



De Montfort University – Online Portal

Table of Contents

Online Portal Guide.....	3
Accessing the Online Portal	4
First Time Applicant	5
Returning Applicant	6
Current DMU Student	6
User Account Verification	7
Home Page.....	8
Applying for a course	9
Create Application	9
Preliminary Application Form	9
Application Details	10
Personal Details.....	14
Submission (Preliminary Application Form).....	16
Application Overview.....	17
Admission Portal	17
Course Application Form.....	19
Course Application Sections.....	20
Submission (Course Application Form).....	21
Admission Requirements	22
Upload Documents	24
Frequently Asked Questions	26
I'm not able to logon successfully to the Online Portal	26
I'm not able to register in the Online Portal	26
I have registered, but I haven't received an email.....	26
I'm currently studying at DMU and would like to apply for a Postgraduate Course, my logon details don't work	26
I'm not sure what to choose for Type of Student when creating an application	27
I'm trying to apply for a course but there are multiple with the same name	27
I've completed the preliminary application form but cannot submit	27
I'm not sure which Funding Method to choose in the Course Application Form	27
I've submitted my course application form but need to change information	27
The Course Application Form doesn't load for me	27
My Admission Requirements Tile is blank	28
I can't upload documents	28
General problems and questions.....	28
Forgot Password	29
Glossary.....	31

Admission Office Contact Details.....	31
DMU Course Website Pages	31
International Course Pages	31
Technical Support	31
Definitions.....	32
Type of Student.....	32

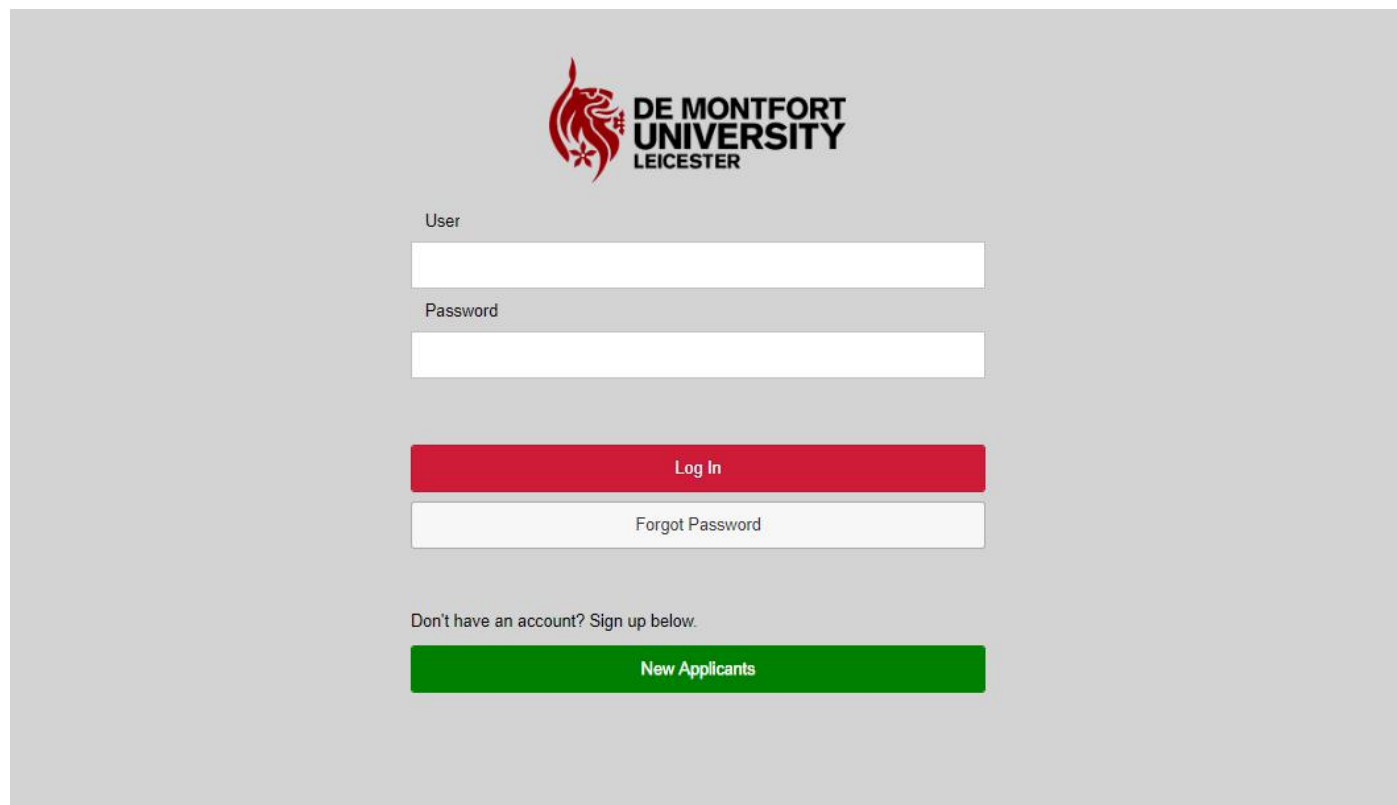
Online Portal Guide

The purpose of this Guide is to aid all applicants with the DMU Online Portal. It will detail the entire application process and includes a frequently asked questions section to assist with common problems and questions.

Accessing the Online Portal

The website link for the Online Portal is: <https://dmuhub.dmu.ac.uk/apply/index.html#/Logon>

To access the Online Portal you'll need to open it in your internet browser, the URL for the online portal can also be found on De Montfort University Course admissions website pages, as well as on the [International Applications webpage](#). When accessing the page, you will see the below:



The screenshot shows the login interface for the De Montfort University Leicester Online Portal. At the top center is the university's logo, which features a red dragon head and the text "DE MONTFORT UNIVERSITY LEICESTER". Below the logo are two white input fields: the first is labeled "User" and the second is labeled "Password". Underneath these fields are three buttons: a red button labeled "Log In", a white button labeled "Forgot Password", and a green button labeled "New Applicants". Below the green button is the text "Don't have an account? Sign up below."

However, depending on the type of applicant you are, what you will need to do to and how you access the Online Portal will be different.

[First Time Applicant](#) – You are a First Time Applicant if you have never registered in the Online Portal before, and you haven't previously been a student at De Montfort University.

[Returning Applicant](#) – You are a Returning Applicant if you have already registered on the Online Portal.

[Current or Previous Student](#) – If you are currently enrolled at De Montfort University, or have previously studied here, you fall into this category.

Applicant Types

First Time Applicant

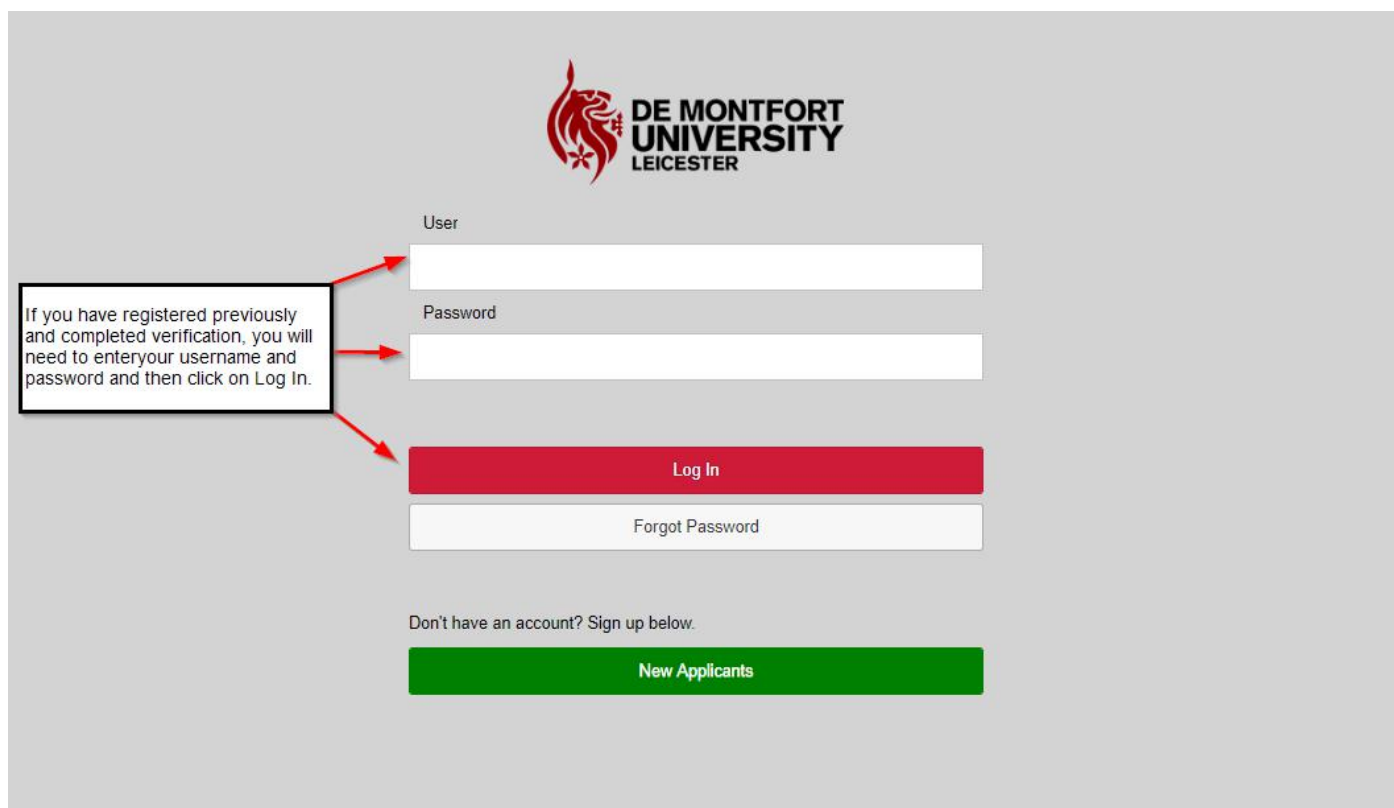
If you are a first-time applicant, and haven't registered online before at De Montfort University, you will need to click the **New Applicants** button. This will then take you to the registration page.

On the registration page, you will need to complete the short form with your basic information. It is important that you use a **current** and **valid** email address, as you will be sent a verification email with further instructions.

When you have completed the registration form click on submit, if the form is filled out correctly you will be sent a verification email called [User Account Verification](#).

