

- Student Portal -
- Academic staff -
- User Manual -

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Sign In

How to sign in to the Student Portal

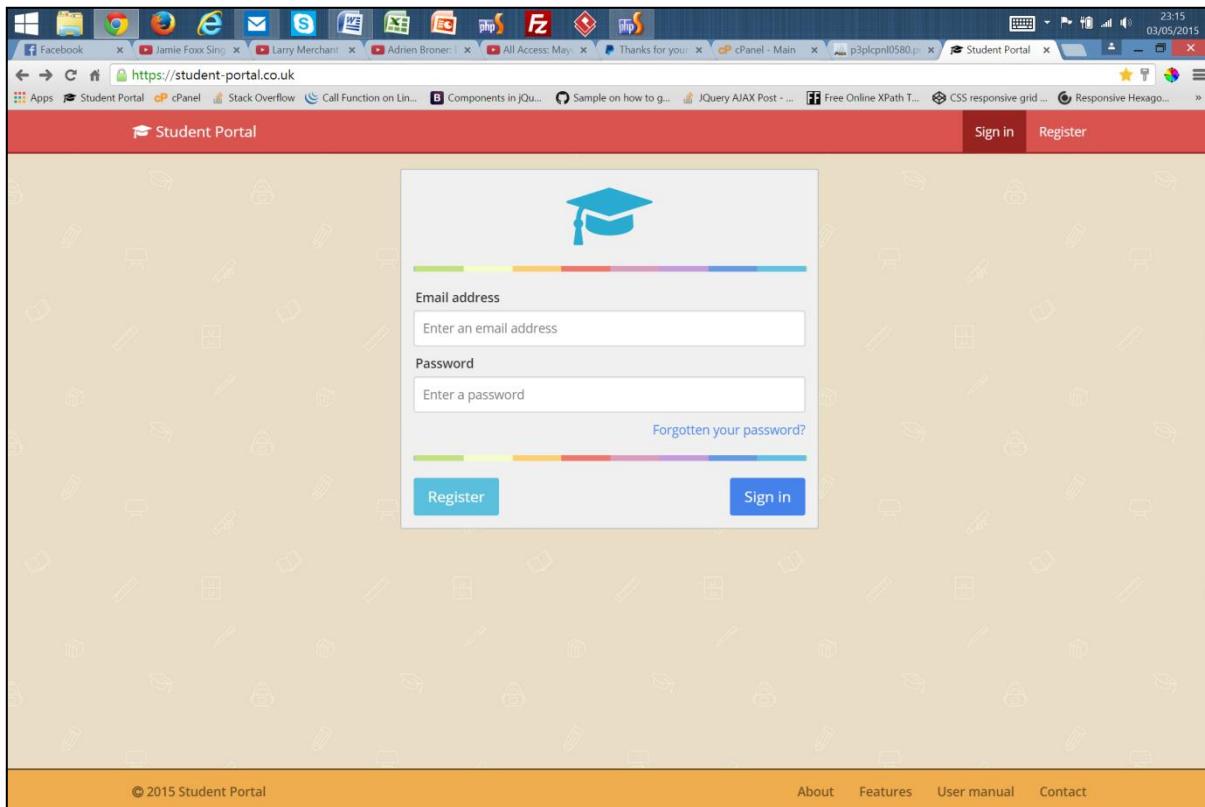
The screenshot shows the sign-in page of the Student Portal. At the top, there's a red header bar with the text "Student Portal" and "Sign in | Register". Below the header is a large input form. It features a blue graduation cap icon at the top. The form includes fields for "Email address" (containing "admin@student-portal.co.uk") and "Password" (containing "*****"). Below these fields is a link "Forgotten your password?". At the bottom of the form are two buttons: "Register" on the left and "Sign in" on the right. The background of the page has a light beige color with faint, scattered school-related icons like books, pens, and graduation caps.

1. Navigate to: <https://student-portal.co.uk/>
2. Enter your registered email address.
3. Enter your password.
4. Click Sign In. The page will redirect to the Home page, shown below:

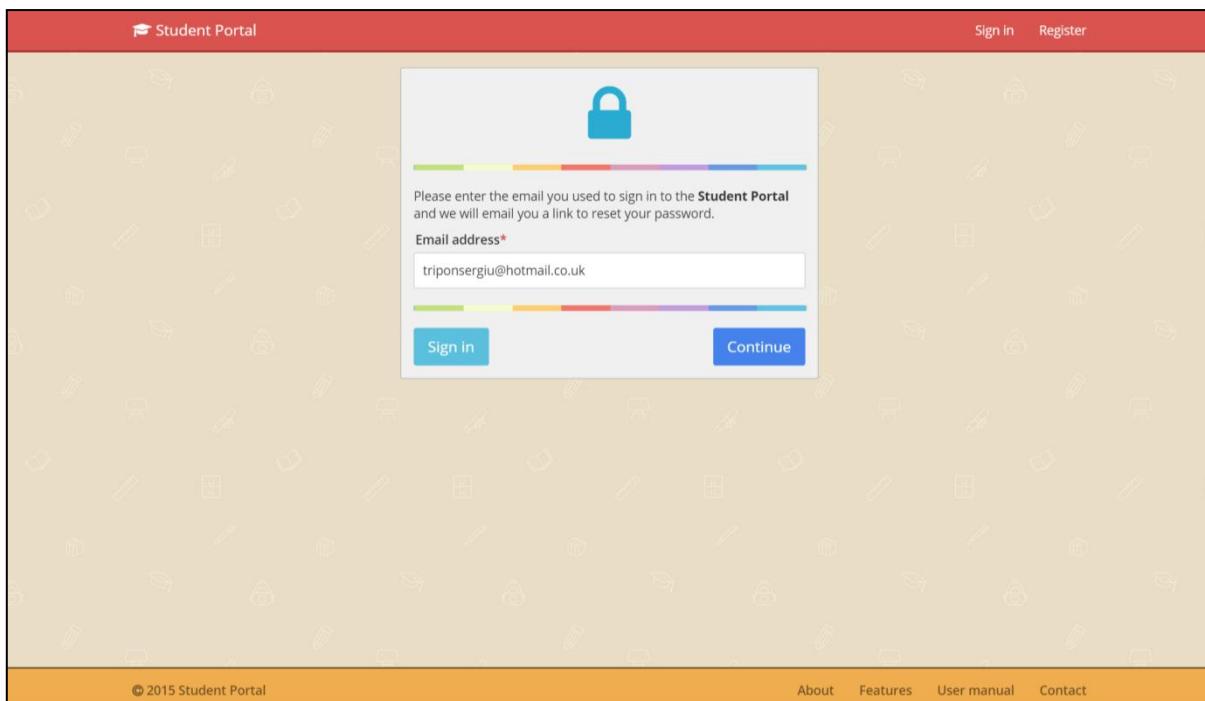
The screenshot shows the home page of the Student Portal after signing in. At the top, there's a red header bar with the text "Student Portal", the user name "Mark Williamson", and "Sign Out". Below the header is a grid of nine green buttons, each with an icon and a label: "Timetable" (clock icon), "Exams" (pencil icon), "Results" (trophy icon), "Transport" (train icon); "Library" (book icon) with a "2" notification, "Calendar" (calendar icon), "University Map" (location pin icon); "Events" (ticket icon), "Feedback" (checkmark icon), "Messenger" (speech bubble icon) with a "2" notification, and "Account" (user profile icon). The background of the page has a light beige color with faint, scattered school-related icons like books, pens, and graduation caps. At the bottom, there's an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

Password reset

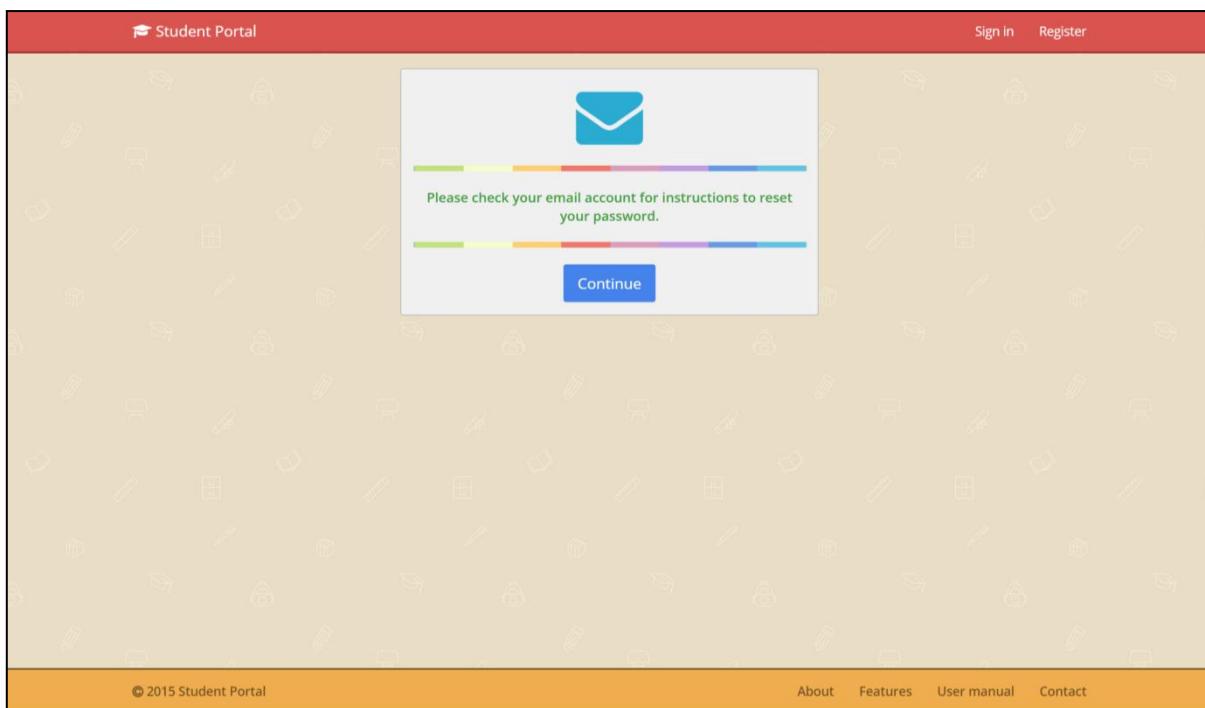
How to reset your password when you've forgotten it



1. Click on the “Forgotten your password?” link on the Sign In page.



2. Enter your registered email address.
3. Click on Continue.



4. A confirmation message will appear on the screen confirming the action has been completed. You will receive an email containing instruction on how to reset your password.

The email screenshot shows a message from "Student Portal" to "Sergiu Tripon". The subject is "Request to change your password". The message body starts with "Dear Sergiu," and informs the user that a password reset request has been received. It provides a link for proceeding and a note about ignoring if not requested. The message is timestamped "Sun 3 May 23:17". On the right side of the message, there are three circular icons: a blue arrow, a blue plus sign, and a blue trash can. The bottom of the message area has a grey border.

Student Portal
to Sergiu Tripon

Sun 3 May 23:17

Request to change your password

Dear Sergiu,

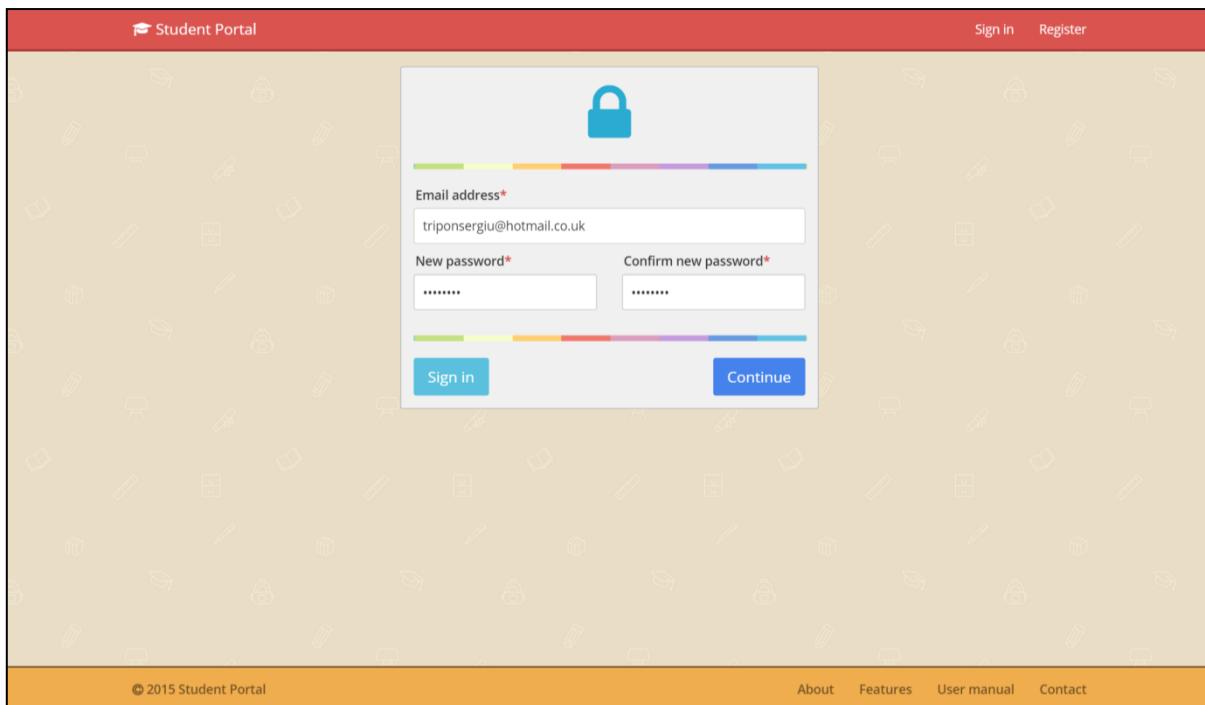
We have received a request to reset the password for your account.

To proceed please click [here](#).

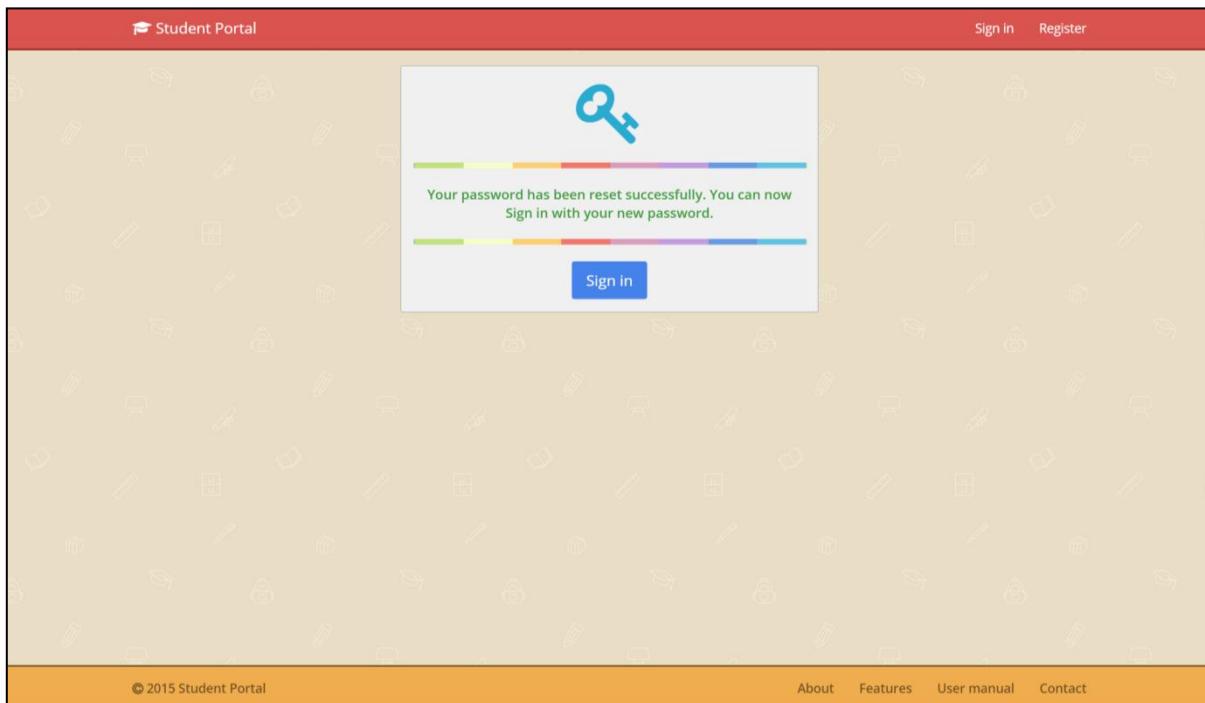
If you did not submit this request, please ignore this email.

Kind Regards,
The Student Portal Team

5. Click on the "here" link within the email received.



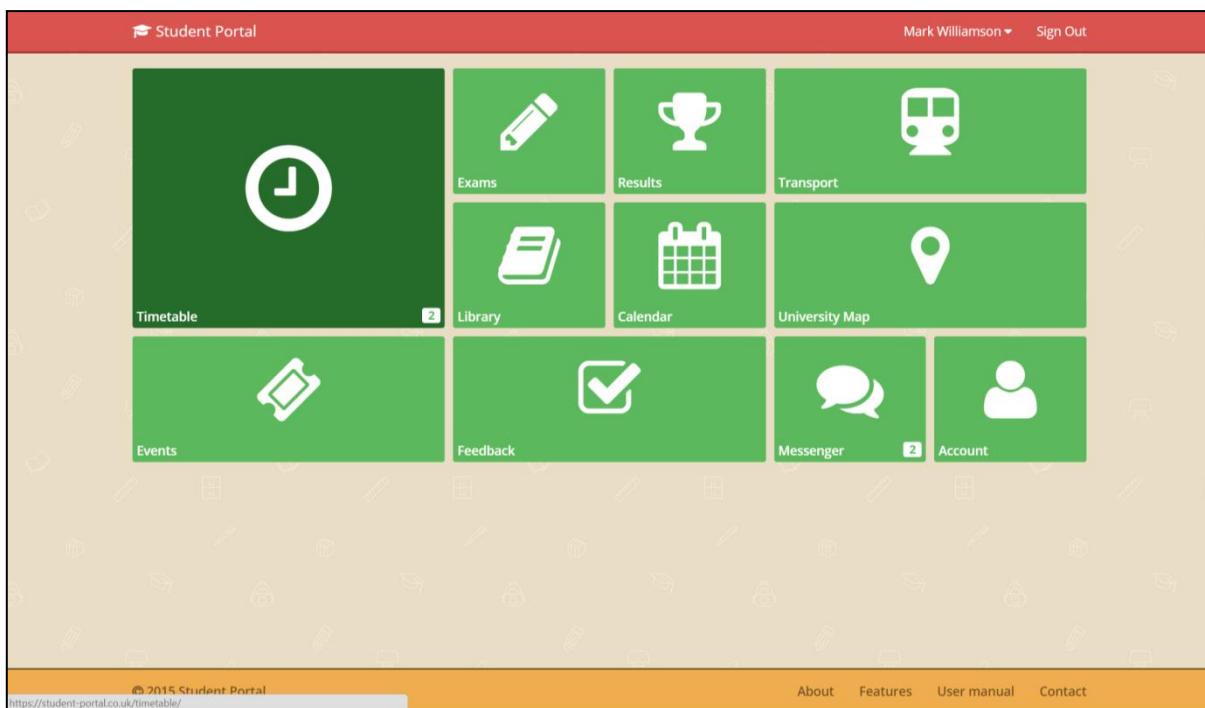
6. A web browser window will open and load the Password Reset form.
7. Complete the required fields.
8. Click on the “Continue” button.



9. A confirmation message will appear on the screen confirming the action has been completed.

Timetable

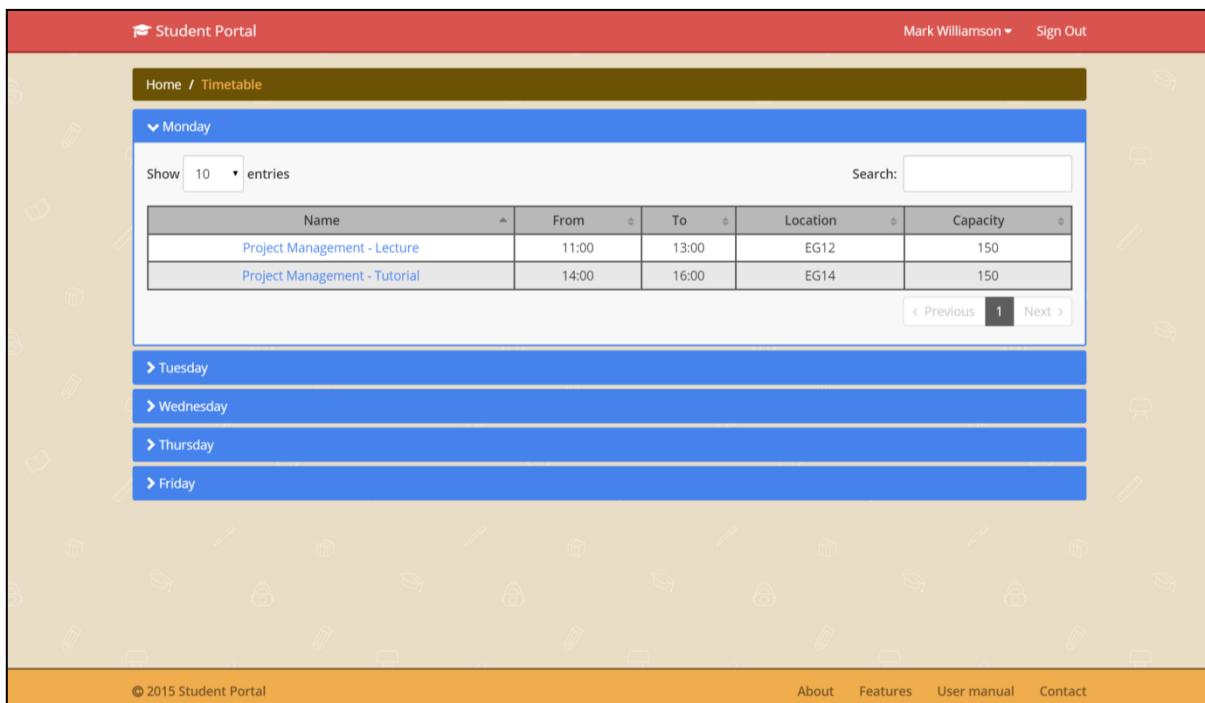
How to access the Timetable area



The screenshot shows the Student Portal's home page. At the top, there is a red header bar with the text "Student Portal" and "Mark Williamson" (with a dropdown arrow) on the left, and "Sign Out" on the right. Below the header is a grid of tiles. The first tile on the left is a large green square with a white clock icon and the text "Timetable" below it. To its right is a row of three smaller green tiles: "Exams" (pencil icon), "Results" (trophy icon), and "Transport" (train icon). Below this is another row of three tiles: "Library" (book icon), "Calendar" (calendar icon), and "University Map" (location pin icon). The bottom row contains four tiles: "Events" (ticket icon), "Feedback" (checkmark icon), "Messenger" (speech bubble icon), and "Account" (user profile icon). A small number "2" is visible in the bottom right corner of the "Timetable" tile. At the very bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Timetable” tile from the Home page.

How to check your timetable

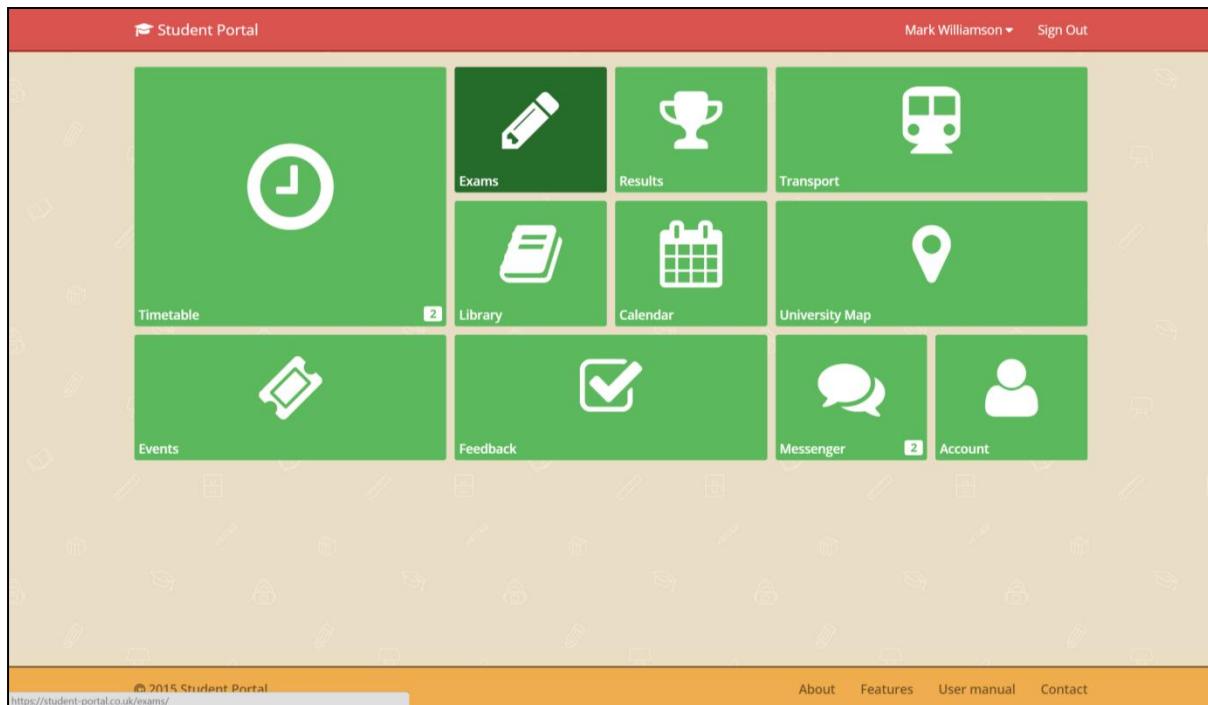


The screenshot shows the Student Portal's Timetable page for Monday. At the top, there is a red header bar with the text "Student Portal", "Mark Williamson" (with a dropdown arrow), and "Sign Out". Below the header is a navigation bar with "Home / Timetable" and a dropdown menu showing "Monday". The main content area has a blue header "Monday" with a "Show 10 entries" button and a search input field. Below this is a table with columns: Name, From, To, Location, and Capacity. The table contains two rows: "Project Management - Lecture" at 11:00-13:00 in EG12 with capacity 150, and "Project Management - Tutorial" at 14:00-16:00 in EG14 with capacity 150. At the bottom of this panel are buttons for "Previous", "1", and "Next". Below the table are four blue buttons labeled "Tuesday", "Wednesday", "Thursday", and "Friday", each with a right-pointing arrow. At the very bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be five panels, for each day of the week. The current day of the week panel will be expanded by default, but you can also minimise or maximise the others by clicking on their title.
2. In each panel, there is a table that presents the lectures /tutorials you are teaching.

Exams

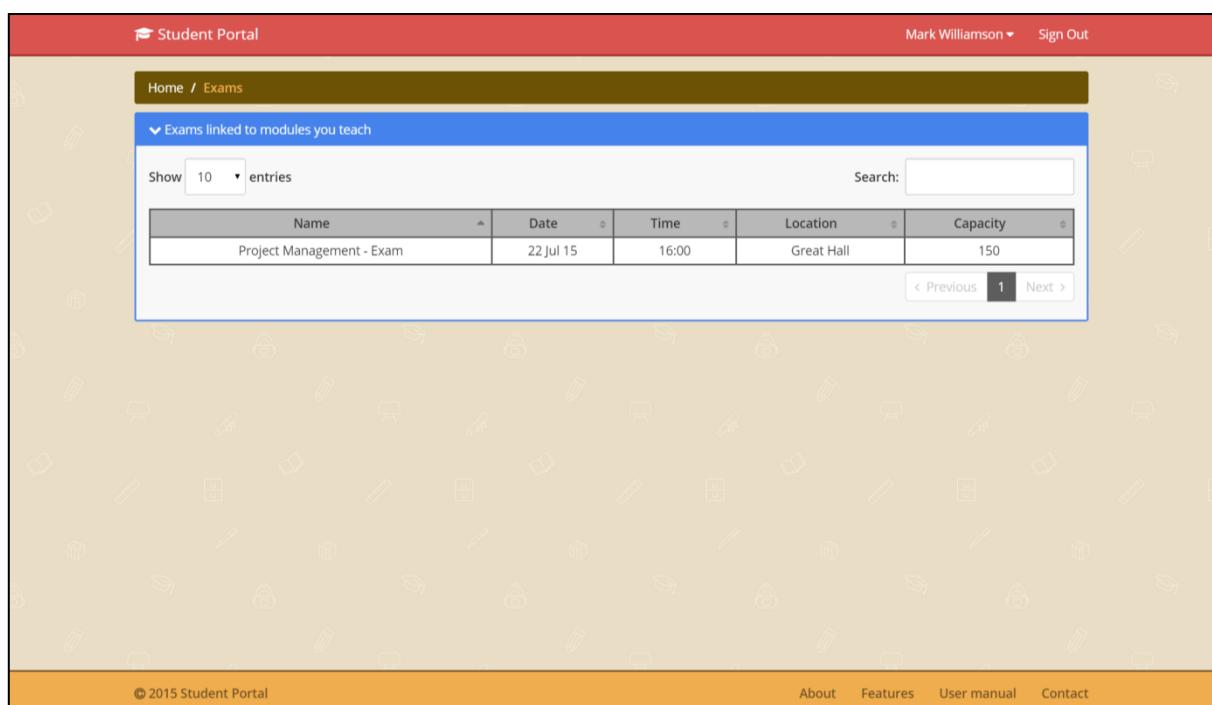
How to access the Exams area



The screenshot shows the Student Portal home page with a red header bar. On the right side of the header, there is a dropdown menu for 'Mark Williamson' and a 'Sign Out' link. Below the header is a grid of nine green tiles arranged in three rows of three. The first row contains 'Timetable' (with a clock icon), 'Exams' (with a pencil icon), and 'Results' (with a trophy icon). The second row contains 'Library' (with a book icon) and 'Calendar' (with a calendar icon). The third row contains 'University Map' (with a location pin icon) and 'Events' (with a ticket icon). To the right of the 'Events' tile is another tile labeled 'Feedback' with a checkmark icon. Below the grid is a large green banner with the text '© 2015 Student Portal https://student-portal.co.uk/exams/'. At the bottom of the page are links for 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Exams” tile from the Home page.

