WELCOME

Welcome to your studies at the University of Aberdeen. We are extremely pleased to learn from the Postgraduate Admissions Office that you have accepted our offer to study towards a part-time Postgraduate Degree within the College of Physical Sciences. We look forward to welcoming you online through our virtual learning environment, and hope that you will have a valuable and enjoyable time.

CONTACTS

If you have any questions regarding anything in these joining instructions please contact the relevant programme office who will be able to help you out:

Geographical Information Systems | a.fyffe@abdn.ac.uk | +44(0)1224 273640
Information Technology | shirley.mackie@abdn.ac.uk | +44(0)1224 272295
Oil & Gas Structural Engineering | l magee@abdn.ac.uk | +44(0)1224 272803
Project Management | debbie.mckenzie@abdn.ac.uk | +44(0)1224 272975
Safety & Reliability Engineering for Oil & Gas | l magee@abdn.ac.uk | +44(0)1224 272803
Subsea Engineering | debbie.mckenzie@abdn.ac.uk | +44(0)1224 272975

REGISTERING

Now you have been accepted onto the course you need to complete the online e-registration. To do so please visit: www.abdn.ac.uk/infohub/new-students/registration and choose the appropriate guide. To log in to the eReg page you will need your Date of Birth and your University Student ID Number which appears on your Certificate of Acceptance. If you cannot find your number please contact the relevant programme office (see above) who will be able to help.

IT IS VITAL THAT YOU TAKE NOTE OF YOUR USERNAME AND PASSWORD AS THIS ALLOWS YOU ACCESS TO THE ONLINE LEARNING ENVIRONMENT, MYABERDEEN.

CHOOSING YOUR COURSES

To confirm the courses you're taking this year, visit http://www.abdn.ac.uk/infohub/study/mycurriculum-549.php and follow the instructions.

UNIVERSITY ID CARDS

Your University ID Card is sent out following successful completion of the registration process and the confirmation of fee payment. It is essential that you have one of these to sit your exams, take advantage of student discounts and access the University Library.

www.abdn.ac.uk/infohub/new-students/
Please upload a passport-sized photograph for your ID card at www.abdn.ac.uk/photoupload by 10\textsuperscript{th} January 2017. Log back into the Photo Upload page after 48 hours to check that your photograph has been approved.

**Engineering students:** if you have not collected your ID card from the Infohub by the fourth week of term, it will be posted to you by the School.

All other DL students who wish to request that their ID card is posted to them should email infohub@abdn.ac.uk ensuring that you give the full postal address of where your card should be mailed and clearly stating your full name and your student ID number.

**ACCESS TO THE ONLINE LEARNING ENVIRONMENT**

24 hours after completing your e-registration (updating runs overnight, UK time) you will have access to the “Induction & Resources” Module within our online teaching environment (MyAberdeen). You can access this via the University’s Student Resources page: http://www.abdn.ac.uk/infohub by clicking on the MyAberdeen button (using the username and password allocated to you during the e-registration process). This module will help you configure your computer and gain experience in using MyAberdeen if you have not used it before. You will also be able to download programme documentation such as the Programme Student Manual and the Module Descriptors document.

**PLEASE ALLOW UP TO 24 HOURS FOLLOWING eREGISTRATION TO ACCESS MyABERDEEN. IF YOU TRY BEFORE THIS AND GET A LOGIN FAILED ERROR MESSAGE, PLEASE TRY AGAIN LATER. IF YOU eREGISTERED MORE THAN 24 HOURS AGO AND STILL CANNOT GAIN ACCESS, PLEASE CONTACT THE IT SERVICE DESK AT SERVICEDESK@ABDN.AC.UK OR CALL +44 1224 273636 STATING THAT YOU ARE A NEW DISTANCE-LEARNING STUDENT.**

**TEACHING MODULES**

Teaching modules will become available on the MyAberdeen system week commencing 16\textsuperscript{th} January 2017.

Please familiarise yourself with the Term Dates and Expectations for distance-learning students, along with advice for sitting Exams.

**STUDENT PORTAL, EMAIL AND MyABERDEEN**

Once you are a fully registered student and in possession of your ID number, you can log onto the student portal. Again, please allow 24 hours before attempting to access this site. The portal contains all relevant personal information and it is vital that you check all details and keep this up to date. This is also the means by which you will find out your module marks. The portal can be reached by clicking on the link on the University’s Student Resources page: http://www.abdn.ac.uk/students.

www.abdn.ac.uk/infohub/new-students/
All students are provided with a University email account, the address of which is your University user name. Your email will therefore be something like initial.surname.year@aberdeen.ac.uk - e.g. j.bloggs.16@aberdeen.ac.uk. Details on how to access this can be found in the programme manual. You should check your University email regularly as it is this address only which we will use to contact you and forward relevant information about your course. This is not the same as your MyAberdeen email. If you wish you can set it up to forward your mail to an alternative account (details in the programme manual).

**TUITION FEES**

If you have any queries about your fees, please contact the tuition fees office in the Registry: +44 (0) 1224 273507 or e-mail: tuitionfees@abdn.ac.uk. Please note that your fees are only set once your curriculum has been confirmed; therefore please complete MyCurriculum before eRegistering.

**FURTHER SUPPORT**

If you have any other questions please email your programme contact (see top), the Graduate School or InfoHub.

**Enjoy your studies!**