

Manual for the Student Interface of the SFU Student Administration System

1. Introduction

To accommodate the rapid growth of SFU, we developed a new online system to efficiently handle student administration processes. The Student Interface is a crucial component of this system and a useful service for the students. The interface is integrated as a “webclient” into the SFU website and provides direct, real-time access to our database system. It provides access to information such as timetables, lecture notes, and examination results, and offers many other useful features that will simplify administrative procedures for the student.

Using this system will result in shorter waiting times at the Office, as students will have direct access to their records. Students will be able to obtain documents via the online system at any time, and will only need to seek assistance at the Office if an official signature or stamp is required. Of course you may still request the Office to provide documents: Cumulative transcripts are available every term, and transcripts for individual courses are provided upon special request. The online system simply gives you the option to do this on your own and with a greater degree of flexibility.

2. Login

There are two levels of logging into the system:

The first level is the Intranet, which is accessible to all students but not to the general public. Here you will find documents such as Curricula and Lecture Notes.

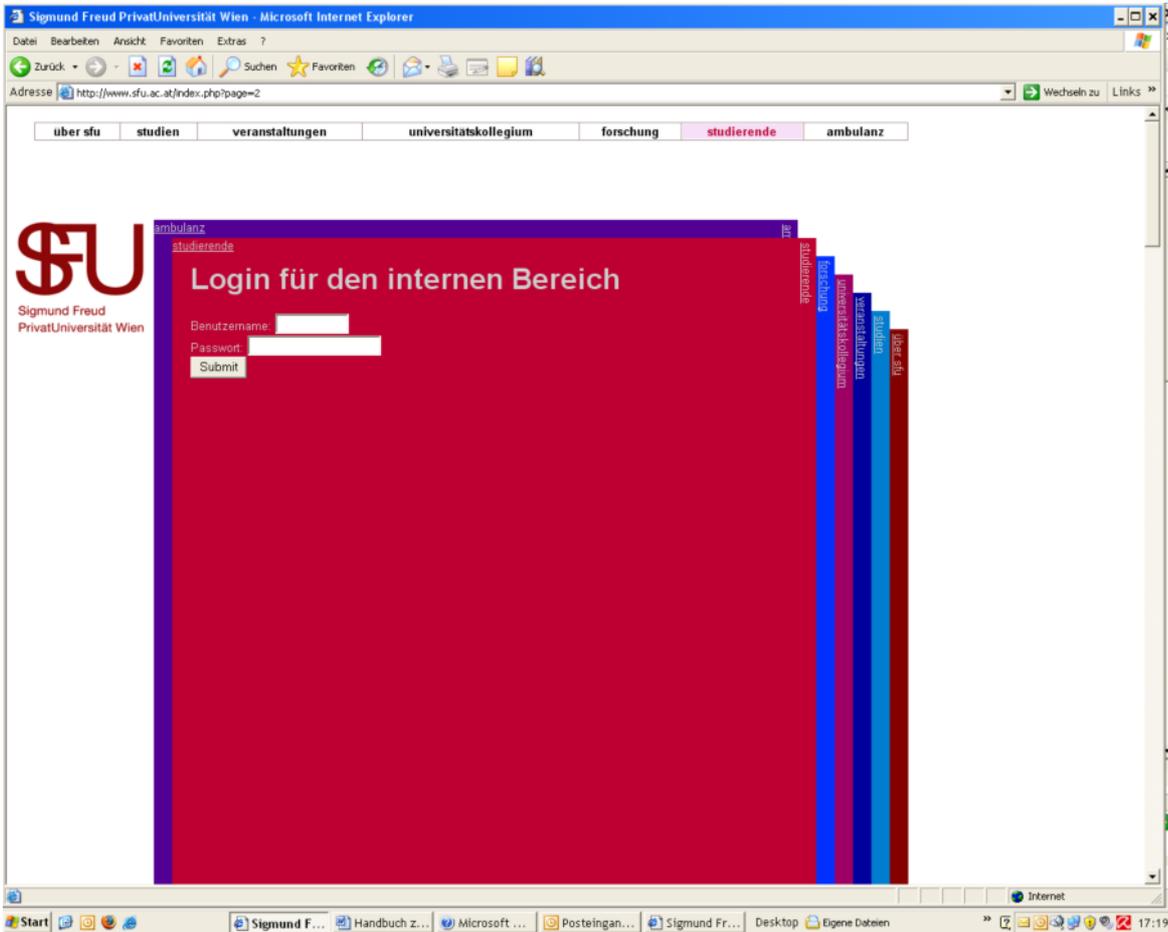
The second level is your Personal Record (via SFU Management Services) which can only be accessed by each student individually upon providing their unique SFU ID and a password which they will receive individually. This section contains private and confidential information, such as exam results.

