

# How to Matriculate

**Before you get started**, you need to have your QMU student number with you. You can find this on your joining letter in your Joining Pack, or on the email offer letter you received from Admissions during the application process. If you don't have this with you, Registry and LRC staff can help you find this out.

If you have someone who is paying your tuition fees for you (a sponsor), you will need your sponsor's address details. If you are receiving funds from SAAS (Student Awards Agency for Scotland) or SLC (Student Loans Company), you don't need your sponsor address.

It's also a good idea to have a pen and paper with you as you will need to make note of your password.

First of all, visit <http://www.qmu.ac.uk/portal/default.htm>.

The screen should be similar to the one below:

The screenshot shows the Queen Margaret University (QMU) website's student portal. At the top, there is a navigation menu with links for 'prospective students', 'current students', 'alumni & friends', 'business & industry', and 'community'. Below this, there is a search bar and a 'GO' button. The main content area is titled 'Information Services/Registry - Welcome to QM:u student portal'. A red circle highlights the '//QM:u' logo, which is labeled 'Instructions on how to access QM:u Portal (Pdf 225 KB)'. The page also features a navigation menu on the left, a search bar at the top right, and an 'Announcements' section with a post dated Monday 23 May 11 regarding student transcripts.

Click on the //QM:u logo (circled in the image above).

After a few moments the screen will change to show the following

[Log-in to QM:u Portal](#)

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

NEW STUDENTS - Please use the link below to get a New Student Password so that you can log-in and then matriculate online:-  
<https://u.qmu.ac.uk/retrieval/>

CONTINUING STUDENTS - If you have forgotten your password then you must use the Student Password Reset Screen  
<https://u.qmu.ac.uk/reset/>

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

**QM:u Portal Log-in**

Please enter your QMU student number and password here:


QMU Student Number:

Password:

If you have forgotten your password then you must use the [Student Password Reset Screen](#).

This is the log-in page for QM:u Student Portal. You will need your user-name (this is your QMU Student Number) and password to log-in to the portal.

New students can get a password online by clicking on the <https://u.qmu.ac.uk/retrieval/> link on this screen. After clicking on this link the screen will change to show the following.



Queen Margaret University  
EDINBURGH

**New Student Password Retrieval**

QMU Student number:

Surname:

Forename:

Date of Birth:

This screen is only to be used by **new students** to retrieve your New Student Password in order to complete online matriculation.  
If you are a returning student or require a new password you must use the [Student Password Reset Screen](#).

This is the Student Password Retrieval screen. Please enter your QMU Student Number, Surname, Forename and Date of Birth. Once you have entered your information, please click on the **Retrieve Password** button.

If you receive this error message **Sorry but we could not verify your account details** please try carefully entering your information again. If you receive the error message again and you are certain the information you have entered is correct, please contact [Registry@qmu.ac.uk](mailto:Registry@qmu.ac.uk)

If you have correctly entered your information, then after a few moments you will see a screen similar to the one below.



Queen Margaret University  
EDINBURGH

**Student Password Retrieval**

**Your account details are as follows -**

**Username:** 10009999.  
**Password:** 2jA5vdv

Please note: You must take a note of your password. You will need this to access IT resources. Access to IT resources become active within 24 hours of online matriculation. You should aim to change it the first time you access webmail or use a terminal on campus.

Use the above details to access the QM:u portal and complete online matriculation. The portal can be accessed by clicking [here](#)

**PLEASE NOTE**  
This password only allows access to the portal to complete online matriculation and access to other systems will not be available.

This page shows your **Password**. Please write this down somewhere private and secure, taking care to clearly identify the difference between upper-case and lower-case letters, and numbers. You will be able to change your password once you have matriculated and full access to the IT facilities has been granted.

Once you have taken note of your password, click on the [here](#) link on the screen.

After a few moments, the screen will change to show the following:

**Log-in to QM:u Portal**

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

NEW STUDENTS - Please use the link below to get a New Student Password so that you can log-in and then matriculate online:-  
<https://u.qmu.ac.uk/retrieval/>

CONTINUING STUDENTS - If you have forgotten your password then you must use the Student Password Reset Screen  
<https://u.qmu.ac.uk/reset/>

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

**QM:u Portal Log-in**

Please enter your QMU student number and password here:

QM:u Student Number:

Password:


If you have forgotten your password then you must use the [Student Password Reset Screen](#).

