

Appendix 1

University of Nottingham Prospective Students' Portal: A step-through guide

The following guide gives an idea of *some of* the functionality of the PSP. Please note that depending upon the stage in the application process that a user is at, the user will see different information.

The user for the following screen shots is a home applicant at the start of their application to the University of Nottingham and therefore will only see functionality for *that stage* of the application. Overseas applicants have additional functionality based on their domicile.

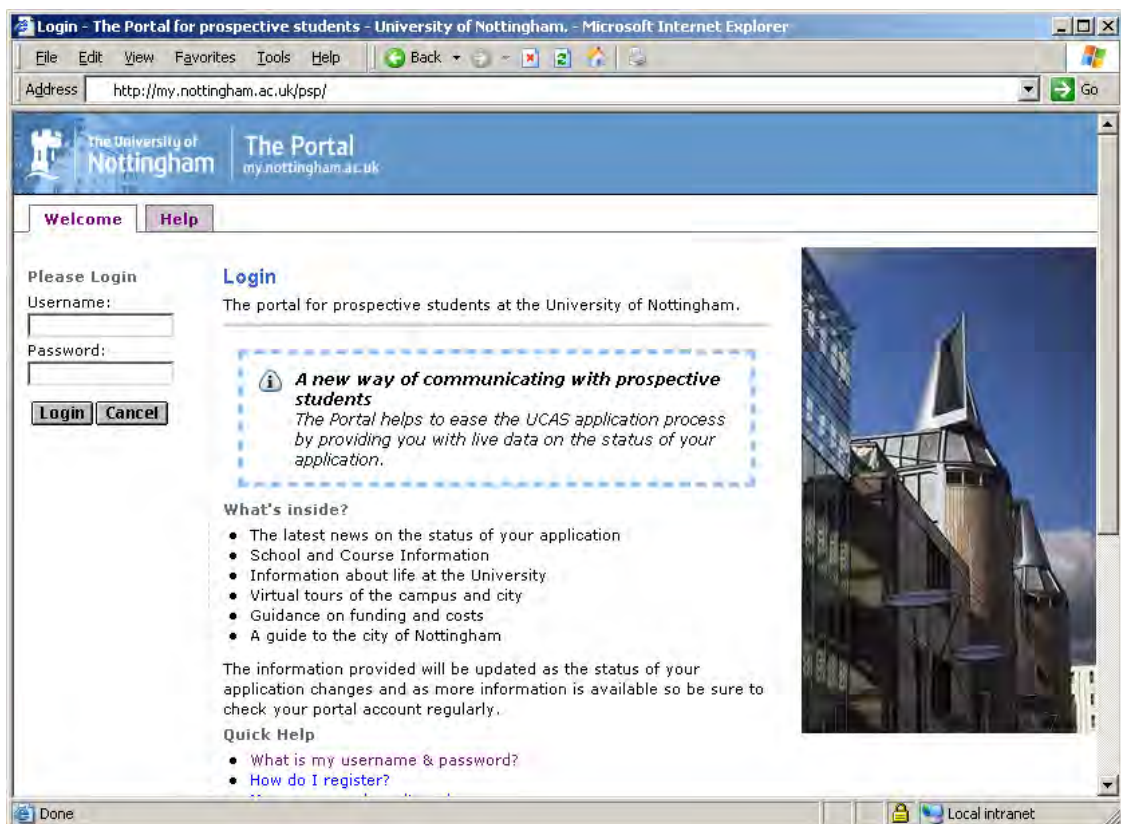
As the application progresses, more functionality will be exposed to the user, for example:

- The status of their accommodation application
- The ability to pay for tuition fees and accommodation online
- Locations and times of student registration

Example Pre-login pages

The login page

- Login page at <http://my.nottingham.ac.uk/psp/>



Help page

- Quick help guide for new users
- Contact form to request additional information from our support team

Help - The Portal for prospective students - University of Nottingham, - Microsoft Internet Explorer

Address: <https://my.nottingham.ac.uk/media/uk/ac/nottingham/compass/layout/psp/help.jsp>

The University of Nottingham The Portal
my.nottingham.ac.uk

Welcome Help

Please Login

Username:

Password:

Help

Are you having a problem with the Portal?
Please consider the following articles.