2.1. Access to the SFU Intranet

Visit the SFU English website (<http://www.sfu.ac.at/english>) and click on the “Student Info” link on the right, then “Student Login” on the bottom. This will take you to the login screen (Illustration 1).

Enter the following user name and password:
user name: 123456
password: sfu
Then click “Submit”

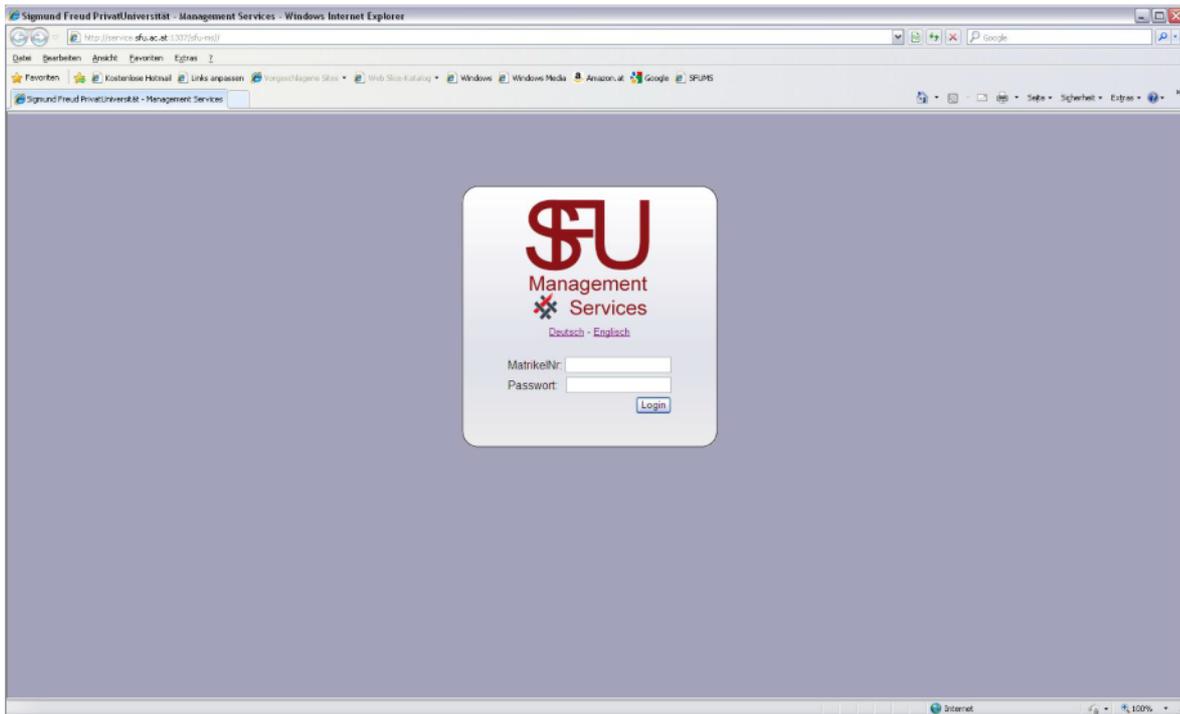
Illustration 1



2.2. Access to the Personal Record

In the SFU Intranet , you will find a link to “SFU Management Services”, which will take you to the login screen (Illustration 2).

