Queen Margaret University
EDINBURGH

Student Portal

**http://u.qmu.ac.uk**

DEV IT

What is in this guide?

1. About your Student Portal

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/)
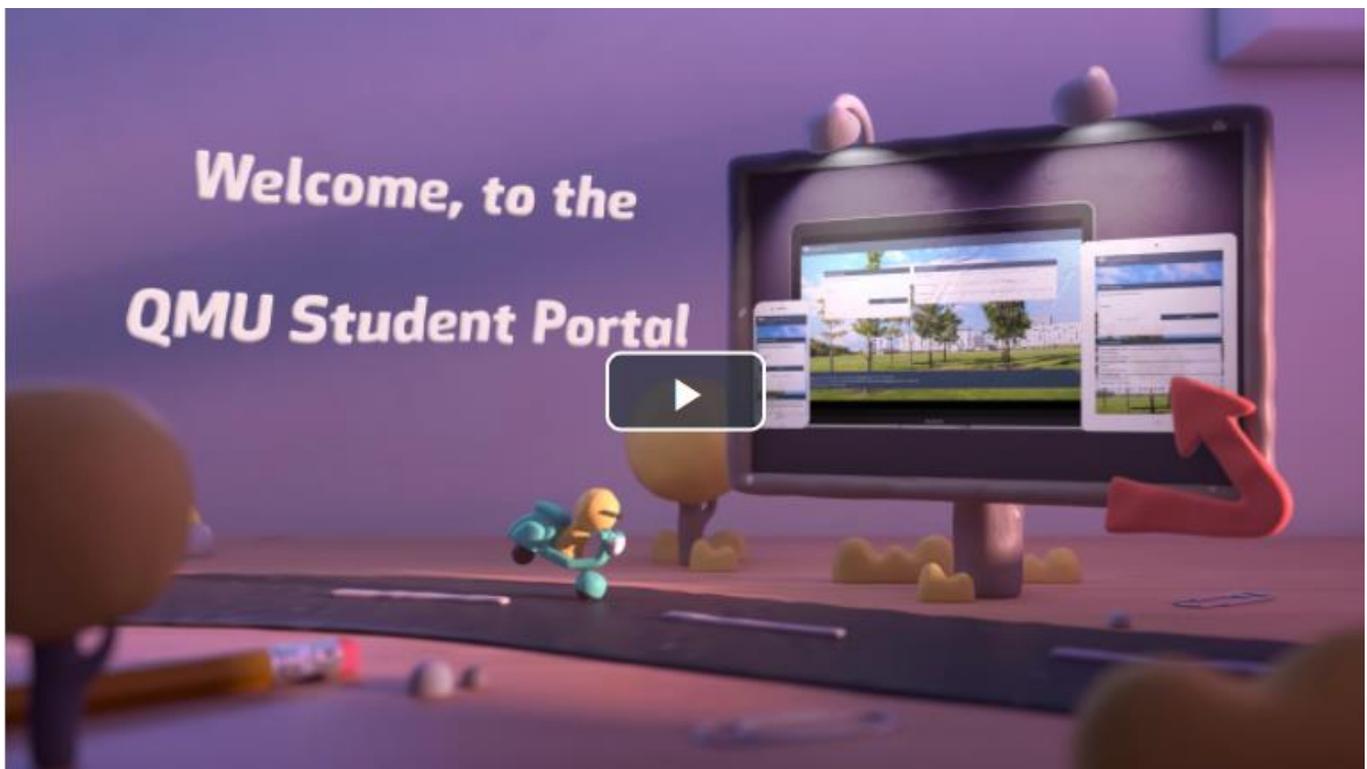
1.2. What is a Student Portal?

A Student Portal is an online gateway where students and matriculating students can access a range of University based information and functionality, in most cases fully personalised to themselves. Queen Margaret University have set out to make the student portal as usable, and useful as possible bringing in new pieces of data and functionality that will be important during your student journey from matriculation to graduation.

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)

	Bus and Trains
	Live Train Times
route 30	10:49 On time
route 45	10:52 10:54
route 30	11:21 On time
route 45	11:49 On time

2. Logging in to your Student Portal

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 computers on campus.

If you have never used the student portal and never logged into to the computers on campus.
You will need to use our password retrieval system, here: https://u.qmu.ac.uk/retrieval/

2.3. Student Username

Your student username also known as your matriculation number can be found on the bottom of your smartcard, the number will begin with the year in which you first joined the University and is an 8-digit number.

