

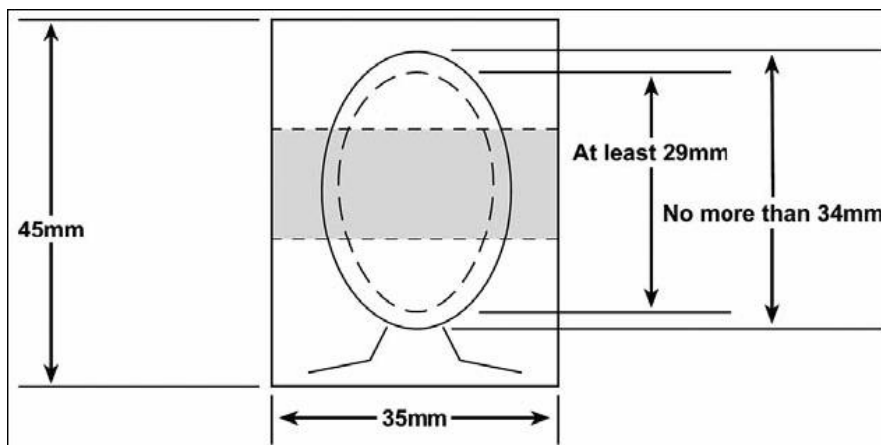
New Students – Photographs

You will be requested to upload a passport sized photograph as part of the online registration process. When prompted, you will be able to browse your computer to find a suitable image file. This should be a .jpg file with a size of no more than 1 MB. Your photograph should be a portrait image approximately in proportion to a 6"x4" portrait photograph (Height and Width ratio of 45:35).

The image should be taken in colour and show your full head with your eyes open and clearly visible (with no sunglasses, tinted glasses or hair across your face). It should be free from reflection or glare on your glasses and the frames should not cover your eyes. You should be looking directly into the camera. Your head and/or face should not be covered unless this is for religious or medical reasons. There should be no other person in the photograph.

Please be aware that any unsuitable images may require us to issue you with a replacement card at a later date, for which you will incur a charge.

You will have the opportunity to confirm that the image is correct before sending this to the University. If you do not upload your image prior to your arrival at the College, there will be a considerable delay in the issuing of your student ID card which will impede your access to College and University services.



Examples of Acceptable photographs



Examples of unacceptable photographs



Online Registration

Please go to www.liv.ac.uk - This is the University of Liverpool website.



University: [Home](#) | [A-Z Index](#) | [Staff](#) | [Students](#)

Website Courses Search

Quick links

- Undergraduate
- Postgraduate
- International
- Online degrees

A pioneering University

The University of Liverpool offers you the opportunity to join a diverse community of over 20,000 students.

[Find out more...](#)

Popular links

- [Library](#) | [Jobs](#) | [Open days and visits](#) | [Sport Liverpool](#) | [Events](#) | [Graduation](#)