Illustration 2

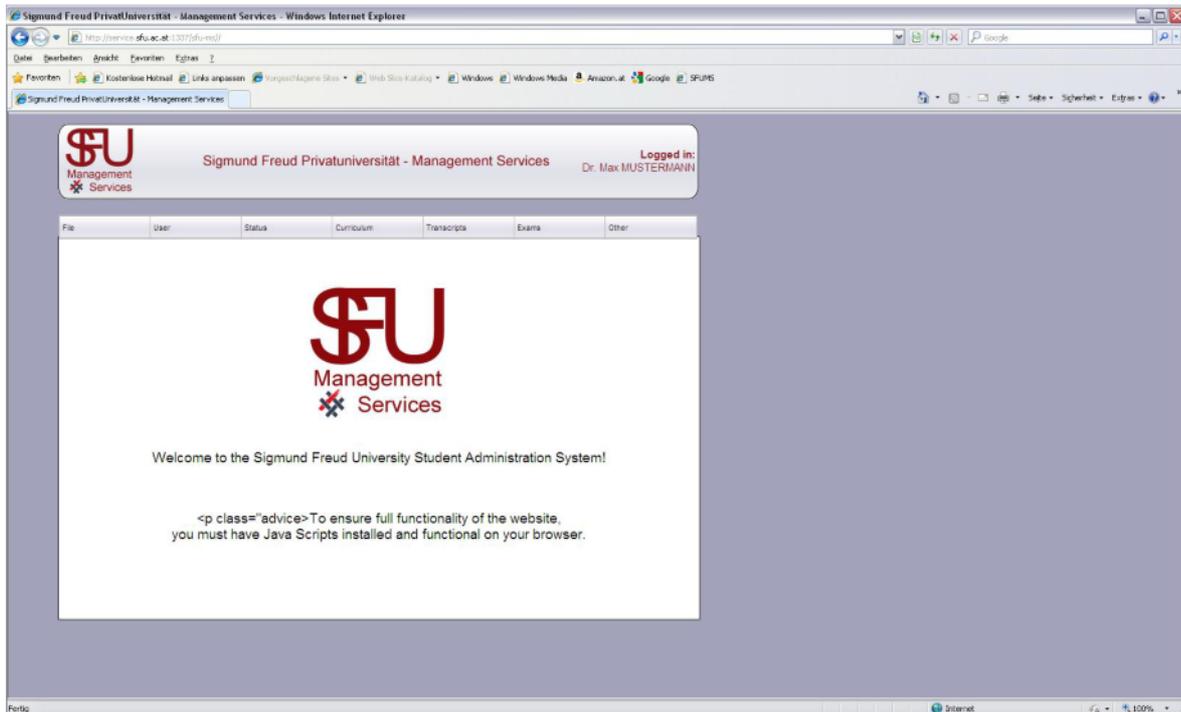


After selecting “English”, enter your personal user name and password:
user name: your student ID, starting with **SFU**
password: default01
Then click “Submit”

Important: You must change the default password to a personal password during your first login. Passwords are case-sensitive.

Once you log in, you will see the Welcome Screen (Illustration 3).