2.4. Student Password

Your student password would have been set when you originally logged in to your portal. It is the same password you use to login to the computers on campus.
If you have forgotten it, you can use the following link, here: https://u.qmu.ac.uk/reset/
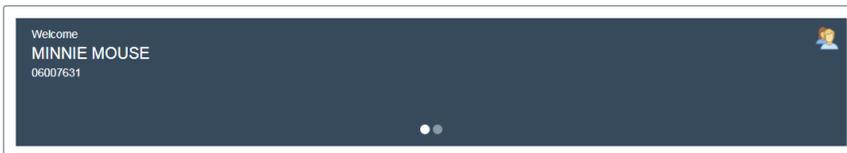
3. What's in your Student Portal

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.

Welcome
MINNIE MOUSE
06007631

(Second Page)
Personalise your portal; flick the switches on and off.

	Timetable	
	Attendance (ERA)	
	Exams	
	Travel	
	SmartCard	
	Useful Links	
	Toggle Background	
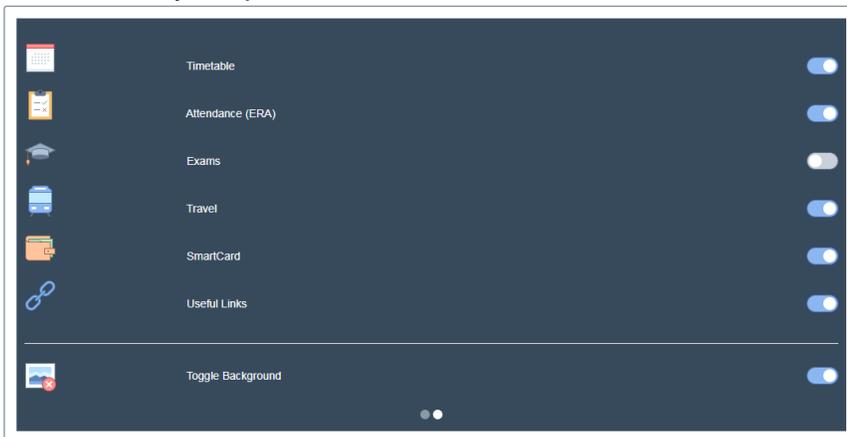
3.2. Student Finance
Your module for all things student finance related, fees to pay. This is the place you do it.

Student Finance

NOTE: Students wanting to set up a direct debit can collect a paper mandate from the Finance Reception Desk.

Your account

You Have No Outstanding Balances on Your Account

My statement

Fees and Charges

Make one-off payment by credit/debit card

Pay by instalment - Credit/Debit Card
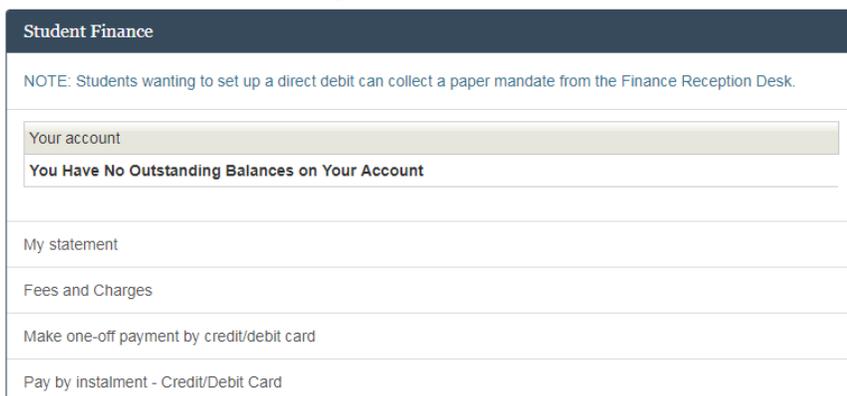
3.3. Course Details

(First Page)
A reminder of your course details and matriculation status.