Returning Applicant

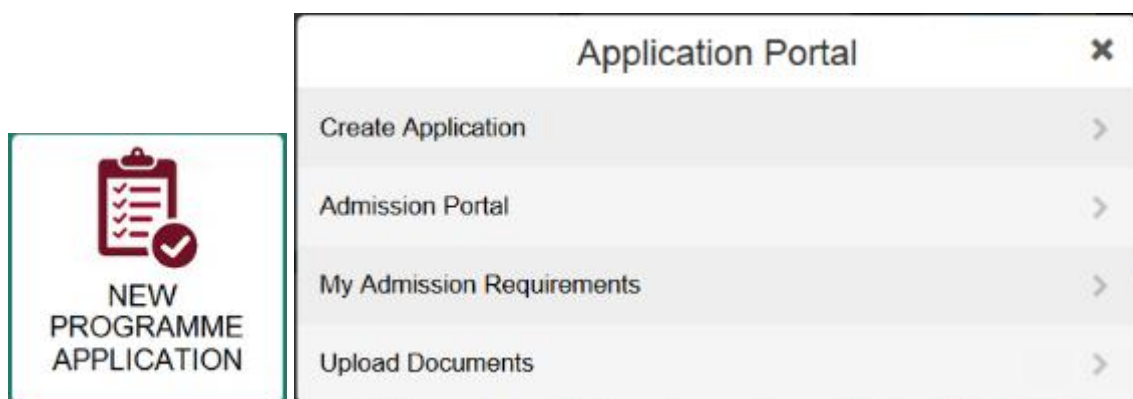
If you are a returning applicant, meaning that you have already registered for the Online Portal and completed verification, you can logon immediately with your Username and Password. If you are having problems logging in, please refer to the [Frequently Asked Questions](#).



The screenshot shows the login interface for returning applicants. At the top center is the De Montfort University Leicester logo. Below it are two input fields: 'User' and 'Password'. A red 'Log In' button is positioned below the password field, and a white 'Forgot Password' button is below that. At the bottom, there is a green 'New Applicants' button. A text box on the left contains instructions: 'If you have registered previously and completed verification, you will need to enter your username and password and then click on Log In.' Three red arrows point from this text box to the 'User' field, the 'Password' field, and the 'Log In' button.

Current DMU Student

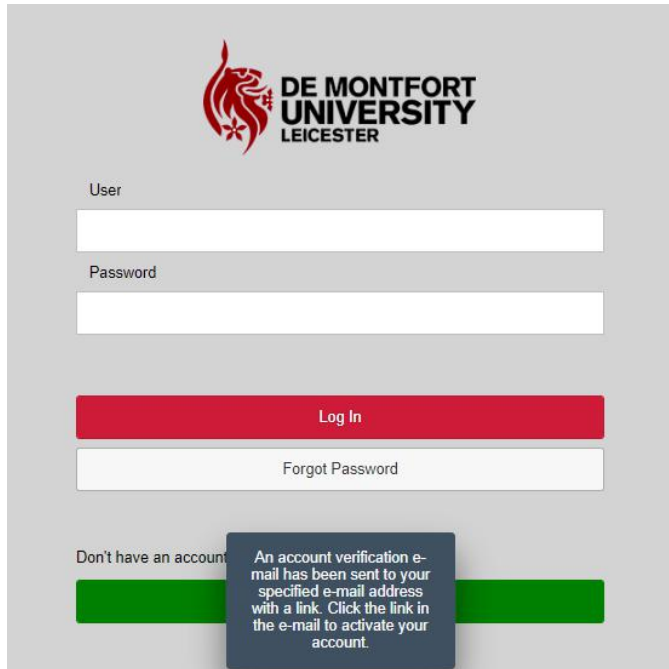
If you are a currently attending Student or a previous Student, you can apply for courses online by using the **New Programme Application** tile in MyDMU from there you can continue to the Application (Online) Portal Tiles.



User Account Verification

If you are a returning applicant or Current/Previous Student, this section will not apply to you please skip too:

After successfully registering you will see the below screen notifying you that an email has been sent, you will not be able to login successfully without first following the instructions in the email. If you are having problems logging in, please refer to the [Frequently Asked Questions](#).



The email you receive will appear as below:



Hi,

Thank you for choosing to study at De Montfort University Leicester (DMU).

To activate your online account, please verify your email address by clicking this [link](#).

If you are unable to access the link, copy and paste the following in to your browser:

<http://dmuhub.dmu.ac.uk/apply?>

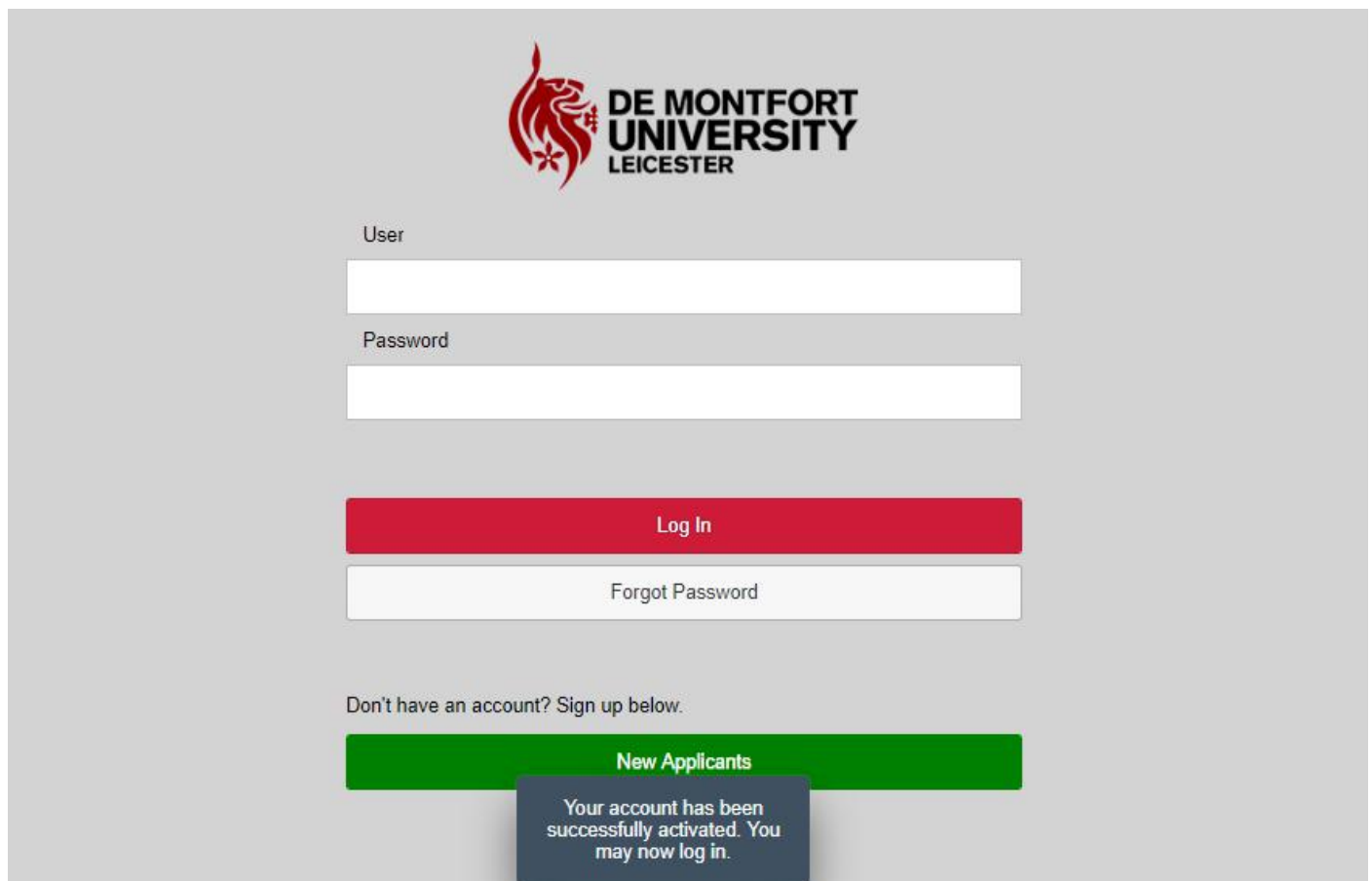
[RequestID=005056A55C691EE996F1CA158FDC5982&ActivationKey=3C518C2850E2466E2D239432A6CA7137C3CF8B95&type=3](http://dmuhub.dmu.ac.uk/apply?RequestID=005056A55C691EE996F1CA158FDC5982&ActivationKey=3C518C2850E2466E2D239432A6CA7137C3CF8B95&type=3)

If you need support with any technical issues, please email itmsservicedesk@dmu.ac.uk.

Kind regards,
DMU Admissions Team



You will need to either click on the link in the email or copy and paste it into your internet browser, doing so will verify your user account and you will be able to login with your Username and Password.

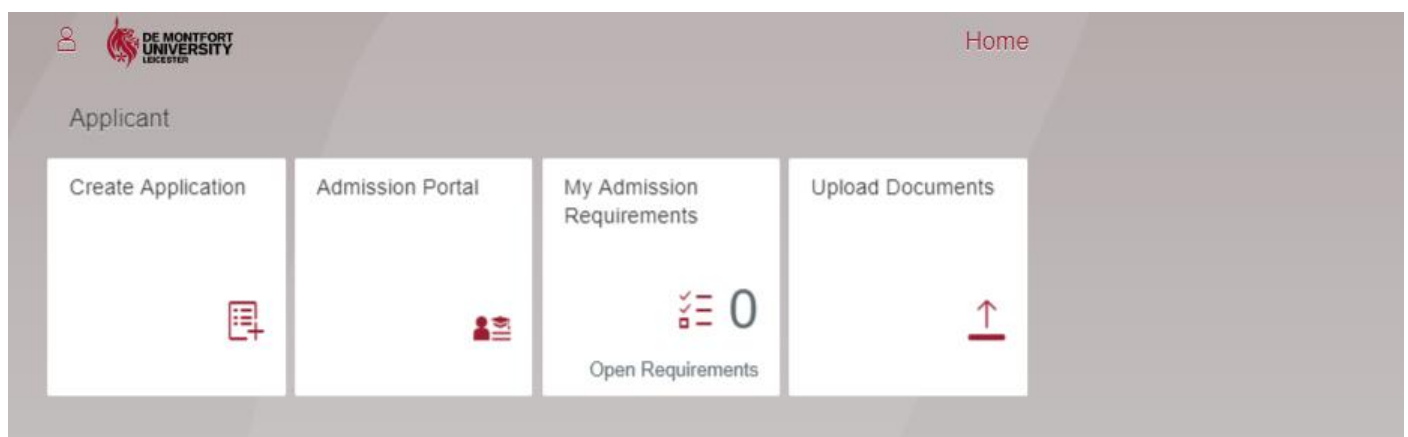


The image shows the login page for De Montfort University Leicester. At the top center is the university's logo, a red dragon, with the text "DE MONTFORT UNIVERSITY LEICESTER" to its right. Below the logo are two input fields: "User" and "Password". A red "Log In" button is positioned below the password field, and a white "Forgot Password" button is below it. Further down, there is a green "New Applicants" button. A dark blue notification box at the bottom center contains the text: "Your account has been successfully activated. You may now log in."

