

## In-depth guide to what students see in My Manchester (<http://my.manchester.ac.uk>)


The screenshot displays the My Manchester student portal. At the top, the Manchester 1824 logo and 'My Manchester' text are on the left. The right side of the header shows a user profile for 'Sarah B' with a 'Sign Out' link. Below this, there are links for 'MY DOCUMENTS' (0Mb Used, 100Mb Left), 'EMAIL' (81 Emails, 46 New), 'USER GUIDE', and a 'SEARCH' bar. A navigation bar contains links: 'My Home', 'My Course', 'My Blackboard', 'My Library', 'My Services', 'My Campus Life', 'My Future', 'My Union', and 'DC Test'. A 'CUSTOMIZE' button is also present.

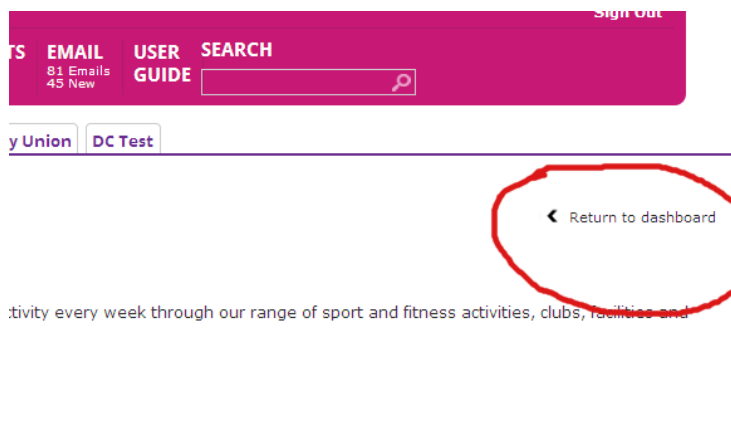
The main content area is divided into two columns. The left column features a section titled 'FULFIL YOUR CURIOSITY WITH THE UNIVERSITY COLLEGE' with an icon of a book and a text block: 'Is there something you'd love to study for a bit? A curiosity you want fulfilled? Something you've always wanted to know more about? Coming soon - [The University College for Interdisciplinary Learning](#).' Below this is a 'MY NEWS' section with a 'Noticeboard' header. The noticeboard lists 'THE UNIVERSITY OF MANCHESTER : NOTICEBOARD' and includes a notice about a 'Will Hutton Public Lecture' and a 'Student System problem - No content appearing' message. At the bottom left is an 'askme HELP AND SUPPORT' button.

The right column features a large 'WELCOME WEEK' banner. The banner has a purple background with a white road graphic and a 'WELCOME TO MANCHESTER' text. Below the banner, there is a list of links: 'Welcome Week', 'Must Dos', 'Need To Know', 'Hand Me Downs', and 'Quizzes And Competitions'. At the bottom of the banner are four small profile pictures of students.

## My Manchester – Basic Functionality

### Maximising, minimising, closing, moving portlets

 expands the portlet to fill the work area. The “return to dashboard” link restores the size of the portlet.



minimises the portlet to just the title



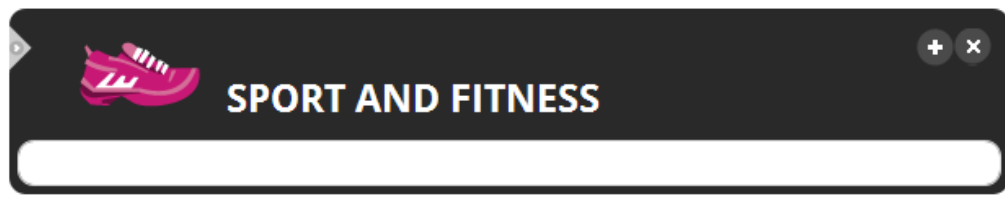
restores a minimized portlet



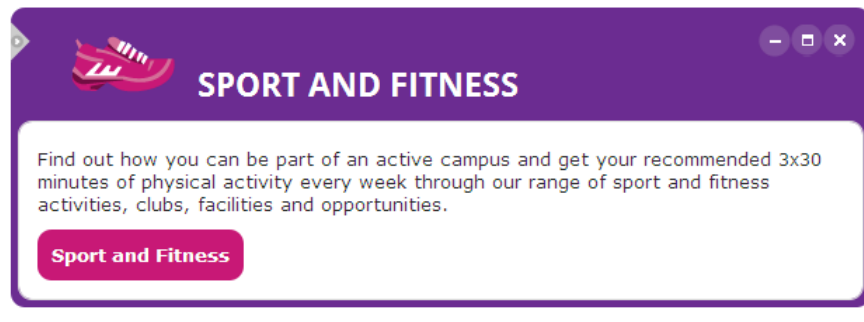
removes the portlet from the tab. To restore the portlet use “Add Stuff” under the ‘Customize’ option (see below).


Portlets can be moved within a Tab by clicking and dragging their headings. However, portlets cannot be moved between Tabs.

### *Example of minimised portlet*



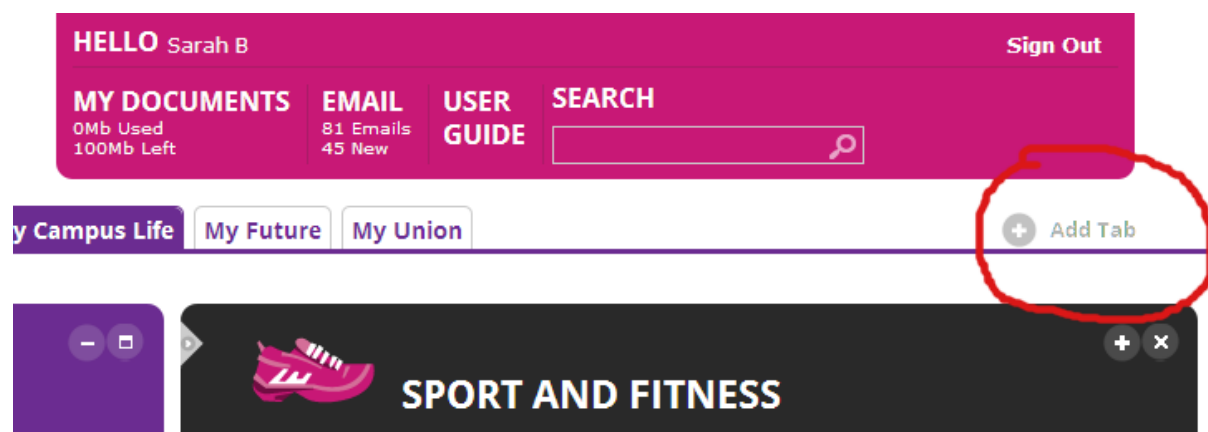
### *Example of maximised portlet*



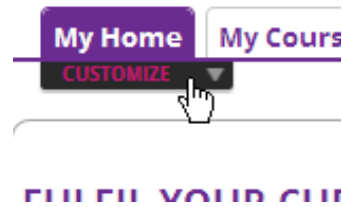
	<p>For some important portlets (eg Registration) there is no  close function to prevent important information being removed and subsequently missed.</p>
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## Adding Tabs

Students can use this option to add another Tab to the layout, which can be renamed and have additional content added to it (using the Customize > Add Stuff feature outlined below). Existing default Tabs cannot be removed or renamed.



## Customize and Add Content

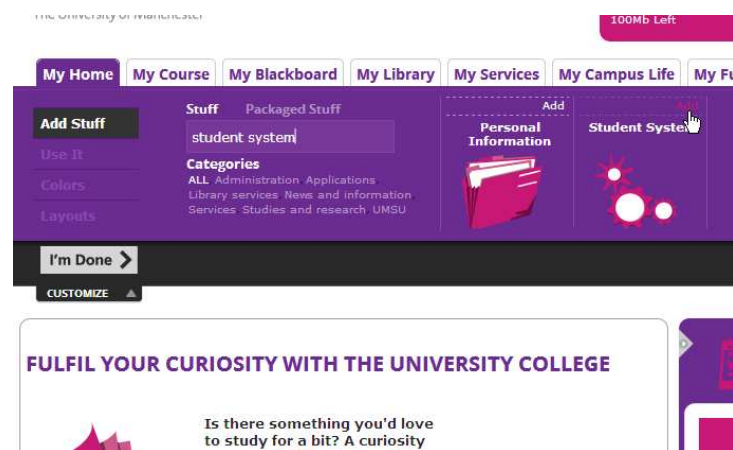


**Add Stuff** – find and add an extra portlet to the current Tab you are on

**Use it** – find and use a portlet (but without adding it to a Tab)

**Colors** – choose a colour scheme (eg High Contrast for visually impaired)

**Layouts** – customise the layout of the portlets by changing column numbers and widths



## Hello Bar (top right hand corner of screen)

**My Documents** – new Browser Tab opens and takes student to P:Drive with no further login needed.

**Email** – new Browser Tab opens and takes student to Outlook Live without further login needed.

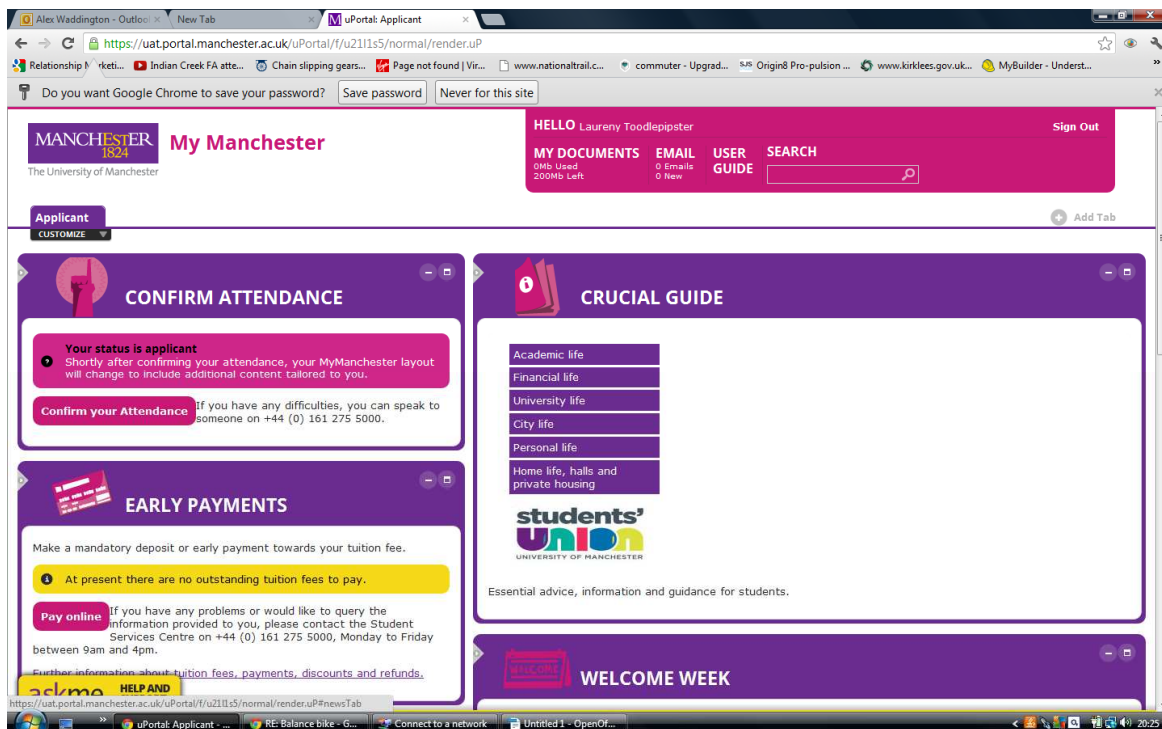
**User Guide** – takes student to full-screen portlet in My Manchester that offers further help and guidance on using portal features.