How to check exams linked to modules you teach

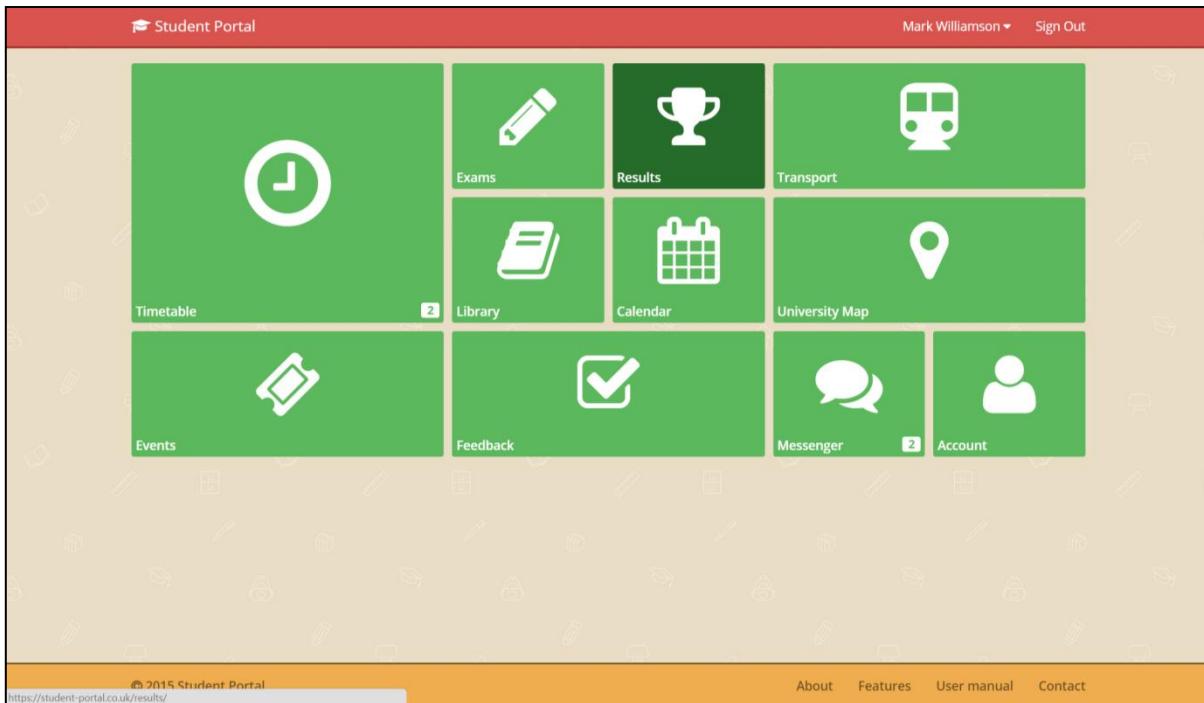


The screenshot shows the Student Portal with a blue header bar. On the right side of the header, there is a dropdown menu for 'Mark Williamson' and a 'Sign Out' link. Below the header is a navigation bar with 'Home / Exams'. A blue panel titled 'Exams linked to modules you teach' is expanded. It includes a search bar and a table with columns: Name, Date, Time, Location, and Capacity. The table has one entry: 'Project Management - Exam' on 22 Jul 15 at 16:00 in the Great Hall with a capacity of 150. At the bottom of the panel are buttons for 'Previous', a page number '1', and 'Next'. The footer of the page includes links for 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Exams”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. In the panel, there is a table that presents a list of exams linked to modules you are teaching.

Results

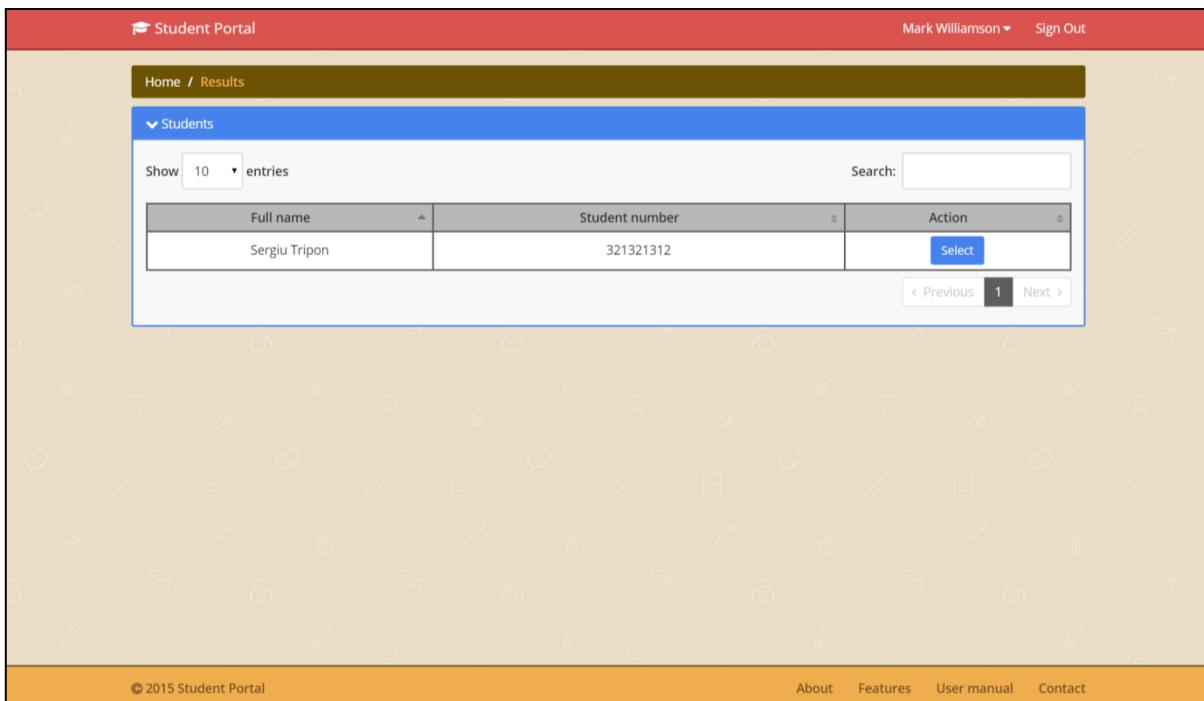
How to access the Results area



The screenshot shows the Student Portal's home page. At the top, there is a red header bar with the text "Student Portal" on the left and "Mark Williamson" and "Sign Out" on the right. Below the header is a large green grid of tiles. The tiles are arranged in three rows: Row 1 contains "Timetable" (with a clock icon), "Exams" (with a pencil icon), "Results" (with a trophy icon), and "Transport" (with a train icon); Row 2 contains "Library" (with a book icon), "Calendar" (with a calendar icon), and "University Map" (with a location pin icon); Row 3 contains "Events" (with a ticket icon), "Feedback" (with a checkmark icon), "Messenger" (with a speech bubble icon), and "Account" (with a user profile icon). A small number "2" is visible in the bottom right corner of the "Events" and "Messenger" tiles. At the bottom of the page is an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Results” tile from the Home page.

How to create a result



The screenshot shows the Student Portal's interface after step 1. The top navigation bar remains the same. Below it, the main content area has a dark blue header bar with the text "Home / Results". Underneath is a panel titled "Students" which is expanded by default. This panel includes a search bar, a dropdown menu for selecting the number of entries to show (set to 10), and a "Search:" input field. A table lists student information: "Full name" (Sergiu Tripon), "Student number" (321321312), and an "Action" column containing a "Select" button. At the bottom of this panel are navigation buttons for "Previous" and "Next". The footer is identical to the one in the previous screenshot.

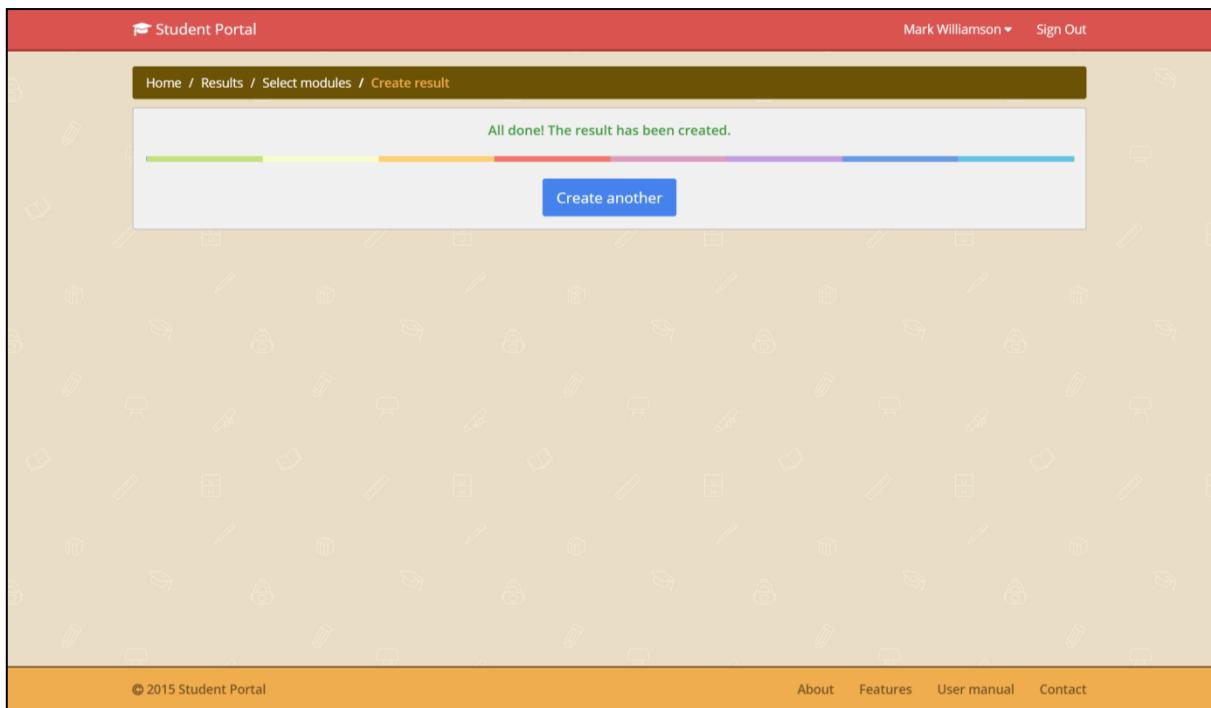
1. There will be a panel named “Students”. It will be expanded by default, but you can minimise it by clicking on its title.
2. Click on the “Select” button next to a specific student.

The screenshot shows a web application interface for a student portal. At the top, there is a red header bar with the text "Student Portal", the user name "Mark Williamson", and a "Sign Out" link. Below the header is a navigation bar with links for "Home", "Results", and "Select modules". A blue sidebar on the left contains a "Modules" section with a dropdown menu, a search bar, and a table showing one entry: "Project Management - Module" with a "Create" button next to it. Below the table are links for "Active results" and "Inactive results". The main content area has a light beige background with a subtle pattern of school-related icons like books, pens, and graduation caps. At the bottom of the page is an orange footer bar with the copyright notice "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

3. There will be a panel named “Modules”. It will be expanded by default, but you can also minimise it by clicking on its title.
4. Click on the “Create” button next to a specific module.

The screenshot shows a form for creating a student result. The top part of the form is labeled "Student" and contains fields for "First name" (Sergiu), "Surname" (Tripon), and "Email address" (triponsergiu@hotmail.co.uk). The bottom part of the form is labeled "Result" and contains fields for "Overall coursework mark (if any)" (60), "Overall exam mark (if any)" (70), and "Overall final mark" (65). Below these is a "Notes" section with a text area labeled "Enter notes". At the bottom of the form is a blue "Create result" button. The page has a similar layout to the previous one, with a red header, a blue sidebar, and an orange footer.

5. You will be redirected to a form.
6. Complete the required fields.
7. Click on the “Create result” button.

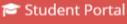


8. A confirmation message will appear on the screen confirming the action has been completed.

How to update a result

A screenshot of the Student Portal interface, similar to the previous one but showing a different section. The top header and breadcrumb navigation are identical. The main content area shows a table titled "Active results". The table has columns for "Module", "Coursework mark", "Exam mark", "Overall mark", and "Action". There is one entry: "Project Management - Module" with marks 60.00, 70.00, and 65.00. To the right of the "Overall mark" column is a "Update" button with a dropdown arrow. Below the table, there's a link "Inactive results". The background has the same school-related icon pattern. The footer is identical to the first screenshot.

1. There will be a panel named "Active results". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Update" button next to a specific result.

 Student Portal

Mark Williamson ▾ Sign Out

Student

First name	Surname	Email address
Sergiu	Tripo	triponsergiu@hotmail.co.uk

Result

Coursework mark (if any)
60.00
Exam mark (if any)
70.00
Overall mark
65.00

Notes

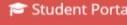
Enter notes

Update result

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3. You will be redirected to a form.
4. Update the desired fields.
5. Click on the “Update result” button.

 Student Portal

Mark Williamson ▾ Sign Out

Home / Results / Select modules / Update result

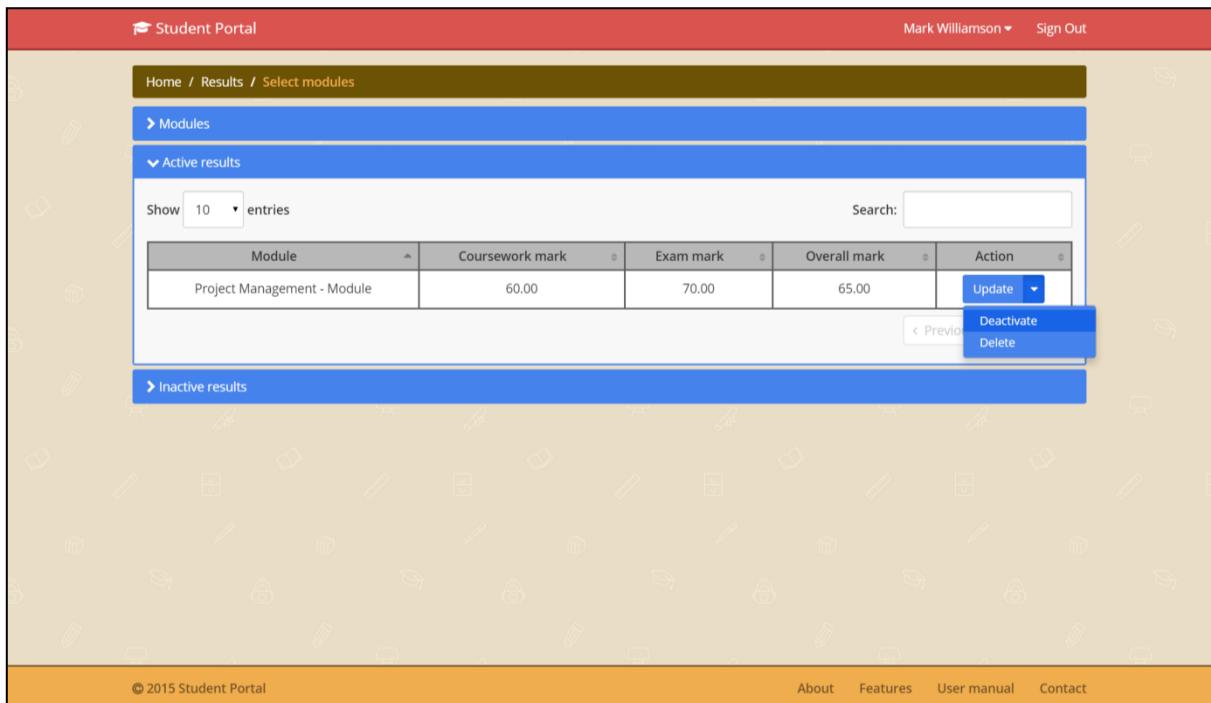
All done! The result has been updated.

© 2015 Student Portal

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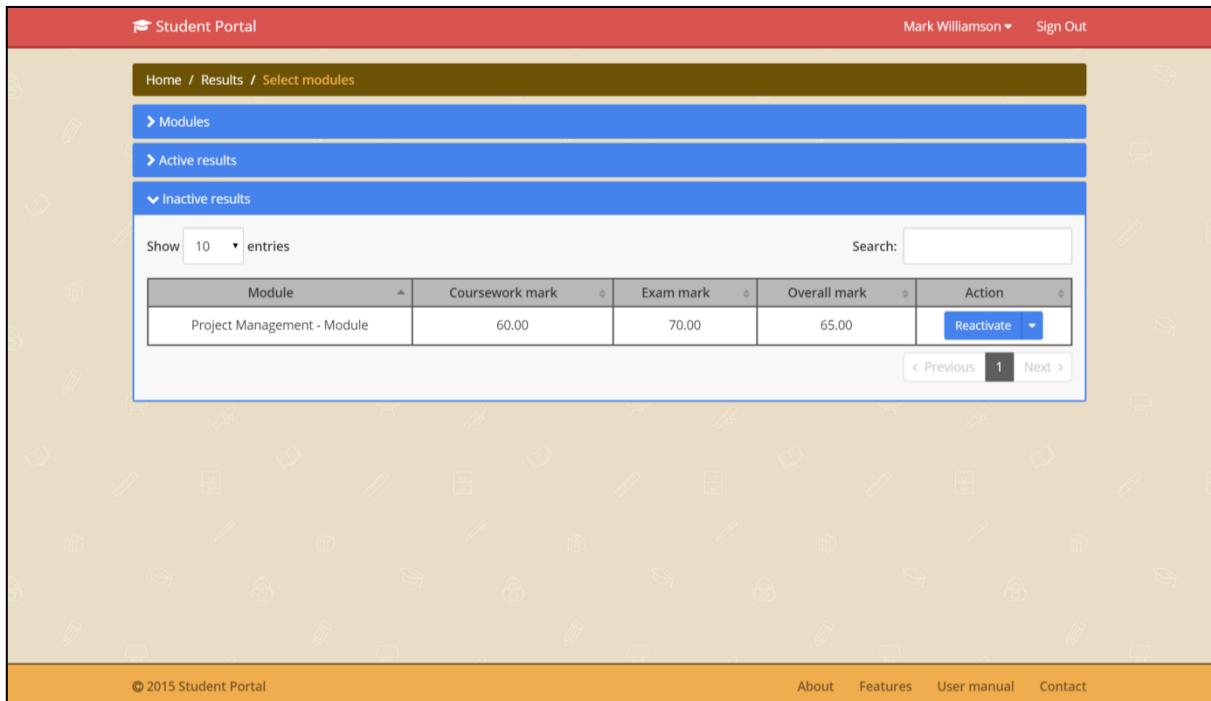
6. A confirmation message will appear on the screen, confirming the action has been completed.

How to deactivate a result



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and user information ('Mark Williamson' and 'Sign Out'). Below the header is a navigation bar with links like 'Home / Results / Select modules', 'Modules', and 'Active results'. A search bar and a dropdown for selecting the number of entries (set to 10) are also present. The main content area displays a table with four columns: 'Module', 'Coursework mark', 'Exam mark', and 'Overall mark'. A fifth column, 'Action', contains buttons for 'Update', 'Deactivate', and 'Delete'. The first row of the table shows 'Project Management - Module' with marks 60.00, 70.00, and 65.00. The 'Deactivate' button is highlighted with a blue border. Below the table, there's a section titled 'Inactive results' which is currently collapsed.

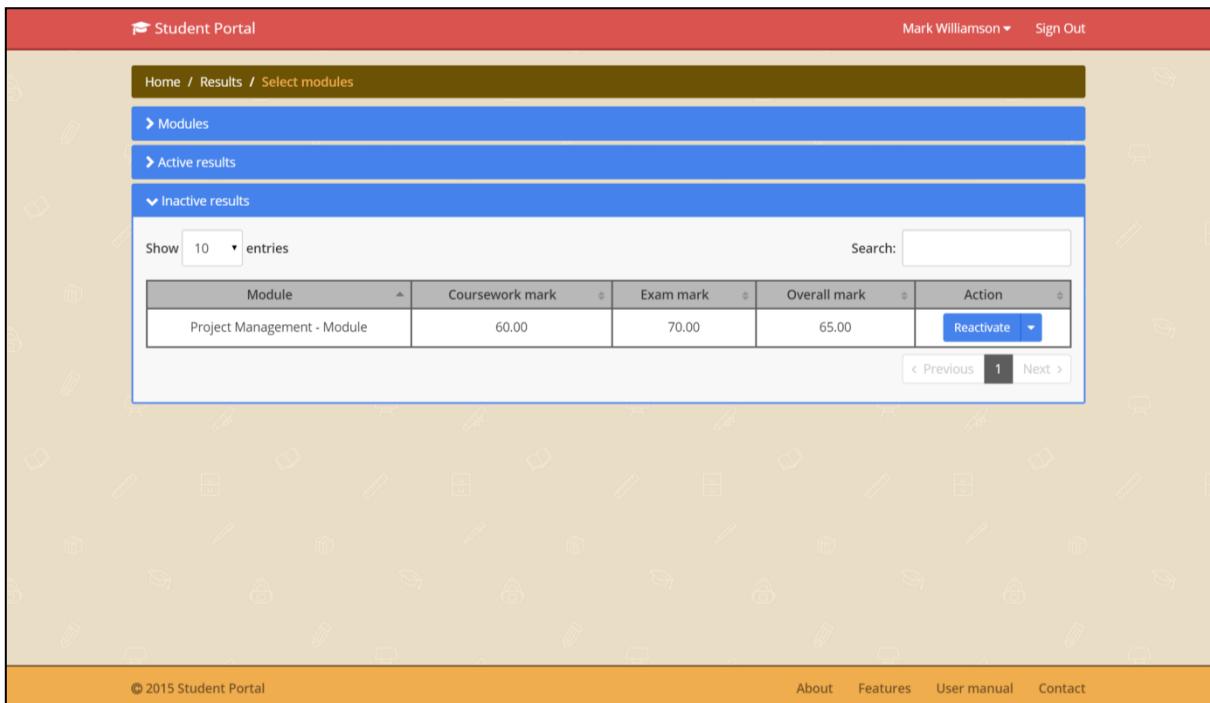
1. There will be a panel named “Active results”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Deactivate” button next to a specific result.



This screenshot shows the 'Student Portal' after the action from the previous step has been taken. The 'Inactive results' panel is now expanded and visible. The table structure remains the same, but the row for 'Project Management - Module' is now listed under the 'Inactive results' section. The 'Reactivate' button is highlighted with a blue border. The 'Active results' panel is now collapsed.

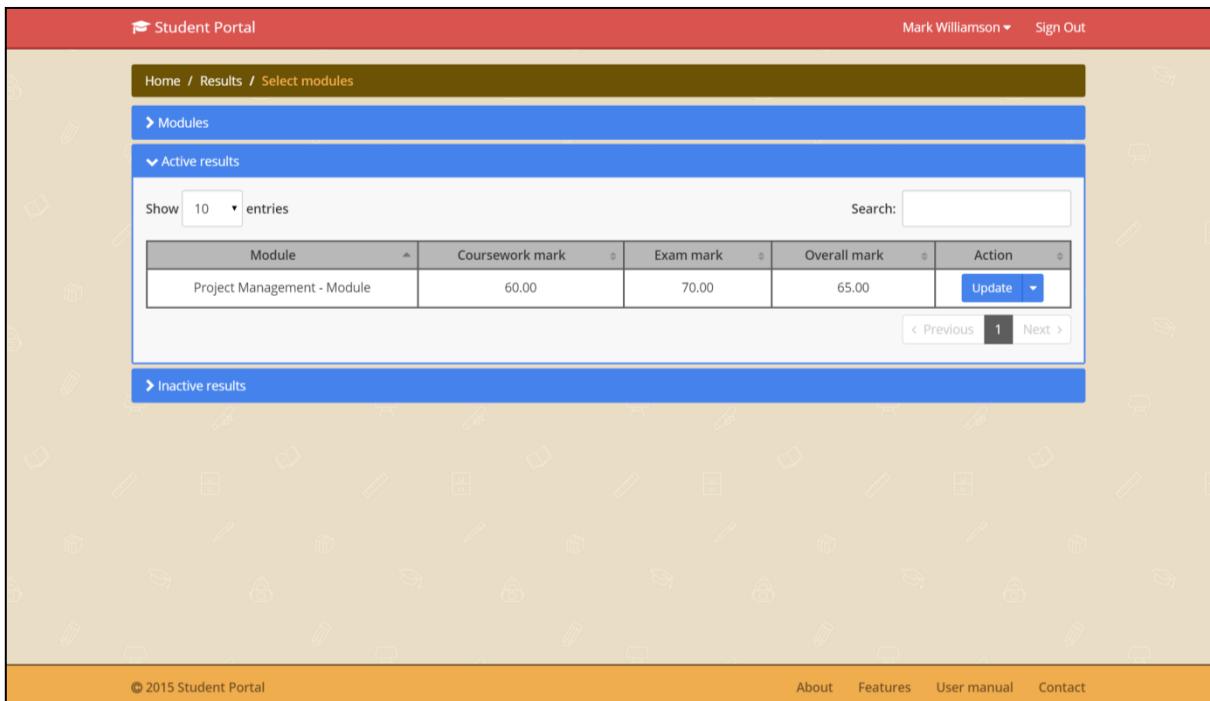
3. The result will disappear from the “Active results” panel, and instead will be visible within the “Inactive results” panel.

How to reactivate a result



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and navigation links for 'Mark Williamson' and 'Sign Out'. Below the header is a dark brown navigation bar with links for 'Home / Results / Select modules', 'Modules', 'Active results', and 'Inactive results'. The 'Inactive results' link is currently expanded, showing a table with columns: Module, Coursework mark, Exam mark, Overall mark, and Action. A single row is visible for 'Project Management - Module' with marks 60.00, 70.00, 65.00, and a blue 'Reactivate' button. Below the table are navigation buttons for 'Previous', 'Next', and page number '1'. The main content area has a light beige background with faint icons of graduation caps, books, and pens scattered across it. At the bottom of the screen is an orange footer bar with the text '© 2015 Student Portal' and links for 'About', 'Features', 'User manual', and 'Contact'.

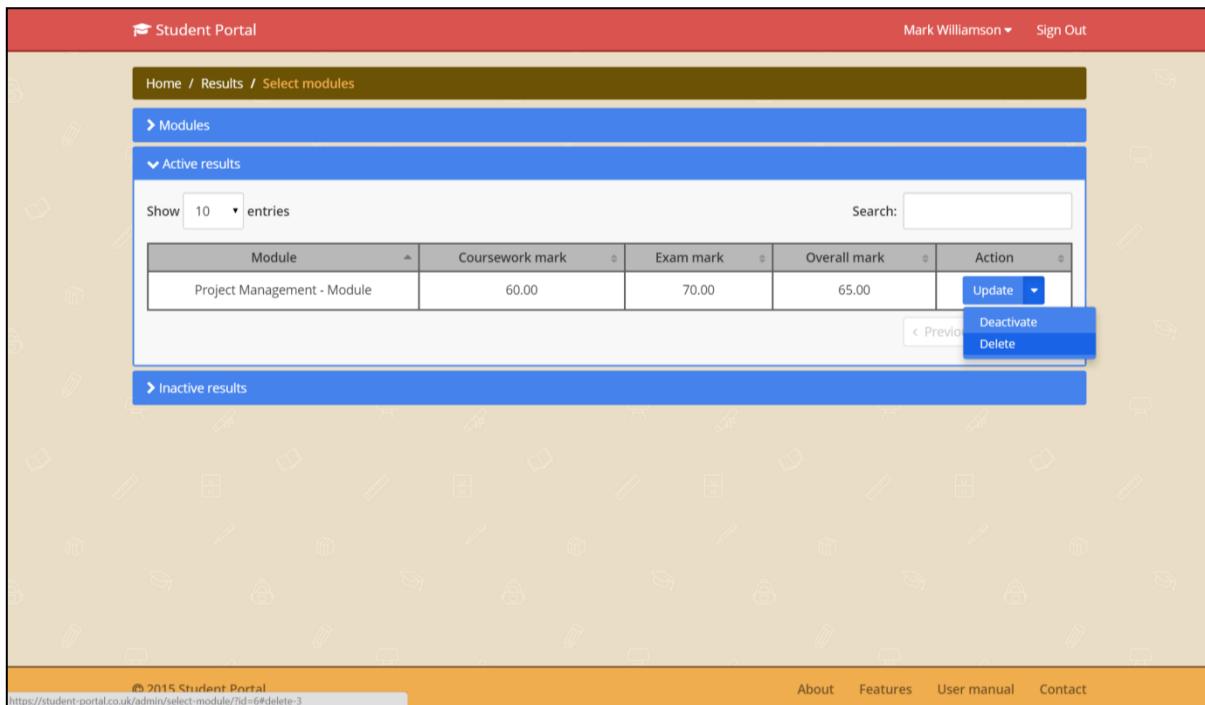
1. There will be a panel named “Inactive results”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reactivate” button next to a specific result.



