Academic Self Service Quick Guide

Campus Solutions is the name given to the new Student System. It is accessed via any web browser. The academic interface has been designed to be relatively simple and this document describes some of the functionality available to you. *If you require more advanced access or problems accessing the system then contact your School administrator.*

Logging On

Navigate to Campus Solutions: http://www.studentnet.manchester.ac.uk/selfservice/returning/ and click on the **Student System** link.

Login Id: Your staff number (either obtained from your pay slip, staff card or by contacting your programme administrator).

Password: Your DoB in the format of ddmmyyyy.

Navigate: Self Service->Faculty Center

Self Service

The Faculty Center

View a class list with photos

To see who is in a class, along with a photo:

Navigate: Faculty Center -> Class Roster

To email all students or selected students in a class

Navigate: Faculty Center -> Class Roster

To email selected students, tick next to the individual students you wish to email, and click 'notify selected students

To email all students in a class, simply click on 'notify enrolled students

A message box will open – the settings will send a message to your own inbox, with students' addresses in the BCC box (so as not to publicise students' email addresses). Simply type in your message and click on 'send notification'

To check attendance for a class

Click on 'attendance roster' and choose the date of meeting