**Search** – results presented in full-screen portlet in My Manchester (see below).

The screenshot displays the My Manchester portal interface. At the top, a pink 'Hello Bar' contains the text 'HELLO Sarah B' and a 'Sign Out' link. Below this bar are four main navigation buttons: 'MY DOCUMENTS' (0Mb Used, 100Mb Left), 'EMAIL' (81 Emails, 45 New), 'USER GUIDE', and 'SEARCH' (with a search input field). Below the Hello Bar is a navigation bar with links: 'My Home', 'My Course', 'My Blackboard', 'My Library', 'My Services', 'My Campus Life', 'My Future', 'My Union', and 'DC Test'. The main content area features a 'SEARCH' section with a magnifying glass icon and a 'Return to dashboard' link. Below the search section, a search results list is shown for the query 'card'. The results include links to 'My Photo', 'Room transfer and withdrawal', 'Lost keys and property', 'Data Protection Statement', 'Priority debts', 'Payment', 'Tuition fee concession for asylum seekers', 'Student card collection', 'Paying in full', 'Student Cards', 'Lost passports', and 'Biometric residence permit (ID cards)'. Each result is followed by a brief description of the content.

**Sign Out** – logs user out of My Manchester and returns them to My Manchester Guest View.

## The My Manchester Applicant View



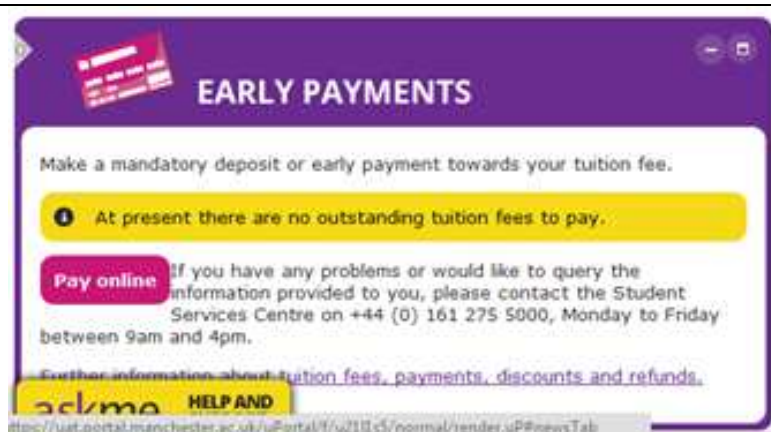
The attached screenshot shows what a new student sees when they log into My Manchester to Confirm Attendance (after completing IT Sign Up). This is known as the Applicant View.

Please note that despite the new look, the core content of the Applicant View has not changed from the previous version, and all previously issued instructions for confirming attendance and other processes performed by new students in My Manchester remain correct.

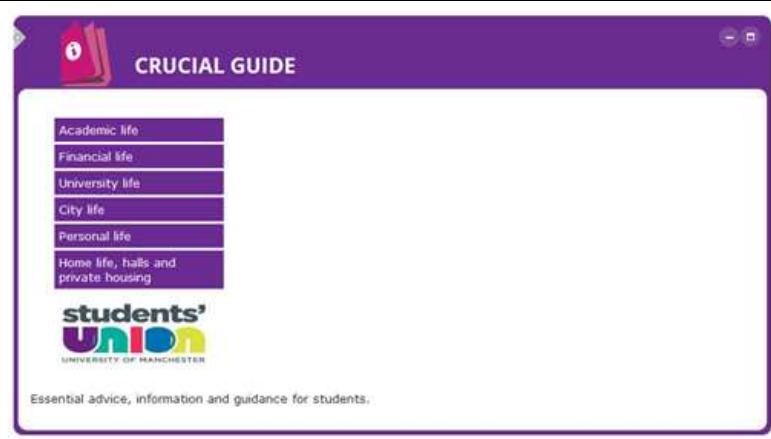
### Tabs in Applicant View



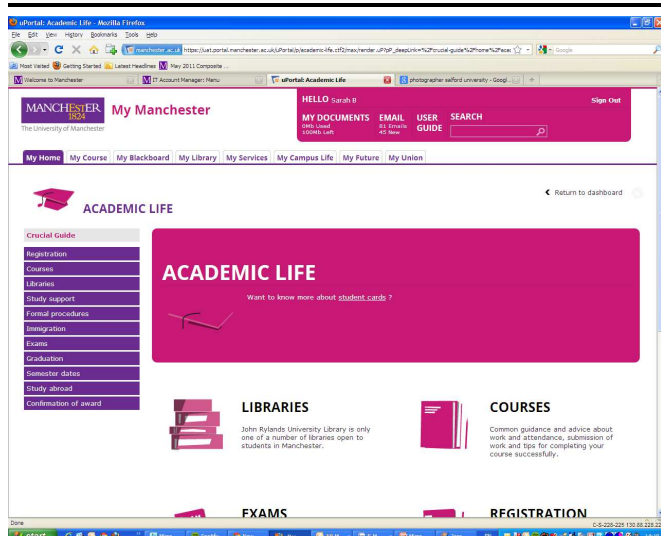
**Confirm Attendance:** Deep link that allows student to Confirm Attendance at the University as part of Registration process.



**Early payments:** Alerts student to need to pay tuition fees **ONLY** (not Accommodation fees). Clicking Pay Online allows them to pay mandatory deposit or make early payment towards tuition fees.



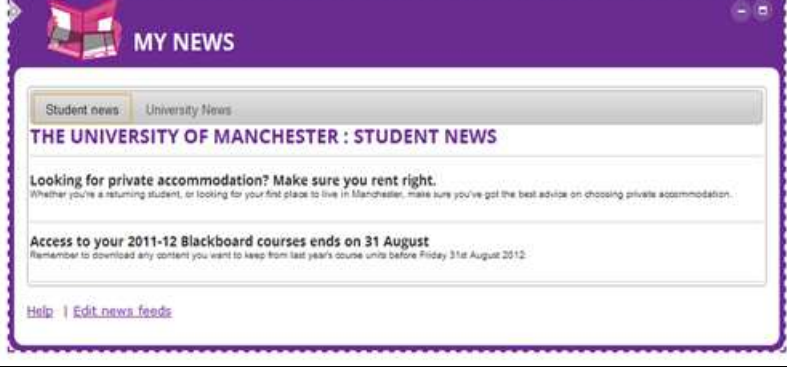


**Crucial Guide Live;** Provides access to Crucial Guide Live. When menu links are clicked, portlet expands to full screen (see below).



**My photo:** Displays the photograph that is on a student's student card. If a student is new and no photo has been uploaded or taken, they are offered the opportunity to upload one (see opposite).



	<p><b>Note:</b> Once a photograph appears in this portlet, it cannot be changed online by the student.</p>
	<p><b>Welcome to Manchester:</b> A portlet promoting new Welcome web site (<a href="http://www.welcome.manchester.ac.uk">http://www.welcome.manchester.ac.uk</a>). Clicking links launches new browser window.</p>
	<p><b>My News:</b> News feeds from the University.</p> <p>The <b>Student News</b> feed displays as default - this is updated and maintained by the Student Communications Team in the DSE using T4 CMS. Selected items from Student News appear in the weekly My Manchester News e-newsletter.</p> <p>The <b>Noticeboard</b> was formerly known as Today's Announcements or Student Message of the Day. It displays a range of submitted by people around the University – the service is moderated by the Student Communications Team in the DSE.</p> <p>Students can use Edit News Feeds to add additional feeds, such as University News.</p>



## The My Manchester Guest View

The My Manchester Guest View (<http://my.manchester.ac.uk/guest>) replaces the old StudentNet, with [www.studentnet.manchester.ac.uk](http://www.studentnet.manchester.ac.uk) redirecting here.

It provides a gateway into the main personalised portal, but also provides easy, open access to certain elements to students, staff and external visitors.

This includes the Crucial Guide Live and the Ask Me Help and Support feature, which will be useful to staff involved in supporting students.

The latest Student News and items on the student Noticeboard can also be seen in the My News portlet.

The screenshot displays the My Manchester Guest View portal. At the top, the University of Manchester logo and 'My Manchester' branding are visible, along with a 'SIGN IN' button. Below the header, a 'Welcome' banner is present. The main content area is divided into three portlets: 'WELCOME', 'CRUCIAL GUIDE', and 'MY NEWS'. The 'WELCOME' portlet includes a 'Login' button and a list of features. The 'CRUCIAL GUIDE' portlet offers links to various student life topics and the 'students' union' logo. The 'MY NEWS' portlet shows a 'Noticeboard' and 'Student news2' section with recent news items. At the bottom, there is an 'askme HELP AND SUPPORT' button and a contact number.

**MANCHESTER 1824** **My Manchester** The University of Manchester **SIGN IN**

**Welcome**

**WELCOME**

**Login** My Manchester is a personalised online space for current students, which provides easy access to learning resources, services, student support and information, all in one place.

If you are not a current student you can still access certain resources from this page, such as the Crucial Guide Live and our A-Z of help and support.

Features include:

- **My Studies** - view your Courses, To Do List and Calendar in Blackboard 9
- **My Library** - search the extensive catalogue, book study rooms and see loans and reservations
- **Email** - access to your Outlook Live account
- **My Services** - see your personalised student record and access key services
- **Future Life** - careers advice and opportunities, plus information about further study
- **Student Support** - find the help and guidance you need quickly and easily
- **Students' Union** - services and information offered by the SU

**CRUCIAL GUIDE**

Academic life  
Financial life  
University life  
City life  
Personal life  
Home life, halls and private housing

**students' union**  
UNIVERSITY OF MANCHESTER

Essential advice, information and guidance for students.

**MY NEWS**

Noticeboard Student news2

**THE UNIVERSITY OF MANCHESTER : STUDENT NEWS**

**Looking for private accommodation? Make sure you rent right.**  
Whether you're a returning student, or looking for your first place to live in Manchester, make sure you've got the best advice on choosing private accommodation.