This screenshot shows the same 'Student Portal' interface as the previous one, but with a key difference: the 'Inactive results' panel is now collapsed, indicated by a downward-pointing arrow icon. The 'Active results' panel is now expanded, showing the same table as before. The 'Project Management - Module' row now has a blue 'Update' button instead of a 'Reactivate' button. The rest of the interface, including the header, navigation bar, and footer, remains identical to the first screenshot.

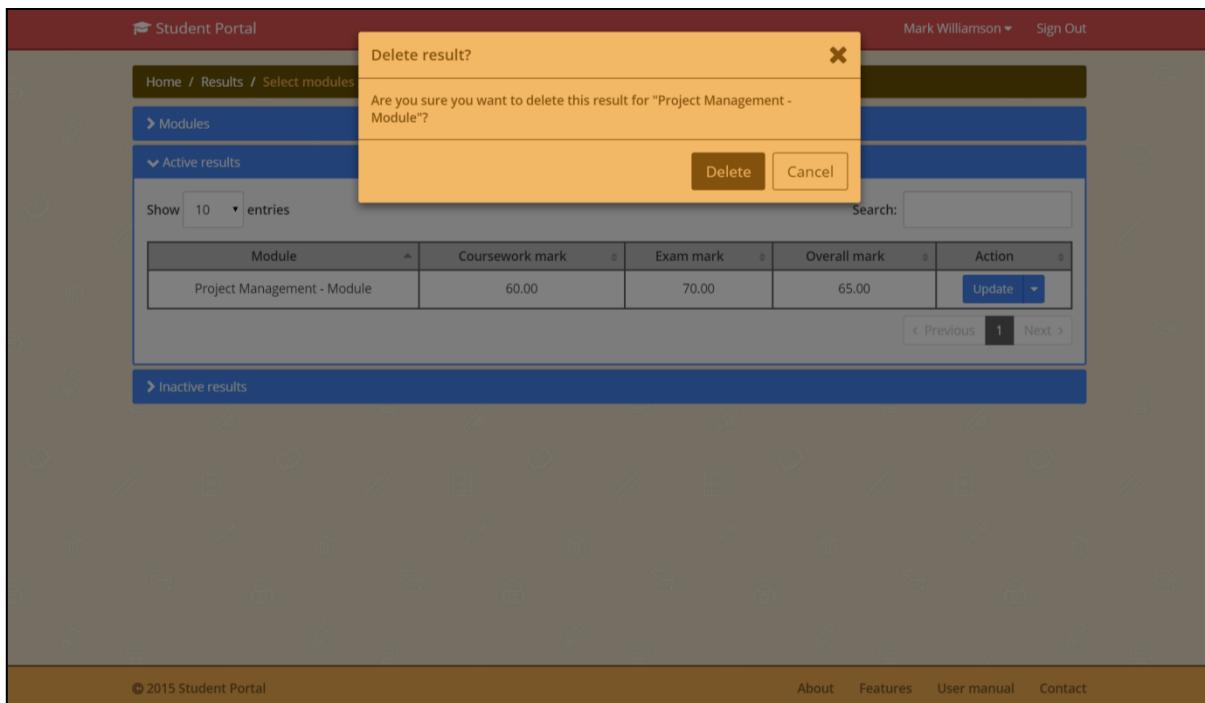
3. The result will disappear from the “Inactive results” panel, and instead will be visible within the “Active results” panel.

How to delete a result



The screenshot shows the 'Student Portal' interface. At the top, there's a red header bar with the portal logo and user information ('Mark Williamson' and 'Sign Out'). Below the header is a navigation bar with links like 'Home', 'Results', and 'Select modules'. The main content area has a blue header 'Active results'. It contains a table with columns: Module, Coursework mark, Exam mark, Overall mark, and Action. A single row is shown for 'Project Management - Module' with marks 60.00, 70.00, and 65.00. In the 'Action' column, there are buttons for 'Update', 'Deactivate', and 'Delete'. A search bar is at the top right of the table area. Below the table is another blue header 'Inactive results'.

1. There will be two panels named “Active” and “Inactive results”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific result.



This screenshot shows the same 'Student Portal' interface as the previous one, but with a modal dialog box overlaid. The dialog is titled 'Delete result?' and contains the message 'Are you sure you want to delete this result for "Project Management - Module"?'. It has two buttons at the bottom: 'Delete' and 'Cancel'. The background of the portal is dimmed to indicate that interaction with it is disabled while the dialog is open.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on the “Delete” button. If you don’t want to delete the exam, click on the “Cancel” button.

The screenshot shows the 'Results' section of the Student Portal. At the top, there's a navigation bar with 'Student Portal' and user info 'Mark Williamson'. Below it is a breadcrumb trail 'Home / Results / Select modules'. A blue header bar says 'Active results'. A table below has columns for 'Module', 'Coursework mark', 'Exam mark', 'Overall mark', and 'Action'. A message says 'There are no records to display.' At the bottom, a blue bar says 'Inactive results'.

5. The prompt will disappear and the result will be deleted. The result cannot be restored.

Transport

How to access the Transport area

The screenshot shows the main home page of the Student Portal. It features a grid of tiles. The 'Transport' tile, which is green with a white train icon, is highlighted. Other tiles include 'Timetable' (clock icon), 'Exams' (pencil icon), 'Results' (trophy icon), 'Library' (book icon), 'Calendar' (calendar icon), 'University Map' (location pin icon), 'Events' (ticket icon), 'Feedback' (checkmark icon), 'Messenger' (speech bubble icon), and 'Account' (user profile icon). A message at the bottom left says '2015 Student Portal https://student-portal.co.uk/transport/'. At the bottom right are links for 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Transport” tile from the Home page.

How to check the live tube and station status

The screenshot shows the Student Portal Transport dashboard. At the top, there are four main tiles: 'Tube Now' (status: Now, last updated 21:35), 'Tube This weekend' (status: Now, last updated 21:35), 'Tube Map' (status: Now, last updated 21:35), and 'Cycle Hire Now' (status: Now, last updated 21:35). Below these are five colored panels representing different tube lines: Bakerloo (Good Service, last updated 21:35), Central (Good Service, last updated 21:35), Circle (Good Service, last updated 21:35), Circle (Good Service, last updated 21:35), and DLR (Part Closure, last updated 21:35).

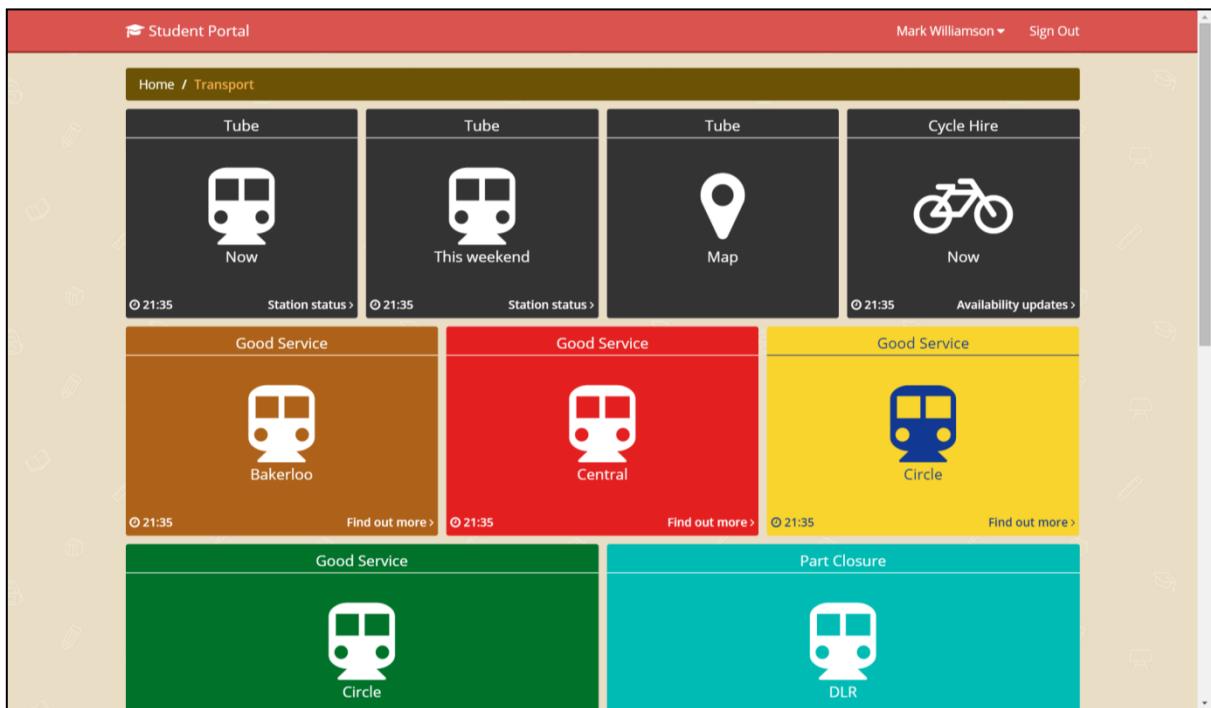
1. Click on the “Now” link on the Tube tile.
2. You will be redirected to a new page.
3. There will be two panels named “Line” and “Station status”. They may be collapsed by default, so you will have to expand them by clicking on their title.

The screenshot shows the 'Line status' panel from the Transport dashboard. It displays a table of tube lines and their current service status:

Line	Status	Info
Bakerloo	Good Service	No extra info
Central	Good Service	No extra info
Circle	Good Service	No extra info
District	Good Service	No extra info
DLR	Part Closure	No service between Bow Church and Stratford due to planned engineering work. GOOD SERVICE on all other routes.
Hammersmith and City	Good Service	No extra info
Jubilee	Good Service	No extra info
Metropolitan	Good Service	No extra info
Northern	Good Service	No extra info
Overground	Part Closure	No service between South Tottenham and Barking, New Cross Gate and West Croydon and between Sydenham and Crystal Palace due to planned engineering work. GOOD SERVICE on all other routes.

4. The “Line status” panel will display live tube line transport status and information.
5. The “Station status” panel will display live tube station transport status and information.

How to check the “this weekend” tube and station status



The screenshot shows the 'Transport' section of the Student Portal. It features a grid of cards for different transport modes:

- Tube Now:** Shows a train icon and the word "Now". Below it is a timestamp "02:35" and a link "Station status >".
- Tube This weekend:** Shows a train icon and the words "This weekend". Below it is a timestamp "02:35" and a link "Station status >".
- Tube Map:** Shows a location pin icon.
- Cycle Hire Now:** Shows a bicycle icon and the word "Now". Below it is a timestamp "02:35" and a link "Availability updates >".
- Bakerloo Good Service:** Shows a train icon and the word "Bakerloo". Below it is a timestamp "02:35" and a link "Find out more >".
- Central Good Service:** Shows a train icon and the word "Central". Below it is a timestamp "02:35" and a link "Find out more >".
- Circle Good Service:** Shows a train icon and the word "Circle". Below it is a timestamp "02:35" and a link "Find out more >".
- Circle Good Service:** Shows a train icon and the word "Circle". Below it is a timestamp "02:35" and a link "Find out more >".
- DLR Part Closure:** Shows a train icon and the word "DLR". Below it is a timestamp "02:40" and a detailed description of the closure: "Docklands Light Railway: No service between Stratford and Bow Church on Sunday 03 and Bank Holiday Monday 04 May due to Crossrail works at Pudding Mill Lane. Replacement buses operate.".

1. Click on the “This weekend” link on the Tube tile.
2. You will be redirected to a new page.
3. There will be two panels named “Line status” and “Disrupted stations”. They may be collapsed by default, so you will have to expand them by clicking on their title.



The screenshot shows the "Tube - This Weekend" section of the Student Portal. It displays a table titled "Line status" with the following data:

Line	Status	Info
Bakerloo	Good Service	No extra info
Central	Good Service	No extra info
Circle	Good Service	No extra info
District	Good Service	No extra info
DLR	Part Suspended	Docklands Light Railway: No service between Stratford and Bow Church on Sunday 03 and Bank Holiday Monday 04 May due to Crossrail works at Pudding Mill Lane. Replacement buses operate.
H'smith & City	Good Service	No extra info
Jubilee	Good Service	No extra info
Metropolitan	Good Service	No extra info
Northern	Good Service	No extra info
Overground	Part Closure	LONDON OVERGROUND: Sunday 3 May, no service between New Cross Gate and West Croydon / Crystal Palace due to Network Rail engineering works. Please note that northbound Southern trains will not call at stations between Anerley and Brockley inclusive, but serve all stops southbound. LONDON OVERGROUND: Sunday 3 May, no service between South Tottenham and Barkingside due to Network Rail infrastructure works. Replacement buses operate.

4. The “Line status” panel will display live tube line transport status and information.

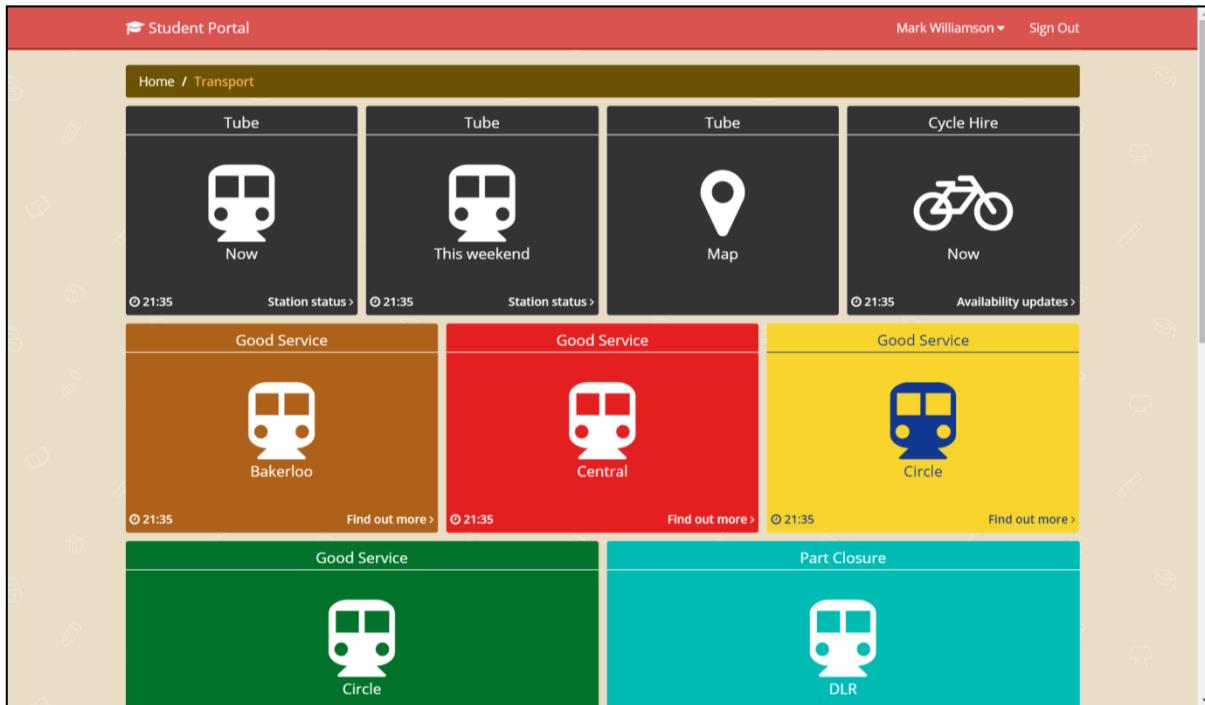
Station	Status	Info
Angel Underground Station	No status. Info provided.	Angel Underground Station: Reduced escalator service Monday 5 January until mid-July 2015. This is while we carry out planned refurbishment work. Please use the remaining escalators. The station may be busier at times, please allow additional time for your journey.
Barbican Underground Station	No status. Info provided.	Barbican Station: Ticket hall improvements will start to take place from May 2015, when the ticket office in this station closes. Work will last for up to three weeks as we install additional ticket machines. The ticket office will not reopen when the work is complete. To pay for travel, you can now... Use your contactless payment card. Use the smarter ticket machines or... Buy tickets or top up your Oyster card online or at nearby Oyster Ticket Stops.
Brixton Underground Station	No status. Info provided.	BRIXTON STATION: Escalator works: Due to planned escalator maintenance work until late July 2015, the station is likely to be busier than usual throughout weekday morning and evening peak hours. You may find it easier to travel outside these hours or to use nearby Stockwell Tube station during the busiest times
Camden Town Underground Station	No status. Info provided.	CAMDEN TOWN: No down escalator service between 1000-1730 on Saturday and 1000-1300 on Sundays, with exit and interchange only between 1300-1730 on Sundays. Access to platforms is via the spiral stairs only.
Camden Town Underground Station	No status. Info provided.	CAMDEN TOWN: No down escalator service between 1000-1730 on Saturday and 1000-1300 on Sundays, with exit and interchange only between 1300-1730 on Sundays. Access to platforms is via the spiral stairs only.
Canada Water Underground Station	No status. Info provided.	Camden Town Station: Ticket hall improvements will start to take place from May 2015, when the ticket office in this station closes. Work will last for up to three weeks. The ticket office will not reopen when the work is complete. To pay for travel, you can now... Use your contactless payment card. Use the smarter ticket machines or... Buy tickets or top up your Oyster card online or at nearby Oyster Ticket Stops.
Canada Water Underground Station	No status. Info provided.	CANADA WATER STATION: No down escalator service from the ticket hall to southbound London Overground platform 3 until late June 2015. This is for planned refurbishment work. During this time, please follow signs and use the stairs or lift.

5. The “Disrupted stations” panel will display live tube station transport status and information.

How to access the Tube map

1. Click on the “Map” link on the Tube tile.
2. You will be redirected to a new page.
3. The Transport for London (TFL) tube map will be displayed.

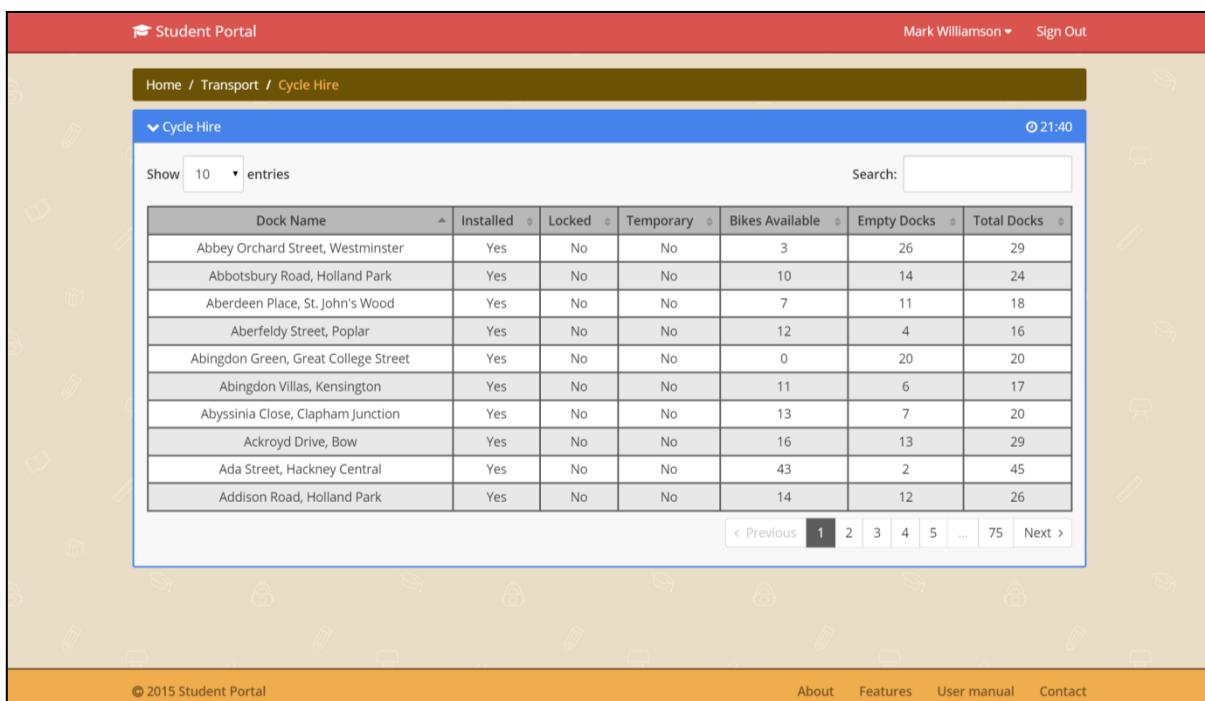
How to check the cycle hire availability



The screenshot shows the Student Portal homepage under the Transport section. It features several status tiles:

- Tube Now**: Status: Good Service, Last Update: 02:35, Station status: Find out more >
- Tube This weekend**: Status: Good Service, Last Update: 02:35, Station status: Find out more >
- Tube Map**: Status: Good Service, Last Update: 02:35, Availability updates: Find out more >
- Cycle Hire Now**: Status: Good Service, Last Update: 02:35, Availability updates: Find out more >
- Bakerloo**: Status: Good Service, Last Update: 02:35, Find out more >
- Central**: Status: Good Service, Last Update: 02:35, Find out more >
- Circle**: Status: Good Service, Last Update: 02:35, Find out more >
- Circle**: Status: Good Service, Last Update: 02:35, Find out more >
- DLR**: Status: Part Closure, Last Update: 02:35, Find out more >

1. Click on the “Now” link on the Cycle hire tile.
2. You will be redirected to a new page.
3. There will be a panel named “Cycle hire”. It will be expanded by default, but you can also minimise it by clicking on its title.



The screenshot shows the Student Portal with the Cycle hire panel expanded. The panel displays a table of cycle hire dock information:

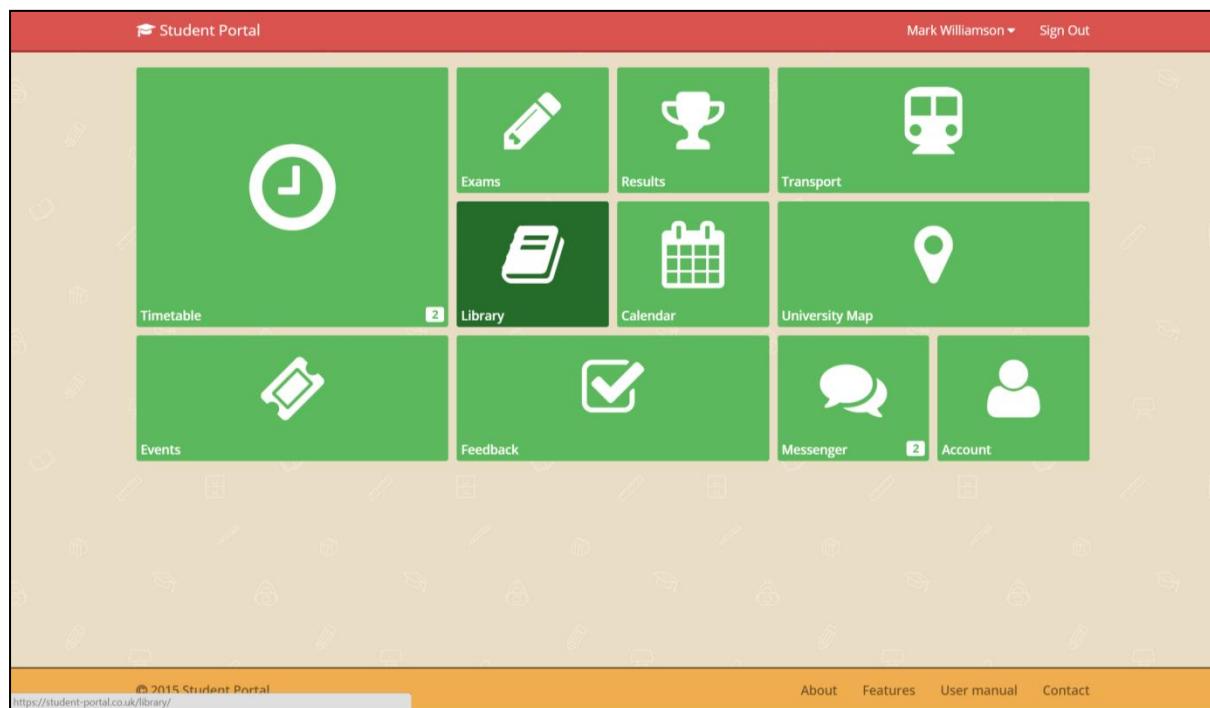
Dock Name	Installed	Locked	Temporary	Bikes Available	Empty Docks	Total Docks
Abbey Orchard Street, Westminster	Yes	No	No	3	26	29
Abbotsbury Road, Holland Park	Yes	No	No	10	14	24
Aberdeen Place, St. John's Wood	Yes	No	No	7	11	18
Aberfeldy Street, Poplar	Yes	No	No	12	4	16
Abingdon Green, Great College Street	Yes	No	No	0	20	20
Abingdon Villas, Kensington	Yes	No	No	11	6	17
Abyssinia Close, Clapham Junction	Yes	No	No	13	7	20
Ackroyd Drive, Bow	Yes	No	No	16	13	29
Ada Street, Hackney Central	Yes	No	No	43	2	45
Addison Road, Holland Park	Yes	No	No	14	12	26

At the bottom of the panel, there is a navigation bar with buttons for < Previous, 1, 2, 3, 4, 5, ..., 75, Next >.

4. The “Cycle hire” panel will display live cycle hire availability status.

Library

How to access the Library area



1. Click on the “Library” tile from the Home page.

How to reserve a book

A screenshot of the Library reservation page. At the top, it shows the "Student Portal" header and "Mark Williamson ▾ Sign Out". Below that, the URL "https://student-portal.co.uk/library/reserve-book?id=2" is visible. The main content area has a dark blue header bar with "Home / Library". Underneath are two large green tiles: "Book view" (book icon) and "Returns - Calendar view" (calendar icon). Below this is a blue panel titled "Books" with a dropdown arrow. It contains a table with columns: Book, Author, Reserve, and Request. The first row shows "Interaction design" by Phil Benson with "Reserve" and "Request" buttons. There are also "Search:" and "Show 10 entries" buttons. At the bottom of this panel are three expandable sections: "Your reservations", "Your loans", and "Your requests", each preceded by a right-pointing arrow. The background features a repeating pattern of academic icons. The footer is an orange bar with links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Books”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Reserve” button next to a specific book.

 Student Portal

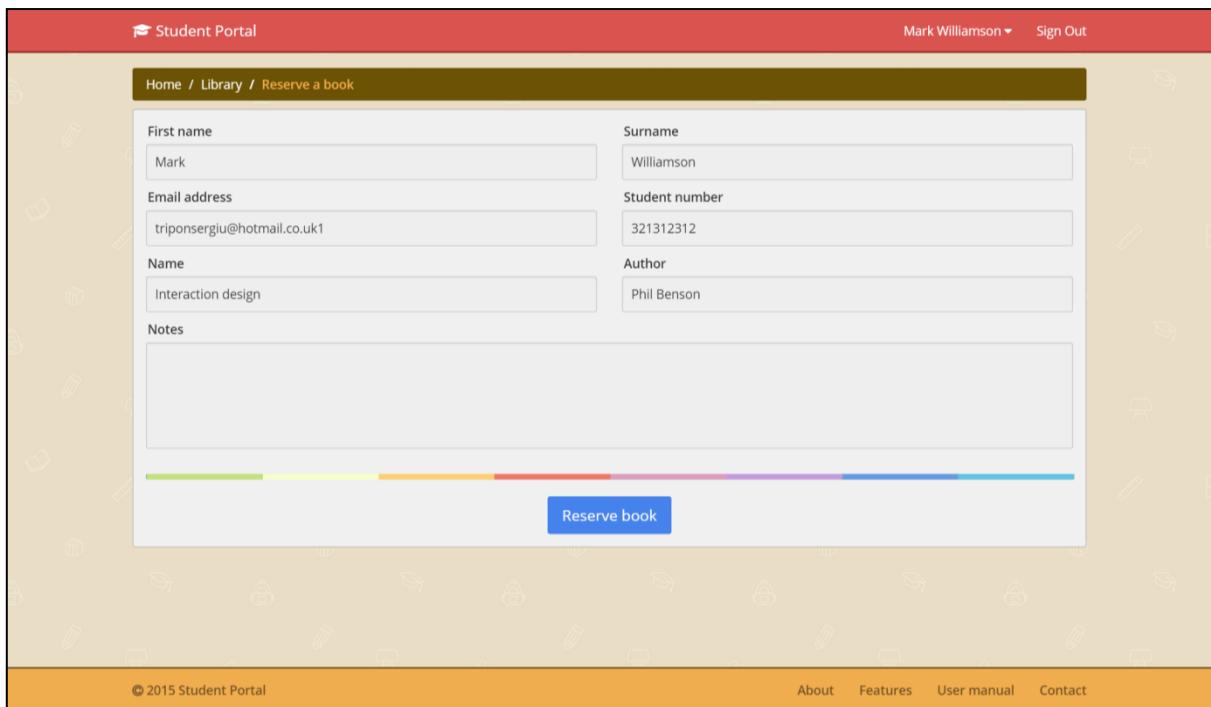
Mark Williamson ▾ Sign Out

Home / Library / Reserve a book

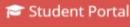
First name	Surname
Mark	Williamson
Email address	Student number
triponsergiu@hotmail.co.uk1	321312312
Name	Author
Interaction design	Phil Benson
Notes	

Reserve book

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3. You will be redirected to a form.
4. Click on the “Reserve book” button.