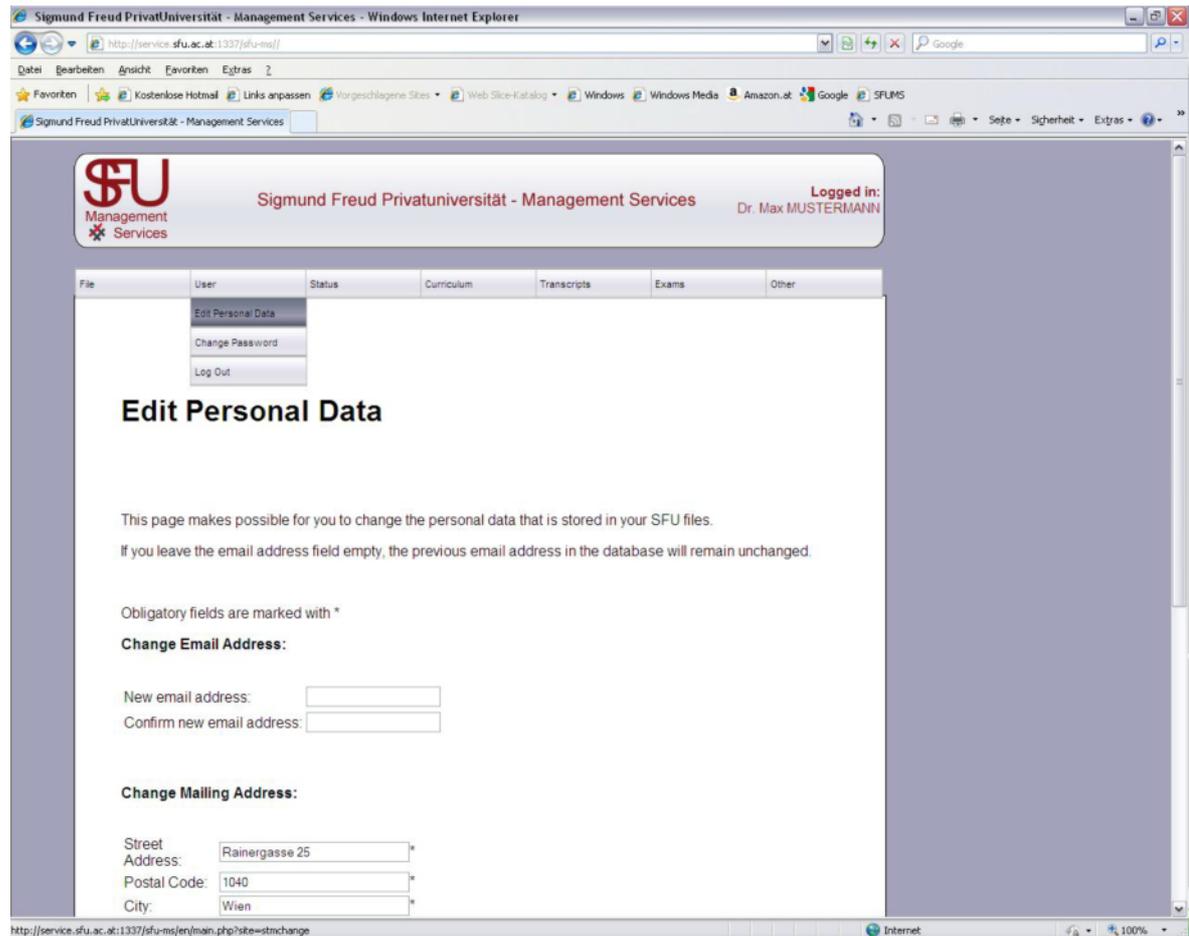
Illustration 3



“new email address” field, and then again in the “confirm new email address” field (for security reasons). Changes will take place in real time. If you leave the “new email address” field empty, your previous information will remain.

Checking “Submit this information to the SFU student files” will result in the changes also being made in your student files in the SFU Office.