**Access to your 2011-12 Blackboard courses ends on 31 August**  
Remember to download any content you want to keep from last year's course units before Friday 31st August 2012.

[Help](#)

**askme** **HELP AND SUPPORT**

C-S-228-225 130.88.228.225

## The full My Manchester student portal

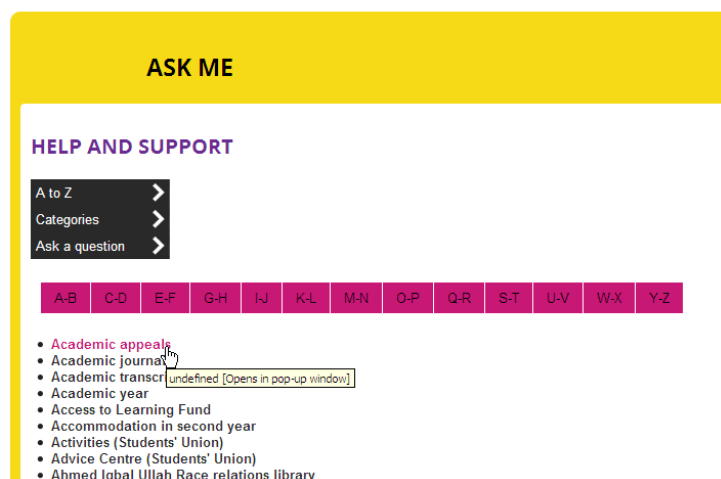
### ask me Help and Support

Floating in the bottom left hand corner of the screen (easily viewable to staff via the Guest View - see above), students will find an 'ask me Help and Support' box.

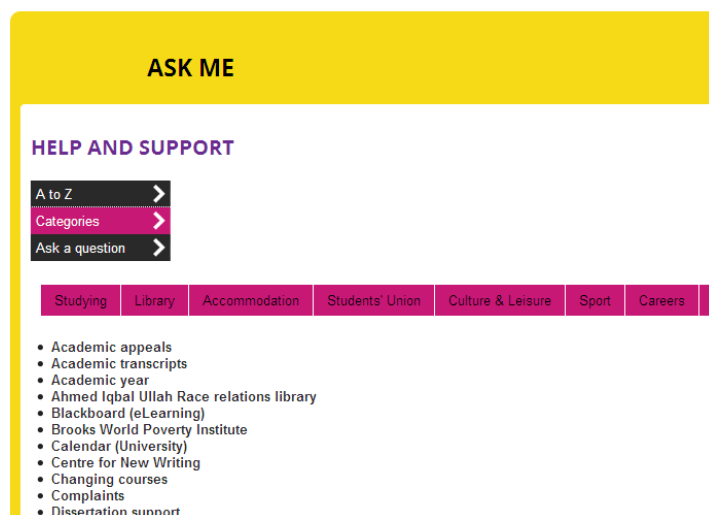


#### This contains;

**A-Z** – A collection of several hundred alphabetically ordered links to key information about student support and services, hosted on web pages on University servers. Links open in new browser window.



**Categories** – Each entry in the A-Z has been assigned a category (eg Studying, Library etc), and the user has the option of browsing by category.



**Ask a Question** – Allows students to enter a query into the search box (see below) – relevant answers are then returned. This tool uses Knowledgebase, which has been populated with about 450 entries from across all areas of student support and services (in addition to those relating to IT queries). When an answer is clicked, it opens in a new window.

[My Home](#) [My Course](#) [Blackboard](#) [My Library](#) [My Services](#) [My Campus Life](#) [My Future](#) [My Union](#)

## ASK ME

### HELP AND SUPPORT

[A to Z](#) [Categories](#) [Ask a question](#)

[Search](#)

[Show Advanced Search](#)

Showing 1-10 of 10 Results

**M**

No, student cards are valid for the duration of study. [Do I need to get a new student card every year when I complete registration?](#)

★★★★★

## My Home Tab

This is the default page where students land when they log into My Manchester.

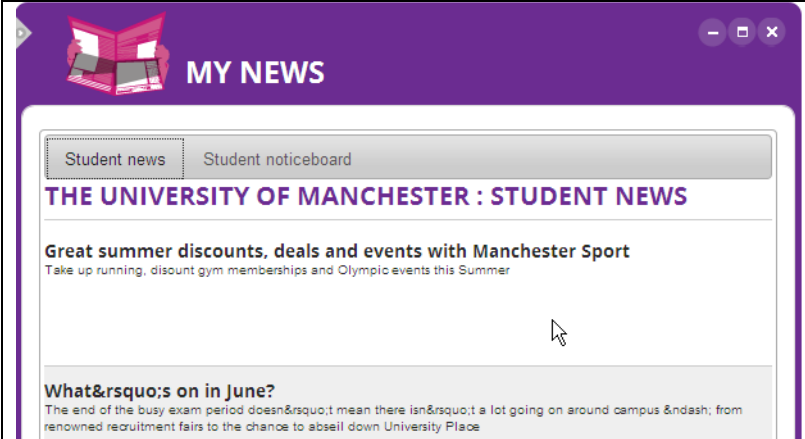


## Portlets in My Home Tab

### FULFIL YOUR CURIOSITY WITH THE UNIVERSITY COLLEGE



Is there something you'd love to study for a bit? A curiosity you want fulfilled? Something you've always wanted to know more about? Coming soon – [The University College for Interdisciplinary Learning](#).

**Hot Topic:** A special feature box for items of high relevance or interest to students. Content is controlled from the T4 CMS by the Student Communications Team in the DSE. This Tab is locked down and not removeable.

	<p><b>My News:</b> News feeds from the University.</p> <p>The <b>Student News</b> feed displays as default - this is updated and maintained by the Student Communications Team in the DSE using T4 CMS. Selected items from Student News appear in the weekly My Manchester News e-newsletter.</p> <p>The <b>Noticeboard</b> was formerly known as Today's Announcements or Student Message of the Day. It displays a range of submitted by people around the University – the service is moderated by the Student Communications Team in the DSE.</p>
	<p><b>Welcome to Manchester:</b> A box that should appear to new student only for a limited period, to promote the new Welcome web site (<a href="http://www.welcome.manchester.ac.uk">http://www.welcome.manchester.ac.uk</a>).</p>
	<p><b>Careers Vacancies:</b> Displays feed of full-time job vacancies from, Careerslink system, maintained by Careers Division. Clicking link opens new window and takes student into CareersLink screens.</p>



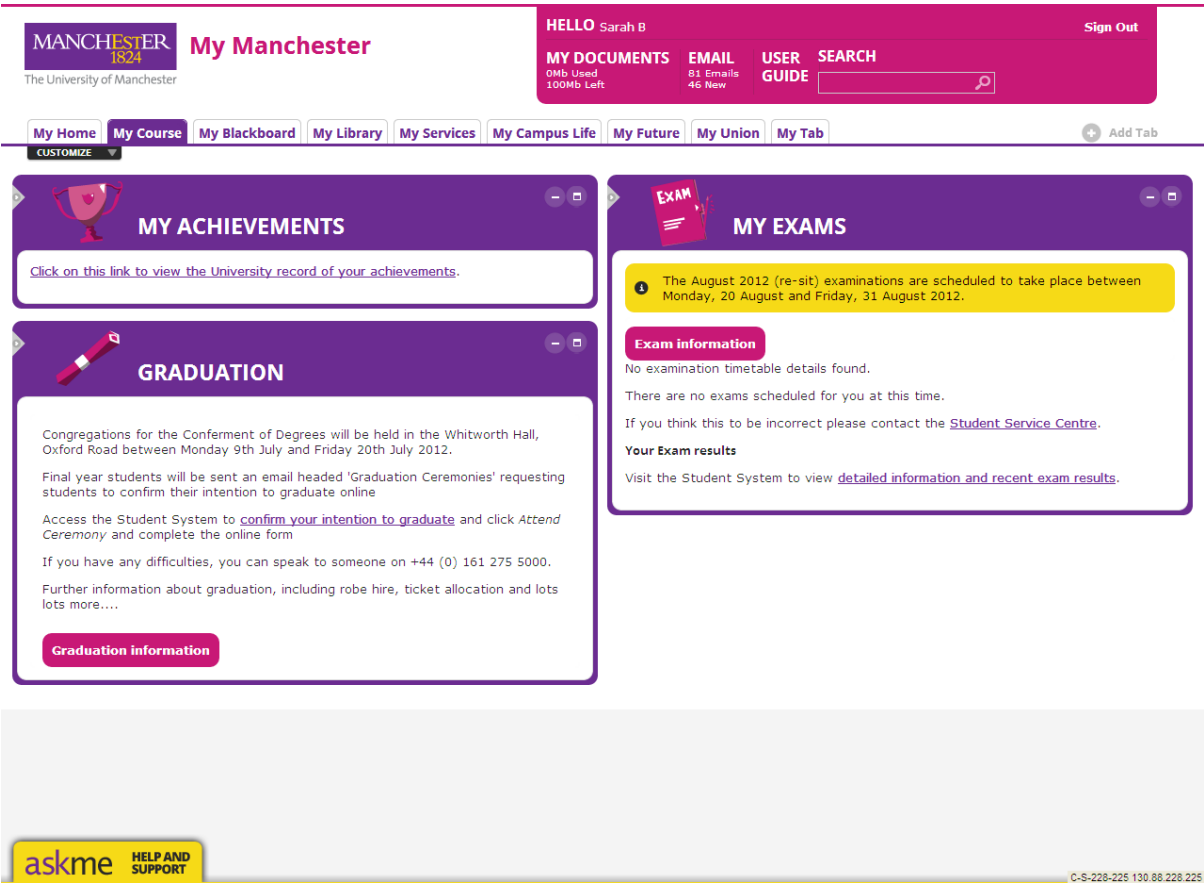
**Calendar** : Displays key University dates and items from a student's Blackboard 9 Calendar. It is also planned this will be used to display a student's personalised timetable



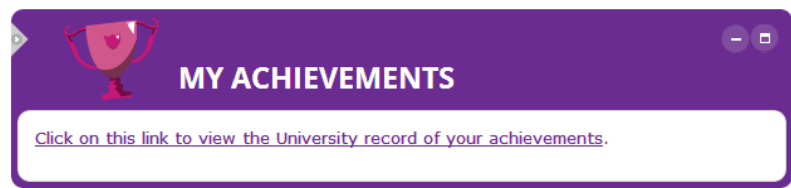
**Careers Events.** Displays feed of events organised by Careers Division, from Careerslink system. Clicking link opens new window and takes student into CareersLink screens.

# My Course Tab

This tab provides administrative information and services related to a student’s studies.



