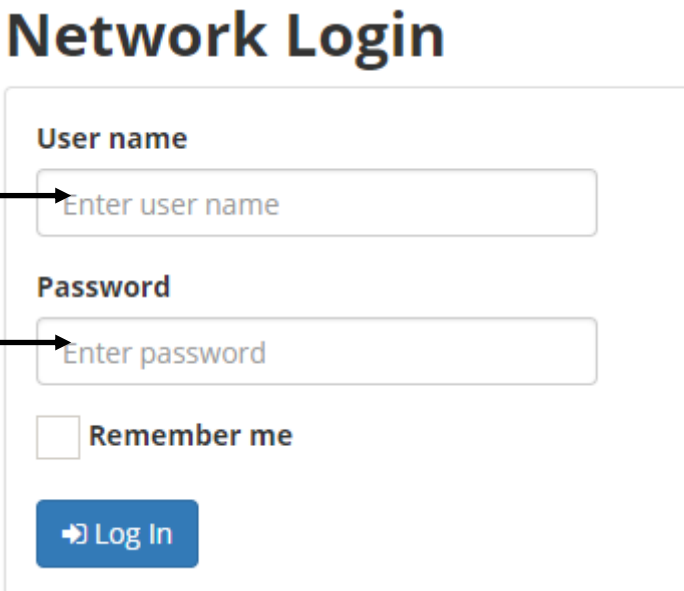


## Student Personal Timetables—Desktop Users

### LOGGING IN


Log in by clicking on the  button at the top right of the screen.

You will be presented with the below log-in screen



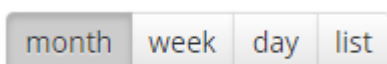
The image shows a 'Network Login' form. It has a title 'Network Login' at the top. Below the title are two input fields: 'User name' and 'Password'. The 'User name' field has a placeholder text 'Enter user name'. The 'Password' field has a placeholder text 'Enter password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a blue button with a right-pointing arrow and the text 'Log In'. To the left of the form, there are two labels: 'Student Number' and 'Password'. Arrows point from 'Student Number' to the 'User name' field and from 'Password' to the 'Password' field.

Enter your student log-in details. This should be your student number and your password. (Please ensure you precede your student number with the letter 'S')

Click on  to be taken to your personal timetable.

### NAVIGATING

The timetable is presented in a calendar-style format and automatically opens to the current date. If you wish to look at a different date, navigating the timetable is simple.



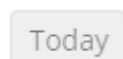
Click to select to view your timetable by month, week, day or list



Click here to navigate to the calendar year/month you wish to view



Use to navigate to the previous/following month, week or day you are currently viewing



Click here to be taken back to today's timetable

## **UNDERSTANDING YOUR TIMETABLE**



Your Personal Timetable is designed to be simple and quick to understand. Each event on the timetable carries details of Module, Tutor(s) and Room so you know *what, when, with who* and *where*.

Further information (if applicable) can be found on each event on your timetable by clicking on the event which opens up a sidebar. This can carry additional information such as off-campus event location, exam seat numbers, exam individual needs and other event specific information.

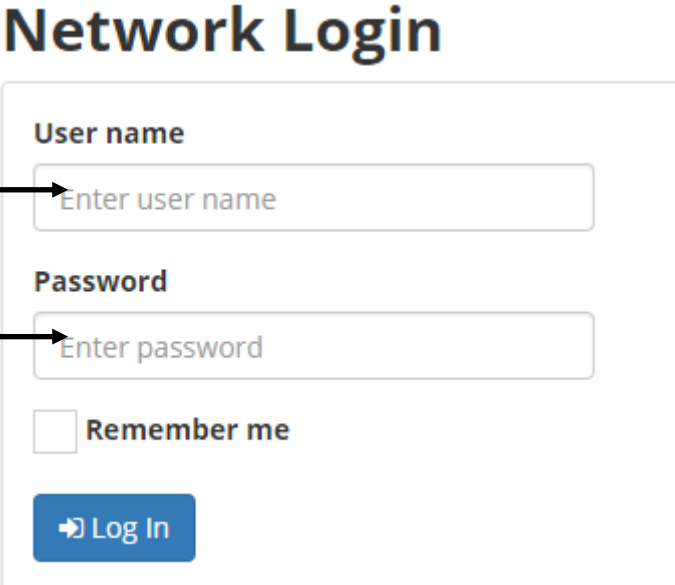
## Student Personal Timetables—Mobile device users

*Please note that the layout of your timetable will change dependant on whether you are viewing in portrait or landscape mode*

### LOGGING IN


Log in by clicking on the  button at the top right of the screen and selecting  from the menu .

You will be presented with the below log-in screen



The image shows a 'Network Login' form. It has a title 'Network Login' at the top. Below the title are two input fields: 'User name' and 'Password'. The 'User name' field has a placeholder text 'Enter user name' and an arrow pointing to it from the label 'Student Number'. The 'Password' field has a placeholder text 'Enter password' and an arrow pointing to it from the label 'Password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a blue button with a right-pointing arrow and the text 'Log In'.

Enter your student log-in details. This should be your student number and your password. (Please ensure you precede your student number with the letter 'S')

Click on  to be taken to your personal timetable

### NAVIGATING

The timetable is presented in a calendar-style format and automatically opens to the current date. If you wish to look at a different date, navigating the timetable is simple.



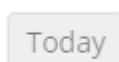
Click to select to view your timetable by month, week, day or list



Click here to navigate to the calendar year/month you wish to view



Use to navigate to the previous/following month, week or day you are currently viewing



Click here to be taken back to today's timetable

## **UNDERSTANDING YOUR TIMETABLE**

Your Personal Timetable is designed to be simple and quick to understand. Each event on the timetable carries details of Module, Tutor(s) and Room so you know *what, when, with who* and *where*.

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