Illustration 4



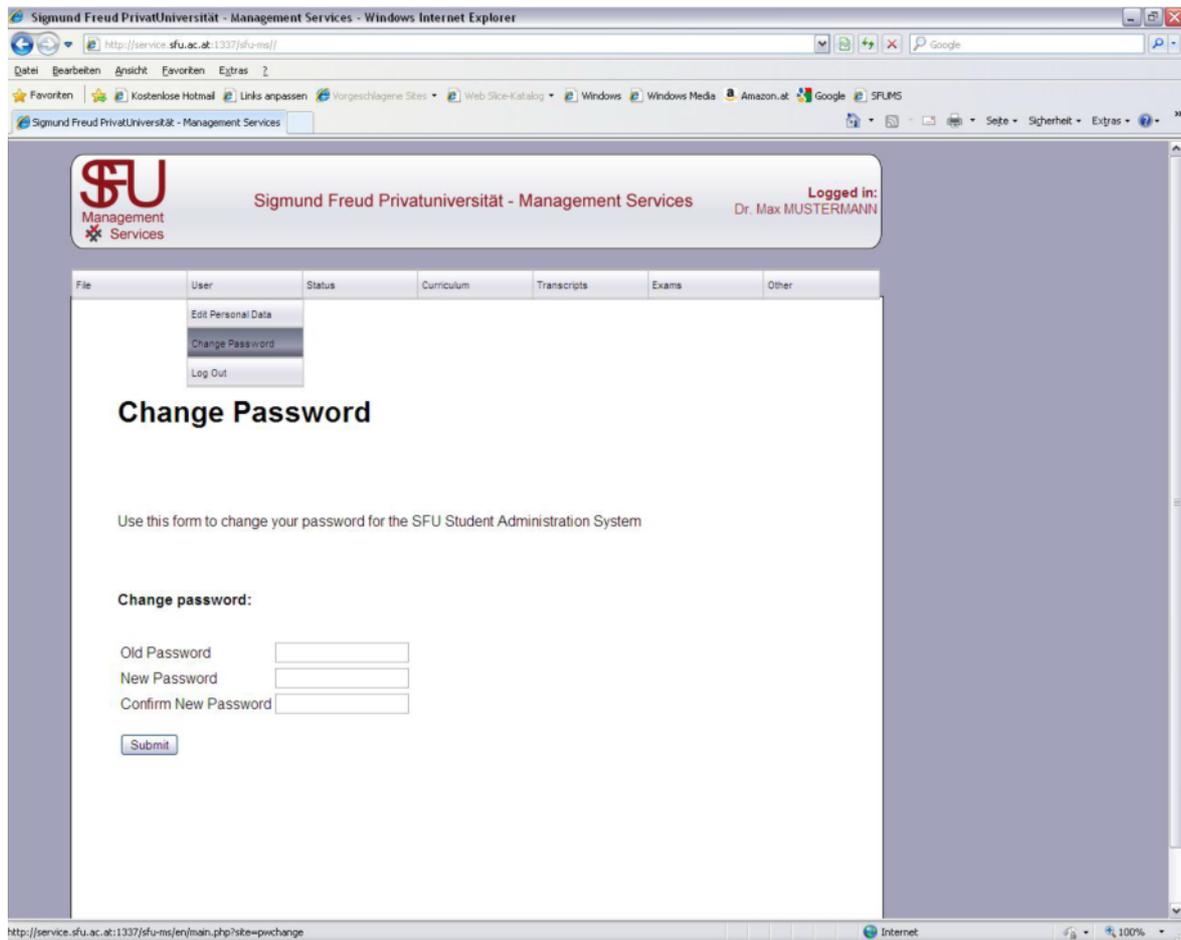
3.2.2. Change Password

This allows you to change your password at any time (Illustration 5).

Note: Please use a unique personal password that is not easy for others to guess but is possible for you to remember.

The university does not store your password (and therefore cannot retrieve it if you forget it), as passwords must be coded in accordance with the Data Protection Act. If you forget your password, please email harald.holm@sfu.ac.at. Your password will then be reset to “default01” and you must once again change it to a personal password upon your next login.

Illustration 5



3.2.3. Log Out

To safely and correctly exit the system, please follow this logout procedure.

3.3. Status

Under the "Status" menu, you will find the Confirmation of Student Enrollment and the Student Information forms.

3.3.1. Confirmation of Student Enrollment

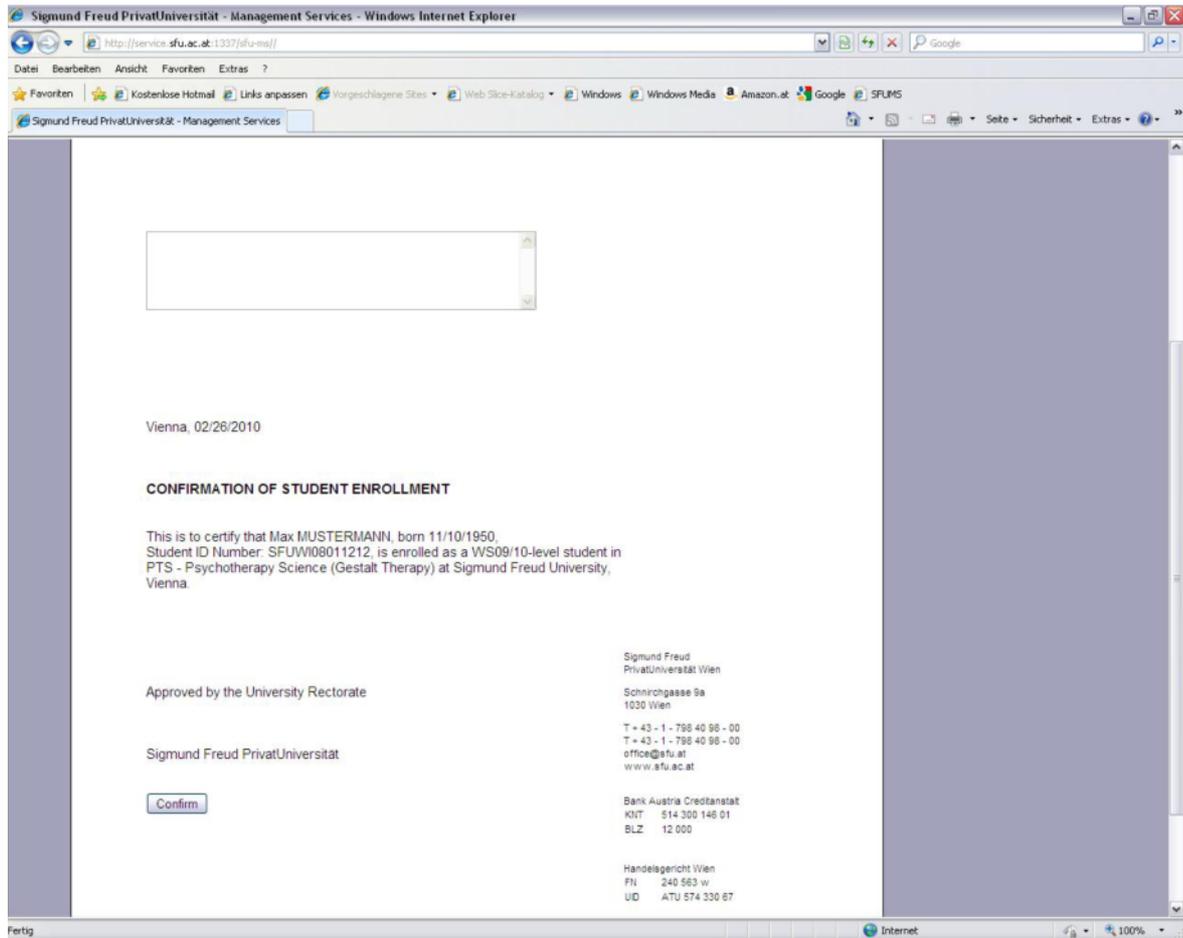
In the blank field on top (Illustration 6), enter the name and mailing address of the individual and institution to whom you wish to send the Confirmation of Student Enrollment.

