EXAMPLE SCREENSHOTS

SELECT A STUDENT

You MUST have the student’s identifier – this will be used to send them an email informing them of their individualised timetable.

You can use the University Lookup Service link on that page to search for their CRSID identifier if you do not have it.

As a last resort you may proceed without an ID, but you will then need to have a College mechanism for students to obtain their timetable from you or someone else in the College.

Students will need to be able to access their @cam accounts.
CONFIRM THE STUDENT'S DETAILS

You will be able to alter both the name and College of the student concerned if the details are wrong. Please be certain that you have the correct ID if this is the case.

The system will alert you if the ID you have entered does not correspond to a student.

You will only be allowed to proceed if the student is a member of your College.
EXAMPLE SCREENSHOTS

CONFIRM THE STUDENT’S DETAILS – EXAMPLE OF AN INCORRECT ID

Please pay close attention to any ALERT MESSAGES. These will always appear on a yellow background.

This alert message indicates that the ID entered has not found a student on the UIS Lookup Service database. If you are sure the ID is correct (and therefore also the student’s email address), you can edit the name and College and proceed.

Before doing this, please check carefully that you have not made a typo, check whether you can find the student on the Lookup Service, and then check with UIS why they do not appear in Lookup/why they have a different ID in Lookup.

There is also an opportunity to alert the NST Coordinator if you feel that would be helpful in explaining what has happened.
EXAMPLE SCREENSHOTS
(Please note that EMB and Computer Science are no longer available as NST IA options, and students on other Triposes taking NST papers should NOT be registered on this system)

SELECT THE COURSES – Natural Sciences Tripos example

Confirm the appropriate Tripos for the student and check the boxes for the subjects the student has chosen. **NOTE:** Only students taking the full Natural Sciences Tripos should be entered into this system.

*Students on other Triposes* taking NST papers are allocated manually, and their details should be supplied to the NST Coordinator via natsci@admin.cam.ac.uk.

The system knows the appropriate subject combination rules and will alert you if an improper selection is made.

*(NB – EMB and Computer Science are no longer available as NST IA options)*
On completion, you are informed of the information that has been saved.

At this point you can either: log out; or start again with another student.