## Portlets in My Course Tab



**My Achievements; link** provides link to access to information on grades, credits, prizes, activities and training. Resulting screen displays in full-screen portlet in My Manchester.





## MY ACHIEVEMENTS

BLAXXXX, SARAH MIDDLE-NAME (5625413)

(University of Manchester) -

Module Code	Title	Grade	Credits
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ⓘ All marks should be considered provisional until after the final exam board

Additional Information

Prizes

Activities

Training

ⓘ Data on approved activities are only uploaded after the activity has been completed and the upload is the responsibility of the part of the University that organises the activity.

[Return](#)



## MY EXAMS

ⓘ The August 2012 (re-sit) examinations are scheduled to take place between Monday, 20 August and Friday, 31 August 2012.

### Exam information

No examination timetable details found.

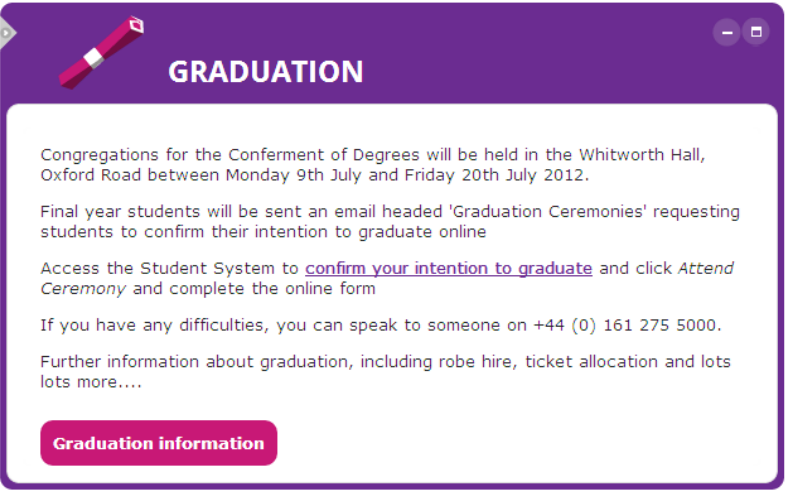
There are no exams scheduled for you at this time.

If you think this to be incorrect please contact the [Student Service Centre](#).

### Your Exam results

Visit the Student System to view [detailed information and recent exam results](#).

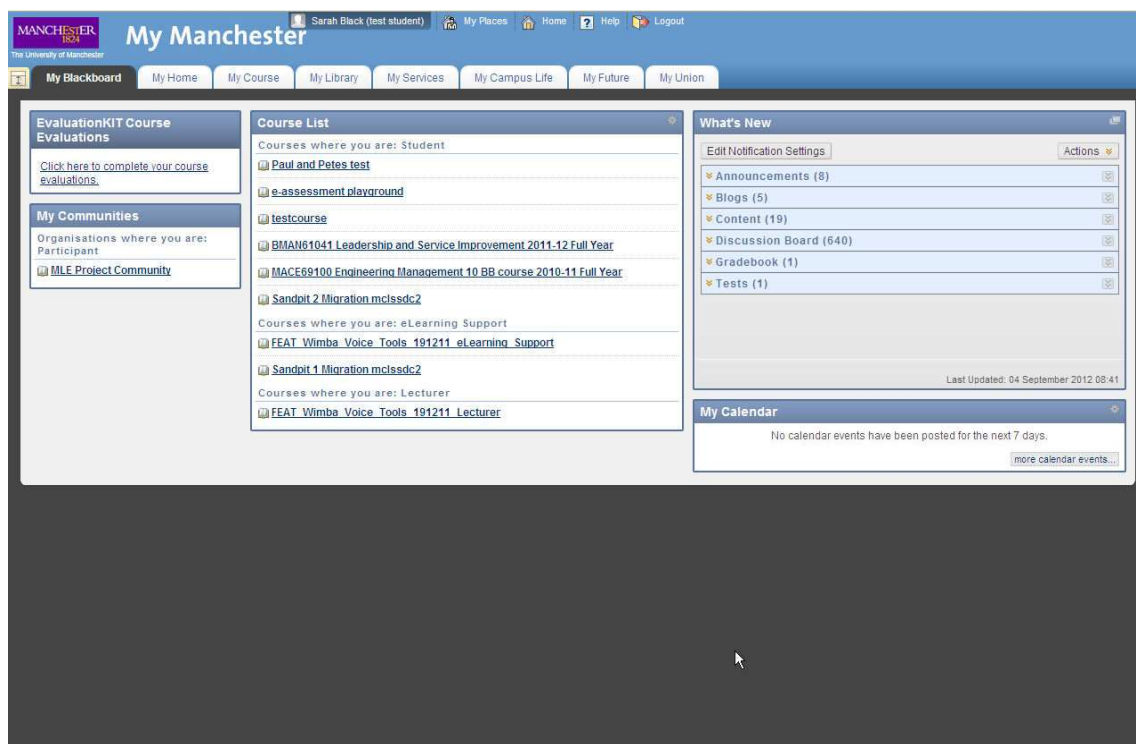
**My Exams;** this portlet displays a student's personal exam timetable, if applicable (in example opposite, the student has no exams scheduled). It also displays alert messages about exam periods, and links to general exam information. The content of this portlet is controlled by the Student Services Centre.

 <p>The image shows a web portlet titled "GRADUATION" with a purple header and a red graduation cap icon. The main content area is white with purple text. It contains several paragraphs of information about graduation ceremonies, including dates, email notifications, and a link to confirm graduation intention. A red button labeled "Graduation information" is at the bottom.</p> <p><b>GRADUATION</b></p> <p>Congregations for the Conferment of Degrees will be held in the Whitworth Hall, Oxford Road between Monday 9th July and Friday 20th July 2012.</p> <p>Final year students will be sent an email headed 'Graduation Ceremonies' requesting students to confirm their intention to graduate online</p> <p>Access the Student System to <a href="#">confirm your intention to graduate</a> and click <i>Attend Ceremony</i> and complete the online form</p> <p>If you have any difficulties, you can speak to someone on +44 (0) 161 275 5000.</p> <p>Further information about graduation, including robe hire, ticket allocation and lots lots more....</p> <p><b>Graduation information</b></p>	<p><b>Graduation portlet:</b> appears to students whose records show are due to graduate. Provides deep link to student system, as well as link to more information contained in Crucial Guide Live. The content of this portlet is controlled by the Student Services Centre.</p>
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## Blackboard Tab

This Tab behaves differently from others, in that when clicked, students are taken straight through to their Blackboard account, with no additional log in required (see screenshots below). They see the same tabs as in My Manchester, although the My Blackboard tab appears first

**Please note:** work is currently underway to update the header and colour scheme of Blackboard so that it complements My Manchester. It is expected this work will be complete by the start of the new academic year.



# My Library Tab

This tab provides access to a range of Library information and services. Information contained in portlets is directly controlled by the University Library.

**MANCHESTER 1824** My Manchester  
The University of Manchester

HELLO Sarah B  
MY DOCUMENTS 0Mb Used 100Mb Left  
EMAIL 81 Emails 46 New  
USER GUIDE  
SEARCH

My Home My Course My Blackboard **My Library** My Services My Campus Life My Future My Union My Tab

Access a wide range of library services and information at any time and from any location.

- [A-Z of subjects](#)
- [Contact us](#)
- [Library News](#)
- [Location and opening times](#)
- [Library Website](#)

**LIBRARY REQUESTS**

Document Supply Enquiries/Feedback

Request items that are NOT held by the library. Please note there is a non-refundable administration charge of £2 for each request.

- [Book request](#)
- [Journal article/Conference paper request](#)
- [Deliver request](#)
- [More information](#)

Please note that payment must be transferred via [e-Payments](#) before we will complete your request

**LIBRARY STUDY ROOMS**

Book a Group Study Room

You currently have no study room bookings.

- [Book a study room](#)
- [More information](#)

**LIBRARY SEARCH**

Search the Library's resources - books, journals, articles, images, manuscripts, video - using a single search box.

Search the library's resources Search Advanced Search

**LIBRARY CATALOGUE**

Search the library catalogue Search

[More search options](#)

**LIBRARY SUMMARY**

There seems to be a problem accessing the library system.

This could be due to one of the following reason:

- The library system is currently down. Please try again later.
- You do not have a library account.

If you believe this to be an error please contact the [library help desk](#).

askme HELP AND SUPPORT

LIBRARY TRAINING COURSES

## Portlets in My Library Tab

Access a wide range of library services and information at any time and from any location.

- [A-Z of subjects](#)
- [Contact us](#)
- [Library News](#)
- [Location and opening times](#)
- [Library Website](#)

### Library information:


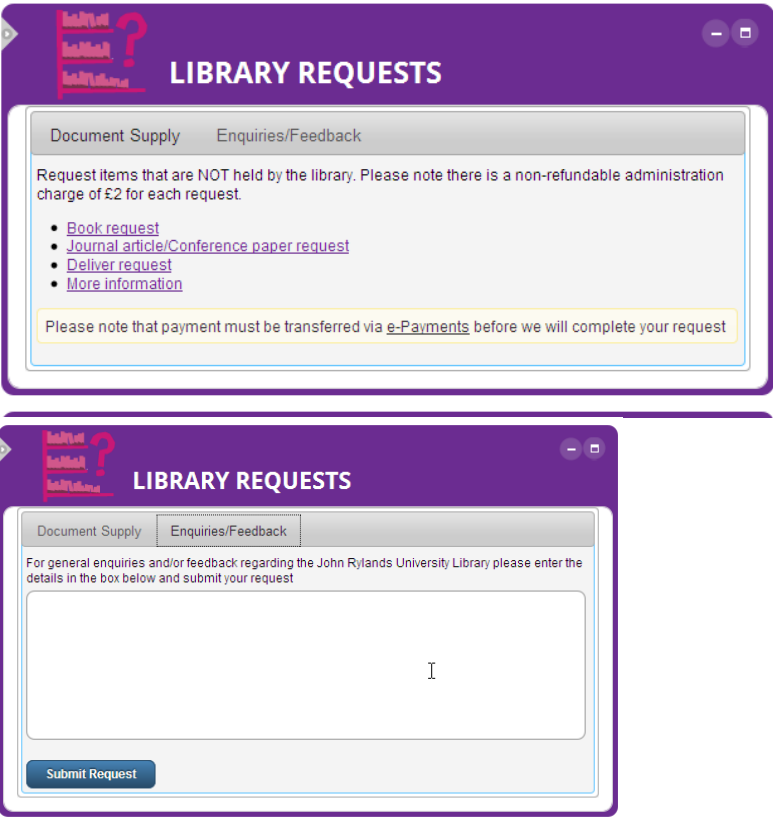
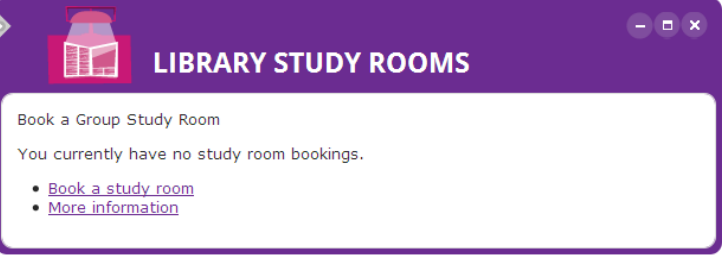

Brief set of useful links, which open Library web site pages in a new browser window.