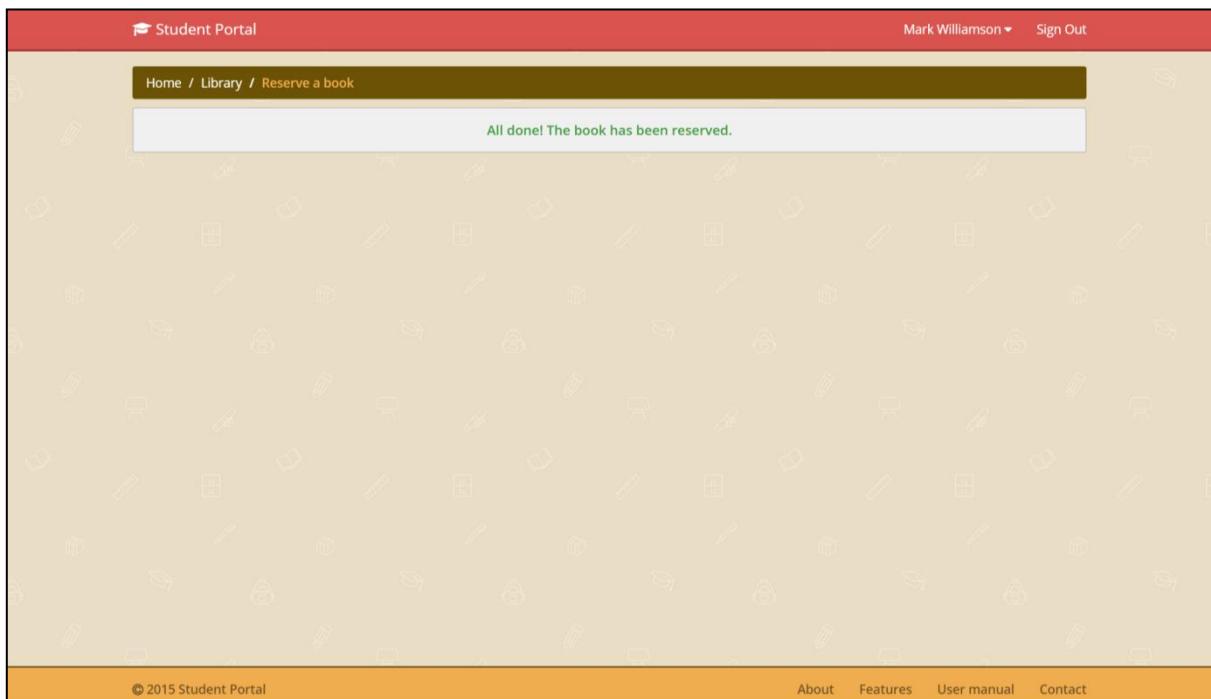
 Student Portal

Mark Williamson ▾ Sign Out

Home / Library / Reserve a book

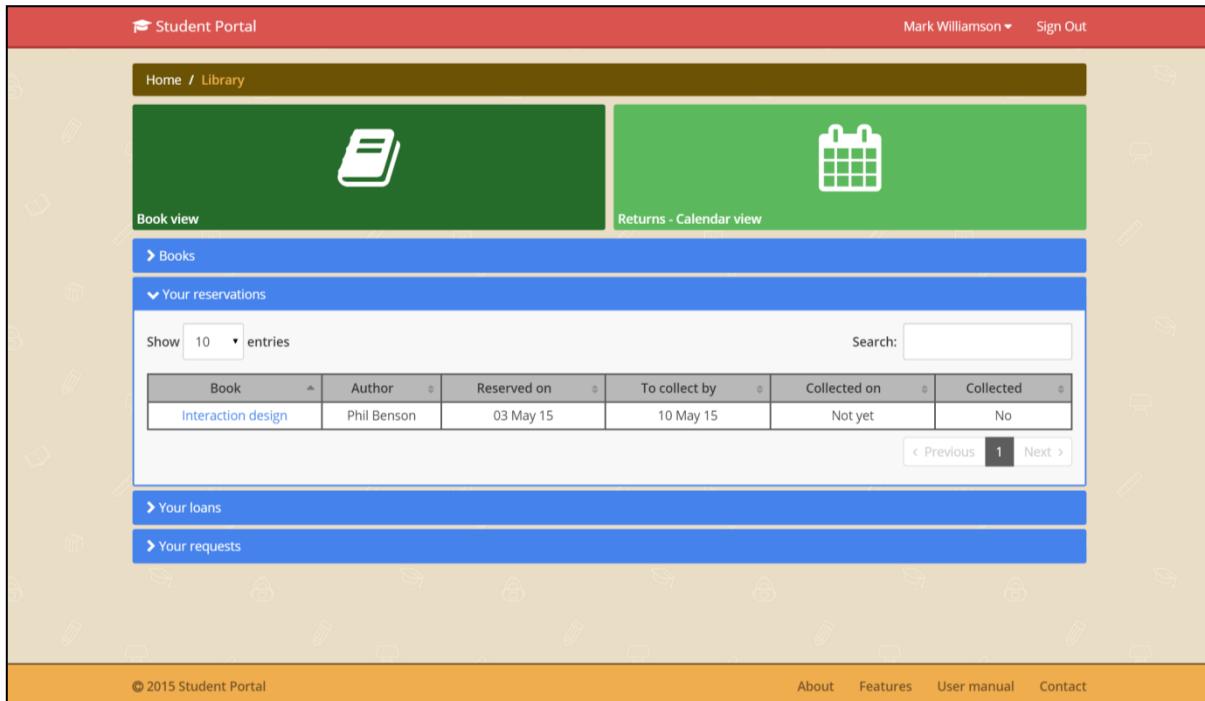
All done! The book has been reserved.

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5. A confirmation message will appear on the screen confirming the action has been completed.

How to check your reservations



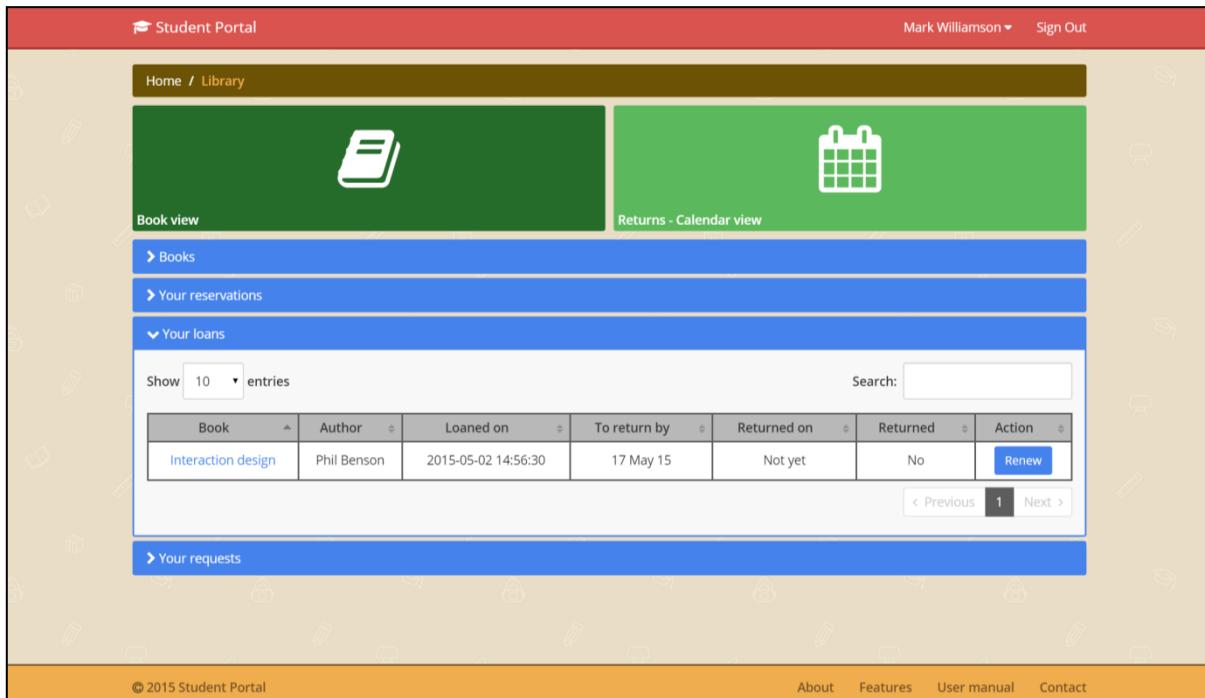
The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", the user name "Mark Williamson", and a "Sign Out" button. Below the header is a navigation bar with "Home / Library". On the left, there are two large green buttons: "Book view" with a book icon and "Returns - Calendar view" with a calendar icon. The main content area has a blue sidebar on the left with links: "Books", "Your reservations" (which is expanded), "Your loans" (collapsed), and "Your requests" (collapsed). The "Your reservations" panel contains a table with one entry:

Book	Author	Reserved on	To collect by	Collected on	Collected
Interaction design	Phil Benson	03 May 15	10 May 15	Not yet	No

Below the table are buttons for "Previous", "1", and "Next". At the bottom of the page, there's an orange footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Your reservations”. It will be collapsed by default, so you will have to expand it by clicking on its title.

How to check your loans



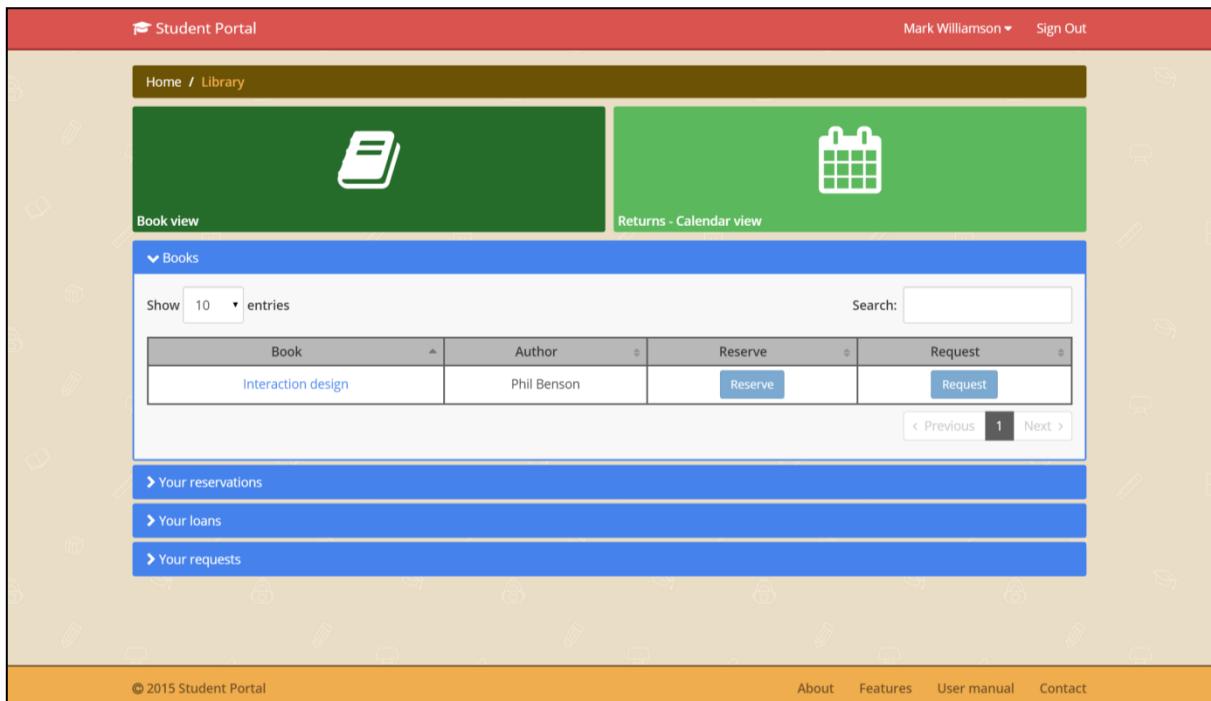
The screenshot shows the Student Portal interface, similar to the previous one but with different content. The "Your loans" panel is expanded in the blue sidebar. The table in the "Your loans" panel shows one loan entry:

Book	Author	Loaned on	To return by	Returned on	Returned	Action
Interaction design	Phil Benson	2015-05-02 14:56:30	17 May 15	Not yet	No	<button>Renew</button>

Below the table are buttons for "Previous", "1", and "Next". The rest of the interface is identical to the first screenshot, including the header, navigation bar, and footer.

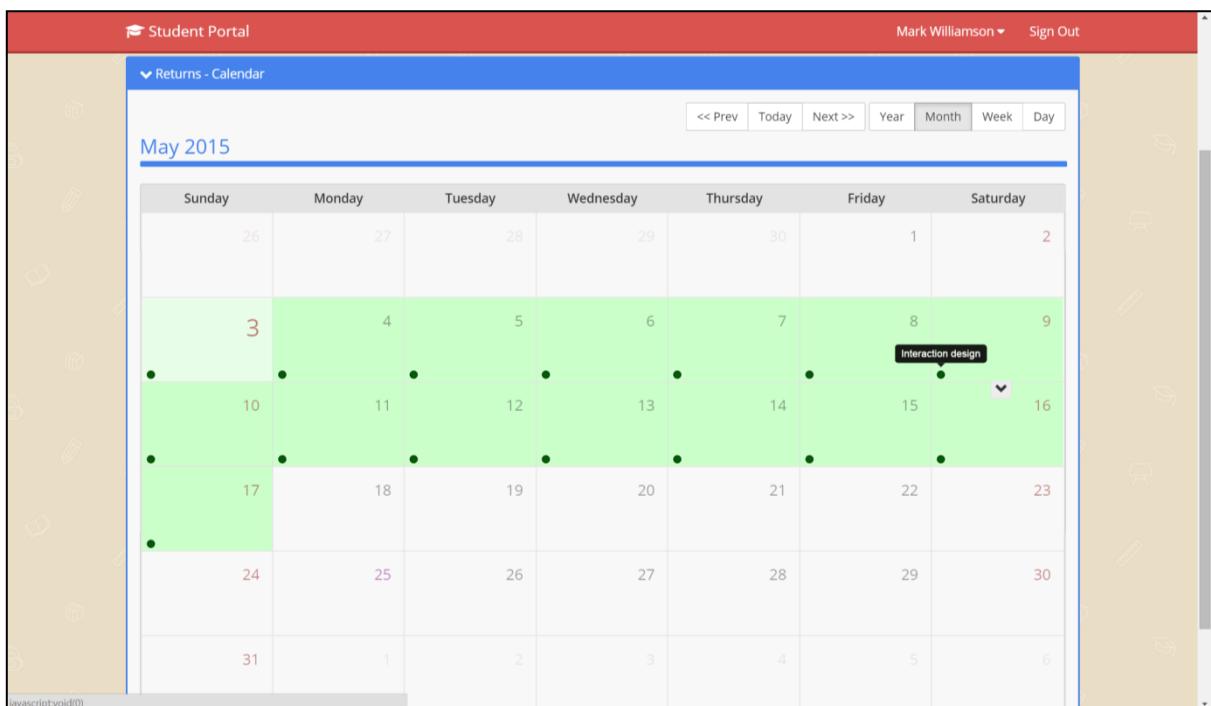
1. There will be a panel named “Your loans”. It will be collapsed by default, so you will have to expand it by clicking on its title.

How to check your loans using the Calendar



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal" and "Mark Williamson" with a "Sign Out" link. Below the header is a navigation bar with "Home / Library". The main content area has two large tiles: "Book view" (with a book icon) and "Returns - Calendar view" (with a calendar icon). The "Returns - Calendar view" tile is selected. Below these tiles is a section titled "Books" with a table showing one entry: "Interaction design" by Phil Benson, with "Reserve" and "Request" buttons. There are also links for "Your reservations", "Your loans", and "Your requests". At the bottom of the page is a footer with copyright information and links to "About", "Features", "User manual", and "Contact".

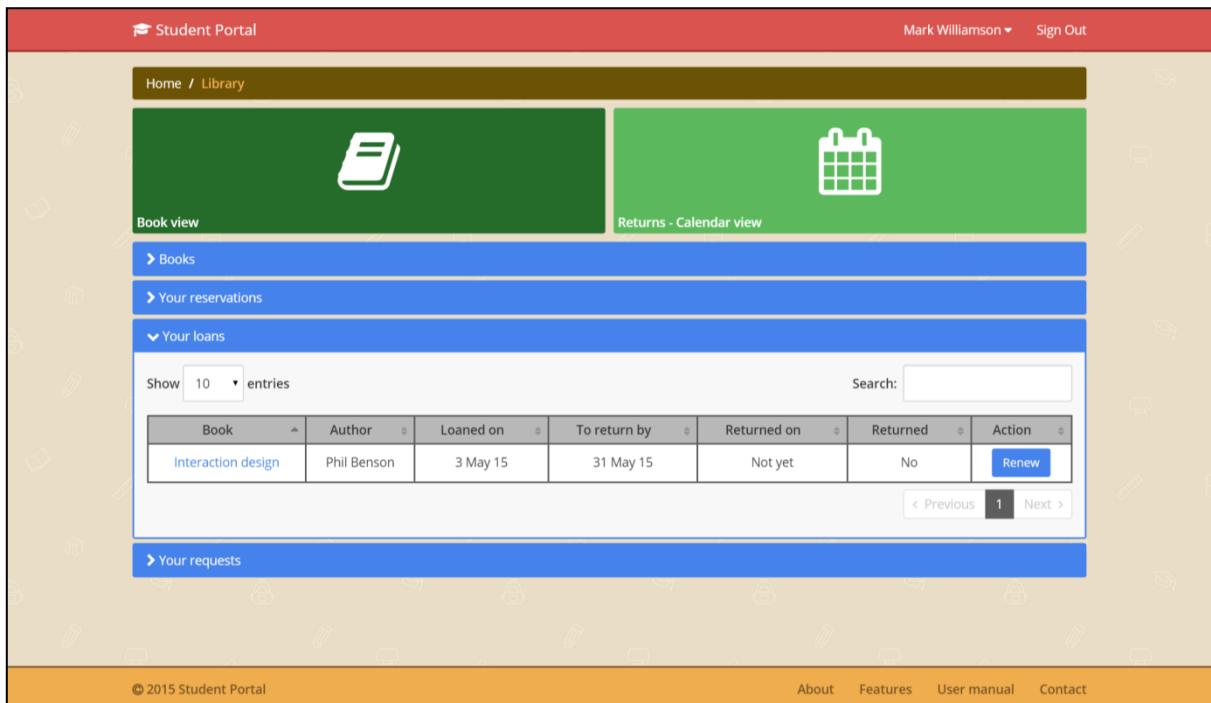
1. Click on the “Returns - Calendar view” tile.



The screenshot shows the "Returns - Calendar" view for May 2015. The calendar grid shows days from Sunday to Saturday. Green circles are placed on specific dates: May 3, 10, 17, 24, and 31. A black callout bubble with a green border and white text "Interaction design" points to the green circle on May 31. Navigation buttons at the top of the calendar allow switching between "Year", "Month", "Week", and "Day" views. The footer of the page includes the text "javascript:void(0)".

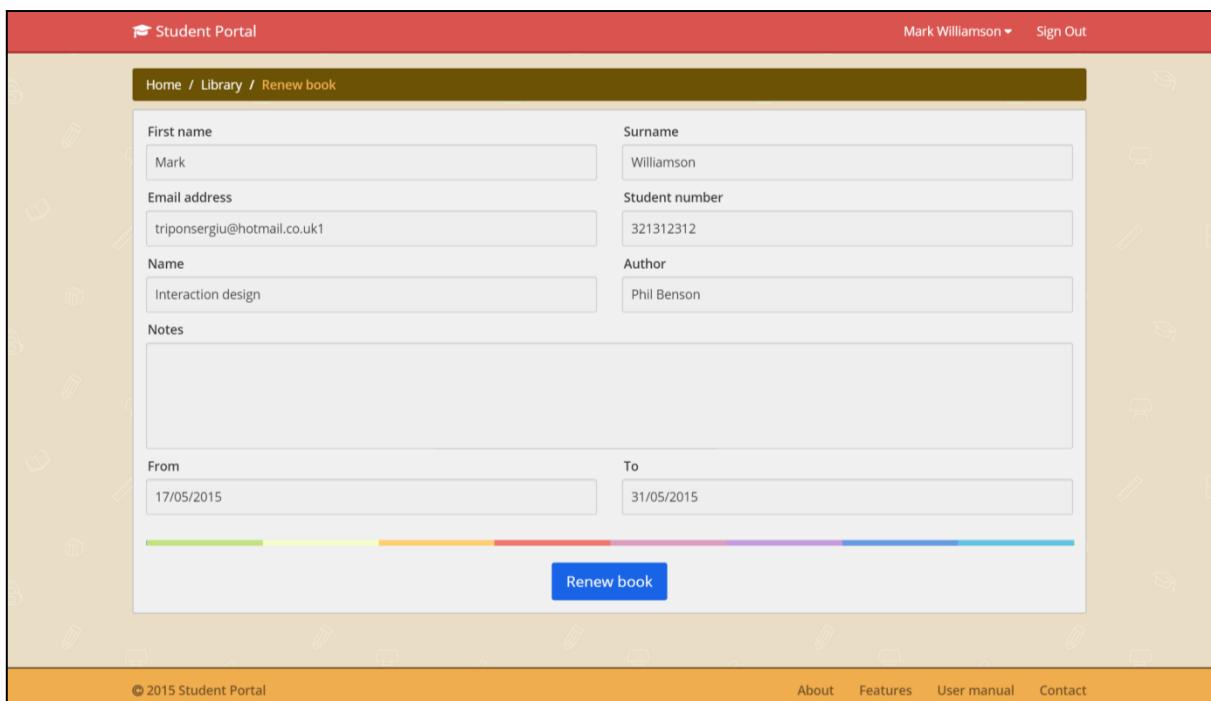
2. Loans will be represented by a green circle on the Calendar. You can navigate through the year, month, week and day views using the buttons provided at the top of the calendar.

How to renew a book



The screenshot shows the Student Portal homepage with a red header bar containing the logo and navigation links for 'Mark Williamson' and 'Sign Out'. Below the header is a brown sidebar with various icons. The main content area has a dark green header 'Book view' with a document icon and a light green header 'Returns - Calendar view' with a calendar icon. A blue sidebar on the left lists 'Books', 'Your reservations', and 'Your loans'. The 'Your loans' section is expanded, showing a table with one entry: 'Interaction design' by Phil Benson, loaned on 3 May 15, due back on 31 May 15, and not yet returned. A 'Renew' button is visible next to the entry. At the bottom of the page is an orange footer bar with copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Your loans”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Renew” button next to a specific book.

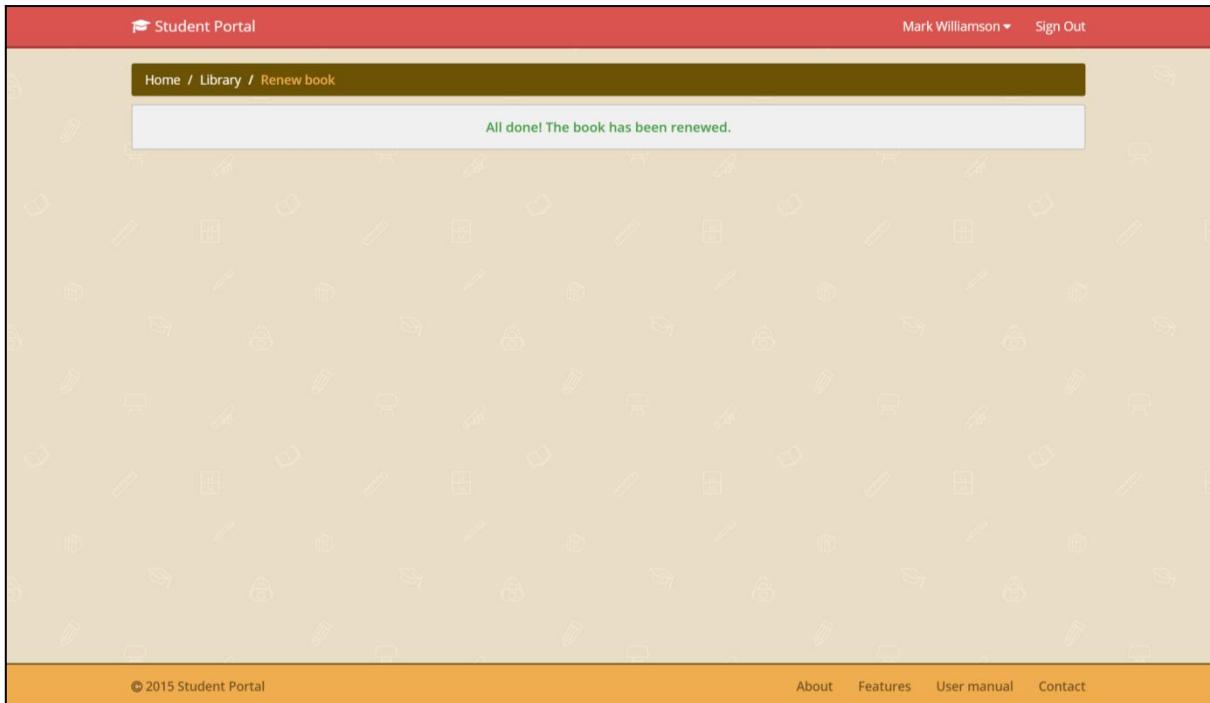


The screenshot shows a 'Renew book' form within the Student Portal. The top navigation bar includes the portal logo, user info for 'Mark Williamson', and 'Sign Out'. The main form area has a dark green header 'Home / Library / Renew book'. The form fields include:

- First name: Mark
- Surname: Williamson
- Email address: triponsergiu@hotmail.co.uk1
- Student number: 321312312
- Name: Interaction design
- Author: Phil Benson
- Notes: (empty text area)
- From: 17/05/2015
- To: 31/05/2015

A large blue 'Renew book' button is centered at the bottom of the form. The page footer is identical to the one on the previous screenshot.

