



Queen Margaret University
EDINBURGH

Technology @ QMU



Guide to online matriculation

Version 2.0,, October 2009

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All about online matriculation

All new or returning students can matriculate online. You can matriculate both on and off campus.

Off campus

1. Students who would like to matriculate online should visit:

<https://u.qmu.ac.uk>

4th September 2008

Log-in to QM:u Portal

This page is the QM:u Portal log-in screen.

Your Matriculation No. is your Username

NEW STUDENTS - Please use the link below to retrieve an initial password in order that you may log on and proceed to matriculate online:-
<https://u.qmu.ac.uk/retrieval/>

RETURNING STUDENTS - The password to use is the one you use for QMU webmail. If you require this to be reset, you should, for security reasons, contact [LRCHelp](#) to request this.

Please use the form below to supply your log-in details and click the 'log-in' button to access the system.

PLEASE NOTE: Online matriculation will be available from 4th September 2008

QM:u Portal Log-in

Please enter your username and password here:

User-name:

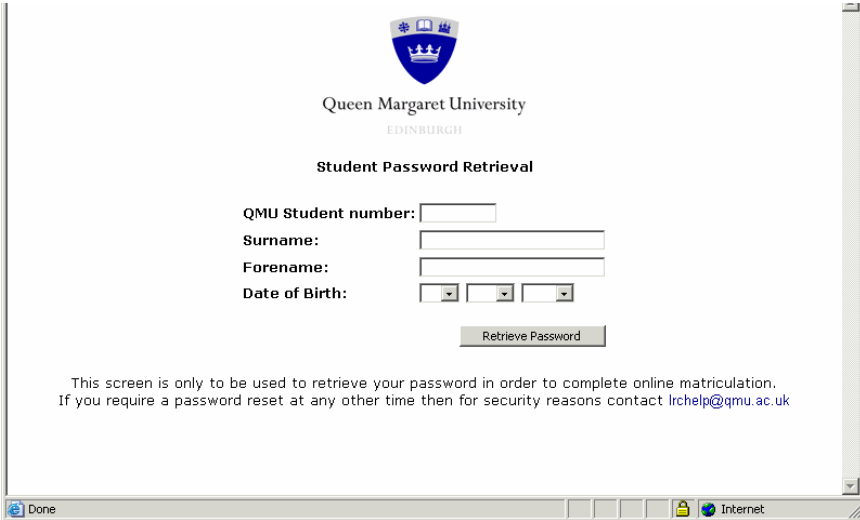
Password:

If you have forgotten your password then for security reasons you need to email lrcHELP@qmu.ac.uk to have it reset.

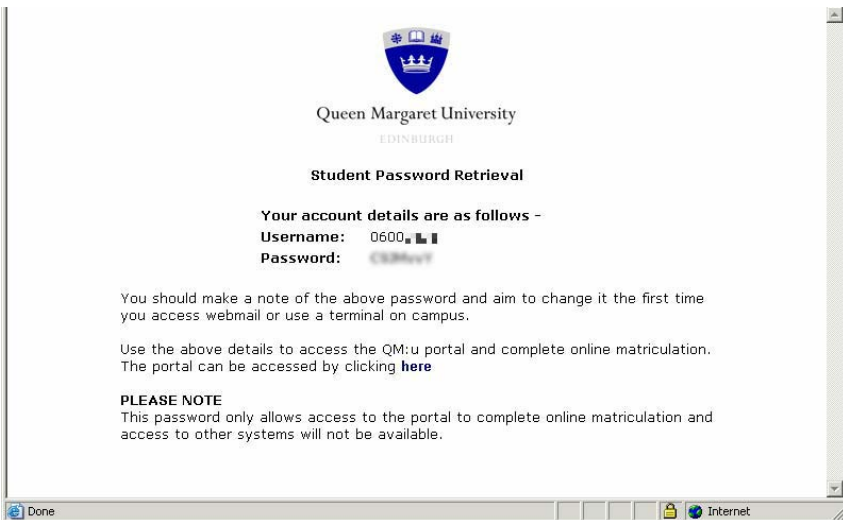
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Done Internet

2. Click on the link indicated to be taken to the Password Retrieval page.



3. On the password retrieval page fill in the information required and click Retrieve Password.



4. Write down your username and password as you will need them to continue.

NB Your username is your matriculation number.

