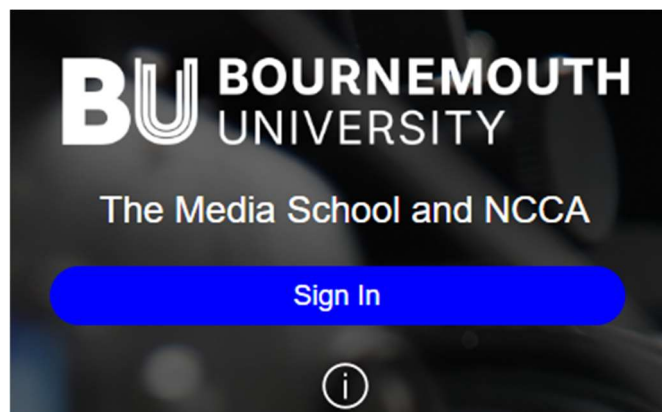


SISO Registration Process – The Media School and NCCA Staff and Students only

Firstly, open your browser and paste the following URL in the address bar and hit enter.

<https://bmth.siso.co/bmthmedia/>

You will see this screen:



Clicking on the **(i)** button will reveal/hide some important information and links to helpful documents.

Click on the blue **Sign In** button and enter your BU Username and Password if prompted to.

This will take you to the SISO account registration page.

Account Details

We have noticed that you do not have an account. We have some of your details; we just require a few more before you can continue.
Please complete the marked areas and click submit at the bottom.

To activate your account, please go to the SG counter and provide ID

First Name	Surname

Student / Staff card number

*

Email	Alternate Email
@bournemouth.ac.uk	Alternate Email

Please enter a valid email address

Phone Numbers

Contact Number

*

Some of your details will be autocompleted from the BU active directory.

Please check the autocompleted fields and fill out any missing details as required.

In the student/staff card number field please enter your student number (which usually begins with an i or an s) or the number from your staff smartcard, as appropriate.

In the email section, your BU email address should already be entered.

Please also enter an alternative email address that you can be contacted on outside of the university. Then enter a working contact number, preferably a mobile.

Click the **Add Enrolments** button and use the drop-down options to select your course, followed by your year on the course, and starting year.

Add Enrollments

Course Course ▼	Year On 1	Began Year 2023	Remove
--	--	--	--

[Note to staff: All users must add an enrolment to complete the registration process. Please select 'MST Staff' as your course. We will amend your enrolment and user-level as appropriate when we review and activate your account.]

Local Address

Street Street *	Locality Locality	
City City *	Postcode Postcode *	County County
Country UNITED KINGDOM (...) ✕ ▼		
☐ Same Home Address ☐ Same Contact Address		

Home Address

Street Street *	Locality Locality	
City City *	Postcode Postcode *	County County
Country UNITED KINGDOM (...) ✕ ▼		

Contact Address

Street Street *	Locality Locality	
City City *	Postcode Postcode *	County County
Country UNITED KINGDOM (...) ✕ ▼		

Please enter your address details if prompted to do so. Firstly, where are you staying whilst in Bournemouth.

If the address you have given is your permanent address, click the **Same Home Address** and **Same Contact Address** checkboxes.

However, if you live at another address outside of termtime please enter that address in the boxes that follow.

Please take the time to read the terms and conditions as it contains important information.

Terms & Conditions

Please click on the links below to view the full terms and conditions that are applicable to you as either a FMC student or member of staff:

[Terms and Conditions for Students](#)

[Terms and Conditions for Staff](#)

For further information contact the Technical Support Counter:

01202 961358 or 01202 962263

sgcounter@bournemouth.ac.uk

You need to read the Terms & Conditions then check the box before you can proceed

☒

Submit

Use the toggle to confirm that you have read the terms and conditions and then click the **Submit** button.

You will be notified on the page if there are any errors preventing submission. Please correct these and try again.

After submitting your registration details, a message should appear to confirm you have successfully registered.

Congratulations!

You have completed the registration form. Your account will be verified by a member of the Technical Support team within 1 working day.

If you are unable to login after 1 working day please contact us
(sgcounter@bournemouth.ac.uk)

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By registering to use this system you have agreed to the terms and conditions of the service.

We look forward to seeing you in the future!

Kind Regards
Production Support

sgcounter@bournemouth.ac.uk
01202 961358 or 01202 962263