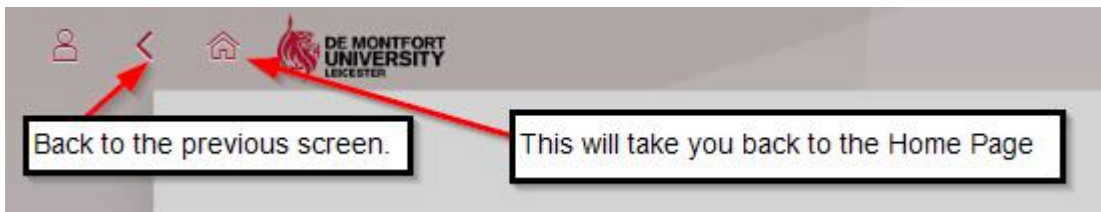
Home Page

After successfully logging in, you will see the below screen containing four boxes, which will be referred to as **Tiles** going forward. Each of these have their own use in the application process.

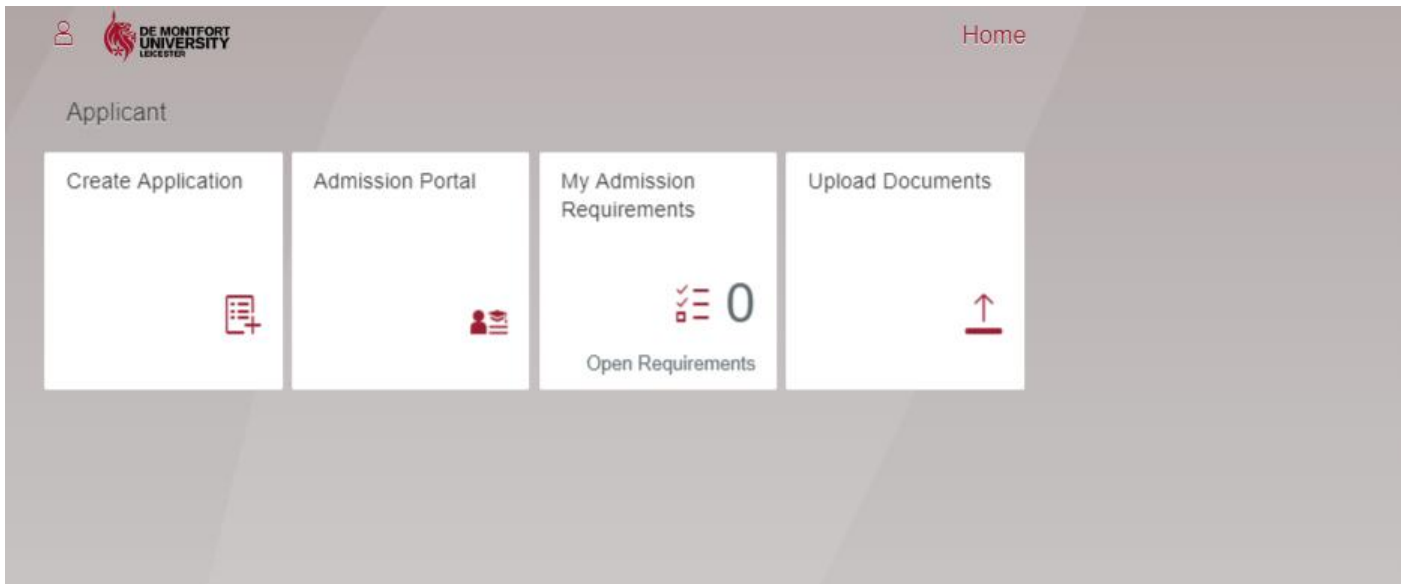
- [Create Application](#) – Here you can begin to apply for a course at De Montfort University, for new First time Applicants, this should be the first tile you choose.
- [Admission Portal](#) – The Admission Portal is where your applications are saved, and you are able view their status and continue with them
- [My Admission Requirements](#) – Here you can see what is needed from you to have your application to study at De Montfort University approved. This Tile should only be used after you have already applied.
- [Upload Documents](#) – In this Tile, you can upload any file that is needed for your application, examples include CV, Passport and Immigration Documentation.



When you are using a Tile, the top left corner of your screen will have some additional buttons. The Left arrow will take you back to the previous screen, the House will take you to the Home Page.



Applying for a course



Create Application

To apply for a course, you will need to click on the **Create Application** Tile. The other tiles will be used at a later point during the application process. The Application process is split into two parts, [Preliminary](#) and [Course Specific](#).



You will then be taken to the preliminary application form, here you'll need to choose a course and add some personal details.

Preliminary Application Form

The preliminary application form is used to start an application for a new course and gather some of your personal details. This is then used to provide the foundation for your Course Specific Application.

The preliminary application form is split into two sections, these are [Application Details](#) and [Personal Details](#). The information you put in for the **Personal Details** section will be saved and appear on any future applications you may make. It is important to remember that where there is a drop-down box to use it instead of typing information in.

APPLICATION DETAILS PERSONAL DETAILS ▾

*Type of student:

*Program Type:

*Program of Study:

*Academic Year:

*Academic Session:

Full time/Part time: Full Time Part Time

PERSONAL DETAILS

Personal Details

Gender:

*First Name:

Middle Name:

[Apply](#)

Application Details

The application details section is made up of several drop-down options, these will also determine the later options available to you. You should select the drop-down options in **descending order**. This order is:

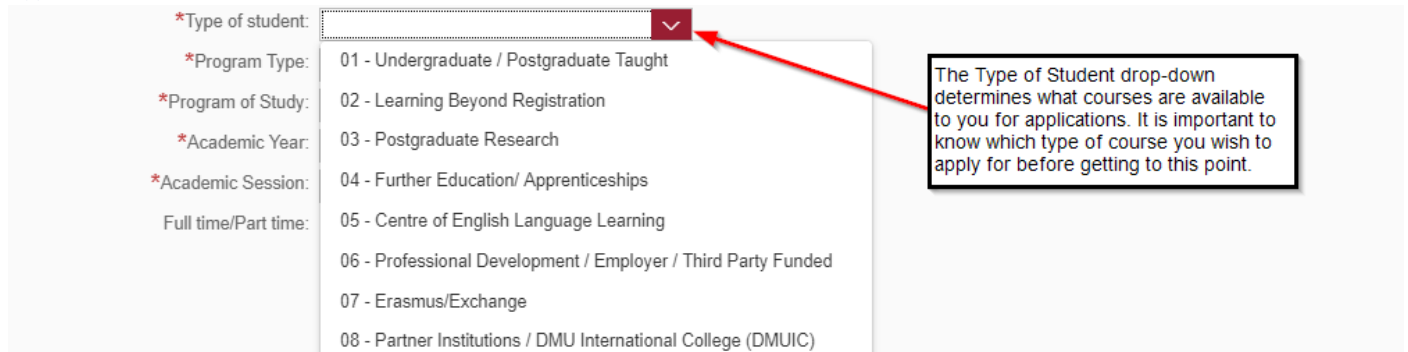
- [Type of Student](#)
- [Program Type](#)
- [Program of Study](#)
- [Academic Year](#)
- [Academic Session](#)
- [Full Time / Part Time](#)

Hidden Options – The below sections will become available when you have completed the above. **Specialisation** however is Course Specific, so it may not always be available.

- [Distance Learning](#)
- [Level](#)
- [Campus](#)
- [Specialisation](#)
- [Award Aim](#)

Any option marked with a red asterisk (*) is a mandatory field for your application. If you have any issues when filling out this section, please refer to the [Frequently Asked Questions](#) section.

Type of Student



*Type of student: [dropdown arrow]

*Program Type: 01 - Undergraduate / Postgraduate Taught

*Program of Study: 02 - Learning Beyond Registration

*Academic Year: 03 - Postgraduate Research

*Academic Session: 04 - Further Education/ Apprenticeships

Full time/Part time: 05 - Centre of English Language Learning

06 - Professional Development / Employer / Third Party Funded

07 - Erasmus/Exchange

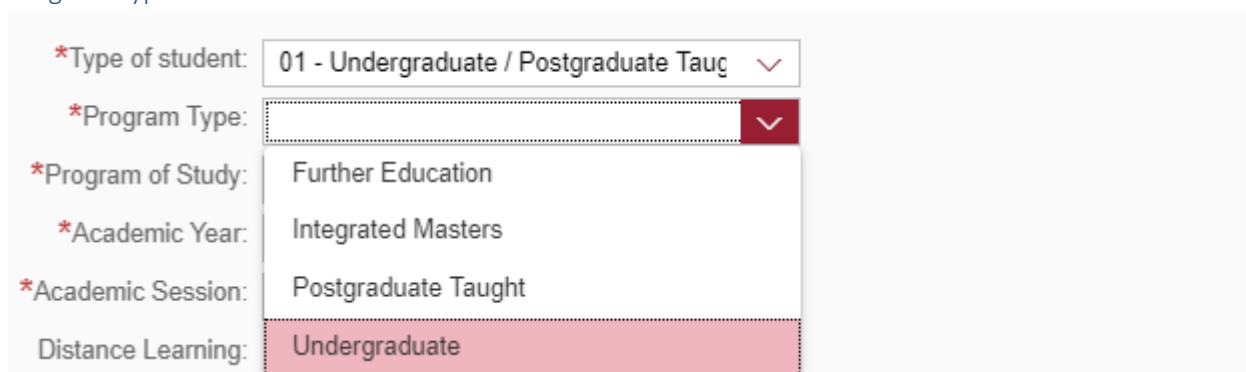
08 - Partner Institutions / DMU International College (DMUIC)

The Type of Student drop-down determines what courses are available to you for applications. It is important to know which type of course you wish to apply for before getting to this point.

You will need to choose the type of Student you are aiming to be at De Montfort University for this application, this will impact the available options to you when choosing a **Program Type**.