3. You will be redirected to a form.
4. Click on the “Renew book” button.

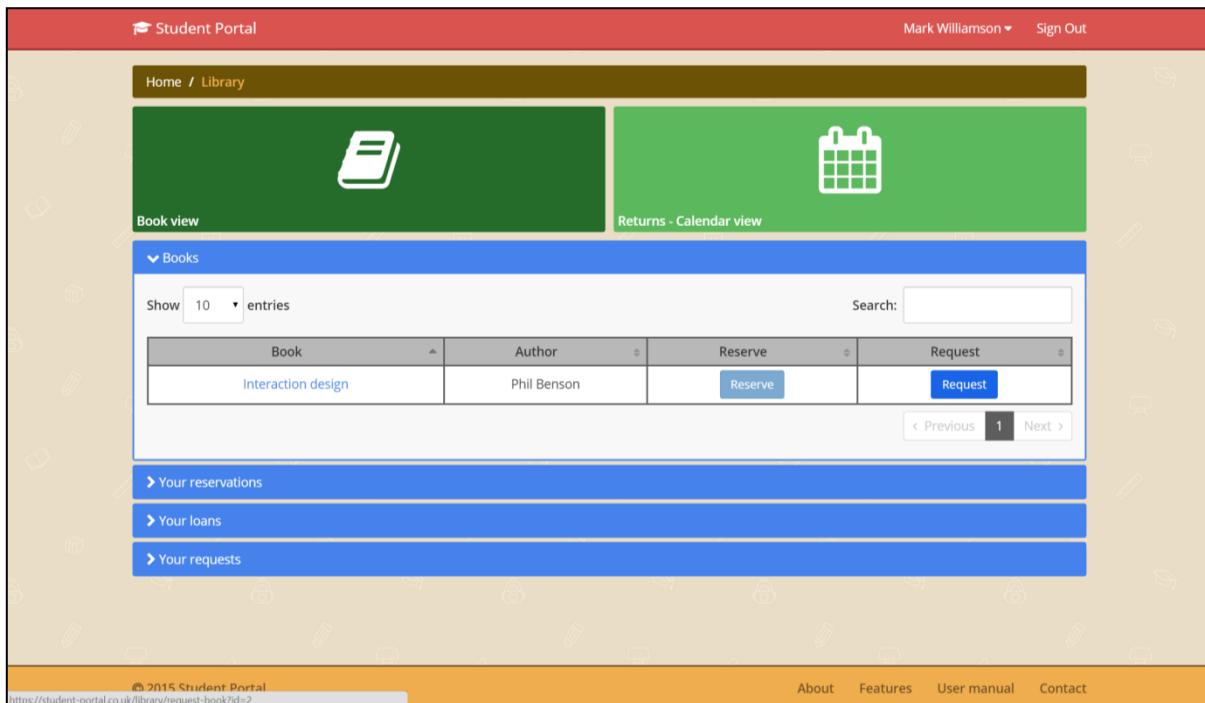


5. A confirmation message will appear on the screen confirming the action has been completed.

This screenshot shows the "Your loans" panel of the student portal. At the top, there's a red header bar with the text "Student Portal". On the right side of the header, it says "Mark Williamson" with a dropdown arrow and "Sign Out". Below the header is a dark brown navigation bar with white text that reads "Home / Library". The main content area is divided into two sections: "Book view" (with a book icon) and "Returns - Calendar view" (with a calendar icon). To the left of these sections is a sidebar with three items: "Books", "Your reservations", and "Your loans" (which is currently expanded, indicated by a minus sign). Below the sidebar is a search bar with the placeholder "Search:" and a dropdown menu showing "Show 10 entries". A table follows, with columns for Book, Author, Loaned on, To return by, Returned on, Returned, and Action. The first row of the table shows a book titled "Interaction design" by Phil Benson, loaned on 3 May 15, due back on 31 May 15, and not yet returned. The "Action" column contains a blue "Renew" button. At the bottom of the table is a navigation bar with "Previous" and "Next" buttons. At the very bottom of the page is an orange footer bar with white text that includes "© 2015 Student Portal" on the left, and "About", "Features", "User manual", and "Contact" links on the right.

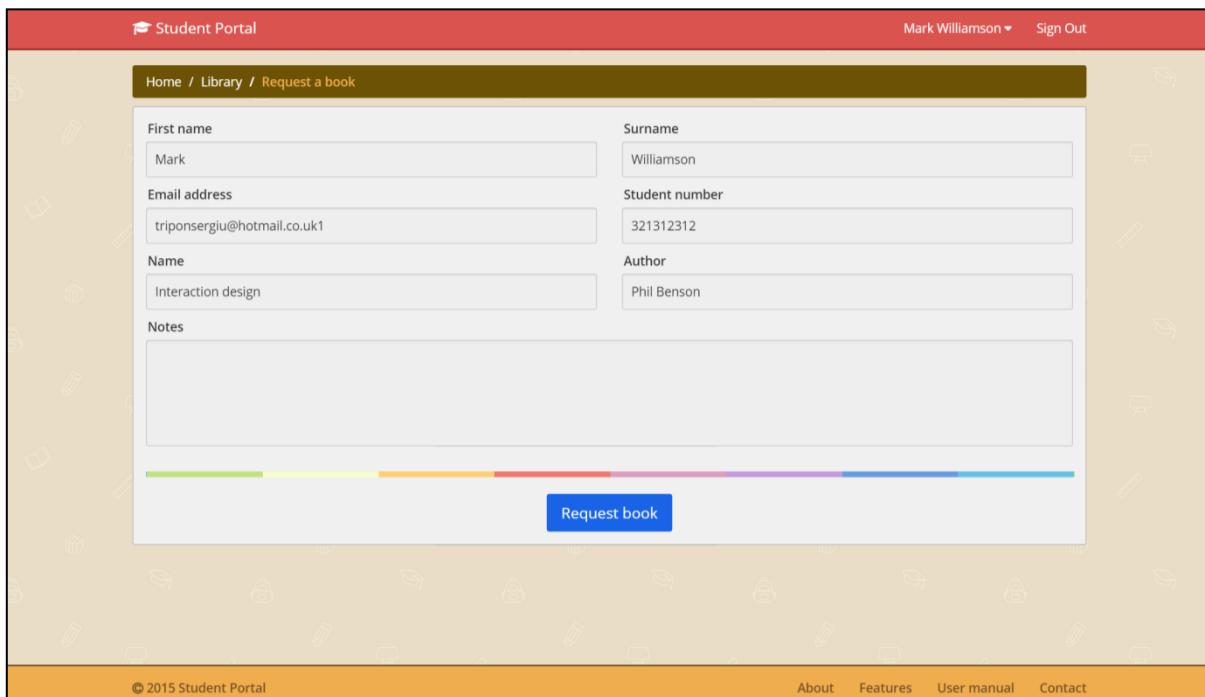
6. Back to the "Your loans" panel, the "To return by" date has been updated to reflect the renewal.

How to request a book



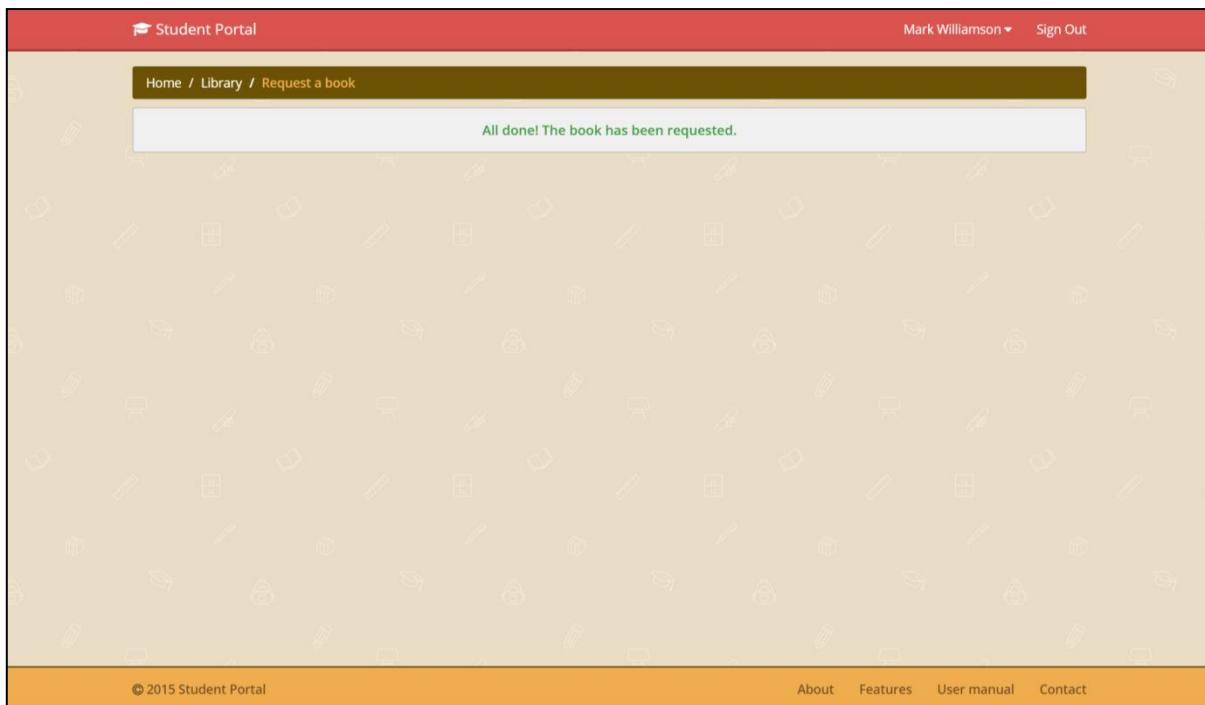
The screenshot shows the 'Books' section of the Student Portal library. At the top, there are two large buttons: 'Book view' (with a book icon) and 'Returns - Calendar view' (with a calendar icon). Below this, a table lists books. The first row shows 'Interaction design' by Phil Benson, with 'Reserve' and 'Request' buttons next to it. A search bar and a 'Show 10 entries' dropdown are at the top of the table. Below the table are three links: 'Your reservations', 'Your loans', and 'Your requests'. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Books”. It will be expanded by default, but you can also minimise it by clicking on its title. If a book is already loaned out, you will be able to request it.
2. Click on the “Request” button next to a specific book.



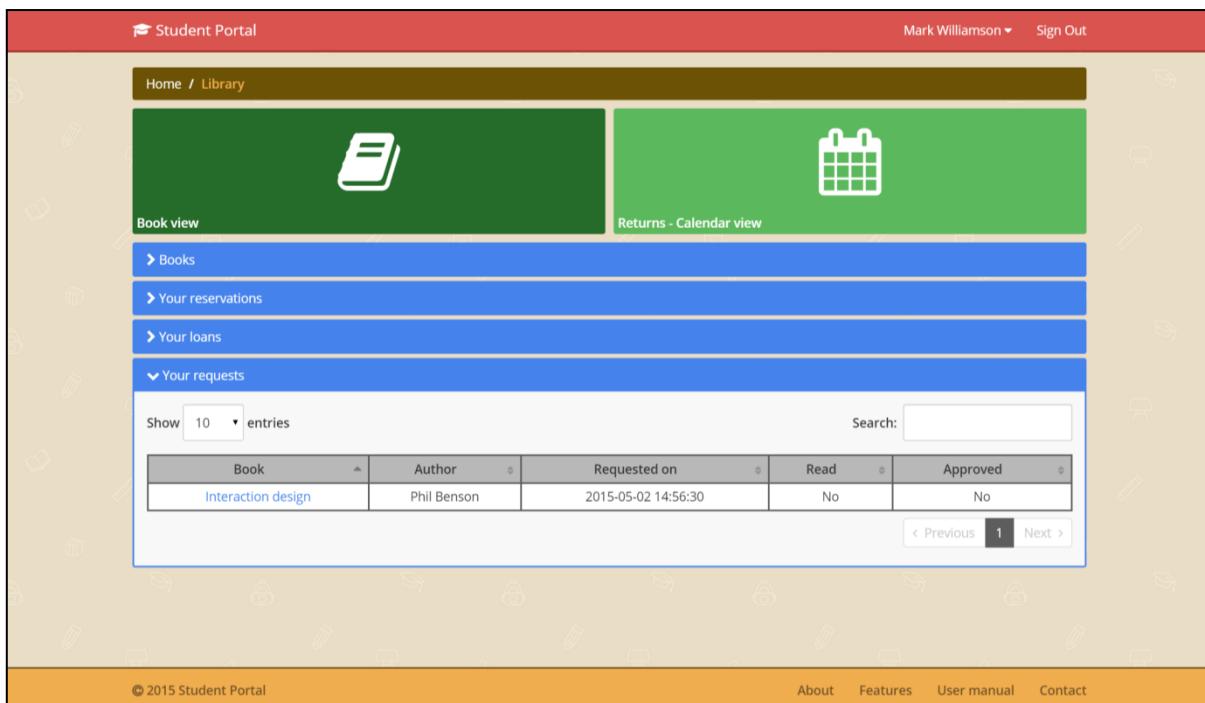
The screenshot shows the 'Request a book' form. The top navigation bar includes 'Home / Library / Request a book'. The form has several input fields: 'First name' (Mark), 'Surname' (Williamson), 'Email address' (triponsergiu@hotmail.co.uk1), 'Student number' (321312312), 'Name' (Interaction design), 'Author' (Phil Benson), and a 'Notes' text area. A horizontal progress bar at the bottom indicates the form's completion status. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

3. You will be redirected to a form.
4. Click on the “Request book” button.



5. A confirmation message will appear on the screen confirming the action has been completed.

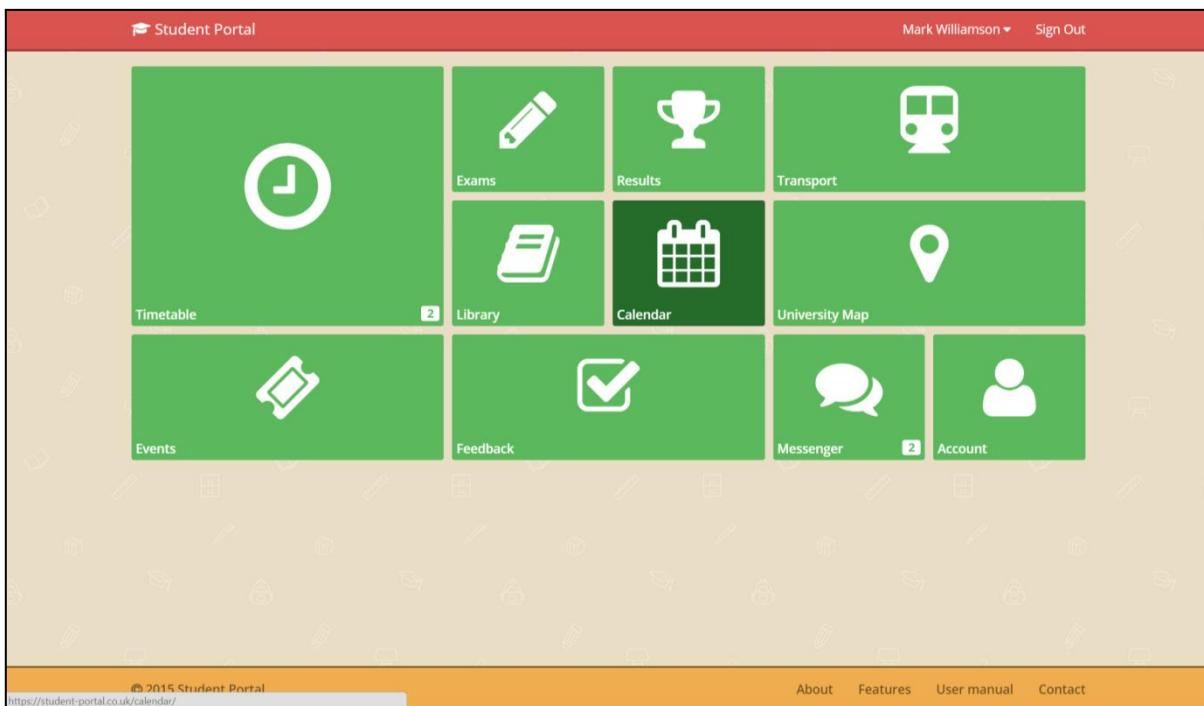
How to check your requests



1. There will be a panel named "Your requests". It will be collapsed by default, so you will have to expand it by clicking on its title.

Calendar

How to access the Calendar area



1. Click on “Calendar” tile from the Home page.

How to create a task

A screenshot of the Student Portal calendar view. The top navigation bar shows "Home / Calendar". Below the navigation is a row of three buttons: "Create a task" (with a plus sign icon), "Task view" (with a list icon), and "Calendar view" (with a calendar icon). The "Create a task" button is highlighted with a green background. The main content area is titled "Due tasks" and includes a search bar and a table with columns for Task, Start, Due, and Action. A message says "There are no records to display." At the bottom, there are links for "Completed tasks" and "Archived tasks". The footer contains the copyright notice "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Create task” button.

Create a task

Name*
Complete Project Management coursework marking

Notes (Optional)
Enter notes

External URL (www.example.com)
Enter an external URL

Start date*
25/05/2015 12:00

Due date*
29/05/2015 14:00

Create task

2. A form will appear.
3. Complete the required fields.
4. Click on the “Create task” button.

Task	Start	Due	Action
Complete Project Management coursework marking	25 May 15 12:00	29 May 15 14:00	Complete

Due tasks

Show 10 entries

Search:

< Previous 1 Next >

Create a task

Task view

Calendar view

Completed tasks

Archived tasks

5. The prompt will disappear and the book will be created.

How to check due tasks using the Calendar

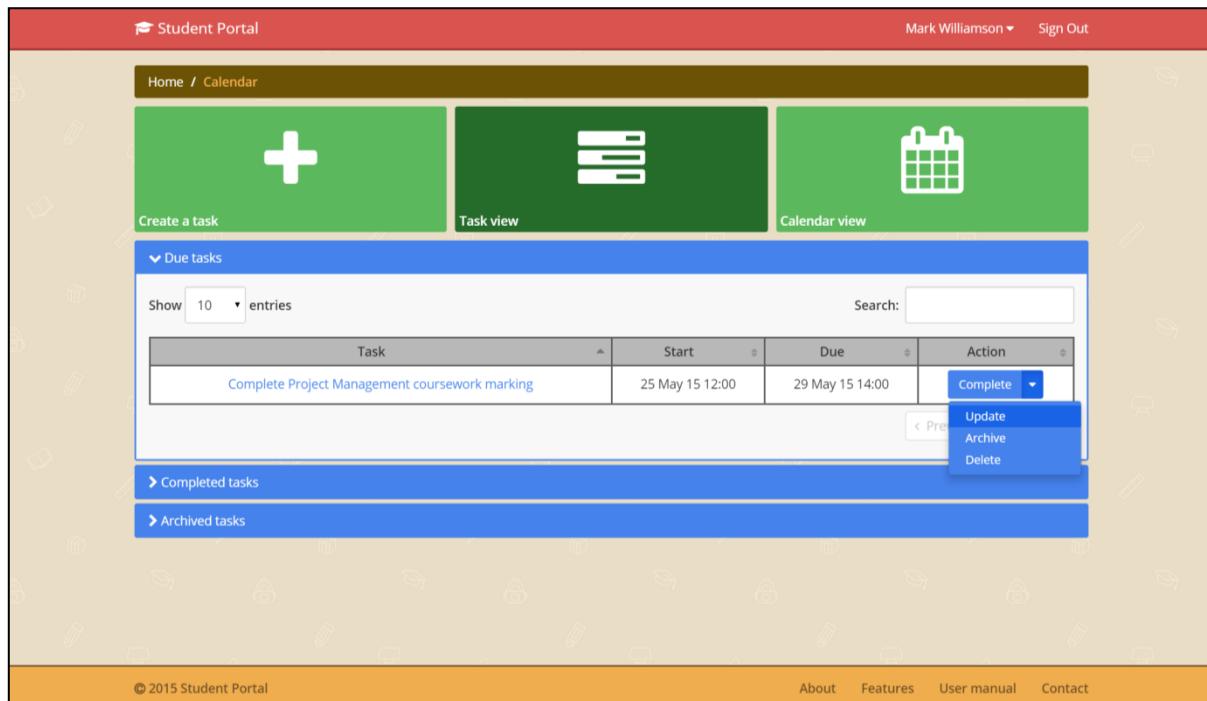
The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", the user name "Mark Williamson", and a "Sign Out" button. Below the header is a navigation bar with three main options: "Create a task" (with a plus sign icon), "Task view" (with a list icon), and "Calendar view" (with a calendar icon). The "Calendar view" option is highlighted. The main content area is titled "Due tasks". It includes a search bar, a table with columns for Task, Start, Due, and Action, and a message indicating one entry found. Below the table are links for "Completed tasks" and "Archived tasks". At the bottom of the page, there's a footer with copyright information and links for "About", "Features", "User manual", and "Contact".

1. Click on the “Calendar view” tile.

The screenshot shows the Student Portal calendar for May 2015. The calendar grid displays dates from Sunday, May 26, to Saturday, June 6. A specific task, "Complete Project Management coursework marking", is scheduled for Monday, May 25. This task is represented by a blue circle on the calendar grid. Navigation buttons at the top right allow switching between "Year", "Month" (which is selected), "Week", and "Day" views. The bottom left corner of the calendar area contains the text "javascript:void(0)".

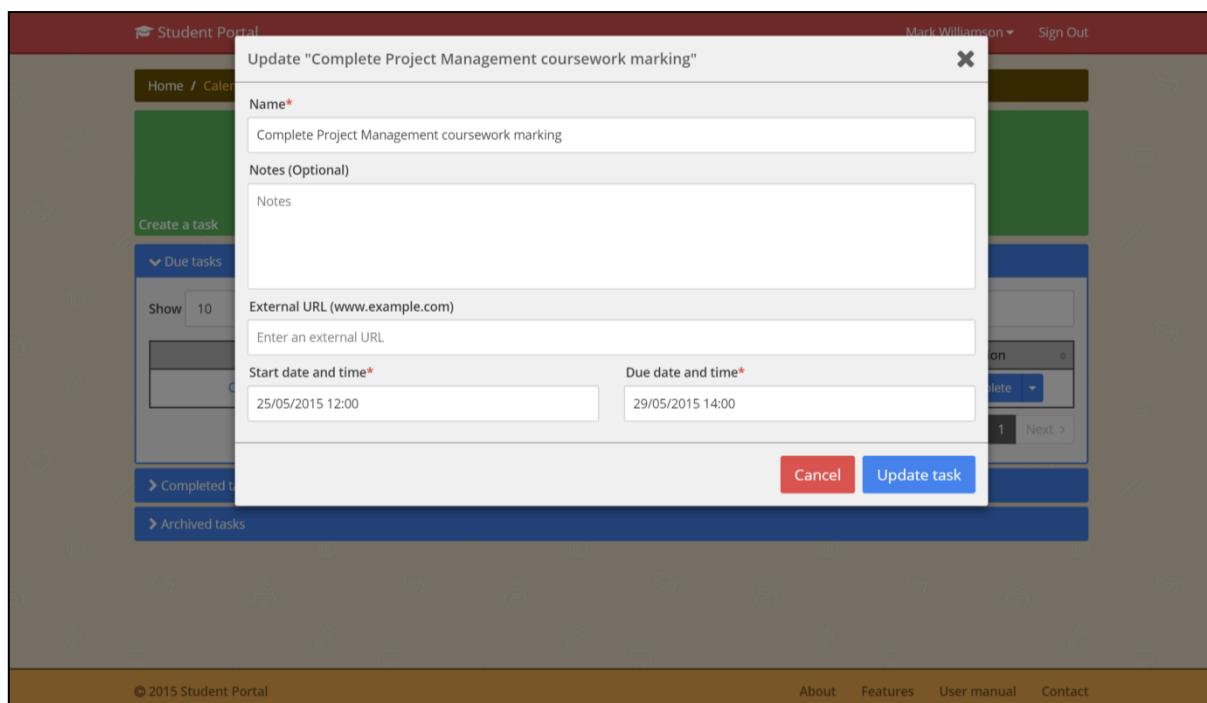
2. Tasks will be represented by a blue circle on the Calendar. You can navigate through the year, month, week and day views using the buttons provided at the top of the calendar.

How to update a task



The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", the user name "Mark Williamson", and a "Sign Out" link. Below the header is a navigation bar with links for "Home / Calendar", "Create a task", "Task view", and "Calendar view". The main content area is titled "Due tasks" and displays a table with one row. The table columns are "Task", "Start", "Due", and "Action". The task listed is "Complete Project Management coursework marking" with a start date of "25 May 15 12:00" and a due date of "29 May 15 14:00". In the "Action" column, there's a dropdown menu with four options: "Complete", "Update", "Archive", and "Delete". The "Update" option is currently selected and highlighted with a blue background. At the bottom of the table, there are links for "Completed tasks" and "Archived tasks". The footer of the page includes copyright information ("© 2015 Student Portal") and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Due tasks”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Update” button next to a specific task.



The screenshot shows a modal dialog box titled "Update 'Complete Project Management coursework marking'". Inside the dialog, there are several input fields:

- A "Name*" field containing the text "Complete Project Management coursework marking".
- A "Notes (Optional)" field with the placeholder text "Notes".
- An "External URL (www.example.com)" field which is currently empty.
- "Start date and time*" and "Due date and time*" fields, both set to the value "25/05/2015 12:00".

At the bottom right of the dialog, there are two buttons: a red "Cancel" button and a blue "Update task" button. The background of the dialog is white, while the rest of the page has a light gray overlay. The footer of the page includes copyright information ("© 2015 Student Portal") and links for "About", "Features", "User manual", and "Contact".

3. A form will appear.
4. Update the desired fields.
5. Click on the “Update task” button.

The screenshot shows the Student Portal's calendar view. At the top, there are three main navigation buttons: 'Create a task' (green background with a white plus sign), 'Task view' (dark green background with a white document icon), and 'Calendar view' (light green background with a white calendar icon). Below these, a panel titled 'Due tasks' is expanded, showing a table with one entry:

Task	Start	Due	Action
Complete Project Management coursework marking	25 May 15 12:00	29 May 15 14:00	Complete

Below the table, there are two collapsed sections: 'Completed tasks' and 'Archived tasks'. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

6. The prompt will disappear and the task will be updated.

How to complete a task

This screenshot is identical to the one above, showing the 'Due tasks' panel with a single task listed. The 'Complete' button in the 'Action' column of the table is highlighted with a red box, indicating it is the target of the user's click.

1. There will be a panel named “Due tasks”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Complete” button next to a specific task.

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", "Mark Williamson", and "Sign Out". Below the header is a navigation bar with three main options: "Create a task" (green background with a white plus sign), "Task view" (dark green background with a white document icon), and "Calendar view" (light green background with a white calendar icon). The "Task view" option is currently selected. Underneath the navigation bar, there are three sections: "Due tasks" (blue header, expanded), "Completed tasks" (blue header, collapsed), and "Archived tasks" (blue header, collapsed). The "Due tasks" section shows a table with one entry: "Complete Project Management coursework marking" due on "29 May 15 14:00". The "Completed tasks" section has a dropdown menu showing "Show 10 entries" and a search bar. The "Archived tasks" section is collapsed. At the bottom of the page, there's a footer with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

3. The task will disappear from the “Due tasks” panel, and instead will be visible within the “Completed tasks” panel.

How to archive a task

The screenshot shows the Student Portal interface, similar to the previous one but with a different focus. The "Completed tasks" panel is now expanded, showing a table with one entry: "Complete Project Management coursework marking" due on "29 May 15 14:00". To the right of the table, there's a "Action" column with a dropdown menu open. The menu contains four options: "Complete", "Update", "Archive", and "Delete". The "Archive" option is highlighted with a blue background. The other panels ("Due tasks" and "Archived tasks") are collapsed. The footer at the bottom is identical to the previous screenshot.

1. There will be a panel named “Due tasks”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Archive” button next to a specific task.

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal", the user name "Mark Williamson", and a "Sign Out" button. Below the header is a navigation bar with three main options: "Create a task" (with a plus sign icon), "Task view" (with a list icon), and "Calendar view" (with a calendar icon). The "Task view" option is currently selected. Underneath the navigation bar, there are three sections: "Due tasks", "Completed tasks", and "Archived tasks". The "Archived tasks" section is expanded, showing a table with the following data:

Task	Start	Due	Archived on	Action
Complete Project Management coursework marking	25 May 15 12:00	29 May 15 14:00	03 May 15 22:11	Restore

At the bottom of the page, there's a footer bar with the text "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

3. The task will disappear from the “Due tasks” panel, and instead will be visible within the “Archived tasks” panel.

How to restore a task

This screenshot is identical to the one above it, showing the Student Portal interface with the "Archived tasks" panel expanded. The table in the "Archived tasks" section now includes an additional column labeled "Action" with a dropdown arrow icon next to the "Restore" link. This indicates that the task has been successfully restored.

1. There will be two panels named “Completed” or “Archived tasks”. They will be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Restore” button next to a specific task.

The screenshot shows the Student Portal calendar interface. At the top, there's a red header bar with the text "Student Portal", the user name "Mark Williamson", and a "Sign Out" button. Below the header is a navigation bar with three main options: "Create a task" (with a plus sign icon), "Task view" (with a list icon), and "Calendar view" (with a calendar icon). The "Task view" option is currently selected. The main content area is titled "Due tasks". It includes a search bar, a table to show task details, and links for "Completed tasks" and "Archived tasks". The table has columns for Task, Start, Due, and Action. A specific task is listed: "Complete Project Management coursework marking" due on "29 May 15 14:00".

3. The book will disappear from the “Completed” or “Archived tasks” panels, and instead will be visible within the “Due tasks” panel.

How to delete a task

This screenshot is similar to the previous one, showing the "Due tasks" panel in the Student Portal. However, a context menu is open over the task "Complete Project Management coursework marking". The menu options are "Complete", "Update", "Archive", and "Delete". The "Delete" option is highlighted. The rest of the interface, including the navigation bar and the "Completed tasks" and "Archived tasks" links, remains the same.

1. There will three panels for “Due”, “Complete” and “Archived tasks”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific task.

The screenshot shows the Student Portal interface. At the top, there's a navigation bar with 'Student Portal' and user info 'Mark Williamson'. A modal dialog box is centered over the page, asking 'Delete task?' with the message 'Are you sure you want to delete "Complete Project Management coursework marking"?'. Below the modal, the main content area shows a table of tasks. One row in the table is highlighted, representing the task being deleted. The table has columns for Task, Start, Due, and Action. The 'Action' column contains a 'Complete' button. Below the table, there are links for 'Completed tasks' and 'Archived tasks'.