Quick Help

- [What is my username & password?](#)
- [How do I register?](#)
- [My username doesn't work](#)
- [Can I have a guest account?](#)
- [Which browser should I use?](#)
- [Why is the text too large/small?](#)

If none of these articles have helped you, please use the form below to contact us.

Your Name


Your Username

Your Email Address

Your Date of Birth

Query Type

Details of any error messages received



Example Post Login pages

Home tab

- Welcome Message / Application Status
 - Shows details of current application(s) to the University of Nottingham and the status of each application.
 - Links to the current online prospectus entry for each course that the user has applied for (see next page).
- Personal Announcements
 - Shows any current announcements that have been targeted at this particular user.
- My Details
 - A summary of the contact details held by the University – collected by UCAS

The screenshot shows a web browser window titled "The Portal - University of Nottingham - Microsoft Internet Explorer". The address bar shows the URL: <http://my.nottingham.ac.uk/cp/render.userLayoutRootNode.up>. The page header includes the University of Nottingham logo, the text "The Portal my.nottingham.ac.uk", and a "Welcome" message: "Welcome [User Name] You are currently logged in." with a "logout" link. A navigation menu contains tabs for "Home", "My Application", "Student Life", "Finance", "Nottingham", and "Contact Us".

The main content area is divided into several sections:

- Personal Announcements:** A message from UCAS.
- Home Links:** Links to Admissions Policy, Term dates, University Events/Open Days, and Our Undergraduate Profile (PDF).
- My Details:** A summary of contact details held by the University, with fields for Name, Address, and Phone. A note at the bottom says: "If these details are incorrect please click on the button below to see how to change your details."
- Welcome Message:** A message stating "Welcome [User Name]. You have successfully logged in." and providing an overview of the user's current application to study at the University of Nottingham. It notes that the information is updated daily and provides a table of application details.

| Course Name | Year of Entry | Prospectus |
|-------------------|---------------|----------------------|
| M100 LLB Hons Law | 05/06 | View |

Below the table, the message continues: "Your application is currently being considered by the admissions tutor and we hope to have a decision for you shortly. For information about the application process select the 'My Application' tab above." It also includes "UCAS Tariffs" information: "The average UCAS tariff points for a student currently studying on LLB Hons Law at the University of Nottingham is 465." and a link for "Further Details >".

Click through for the Prospectus Entry:

The screenshot shows a Microsoft Internet Explorer browser window displaying the University of Nottingham's prospectus entry for the Law LLB Hons course. The browser's address bar shows the URL: <http://www.nottingham.ac.uk/prospectuses/undergrad/course.phtml?code=008841>. The page features the University of Nottingham logo and navigation menus. The main content area includes a breadcrumb trail: [Faculty of Law & Social Sciences](#) > [Law](#) > Law LLB Hons. Below this, there are tabs for 'Course information', 'Modules', and 'Related courses'. The 'Course information' tab is active, displaying a description of the course, its distinctive features, and a 'Fact File' section. The 'Fact File' section lists the following details:

- UCAS code:** M100
- Qualification:** LLB Hons
- Duration:** 3 year UG
- Typical A level offer:** AAB
- Entry requirements:** Typical Offer: excluding General Studies
- Other qualifications accepted:** the school welcomes a wide range of non-A level qualifications, including the International Baccalaureate

The page also includes a 'My Details' section on the left side, which is currently empty, and a 'Local intranet' link in the bottom right corner.

My Application Tab

- A step-through guide to the application process

The screenshot shows a web browser window titled "The Portal - University of Nottingham - Microsoft Internet Explorer". The address bar shows the URL: http://my.nottingham.ac.uk/cp/tag.3f2d45a81031d24.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u. The page header includes the University of Nottingham logo, "The Portal my.nottingham.ac.uk", "Content/Layout", and a "Welcome" message: "Welcome [User Name] You are currently logged in." with a "logout" link.