This is the QM:u Student Portal log-in page again. Enter your User-name (this is your QMU student number) and password, then click the **Log in >>** button.

If you receive an error message such as the one below, please try again, or follow the instructions in the error message. If you repeatedly get error messages, please contact [Registry@qmu.ac.uk](mailto:Registry@qmu.ac.uk).

SITS\_LOGIN\_ERROR\_004

**Username and/or password Invalid**

 The Username and password you supplied is not authorised to use the system. If you are a course applicant and your enquiry relates to our online course application process, please contact [Admissions](#). For all other enquiries, please contact [LRC Helpdesk](#). Status -111

If you entered your username and password correctly, and clicked the **Log in >>** button, then after a few moments the screen will change to show the following.

26th August 2011  
Home | Content | 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 Security**

[Click here for ONLINE MATRICULATION](#) new!

[Select your Modules Online](#)

[View Confirmed Results for 2010/1](#) new!

**Student Finance**

[Click help icon for more information](#)

**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**

- QM:u Home page
- Current Students A - Z
- Library Pages
- WebCT
- Web Email
- EPortfolio
- Students' Union
- SAAS
- Student Loans Company
- UCISA National Notebook Agreement
- Acceptable Use Policy
- Withdrawals and Deferrals
- Fees and Charges 2011/12
- Summer Reassessment Support
- Reassessment Payments

Welcome to the main Student Home Page. Please click on the **Click here for ONLINE MATRICULATION** link, circled above. After a few moments you will see the following screen.

Queen Margaret University Online Matriculation Facility

Welcome Minnie Mouse!

Thank you for starting the online matriculation process for the 2011/2 academic year. We hope you find this method of matriculation helpful and efficient.

During this process we will ask you to:

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

In order to complete the matriculation process, you must 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 require further advice please contact Registry at [Registry@gmu.ac.uk](mailto:Registry@gmu.ac.uk)

CONTINUE

This is the introduction screen to Online Matriculation. This screen describes the process. Once you've read the information, click the **CONTINUE** button.

After a few moments the screen will change to show the following.

Student Personal Details

Please complete the following

QMU Student Number: 06007630 Date of birth: 01/Jan/1985

Surname: DUCK Gender: M

You cannot change this information yourself. If you notice an error in this information please contact [Registry@gmu.ac.uk](mailto:Registry@gmu.ac.uk)

Forename\*: DAFFY

Title\*: DR

What nationality are you?\*: BULGARIA

Where is your home?\*: BELFAST

What is your country of birth?\*: PAKISTAN

What ethnicity are you?\*: CHINESE

What dependants do you have?\*: Other relative/friends

Any disabilities?\*: Entrants since 2010/1 - No disability

What kind of accommodation do you live in during term-time?\*: OWN HOME

You **must** fill in the blanks and answer these questions. You cannot continue if these are not complete.

Middle Names: [ ] [ ]

Known as: DAFFY

Marital Status: DIVORCED

Former Family Name: [ ]

Scottish Candidate Number (you can find this on your certificates from school): [ ]

NMC/UKCC Number (Nurses only): [ ]

You don't have to provide this information but it is useful for QMU to know.

CONTINUE

This screen shows the personal information we have on record for you. Please check the information carefully. Make sure that all the information marked with an asterisk (\*) is completed and correct and if you know the information to fill in the areas not marked with an asterisk, please fill these in too.

You are not able to make changes to the areas that are highlighted in grey in the top section. If you notice something that needs changed in these areas, please contact [Registry@gmu.ac.uk](mailto:Registry@gmu.ac.uk)

Once you have completed the information on this screen, click the **CONTINUE** button.

If you receive a yellow error message, it means that you have not completed all of the areas marked with an asterisk. Please complete these and then click on the **CONTINUE** button.

If you entered that you have a disability in the above screen you will see the next screen.

**Student Personal Details 2**

Please check the following personal information and make any changes to the fields with white boxes. All fields marked with an \* are mandatory.

Once you have made any changes necessary please click **CONTINUE**

Disability Allowance\*

**CONTINUE**

Complete this as directed on screen and then click the **CONTINUE** button.