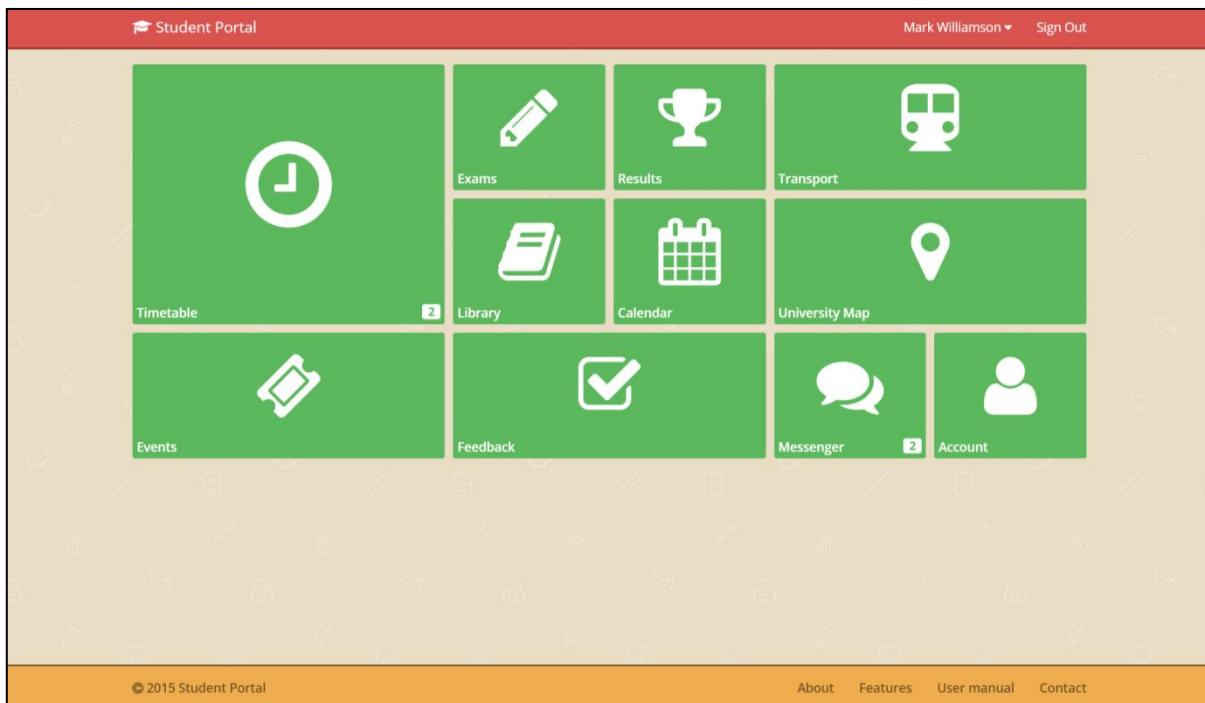
3. A prompt will appear asking you to confirm your action.
4. If you want to delete the exam, click on Delete. If you don't want to delete the exam, click on Cancel.

The screenshot shows the Student Portal interface after a task has been deleted. The main content area now displays a message: 'There are no records to display.' The rest of the interface, including the navigation bar, task table, and links for completed and archived tasks, remains the same as in the previous screenshot.

5. The prompt will disappear and the task will be deleted. The task cannot be restored.

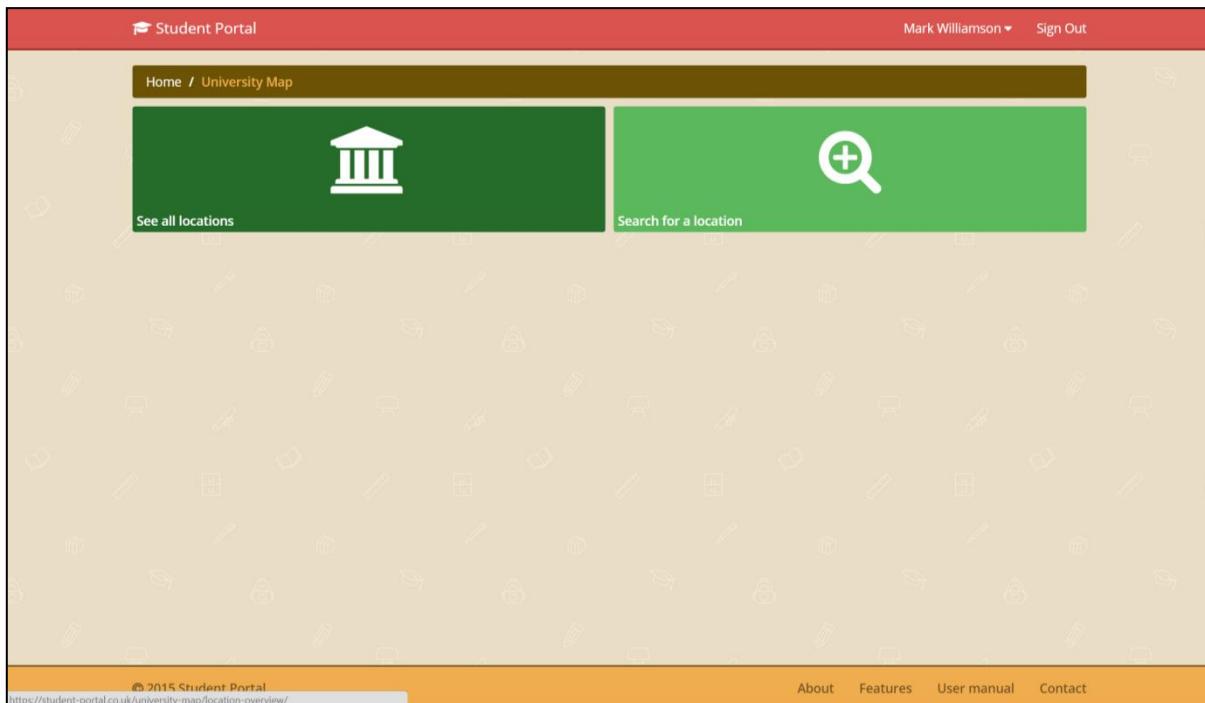
University Map

How to access the University map area

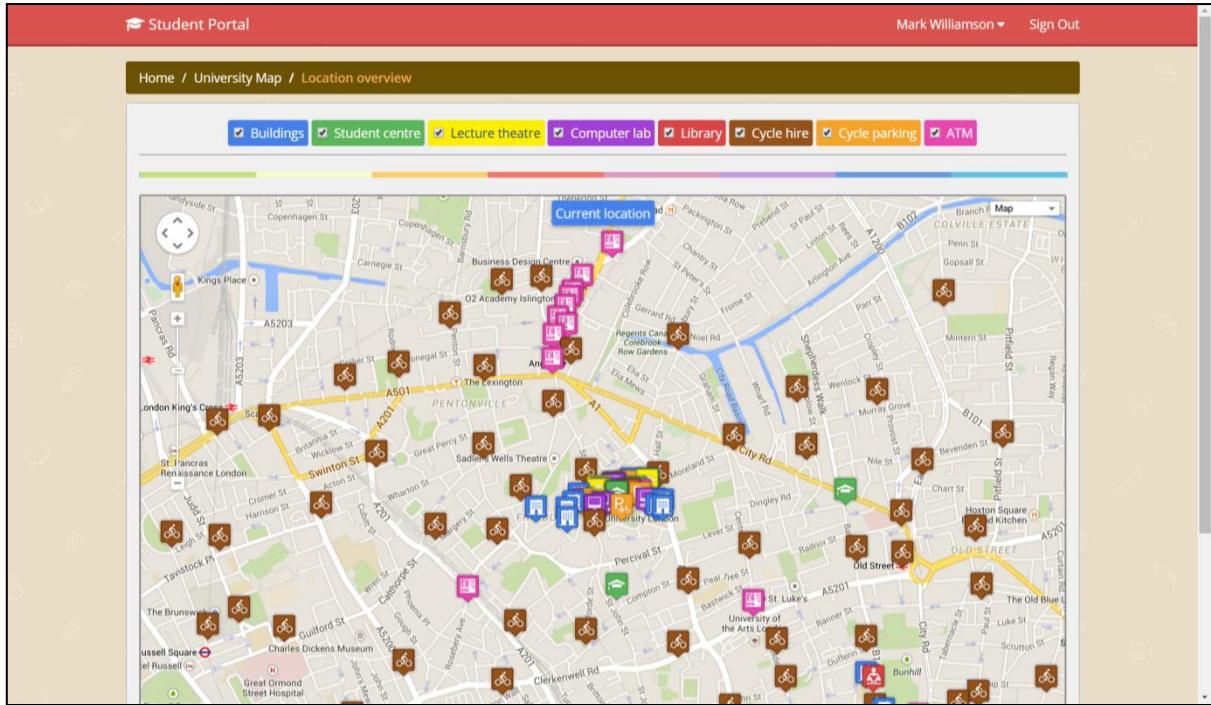


1. Click on the “University Map” tile from the Home page.

How to see all location near the university campus



1. Click on the “See all locations” tile.



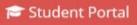
2. You will be redirected to a new page.
3. Locations will be displayed on the map, icon and colour coded by category. By ticking/unticking the category checkboxes above the map, you are able to show/hide the locations on the map.

How to search for a location near the university campus

2015 Student Portal
<https://student-portal.co.uk/university-map/location-search/>

About Features User manual Contact

1. Click on the “Search for a location” tile.

 Student Portal

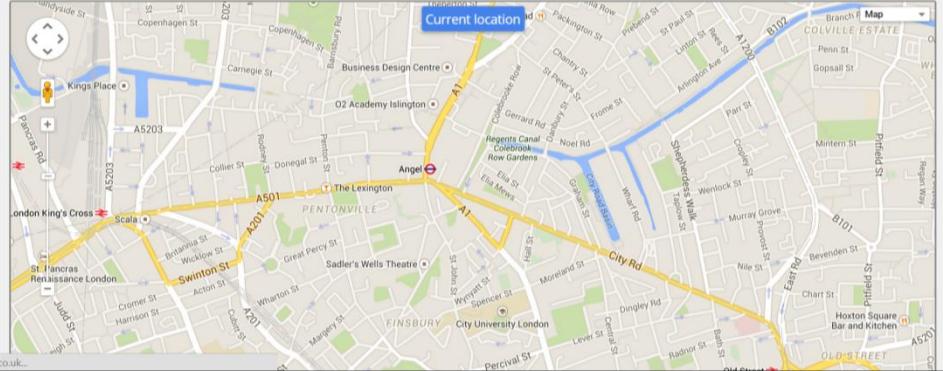
Mark Williamson ▾ Sign Out

Home / University Map / Location search

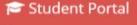
Location*
City University London

Radius*
100mi

Search



2. You will be redirected to a new page.
3. Complete the required fields.
4. Click on the “Search” button.

 Student Portal

Mark Williamson ▾ Sign Out

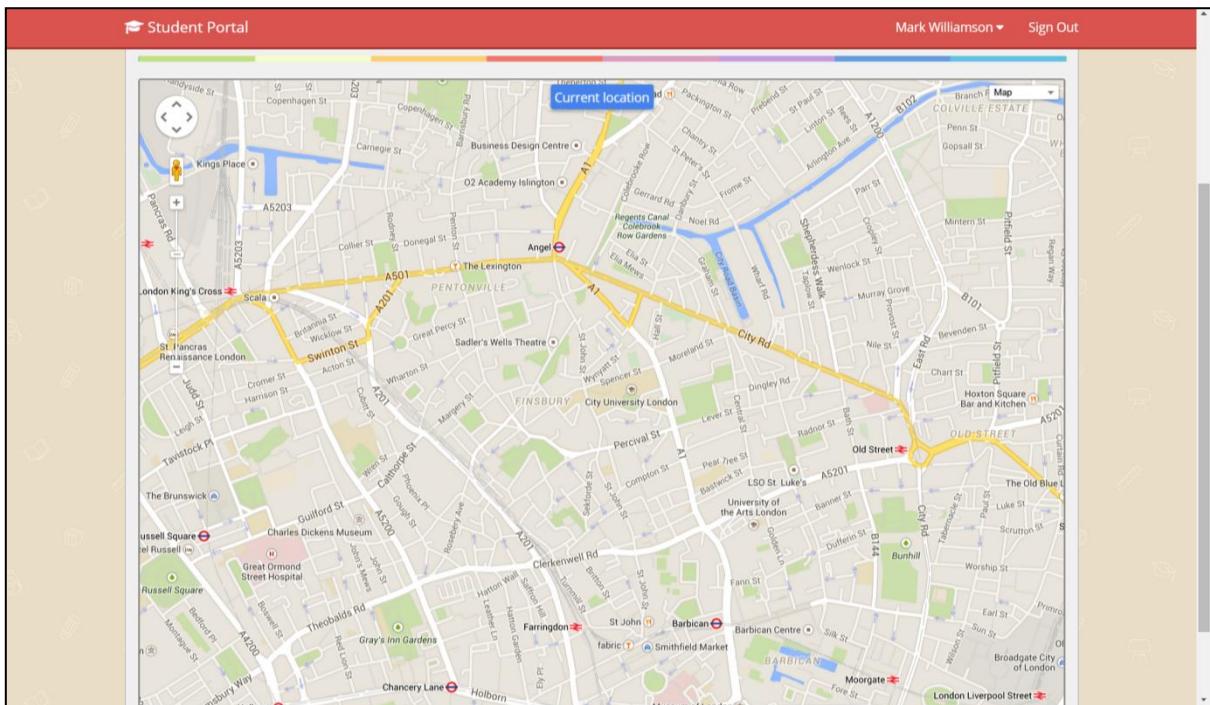
See all results:

B307A (Level 3A) (0.0)
 Library Northampton Square Level 3 U301 (0.0)
 Library Northampton Square Level 2 U201 (0.0)
 Library Northampton Square Level 4 U201 (0.0)
 University Building (0.0)
 University Library (0.0)

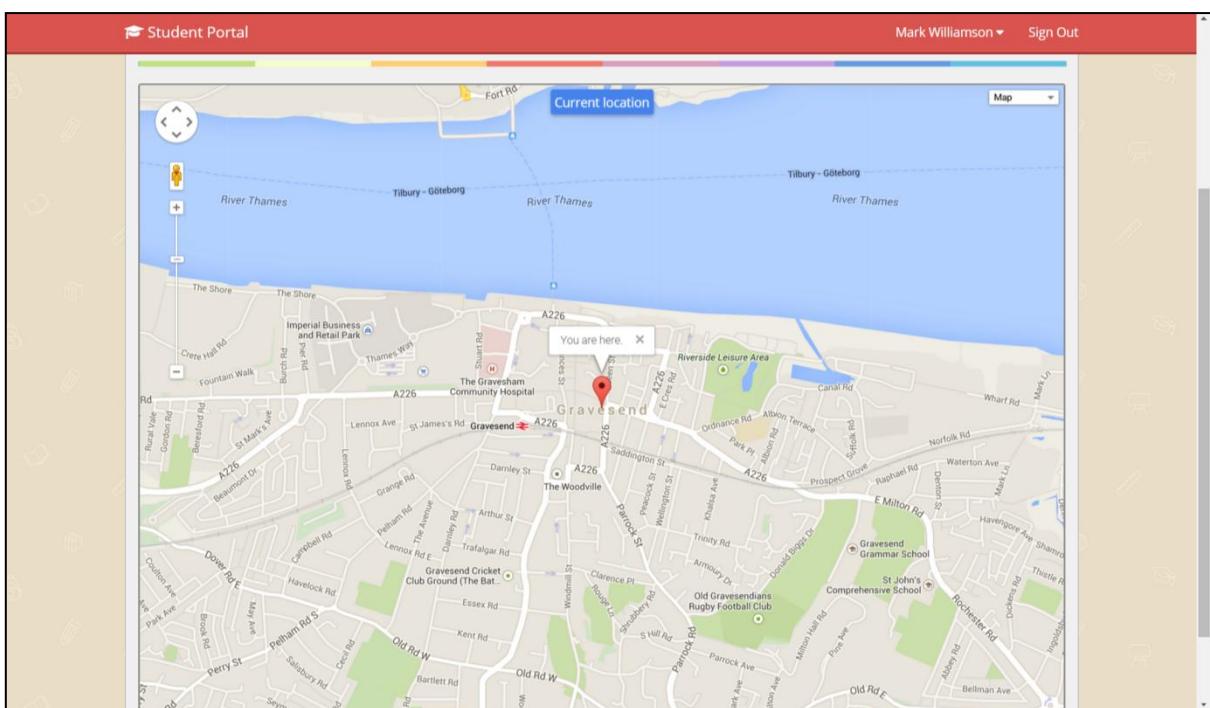


1. The location near the search criteria will be displayed on the map. A drop-down will be displayed containing the results found.

How to search for a location near the university campus



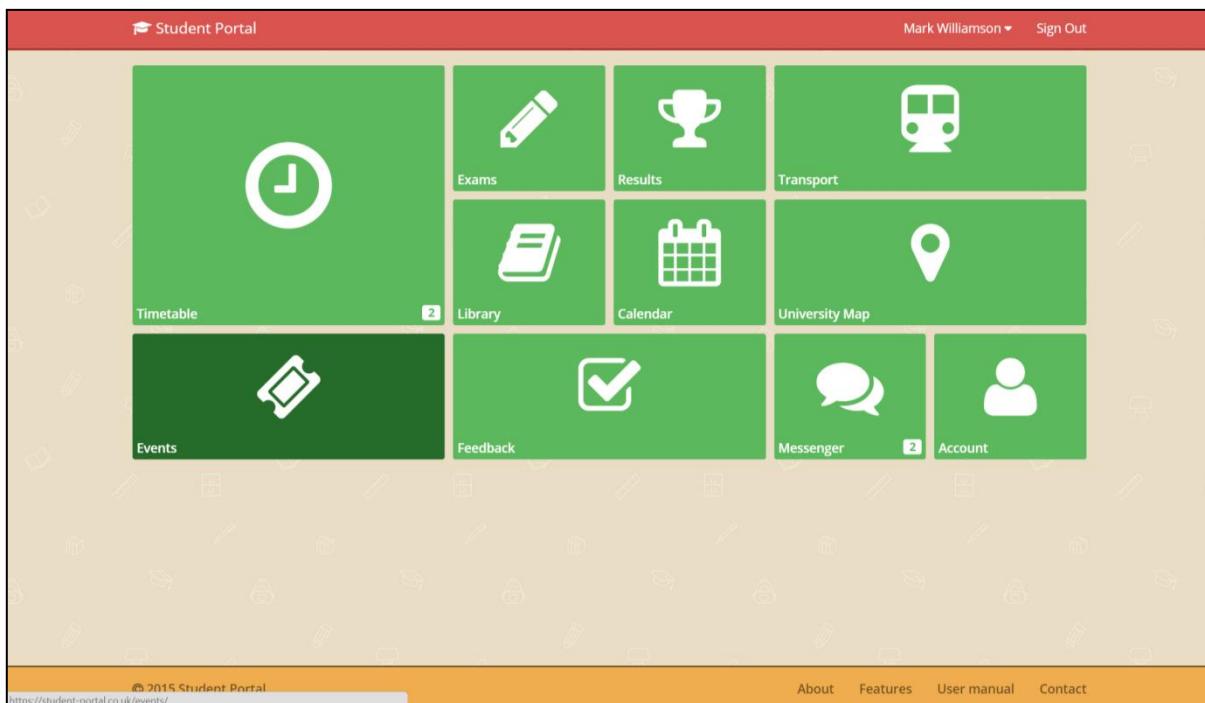
1. Click on the “Current location” button.



2. Your current location will be detected and displayed on the map.

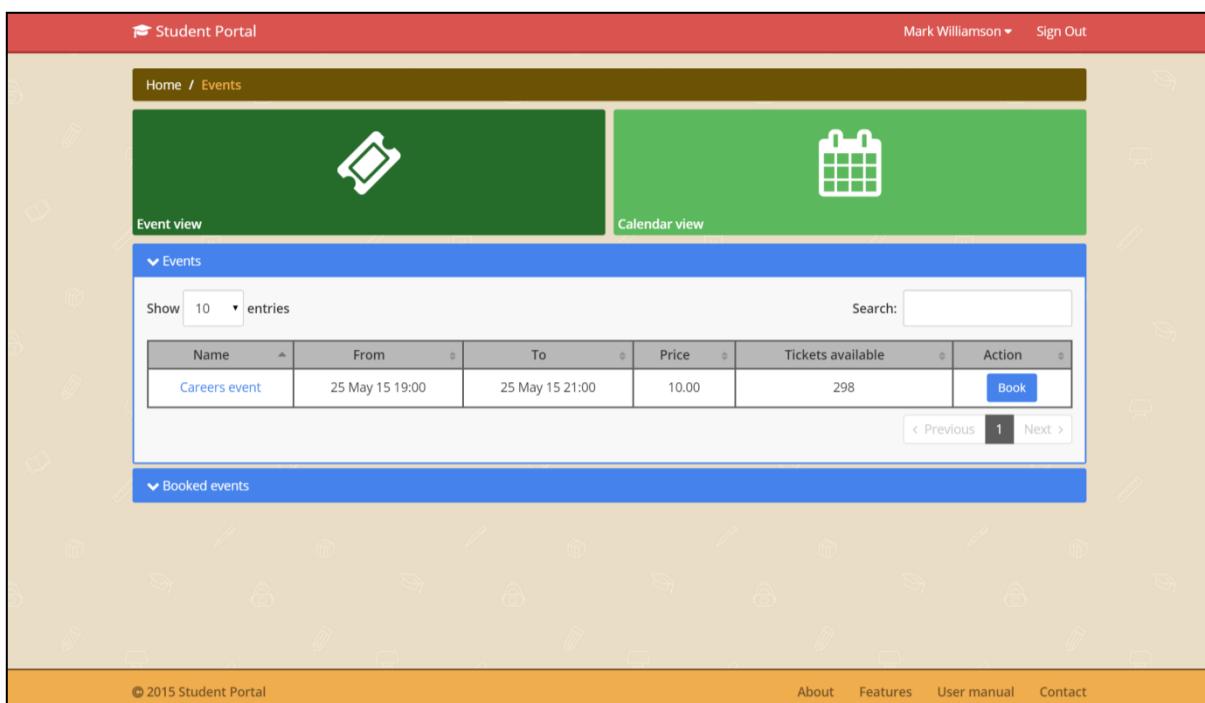
Events

How to access the Events area

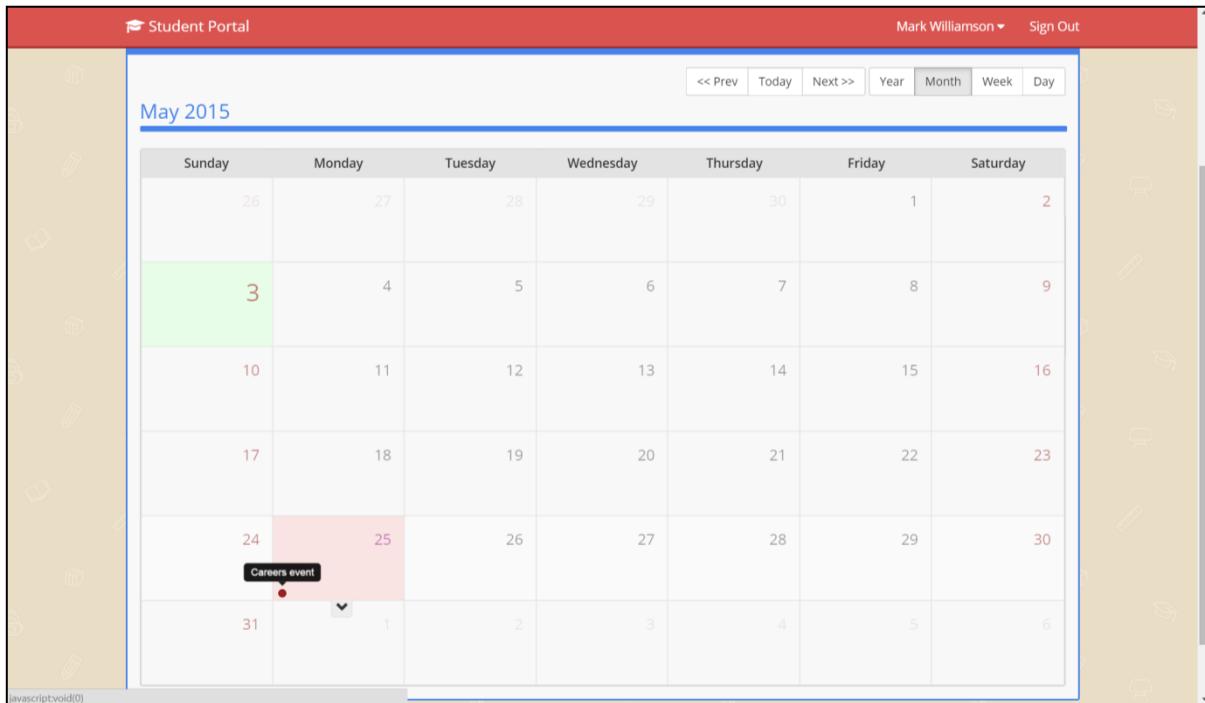


1. Click on the “Events” tile from the Home page.

How to check events using the Calendar



1. Click on the “Calendar view” tile.

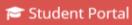


- Events will be represented by a red circle on the Calendar. You can navigate through the year, month, week and day views using the buttons provided at the top of the calendar.

How to book an event

Name	From	To	Price	Tickets available	Action
Careers event	25 May 15 19:00	25 May 15 21:00	10.00	298	<button>Book</button>

- There will be a panel named “Events”. It will be expanded by default, but you can also minimise it by clicking on its title.
- Click on the “Book” button next to a specific event.

 Student Portal

Mark Williamson ▾ Sign Out

Home / Events / Book event

First Name	Surname
Mark	Williamson
Address line 1*	City*
23 James Street	London
Country	Post code*
United Kingdom	EF14 9GH
Name	
Careers event	
From	To
2015-05-25 19:00:00	2015-05-25 21:00:00
Price (£)	Quantity*
10.00	2
Total to pay (£)	
20.00	
<hr/>	
Pay with PayPal	

3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the “Pay with PayPal” button.

