



University of
Central Lancashire
UCLan Cyprus

Are you a new
student at
UCLan Cyprus?

Here are
some common
queries:



The Cyprus Student Hub

The Cyprus Student Hub is a site that provides advice and information on a wide range of topics relevant to current and prospective UCLan Cyprus student. The site host Blackboard, Library Catalogue, University Mail Account, MyUCLan, Timetable and Starfish.

1 How can I log on to the Cyprus Student Hub?

- An email has been sent to the personal/ valid email address provided upon enrolment. Please follow the instructions to verify your identity.
- Go to www.uclancyprus.ac.cy
- Click the "Students" Tab (You can find it on the top right corner of the screen)
- Enter your University Email and Password

On-line Enrolment

2 How can I do my On-Line enrolment?

- Log on to the Cyprus Student Hub ([follow steps a-d](#))
- Click on **"MyUCLan"** on the top menu
- Enter your Username and Password
- Click on Services for students
- Click on Course Enrolment
- Go through the 8 stages and fill up all the fields which are required then press submit.
- For further guidance you can contact the **Induction Hotline at 24694044**

3 Why can't I do my online enrolment?

- Did a message appear that says you are not eligible to do your online enrolment?
- Then you need to contact your School's Administrator on schoolsadmin@uclancyprus.ac.cy

My Grades

4 How can I see my grades?

- Log on to the Cyprus student Hub ([follow steps a-d](#))
- Click on **"MyUCLan"** on the top menu
- Enter your Username and Password
- Click on **"Services for students"**
- Click on "View Course Information" to see grades



University of Central Lancashire Cyprus

**Student
Support**

Personal Details

5 How can I change the Personal details of my University Account?

- Log on to the Cyprus student Hub ([follow steps a-d](#))
- Click on **"MyUCLan"** on the top menu
- Enter your Username and Password
- Click on Personal Details
- Choose the area you would like to update
- Once you finish, click the **"Submit"** button

Student Registration Status

6 I haven't received any emails with instructions or username/password

- Have you paid your deposit and received your unconditional offer letter from the admissions?
- Have you checked your personal email's junk folder?
- If you checked all the above but you still haven't received the confirmation email, then you need to check if your email address is correct by contacting your administrator on **schoolsadmin@uclancyprus.ac.cy**

7 I can't see all my modules on Blackboard

- Have you completed your module registration with your course leader?
- Have you completed your online enrolment?
- Enter your Username and Password
- If you checked all the above but you still can't see your modules, then you need to contact your administrator on **schoolsadmin@uclancyprus.ac.cy**

Timetable

8 Where can I access my Timetable?

- Log on to the Cyprus student Hub ([follow steps a-d](#))
- Click on **"Timetable"** on the top menu. In order to log in you should use the Username and Password sent to your Uclan e-mail account

9 I haven't received an email from timetable

- Check your UCLan email junk folder?
- If you still haven't received the email, then you need to contact the Information Technician (IT) IT Department, **cyprushelpdesk@uclancyprus.ac.uk**

10 I can't see all my modules on my timetable

- Have you completed your module registration with your course leader?
- If you have done all the above but you still can't see your modules, then you need to contact your administrator on **schoolsadmin@uclancyprus.ac.cy**

Blackboard

11 How can I see the lecturer notes:

- Log on to the Cyprus student Hub ([follow steps a-d](#))
- Click on **"Blackboard"** on the top menu
- Click on **"Courses"** on the right menu
- Select your Module
- Click on **"Module Materials"** on the right menu and there you will find your Lecturer notes



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