Current Course
BSc (Hons) in Occupational Therapy
Academic Year: 2016/7
Level: 4

Matriculation Status: Not matriculated
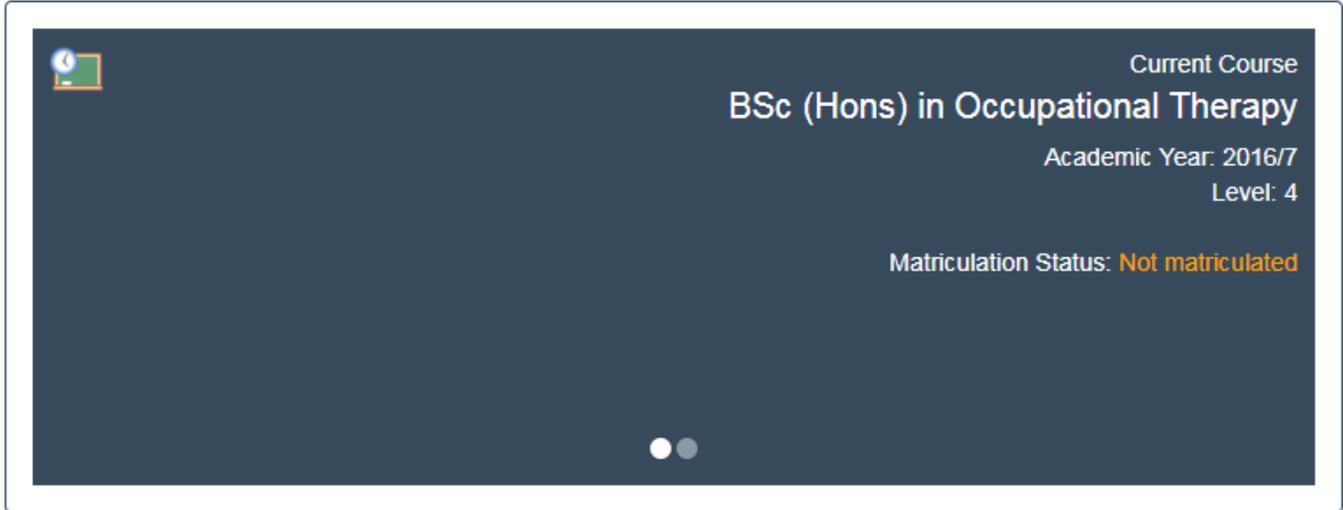
(Second Page)
All your main functions, online matriculation, pick your modules, see your results.

Click here for ONLINE MATRICULATION
Select Your Modules Online for 2016/7
View Assessment Deadlines For 2015/6
Test Running SRL
View Modules You Are Taking For 2015/6 and PAT
View Confirmed Results for 2015/6
Outstanding Module & Reassessment Letter 2015/6
View Individual Assessment Results for 2015/6
ERA: Record of Attendance
Absence Form
Extenuating Circumstances Form
Student Security Questions
IMPORTANT: Matriculation Booklet 2015/16
IMPORTANT: Dist Learning Matric Booklet 2015/16
View Student Status Confirmation Letter for 2015/6
Information on your Programme of Study
View/Edit Your Student Personal Details
IMPORTANT: Assessment regulations
School Office - Forms
School Office - Programme Handbooks
IMPORTANT: Matriculation Guide 2015/16
Student Attendance Report (TEST)

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.