You can find more information on Type of Student [here](#).

Program Type



*Type of student: 01 - Undergraduate / Postgraduate Taught

*Program Type: [dropdown arrow]

*Program of Study: Further Education

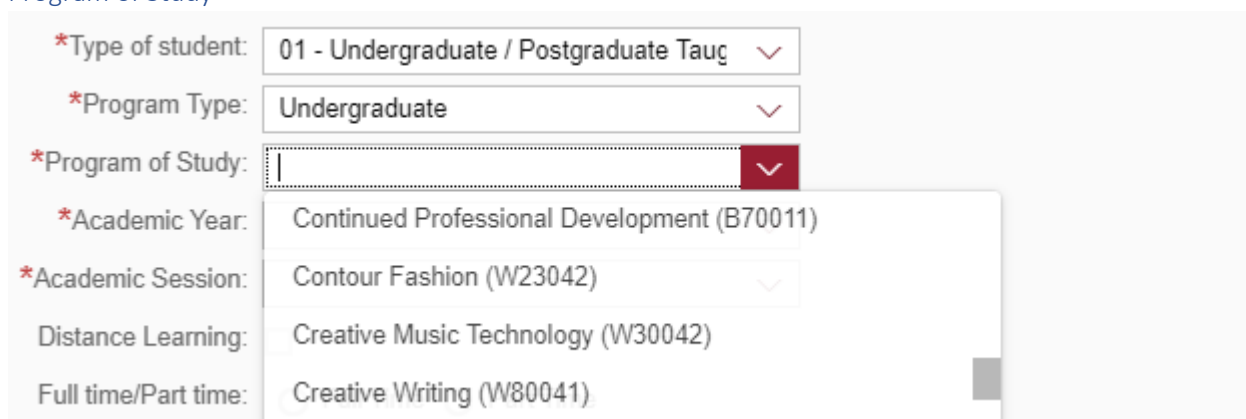
*Academic Year: Integrated Masters

*Academic Session: Postgraduate Taught

Distance Learning: Undergraduate

Here you'll need to choose a Program Type, this determines the course types available to you in the **Program of Study** drop-down option, for example choosing **Undergraduate** here means that only **Undergraduate Courses** will be available to you. If you are not sure which Program Type you should choose, can also contact an [Admissions Office](#) for more information.

Program of Study



*Type of student: 01 - Undergraduate / Postgraduate Taught

*Program Type: Undergraduate

*Program of Study: [dropdown arrow]

*Academic Year: Continued Professional Development (B70011)

*Academic Session: Contour Fashion (W23042)

Distance Learning: Creative Music Technology (W30042)

Full time/Part time: Creative Writing (W80041)

You can now choose the Course you wish to apply for, by selecting it here. In brackets next to each course name is the **unique course** code. If you are having difficulty in choosing a course or need more information about a course, please refer to the [De Montfort University Course admissions website](#). You can also contact one of the [Admission Offices](#) or view one of the [De Montfort University Course Webpages](#).

Academic Year

*Academic Year:

*Academic Session: 2018/2019

Distance Learning: 2019/2020

Full time/Part time: 2020/2021 Part Time

The Academic Year determines the start year for your entry if successful into the University. The Academic year is from 1st September to 31st August. For example, choosing **2019/2020**, means that your course start year will be between **September 2019** and **August 2020**.

Academic Session

*Academic Session:

Distance Learning: Intake Jan 12mth

Full time/Part time: Intake Oct 12mth

The Academic Session drop down option, is used to select the **Month specific entry date** for your selected course, this is used in combination with your chosen **Academic Year** to determine your course start date. For example, choosing **Intake Oct 12mth**, means that you are applying for an October Start Date for your chosen Academic Year.

*Type of student: 01 - Undergraduate / Postgraduate Taug

*Program Type: Undergraduate

*Program of Study: Contour Fashion (W23042)

*Academic Year: 2019/2020

*Academic Session: Intake Oct 12mth

The information filled out here, means that the applicant is applying for an Undergraduate Course (Contour Fashion), for a October 2019 Start Date.

Distance Learning, Full and Part Time Study

Distance Learning:

Full time/Part time: Full Time Part Time

Selecting **Distance Learning** means you wish to apply for a course at De Montfort University, without physically attending a campus.

Selecting Full Time or Part Time means you will be applying for either Full Time or Part Time study, it is important to be aware that these options may not always be available for all course choices.

Level

*Level: 

Campus:

Specialisation:

Award Aim:

Level refers to the starting year of study you wish to apply for. Each level corresponds to a matching year of study.

Level	Year of Study
Level 3	Foundation Year
Level 4	1 st Year
Level 5	2 nd Year
Level 6	3 rd Year
Level 7	Postgraduate Taught (PGT)
Level 8	Postgraduate Research (PGR)


The Level's available to apply for are dependant on the **Program Type** you have chosen, as well as what De Montfort University is currently accepting applications for.

Campus

Campus: 


This will be the location that you wish to apply for, based on the available Campus' for the course you have chosen. For most courses the only option available will be **DMU Leicester**.

Specialisation

Specialisation: 


For some courses you are also able to choose a specialisation, this will impact the available modules to you once you begin studying. For more information refer to the [De Montfort University Course admissions website](#) and look for the course you have applied for there. You can also contact an [Admissions Office](#) for more information.



Award Aim

Award Aim: 

Award Aim is the **Qualification** you are aiming to receive at the end of your course, for some courses there are multiple qualifications to choose from and the qualifications available are based on the Program type.

The prefix before the Qualification name refers to this being a Qualification that students can **graduate** and receive a **degree** for.

Award Aim: 

 **Graduation Prefix**  **Qualification Name**

It is important that you choose the correct qualification for your course, as this can impact the modules available to you for study; for more information about the available qualification for a course please refer to the [De Montfort University Course admissions website](#) and find your chosen course there. You can also contact an [Admissions Office](#) for more information.

Completed Application Details


A Completed Application Details section should be like the below.

*Type of student:	01 - Undergraduate / Postgraduate Taug	▼
*Program Type:	Undergraduate	▼
*Program of Study:	Contour Fashion (W23042)	▼
*Academic Year:	2019/2020	▼
*Academic Session:	Intake Oct 12mth	▼
Distance Learning:	<input type="checkbox"/>	
Full time/Part time:	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time	
*Level:	Level 4	▼
Campus:	DMU Leicester	▼
Specialisation:	Contour Fashion Communication	▼
Award Aim:	CQ Grad Audit BA_HONS for W23042	▼

The information filled out here, means that the applicant is applying for an Undergraduate Course (Contour Fashion), for a October 2019 Start Date. As a Full time, 1st Year Student, at the DMU Leicester Campus, with a Specialisation, attempting to gain a BA_HONS for Contour Fashion.

Personal Details

Personal Details

Gender:		▼
*First Name:	Jamarn	
Middle Name:		
*Last Name:	Clarke	
Initials:		
Known As:		
*Date of Birth:	dd.MM.yyyy	
*Nationality:		▼

In the Personal Details section you will need to input some of your own personal information. Your First and Last Name will be pre-populated from when you registered (For current students, it's pre-populated from your Student Record). The only mandatory pieces of information here are **Date of Birth** and **Nationality**.

When entering your Date of Birth, it must be in the **DD.MM.YYYY** format, you can also use the Calendar button instead of typing it in.

*Date of Birth:	dd.MM.yyyy		Calendar
-----------------	------------	---	-----------------

Address Details

Address Details

*Number:

*Street:

*Postal Code:

*City:

*Country:

*E-Mail Address:

In the Address Details section, you will need to input an address, it is recommended you use a current and valid address. Your Email will be pre-populated from when you registered (For current students, it's pre-populated from your Student Record). All fields here are mandatory.

Completed Personal Details

A completed Personal Details section can be seen below.

PERSONAL DETAILS

Personal Details

Gender:

*First Name:

Middle Name:

*Last Name:

Initials:

Known As:

*Date of Birth:

*Nationality:

Known As - is for what you would like to be referred to as, in a non-formal way.

Address Details

*Number:

*Street:

*Postal Code:

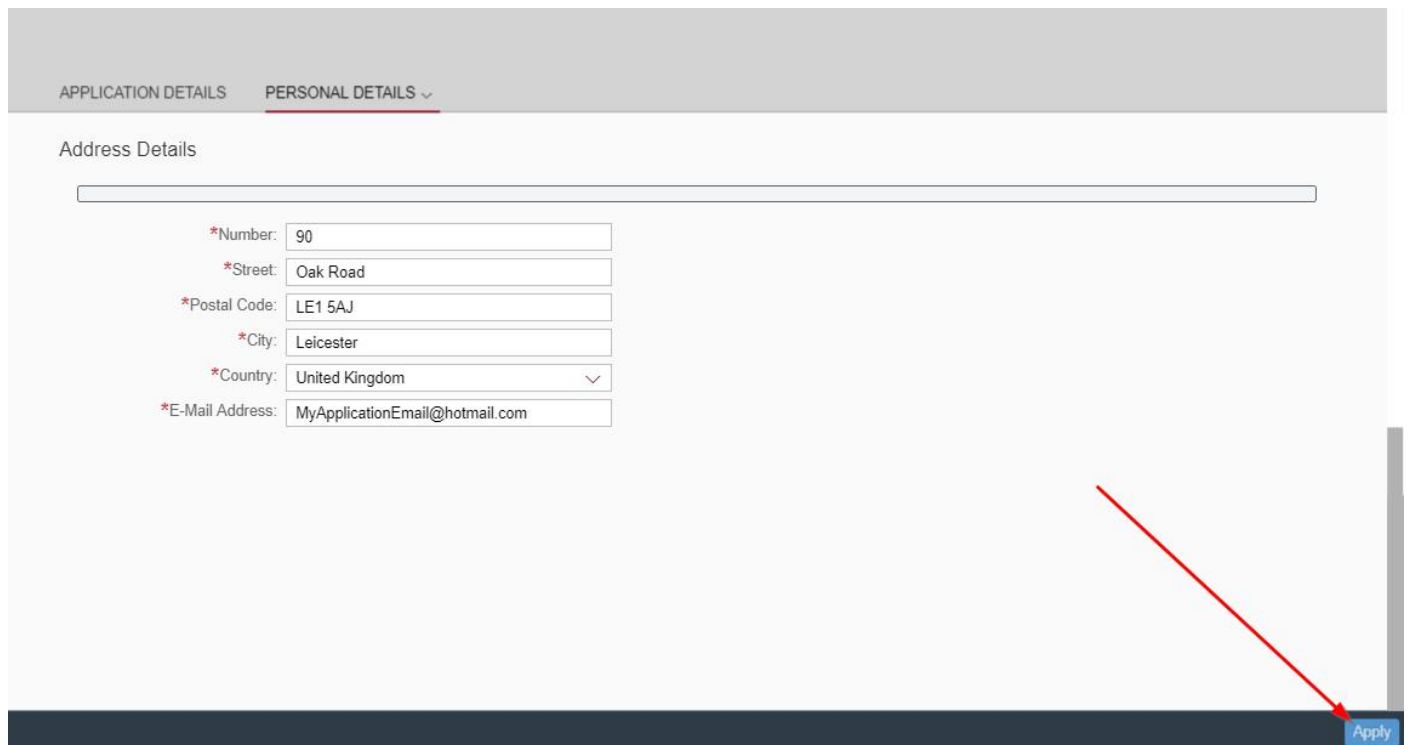
*City:

*Country:

*E-Mail Address:

Submission (Preliminary Application Form)

When you have completed the form, you will need to click on apply to submit it and continue to the next stage.

