Getting started with Student Centre
Logging in and navigating

**Audience:** This guide is intended for students who use Student Centre which is the ‘landing page’ for Campus Solutions Self-Service functionality.

**Overview:** This document shows how to log into and navigate the various tiles within the Student Centre.

### Logging into Student Centre

1. Open the link [https://studentadmin.manchester.ac.uk/CSPROD/signon.html](https://studentadmin.manchester.ac.uk/CSPROD/signon.html).
2. When prompted, enter your university **username** (e.g., mwwwx6) and **password**.

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**Student Centre has been built with a responsive fluid user interface which means you can access and use it on any device.**

**Navigating the Student Centre Tiles:**

1. Click on the relevant menu option e.g., **Contact Details** to view your information.
2. To view more detailed information and to edit what is recorded, click on the > icon.
3. Edit the information as required and click the **Save** button.
4. To add additional information, click the + button.
5. Add the information as required and click the **Save** button.
Tasks

Use this tile to view your tasks, including:

- Admissions checklist items
- Holds / service indicators e.g., financial holds.

Advisor Details

Use this tile to view your advisor details, including:

- Advisor Name
- Program / Plan
- Advisor Email

Advisor Details

1. From the Advisor Detail screen, you can view your Advisors Name, Program / Plan details and the Advisors email address.

Student Centre

Use this tile to view:

- Assignments and Grades
- Register to attend a Graduation Ceremony

Assignments and Grades: Assignments

1. Click on the Assignment and Grades option.
2. Click on View my class assignments and grades.
3. Select the relevant Academic year and click Continue.
4. Click on the relevant Course Title.
5. You are viewing your class timetabling information, a current overall grade and other assignment and grade details.
Assignments and Grades: Grades

1. Click on the **Assignment and Grades** option.
2. Click on **View my grades**.
3. You are viewing your **class grades**.

### Course Unit Selection

Use this tile to manage course unit selection, including:

- Plan and Register for Courses
- View My Classes/Schedule
- Drop Classes

Refer to the [Course Unit Selection guidance](#).

### Need some help?

If you need further help, you can contact us:

- **For academic guidance on which units to choose**: Contact your academic advisor.
- **Technical problems with the system** (e.g., it won’t load): Contact IT Services.
- **System shows the wrong degree/year, you can’t find a unit that should be available, or you have issues with your timetable**: Email your school contact listed below.

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<th>Email Address</th>
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<tr>
<td>Alliance Manchester Business School</td>
<td>Undergraduate: <em><a href="mailto:undergrad.ambs@manchester.ac.uk">undergrad.ambs@manchester.ac.uk</a></em>&lt;br&gt;Postgraduate: <em><a href="mailto:postgrad.ambs@manchester.ac.uk">postgrad.ambs@manchester.ac.uk</a></em></td>
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<td><em><a href="mailto:soe.courseunits@manchester.ac.uk">soe.courseunits@manchester.ac.uk</a></em></td>
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