

Login → Main (calendar page) → Input page.

- Login for both staff & admin.  
Logo

University of Otago

Log in to

CS & IS Seminars Manager Portal

Username:

Password:


Log in

[Forgotten username / password?](#)

[Want to change your password?](#)

My Profile

Logout

Name: xxxxxxx  
Staff ID: xxxxx

[See Details](#) → link to staff details page

Calendar

Next


Friday	24 <sup>th</sup> April	1 <sup>st</sup> May	8 <sup>th</sup> May
1:00 PM	Booking Details	+	+

Contact Administrator → link to email platform with Administrator's email address.

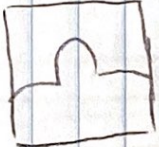
+ : make booking → Book a seminar page.



- see details page -



My Profile



Name: \_\_\_\_\_

Staff ID: \_\_\_\_\_

Username: \_\_\_\_\_

Password: xxxxxx

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Request Edit → link to admin's email.

upload / remove picture? image

change password → link to change password page.

encrypted



- input sem page -

# BOOK A SEMINAR

Seminar ID:  → auto-generated

Topic:

Title:

Abstract/Content:

Location:  → auto-set?

Modality:

Date:  ☐

24th April 2020

1st April 2020

return to my profile page.

allow submission when the req. fields are inserted.

pull-down for days options.

LOG OUT



## SUBMISSION SUCCESSFUL

You will receive a notification once your booking has been approved.

Request ID: xxxxx


[Back to Home](#)

- take you back to MY profile page.



- administrator profile.

Admin



Name: xxxx  
Staff ID: xxxxxx

Log Out

Booking pending Approval

Manage Calendar

Manage Staff Accounts

Book a Seminar

See Details

similar to staff

link to further details in database - edit in database

← Booking Requests			
NO	Seminar Details	Den	App
1	Seminar 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2			
3			
4			

the details gets added on the calendar.  
sends email to the students' mailing list.

Sends a notification to the registered user.

→ linked to database.

link to booking page = similar to staff access.



return to 'staff Accounts' page

Staff sign-up Page - (Administrator access)

## CREATE A STAFF ACCOUNT.

Staff ID :

Username :

Password :

Confirm Password :

First Name :

Last Name :

Bio :

Email :

**PROCESS & CONFIRM**

- highlighted  
is given when all  
req. fields are filled-in.  
(approval to proceed).

auto-generated?

- link to  
accounts  
details  
- to edit  
here.

①

②

## Staff Accounts

(create an account) → create staff account page.

No	Name
1	Name
2	
3	

→ linked to database.



of account.  
- confirmation ^ staff ^ created -

Log out



Staff account created

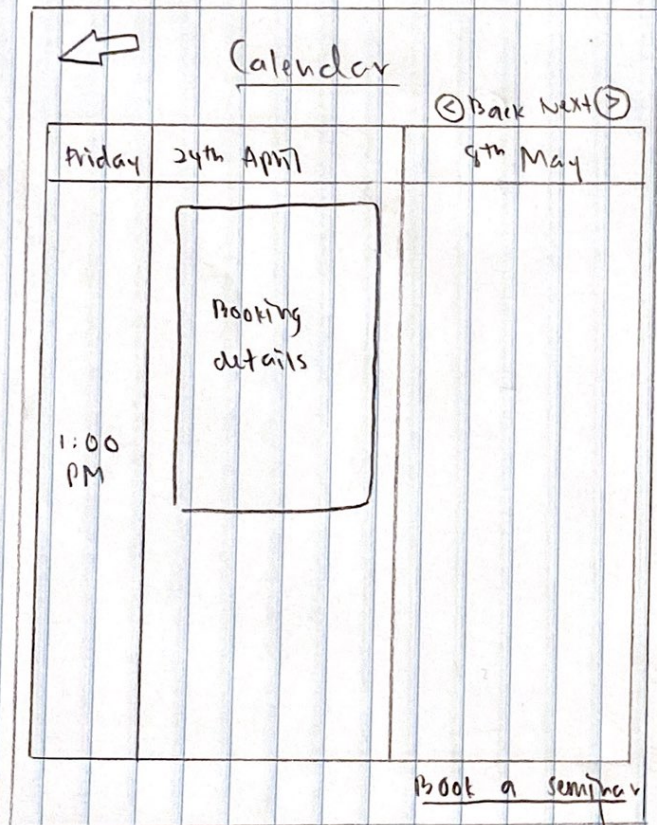
An email will be sent to xxxxx  
of the account's details.

→ staff's email

Back to Home



- calendar page -



link to  
booking for  
admission