After a few moments, the screen will change to show the following:

**Year Of Study**

Please confirm if you are a first year student, continuing to the next year of your studies or if you are repeating a year by selecting one of the options below:

**First year student:** I confirm that this is my first year of study on this course.

**Continuing student:** I confirm that I am continuing to the next year of my course and am not repeating a year.

**Repeating student:** I confirm that I am repeating a year.

**CONTINUE**

This screen asks you to confirm what kind of student you are.

If you are a new student, even if you are directly entering to year 2, 3 or 4 of your course, please choose **First year student**.

If not, please choose the most suitable option.

Click the **CONTINUE** button.

After a few moments the screen will change to show the following:

**Qualifications on Entry & Parental Education Information**

If any of the fields below are blank, please provide the correct information using the drop-down lists provided. You must answer questions marked with an asterisk (\*) to continue.

Which of these is your highest qualification? \*

Last educational institution you attended?

What year did you leave the above institution?

Which school did you last attend?

In what year did you leave the above school?

Do your parents (natural parents, adoptive parents, step-parents or guardians who brought you up) have any higher education qualifications, such as a degree, diploma or certificate of higher education? \*

Again, you must complete the information marked with an asterisk. From the list, please select the option that is most fitting to describe your highest qualification to date.

At the bottom of this screen there is a question asking whether your parents have a Higher Education qualification. Please answer this question.

Click on **CONTINUE**.

After a few moments, the screen will change to show the following:

**Edit my addresses**

Please update this screen with your term-time address.  
If you are staying in QMU Halls then your term-time address will be automatically updated with the halls address.  
Fields marked with an asterisk (\*) are mandatory.

Postcode (UK addresses only)	<input type="text" value="EH21 6UD"/>	<input type="button" value="Get Address"/>
Address Line 1 *	<input type="text" value="Student Residential Village"/>	
Address Line 2	<input type="text" value="Queen Margaret University Drive"/>	
Town/City *	<input type="text" value="Musselburgh"/>	
County/State	<input type="text" value="Midlothian"/>	
Country	<input type="text"/>	
Telephone number	<input type="text" value="0131 474 0000"/>	
Mobile number	<input type="text" value="0131 474 0000"/>	
E-mail address	<input type="text" value="registry@qmu.ac.uk"/>	

We need to know how to contact you. The screen you are on is asking for your contact details during Term Time. This will be your Edinburgh or local address. Please fill in the information as accurately as you can, again making sure to complete the fields marked with an asterisk. If you are staying in QMU Halls, then your Halls address should automatically be filled in here. If it isn't, please complete it. If you are unsure of this information, please fill it in with your home address. You can change this at a later date once you have matriculated by using the Student Portal.

Click the **CONTINUE** button.

After a few moments, the screen will change to show the following:

**Edit my addresses**

Please update this screen with your current home address. Fields marked with an asterisk (\*) are mandatory

Postcode (UK addresses only)	KY1 4DZ	<input type="button" value="Get Address"/>
Address Line 1 *	2 Hawthorn Terrace	
Address Line 2	Thornton	
Town/City *	Kirkcaldy	
County/State	Fife	
Country		
Telephone number	0131 474 0000	
Mobile number	0131 474 0000	
E-mail address	registry@qmu.ac.uk	

This screen looks very similar to the previous one, but now we are asking for your contact details outside of Term Time, or your Home address.

Complete this information and click on the **CONTINUE** button.

After a few moments, the screen will change to show the following:

**Please verify your addresses**

**Please note:**  
 All term time correspondence will be sent to your term address.  
 All Student Academic Transcripts and Graduation information will be sent to your Home/Permanent address.  
 Please ensure you update any future address changes via Student Personal Details in QM:u

Term Address	Home/Permanent Address
Block A Flat 1/2 Room A	25 West Street
Qmu Student Residential Village	Townsville
Musselburgh	Countyshire
Midlothian	Usa
UK	80711
EH21 6UD	

Please select one of the following options:

No Further Address Changes Necessary

Change my Term Address

Change my Home Address

This screen shows a summary of the contact information you have provided us with. Please check the information and select one of the options at the bottom, and click on the **CONTINUE** button.

After a few moments, the screen will change to show the following:

Registration Information

**Course Registration Information**

The course registration information we currently hold for you is listed below. Please check this information carefully.