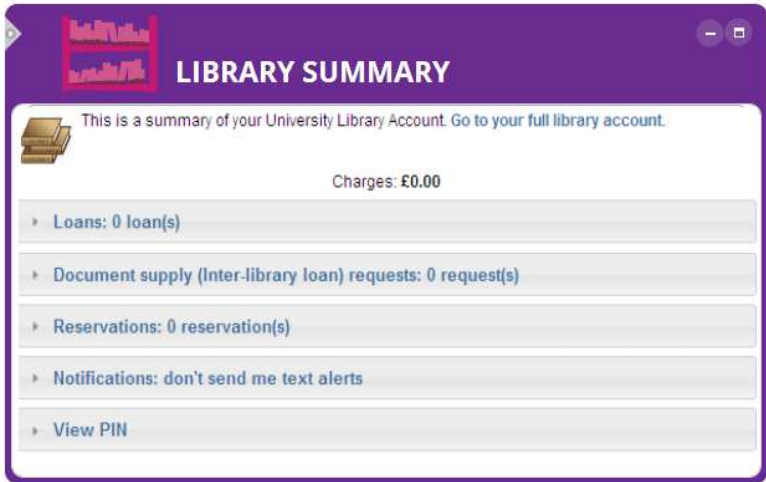
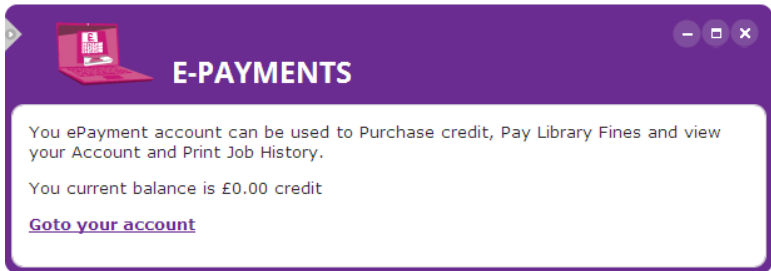
**LIBRARY SEARCH**

Search the Library's resources - books, journals, articles, images, manuscripts, video - using a single search box.

Search the library's resources Search Advanced Search

**Library search:** Search all the Library's resources - books, journals, articles, images, manuscripts, video – using a single search box. Results display in new browser window.

	<p><b>Library catalogue:</b> Search the main library catalogue (electronic resources, journals, theses, high demand, official papers). Results display in new browser window.</p>
	<p><b>Library requests; Document Supply</b> is for requesting items that are not held by the University Library – links open in a new browser window.</p> <p><b>Enquiries/feedback</b> allows queries to be submitted direct to the library from the portlet.</p>
	<p><b>Library study rooms;</b> Provides details of study room bookings a student has made. Book a study room link opens new browser window and takes user to Library's web site.</p>
	<p><b>Library training courses;</b> Allows students to book onto research and information skills training courses. Book a training course link goes to Library web site and open in new</p>

	<p>window, displaying list of suitable courses.</p>
	<p><b>Library Summary;</b> Information displayed directly from a student's Library account, including loans, document supply requests, reservations, plus text alert options and the ability to see their library PIN if they have forgotten it.</p>
	<p><b>E-payments:</b> Summary of balance of e-payments account. Clicking link opens new browser window and goes to page on IT Services web site with further options to purchase more print credit and pay library fines.</p>

## My Services Tab

This Tab provides access to online information records and services related to the administration of their student life in Manchester.

The screenshot shows the 'My Manchester' website with the 'My Services' tab selected. The header includes the Manchester 1824 logo, the user name 'Sarah B', and a search bar. Below the header is a navigation bar with tabs: My Home, My Course, My Blackboard, My Library, My Services (selected), My Campus Life, My Future, My Union, and My Tab. The main content area is divided into three columns of portlets:

- STUDENT SYSTEM**: Displays an error message: 'An error occurred loading this content. Try Again'.
- REGISTRATION**: Displays an error message: 'An error occurred loading this content. Try Again'.
- PERSONAL INFORMATION**: Contains a 'VIEW AND UPDATE' section with links for 'Your addresses', 'Your phone numbers', 'Your personal email addresses', and 'Your emergency contact details'. There is a button 'Edit personal information'.
- REQUEST TRACKER**: A table showing request entries with columns for 'Last updated', 'Status', 'Type', and 'Details'. The table lists several requests, including 'IT Service Desk', 'App - ALF-UG', 'Access To Learning Funds', 'General Complaint', and 'Confirmation of Fees'. Each entry has a 'test' button.
- MY PHOTO**: Displays a photo of a student with a yellow warning box: 'This is the photo that has been printed on your student card. This photo cannot be amended online'.
- STUDENT FUNDING**: Contains links for 'Undergraduate funding', 'Financial support funds', 'Externally funded awards', 'Travel Awards', and 'Nursery subsidy'. Below these links is text about financial support information and a link to 'Access to Learning Funds'.

The footer of the page includes the 'askme' logo and the text 'HELP AND SUPPORT'.

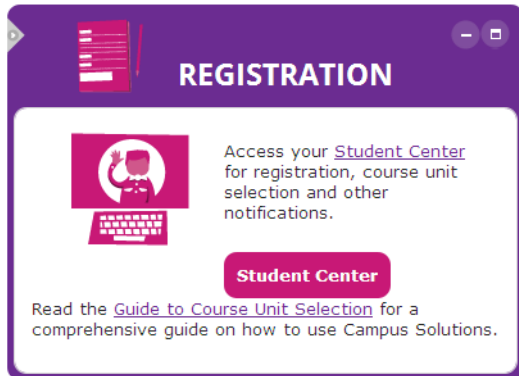
## Portlets in My Services Tab

The screenshot shows the 'REGISTRATION' portlet. It features a purple header with the word 'REGISTRATION' and a red 'X' icon. Below the header, there is a purple box with a warning icon and the text: 'You must register by 30 September 2012 To avoid a late payment charge'. Below this, there is a green 'REGISTER' button. The text below the button says: 'Click the REGISTER button to access the Student Center to complete online registration and select your course units. Read the Guide to Course Unit Selection for a comprehensive guide on how to use Campus Solutions.' Below the text is a link to 'Guide to Course Unit Selection'.

**Registration;** Shows status of student's Registration, according to their student record.

The portlet opposite is seen if a student is not registered. As well as a system alert message (purple), the portlet contain a Registration button that deeps links through to the Registration screens in the Student System.

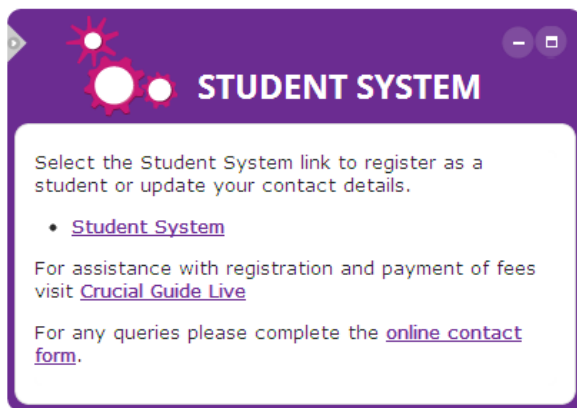




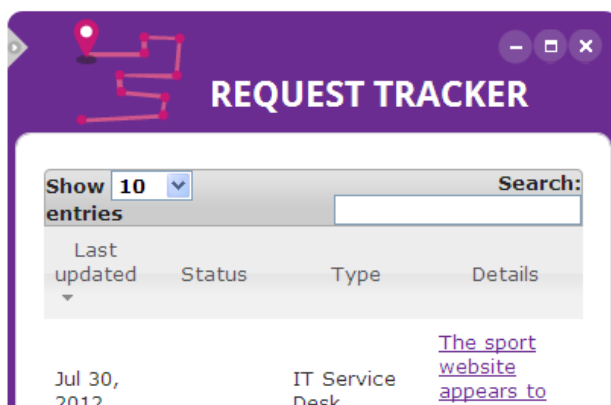
The image opposite is seen if a student is already registered, along with a system message telling them they are already Registered.

**AWAITING IMAGE.**


The portlet opposite may appear to some students, who are not Registered but, according to their record, don't need to Register.



**Student System;** Provides access to the Self Service Student System. Student System link takes user through to Student System, with no additional log-in required. ***Note: acts as a failsafe in case deep link to Registration screens fails, as student can be directed to Registration via this link to Student System.***



**Request tracker;** shows a summary of current help requests that have been submitted by the user (eg to IT Helpdesk). Clicking on Details opens up full details in a new browser window.

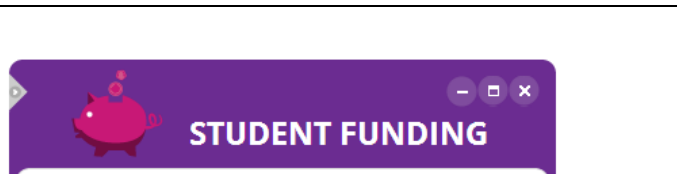


## ACCOMMODATION

- Finance & Legal
- Payment Plans
- After your First Year
- Transfers & Withdrawals
- Complaints Procedure

Find out more about payment options, terms and conditions, reporting problems, internet in halls and how to go about renting privately.

**Accommodation:** Provides a series of links through to the 'Current Students' section of the Accommodation web site. When the links are clicked, the page refreshes and content from the Accommodation site is displayed in a maximised portlet within My Manchester. All the main navigational Tab features remain.




## STUDENT FUNDING

- Undergraduate funding
- Financial support funds
- Externally funded awards
- Travel Awards
- Nursery subsidy

Financial support information, such as student loans for [tuition fees](#) and [maintenance](#), [grants](#), [scholarships](#), [bursaries](#) and [awards](#).

**Access to Learning Funds** - [apply](#) here.

To assist students who are considered to be in financial hardship.




**My Manchester**

HELLO Sarah B

MY DOCUMENTS 0Mb Used 100Mb Left

EMAIL 81 Emails 46 New

My Home My Course My Blackboard My Library My Services My Campus Life My Future My Un



## ACCESS TO LEARNING FUND

For Home, Undergraduate, Postgraduate, Full-time and Part-time students.