University news

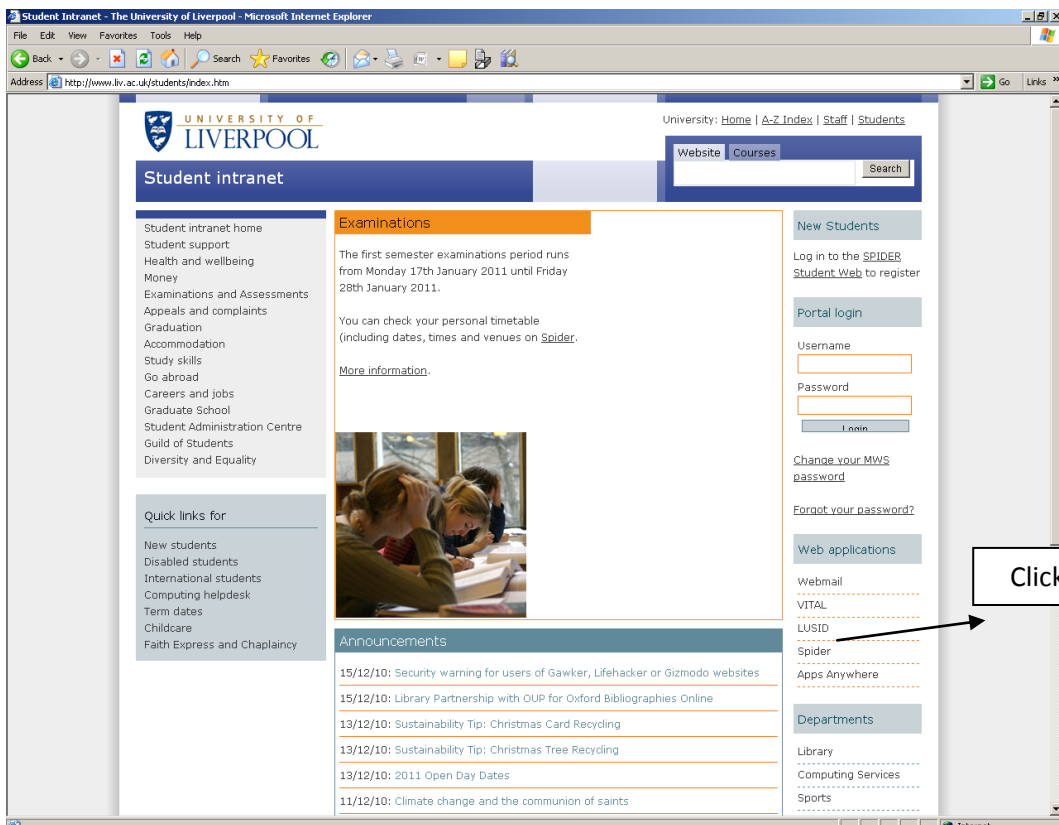
- [Liverpool launches Institute to develop new energy sources](#)
- [University lecturer wins Guardian first book prize](#)
- [University lecturer appointed Chair of Wirral's Adult Safeguarding Board](#)
- [Eye movement problems common cause of reading difficulties in stroke patients](#)

[Visit the University news site >](#)

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Please click on the 'Students' section (Top right hand corner).



University: [Home](#) | [A-Z Index](#) | [Staff](#) | [Students](#)

Website Courses Search

Student intranet

Student intranet home
Student support
Health and wellbeing
Money
Examinations and Assessments
Appeals and complaints
Graduation
Accommodation
Study skills
Go abroad
Careers and jobs
Graduate School
Student Administration Centre
Guild of Students
Diversity and Equality

Quick links for

- New students
- Disabled students
- International students
- Computing helpdesk
- Term dates
- Childcare
- Faith Express and Chaplaincy

Examinations

The first semester examinations period runs from Monday 17th January 2011 until Friday 28th January 2011.

You can check your personal timetable (including dates, times and venues on [Spider](#)).

[More information.](#)

Announcements

- 15/12/10: Security warning for users of Gawker, Lifehacker or Gizmodo websites
- 15/12/10: Library Partnership with OUP for Oxford Bibliographies Online
- 13/12/10: Sustainability Tip: Christmas Card Recycling
- 13/12/10: Sustainability Tip: Christmas Tree Recycling
- 13/12/10: 2011 Open Day Dates
- 11/12/10: Climate change and the communion of saints

New Students

Log in to the [SPIDER Student Web](#) to register

Portal login

Username

Password

[Change your MWS password](#)

[Forgot your password?](#)