Example:

Dr. Gordon Johnson
Gates Cambridge Trust
3e King's Parade
Cambridge
CB2 1SJ
United Kingdom

After you enter this information, click “Confirm”. Then go to the “File” menu and select to either “View as PDF” or “Print”. Both options will allow you to print, but the “View as PDF” option will also allow you to save the document on your computer.

Illustration 6



3.3.2. Student Information

Some institutions may require this form in addition to the Confirmation of Student Enrollment. If you need this form, use the same procedure as in 3.3.1.

3.4. Curriculum

This displays your full SFU Curriculum, term by term, including all modules and coursework.

3.5. Transcripts

This allows you to view and print out your SFU transcripts – either for a specific term, or cumulative (Illustration 7).

Illustration 7

Sigmund Freud Privatuniversität - Management Services Logged in: Dr. Max MUSTERMANN

File User Status Curriculum Transcripts Exams Other

Transcript Transcript Course of Study: Psychotherapy Science

Student Number: SFUW08011212
 Name: Dr. Max MUSTERMANN
 Semester: BACC-1

Course	ECTS	Examiner	Type	Grade	Date	SWS
General Psychology I	4.00		LECT	angerechnet		2.00
Fundamental Principles of Neuroscience	2.00		LECT	angerechnet		1.00
Cognitive Development	2.00		LECT	angerechnet		1.00
Emotional and Social Development	2.00		LECT	angerechnet		1.00
Psychological Diagnostics I	4.00		LECT	angerechnet		2.00
Introduction to Medical Terminology	4.00		LECT	angerechnet		2.00
Psychiatry I	2.00		LECT	angerechnet		1.00
History and Theoretical Development of the Psychotherapy Schools I	4.00		LECT	angerechnet		2.00
Psychotherapy as a Science	1.50		LECT	angerechnet		1.00
Psychotherapy as a Profession	1.50		LECT	angerechnet		1.00
Self-Awareness I	1.00		PE	angerechnet		1.00
History and Theoretical Development of the Psychotherapy Schools I	2.00		PS	angerechnet		1.00