Please note the Access to Learning Fund is now closed to all Undergraduate students (except Nursing Students). For further information please see the ALF calendar: <http://documents.manchester.ac.uk/display.aspx?DocID=7690>

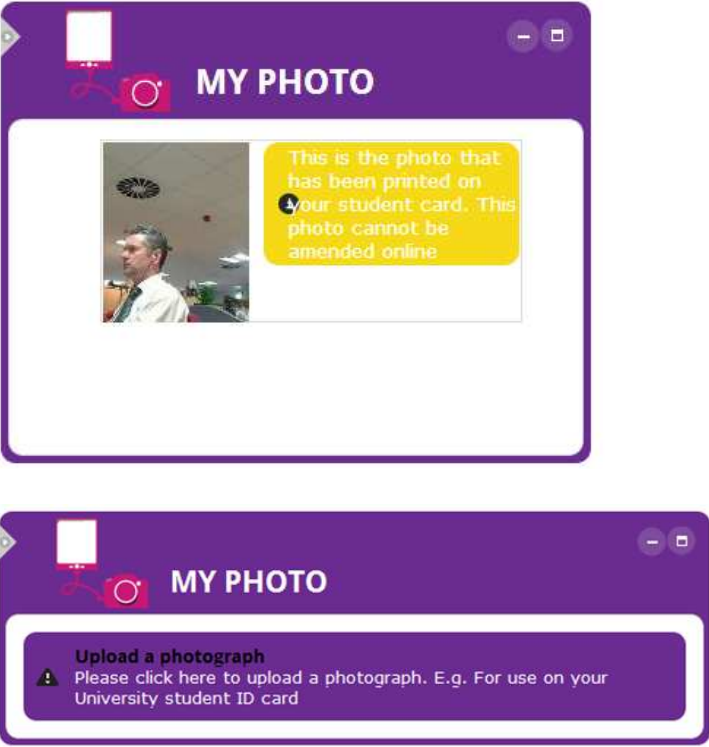
You must answer the following questions carefully and honestly. Once this is complete you may be asked to provide further information.

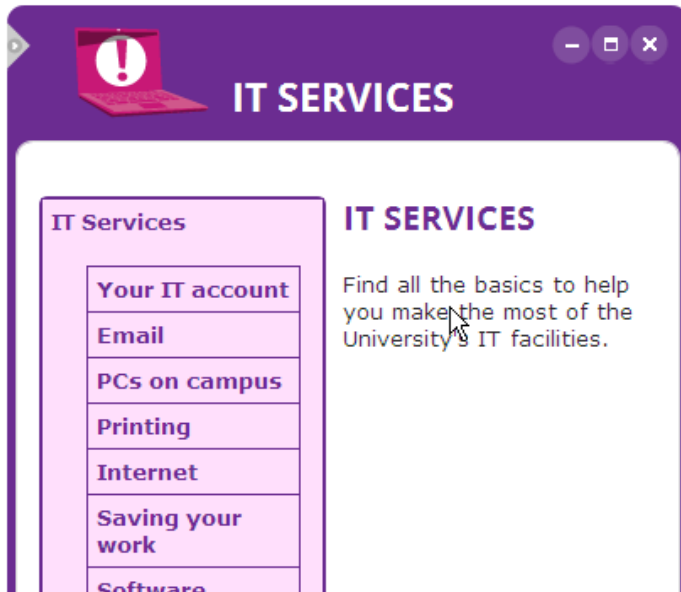
- Incomplete** - Your application has not yet been submitted via the Portal. Please complete all questions and

[Continue](#)

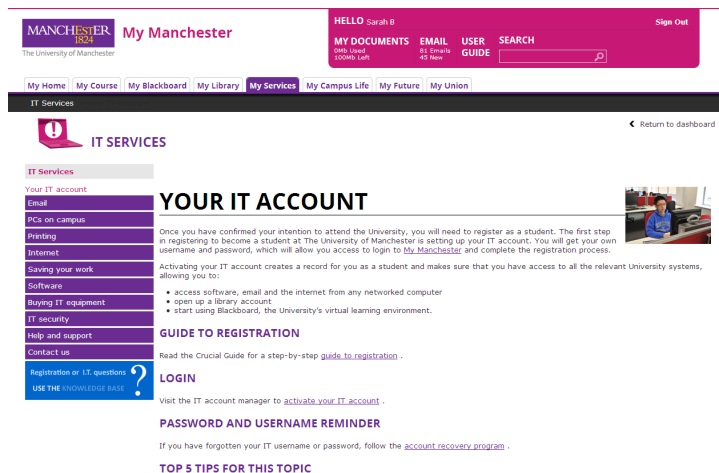
[Further information and updates](#)

**Student funding;** this portlet provides students with the ability to apply for funding, such as the Access To Learning Fund. When students chose to apply, an online application form is provided within My Manchester – *see screenshot below*. Additional supporting information from the Crucial Guide Live is also provided. When menu links are clicked, the portlet refreshes and content displays. This portlet is maintained by the Student Services Centre.

	<p><b>Personal Information:</b> Provides deep link to area of Student System where student can update personal details. Requires no extra login.</p>
	<p><b>My photo:</b> Displays the photograph that is on a student's student card. If a student is new and no photo has been upload or taken, they are offered the opportunity to upload one (<b>see below</b>).</p> <p><b>Note:</b> <i>Once a photograph appears here, it cannot be changed online by the student.</i></p>

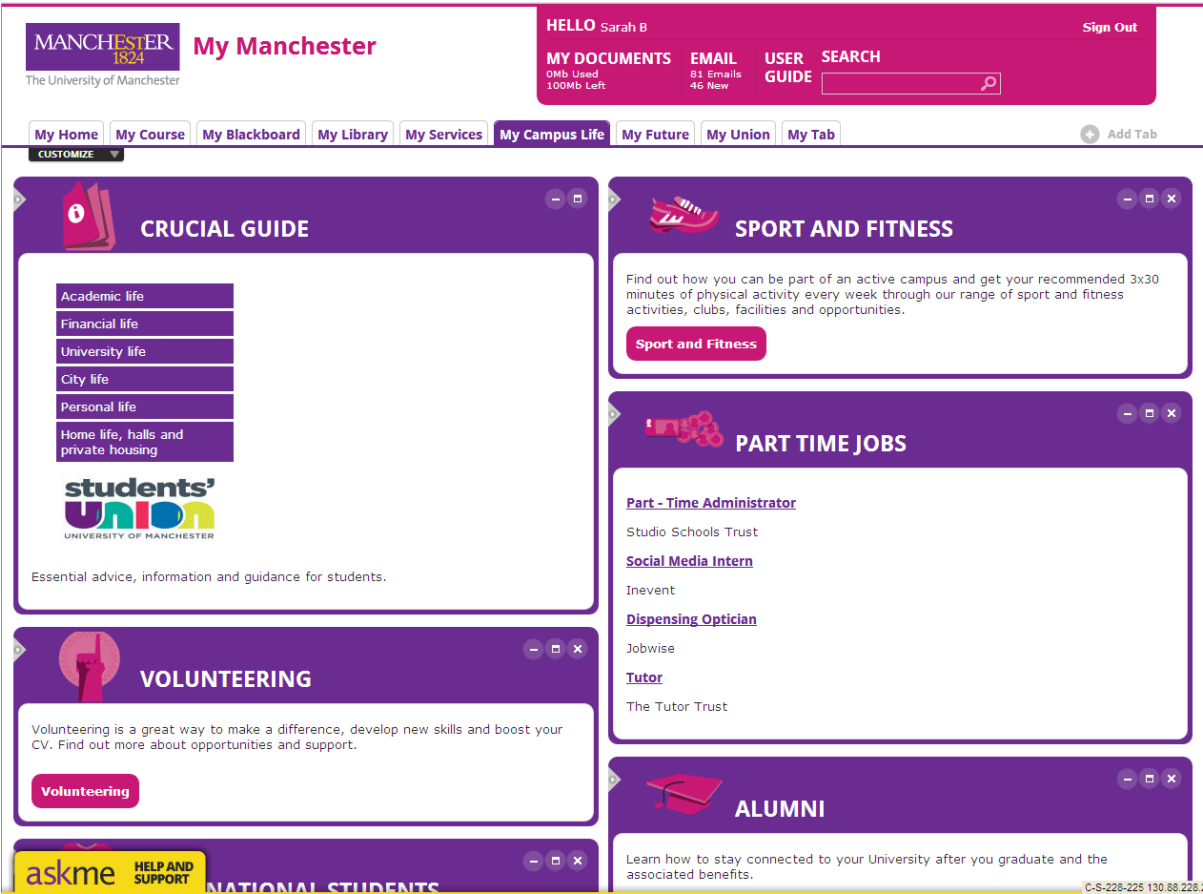


**IT Services:** Provides access to a student-focused information about IT Services – when link clicked, portlet expands to full screen (**see below**).

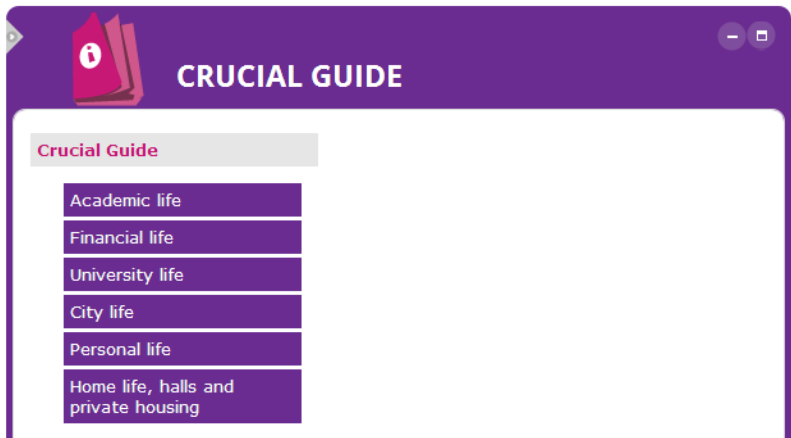


# My Campus Life Tab

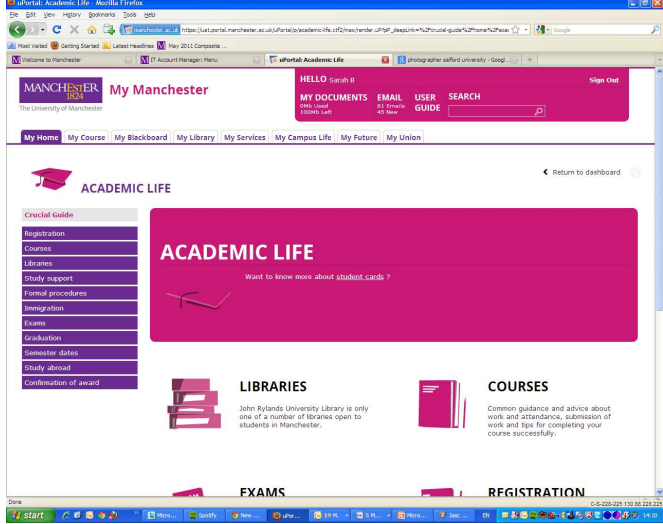
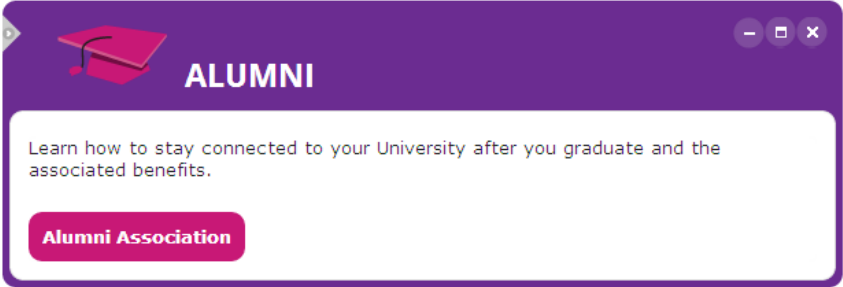

