Guidance for accessing the Course Unit Information Publishing Screens via My Manchester (Staff Guide)

The Course Unit Information Publishing (CUIP) replaces the Faculty of Humanities Course Unit Database functionality. If you haven't used the CUIP before, you will need to follow the first 9 steps in order to add this functionality to your My Manchester. Steps 10 to 16 provide a walkthrough of the CUIP.

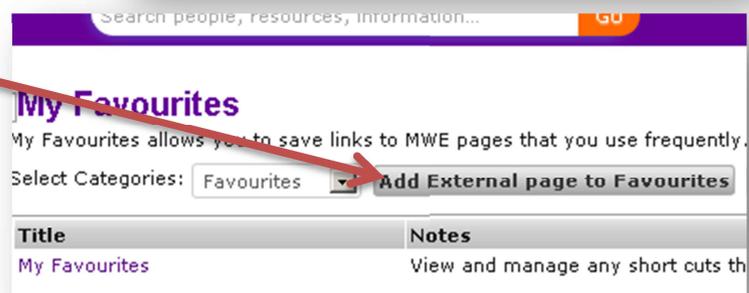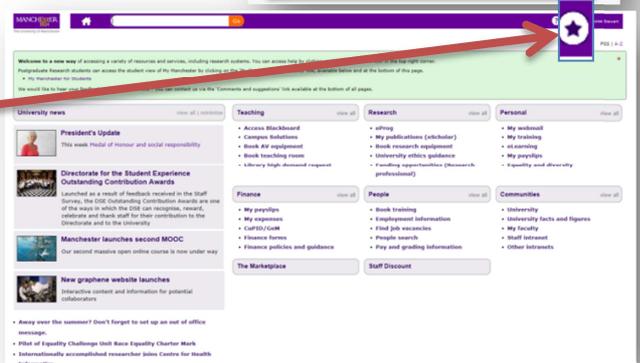## Adding the CUIP to My Manchester Favourites

1: Navigate to
My.Manchester.ac.uk

2: Enter your **University username and password** and select **login**

3: You will now see the My Manchester home screen. Select the star icon on the top right hand side of page

4: You will now see your My Favourites screen. Select **Add External page to Favourites**

A new box will appear. You populate the fields to add the CUIP web link into your favourites on My Manchester so that it will be available to you next time you log in.

5. **Enter a Title & Notes**. For example "CUIP" "Course Unit Information Publishing"

6. Copy and paste the following web link into the **External URL box** https://my.manchester.ac.uk/uPortal/f/teachingandresearch/p/course-unit-info.u22l1n125/max/render.uP

7. Select **Teaching** under "Primary Categories"

8. Select **Manage** under "Filter Categories"

9. Select **Save**

You will now see the Course Unit Publishing hyper link is displayed in your My Manchester favourites

Navigating the CUIP Screens

10. Select the CUIP hyperlink in **My Favourites**

You will now see the **Find Course Unit** search page

11. Select the career and the School or Subject Area you want to search for. You can search for any course within the University

12. Select **Find Course Units**

The results screen will display 10 courses per page. You can see the next 10 courses by pressing the relevant page number or you can change the number of entries displayed on one page.

You can also change the order in which courses are displayed by changing the column values

13. **Select the hyperlink** for the course description you want to see

You can expand and minimise each of the 16 fields depending on the information you want to read.

14. To read the description, select the relevant field to open

The information in these screens is exported directly from Campus Solutions. If you have any queries about the information displayed, please speak to your Programme Administrator.

15. You can return to your search results by selecting **Back to Course Units** at the bottom of the screen

16. You can return to the search screen by selecting **Back to search** at the bottom of the screen