



UNIVERSITY OF
LINCOLN

ICT Department

A Student's guide to navigating OneUni

This short guide give you hints and tips for navigating around the University of Lincoln's Student Management system, OneUni

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1. Logging in

You will have received an email from the University with links to log on to OneUni. Simply click the link in this email and log on with your University email and password.

If you do not have these details, please contact ict@lincoln.ac.uk

If you do not have a link in the email, OneUni's URL is www.uol.t1cloud.com

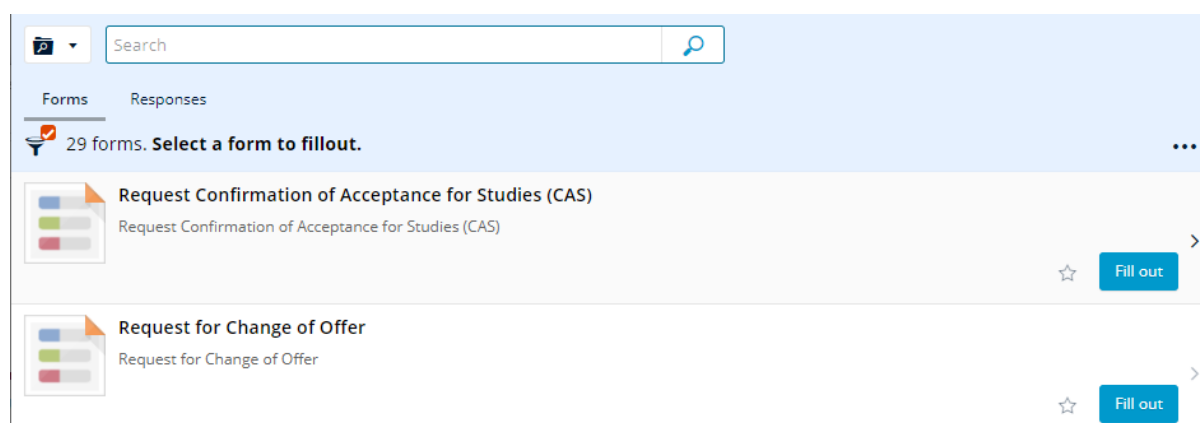
2. Functions on your Home screen

Your home screen contains a number of tiles giving you access to functions. Simply click on these tiles to access a function.

Forms

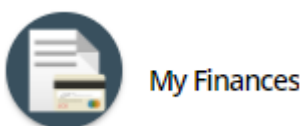


The forms function contains a list of forms you can submit to provide information to the University. If you are asked to fill out a form, find this from the list and click 'Fill Out'



Note – If you know the name of the form that you would like to complete, you can enter this in the Search bar at the top of the page

My Finances



My Finances shows you a summary of the finances that relate to your study.

Note – Your tuition charges will only appear in My Finances once you have enrolled (or registered if you are a research student)

In the Tuition Charges tab, you can make a payment against an existing fee, or make a payment prior to enrolment if you are asked to do so

Appointments



Appointments

The Appointments tile shows you any appointment that has been created through OneUni.

Please note – At present this is limited to Personal tutor appointments.

My Tasks



My Tasks

My Tasks shows any tasks that you have been asked to complete, usually related to Registration and Enrolment activities. For guidance on how to complete these tasks, see the Student's guide to Registration and Enrolment

My Overview



My Overview

My Overview shows you a full summary of your details. Each tab on the left hand side holds information about your study, your personal details, financial summaries and more.

Please note – You cannot change any details through My Overview

Tip - The Coursework summary tab provides a view of all modules that you are either planned to undertake or have currently enrolled on. You can also see any results for these modules in here.

My Details



My Details

This function is where you can see the personal details the University currently holds for you. You can see these in the Student Details and Contacts tabs.

Tip – the Communication tab shows any email that has been sent to you through OneUni. This includes any offer letters, invitations to enrol and more.

My Applications



My Applications

My Applications shows a record of any application you have made to the University.

My Study



My Study

My Study allows you to see the structure of the programmes that you are currently enrolled on or have applied for. You can click to view each module to see more information (including a detailed view of assessments in each module and the marks you have received for these).

Gateway



Gateway

This provides a link to the University's gateway site, where you can access other University resources including Blackboard

The support tab

The support tab allows you to access functions in OneUni to provide you with additional support for your time at University. This includes:

Extension Request – For requesting an extension to any assessment/ assignment

Student Contention – For raising a complaint

Reviews and Appeals – for appealing any decision made by the University

Student Support Letter Requests – For requesting support letters


Payment questions – To allow you to make queries about your payments

To complete any of the above requests, simply click on the tile, and select your support request from the drop down. This will load a form to complete, which once submitted will be reviewed by University staff who will contact you via phone or email.

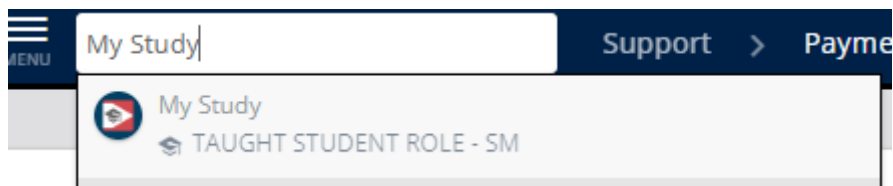
General Navigation

Below are some tips for getting around OneUni



From any page, click the  button at the top of the screen to go back to your home page

If you know the name of the function you would like to get to, you can type this into the Enterprise Search bar at the top of the screen to go to that function



To log out of OneUni, click on your name at the top right of the page and select Log Off

