

# Instruction Guide



## Student Portal

<http://u.qmu.ac.uk>



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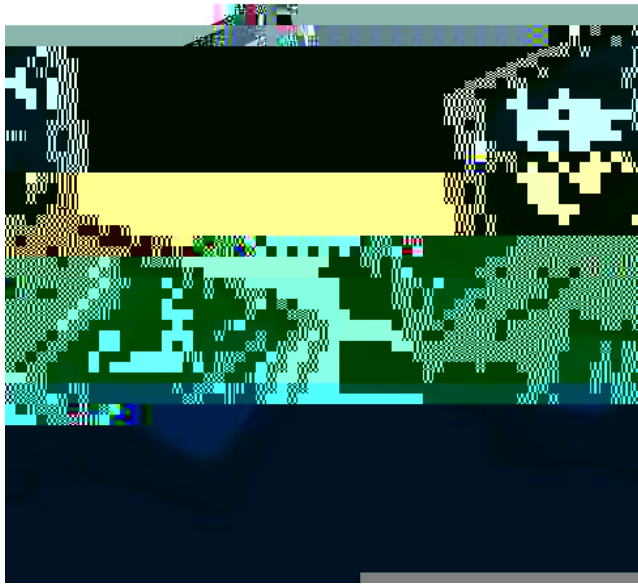
## 1.1.Introduction

We are delighted to bring you your newly recreated Student Portal for the semester 2017/2018.

This guide will give you a full overview of the Queen Margaret Student Portal, where to find it, how to use it and which features you will find within it.

Check out our brand new promotional video: (<https://www.qmu.ac.uk/study-here/learning-facilities/it-services/student-portal/>)

### 1.3. How do I use it?



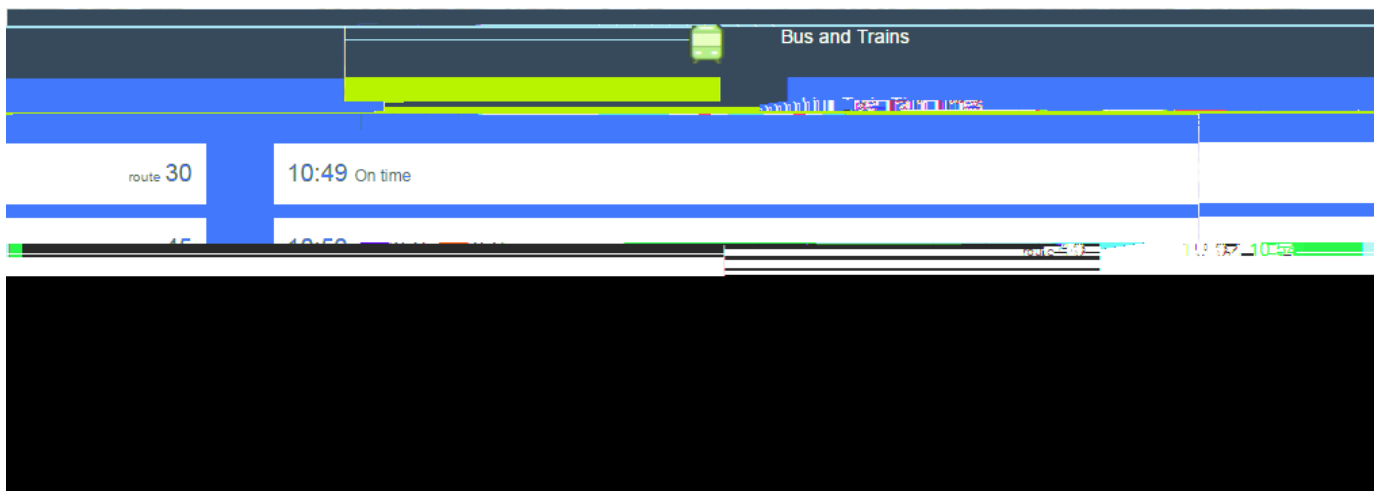
Our newly re-created Student Portal has been built to be as compatible with any device you may wish to use it with.

The Student Portal works great on both a mobile device, a laptop or tablet. It will auto resize itself to the full width of any screen you may be using utilizing a technology called “Responsive Design”

Once you have logged into the Student Portal your personalised selection of functionality will be displayed in a variety of modules (or boxes), each holding a different categorized piece of information or functionality.

When using a mobile device or tablet, wherever you find two dots on module (or box), you can swipe left using your finger or thumb to find more information contained within this module. If you are using a desktop or laptop, you can click on the greyed out “dot” icon to perform the same functionality.

