

Help: Using myTimetable (personalised version)

Last updated: 19/12/2017

Current students who are enrolled in courses at RMIT can log into a personalised version of myTimetable. This document provides help for students using this version of myTimetable including:

- Login and navigation
- Understand the Enrolment window
- View your timetable
- Enter / Update your preferences
- Select / Adjust classes

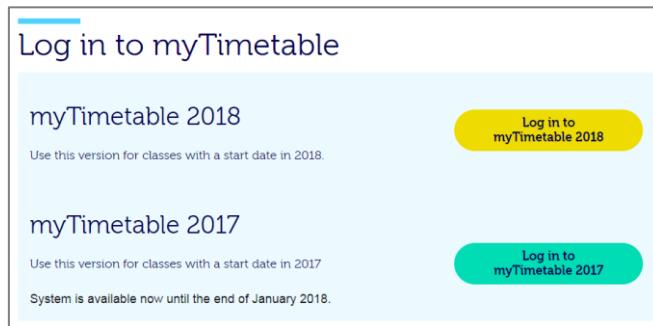
Login and navigation

Who can do this and when

To be able to log in to myTimetable, you must be enrolled in at least one course that is scheduled via myTimetable, for the current or upcoming term. For example, to log in to the 2018 version of myTimetable, you must be enrolled in at least one 2018 course scheduled via myTimetable.

How to do this

Go to the [Access myTimetable](#) webpage and click on the **Log in to myTimetable** button for the relevant year.



The Central Authentication Service login screen displays. Enter your login details (RMIT ID and password) and select the **Login** button.

A screenshot of the RMIT Central Authentication Service login page. The page features the RMIT University logo and the text "Central Authentication Service". It has fields for "RMIT ID" and "Password", both with red outlines indicating they are required. A "LOGIN" button is below the password field. To the right, there is a "NOTE:" section with the text: "To keep your account secure always close all browser windows at the end of your session." Below the note are links for "Trouble logging in?", "Reset your password", and "More information on passwords". At the bottom, there is a link for "ABOUT LOGIN TERMS AND CONDITIONS".

The myTimetable homepage displays. Key sections / features are outlined below.

NAVIGATION BAR: To move around the system

ENROLMENT WINDOW: View courses currently enrolled in, plus activities (lectures, tutorials, seminars, practicals) for each course, plus status. Click on an activity to see more details in Main window

MAIN WINDOW

SEARCH BOX: To search for courses and classes you aren't currently enrolled in

The screenshot shows the RMIT myTimetable homepage. At the top is a navigation bar with links for Home, Timetable, Preferences, Help, and Logout. Below the navigation bar is a red box labeled "ENROLMENT WINDOW" containing a list of enrolled courses and their activities. A green arrow points from the "ENROLMENT WINDOW" text to the list of courses. A red arrow points from the "SEARCH BOX" text to a search input field at the bottom left. The main content area is labeled "MAIN WINDOW" and contains sections for "Notice", "Before you start", "Top tips", "Timetable changes", and "Need help?". At the bottom left is a "Search" section with a search input field and a magnifying glass icon. The entire page has a dark blue header and footer.

Understand the Enrolment window

About the Enrolment window

- The **Enrolment window** displays each course you're enrolled in for the academic year, including all the *activities* (lectures, tutorials, seminars, practicals, etc.) that you must attend for that course.
- Check out the **coloured icons next to each activity**. Your task is to turn each red exclamation mark into a green tick.
- The wording in brackets next to each activity is the current status** – what if any action you can take right now, such as enter preferences (PREFERENCE), select class (SELECT), change class (ADJUST), View information (READ ONLY). Not all actions apply to all students.
- Click on an activity to see more details in the **Main** window.



If some of your courses are missing from the Enrolment window:

- Your course enrolment hasn't yet loaded into myTimetable. Check Enrolment Online to confirm you are correctly enrolled. After you complete or change your enrolment, you need to wait 60 minutes before that course will display in myTimetable.
- If you are in a vocational education or associate degree program, and two or more courses in your program are taught together in a 'cluster', you will see a reduced number of courses and activities in your Enrolment window. This is normal for clustered courses.

Note:

Note: Not all courses have activities scheduled in myTimetable. In these instances you will see the course, but no activities ('No group available')

Subject code

Here's how to interpret the subject code:

ARCH1067_1750_2530_AUSCY				
ARCH	1067	1750	2530	AUSCY
Subject code	Catalogue number	Term	Class number	Campus

View your timetable

When you can do this

The answer depends on what type of student you are, and whether your course has class options (you need to select a class from the available options) or no class options (you are automatically assigned to a class).

- Refer to [Higher education class timetables](#), [Vocational education class timetables](#) and [Important dates](#) for full details.

How to do this

Click on the **Timetable** link in the Navigation bar (above Main window). Your timetable displays in a colourful grid format. Use the arrows to move from week to week. Click on any class to see further details. If you want, you can print or send your timetable using the icons.