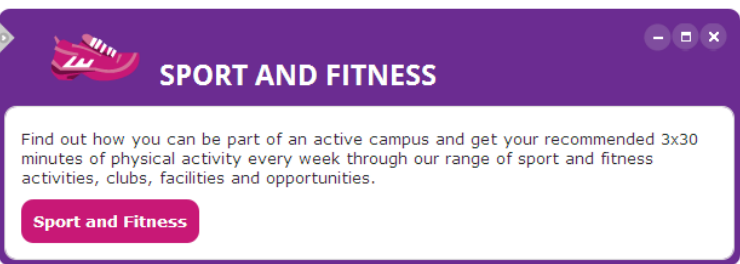
Provides access to comprehensive information and services that support and enhance student life.

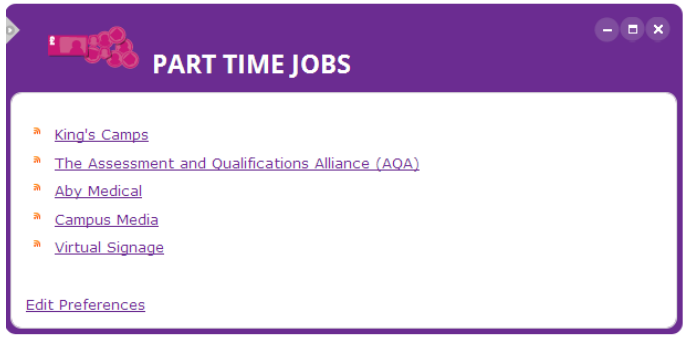

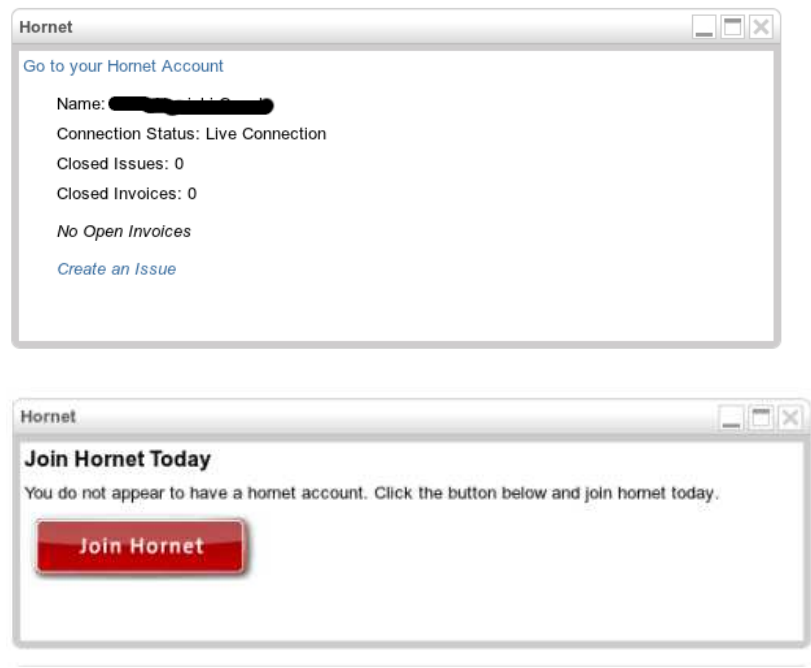


## Portlets in My Campus Life Tab



**Crucial Guide Live;**  
Provides access to Crucial Guide Live. When menu links are clicked, portlet expands to full screen (see below).

	
	<p><b>Alumni;</b> Provides a link straight through to Alumni site, opening in a new browser window. Appears only to student who are about to graduate.</p>
	<p><b>Volunteering;</b> opens new browser window that displays volunteering section of Careers web site.</p>
	<p><b>Sport and Fitness;</b> Provides a link straight through to the Sport Manchester web site, opening in a new browser window.</p>

	<p><b>Part-time jobs;</b> Provides a feed of part-time jobs, populated by the Careers Service. Links open in new window and take user into CareersLink screens.</p>
	<p><b>Support for International Students;</b> a portlet that highlights specific support and information for international students. The <b>Immigration Rules</b> button opens a page in the Crucial Guide Live in a new browser window. <b>English Language Support</b> opens the University Language Centre web site in a new browser window, while <b>International Orientation</b> opens the Orientation section in the International area of the main University web site.</p>
	<p><b>Hornet;</b> Seen only by about 9,000 students who are 'tagged' as being in University accommodation. They will see one of two boxes, depending on whether they subscribe to Hornet service. <b>AWAITING UPDATED SCREENSHOTS, BUT INFORMATION PRESENTED WILL REMAIN THE SAME AS SHOWN.</b></p>



## My Future Tab

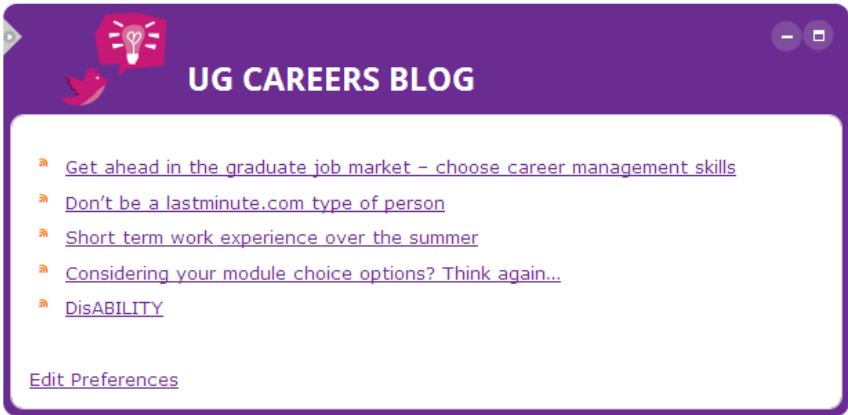
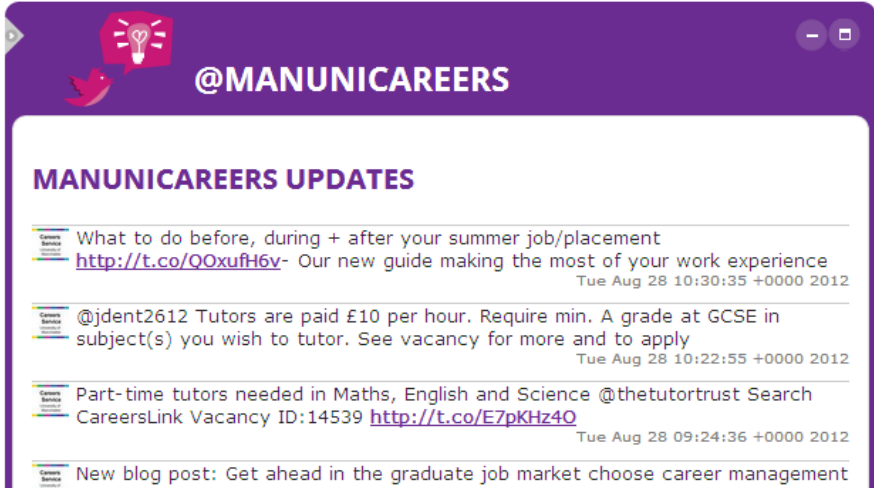
Provides access to information and services that support and enhance student employability.

The screenshot shows the 'My Future' tab in the My Manchester system. At the top, there's a header with the University of Manchester logo, the user's name 'Sarah B', and links for 'Sign Out', 'MY DOCUMENTS', 'EMAIL', 'USER GUIDE', and 'SEARCH'. Below this is a navigation bar with tabs: 'My Home', 'My Course', 'My Blackboard', 'My Library', 'My Services', 'My Campus Life', 'My Future' (selected), and 'My Union'. The main content area features three portlets: 'CAREERS AND EMPLOYABILITY' with 'Useful Links' and a search bar; 'UG CAREERS BLOG' with a list of blog posts; and '@MANUNICAREERS' with 'MANUNICAREERS UPDATES' showing recent news. A 'CUSTOMIZE' button is on the left, and an 'askme HELP AND SUPPORT' button is at the bottom left.

### Portlets in My Future Tab

This is a close-up of the 'CAREERS AND EMPLOYABILITY' portlet. It has a purple header with the 'CAREERS' logo. Below the header, it lists 'Useful Links' with two items: 'Internships, Placements & Work Experience' and 'An Academic Career'. There is a search bar with the text 'Search keyword(s)' and a 'Search' button. At the bottom, there are three social media links: 'Join us on Facebook', 'Engage with our Blogs', and 'Twitter feeds', each with its respective icon.

**Careers and Employability;** Provides quick links to key areas of Careers web site, plus ability to search Careers web site. Search results present in a full-size portlet in My Manchester, with links clicked opening in a new browser window. Social media links at bottom open in a new browser window.

