

## 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.

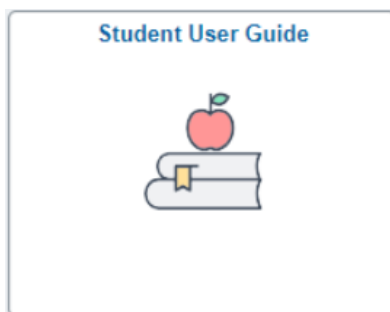
### Logging into Student Centre

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



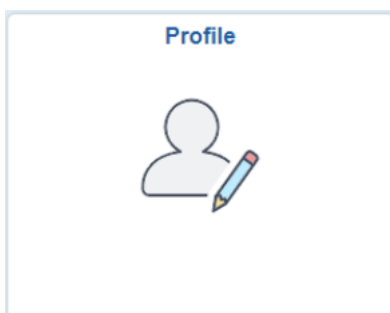
Student Centre has been built with a responsive fluid user interface which means you can access and use it on any device.

### Navigating the Student Centre Tiles:



#### Student User Guide

This tile links to training materials related to the Student Centre.

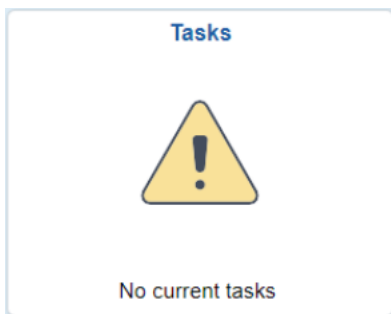


#### Profile

Use this tile to view and update your profile, including:

- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Ethnicity

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

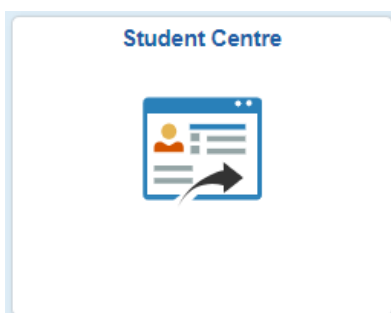
Use this tile to view your advisor details, including:

- 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.

Name	Program / Plan	Email
Jack Webb	BA(Hons) History	jack.webb@stafffest.manchester.ac.uk
	BA (Hons) History	



### 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.

Alliance Manchester Business School	Undergraduate: <a href="mailto:undergrad.ambs@manchester.ac.uk">undergrad.ambs@manchester.ac.uk</a>  Postgraduate: <a href="mailto:postgrad.ambs@manchester.ac.uk">postgrad.ambs@manchester.ac.uk</a>
School of Arts, Languages and Cultures	<a href="mailto:salc.courseunits@manchester.ac.uk">salc.courseunits@manchester.ac.uk</a>
School of Biological Sciences	<a href="mailto:curriculum.sbs@manchester.ac.uk">curriculum.sbs@manchester.ac.uk</a>
School of Engineering	<a href="mailto:soe.courseunits@manchester.ac.uk">soe.courseunits@manchester.ac.uk</a>
School of Environment, Education and Development	<a href="mailto:seed.programmes@manchester.ac.uk">seed.programmes@manchester.ac.uk</a>
School of Health Sciences	<a href="mailto:shs.programmes@manchester.ac.uk">shs.programmes@manchester.ac.uk</a>

School of Medical Sciences	<a href="mailto:programmesupport.smspgt@manchester.ac.uk">programmesupport.smspgt@manchester.ac.uk</a>
School of Natural Sciences	<a href="mailto:sons.programmes@manchester.ac.uk">sons.programmes@manchester.ac.uk</a>
School of Social Sciences	<a href="mailto:sooss.courseunits@manchester.ac.uk">sooss.courseunits@manchester.ac.uk</a>