#### Swipe (on mobile devices)



## 2.1. Where do I find it?

<http://u.qmu.ac.uk>

You will also find a link on the QMU website,  
or by “Googling” QMU Portal

## 2.2. Logging in for the first time

**If you have accessed the computers on campus.**

Just enter your student username and student  
password as you would when logging into the

### 3.1. Student Details

A warm welcome and the name you wish to be known by within the University. Want to change your name? You can do so by clicking the link “Your Personal and Contact Details”. This is also the place you personalize your portal, swipe left or click on the greyed out circle.

(First Page)

Your name and matriculation number.

(Second Page)

Personalise your portal; flick the switches on and off.

### 3.2. Student Finance

Your module for all things student finance related, fees to pay. This is the place you do it.

### 3.3. Course Details

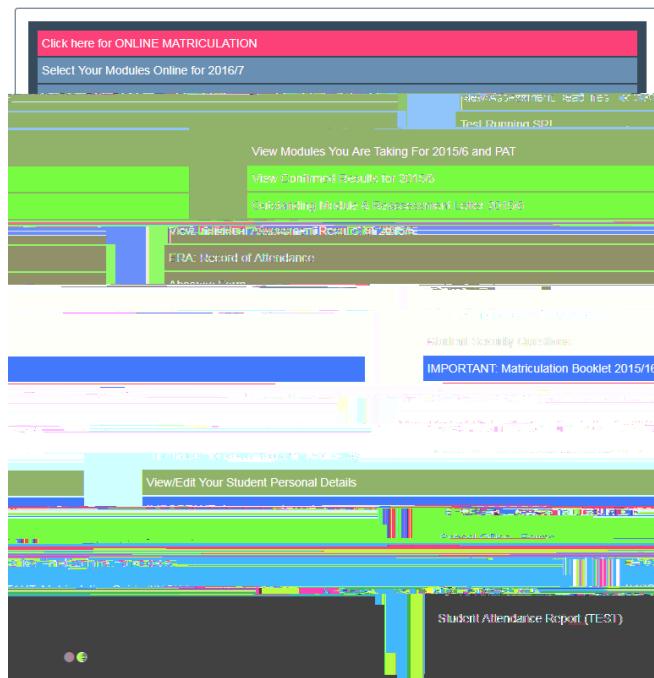
(First Page)

A reminder of your course details and matriculation status.



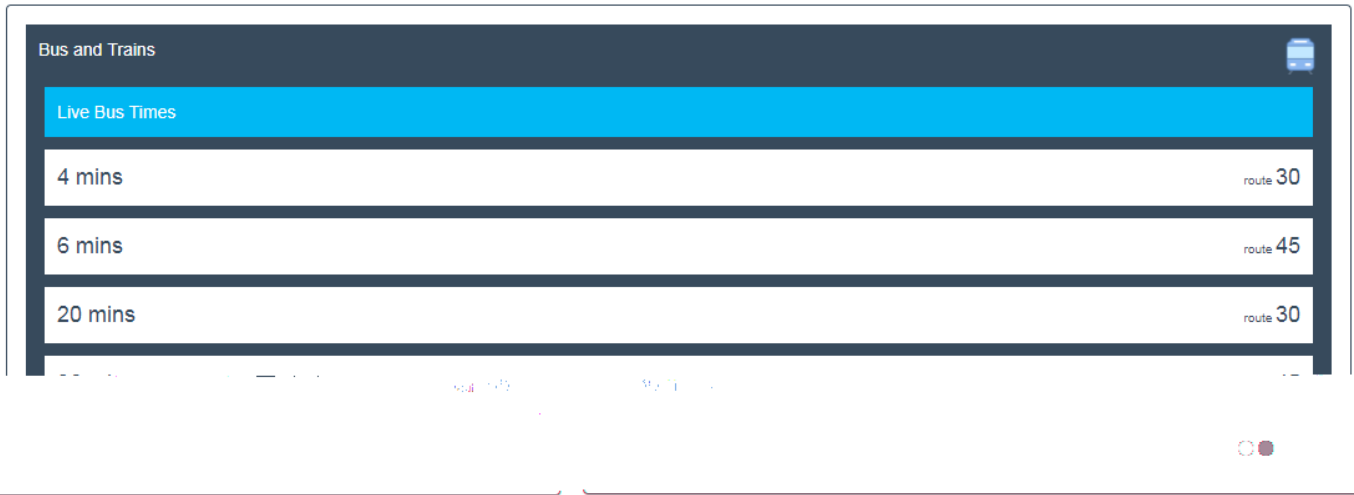
(Second Page)

All your main functions, online matriculation, pick your modules, see your results.