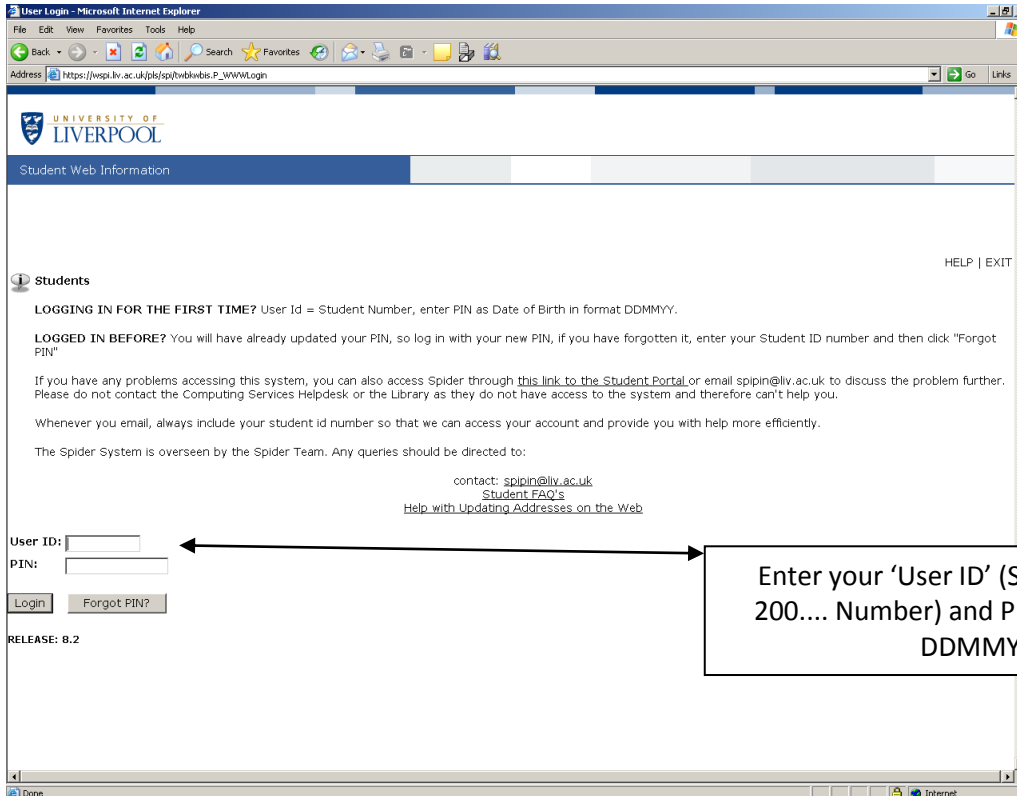
Web applications

- Webmail
- VITAL
- LUSID
- Spider
- Apps Anywhere

Departments

- Library
- Computing Services
- Sports

Click on 'SPIDER'



University of Liverpool

Student Web Information

Students HELP | EXIT

LOGGING IN FOR THE FIRST TIME? User Id = Student Number, enter PIN as Date of Birth in format DDMYY.

LOGGED IN BEFORE? You will have already updated your PIN, so log in with your new PIN, if you have forgotten it, enter your Student ID number and then click "Forgot PIN"

If you have any problems accessing this system, you can also access Spider through [this link to the Student Portal](#) or email spipin@liv.ac.uk to discuss the problem further. Please do not contact the Computing Services Helpdesk or the Library as they do not have access to the system and therefore can't help you.

Whenever you email, always include your student id number so that we can access your account and provide you with help more efficiently.

The Spider System is overseen by the Spider Team. Any queries should be directed to:

contact: spipin@liv.ac.uk
Student FAQ's
[Help with Updating Addresses on the Web](#)

User ID:

PIN:

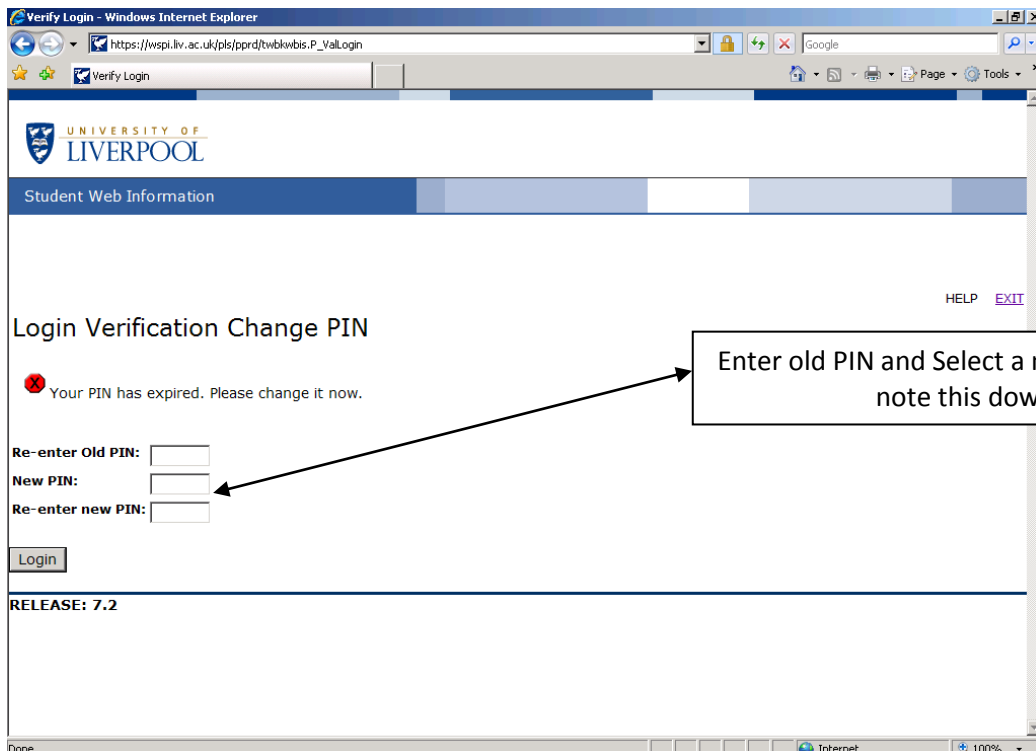
Login

RELEASE: 8.2

Enter your 'User ID' (Student Number 200.... Number) and PIN (Date of Birth DDMYY)

Enter your Student ID Number into the User ID field, this can be found on this email received by Liverpool International College. Your PIN is initially set to your date of birth and the format is DDMYY e.g. if your date of birth is 26 January 1990, you would enter 260190.

Once you successfully log into SPIDER, you will be prompted to change your PIN and set up a security question and answer.