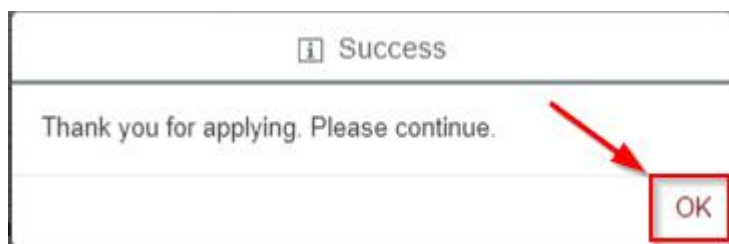


The screenshot shows a web application interface with a grey header bar containing two tabs: "APPLICATION DETAILS" and "PERSONAL DETAILS" (which is selected and has a dropdown arrow). Below the header, the section is titled "Address Details". There is a long, empty text input field at the top. Below it are several form fields, each with a red asterisk indicating a required field:

- *Number: 90
- *Street: Oak Road
- *Postal Code: LE1 5AJ
- *City: Leicester
- *Country: United Kingdom (with a dropdown arrow)
- *E-Mail Address: MyApplicationEmail@hotmail.com

At the bottom right of the form area, there is a blue button labeled "Apply". A red arrow points from the top right of the form area down to the "Apply" button.

When you have successfully submitted this form, you will see the below.



The screenshot shows a success message dialog box with a white background and a grey border. At the top, there is a header bar with an information icon and the text "Success". Below the header, the main text reads "Thank you for applying. Please continue." At the bottom right of the dialog, there is a button labeled "OK". A red arrow points from the text "Please continue." down to the "OK" button.

After clicking **Ok**. You'll then be taken into an [Overview](#) screen where to continue onto your Course Specific Application. Your current progress will have been saved and you can return to continue and view the current status of your application using the [Admission Portal](#) Tile.

If you have any problems when trying to submit, please refer to the [Frequently Asked Questions](#) section.

Application Overview

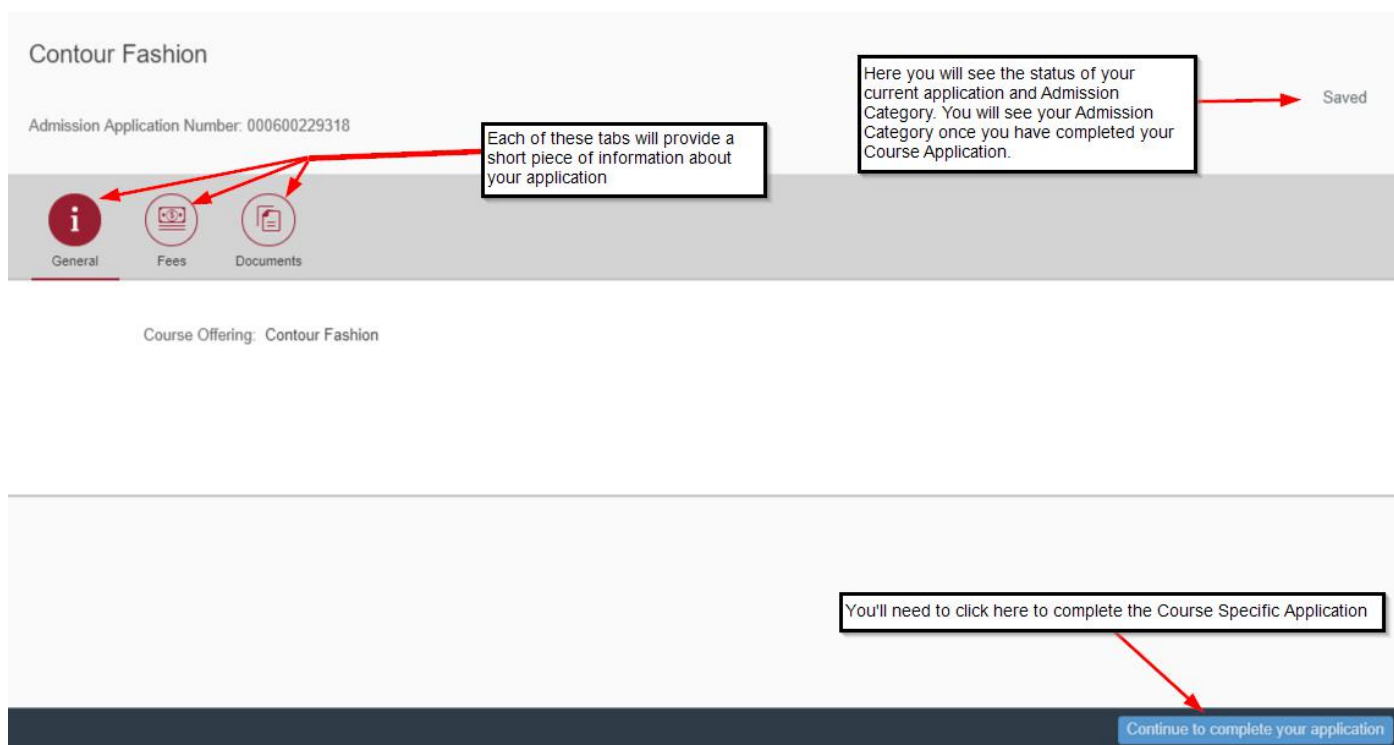
This page provides a brief overview of the status of your application, as your full submitted application is processed by De Montfort University, the options and information on this page will update to reflect this. You can access this screen at any time for an application through the [Admission Portal](#) Tile.

There are three tabs on this screen, they are:

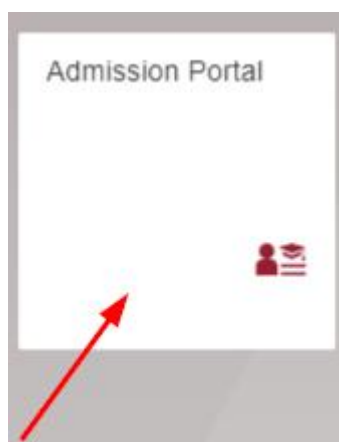
General – This provides a small amount of information about your course

Fees – As your application is processed by the University the information on this tab will update with an estimate of what your University fees will be for your commencing year of study.

Documents – This will provide with information on Documents you may need to upload.



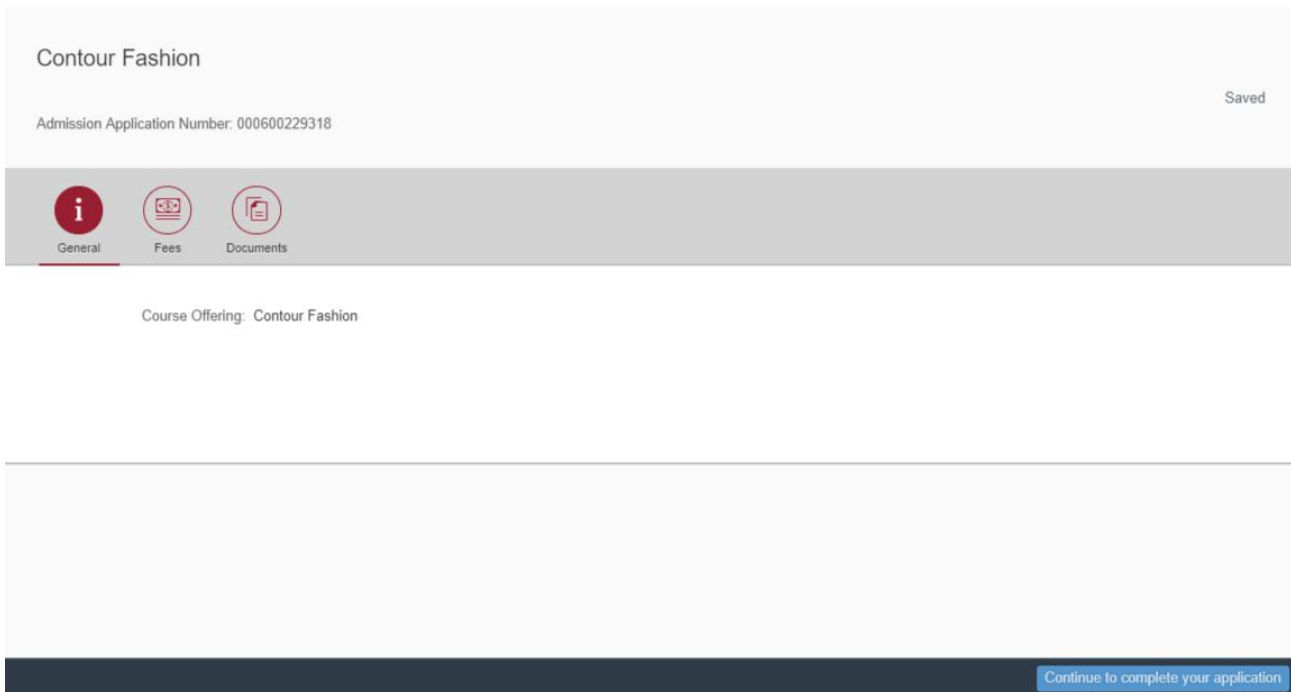
Admission Portal



The Admission Portal Tile is a central hub for your applications, in the tile you'll be able to continue with any unfinished applications as well as viewing the status of finished applications. Upon entering the Tile, you will see a screen like the below. For every application you make to the University in the Online Portal it will be saved here. You are also able to start a [new application](#) here

