. The left sidebar shows 'Step 1: Select a Course' as the active step. The main content area is titled 'Select a Course' and includes a search bar with 'MBA' entered. Below the search bar, it shows '7 records'. Two course options are listed: 'MBALPCMB - Master of Business Administration (Part-time Corporate Programme)' and 'DESMGTMB - Master of Business Administration in Design Management'. Each course listing includes details like '2019 Semester A Intake, Lincoln Campus' and '19/20 Intake'. There are 'Add to application' buttons for each course.

Note – If you are only applying for Scholarship, click next without adding a course to move to Step 2 – *Select a Scholarship*

3. Click Next to move to step 2 of the application form. If you would like to add an Advanced Standing (also known as an agreement of prior learning), click 'Add to Application' then click Next.
4. In the Student Details, enter as many details as you can.

The screenshot shows the 'Student Details' section of the application form. The top header indicates 'Application ID 4662' and 'Review each step before you submit your application.' The left sidebar shows 'Step 3: Student Details' as the active step. The main content area contains several form fields and checkboxes. The first field is 'Country of Ordinary Residence' with 'US (United States)' selected. The second field is 'Date when you entered, or proposed to enter, the UK' with '11-Apr-2019' selected. The third field is 'Residential Category' with '9 (Other)' selected. Below these are two dropdown menus: 'Whether you ever lived or worked in the EU (excluding the UK, EEA or Switzerland)' and 'Whether your guardian, spouse or civil partner an EU (non-UK), EEA or Swiss National'. There are three checkboxes: 'I require a visa to study in the UK' (checked), 'I currently hold a visa that allows me to study in the UK' (checked), and 'I have previously had a visa refused' (unchecked). A note below the checkboxes asks for details if a visa has been refused.

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Note – You do not need to enter information into every box, however there are some mandatory boxes marked with an *

- Once you have entered as many details as you can, click Next to move onto Step 4 – *Further Details*

The screenshot shows the 'Further Details' step (Step 4) of an application process. The page title is 'Application ID 6277' and it includes a sub-header 'Review each step before you submit your application.' On the left, a vertical navigation pane lists seven steps: Step 1 (Selected Courses), Step 2 (Select Advanced Standing), Step 3 (Student Details), Step 4 (Further Details - currently active), Step 5 (Accomplishments), Step 6 (Requirements), and Step 7 (Review and Submit). The main content area is titled 'Further Details' and contains two sections: 'Contact and Address Details' and 'Agent Details'. The 'Contact and Address Details' section is expanded and includes 'Contact Details' (Phone: 07123456789, Email: Johnsmith@email.com) and 'Address Details' (Country: United Kingdom, Address: 3 Finch Drive, City/Town: SLEAFORD, Postcode: NG34 7US, State: Lincolnshire). The 'Agent Details' section includes Agent, Service Type, and Notes fields. A 'Next >' button is located at the bottom of the form.

- Click Next to move onto Step 5 – *Accomplishments*
- Click Add to add information to any relevant record. You may be asked to select from a drop-down box, or to type in some information. You must fill in any of the mandatory requirements. Once you have completed the record, click Save. The status of the accomplishment lines should update to green and say 'response received'.

The screenshot shows the 'Accomplishments' step. At the top, there is a back arrow and a blue button labeled 'Accomplishments'. Below this is the text 'Add Highest Level of Qualification' and two buttons: 'Cancel' and 'Save'. A section titled 'Details' is expanded, showing a dropdown menu with the text 'Highest Qualification on Entry' and the selected option 'J10 (Foundation degree)'.

- Once you have completed all records, click Next to move to Step 6 – *Requirements*
- In this step, you will find a list of Requirements, asking you to enter or attach information related to your application. Click 'Respond' on each requirement and enter the information requested. You can do this by clicking 'add' then 'add from local drive', find the relevant document you wish to attach, add any comments if necessary, click 'ok' and then 'save'.

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Application ID 4662

Review each step before you submit your application.

Step 1 Selected Courses ✓

Step 2 Select Advanced Standing ✓

Step 3 Student Details ✓

Step 4 Further Details ✓

Step 5 Accomplishments
Enter Academic History
Enter Employment History ✓

Step 6 Requirements

Step 7 Review and Submit

Requirements

You must respond to all Mandatory requirements. If you are unable to respond to optional requirements, you can still proceed, but may be required to respond at a later time.

Search

3 records.