University of Liverpool

Student Web Information

HELP EXIT

Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Login

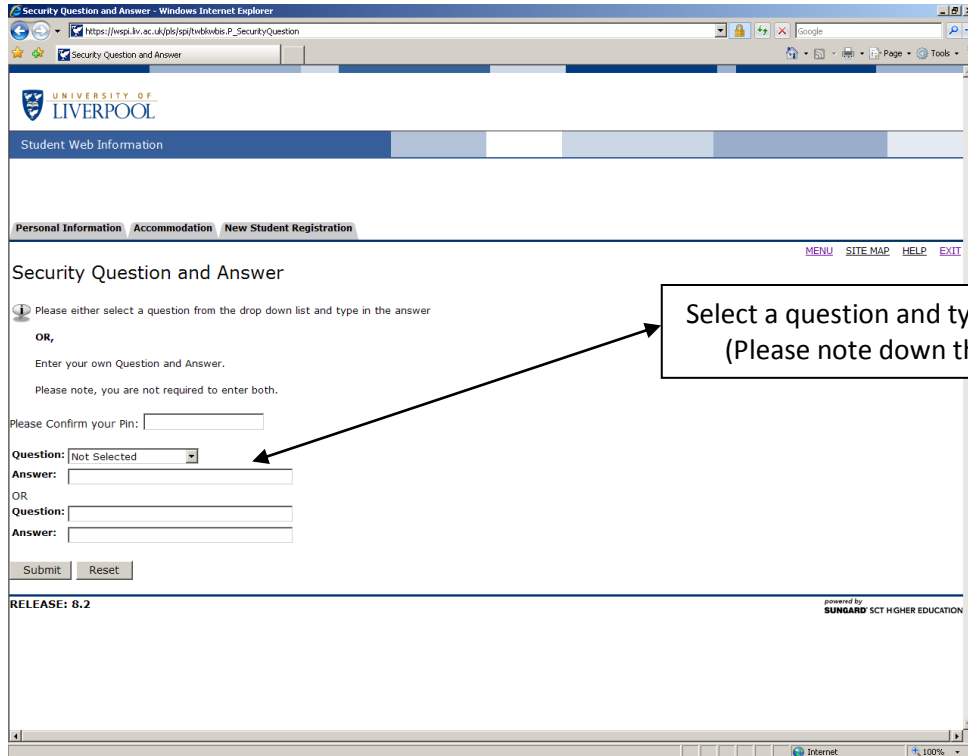
RELEASE: 7.2

Enter old PIN and Select a new PIN (Please note this down)

Re-enter Old PIN Enter your date of birth ddmmyy

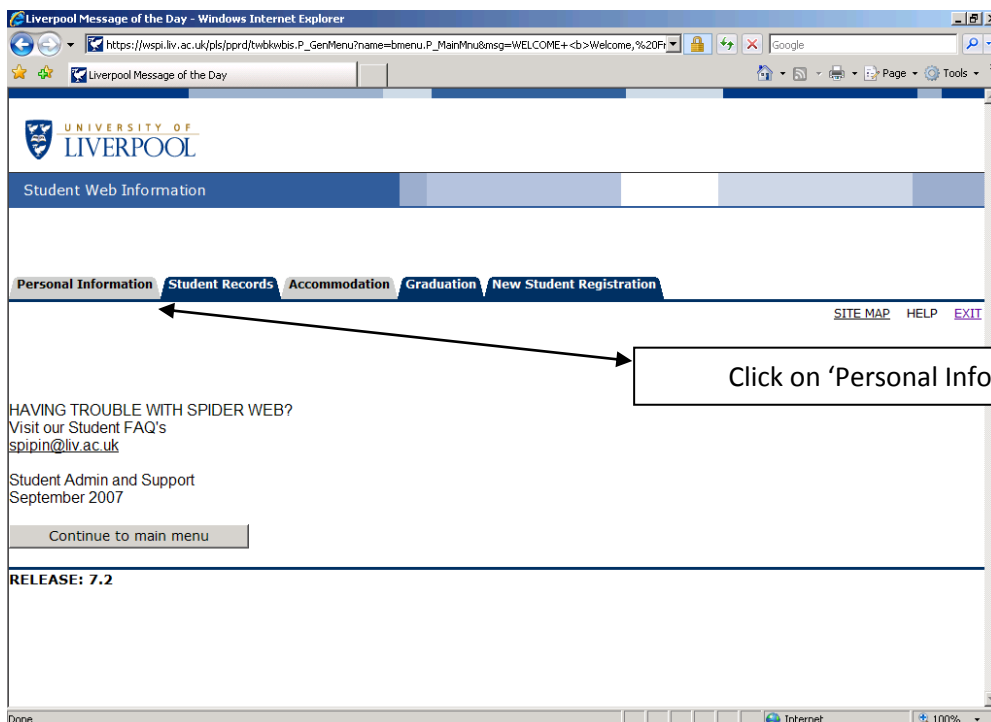
New Pin Enter a new 6 character PIN which can be letters or numbers
 Re-enter New PIN Re-enter the new 6 character PIN