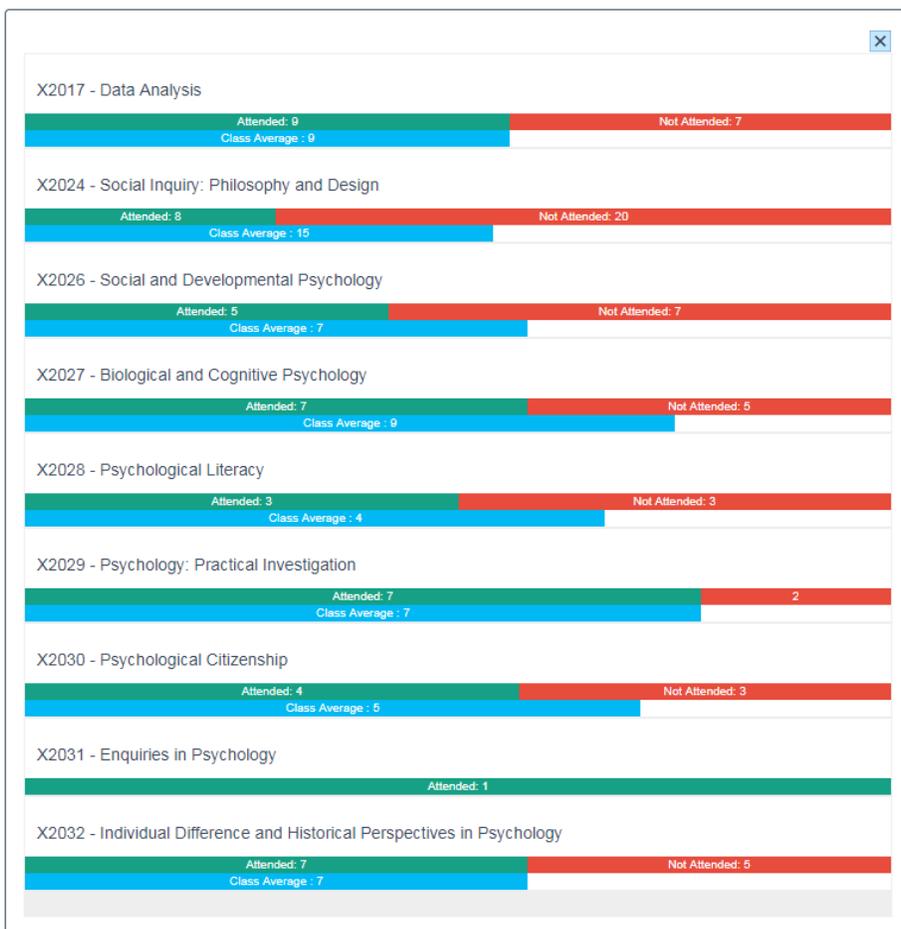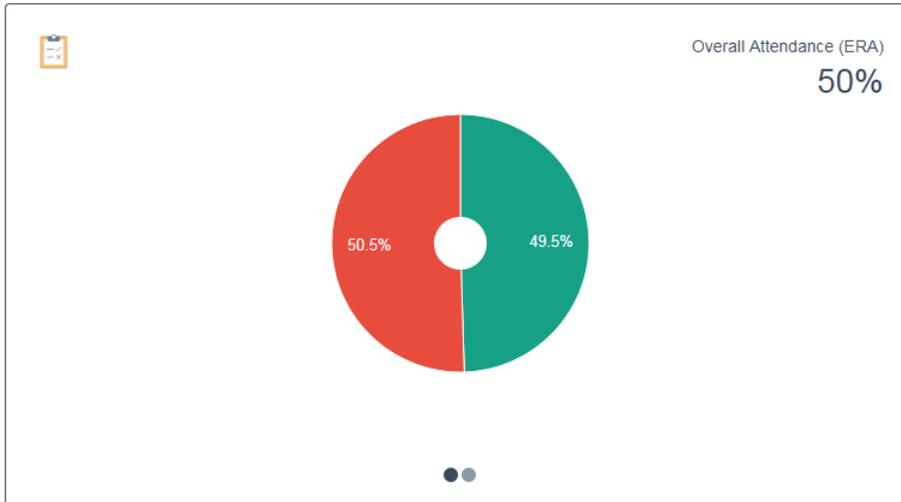| Bus and Trains	🚌
Live Bus Times	
4 mins	route 30
6 mins	route 45
20 mins	route 30
36 mins	route 45

● ●

Bus and Trains	🚌
Live Train Times	
12:20 On time	Dunbar
12:49 On time	Edinburgh
12:49 On time	N.Berwick
13:10 On time	Edinburgh

● ●

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

Timetabled Week 1	▶
4 SEP 2017	**Monday**
5 SEP 2017	**Tuesday**
6 SEP 2017	**Wednesday**
7 SEP 2017	**Thursday**

N3629 - Manual Handling
Practical

3120 - Nursing Simulation Suite
Event Name: a
09:15 - 11:15

| **8** SEP 2017 | **Friday** |

N3620 - Skills & Practice 3: Complex Care
Lecture

0047 - Lecture Room
09:15 - 11:15

N3620 - Skills & Practice 3: Complex Care
Practical

SSUB 2135 - Studio 2
11:15 - 18:15

3.7. 📇 Smartcard and Printing

View your current smartcard balance, print balance. Top up your smartcard balance on the move, be it on the train on the way into University or whilst on the campus to avoid the queues.

SmartCard balance

£0.65

Print balance

£0.00

Add SmartCard Funds

SmartCard History

Print History