

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**.



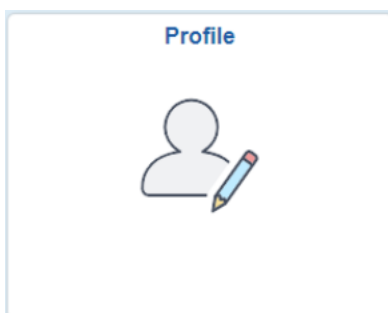
Student Centre has been built with a responsive fluid user interface which means you can access and use it on any device.

Navigating the Student Centre Tiles:



Student User Guide

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

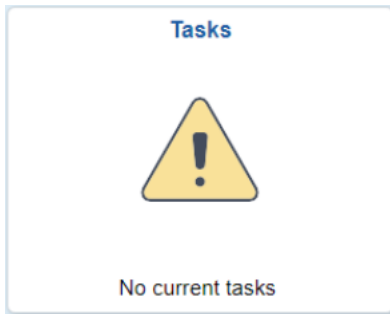


Profile

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.



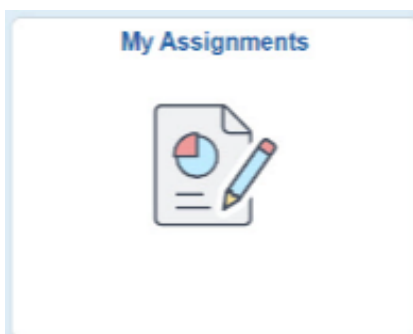
Advisor Details

Use this tile to view your advisor details, including:

- Advisor Name
- Program / Plan
- Advisor Email

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 BA (Hons) History	jack.webb@stafftest.manchester.ac.uk

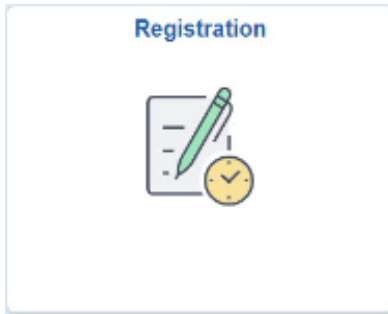


My Assignments

Use this tile to view:

- Grades for individual assignments e.g., Exam, Coursework etc that make up an overall mark for a course unit.

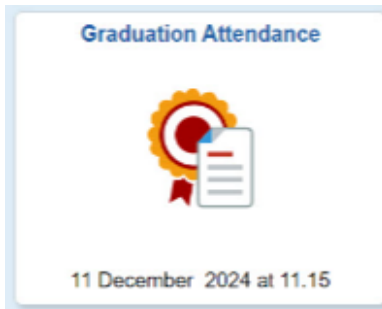
1. Select the required **Term** and click **Continue**.
2. All your course units for the term will be listed, select a **Course Title**.
3. Grades for each assignment will be visible (when made available by your School), and overall weighted average will display once all assignments for that course unit have been made available.
4. You can use the **Change Class** and **Change Term** buttons at the top of the screen where required.



Registration

Use this tile to access the 10 steps of the Registration process.

- i** This will only appear when you are eligible to register. Refer to the [Registration guidance](#) for more information.



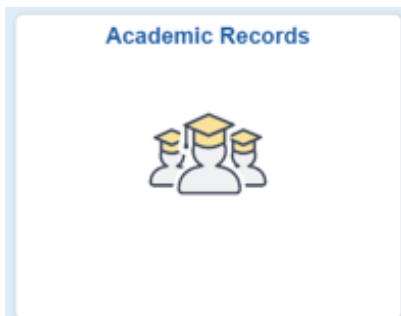
Graduation Attendance

Use this tile to view:

- Access screens to apply for your graduation ceremony.
- i** This will only appear when you are eligible to graduate, and the allocated ceremony will appear on the tile.

1. Your degree details and ceremony details will be displayed.
2. Check your name is recorded correctly.
3. Specify whether you are attending the ceremony or not by completing the **Your Attendance** section and clicking **Save**.
4. Depending on your selection, further options will appear.

- i** Refer to [Graduation guidance](#) for more information.



Academic Records

Use this tile to view:

- A breakdown of overall mark, as well as existing information e.g., ratified grades for course units, relevant resit notes etc.

Academic Records > Course History

1. The initial page will show you entire course unit enrolment history known as **Course History**.
2. The **Status** indicates the following:

In Progress	You are enrolled but this unit has not been graded
Not Ratified	You are enrolled, this unit has been graded but the result has not yet been ratified and released
Taken	You are enrolled; the unit has been graded and ratified

Academic Records > View Grades

1. Click **View Grades** and select the relevant **Academic Year**.
2. Your grades appear by Course Unit, you will see the Credit Value ('Units') and the kind of grade achieved ('Grading') along with your grade. If you have any resits this will be indicated in Notes.

i Ignore the Grade Points, which are the overall grade multiplied by the credit value of the course unit.

Academic Records > Overall Grade

1. There are variation of overall grades, mostly by Academic Career. Clicking to the right of these values provides a breakdown, or a history of previous year/term marks, where available.

Postgraduate Taught example:

2022/23 Academic Year Change
Postgraduate Taught

Course History

View Grades

View Grades

PGT Overall Average **55.167**

Academic Standing Activate - progress

Overall Marks

3 rows

PGT Taught Average	51.750
PGT Research Average	62.000
PGT Overall Average	55.167

Undergraduate example:

Cumulative GPA **62.300**

Overall Year Mark **63.625**

Academic Standing Activate - progress to next level

Overall Marks by Year

Academic Level	Year Mark	Weighting %
01	64.860	
02	61.750	20.000
03	60.500	40.000
04	63.625	40.000

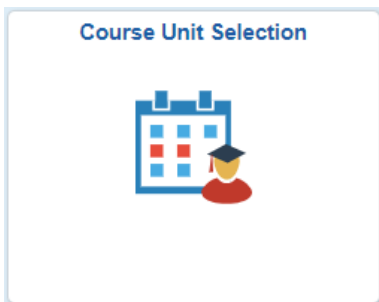
i If you have any questions about the specifics of these variations for overall grades displayed here, please contact your School.

Academic Records > Award

1. When you have completed your program and your results in your final year have been ratified and released, you will be able to see your award and, where applicable, your classification.

View Grades	
PGT Overall Average	55.167
Academic Standing	Activate - progress
Award	Master of Science
Class	Pass (P)
Final Mark	55.170

- i** Any questions regarding the grades themselves or the specific information you see within these tiles should be directed to your School.



Course Unit Selection

Use this tile to manage course unit selection, including:

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

- i** 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	ambs.programmes@manchester.ac.uk
School of Arts, Languages and Cultures	salc.courseunits@manchester.ac.uk
School of Biological Sciences	curriculum.sbs@manchester.ac.uk
School of Engineering	soe.courseunits@manchester.ac.uk
School of Environment, Education and Development	seed.programmes@manchester.ac.uk
School of Health Sciences	shs.programmes@manchester.ac.uk
School of Medical Sciences	programmesupport.smsgt@manchester.ac.uk
School of Natural Sciences	sons.programmes@manchester.ac.uk
School of Social Sciences	soess.courseunits@manchester.ac.uk