The navigation menu includes: Home, My Application (selected), Student Life, Finance, Nottingham, and Contact Us.

On the left sidebar, there are links for: The Application Process, Application FAQs, UCAS Tracking System*, Key Admissions Dates*, and Student Profiles. A note below reads: "* These links open in a new window."

The main content area is titled "The Application Process Explained" and features a progress bar with four steps: Applicant (selected), Offered, Accepted, and Confirmed. Below the progress bar, the content is titled "Step 1 of 4: Applicant" and includes the following text:

Application arrives in the University from UCAS

- If you will be under 18 on entry to the University, you will be sent a form for your parent/guardian to complete.
- If your tuition fee status is unclear, you will be sent a fee status questionnaire to complete and return.
- If you have declared a criminal conviction, you may be asked for more information.

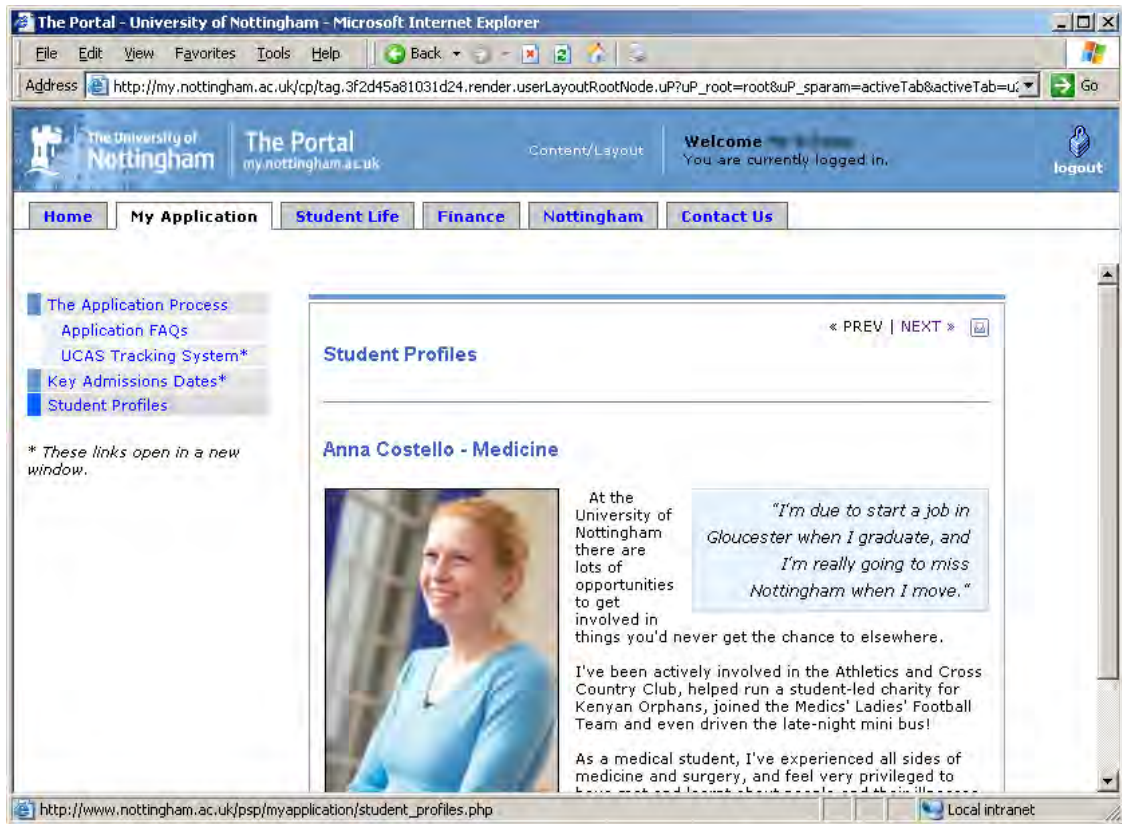
Application sent to Admissions Tutor for consideration

- You may be invited to attend an interview or Open Day.
- As all applications received by the 15 January deadline must receive equal

The browser's status bar at the bottom shows "Local intranet".