### 3.4. Travel

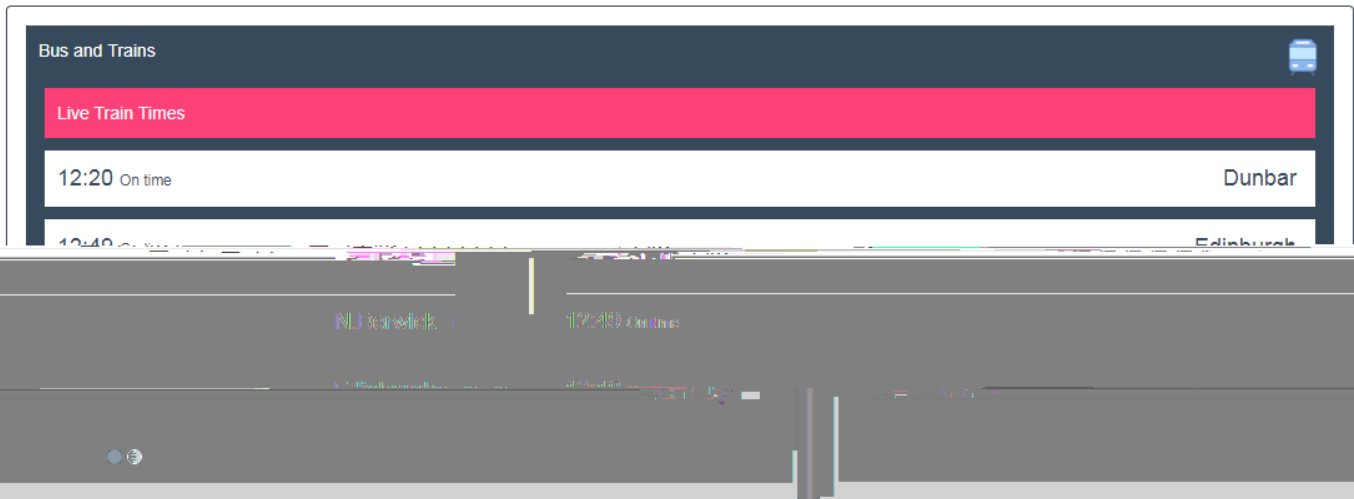
Live bus times, and live train times. Keep an eye on the next bus leaving the campus or delays on the busses and trains. The route numbers are also clickable and produce a route map.



The screenshot shows a digital display titled "Bus and Trains" with a blue header bar labeled "Live Bus Times". Below the header, there is a list of bus arrivals:

Time	Route
4 mins	route 30
6 mins	route 45
20 mins	route 30

The display also features a search bar at the bottom with the text "Search for a bus route" and a magnifying glass icon.



The screenshot shows a digital display titled "Bus and Trains" with a red header bar labeled "Live Train Times". Below the header, there is a list of train departures:

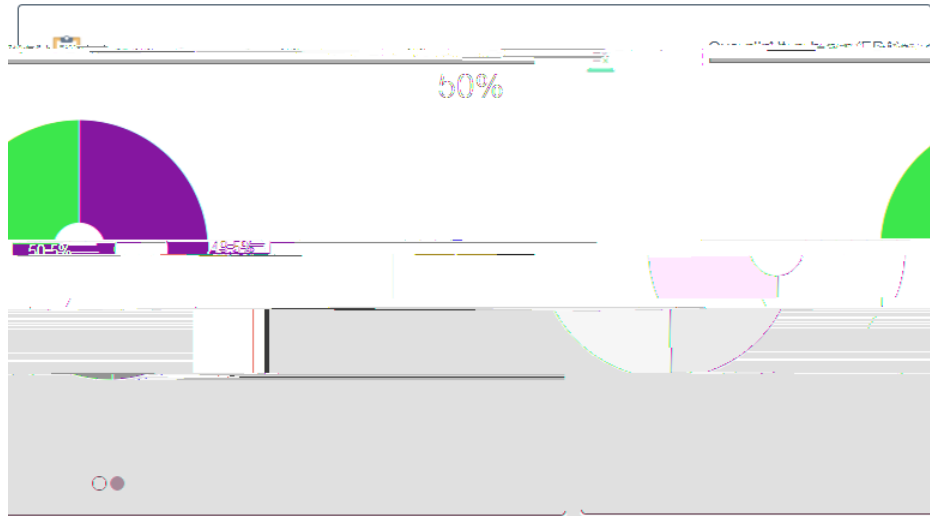
Time	Destination
12:20 On time	Dunbar
12:40 On time	Edinburgh

The display also features a search bar at the bottom with the text "Search for a train route" and a magnifying glass icon.



### 3.5. Attendance (ERA)

View your current attendance rate overall, submit a student absence form or see your attendance broken down into modules.



### 3.6. Timetable

View your fully personalised timetable, each day, each week. Any changes made to your timetable are automatic and will appear on this component first

