

Introduction

Summary of process for administrators	2
---	---

all university teachers (including postgraduates).

Summary of process from University teacher point of view

1. Click on the portal link in the e-mail sent by your department, and register a 'new user' with an email address, username and password.
- 2.

4.

Note:

Section 2 – Requesting submission of personal details from University Teachers

1. [University Teacher Personal Details Portal](#) did not

Note:
not re-use a link from a previous year as this may change.

Please do

<<University Teacher>>

<< name>>

<<--/-->>

<<University Teacher Personal Details Portal>>.

<<School UT Administrator name and contact details>>

Section 3 – University Teacher contracts and schedules of work

Note:

1.

Dear <<**University Teacher**>>

Schedule of work for <<Module Code>> - <<Module Title>>

Thank you for agreeing to work on the module above. Please find confirmation details below.

Type of Work	Date	Time	Venue	Claim hours
Seminar	20/10/2014	10:00-12:00	SMB.0.08 (campus map link)	2 + 1 for preparation

2.

<<University Teacher>>

<<School name>> <<exact start date>>

We