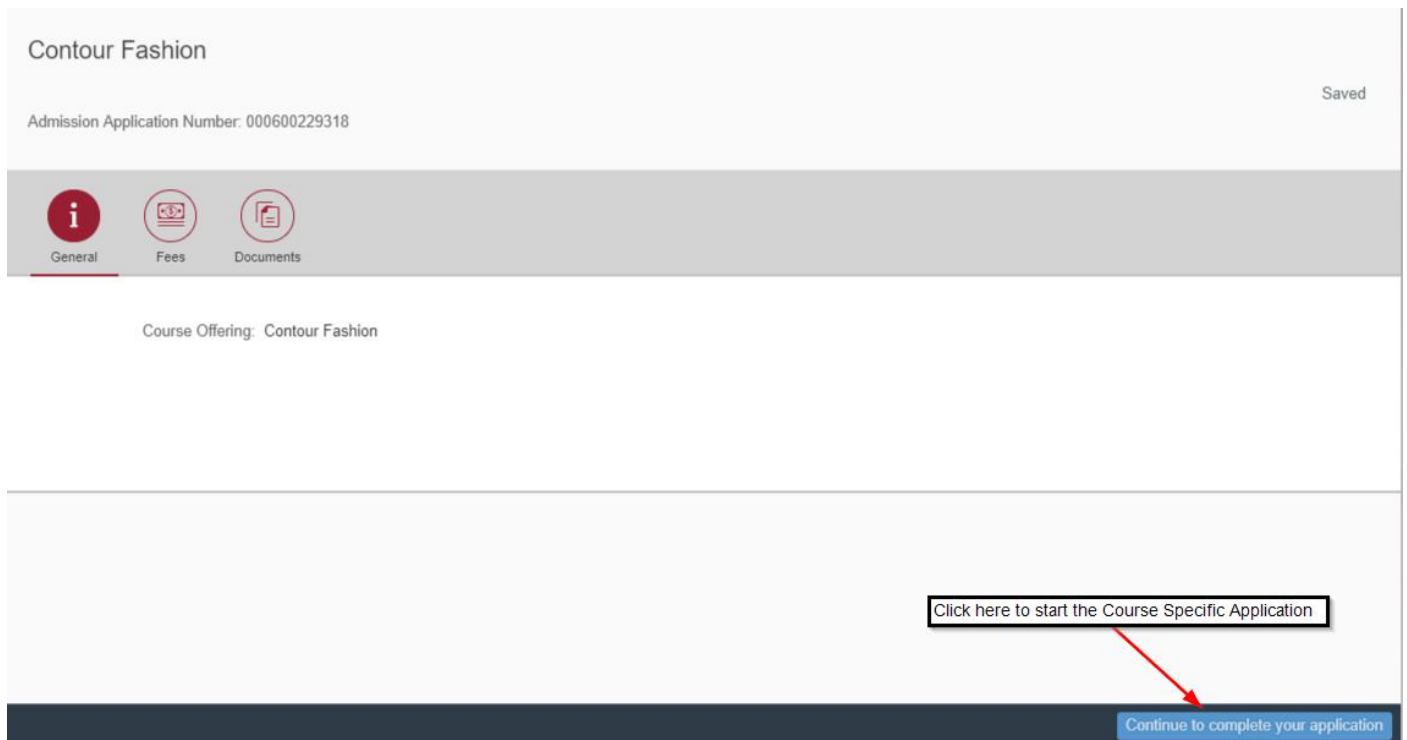


When you click on an existing application here, you will be taken to the [Application Overview](#) for that application.

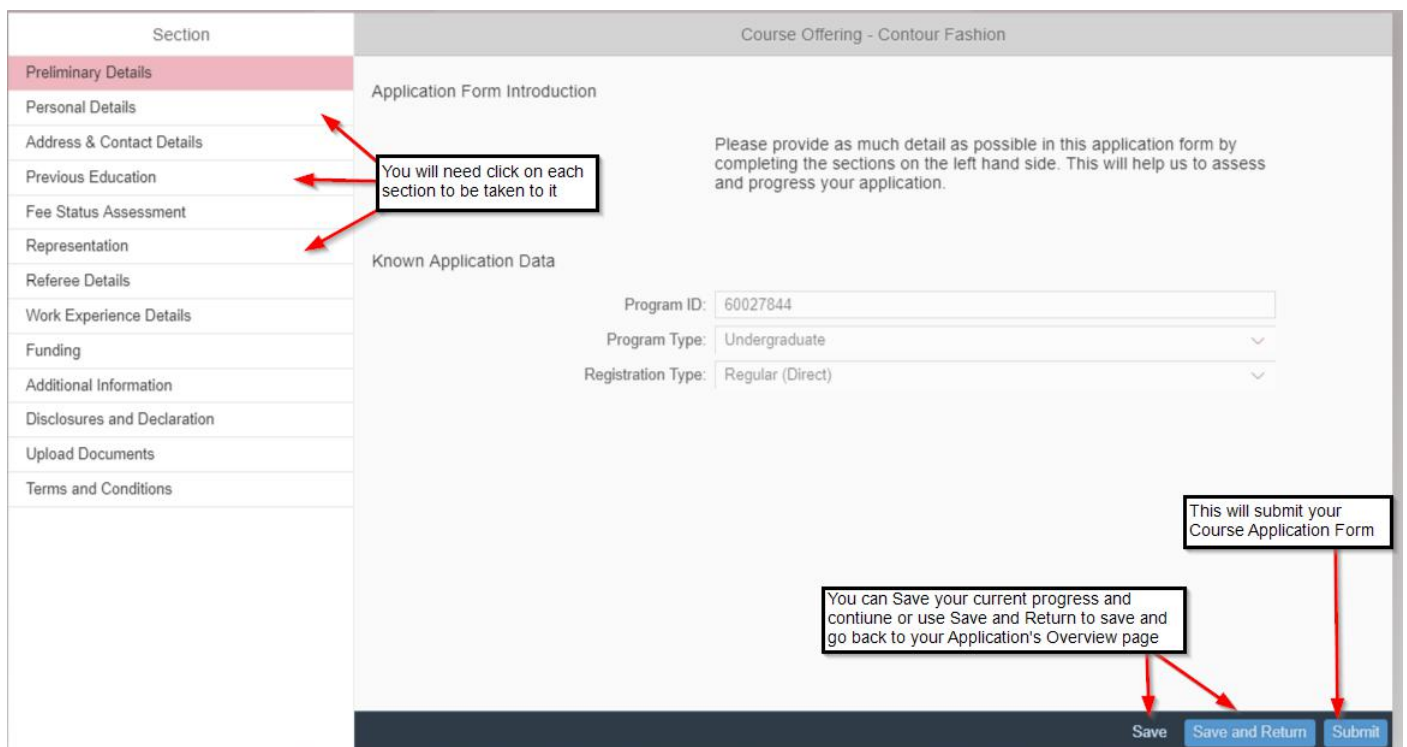


Course Application Form

From the [Application Overview](#) screen, Click on **Continue to complete your application**




You will then see your Course's Application form.



The Course Application form is split into several sections. The sections and the information you'll be asked to put in will **vary slightly** between courses, but all application forms follow a similar template. Additionally, there are a few important things to note when completing the form:

- When answering some questions, additional questions will appear based on your answer. This will be due to more information being needed.

- When completing the form, you can click on this icon  , to open a help window for the question it is next too.
- Any option marked with a red asterisk (*) is a mandatory field for your application.
- You can save your current progress and come back to finish your application using the [Admission Portal](#).
- You can use the house icon at the top of the screen to go back to the [Home Page](#) , make sure you save your application first.
- You will need to enter information using drop-downs, radio buttons or fields where you type your information in.

Course Application Sections

Preliminary Details – This section provides a some read only information about the course you are applying for as well as a brief introduction to the application form.

Personal Details – The Personal Details section provides you with an opportunity to check and change the information you’ve entered earlier. You will need to add some more information here.

Address & Contact Details – Here you can check the address you’ve entered previously is correct and put in supporting contact details.

Previous Education – In this section you have the option to add Qualification details, it is recommended to add your highest-ranking Qualification and if you have it, an English Language Qualification.

Fee Status Assessment – This section is aimed at International Students that may require or have a VISA, if you have not lived outside of the United Kingdom or Europe, you will only need to select “**No**” in this section.

If you need to choose “**Yes**”, you will need to complete the rest of the mandatory fields here that will appear, you will be asked to confirm your VISA status as well as any recent international addresses.

Representation – – This section is aimed at Students that are having their application handled by an Agent, if this is not applicable to you, you will need to select “**No**”.

If you need to choose “**Yes**”, you will need to provide Agent Consent and some supporting information (Name, Address and Contact Details).

Referee Details – You have the option to add in a referee’s details here, this is a person who can provide an academic or professional reference of you.

Work Experience details – You have the option to add in any work experience you may have here.

Funding – You will need to select from the list of options h you intend to pay your university fees.

Additional Information – This section is likely to vary depending on the Course you’ve applied for, typically it includes miscellaneous questions or special circumstances fields.

Disclosures and Declaration – Here you will need to disclose if you have a disability and need support as well as confirm that the information submitted in this application form is correct to your knowledge.

Upload Documents – The Upload Documents section, is very similar to the Upload Documents Tile. Clicking on Upload Document will open your file explorer, where you can select and upload a file. For some Courses the option to upload documents may not be available at this point, you can [upload your documents](#) once you have submitted your Course Application.

You can at this stage begin to upload any of the following documents, Degree Certificate, Transcripts, Motivation Letter, References and Evidence of English Language. You can later use the Admission Requirements Tile to confirm if any other documents are needed from you, whilst the University reviews your application.

Upload Documents

Please upload the following standard documents, if you have them at this stage: Degree Certificate, Transcripts, Motivation Letter, Two References and evidence of English Language.

If we require any of the additional documents listed below we will contact you. Please note that if you need to upload another document after completing the application form you can use the Upload Documents tile from the home page.

CV:	<input type="button" value="+ Upload Document"/>
Transcript:	<input type="button" value="+ Upload Document"/>
Motivation Letter:	<input type="button" value="+ Upload Document"/>
Copy Passport:	<input type="button" value="+ Upload Document"/>
ID Documentation:	<input type="button" value="+ Upload Document"/>
Under 18 policy Document:	<input type="button" value="+ Upload Document"/>
Immigration History Request form:	<input type="button" value="+ Upload Document"/>
English Language Evidence:	<input type="button" value="+ Upload Document"/>
Academic Reference:	<input type="button" value="+ Upload Document"/>
Second Reference:	<input type="button" value="+ Upload Document"/>

Terms and Conditions – You will need to read and accept the Terms and Conditions to be able to submit your application form successfully.

