

# Student Website

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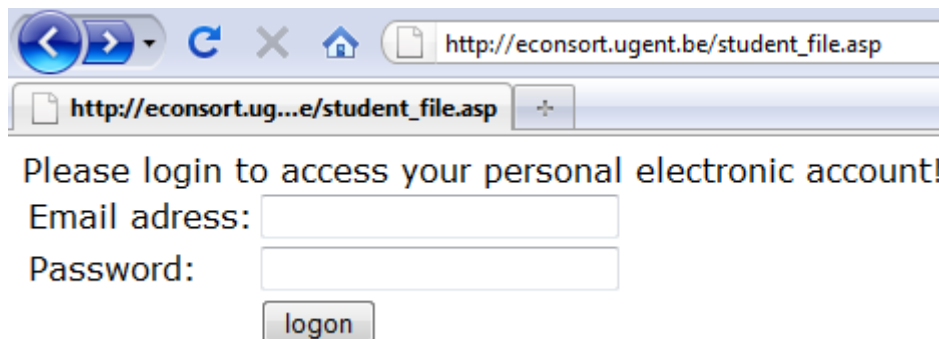
## 1. Logging in.

In this section we will document the process of logging in to the student website.

You will be provided with a password by the administrator of this website. This password will be emailed to you. Be aware that this password is case sensitive, so be sure to enter it correctly

Navigate your web browser to [http://www.econsort.ugent.be/student\\_file.asp](http://www.econsort.ugent.be/student_file.asp) (make sure econsort.ugent.be is allowed to open links in a new window (pop up), if not, probably your browser will show you an error message)

The login-page looks like this:



The screenshot shows a web browser window with the address bar displaying [http://econsort.ugent.be/student\\_file.asp](http://econsort.ugent.be/student_file.asp). Below the address bar, there is a tab with the text [http://econsort.ug...e/student\\_file.asp](http://econsort.ug...e/student_file.asp). The main content area of the browser displays the following text:

Please login to access your personal electronic account!

Email adress:

Password:

If you enter your credentials correctly, the system will take you to your students page. If you enter three times the wrong data, you will be redirected to [www.ugent.be](http://www.ugent.be). In this case you will have to contact the administrator of the website. He will provide you with a new password and reset your account, in this way you are clear to enter your data again.

## 2. Logged in

When logged in correctly, the system will take you to your main student page. On the side of this page you will find a couple of links, which will show you different selectors. These will take you to specific pages.

Now let's move on to the selectors.

## 3. Reset password

In this section you will be able to reset your password to a more convenient (personal) one. Please do bear in mind a good password consists of alphanumeric data, and has a length of at least 8 characters. The longer your password, the more secure it is.

**Set a new password here:**

Old password:




New password:

Re-enter new password:

Notice you first have to enter your original password, then enter your new (personally chosen) password twice, and press the "Set password" button to complete this operation.

## 4. Overview of students

When you choose "Overview of student" from the main menu, you will get a list of the students who will follow the same courses as you.

	First name	Last name	Email	Cohorte	
1.	██████████	██████	██████████@yahoo.com	2008-2010	
2.	██████████	██████████	██████████@yahoo.com	2008-2010	
3.	██████████	██████████	██████████@yahoo.com	2008-2010	

This list shows the students name, surname, emailaddress (stated), their cohorte, and finally, an envelope to send them an email directly from your standard emailapplication.

## 5. Student stories

In the area defined as "Student Stories", you will be able to post a story on certain events/experiences you have during your stay at our university. Please only post stories/reports related to marine biology. Feel free to add photos to your story. (**Maximum 8Mb/picture**)

Doubtful content will be removed by the administrator.

## 6. Courses

In this section you will find an overview on which courses you are selected for / you selected. + the academic year. Select which data you want to see, i.e. a year or all academic years.

Show : [ [courses year 1](#) ] [ [courses year 2](#) ] [ [all academic years](#) ]

Next to each course you will find more specifications, for example the semester, modules, the ECTS, etc.

## 7. Frequently asked questions

In this section, you can enter/browse certain frequently asked questions.

Please make sure you have read and searched the already solved questions, prior to posting a new question. Some topics may have been covered previously... (on the bottom part of this page, check "answered questions" and "questions in progress")

When posting a question, be brief, but clear, state the complete URL of the topic, describe the procedure how you arrived at that point, state logical steps. Also make sure to select the proper subject area from the dropdownmenu, so your question is categorised correctly (which will shorten the time which is necessary to answer your question adequately!)

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**Add a new question**

Question:

Subject area:

The secretariat/admin will try to give you an answer which will cover your question in the most complete possible way.

## 8. Course selector

	Course name:	ECTS	
	<b>Bio-informatics</b> (MODULE 2: Toolbox for investigating marine Biodiversity)	3	<input checked="" type="checkbox"/>
	<b>Laboratory methods A</b> (MODULE 4: Transferable Skills)	2	<input checked="" type="checkbox"/>
	<b>Ecology and Behaviour of Marine Mammals</b> (MODULE 1 : Understanding the structure and function of Marine Biodiversity)	2	<input checked="" type="checkbox"/>
	<b>Analytical methods in marine biology &amp; protein biochemistry</b> (MODULE 2: Toolbox for investigating marine Biodiversity)	3	<input type="checkbox"/>
	<b>Field methods B</b> (MODULE 4: Transferable Skills)	3	<input type="checkbox"/>
Total of ECTS credits:		<b>7</b>	

- You may notice for some courses, there is a lock-symbol in front of it (==>WAAROM?) because they are complementary. (CORRECT?); for others there is no lock in front.
- The course name also states the module number, as a brief description of the course.
- In the third column you will find the ECTS values of each course
- And the last column lets you (un)check courses (===>WAAROM?)
- Completely at the bottom you will find the sum of your ECTS credits. This sum is calculated by addition of all selected courses fields, each with their own value.

## 9. Student form

When you select the option "Student form", you will be provided with a data-entry sheet where you can add/change your personal data such as gender / date of birth / etc.

- Make notice, there are 2 sections with data, to be selected in the topsection of the screen: "Contact information" en "General info"
- At your first visit of these pages, try to fill out as much, correctly, so your file is completed for the record.
- By clicking on the blue questionmark you will get some more info on that data-field.



- By clicking on the blue textballoon on the right side of each fieldname, you can enter your personal data for that field.



=> N.B.: Please do not forget to save you data for each field by clicking on the right-side button (diskette-symbol)