Click login

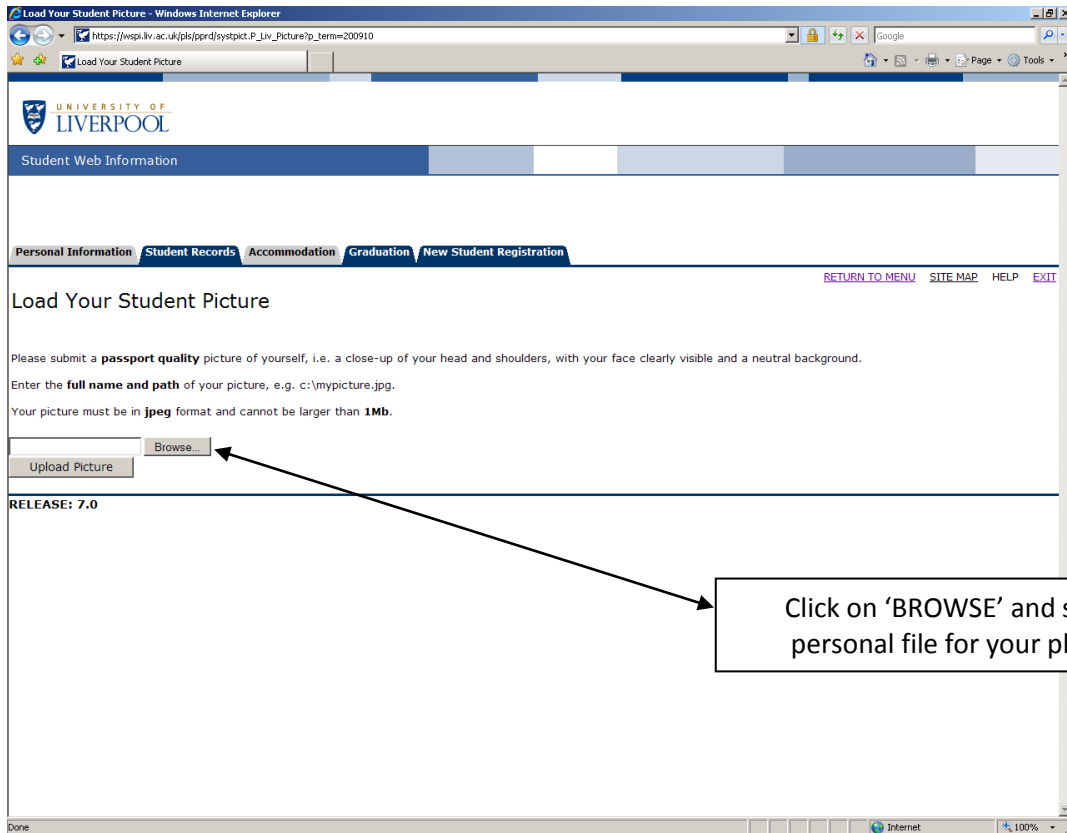


Question Select a question from the drop down list.
 Answer Enter the answer to this question

Read the information on the screen and click submit



Then view the Personal Information Tab. Upload your Photo



Load Your Student Picture - Windows Internet Explorer

https://wspi.liv.ac.uk/jplk/pprd/systpict.P_Liv_Picture?o_term=200910

UNIVERSITY OF LIVERPOOL

Student Web Information

Personal Information Student Records Accommodation Graduation New Student Registration

RETURN TO MENU SITE MAP HELP EXIT

Load Your Student Picture

Please submit a **passport quality** picture of yourself, i.e. a close-up of your head and shoulders, with your face clearly visible and a neutral background.

Enter the **full name and path** of your picture, e.g. c:\mypicture.jpg.

Your picture must be in **jpeg** format and cannot be larger than **1Mb**.

Upload Picture

RELEASE: 7.0

Click on 'BROWSE' and search your personal file for your photograph.

Select a photo from your computer, making sure it meets the requirements (Please see above). Once this photograph has been uploaded this will be used in making your Student Card.