The screenshot shows the RMIT myTimetable application interface. At the top, there is a navigation bar with links for Home, Timetable (which is highlighted with a red box), Preferences, Help, and Logout. Below the navigation bar is a search bar labeled 'Search' with a placeholder 'Search subject code or description' and a magnifying glass icon.

The main area displays a weekly timetable grid for 'All Weeks'. The grid shows days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and times (8:00 AM to 7:00 PM). Various classes are listed in the grid, each with a blue or yellow box containing details like subject code, title, and room. Some boxes have a small 'i' icon for more information. A horizontal slider at the top allows switching between 'Timetable Weeks' and 'All Weeks'.

On the left side, there is a sidebar for 'Sam Sample' showing enrollment status: 6 Allocated, 0 Pending, and 1 Not Allocated. It also lists enrolled subjects with their respective class details (e.g., AERO2384, BUSM3125, OMGT1082) and a 'Sort by: Alpha' button.

Enter / Change preferences (applies to certain higher education classes only)

What's preferential class allocation?

For Semester 1 2018, RMIT is moving to preferential class allocation for most higher education courses. The preferential model provides you with the opportunity to indicate your preferred classes during the advertised *Preference Entry Period*, so RMIT can take your preferences into account when allocating you to classes. It's a fairer system for all students.

Who can do this and when

Only higher education students in courses that have class options can do this. If you are one of these students, you can do this anytime during the advertised *Preference Entry Period*, for any activity with a status of **Preference**.

- Refer to [Higher education class timetables](#) and [Important dates](#) for full details about when to enter preferences.
- Don't forget to enter your preferences!** If you don't enter any preferences by the end of the *Preference Entry Period*, RMIT will automatically allocate you to classes. It's in your interest to enter your preferences so RMIT can take your preferences into account when allocating you to classes.
- If you enrol in classes late or add classes late, you may miss the opportunity to enter your preferences** - refer [Higher education class timetables](#) for details.

Warning:

How to do this

In the **Enrolment window**, click on an activity that has a status of **Preference**.

Check out the coloured icons next to each activity in the Enrolment window:

Tip:

- Red** exclamation mark means you need to enter your preferences.
- Amber** icon means you have already entered preferences and these are pending approval, but you can still change them during the *Preference Entry Period*.

The screenshot shows the RMIT myTimetable interface. On the left, there's a sidebar with student information (Eimhin Moore, s3656521@student.rmit.edu.au) and navigation links for Allocated (0), Pending (2), and Not Allocated (5) activities. Below this is the 'Enrolment' section, which lists several course units with their respective activities and status icons. One activity, 'PRA01' under 'ARCH1035_1750_2002_AUSCY', is highlighted with a red border. The main content area displays a table for entering preferences. The table has columns for Preference (dropdown menu), Activity, Day, Time, Campus, Location, Duration, and Weeks. Rows 1 through 8 show entries for various activities. Row 1 has a red border around its entire row. A message box at the top right says 'You have not entered your preference.' and another below it says 'You must enter at least 4 preferences.' A blue 'Save' button is at the bottom of the table.

Preference	Activity	Day	Time	Campus	Location	Duration	Weeks
1	03	Wed	09:00	Melbourne City	100.04.003	3 hrs	19/7-23/8, 6/9-11/10
3	04	Wed	09:00	Melbourne City	100.05.008	3 hrs	19/7-23/8, 6/9-11/10
4	05	Wed	12:30	Melbourne City	100.04.003	3 hrs	19/7-23/8, 6/9-11/10
2	06	Wed	15:30	Melbourne City	100.04.006	3 hrs	19/7-23/8, 6/9-11/10
--	07	Tue	12:30	Melbourne City	100.05.002	3 hrs	18/7-22/8, 5/9-10/10
--	08	Wed	15:30	Melbourne City	100.04.003	3 hrs	19/7-23/8, 6/9-11/10

Use the dropdown box to enter your preferred class times from most preferred (1) to least preferred, up to the minimum number. Then click **Save**.

Note: **How many preferences to enter:** A message tells you the **minimum number of preferences** you must enter. You can enter more than the minimum if desired.

Note: **If an activity has only one option,** myTimetable will automatically allocate you to that option. You don't need to enter preferences for this activity.

Tip: **Use popularity information:** The preferences you enter are always taken into account, but there is no guarantee that you will get your first preferences. If you select only very popular classes, you might be unlucky and not be allocated to any of them. You can tell what classes are popular from the percentage figure beside the **Preference** dropdown box, to help you decide whether to list it in your preferences. [Full details in RMIT Connect portal here](#).

Tip: **Calendar view:** You can view your preferences in a calendar view, by clicking on the **calendar** icon in the top right of the screen. Click the **list** icon to switch back to list view.

Repeat this process to enter preferences for all remaining activities that have a status of **Preference** and are marked with a **red** exclamation mark.

If you want to change your preferences after you entered them, just adjust the numbers in the dropdown boxes.