Submission (Course Application Form)

When you have completed each section of the application form and you are ready to submit, click on Submit in the bottom right of the screen. It's important to be aware of two things before submitting:

- You must complete all mandatory fields, if you try to submit without completing all mandatory fields you will see the below:

The screenshot shows the application form interface. On the left, a sidebar lists sections with the number of mandatory fields remaining: Preliminary Details (0), Personal Details (1), Address & Contact Details (0), Previous Education (0), Fee Status Assessment (4), Representation (0), Referee Details (0), Work Experience Details (0), Funding (1), Additional Information (0), Disclosures and Declaration (2), Upload Documents (0), and Terms and Conditions (1). The 'Personal Details' section is highlighted in red. A text box explains: 'You will be told how many mandatory fields you still need to fill in.' An error dialog box is displayed in the center with the message: 'Error: Fill in all mandatory fields.' A text box on the right explains: 'The fields you need to complete will be highlighted in red.' The main form area shows fields for Gender (Male selected), Title, Initials, Date of Birth (01.01.1990), Country of Birth (highlighted in red), Nationality (British), and Language of Communication (English).

- Once submitted you will not be able to make any changes to the information you've submitted without [contacting](#) the University.

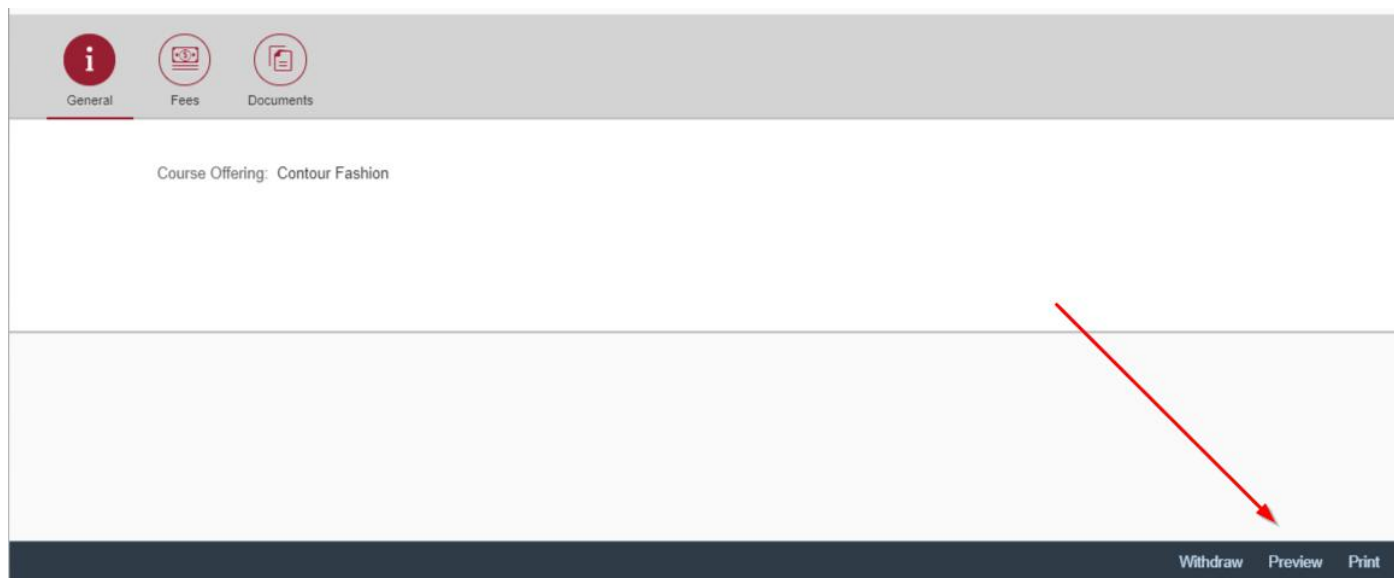
When you have successfully submitted, a message will appear on screen advising you to check the [Admission Requirements](#) Tile (You can click on the House icon to get back to the Home Page), you will also be taken back to the [Admission Portal](#).

Now that your Application has been submitted, the Application Overview screen will update to reflect that. There will be new options to Withdraw, Preview and Print your Application.

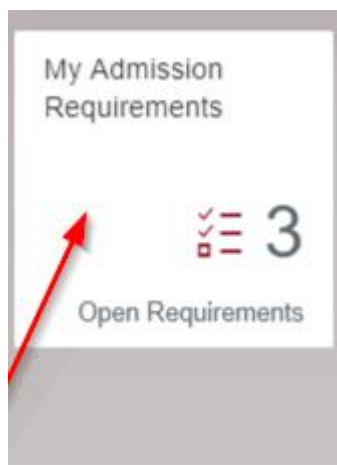
Withdraw – This will allow to withdraw a submitted application, you will be asked to confirm and provide a reason before doing so.

Preview – Selecting Preview will let you view the Course Application form that you've submitted. This is Read-Only, and you will not be able to edit any information.

Print – Selecting Print will take you to a screen with your Course Application Form, from there you can then print the contents.



Admission Requirements



The Admission Requirements Tile lists the documents and other similar items that may be needed from you to support an application, The number on the Tile that you can see when on the [Home Page](#) , means that there are that many items that the University is requesting from you for a specific application.

Contour Fashion : 2019/2020 : Intake Oct 12mth ⌵

This is your Admission Category / Status , as your Application is processed this will change to reflect that.

FP - Finished Portal
Admission Category
Not Fulfilled

You can click on this icon to switch and view the Admission Requirements for another Application.

Admission Requirements (3)

Requirements	Status	Description
Mandatory Documents	Not Fulfilled	
Offer conditions	Not Fulfilled	
References	Not Fulfilled	References

The general requirements for your course are listed here. The amount can vary between courses.

You can click on each of these to view the sub-requirements

You can export your requirements as a PDF using this button.

Export

The Status column will update as you meet requirements and your documents are reviewed and approved. These Status' are:

Not Fulfilled – You haven't uploaded the requested document or met the requirement.

In Progress – The Admissions Team are currently reviewing the document / requirement.

Fulfilled – Your document has been approved and / or you've met the requirement

Selecting a Requirement will take you to another a screen where you will see the full list of sub-requirements for it.

References

Conditions: 0 out of 1

Click here

Requirements (3)

References

1 of the below Not Fulfilled

Some sub-requirement screens may have a condition you need to meet, to fulfill the overall requirement. Clicking on the Condition will tell you what you need to do to meet it.

Not Fulfilled

Sub requirements	Status	Description	Action
References	Not Fulfilled	You will be contacted if this document is required before we can process your application	
2nd (work) Reference	Not Fulfilled	You will be contacted if this document is required before we can process your application	
Academic References	Not Fulfilled	You will be contacted if this document is required before we can process your application	

As your application is processed the University may contact you requesting documents. When that occurs, Action will update with an Upload Documents button.

As your application is processed and the University begins to request documents from you, your admission requirements tile will update to a similar look like the example below, to allow you to upload the relevant document.

Mandatory Documents			
			Not Fulfilled
Requirements (27)			
Sub requirements	Status	Description	Action
Transcript	Not Fulfilled		Upload Documents
Copy Passport	Not Fulfilled		Upload Documents
Motivation Letter	Not Fulfilled		Upload Documents
Curriculum Vitae	Not Fulfilled		Upload Documents

Upload Documents



The Upload Documents tile is where you can upload relevant files from your PC or Device for one of your applications. When you have multiple applications, you will need to select the application you want to upload a document for, before uploading.

Admissions (1)

Search

W23042 Contour Fashion
2019/2020 Intake Oct 12mth

Documents

W23042 Contour Fashion
2019/2020 Intake Oct 12mth

Mandatory Documents (28)



CV	+
Transcript	+
Motivation Letter	+
Copy Passport	+
ID Documentation	+
Under 18 policy Document	+
Immigration History Request form	+
English Language Evidence	+
Academic Reference	+
Second Reference	+

Your applications will be listed here. When you have multiple applications, you will need to select the application you want to upload a document for before uploading.

Clicking the + will open your file explorer, the file you choose will be uploaded and be marked as the name on the left.




After uploading a document, you can scroll down in the tile to see it. The file name will be changed when you upload it but not the content.

Documents (1) +

 [CV_20190415_030733.PDF](#)
Uploaded By: Jamarn Clarke · Uploaded On: 15.04.2019 · File Size: 261 KB · Document Type: CV 

If needed you can delete a document, you've uploaded by clicking on the **x**.

Documents (1) +

 [CV_20190415_030733.PDF](#)
Uploaded By: Jamarn Clarke · Uploaded On: 15.04.2019 · File Size: 261 KB · Document Type: CV  


Frequently Asked Questions

I'm not able to logon successfully to the Online Portal

There are a few things you may need to check when attempting to logon.

- If you are a [First-Time Applicant](#), have you [verified](#) your account?
- Make sure you are putting in your username and password correctly when logging on
- If you are a [Current or previous Student](#), and you are not able to login into MyDMU or the Single Sign On screen, please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050.

I've checked the above, but I am still unable to logon

- If you are a [First-Time Applicant](#) that has registered, or [Returning Applicant](#), you can use the [Forgot Password](#) tool on the Online Portal logon page, this will reset your password to a new one and you can attempt logging in with that.
- You may need to refresh your browser page, you can do this in most browsers using the **F5** key or by clicking on this button  near the address bar. Alternatively, you can open <https://dmuhub.dmu.ac.uk/apply/index.html#/Logon> again.

Further help

If you are unable to logon please email the itmservicedesk@dmu.ac.uk or call them on 0116 250 6050, when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, Username and Email address.

I'm not able to register in the Online Portal

- Have you filled in each field on the screen? Each one is **mandatory**.
- Have you put your email address in correctly? Your email needs to be in the standard format and not used for the registration of another account. For example, MyApplicationEmail@domain.com
- Is your Username **unique**? As in, there isn't another registered user that has that username already. If it isn't, you will need to change it.
- Does your password match in both fields?

Further help

If you are unable to register online, please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050, when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, Username and Email address.

I have registered, but I haven't received an email

- Make sure you're checking the inbox of the email you registered with.
- There's a possibility you may need to check your spam folder.

Further help

If you haven't received the email, please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050, when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name and Email address.