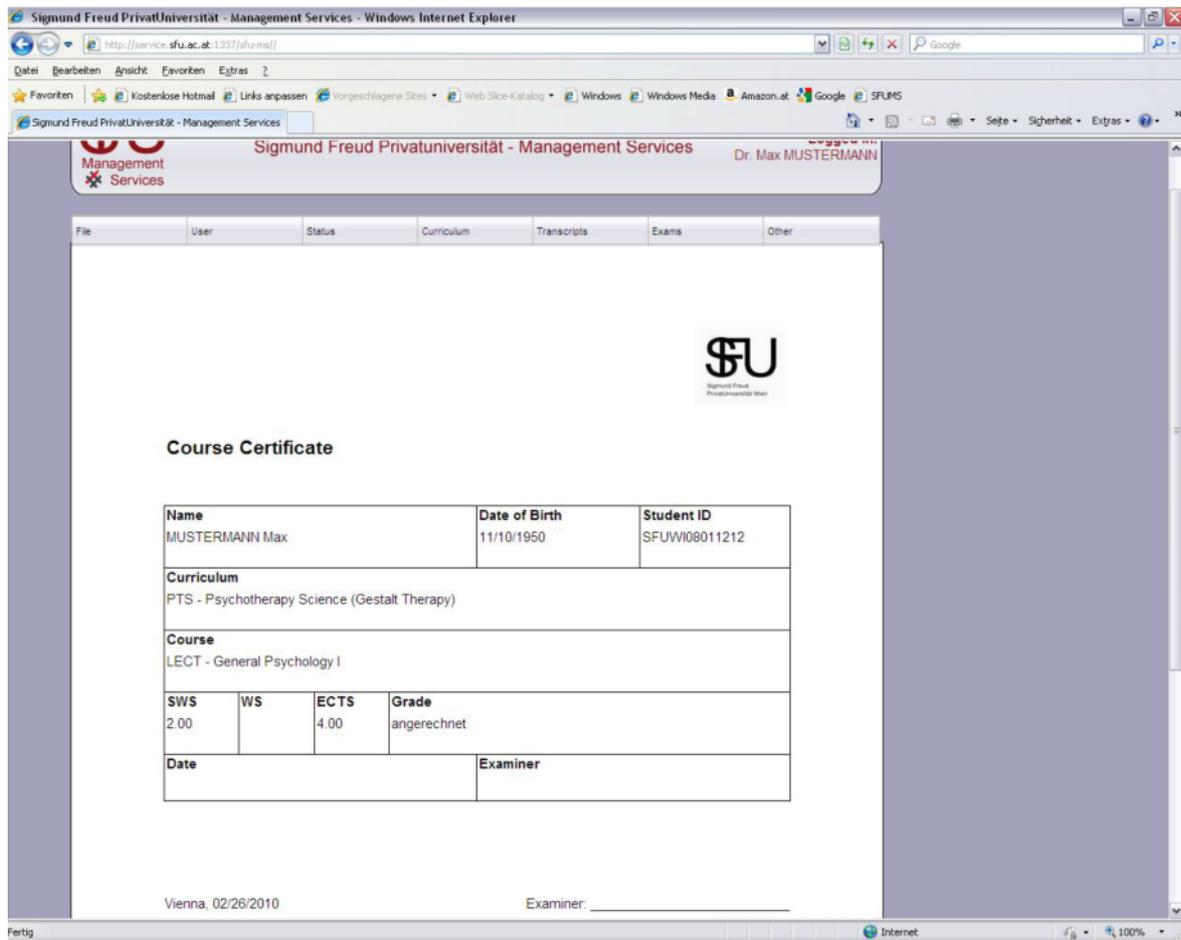
02/26/2010 Univ. - Prof. Dr. Giselher Guttmann
Dean of Studies

Key: VO = Lecture, UE = Practical, SE = Seminar, PS = Pro-Seminar, PRS = Praxis Seminar, FS = Research Seminar
 Grading: 1 (excellent), 2 (good), 3 (satisfactory), 4 (sufficient), 5 (insufficient - fail); for practical coursework: pass/fail

To save a transcript to your computer or to print it out, use the “File” menu.

Each transcript allows you to click on the names of each individual course, which will take you to detailed information on that course. This may also be saved or printed out.

Illustration 8



3.6. Exams

The “Exams” menu allows you to view your exams and to register for exams.

3.6.1. Exam List

This list displays all of your completed examinations, as well as examinations you have not yet taken with available open dates. In the “Grade” column, you will see either your numerical grade, “passed” (for seminars and workshops where no numerical grade is given), or “exempt” (for coursework from your previous education for which you have been granted equivalency recognition).

The exam list provides you with an up to date overview of the current status of your examinations. After you complete an examination, the result will become available as soon as it is submitted by the grader and entered into the system.

3.6.2. Registration

This lists examinations for which you may register. Registrations must be made at least 24 hours prior to the exam date. Up to that point you may also cancel an examination date without being required to provide a reason.

To register for an exam, click “Register”. To cancel your registration, click “Unregister”.

3.7. Other

The menu option labeled “Other” allows you to leave feedback about the system software (“Software Feedback”), check what version of the software you are running (“Version”), obtain information about the SFU Student Management Service (“Info”) and access the Help files (“Help”).

We hope you find the SFU Student Administration System useful and convenient.

The SFU IT Team