Select / Adjust classes

Who can do this and when

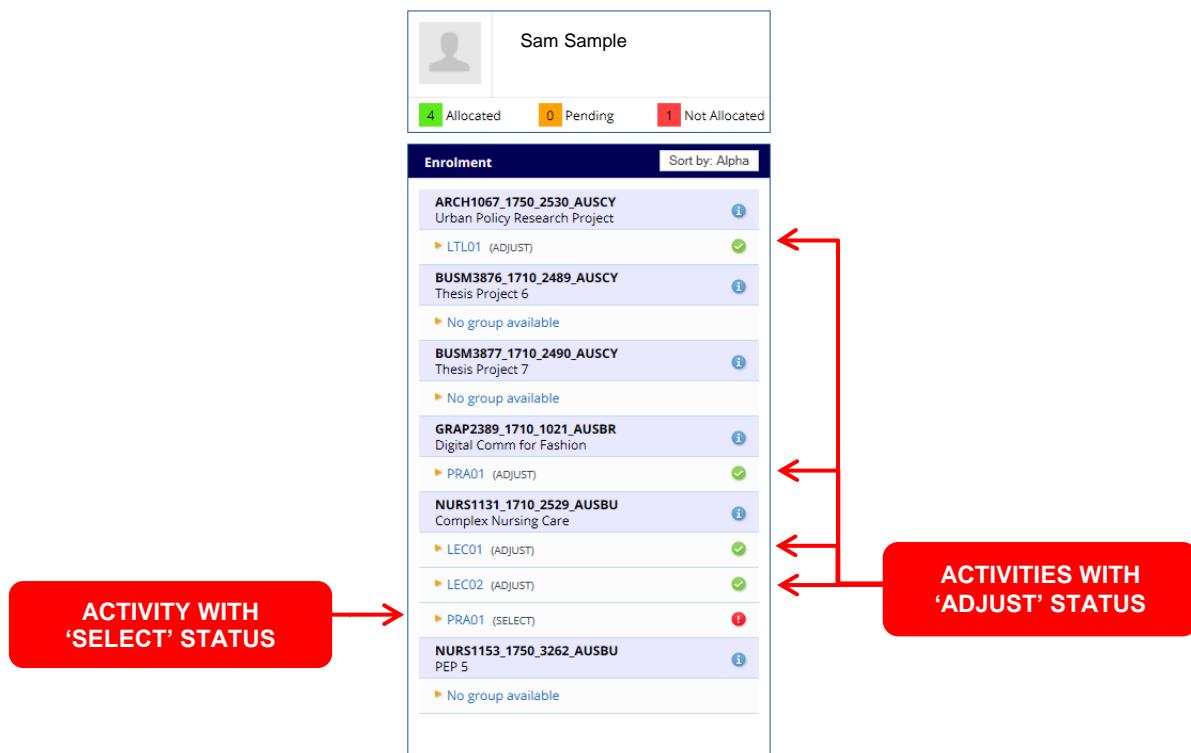
You can do this only if your course has class options (you need to select a class from the available options). You can only do this during the advertised *Allocation Adjustment Period*.

- Refer to [Higher education class timetables](#), [Vocational education class timetables](#) and [Important dates](#) for full details.

How to do this

In the **Enrolment** window:

- Find any activities with a status of **Select**. You need to select a class for these activities.
- Find any activities with a status of **Adjust**. If desired, you can change the class you've been allocated to another class, assuming there are available places.



In the Enrolment window, click on an activity with a status of **Select** or **Adjust**, and the class options for that activity display in the **Main** window.

- **To select a class:** Review the available options and select one with a blue **Select** button.
- **To adjust a class:** The green **Allocated** button shows the class you're currently allocated to. If you want to change to another class, select any other class that has a blue **Select** button. (Once you change to a new class, your spot in the old class is then made available for another student.)
- You can't select a class with red **Clash** button or red **Full** button.

NURS1131_1710_2529_AUSBU Complex Nursing Care PRA01								
✓ You're allocated.								
	Activity	Day	Time	Free	Campus	Location	Duration	Weeks
Select	01	Fri	08:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
Allocated	02	Fri	08:30	22	AUSBU	201.07.030/030A	2 hrs	3/3-26/5
Select	03	Fri	10:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
Select	04	Fri	10:30	23	AUSBU	201.07.030/030A	2 hrs	3/3-26/5
Clash	05	Fri	13:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
Clash	06	Fri	13:30	23	AUSBU	201.07.030/030A	2 hrs	3/3-26/5
Clash	07	Fri	15:30	23	AUSBU	201.07.019/019A	2 hrs	3/3-26/5
Clash	08	Fri	15:30	23	AUSBU	201.07.030/030A	2 hrs	3/3-26/5

After you've made your selection, you'll see a message at the top of the page confirming your selection or change.

Repeat this process to select classes for all remaining activities marked with a red exclamation mark for the upcoming semester. There should be a green tick next to every activity for the upcoming semester.