I'm currently studying at DMU and would like to apply for a Postgraduate Course, my logon details don't work

- Are you trying to logon to the Online Portal directly? As a [Current or Previous Student](#) you should be logging in through MyDMU with your Single Sign On Username and Password.

Further help

If you are unable to logon the email, please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050 , when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name and P-number.

I'm not sure what to choose for Type of Student when creating an application

- Refer to the [Type of Student](#) part of the [Glossary](#) which provides an explanation for each Type of Student.

Further help

If you are need further assistance to identify which Type of Student you should choose, please contact an [Admissions Office](#), when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, Email address and Course(s) you are interested in.

I'm trying to apply for a course but there are multiple with the same name

- [Contact the Admission Office for your Course](#) and they can assist you with your Course name and confirm the Course Code you should choose. If you don't know which Faculty Office your Course belongs too, any [Admission Offices](#) can assist you.

I've completed the preliminary application form but cannot submit

- Have you filled out all mandatory fields on the form?
- Have you filled out all fields correctly on the form?

Further help

If you are unable to submit your application , please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050 , when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, Username, Email address and a full screenshot.

I'm not sure which Funding Method to choose in the Course Application Form

You'll need to contact your [Faculty's Admissions Office](#), when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name and information on how you intend to cover your tuition costs.


They can then assist you with choosing the correct option for you.

I've submitted my course application form but need to change information

You'll need to contact your [Faculty's Admissions Office](#), when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, the Course and Year you've applied for as well as the Information you would like to have changed.

The Course Application Form doesn't load for me

- You may need to refresh your browser page, you can do this in most browsers using the **F5** key or my clicking on this button  near the address bar.

Further help

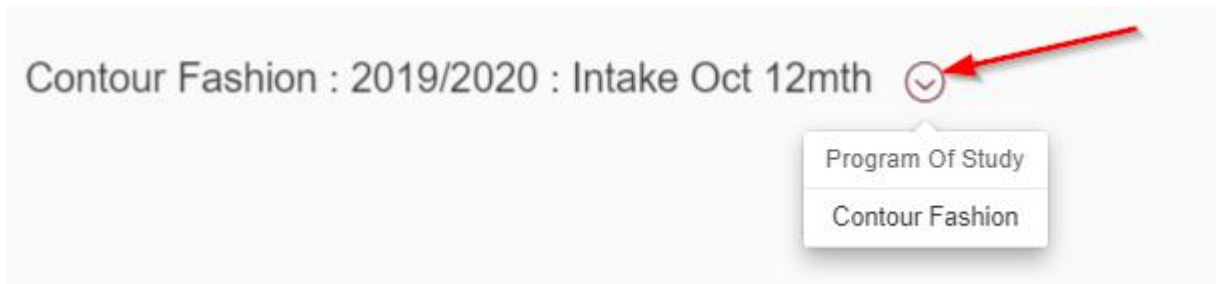
If the Course Application form doesn't load, please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050 , when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, Course Name and Course Code or Program Type.

My Admission Requirements Tile is blank

There are a few things you may need to check when attempting to use this tile

- Have you finished your Course Application? You will need to do this to see your Admission Requirements
- If you have multiple applications, have you chosen the application you are expecting to see requirements for on the tile?



Further help


If your Admission Requirements Tile is blank, please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050 , when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name and the Course you are expecting to see Admission Requirements for.

I can't upload documents

- Have you selected the right application to upload documents for?
- Have you uploaded the document in an accepted format? If you haven't, you'll get an error message telling the accepted file types for the chose document. You will need to convert your chosen file and re-upload.
- Are you trying to do so in the Course Application Form? For some Courses, you will need to upload documents after submitting your application.

I've checked the above and when I go to the Upload Documents Tile and its completely blank

- You may need to refresh your browser page, you can do this in most browsers using the **F5** key or my clicking on this button  near the address bar.

Further help

If you still can't upload documents, please email the itmservicedesk@dmu.ac.uk or call them on +44 (0)116 250 6050 , when doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, Username and Email address.


General problems and questions

If you have any other problems or question please contact an [Admissions Office](#) or the itmservicedesk@dmu.ac.uk you can also call the Service Desk on +44 (0)116 250 6050.

When doing so provide them with the following details as well as a short explanation so that they can best assist you:

Your Name, Username, Email address and a full screenshot.

Forgot Password



User

Password


Log In

Forgot Password

Don't have an account? Sign up below.

New Applicants

After clicking on Forgot Password, you will see the below screen. You need to enter either the Email address you registered with or the Username you registered with.



To reset your password, enter the username or e-mail used to log in

User

or

E-mail

Submit

Cancel

You will then see the below message, letting you know that an email has been sent with your new password details.

Submit

Cancel

Your request has been successfully submitted. You will receive an e-mail with a link to reset your password.

The email you received will look like the below. You will need to open the link in the email first, and then enter your new password.



Hi,

We have received a request to reset your password. A new password has been generated for you.

Password: 3qY2Ppe#GA%\Ko4aY5hC\MDrj&QcmT~oh[yyU2b~

To activate your newly generated password, please click this [link](#).

If you are unable to access the link, copy and paste the following in to your browser:

[http://dmuhub.dmu.ac.uk/apply?](http://dmuhub.dmu.ac.uk/apply?RequestID=005056A55C691EE997895115CE8AB679&ActivationKey=9731AA3446BC88F82A507A884B458D9E3861A5F3&type=1)

[RequestID=005056A55C691EE997895115CE8AB679&ActivationKey=9731AA3446BC88F82A507A884B458D9E3861A5F3&type=1](http://dmuhub.dmu.ac.uk/apply?RequestID=005056A55C691EE997895115CE8AB679&ActivationKey=9731AA3446BC88F82A507A884B458D9E3861A5F3&type=1)

Please make a note of the newly generated password for your next login.

Please ignore this email if the password reset request was not made by you.

If you need support with any technical issues, please email itmsservicedesk@dmu.ac.uk

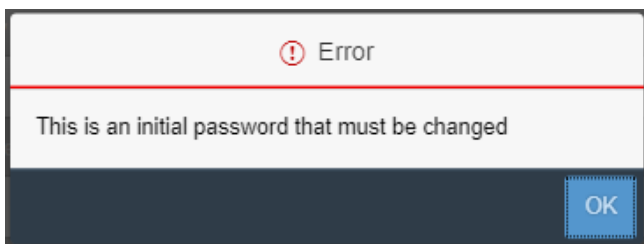
Kind regards,

DMU Admissions Team



You need to open the link before attempting to use your new password

After successfully logging in with your new password you will see the below message



After clicking Ok, you will then need to set a new password for your account. The new password will need to be minimum six characters in length and not the same as a previous password for your account.

DE MONTFORT UNIVERSITY LEICESTER

Current Password

New Password

Repeat Password

Change

You will need to put the password you have entered on the last screen here.

You then need to put in a new password, that is minimum six characters and not the same as a previous password.

Glossary

Admission Office Contact Details

Art, Design and Humanities

Email: adhadmissions@dmu.ac.uk - +44 (0)116 257 7555

Business and Law

Email: bal@dmu.ac.uk – Phone: +44 (0) 116 257 7458

Computing, Engineering and Media (Technology)

Email: CEMAdmissions@dmu.ac.uk – Phone: +44 (0)116 257 7456

Health and Life Sciences

Email: hlsadmissions@dmu.ac.uk – Phone: +44 (0)116 257 7700

International Admission Office

Email: iao@dmu.ac.uk – Phone: +44 (0)116 257 7713

Doctoral College

Email: researchstudents@dmu.ac.uk – Phone: +44 (0)116 250 6039

DMU Course Website Pages

All Courses – <https://www.dmu.ac.uk/study/courses/all-courses/all-courses.aspx>

Undergraduate – <https://www.dmu.ac.uk/study/courses/undergraduate-courses/undergraduate-courses.aspx>

Postgraduate – <https://www.dmu.ac.uk/study/courses/postgraduate-courses/postgraduate-courses.aspx>

Learning Beyond Registration (LBR) – <https://www.dmu.ac.uk/Study/Courses/Learning-Beyond-Registration/All-LBR-Modules.aspx>

Foundation Courses – <https://www.dmu.ac.uk/study/courses/foundation-courses/foundation-courses.aspx>

International Course Pages

International Courses – <https://www.dmu.ac.uk/international/en/courses/courses.aspx>

[Art and Design](#) [Business](#) [Computing](#) [Engineering](#) [Humanities](#) [Law](#) [Media](#) [Performing Arts](#)

[Science](#)

Technical Support

Information, Media and Technology Services

Email: itmsservicedesk@dmu.ac.uk – Phone: +44 (0)116 250 6050

Definitions

Admission – The process of entry into the University.

Course Application Form – This application form is the follow up application form to a submitted preliminary application. It is unique to the course you have begun an application for and may differ between courses.

Preliminary Application – This is the application form you see when accessing the Create Application tile. It's information and the Course you select here, will be the foundation for the Course Application form.

Program of Study – This is another name for a University Course.

Program Type – The category that your Course falls into

Stage – A Year of study

Tile – This is the name for the web-based apps you see on the Home Page

Type of Student

Undergraduate / Postgraduate Taught - Regular BA/BSc and MA/MSc programmes.

Learning Beyond Registration - A group of mostly nursing and midwifery programmes and modules funded through a contract with the local health authority. Modules can be UG or PGT level. Students often apply directly to the module level rather than programme. Generally referred to by the acronym LBR.

Postgraduate Research - MPhil/PhD level study. Applications go to the Doctoral College in DMU rather than through the Admissions division.

Further Education/ Apprenticeships - Programmes funded by the EFSA or SFA (rather than HEFCE). Further Education is below degree level (usually around A Level equivalent). Apprenticeships can be UG or PGT level.

Centre of English Language Learning - English Language programmes; mostly studied by overseas students needing to increase their English to meet visa requirements. Common for students to apply for an English Language programme and a UG/PGT programme at the same time. CELL handle the applications directly (a department within the Faculty of Art, Design and Humanities).

Professional Development / Employer / Third Party Funded – Some of these are normal DMU programmes/modules that aren't funded by the normal method. Some of these are bespoke programmes/modules specifically for an organisation. These are generally handled by the faculty offices rather than the admissions division.

Erasmus/Exchange - Exchange student programmes. Erasmus is an EU-based exchange programme but there are a few other programmes which normally non-EU students are.

Partner Institutions / DMU International College (DMUIC) - Programmes that are taught at a different institution to DMU, but we accredit the programme. DMUIC is a specific partner that is based on DMU campus but run by a separate organisation (they used to be called LIPC (Leicester International Pathway College)).