My Application Tab (continued)

- Profiles of current students



The screenshot shows a web browser window titled "The Portal - University of Nottingham - Microsoft Internet Explorer". The address bar shows the URL: http://my.nottingham.ac.uk/cp/tag.3f2d45a81031d24.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u. The page header includes the University of Nottingham logo, "The Portal my.nottingham.ac.uk", "Content/Layout", and a "Welcome" message. A navigation menu contains "Home", "My Application", "Student Life", "Finance", "Nottingham", and "Contact Us".

On the left side, there is a sidebar with links: "The Application Process", "Application FAQs", "UCAS Tracking System*", "Key Admissions Dates*", and "Student Profiles". A note below these links states: "* These links open in a new window." The "Student Profiles" link is highlighted.

The main content area is titled "Student Profiles" and features a "Student Profile" for Anna Costello - Medicine. The profile includes a photograph of Anna Costello, a woman with blonde hair wearing a blue top. To the right of the photo, there is a quote: "I'm due to start a job in Gloucester when I graduate, and I'm really going to miss Nottingham when I move." Below the photo and quote, the text reads: "At the University of Nottingham there are lots of opportunities to get involved in things you'd never get the chance to elsewhere. I've been actively involved in the Athletics and Cross Country Club, helped run a student-led charity for Kenyan Orphans, joined the Medics' Ladies' Football Team and even driven the late-night mini bus! As a medical student, I've experienced all sides of medicine and surgery, and feel very privileged to..."

The browser's status bar at the bottom shows the URL: http://www.nottingham.ac.uk/psp/myapplication/student_profiles.php and "Local intranet".

Student Life Tab

- Virtual Tours of the University of Nottingham
- Information regarding all aspects of life as a student at the University of Nottingham

The screenshot shows a web browser window titled "The Portal - University of Nottingham - Microsoft Internet Explorer". The address bar shows the URL: http://my.nottingham.ac.uk/cp/tag.3f2d45a81031d24.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u. The page header includes the University of Nottingham logo, the text "The Portal my.nottingham.ac.uk", a "Content/Layout" link, a "Welcome" message, and a "logout" button. A navigation menu contains tabs for "Home", "My Application", "Student Life" (which is active), "Finance", "Nottingham", and "Contact Us".