 Student Portal

Your order summary

Descriptions	Amount
Careers event Item number: 1 Item price: £10.00 Quantity: 2	£20.00
Item total	£20.00
Total £20.00 GBP	

Choose a way to pay

Pay with my PayPal account
Log in to your account to complete the purchase

Email: admin-buyer@student-portal.co
PayPal password:

This is a private computer. [What's this?](#)

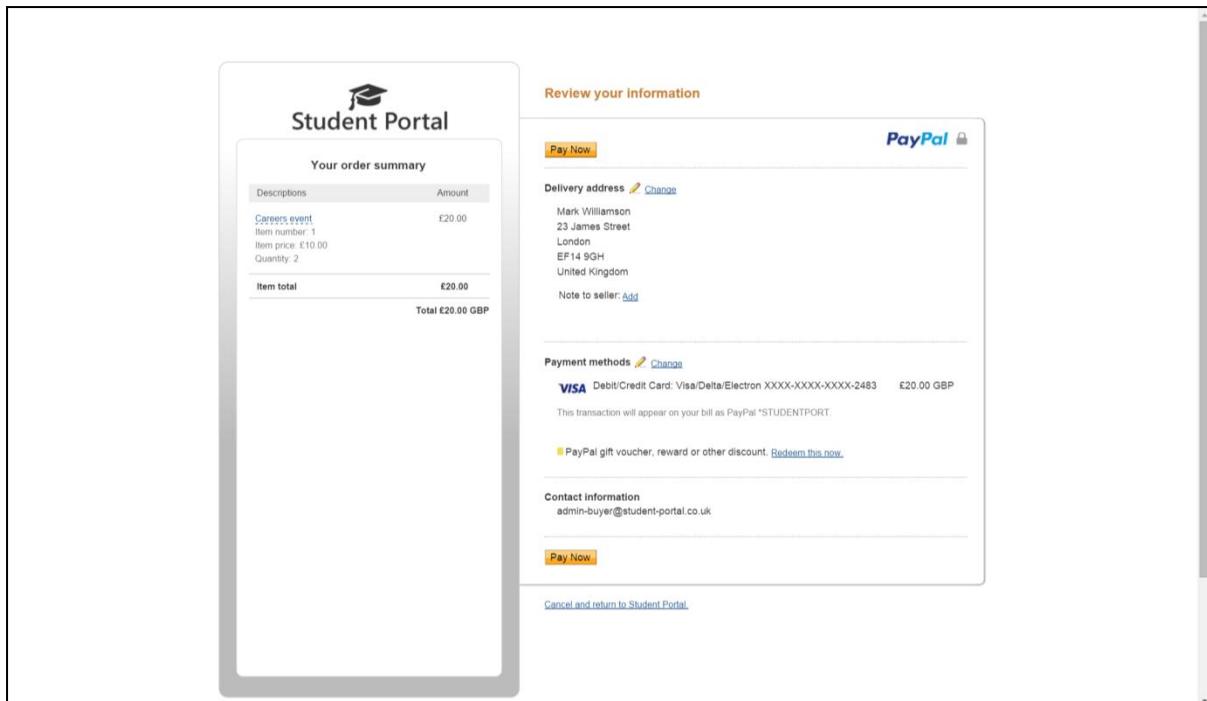
[Log In](#) [Forgotten your email address or password?](#)

Pay with a debit or credit card
(Optional) Sign up to PayPal to make your next checkout faster

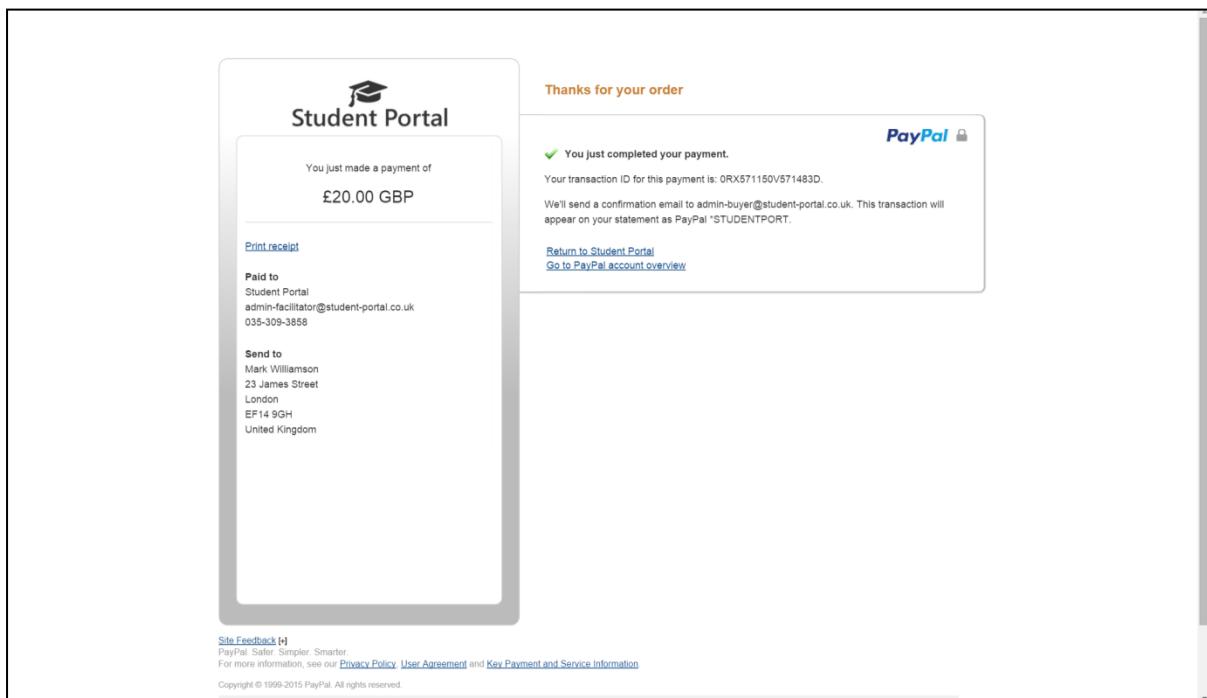
[Cancel and return to Student Portal](#)

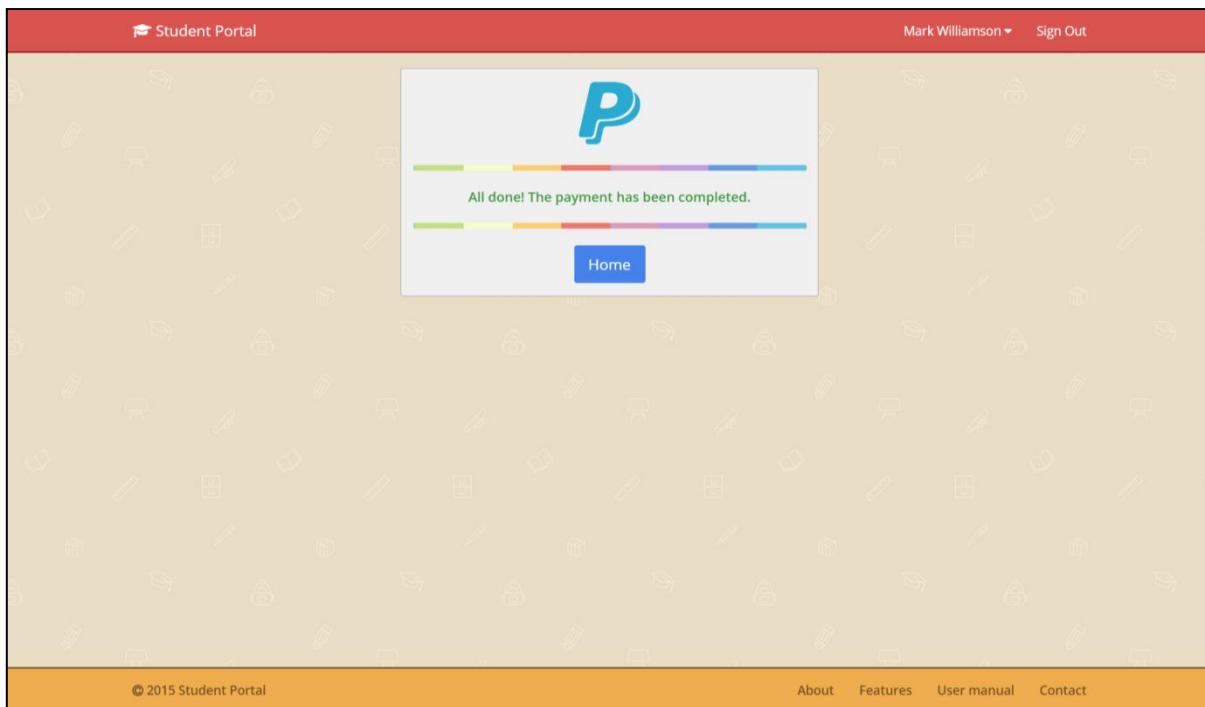
Site Feedback [+] PayPal. Safer. Simpler. Smarter.
For more information, see our [Privacy Policy](#), [User Agreement](#) and [Key Payment and Service Information](#).
Copyright © 1999-2015 PayPal. All rights reserved.

6. You will be redirected to PayPal.
7. Log into your PayPal account.



8. Click on the “Pay Now” button.





9. A confirmation message will appear on the screen confirming the action has been completed.

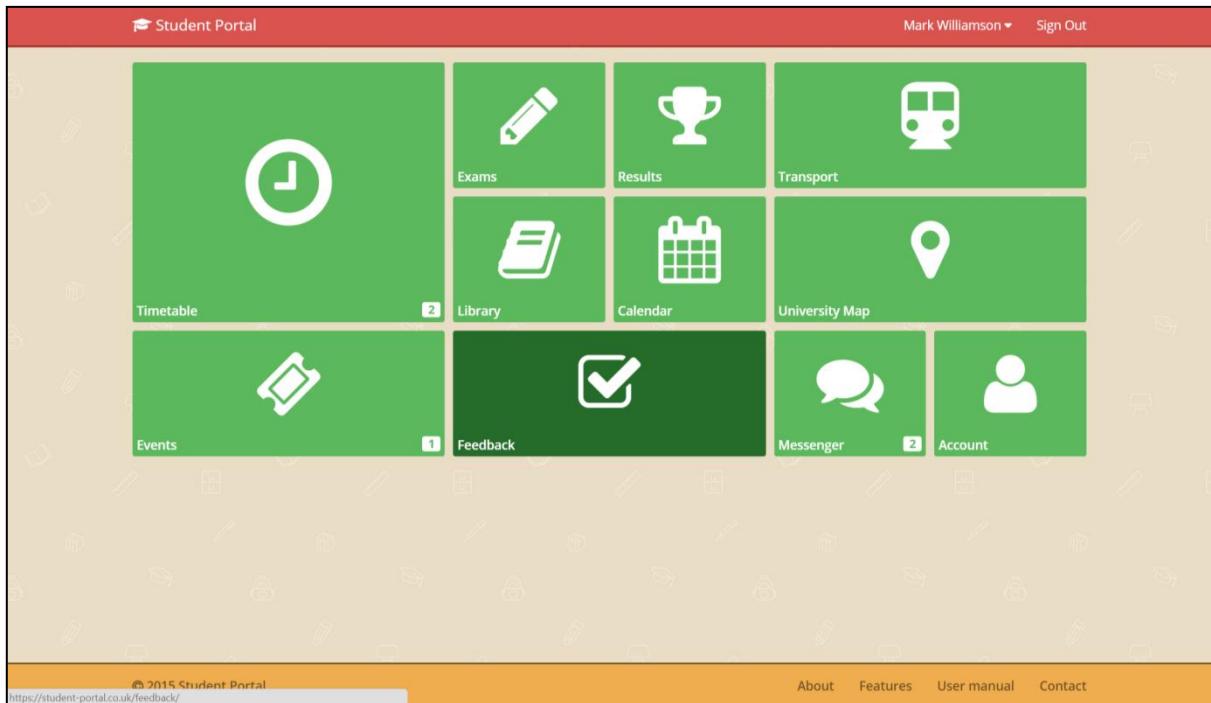
How to check your booked events

A screenshot of the same student portal interface. The top navigation bar is identical. The main content area shows a "Events" menu with two options: "Event view" (represented by a ticket icon) and "Calendar view" (represented by a calendar icon). The "Event view" option is highlighted with a green background. Below the menu, there's a collapsed panel titled "Booked events". Inside this panel, there are controls for "Show 10 entries" and a search bar. A table lists one event: "Careers event" with a total paid of "20.00", a quantity of "2", and a booking date of "03 May 15 22:33". At the bottom of the panel are navigation buttons for "Previous", "Next", and a page number "1". The orange footer bar at the bottom contains the copyright notice "© 2015 Student Portal" and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Booked events”. It will be collapsed by default, so you will have to expand it by clicking on its title.

Feedback

How to access the Feedback area



1. Click on the “Feedback” tile from the Home page.

How to check received feedback

A screenshot of the Student Portal showing the "Received feedback" panel. The page has a red header bar with "Student Portal", "Mark Williamson", and "Sign Out". Below the header is a breadcrumb navigation "Home / Feedback". A blue header bar labeled "Received feedback" is collapsed by default. When expanded, it shows a table with one row of data. The table has columns for "From", "Module", "Subject", and "Action". The data in the table is: From "Sergiu Tripon", Module "Project Management - Module", Subject "Project Management - Module - Module - Feedback", and Action "Delete". There are also "Show" and "Search" filters at the top of the table, and "Previous" and "Next" navigation buttons at the bottom. At the bottom of the page is a yellow footer bar with the text "© 2015 Student Portal", a URL "https://student-portal.co.uk/feedback/", and links for "About", "Features", "User manual", and "Contact".

1. There will be a panel named “Submitted feedback”. It will be collapsed by default, so you will have to expand it by clicking on its title.

How to delete feedback

The screenshot shows the 'Received feedback' section of the Student Portal. At the top, there is a search bar and a dropdown menu for selecting the number of entries to show (set to 10). Below this is a table with columns: From, Module, Subject, and Action. A single row is visible, showing Sergiu Tripon as the sender, Project Management - Module as the module, and Project Management - Module - Module - Feedback as the subject. The 'Delete' button is highlighted with a blue border. At the bottom of the table, there are navigation links for 'Previous', 'Next', and a page number '1'.

1. There will be a panel named "Received feedback". It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the "Delete" button next to a specific feedback.

The screenshot shows a confirmation dialog box titled "Delete feedback?" with the message "Are you sure you want to delete Project Management Module - Feedback?". There are two buttons at the bottom: "Delete" and "Cancel". The "Delete" button is highlighted with a blue border. The background of the portal is dimmed, indicating an active modal window.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the feedback, click on the "Delete" button. If you don't want to delete the feedback, click on the "Cancel" button.

The screenshot shows the 'Feedback' section of the Student Portal. At the top, there's a red header bar with the text 'Student Portal' and 'Mark Williamson ▾ Sign Out'. Below this is a dark blue navigation bar with 'Home / Feedback' and a dropdown menu 'Received feedback'. A search bar and a table header ('From', 'Module', 'Subject', 'Action') are visible. The main content area displays a message 'There are no records to display.' and navigation buttons '< Previous' and 'Next >'. The background features a repeating pattern of school-related icons like books, pens, and graduation caps.

5. The prompt will disappear and the feedback will be deleted. The feedback cannot be restored.

Messenger

How to access the Messenger area

The screenshot shows the main home page of the Student Portal. At the top, there's a red header bar with 'Student Portal' and 'Mark Williamson ▾ Sign Out'. Below this is a grid of tiles. The 'Messenger' tile, located in the bottom right corner, is highlighted with a green background and white text. It features a speech bubble icon and the word 'Messenger'. To the left of the grid, there's a large green 'Timetable' tile with a clock icon. Other tiles include 'Exams' (pencil), 'Results' (trophy), 'Transport' (train), 'Library' (book), 'Calendar' (calendar), 'University Map' (location pin), 'Events' (ticket), 'Feedback' (checkmark), and 'Account' (person). Each tile has a small number in a box at the bottom right indicating notifications. The footer contains the text '© 2015 Student Portal https://student-portal.co.uk/messenger/' and links for 'About', 'Features', 'User manual', and 'Contact'.

1. Click on the “Messenger” tile from the Home page.

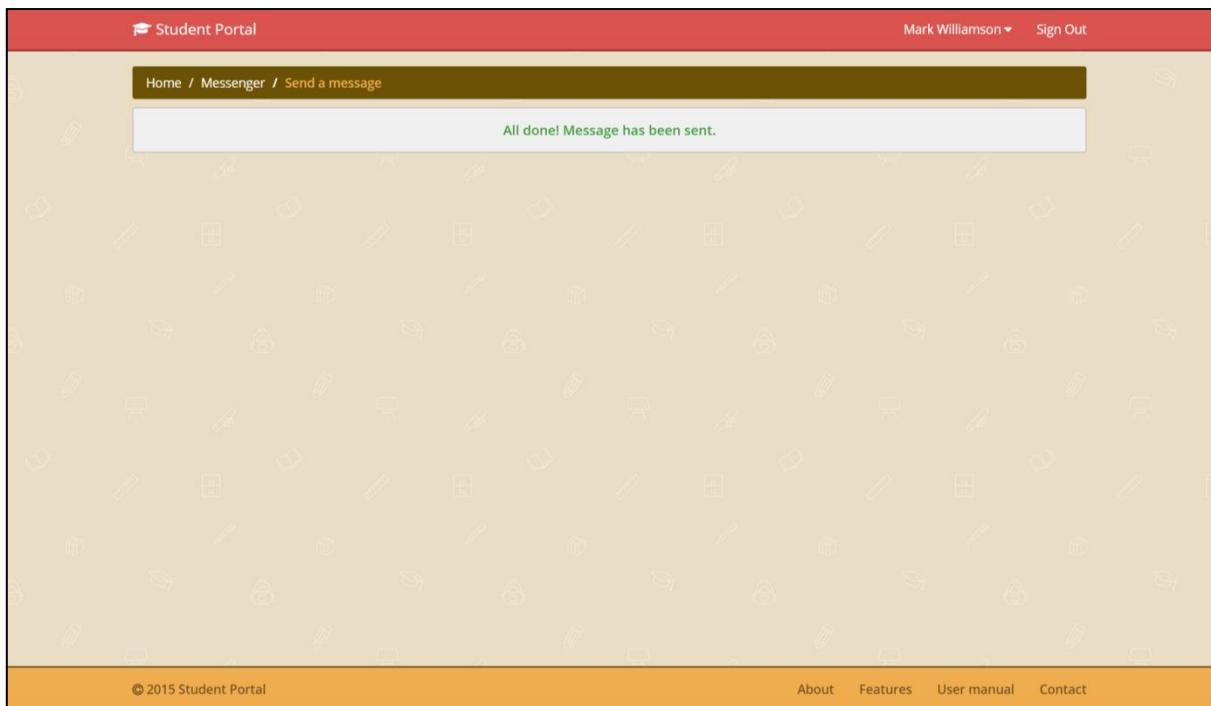
How to send a message

The screenshot shows the 'Messenger' section of the Student Portal. At the top, there's a navigation bar with 'Student Portal', 'Mark Williamson', and 'Sign Out'. Below it, a breadcrumb trail says 'Home / Messenger'. A dropdown menu 'Send a message' is open, showing 'Show 10 entries'. There's a search bar and a table with columns 'Full name', 'Email address', and 'Action'. Two users are listed: 'Administrator' (email: admin@student-portal.co.uk) and 'Sergiu Tripon' (email: triponsergiu@hotmail.co.uk). Each user has a blue 'Message' button next to their row. Below the table are links for 'Received messages' and 'Sent messages'. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Send a message”. It will be expanded by default, but you can also minimise it by clicking on its title.
2. Click on the “Message” button next to a specific user.

The screenshot shows the 'Send a message' form. The 'From' section includes fields for First name (Mark), Surname (Williamson), and Email address (triponsergiu@hotmail.co.uk). The 'To' section includes fields for First name (Sergiu), Surname (Tripon), and Email address (triponsergiu@hotmail.co.uk). The 'Subject*' field contains 'Lecture slides'. The 'Message*' field contains the text 'Ok sure, no problem.' At the bottom is a large blue 'Message user' button. The footer is identical to the previous screenshot.

3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the “Message user” button.



6. A confirmation message will appear on the screen confirming the action has been completed.

How to check received messages

A screenshot of the same student portal interface. The top navigation bar and footer are identical to the previous screenshot. The main content area now shows a blue horizontal bar with the text "Received messages" followed by a downward-pointing arrow. Below this, there's a table with the following data:

From	Subject	Sent on	Action
Sergiu Tripon	University ID	02 May 15 22:53	Reply ▾
Sergiu Tripon	University ID	02 May 15 23:02	Reply ▾

At the bottom of the table, there are navigation buttons: "< Previous", "1", and "Next >". Below the table, another blue horizontal bar contains the text "Sent messages" followed by a downward-pointing arrow.

1. There will be a panel named “Received messages”. It will be collapsed by default, so you will have to expand it by clicking on its title.

The screenshot shows the Student Portal interface. At the top, there's a red header bar with the text "Student Portal". On the right side of the header, it says "Mark Williamson" and "Sign Out". Below the header, there's a navigation bar with links like "Home / Messenger", "Send a message", and "Received messages". A dropdown menu for "Received messages" is open, showing a list of messages. One message is highlighted with a blue background: "To: Sergiu Tripon", "Subject: University ID", "Message: Ok, no problem.", and "Sent on: 02 May 15 23:02". Below this message, there are buttons for "Reply" and "Delete", and a "Close" button. The main content area shows a table of received messages with columns for "From", "Subject", "Sent on", and "Action". Two messages are listed: "Sergiu Tripon" with subject "University ID" sent on "02 May 15 22:53" and "02 May 15 23:02". Each message has a "Reply" button next to it. At the bottom of the table, there are buttons for "Previous" and "Next".

2. Clicking on the message's subject will display a pop-up containing more information.

How to reply to a received message

The screenshot shows the Student Portal interface with a different background pattern. The top header and navigation bar are identical to the previous screenshot. The "Received messages" panel is now expanded, showing a list of messages. The first message in the list, "Sergiu Tripon" with subject "University ID" sent on "02 May 15 22:53", has its "Reply" button highlighted with a blue background. The rest of the interface is similar to the first screenshot, including the message details pop-up and the table of received messages.

1. There will be a panel named “Received messages”. It will be collapsed by default, so you will have to expand it by clicking on its title.
2. Click on the “Reply” button next to a specific message.

 Student Portal

Mark Williamson ▾ Sign Out

Home / Messenger / Send a message

From

First name	Surname	Email address
Mark	Williamson	triponsergiu@hotmail.co.uk1

To

First name	Surname	Email address
Sergiu	Tripon	triponsergiu@hotmail.co.uk

Subject*

Lecture slides

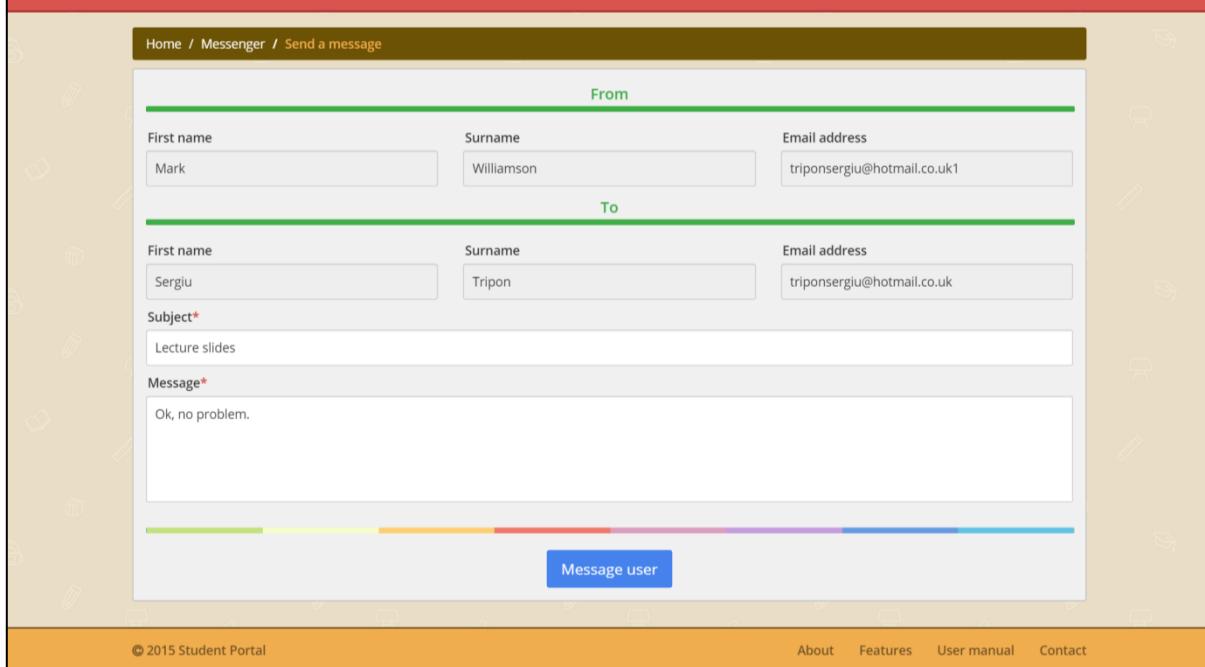
Message*

Ok, no problem.

Message user

© 2015 Student Portal

About Features User manual Contact



3. You will be redirected to a form.
4. Complete the required fields.
5. Click on the “Message user” button.

 Student Portal

Mark Williamson ▾ Sign Out

Home / Messenger / Send a message

All done! Message has been sent.

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About Features User manual Contact



6. A confirmation message will appear on the screen confirming the action has been completed.

How to check sent messages

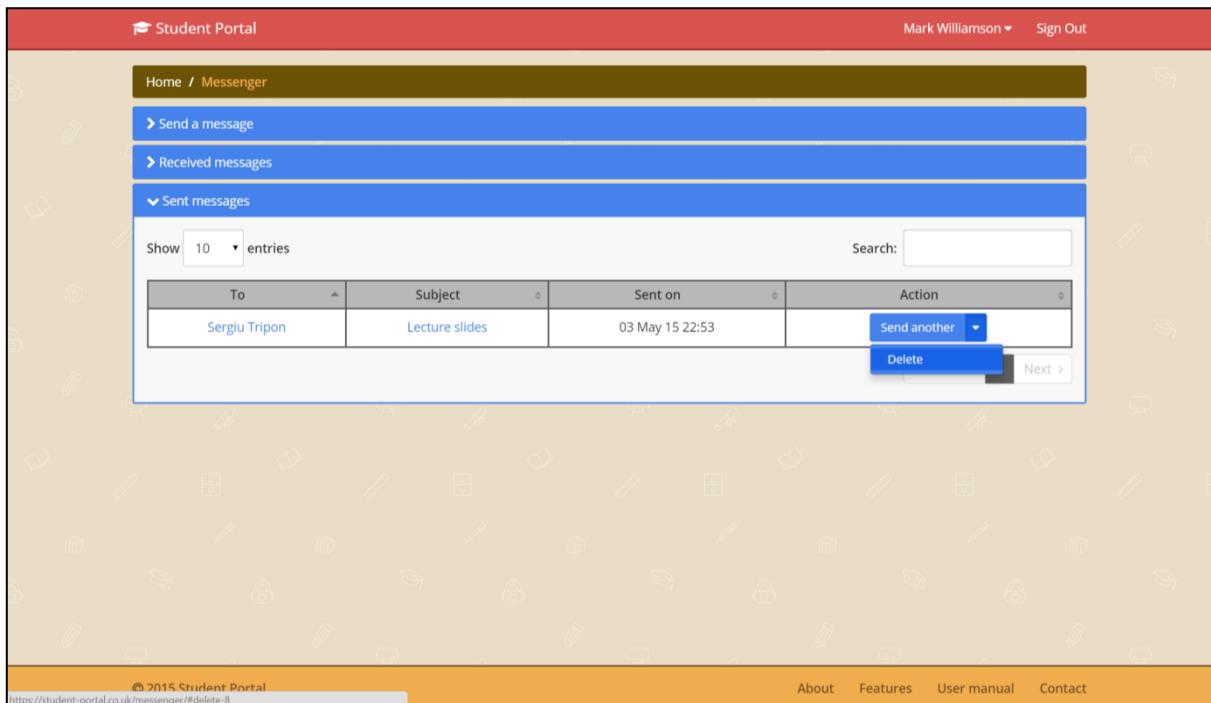
The screenshot shows the 'Messenger' section of the Student Portal. At the top, there are links for 'Send a message' and 'Received messages'. Below that, a collapsed panel titled 'Sent messages' is shown, which, when expanded, lists one message: 'Sergiu Tripon' (Lecture slides) sent on '03 May 15 22:53'. The interface includes a search bar, pagination, and a 'Send another' button.

1. There will be a panel for “Sent messages”. It will be collapsed by default, so you will have to expand it by clicking on its title.

The screenshot shows the 'Messenger' section of the Student Portal. A message titled 'Lecture slides' is displayed in a pop-up window. The message details are: To: Sergiu Tripon, Subject: Lecture slides, Message: Ok, no problem., Read: Yes, Sent on: 03 May 15 22:53. The pop-up has buttons for 'Send another', 'Delete', and 'Close'. The background shows the 'Sent messages' list, which is identical to the one in the first screenshot.

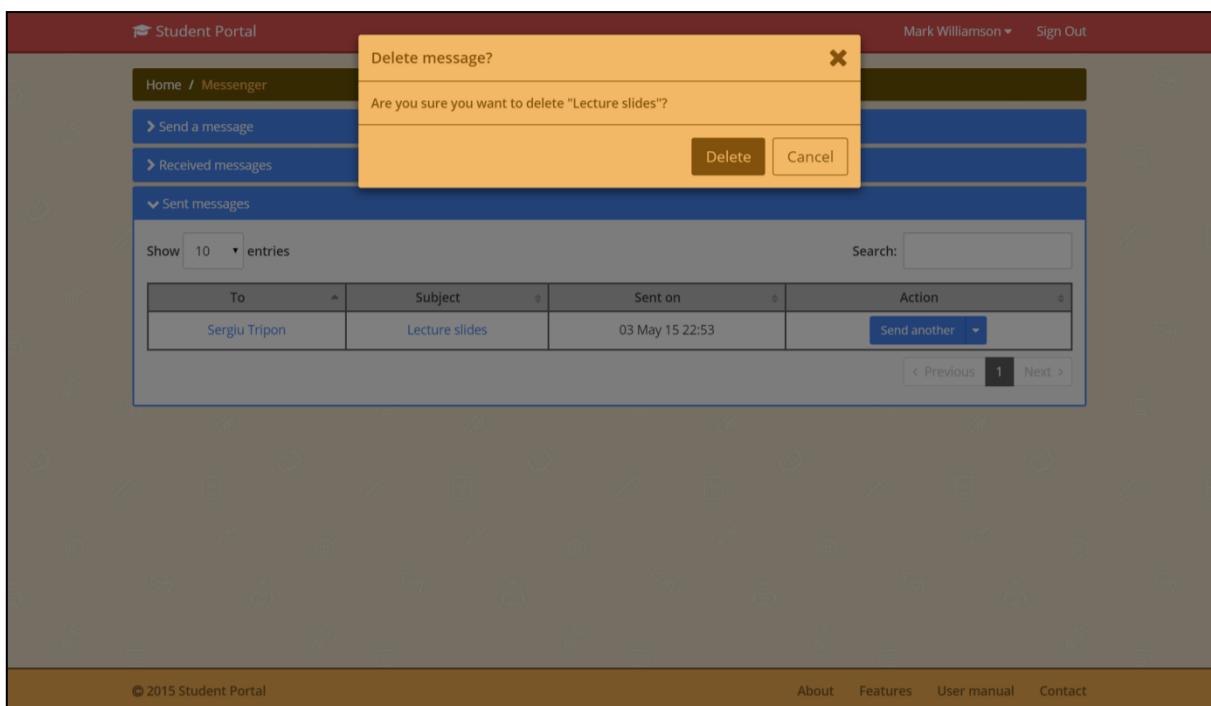
2. Clicking on the message’s subject will display a pop-up containing more information.