MBALPCMB Respond

Personal Statement OPTIONAL

MBALPCMB Respond

Work Experience MANDATORY

1 supporting document must be provided

MBALPCMB Respond

10. Once you have completed all necessary requirements, the status will update to green and show 'response received'. Click Next to reach the *Review and Submit* step.

11. In this step, you can review all of the details you have entered, to make sure the application is accurate and complete.

Application ID 4662

Review each step before you submit your application.

Step 1 Selected Courses ✓

Step 2 Select Advanced Standing ✓

Step 3 Student Details ✓

Step 4 Further Details ✓

Step 5 Accomplishments
Enter Academic History
Enter Employment History ✓

Step 6 Requirements ✓

Step 7 Review and Submit

Application Summary

Your application is ready to submit.

20090072 - Mr John Smith Application ID 4662
International | 01-Feb-2001 (18) | Male Submitted Not recorded
Johnsmith [Agent1@agent.com]

Agent - Can-Achieve International Education Ltd
Supplier of Candidate - No

Application Details

MBALPCMB (2) - Master of Business Administration (Part-time Corporate Programme)
2019 Semester A Intake, Lincoln Campus

Application Requirements	Responses	Documents	Status
Personal Statement	Outstanding	Outstanding	Not Verified
Academic Proof of Qualification			Not Verified
Work Experience			Modified by student

12. If you need to make any changes, click on the appropriate step on the left of the page, and make your changes.

13. Once you are happy with the application, click Submit at the top right.

Congratulations, your application has been submitted! If you would like to do anything else on OneUni including managing your details or viewing your applications, click the  at the top left of the screen to go back to the home screen.

3. Using My Applications

In the My Applications tile, you can see a summary of any applications you have made to the University of Lincoln. This includes a summary of the Application ID, Course (scholarship and Advanced Standings if you applied for them) and submission date, as well as an indication of if your application is complete or not. On the right hand side of the screen, you will see one of three messages:

INCOMPLETE - You have not completed your application. Click **Continue** To continue working on your application.

IN PROGRESS - You have completed and submitted your application, and it is currently being assessed. Click **View** to view your application.

COMPLETED - Your application has been assessed. There may be an **Offer**, or **Offer conditions** for you to respond to. If you need to do this, a **Respond** button will appear on the right hand side

The My Details tile shows you a summary of all the information that you have provided in OneUni. There are some fields that allow you to enter or change information. If you do this, make sure to click **'Save'** at the top right of the screen once you have finished. See the [Managing your details](#) guide for details of how to make changes to your details.

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4. Managing your Details

You can view your details in the My Details tile on the Home screen. You can make changes to some of your detail, like contact details, from this screen, but to change other details, you may need to fill in a **Form**.

To change your details, click on the corresponding tab on the left-hand side, and click Edit on the detail you would like to manage or simply type in the new details.

20335847 - John Gates
British/UK national | 01-Sep-1999 (20)

Student Details

Phonetic Name

Formal Name

Date of Birth
01-Sep-1999

Gender
M (Male)

Surname on 16th Birthday

Disability Details

Do you have a disability, impairment or long term medical condition? *
N

Nationality Details

Nationality
000 (British/UK national)

Dual Nationality

Country of Birth
000 (United Kingdom)

Please select the country that you habitually, normally and lawfully reside in from c

If you would like to make a change to your identity, nationality, CAS or declaration of Criminal conviction, go to the Forms tab and 'Fill out' the relevant form

Forms

Search

4 records.

Amendment to Criminal Conviction Declaration
Amendment to Criminal Convict

Change of Identity
Change of Identity

Change of Nationality
Change of Nationality

Request Confirmation of Acceptance for Studies
Request Confirmation of Accept

Fill out

5. Responding to an Offers, requests for more information and conditions

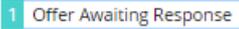
Once you have submitted your applications, staff at the University will assess your application and may ask for more information from you. If you are successful, an offer will be made to you on your chosen course.

You will be contacted about any requests for extra information or offers by email, which will contain links to be able to add more information, or instructions for how to access OneUni to respond to your offer.

1. By clicking on the link in the email, you will be directed to the log-in screen.
2. Log into OneUni using your Student ID number, which can be found in the email sent to you, and password that you created when applying.

Tip – If you have forgotten your password, click the ‘Forgotten password?’ link and follow the instructions to reset it.

Click on the **‘My Applications’** tile. This will show all applications you have made to the University of Lincoln.