Course	TEST COURSE
Level/Block	1
Route	TEST
Mode of Attendance	FULL-TIME
Fee Status Name	HOME/FULLTIME/UNDERGRADUATE

Please select one of the following options:

**Information correct:** I confirm that that above information is correct.

**Information incorrect:** One or more of the items above are incorrect. **Please note:** If you select this option you will be taken to a screen to send an email to Records Administration and will not be able to complete your matriculation online until they have reviewed your record.

This is your course information. Please check this information and choose the most appropriate option from the pink section, and click the **CONTINUE** button.

If you have chosen that the **information is incorrect**, you will be taken to a screen that will allow you to email Registry. Please let Registry know what the problem is and they will make any necessary changes as soon as they can. You should then reattempt the process later on once Registry has had time to make the change. You will not be able to complete the matriculation process until you agree that the information on this screen is correct.

After a few moments, the screen will change to show the following:

**Student Source of Funding Information**

Please complete the following question regarding your source of funding and then click CONTINUE. Please note: this information is mandatory.

**Important:** In the absence of payment by an awarding body or sponsor, students will be personally liable for payment of all tuition and registration fees. Student must ensure that they make an annual application to their awarding body/sponsor and provide evidence of funding to the Records Administration Section of Registry.

Students undertaking a programme of study at QMU under a collaborative agreement, should select **OTHER** or **OVERSEAS INSTITUTION** as the source of funding.

Please select the source of funding for the payment of your tuition fees from the following list:

We need to know who is going to pay your tuition fees. You must select the most appropriate option from the list.

If you or your family are paying your tuition fees, please select **No Award or Financial Backing, Self**.

If you cannot find an appropriate option, please select **Other**.

Click the **CONTINUE** button.

After a few moments, the screen will change to show the following:

7th August 2011  
Home Logout

**Summary of fee due and sponsorships**

Your course fee for the 2011/2 academic year amounts to £ 0.00

**PART-TIME STUDENTS:** Fees for part-time students can not be calculated until you have registered for your modules through the online module registration process. However, students should still provide details of sponsors and amounts to be invoiced using the facility below.

**Summary of your Sponsorships - 2011/2**  
According to our records you do not have any Sponsorships for the 2011/2 academic year and will be paying your fees in full yourself. (Please note, if you have emailed us through this matriculation task with details of a new Sponsor to be set-up, then these details will not appear here until they have been processed by Records Administration. If this is the case, then please select information correct below, and Continue.)

**Summary of your Sponsorships - 2010/1**  
We do not hold any sponsorship records for the previous 2010/1 academic year.

**Important:** In the absence of payment by an awarding body or sponsor, students will be personally liable for payment of all tuition and registration fees. Students must ensure they make an annual application to their awarding body/sponsor and provide evidence of funding to Registry.

Please confirm if the above fee and sponsorship details are correct by selecting one of the options below:

**Information correct:** I confirm that the above fee and sponsorship information is correct.

**Fee Information incorrect:** My fee information is incorrect. **Please note:** If you select this option you will be taken to a screen to send an email to Records Administration.

**Sponsor Information incorrect:** My sponsorship information is incorrect. **Please note:** If you select this option you will be taken to a screen to edit or add new sponsorship details for the current academic year.

CONTINUE

This screen shows information about your tuition fees. Please read all of this information carefully.

Your tuition fee amount is shown at the top of the screen.

If your tuition fee amount is incorrect, please select **Fee Information Incorrect** at the bottom of the screen to update Registry on your concern. Registry will investigate this and make any necessary changes to your fees. You will be able to see these changes through the student portal at a later date.

In the middle of the screen you will see any information we have about your sponsor. If you are sponsored and the information here doesn't match your sponsor details, you must choose Sponsor Information Incorrect at the bottom of the screen and click **CONTINUE**.

Use the screens to update Registry with your sponsor details. If you do not let Registry know your sponsor details, then you yourself will receive the invoice for your tuition fees.

Once you agree that all of the information on the page is correct and you click the **CONTINUE** button, the screen will change to show the following.

26th August 2011  
Home | Logout

**Student Regulations**

**1. Criminal Convictions Declaration**

- i. Regulations regarding disclosure of criminal convictions can be found under the Admission and Registration regulations at ([QMU Regulations](#)).
- ii. Students who have a criminal conviction to declare should not tick this box and **must** send details of the conviction to the Academic Registrar for consideration [ihvnd@qmu.ac.uk](mailto:ihvnd@qmu.ac.uk). Failure to do so is a breach of University regulations.