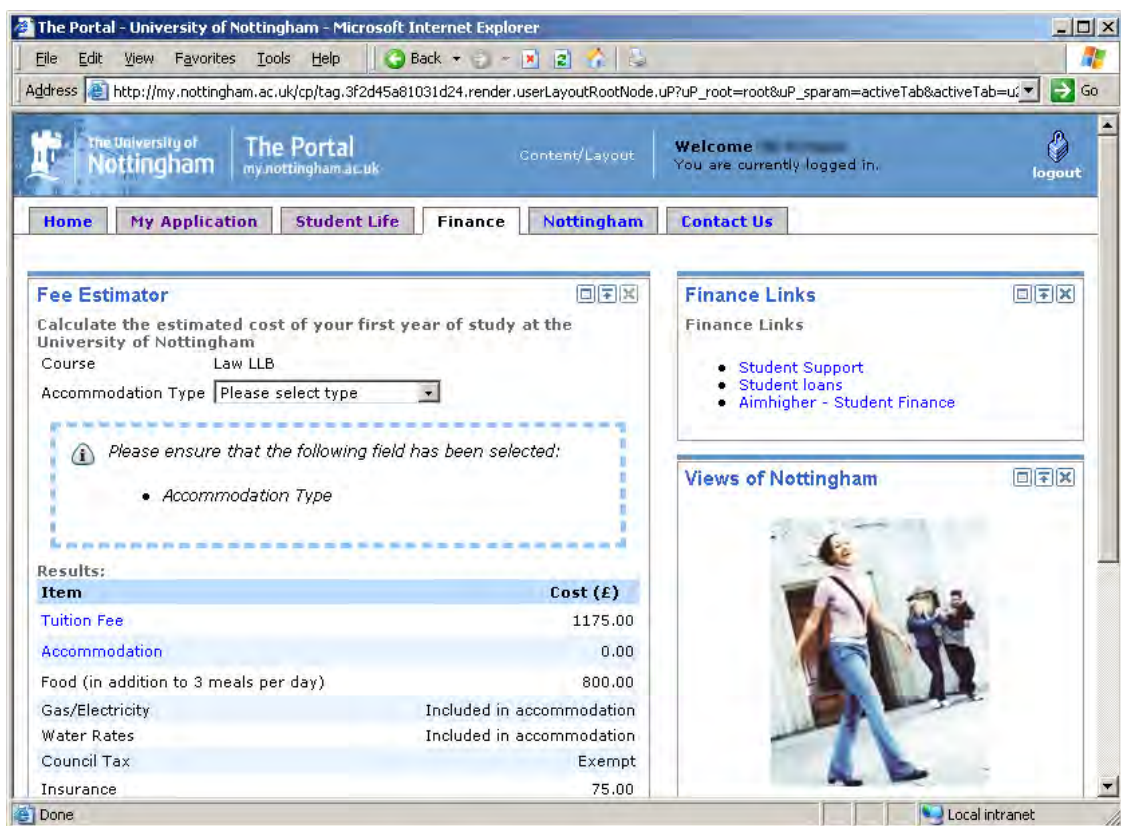
The main content area features a purple banner with the University of Nottingham logo and the text "Trent Building quadrangle". Below this is a large photograph of a courtyard. To the right of the photo is a "Select header:" section with a list of campus locations, including "Trent Building quadrangle", "Jubilee Avenue, University Park", "University Park lake", "DH Lawrence Pavilion", "Science and Engineering buildings", "Central campus, University Park", "Millennium Gardens, University Park", "University Park accommodation", and "Sports Centre area".

A left-hand sidebar contains a list of links under the heading "Virtual Tour", including "BBC Virtual Tours*", "Student Union*", "Sports Facilities*", "IT and Library Facilities*", "The Learning Experience", "Money Matters", "Accommodation", "International Students", "Academic Support*", "Future Prospects*", "Postgraduate Prospectus*", "Alumni*", "Health and Welfare*", "Disability Policy Advisor Unit*", "Financial Support*", "Counselling Service*", and "Childcare*".

At the bottom of the page, there is a small caption: "View taken from with in the quadrangle located in the Trent Building, University Park Campus". The browser's taskbar at the bottom shows the system tray with a clock and a "Unknown Zone (Mixed)" notification.

Finance Tab

- Fee Estimator
 - A live calculation of the estimated cost of the first year of study at the University of Nottingham.
 - Pull downs to choose accommodation types and course (in the case of applications for multiple courses)
 - Values will change based on the course(s) applied for and accommodation chosen. As the application progresses, this functionality will become more accurate, based on
 - the accommodation type chosen
 - a firm choice of course (in the case of applications for multiple courses)
- Finance Links



The screenshot shows the 'The Portal - University of Nottingham' website in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://my.nottingham.ac.uk/cp/tag.3f2d45a81031d24.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u. The page header includes the University of Nottingham logo, 'The Portal my.nottingham.ac.uk', and a 'Welcome' message indicating the user is logged in. The navigation menu includes 'Home', 'My Application', 'Student Life', 'Finance', 'Nottingham', and 'Contact Us'. The 'Finance' tab is active.

