

# How to view my schedule in Semestry – Term Time

## Step 1: First time logging in:

**Copy and paste the below link into your Web browser** (please do not use Internet Explorer as this is not supported by this application – others such as Chrome, Firefox should be used instead)

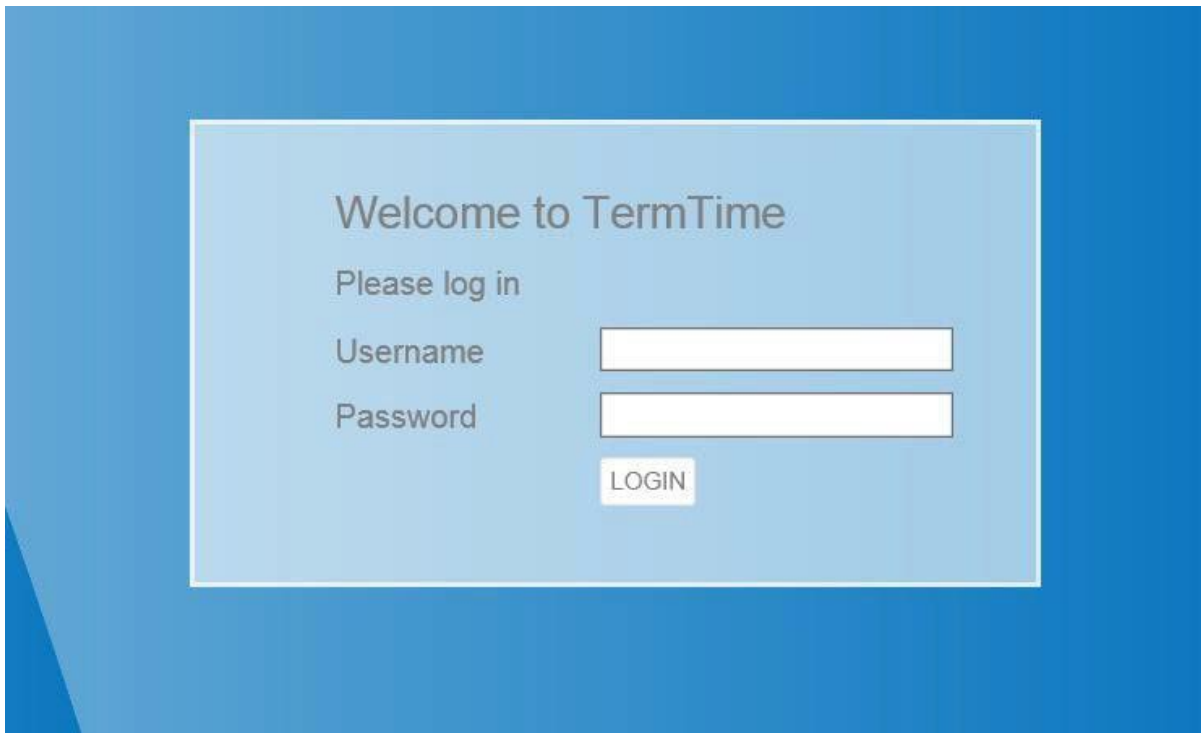
<https://tportalqalive.com/2425/studentlogin.html>

The below screen will appear. For your **first time** log in, these should be your details:

Type in your **Username** – *the student ID you used to log in to complete online enrolment (starting 000, 10 or 20, you can also find it on your physical student ID once you receive it)*

Type in your **Password** - student2qw

Then click on Login



**The time table will then ask you to reset your password - please click OK, a reset link will be sent to your email.**

If you have issues receiving this email, please contact Student Services for assistance on [sasc@qa.com](mailto:sasc@qa.com)

**After this, you will use your unique password. If you have forgot your details, and are struggling with reset, please contact Student Services as soon as possible.**



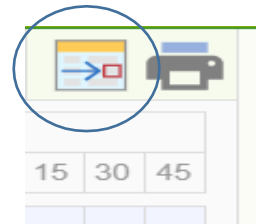
## Step 2

Once successfully logged in, the time table will automatically direct you to the current week. Sometimes, it means it will be **blank**, as no classes are scheduled. Always make sure your view mode is on "ALL" as in the screenshot below.