**I confirm that I have not had any criminal convictions in the last 12 months**

**2. Student Regulations Declaration**

By ticking below, the student confirms the following:

- i. That the information given is correct to the best of my knowledge.
- ii. That I agree to abide by the University's Regulations and to conform to their discipline. ([QMU Regulations](#))  
**IMPORTANT:** Please note the revised assessment regulations from 2007/8 ([QMU Assessment Regulations](#))
- iii. That I accept full liability for the payment of all tuition and registration fees in the absence of payment by an Awarding Body or sponsor.
- iv. That I understand that as a student, personal information about me will be held and processed according to the Data Protection Act 1998 and that this information is used to enable QMU to fulfill its part of the contract with the student. ([QMU Data Protection Statement](#))

**I Agree.** Note: You must click "I Agree" to continue.

CONTINUE

This screen asks you to agree to the points displayed. These are the rules and regulation of the University along with other important legal information. Please make sure you understand this information.

Once you tick the **I Agree** box in the corner and click **CONTINUE** the screen will change to show the following:

26th August 2011  
Home | Logout

**Matriculation Complete**

Thank you for completing your matriculation using this On-line Matriculation facility. Your matriculation has been noted.

**NEW STUDENTS:** Your full IT access should be available for use within the next two to six hours. You will continue to use the same account and password although it is recommended that you change your default password once your account is ready to use.

**INDUCTION:** For full induction details go to <http://www.qmu.ac.uk/induction/>.

In order to keep up-to-date with activities at QMU, we encourage all students to become a fan of QMU's official page on Facebook <http://www.facebook.com/QueenMargaretUniversity> or 'follow' the university on Twitter <http://twitter.com/QMUUniversity>.

Please note that these pages are controlled by the QMU Marketing & Communications Office and may be used for keeping students up-to-date with QMU activities and announcements. **Students should note that these are the only official sites for QMU.**

EXIT

This is the final screen of the matriculation process. This screen shows that you have completed the process successfully and are now a matriculated student of QMU.

Click the **EXIT** button to leave the matriculation system and you will return to the main Student Home Page:

26th August 2011  
Home | Content | Logout

**QMU**  
UNIVERSITY OF QUINCY

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					

Useful Links	
<a href="#">QMU Home page</a>	
<a href="#">Current Students A - Z</a>	
<a href="#">Library Pages</a>	
<a href="#">WebCT</a>	
<a href="#">Web Email</a>	
<a href="#">EPortfolio</a>	
<a href="#">Students' Union</a>	
<a href="#">SAAS</a>	
<a href="#">Student Loans Company</a>	
<a href="#">UCISA National Notebook Agreement</a>	
<a href="#">Acceptable Use Policy</a>	
<a href="#">Withdrawals and Deferrals</a>	
<a href="#">Fees and Charges 2011/12</a>	
<a href="#">Summer Reassessment Support</a>	
<a href="#">Reassessment Payments</a>	

Student Details	
<a href="#">Select Your Modules Online</a>	
<a href="#">IMPORTANT: Assessment regulations</a>	
<a href="#">IMPORTANT: Matriculation Booklet 2011/2 <b>new!</b></a>	
<a href="#">IMPORTANT: Dist Learning Matric Booklet 2011/2 <b>new!</b></a>	
<a href="#">View/Edit Your Student Personal Details</a>	
<a href="#">Student Security Questions</a>	
<a href="#">View Confirmed Results for 2010/1 <b>new!</b></a>	

Student Finance	
<a href="#">Click help icon for more information</a>	
<a href="#">Pay Online</a>	
<a href="#">Set up direct debit</a>	
<a href="#">Fees and Charges 2011/2</a>	

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.	

You will notice that this page has changed since before you completed the matriculation process. The Online Matriculation option is no longer available and more options have appeared. This is a sign that you have completed matriculation. You can now proceed with module registration through the appropriate link.

It may take up to 24 hours after matriculation for full access to the University's system to be granted. This includes access to WebCT and the wireless networks provided on campus, and internet access in Student Residences. The LRC Service Desk can provide more information on accessing the IT facilities on campus once you have matriculated ([LRCHELP@gmu.ac.uk](mailto:LRCHELP@gmu.ac.uk)).