3. The application that has an offer waiting for you has the icon: 
4. On the right-hand side of the screen, click **‘Respond’**. This will load up a summary screen of the course you are applying to. Review this information.
5. At the top left of the screen, click ‘Accept’ if you would like to accept the offer, or choose another option from the ‘More’ drop down list if you would like to choose another option
 - Choose ‘Decline’ if you would like to decline your offer.

Congratulations, you have now responded to your offer! If you have any offer conditions, see details of how to respond to these below:

5.1. Offer Conditions

If you have offer conditions related to the offer you have accepted or deferred, these can be found in the **‘Offer Conditions’** tab on the left-hand side of the screen. Offer conditions should be responded to as soon as you have the information. This still applies if you have deferred your offer.

1. Click on the **‘Offer Conditions’** tab on the right-hand side of the screen.
2. Click ‘Respond’ at the right-hand side of the screen. Follow the instructions for responding to the condition. This may require you to attach a file or select options from a drop down box.
3. Once you have entered all possible information, click **‘Save’**
4. Your offer conditions will then be assessed by a member of staff. If there are any problems with your offer conditions, a staff member will contact you via email.

6. Resetting your Password

If you have previously registered or have been given an account on OneUni and you have forgotten your password, resetting it is easy.

1. You can reset your password from either the Registration screen, or the log in screen. From both places, click the [Forgot password?](#) button
2. A new screen will appear. Enter the email address that you used to register for OneUni

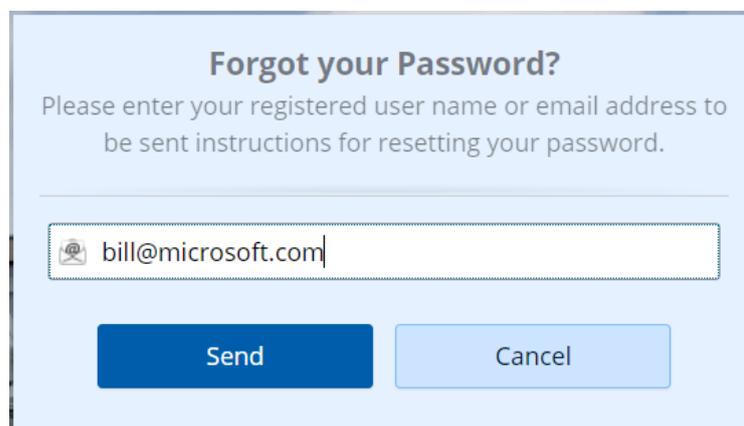


Figure 1 - Forgot password form

3. Click 'Send'. This will send an email to the address you have entered.
4. Open the email that has been sent to you. Click the 'Reset Password' link within the email.
5. Enter a new password, and re-enter it to confirm.

Top Tip: Make sure your password is at least 8 characters, and is secure!

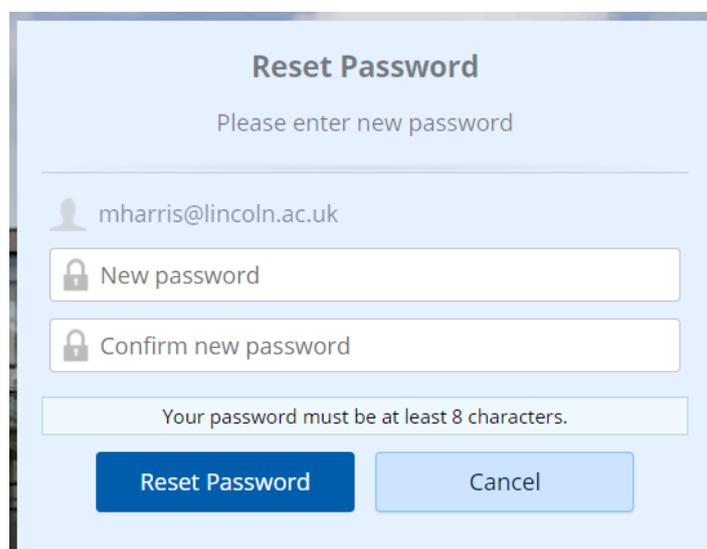


Figure 2 - Reset password form

6. Click 'Reset Password' If you see a message saying 'Your password has been successfully changed. Do you wish to logout any existing sessions?' click 'Yes'.
7. You will now be directed to the log in page. Enter your email address and new password to log in.