The 'Fee Estimator' section is titled 'Calculate the estimated cost of your first year of study at the University of Nottingham'. It shows the course as 'Law LLB' and the accommodation type as 'Please select type'. A message states: 'Please ensure that the following field has been selected: Accommodation Type'. Below this is a table of results:

| Item | Cost (£) |
|---------------------------------------|---------------------------|
| Tuition Fee | 1175.00 |
| Accommodation | 0.00 |
| Food (in addition to 3 meals per day) | 800.00 |
| Gas/Electricity | Included in accommodation |
| Water Rates | Included in accommodation |
| Council Tax | Exempt |
| Insurance | 75.00 |

The 'Finance Links' section includes links for 'Student Support', 'Student loans', and 'Aimhigher - Student Finance'. Below this is a 'Views of Nottingham' section with an image of a student walking.

Nottingham Tab

- Local Information

The Portal - University of Nottingham - Microsoft Internet Explorer

Address: http://my.nottingham.ac.uk/cp/tag.6fc0afd8c967fb0c.render.userLayoutRootNode.UP?uP_root=root&uP_sparam=activeTab&activeTab=u2

The University of Nottingham
The Portal
my.nottingham.ac.uk

Welcome [User Name]
You are currently logged in.

Logout

Content/Layout

Home My Application Student Life Finance Nottingham Contact Us

The City

It's really no wonder that Nottingham is regarded as one of Britain's most vibrant and cosmopolitan cities. The compact city centre, only a short bus or bike ride from the University, combines heritage and history with contemporary culture - from the world's oldest pub to voguish style bars, from traditional markets to unique designer boutiques.

- [Location](#)
- [Maps of the City](#)
- [Views of the City](#)

Sport and Leisure

Nottingham has more sports facilities per head of population than anywhere else in Europe.

How about rowing or canoeing at the unrivalled facilities of the National Water Sports Centre?

For spectator sport, Nottingham Forest and Notts County football clubs, the world famous Trent Bridge cricket ground and the Nottingham Panthers Ice Hockey Team all compete for your support.

- [Trent Bridge Cricket Ground](#)
- [The National Ice Centre](#)
- [Nottingham Tennis Centre](#)
- [The National Water Sports Centre](#)
- [Notts County Football Club](#)
- [Nottingham Forest Football Club](#)
- [Nottingham Panthers Ice Hockey Team](#)
- [Nottingham Rugby Football Club](#)

Views of Nottingham



Travelling to Nottingham

Situated in the East Midlands, in the heart of the UK, the City of Nottingham is easily accessible by road, rail or air.

- [By Road](#)
- [By Train](#)
- [By Air](#)

News and Media

For current news and information about the city:

Local intranet

Contact Us Tab

- Contact details for the Admissions Office



The screenshot shows a Microsoft Internet Explorer browser window displaying the University of Nottingham portal. The address bar shows the URL: http://my.nottingham.ac.uk/cp/tag.3f2d45a81031d24.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u. The page header includes the University of Nottingham logo, the text "The Portal my.nottingham.ac.uk", a "Content/Layout" link, a "Welcome" message indicating the user is logged in, and a "logout" button. A navigation menu at the top contains tabs for "Home", "My Application", "Student Life", "Finance", "Nottingham", and "Contact Us". The "Contact Us" tab is active, displaying two main content areas. The left area, titled "Admissions Office", provides contact details for general admissions enquiries, including the address (Admissions Office, E Floor, Portland Building, The University of Nottingham, University Park, Nottingham NG7 2RD), email (ugadmissions@nottingham.ac.uk), phone (+44 (0) 115 95 14749), and fax (+44 (0) 115 95 14668). A note below the contact details states: "Note: In all communications please include your full name, UCAS number and course code." The right area, titled "Views of Nottingham", features a photograph of a modern building interior with a staircase and people. At the bottom of the page, there is a copyright notice: "Copyright © 2004 The University of Nottingham." and a link to "Terms of Use / Quick Start Guide / Availability / Accessibility". The browser's status bar at the bottom indicates "Opening page http://my.nottingham.ac.uk/cp/tag.3f2d45a81031d24.render.userLayoutRootNode.l" and "Local intranet".