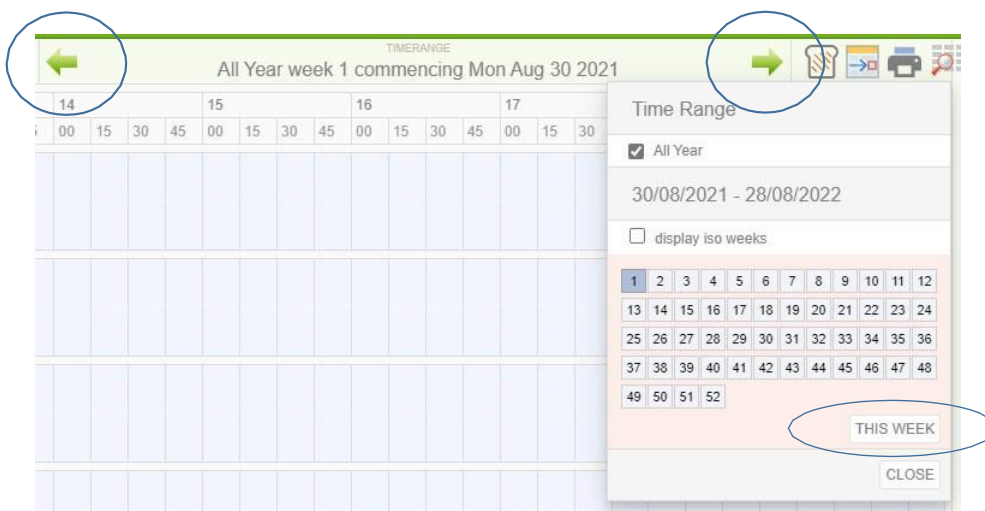
### Timing of the day

The screenshot shows a timetable interface with a green header bar. Below the header, there are tabs for 'ELECTIVES' and 'ALL', and a 'FILTER TYPE' dropdown set to 'No Filter'. The main area is a grid with days of the week (Mon, Tue, Wed, Thu, Fri, Sat) on the vertical axis and time slots (09:00, 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00, 18:00, 19:00, 20:00) on the horizontal axis. Class listings are shown in colored boxes (yellow and green) within the grid cells. A label 'Days' with a bracket is on the left side of the grid.

If you cannot view the current week, click on the calendar option at the top right hand side of the screen. This will show you week numbers for the year. Press **THIS WEEK**



You can then use the arrows to navigate weeks or select a different week number

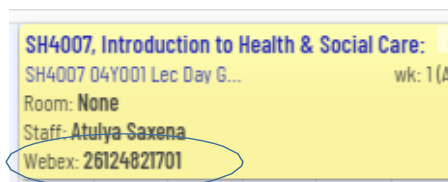


Your timetable shows you the day and time of your classes and also lists the on-campus room number.

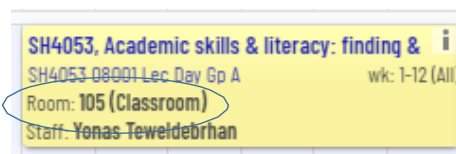


## Is my session Online or on campus?

If your class is Online there will be a Webex code (if this does not show then please see below for help) it will also show the room as 'None'

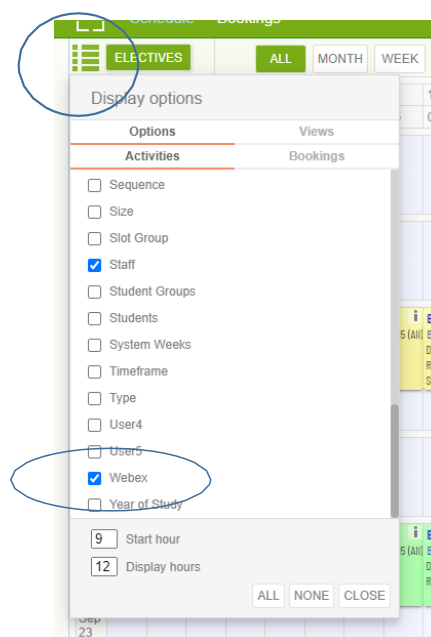


If your class is on campus there will be a room number next to 'Room'



## Online Classes

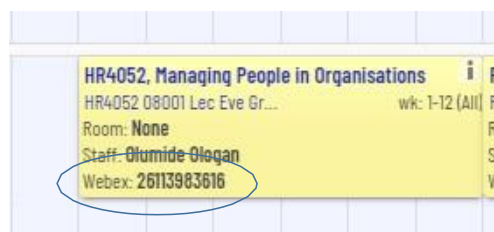
Half of your classes are online. To view the details of these you need to select the menu button in the top left corner of your timetable and scroll down to tick the box next to Webex



You will then be able to see the Webex code at the bottom of the box. You then use this to join your meeting using this link

<https://qa-learning.webex.com/>

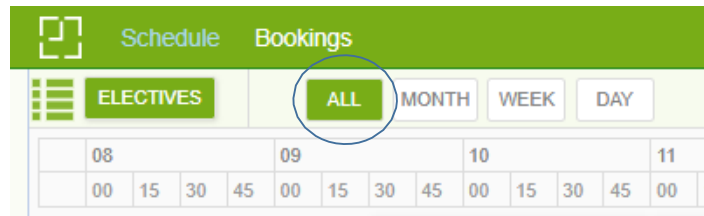
The password for sessions is always **Monday**



## ARE YOU STILL HAVING ISSUES SEEING INFORMATION ON YOUR TIME TABLE?

Make sure your time table is on the ALL view mode.