4th September 2008

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Password:

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Done Internet

5. Follow the link indicated to return to the portal homepage. Once there enter the username and password provided earlier to log on.

3rd September 2008
Home | Contact | Logout

Student home page

Intray

Intray - Messages for MINNIE MOUSE

Status	From	Received	Subject	Action
You have no new/unread messages				

Open intray in full screen mode

Student Details

Online Matriculation **new!**

IMPORTANT: Assessment regulations

View/Edit your Student Personal Details

View Student Transcript

Personal Links

Use this container to store personal links to your favourite links on the web. Use the small edit button above to modify the contents of this container.

Useful Links

- QMU Home page
- Current Students A - Z
- Library Pages & access to iLink
- WebCT
- Web Email
- EPortfolio
- Student IT User Guide
- Students' Union
- SAAS
- Student Loans Company
- UCISA National Notebook Agreement

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Enquiries related to the INFORMATION DISPLAYED should be directed to Student Records Administration
 Technical enquiries ONLY - e.g. log in difficulties, problems with data retrieval/storage - should be directed to QM:u Technical Administration
 Please also check Service Alerts to check service availability.

6. Click the link marked Online Matriculation.

3rd September 2008
Home | Logout

Welcome to the Queen Margaret Online Matriculation Facility

Welcome **Minnie Mouse!**

Thank you for participating in the new online matriculation facility for the 2008/9 academic year. We hope you find this method of matriculation helpful and efficient.

During this process we will ask you to:

1. Verify your personal details
2. Confirm your programme of study
3. Confirm your tuition fee and sponsorship details.

In order to complete your matriculation, you are required to successfully complete each of the steps presented and submit your payment instructions. Please click on the continue button below to begin this process. The process should take you approximately 10 minutes.

If you need additional information to help you complete matriculation, this can be viewed on-line by clicking [here](#).

If you require further advice please contact Records Administration at Registry@qmu.ac.uk

We wish you every success and hope you will find your studies at Queen Margaret enjoyable and rewarding. **Please click CONTINUE below.**

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 Please also check Service Alerts to check service availability.

7. You will be taken to the first page of Online Matriculation. Click Continue to begin.

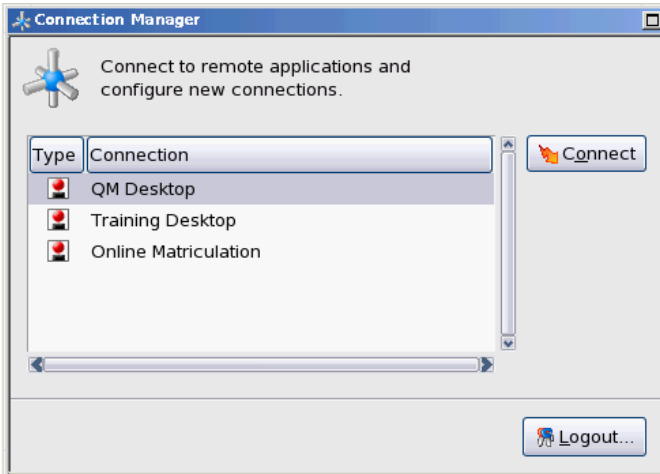


8. Proceed through the Online Matriculation process following the on-screen instructions. Once you arrive at the page above the process is complete.

Following successful matriculation your account will be upgraded to full student status within 2-6 hours. This means that you will be able to access all relevant IT systems on campus as well as remotely. Your username and password will remain the same as they have been so far, but you will be able to change your password later.

On campus

1. Locate a free terminal in the top terrace of the Atrium (the first level of thin client terminals you see as you descend from the main entrance towards Food for Thought). If the screen is blank move the mouse to wake it up.



2. On the Connection Manager window select Online Matriculation then click Connect, then and then follow the instructions above from Step 3 onwards.

Problems and queries

For problems with the online matriculation process please contact: Admissions@qmu.ac.uk

For IT related problems please contact the LRC Service Desk: LRCHelp@qmu.ac.uk