

Hello! Having trouble? Please read the following frequently asked questions!

1. How can I change my details?

Go to Profile or Settings. You may change your password, not your ID. The ID is unique and is the same as your University ID. Please be aware that all other media will subsequently require your **NEW** password.

2. How do I use the diary?

Enter events and details to plan ahead or record past activities. They will be stored after you log out.

3. I can only view limited results as a Tutor. Why is that?

The software allows access based on your job title, appointed modules and/or courses. Please get in touch with the Office Administrators. They will be able to record your request and grant you different access.

4. How do I record attendance?

Attendance can be edited by all users. You need to select from the existing drop-down menus and the system will load the students' names and attendance accordingly. You may then select the respective attendance either as a Y or a N.