How to delete a message



The screenshot shows the Student Portal Messenger interface. At the top, there's a red header bar with the portal logo and navigation links for 'Mark Williamson' and 'Sign Out'. Below the header is a blue navigation bar with links for 'Send a message', 'Received messages', and 'Sent messages'. The 'Sent messages' link is expanded, revealing a table of sent messages. The table has columns for 'To', 'Subject', 'Sent on', and 'Action'. A message from 'Sergiu Tripon' with the subject 'Lecture slides' and sent on '03 May 15 22:53' is listed. In the 'Action' column for this message, a 'Delete' button is highlighted with a blue border. The footer of the page includes copyright information ('© 2015 Student Portal') and links for 'About', 'Features', 'User manual', and 'Contact'.

1. There will be a panel named “Sent” or “Received messages”. They may be collapsed by default, so you will have to expand them by clicking on their title.
2. Click on the “Delete” button next to a specific message.



The screenshot shows the Student Portal Messenger interface with a confirmation dialog box overlaid. The dialog box is titled 'Delete message?' and contains the question 'Are you sure you want to delete "Lecture slides"?'. It has two buttons at the bottom: 'Delete' and 'Cancel'. The background of the main interface is dimmed. The footer of the page includes copyright information ('© 2015 Student Portal') and links for 'About', 'Features', 'User manual', and 'Contact'.

3. A prompt will appear asking you to confirm your action.
4. If you want to delete the message, click on the “Delete” button. If you don’t want to delete the message, click on the “Cancel” button.

The screenshot shows the 'Messenger' section of the Student Portal. At the top, there are links for 'Send a message', 'Received messages', and 'Sent messages'. A search bar and a dropdown for 'Show 10 entries' are also present. The main area displays a table with columns for 'To', 'Subject', 'Sent on', and 'Action'. A message states 'There are no records to display.' Navigation buttons for 'Previous' and 'Next' are at the bottom.

5. The prompt will disappear and the message will be deleted. The message cannot be restored.

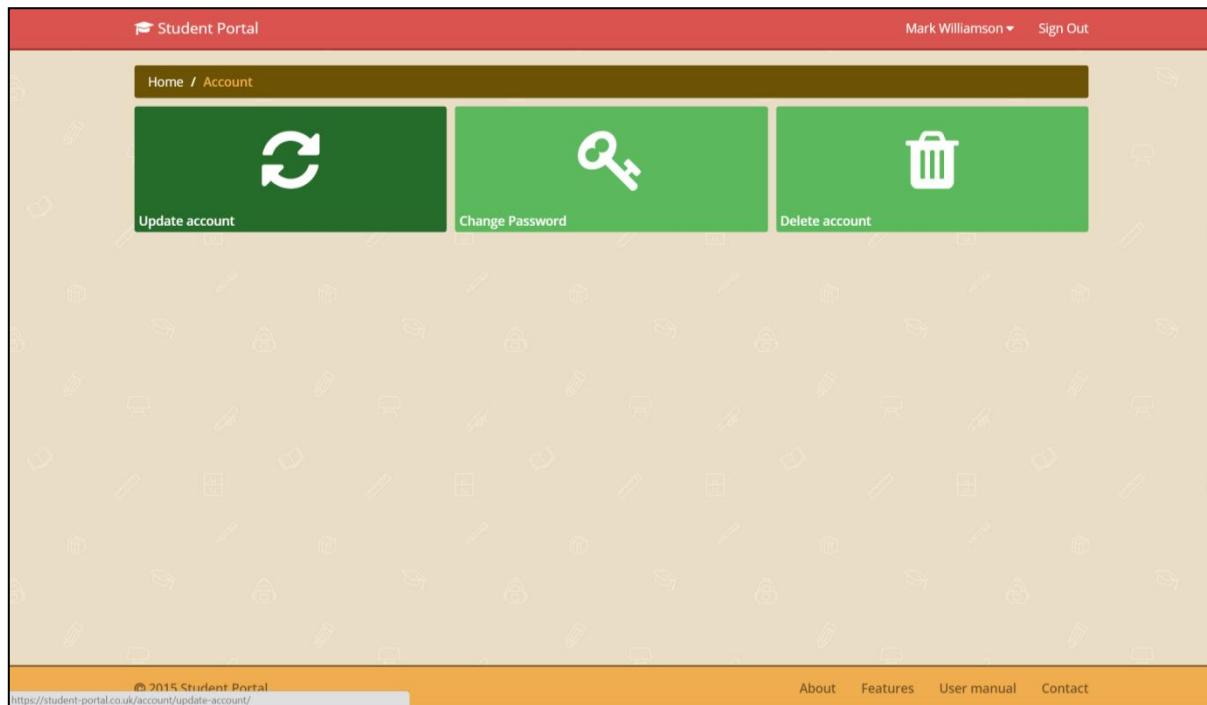
Account

How to access the Account area

The screenshot shows the main home page of the Student Portal. It features a grid of tiles: Timetable (with a clock icon), Exams (pencil icon), Results (trophy icon), Transport (train icon); Library (book icon, labeled '2'), Calendar (calendar icon), University Map (location pin icon); Events (ticket icon), Feedback (checkmark icon, labeled '1'), Messenger (speech bubble icon), and Account (person icon). The 'Account' tile is highlighted with a green border. The footer contains copyright information and links to 'About', 'Features', 'User manual', and 'Contact'.

1. Click on “Account” tile from the Home page.

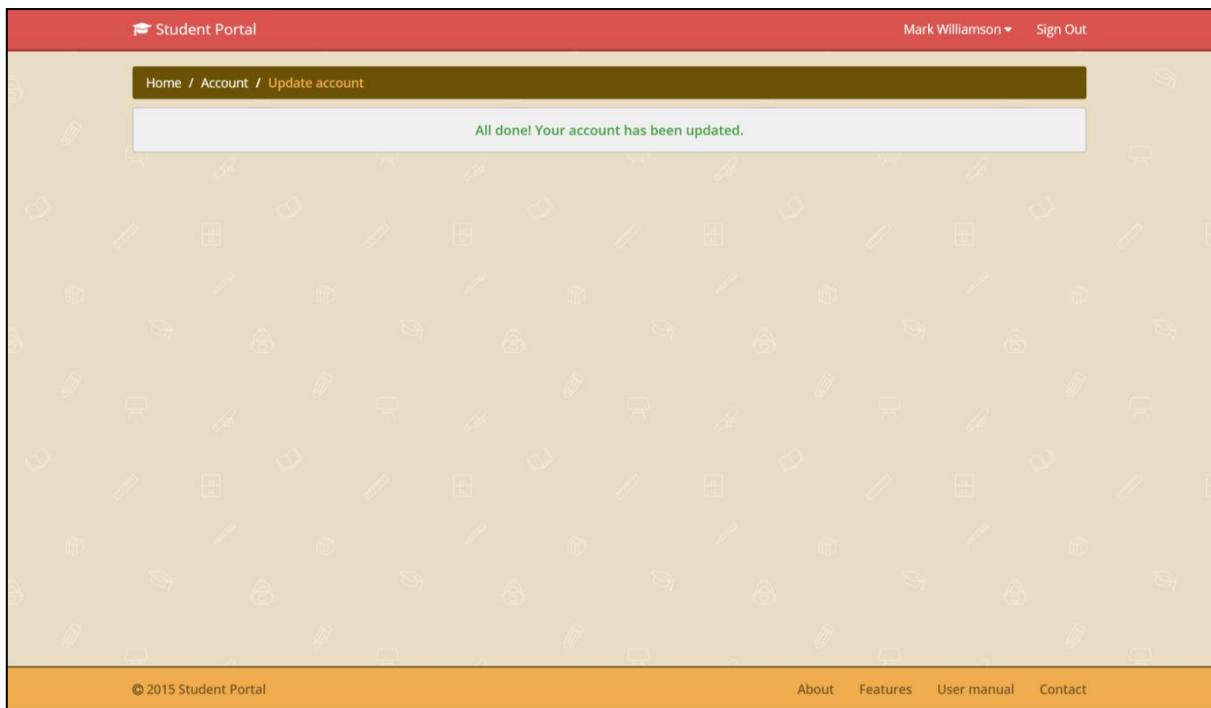
How to update your account



1. Click on the “Update account” tile.

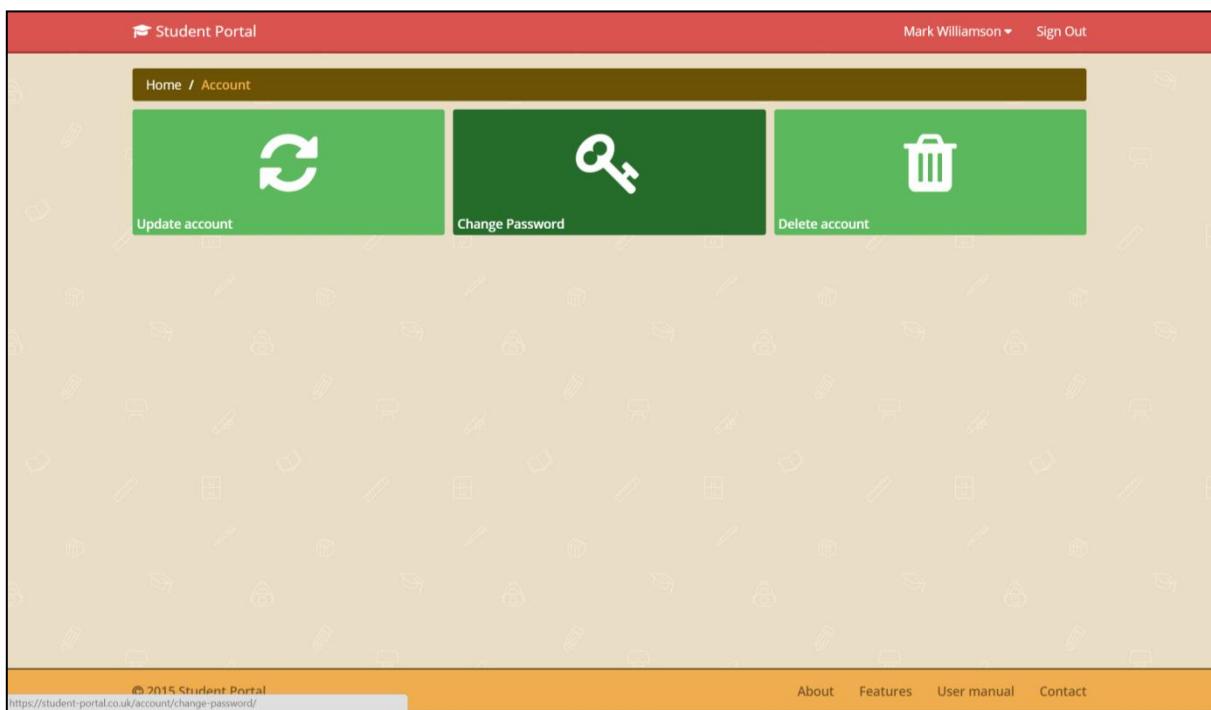
A screenshot of the "Update account" form. The form is contained within a white rectangular area with a thin gray border. It includes several input fields: "First name" (Mark), "Last name" (Williamson), "Gender*" (Male), "Email address*" (triponsergiu@hotmail.co.uk1), "Nationality" (Select an option), "Date of Birth" (Select a date), "Address line 1" (23 James Street), "Town" (Enter a town), "Country" (United Kingdom), "Phone number" (Enter a phone number), "Address 2 line (Optional)" (Enter the address line 2 (Optional)), "City" (London), and "Postcode" (EF14 9GH). At the bottom of the form is a blue "Update account" button. The background of the page has a light beige color with faint, scattered icons related to education and technology.

2. You will be redirected to a form.
3. Update the desired fields.
4. Click on the “Update account” button.

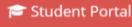


5. A confirmation message will appear on the screen confirming the action has been completed.

How to change your password



1. Click on the “Change password” tile.

 Student Portal

Mark Williamson ▾ Sign Out

Home / Account / Change password

Old password*
.....

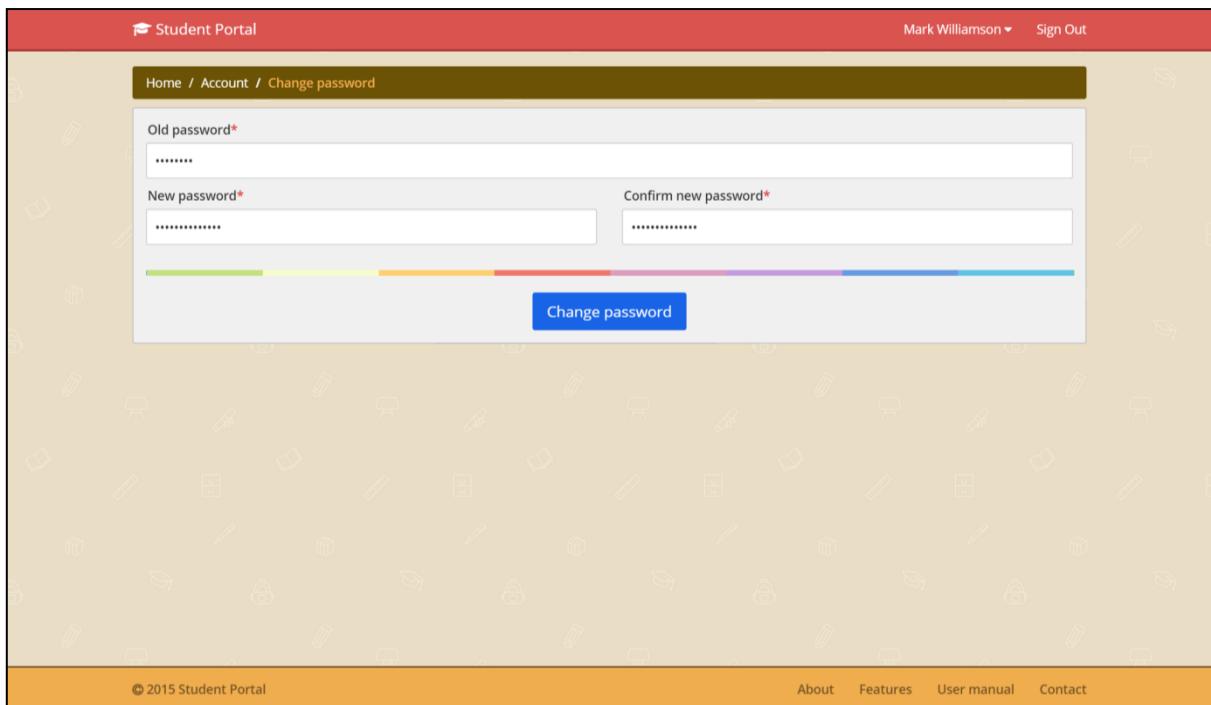
New password*
.....

Confirm new password*
.....

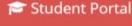
Change password

© 2015 Student Portal

About Features User manual Contact



2. You will be redirected to a form.
3. Complete the required fields.
4. Click on the “Change password” button.

 Student Portal

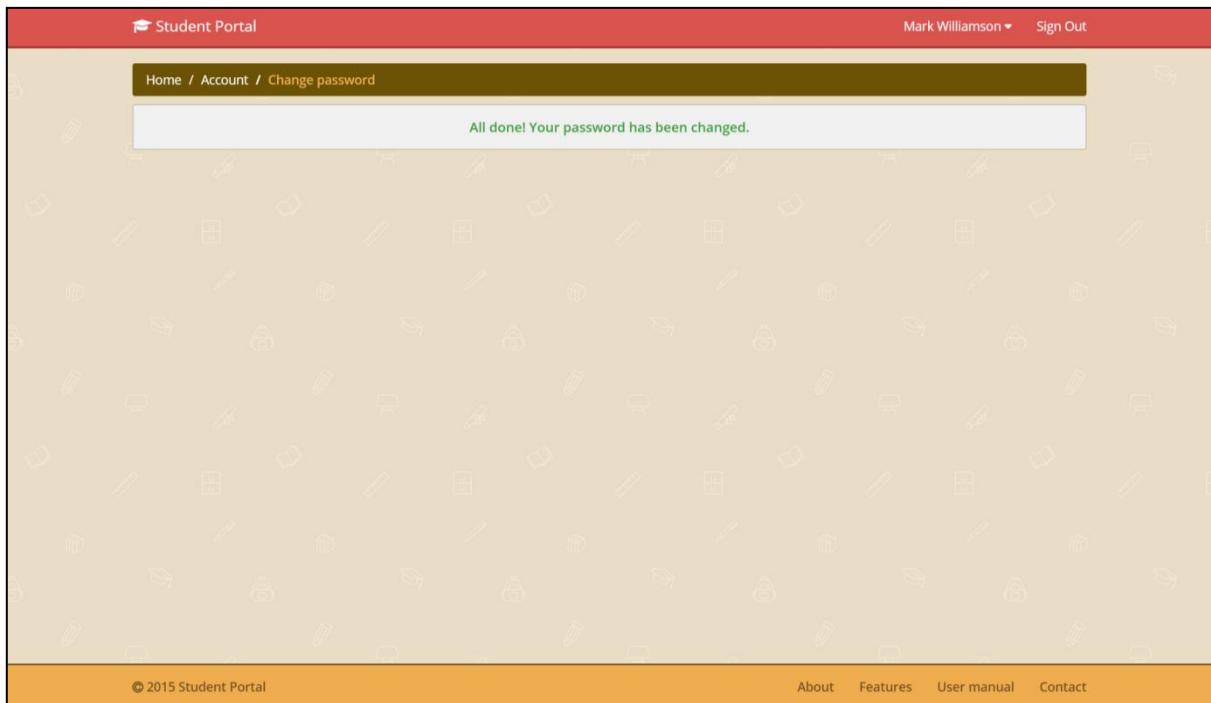
Mark Williamson ▾ Sign Out

Home / Account / Change password

All done! Your password has been changed.

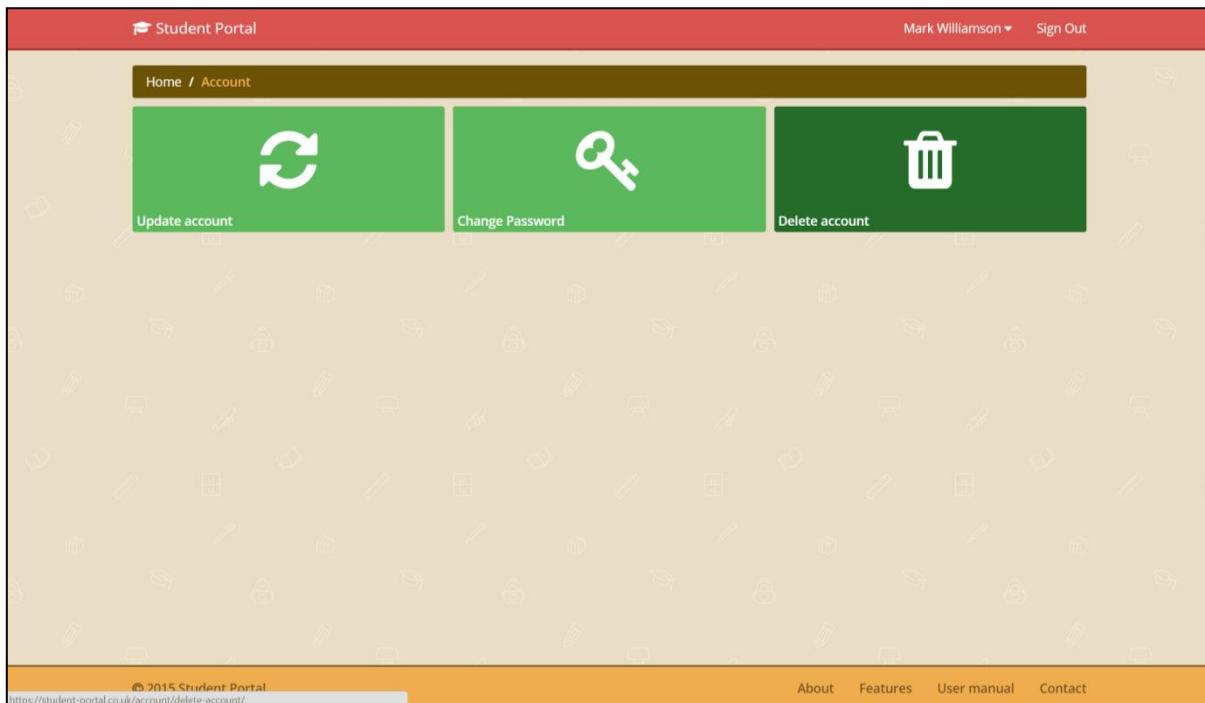
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About Features User manual Contact

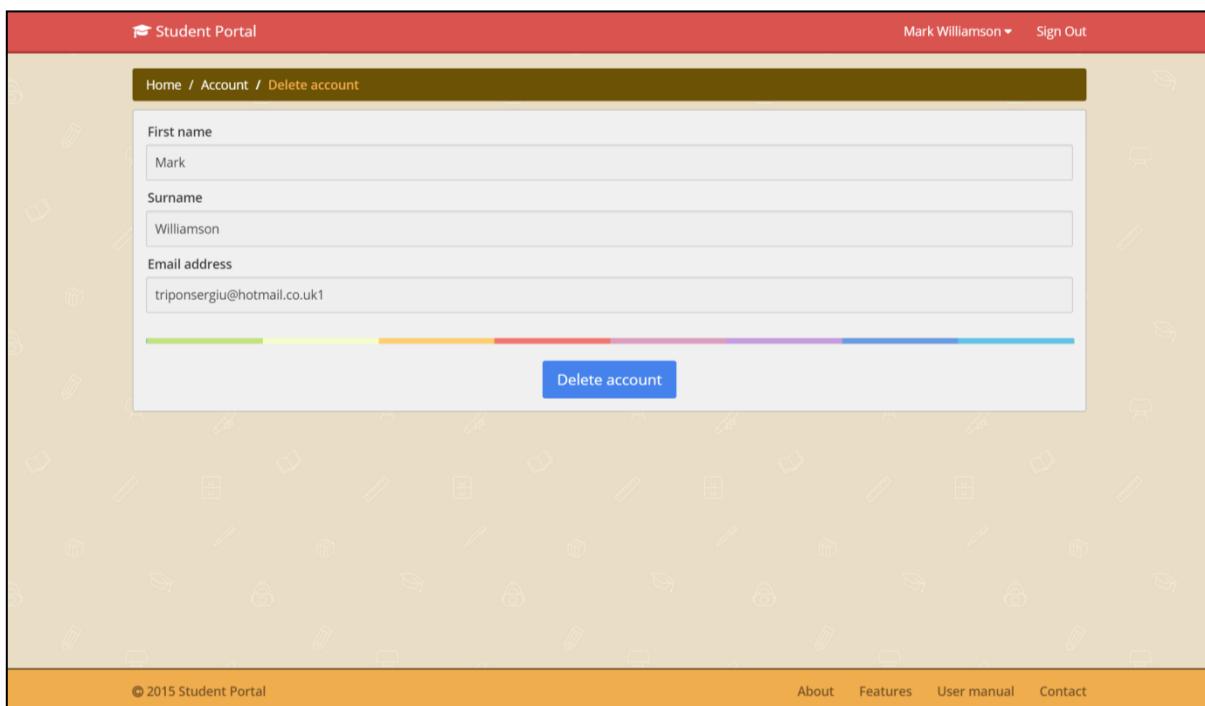


5. A confirmation message will appear on the screen confirming the action has been completed.

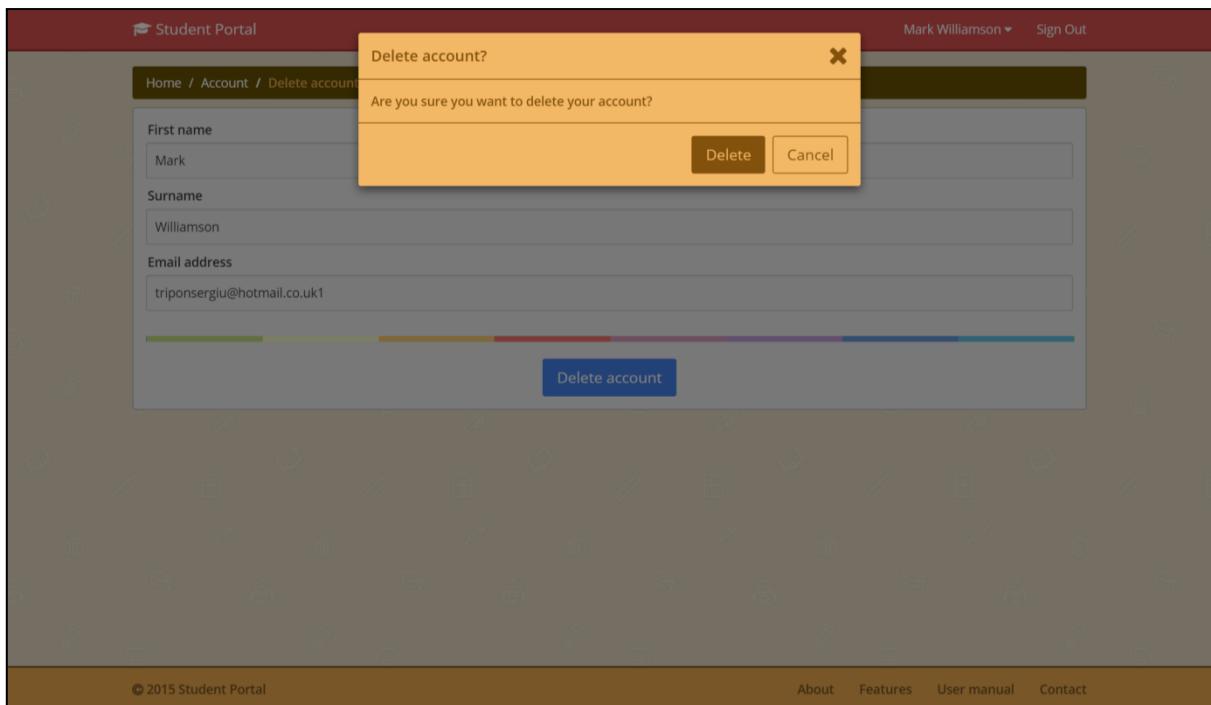
How to delete your account



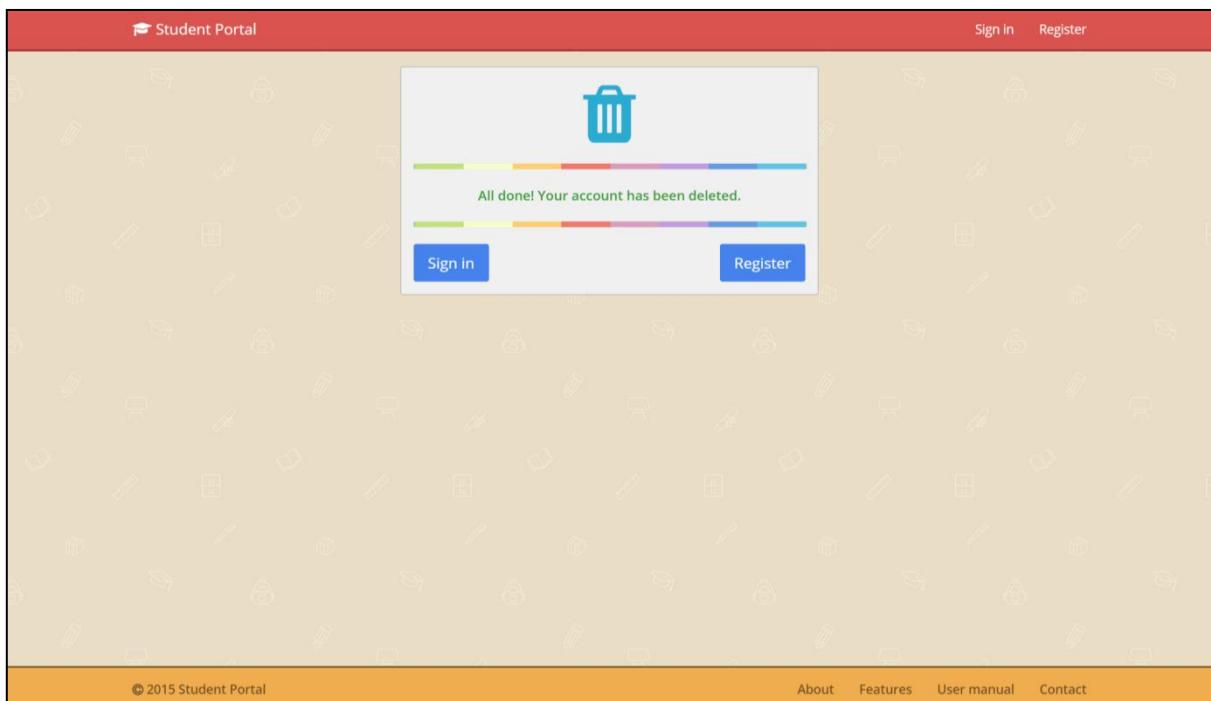
1. Click on the “Delete account” tile.



2. Click on the “Delete account” button.



1. A prompt will appear asking you to confirm your action.
2. If you want to delete your account, click on the “Delete” button. If you don’t want to delete your account, click on the “Cancel” button.



3. A confirmation message will appear on the screen confirming the action has been completed.