

Cudos: Guide for Students

1. Via Email

The simplest way to approve the timesheets is directly through the emails you receive when a Support Provider submits timesheets for your review and approval:

- Go into your Queen's email account (or your College email if you are St Mary's, Stranmillis, Belfast Bible College etc).
- Look for an email from Queen's indicating that a timesheet needs your approval.
- Go into the email and click "APPROVE TIMESHEET" as highlighted in the two screenshots below (the first is for iPhone and the second is for Android).

Please note: these email links are **valid only for 24 hours**. They will connect you with the Cudos system to approve the timesheet if the "APPROVE TIMESHEET" link is clicked within the 24 hour timeframe window. At this stage you do not need to log on to the Cudos system.

Once 24 hours has elapsed, the link will no longer be valid / will not work and at this stage, you will need to log into your Cudos account at <https://cudos.qub.ac.uk/login> using the browser bar at the top left hand corner of your screen.

← A timesheet needs your approval



Non-Medical Help System

Dear Gordon,

Your Support Provider Nick Faldo has submitted a timesheet for your approval:



NMH TIMESHEET

Tel: [90 973610](tel:90973610) / [90 975275](tel:90975275)

Fax: TBC

Email: nmhregister@qub.ac.uk

Timesheet Ref [624-239-487](#)
 Student Gordon Mills
 Student DOB [20/10/1999](#)
 Institution Queen's University Belfast
 Funding body EABR
 CRN/Ref Number
 Support Provider Nick Faldo

Date	Support role	Start	Finish	Duration	Status
13/11/2018	Note Taker	11:00AM	12:00PM	60 mins	Completed
12/11/2018	Note Taker	11:00AM	12:00PM	60 mins	Completed

Please review the above timesheet.

For your convenience, you can click the secure link below to approve this timesheet without logging in.

[APPROVE TIMESHEET](#)



The above link will expire in approximately 24 hours.

From: Queen's University Belfast >



A timesheet needs your approval

Today at 09:15



Non-Medical Help System

Dear Gordon,

Your Support Provider Nick Faldo has submitted a timesheet for your approval:



NMH TIMESHEET

Tel: [90 973610](tel:90973610) / [90 975275](tel:90975275)

Fax: TBC

Email: nmhregister@qub.ac.uk

Timesheet Ref [624-236-779](#)
 Student Gordon Mills
 Student DOB [20/10/1999](#)
 Institution Queen's University Belfast
 Funding body EABR
 Support Provider Nick Faldo

Date	Support role	Start	Finish	Duration	Status
19/11/2018	Note Taker	08:00AM	09:00AM	60 mins	Completed

Please review the above timesheet.

For your convenience, you can click the secure link below to approve this timesheet without logging in.

[APPROVE TIMESHEET](#)



2. Logging in to your Cudos Account

Once 24 hours has elapsed, the links in your emails will no longer work so you will need to log into your account:

- Go to <https://cudos.qub.ac.uk/login> and log in using your email and password.
- This will take you to your **landing page** which will notify you of any timesheets that are awaiting approval (see below).



- Click on **“View Sessions”** (see below) to see details of each session that requires approval.
- If you are happy with the details of the support sessions being claimed for, click **“Approve timesheet”**.

Gordon Mills > Timesheets waiting for approval

Actions	University	Support Provider
	<input type="text" value="Search University"/>	<input type="text" value="Search Support Provider"/>
View Sessions	Queen `s University Belfast	Nick Faldo
View Sessions	Queen `s University Belfast	Nick Faldo

Issues

If you are concerned that the timesheet does not accurately reflect the support that took place (eg a time or date is incorrect or the duration of the session is too long/short etc), you have the right to dispute this.

To query a session(s):

- Click the **“Dispute”** link (see below).
- Enter details of the discrepancy.
- The timesheet will be returned to your Support Provider for amendment / resubmission and approval.

A timesheet that has been disputed cannot be approved until the dispute is settled so if you subsequently speak with your Support Provider and your concerns are clarified satisfactorily, you can simply remove the dispute by logging back into your account.

Gordon Mills > Timesheets sessions

Actions	Date	Start	End	Support Provider	Skill provided
	<input type="text" value="Search Date"/>	<input type="text" value="Search Start"/>	<input type="text" value="Search End"/>	<input type="text" value="Search Support Provi"/>	<input type="text" value="Search Skill provided"/>
<input checked="" type="checkbox"/> Dispute <input type="checkbox"/> View	12/11/2018	03:00PM	04:00PM	Nick Faldo	Note Taker

Show entries Displaying 1 to 10 of 1 items

[Approve timesheet](#)

Queries

If you have any further queries about your one-to-one support and / or Cudos, please do not hesitate to contact us at:

The Register of Support Providers at Queen's

Disability & Wellbeing Services

Student Guidance Centre

Queen's University Belfast, BT7 1NN

Tel: 028 90 973610 / 028 90 972727

Email: nmhregister@qub.ac.uk

Web: www.qub.ac.uk/directorates/sgc/disability/TheRegisterofSupportProvidersatQueensUniversity/