 <p>The portlet has a purple header with a lightbulb icon and the text 'UG CAREERS BLOG'. Below the header, there is a list of five blog posts, each with a small icon and a title. The titles are: 'Get ahead in the graduate job market – choose career management skills', 'Don't be a lastminute.com type of person', 'Short term work experience over the summer', 'Considering your module choice options? Think again...', and 'DisABILITY'. At the bottom left of the portlet, there is a link that says 'Edit Preferences'.</p>	<p><b>UG Careers Blog:</b> Displays latest items from blog populated by Careers Service.</p> <p><b>Note:</b> PG students see a PG specific blog feed instead of the UG one – portlet is titled <b><i>PG Careers Blog</i></b>.</p>
 <p>The portlet has a purple header with a Twitter bird icon and the text '@MANUNICAREERS'. Below the header, there is a section titled 'MANUNICAREERS UPDATES'. Under this section, there are four tweets, each with a small icon, the text of the tweet, and a timestamp. The tweets are: 'What to do before, during + after your summer job/placement' with a link 'http://t.co/QOxufH6v' and timestamp 'Tue Aug 28 10:30:35 +0000 2012'; '@jdent2612 Tutors are paid £10 per hour. Require min. A grade at GCSE in subject(s) you wish to tutor. See vacancy for more and to apply' with timestamp 'Tue Aug 28 10:22:55 +0000 2012'; 'Part-time tutors needed in Maths, English and Science @thetutortrust Search CareersLink Vacancy ID:14539' with a link 'http://t.co/E7pKhZ4Q' and timestamp 'Tue Aug 28 09:24:36 +0000 2012'; and 'New blog post: Get ahead in the graduate job market choose career management'.</p>	<p><b>UG Twitter Feed:</b> Displays latest items from Twitter feed populated by Careers Service.</p> <p><b>Note:</b> PG students see a PG specific Twitter feed instead of the PG one - portlet is titled <b><i>@ManPGCareers</i></b></p>

## My Union Tab

This tab contains information and services provided and maintained by the Students' Union.

**MANCHESTER 1824** The University of Manchester **My Manchester**

HELLO Sarah B Sign Out

MY DOCUMENTS 0Mb Used 100Mb Left EMAIL 81 Emails 46 New USER GUIDE SEARCH

My Home My Course My Blackboard My Library My Services My Campus Life My Future My Union My Tab Add Tab

**STUDENTS' UNION ELECTIONS**

Polling is **now closed**.  
Results will appear [here](#).

**@MANCHESTERSU**

**MANCHESTERSU UPDATES**

- @michaeljohnncass Check out our jobs page here: <http://t.co/kagNcaEM> More to be added over the coming week for Bars & Venues! Tue Aug 28 11:57:21 +0000 2012
- Don't get scammed by fake halls of residence facebook pages. Check out our list of official groups here: <http://t.co/jYz9U7as> Mon Aug 27 11:00:16 +0000 2012
- 6,000 Students; 6 venues, and some of the biggest names playing from 9pm til 6am. Get your #M13 tickets NOW! <http://t.co/EuwULJCv> Fri Aug 24 11:30:08 +0000 2012
- 4 Venues, 2000 Students and some of the biggest names playing until 4am. Get your #WWParty tickets NOW! <http://t.co/XVza2SF5> Fri Aug 24 11:30:08 +0000 2012
- Postgrads! Get yourselves down to our Post Dissertation Therapy party on the 3rd September. Tickets on sale now! <http://t.co/tgJEZsiv> Thu Aug 23 15:00:13 +0000 2012
- Societies: Want to be on our wall of frames in the SU building? Send your best pictures to [mitchell.holmes@manchester.ac.uk](mailto:mitchell.holmes@manchester.ac.uk). Wed Aug 22 13:41:34 +0000 2012

Follow @ManchesterSU 3,102 followers

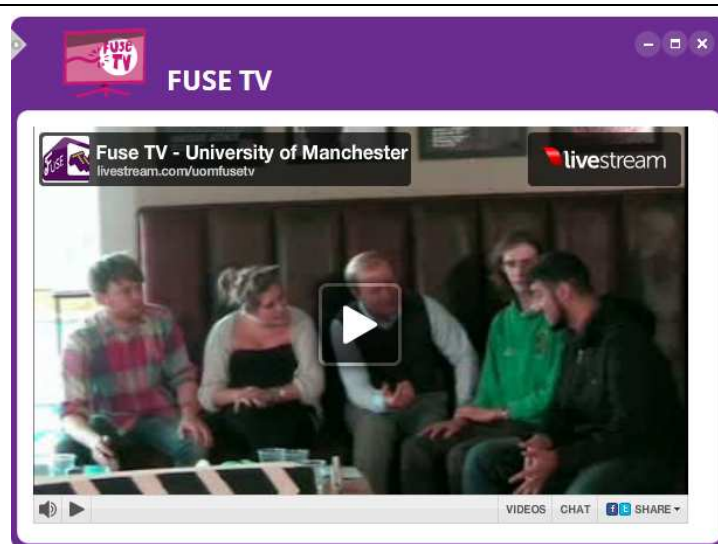
**askme** HELP AND SUPPORT

C-S-228-225 130.88.228.1

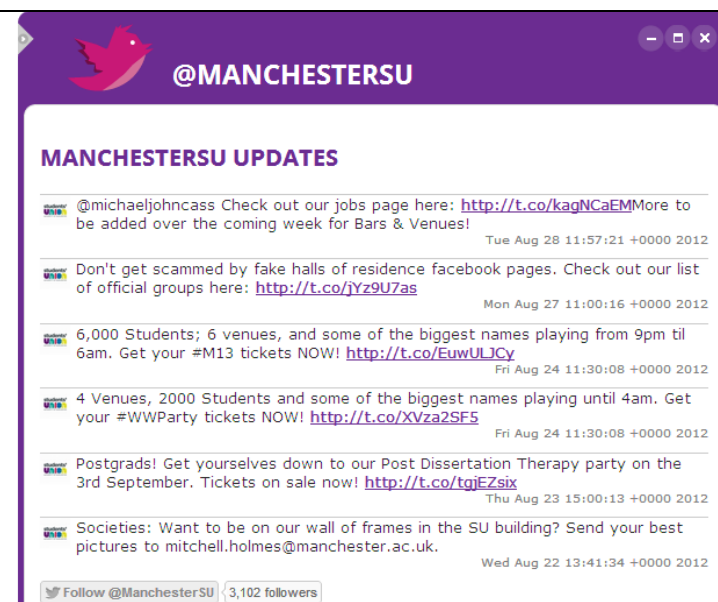
### Portlets in My Union Tab

**Students' union elections;**  
During Students' Union elections, this box will provide an interface for students to vote online.

**Mancunion news;** Feed of stories from the Mancunion student newspaper.



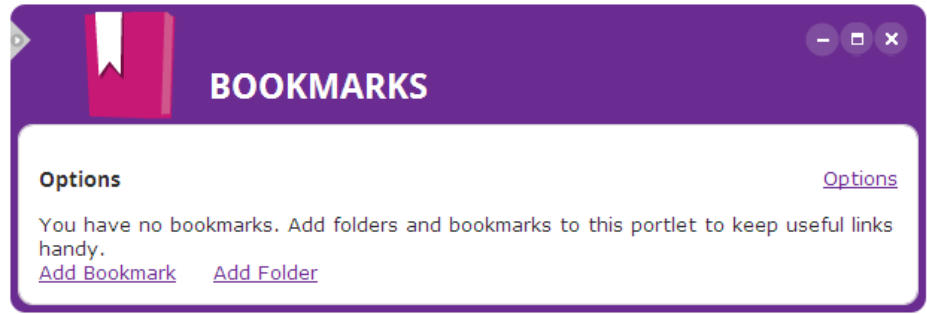
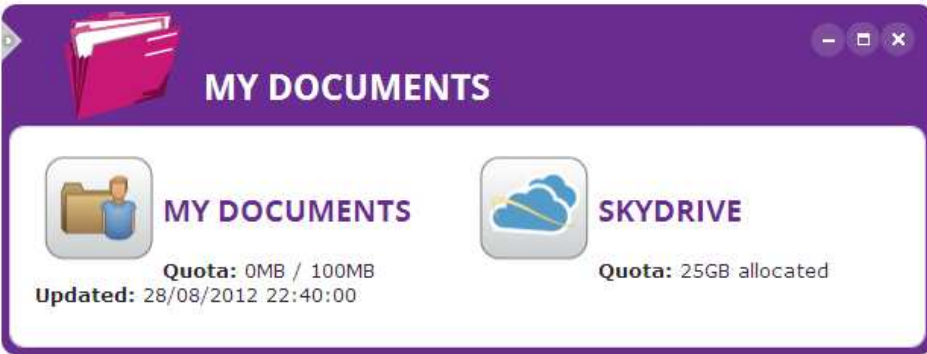
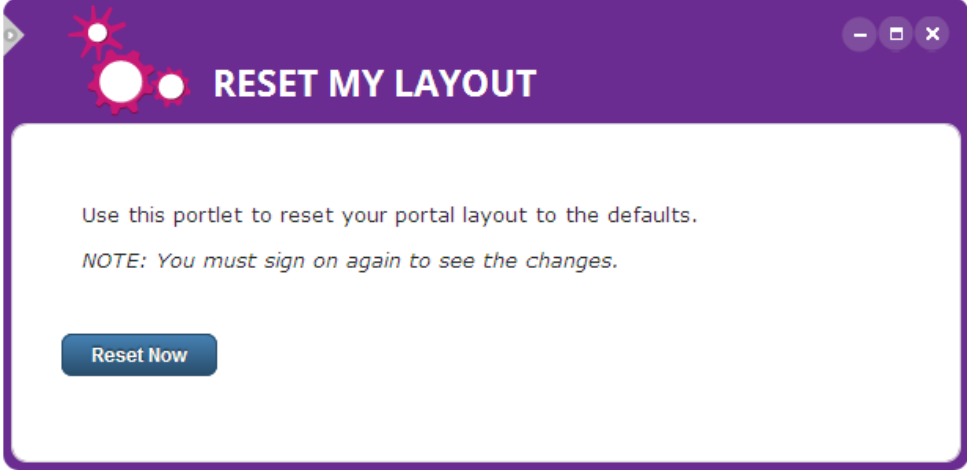
**Fuse TV;** watch content produced by Fuse TV, the Manchester student TV web channel.



**SU Twitter;** Feed from the SU's official Twitter account, maintained and updated by the Union.

## Non-default portlets

Under the Customize and Add Stuff menu, there is the option to add a number of non-default portlets.

<p><b>Bookmarks:</b> A portlet that allows folders and bookmarks to be added for easy reference. Can be added</p>	
<p><b>My Documents;</b> A portlet that provides a quick link to students' P:Drive and Skydrive for storing their files. No additional login is required.</p>	
<p><b>Reset My Layout;</b> Adding this portlet and clicking 'Reset Now' allows a student to reset their layout to the default. They need to log out to affect the changes.</p>	

## Specialist portlets

A number of portlets are made available only to students with specific attributes.

<b>Life Sciences Intranet:</b> appears to Life Sciences students, providing external link to Life Sciences Intranet.	Awaiting Image
<b>MBS Intranet:</b> appears to MBS students, providing external link to MBS Intranet pages.	Awaiting Image
<b>Medlea:</b> appears to Manchester Medical School students, providing link to this specialist portal.	Awaiting Image

**Author:** Alex Waddington, Student Communications, Directorate for the Student Experience.

**Version 2.1 – 4 September 2012**

**Queries:** [mymanchester@manchester.ac.uk](mailto:mymanchester@manchester.ac.uk)