Academic Self Service

Student Information

Viewing student information on Qsis

- 1. Go to Qsis (<u>https://qsis.qub.ac.uk</u>) and login using your QOL username/password.
- 2. Click Self Service

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 ▷ Self Service ▷ Curriculum Management 	

3. Click on Advisor Center → My Advisees.

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- 4. This will list any students that are attached to you in Qsis in any capacity e.g. Advisee, Personal Tutee etc.
- 5. To access a student's Academic Record (this is a transcipt but with more information than what is printed on the official/unofficial transcript) select "View Academic Record. A separate window will open with a PDF file. You may have pop-up issues. You should allow pop-ups from this site doing this the first time may return you to your starting point.

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6. To access personal student information click on View Student Details

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7. From Student Centre you can view classes, addresses, phone numbers, emails, emergency contacts and view transcripts and Academic Records. Again you may have pop-up isssues.

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Viewing Data for other Students

It is also possible to view data for students not directly attached.

- 1. Click on Advisor Center \rightarrow My Advisees.
- 2. Scroll down to the bottom of the screen and select View Data for Other Students button.

VIEW DATA FOR OTHER STUDENTS

3. Enter a student number, or last and first name as search criteria. Once Student Centre opens, you can view transcripts from there.