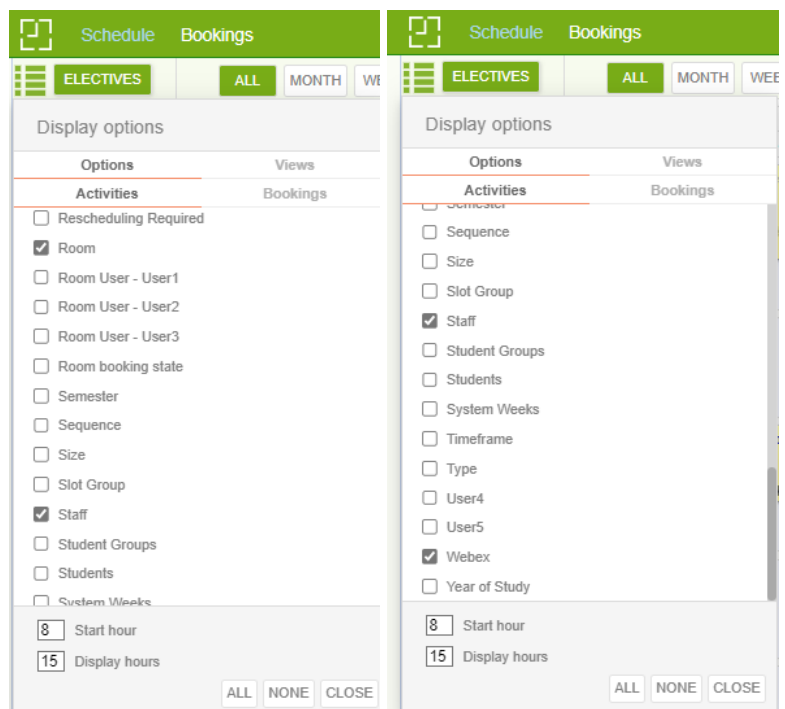
If it is on a different mode, you will not be able to display your time table correctly.



Make sure that you have selected the correct Display Options.

If there is too many selected, there is **not enough space** to show correct information.

Make sure you have set it **only** to **Room, Staff** and **Webex**.

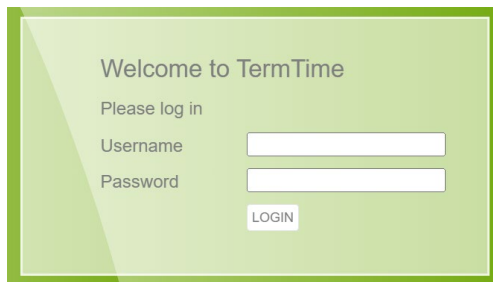


If these steps have not resolved your issues, please contact Student Services on – 0204 5796 407 or send us a screenshot of your time table on [sasc@qa.com](mailto:sasc@qa.com)

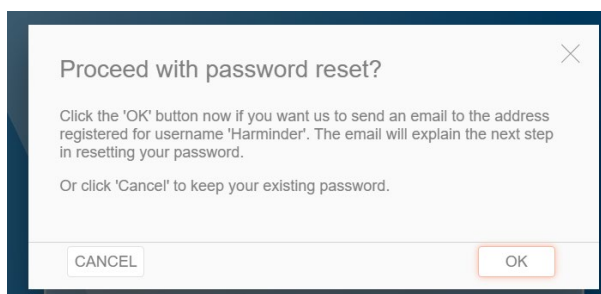


## Issues resetting your password?

Use your student ID as a username, and your password will be student2qw the first time.



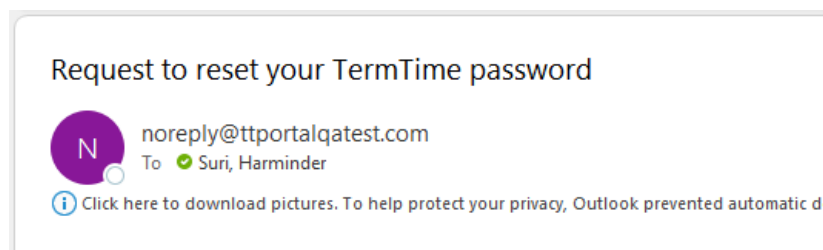
It will then show you this notification. Please press OK.



**Please note clicking cancel will just make this box appear again until you click ok and change your password.**

An email will be sent to your email address – most likely, to the email used during enrolment. The email link will be from [noreply@ttportalqalive.com](mailto:noreply@ttportalqalive.com)

**Please always contact student services if you have not received an email, or an error shows up while you are resetting your password.**



Clicking on the link in the email will bring up the below prompt to create a new password, once done the original login screen will appear for you to login.

