

Accessing the Institution Administration Pages

These pages permit a member of Institution staff to access the following functions:

- Upload documents to the University (ACCR and other) and view uploaded documents
- Lookup student information for the Institution
- Upload Registration and Examination Entry Transfers [CPI only]
- Upload Results Transfers [API only]
- Enter Diploma Supplement/Student Transcript information

The member of staff must have been notified to the University as an administrative user.

To use these functions, the user must first login to myWales using the login button on every web page

→ See 'How to Login to myWales'

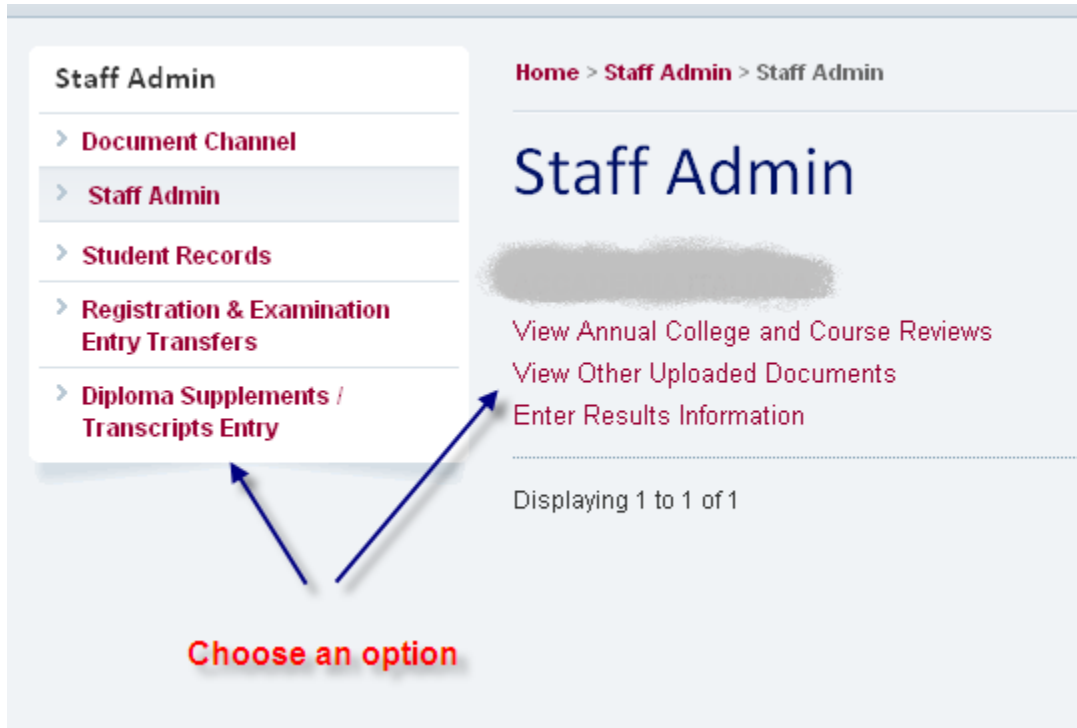
Select the 'Admin' link from your Control Panel and you will be taken to the Staff Secure Area.



Select the Admin link

Staff Secure Area

Choose the option you wish from either the list in the main part of the page or the side menu:



The screenshot displays the Staff Admin interface. On the left is a side menu titled "Staff Admin" with the following options: Document Channel, Staff Admin (highlighted), Student Records, Registration & Examination Entry Transfers, and Diploma Supplements / Transcripts Entry. The main content area shows a breadcrumb trail "Home > Staff Admin > Staff Admin" and the title "Staff Admin". Below the title is a blurred area, followed by three options: "View Annual College and Course Reviews", "View Other Uploaded Documents", and "Enter Results Information". A dotted line separates this from a footer that says "Displaying 1 to 1 of 1". Two blue arrows point from the text "Choose an option" at the bottom towards the "Staff Admin" menu item and the "Enter Results Information" option.

Choose an option

Separate documents are available to help with each option.