De Montfort University – Online Portal
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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](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](https://dmuhub.dmu.ac.uk/apply/index.html#/Logon). When accessing the page, you will see the below:

![Online Portal Login Page](image)

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.

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.

![User Account Verification Screen](image)

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](http://dmuhub.dmu.ac.uk/apply?RequestID=005056A5C691EE9956F1CA158FDC5B62&ActivationKey=3C518C2850E2465E2D236432A6CA7137C3C5F88956&type=3).

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

http://dmuhub.dmu.ac.uk/apply?RequestID=005056A5C691EE9956F1CA158FDC5B62&ActivationKey=3C518C2850E2465E2D236432A6CA7137C3C5F88956&type=3

If you need support with any technical issues, please email itmservicedesk@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.

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

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.
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**

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**

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

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

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.

Distance Learning, Full and Part Time Study

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Year of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Foundation Year</td>
</tr>
<tr>
<td>Level 4</td>
<td>1st Year</td>
</tr>
<tr>
<td>Level 5</td>
<td>2nd Year</td>
</tr>
<tr>
<td>Level 6</td>
<td>3rd Year</td>
</tr>
<tr>
<td>Level 7</td>
<td>Postgraduate Taught (PGT)</td>
</tr>
<tr>
<td>Level 8</td>
<td>Postgraduate Research (PGR)</td>
</tr>
</tbody>
</table>

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: DMU Leicester
```

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: Contour Fashion Communication
```

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: CQ Grad Audit BA_HONS for W23042
```

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.
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.

![Completed Application Details](image)

**Personal Details**

![Personal Details](image)

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.
**Address Details**

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.

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Details</strong></td>
</tr>
<tr>
<td><strong>Gender:</strong> Female</td>
</tr>
<tr>
<td><strong>First Name:</strong> Jamarn</td>
</tr>
<tr>
<td><strong>Middle Name:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong> Clarke</td>
</tr>
<tr>
<td><strong>Initials:</strong> J.</td>
</tr>
<tr>
<td><strong>Known As:</strong> Jamarn</td>
</tr>
<tr>
<td><strong>Date of Birth:</strong> 01.01.1990</td>
</tr>
<tr>
<td><strong>Nationality:</strong> British</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number:</strong> 99</td>
</tr>
<tr>
<td><strong>Street:</strong> Oak Road</td>
</tr>
<tr>
<td><strong>Postal Code:</strong> LE1 5AJ</td>
</tr>
<tr>
<td><strong>City:</strong> Leicester</td>
</tr>
<tr>
<td><strong>Country:</strong> United Kingdom</td>
</tr>
<tr>
<td><strong>E-Mail Address:</strong> <a href="mailto:MyApplicationEmail@hotmail.com">MyApplicationEmail@hotmail.com</a></td>
</tr>
</tbody>
</table>
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.

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

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.

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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.
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 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 if 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.
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:

• 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 you’re 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.

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**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.
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.
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.

### 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.
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.

If needed you can delete a document, you’ve uploaded by clicking on the x.
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 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 my 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 chosen 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

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.

You will then see the below message, letting you know that an email has been sent with your new password details.
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: Jsd\2Pbee#GAI%Ko4a15%c1\MD\bQum7-oh/yJUEb

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?
RequestID=a05C304353C691E397895115C8EBA50795ActivationKey=e9731AA34856CB9F284507A656486361A5F5&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 itsservicedesk@dmu.ac.uk

Kind regards,
DMU Admissions Team

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

![Error message](image)

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.
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)).