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Abstract

This document is designed to provide you with the information necessary to use your Student Portal and provides information on the functionality of the portal. As a registered student, you will be able to view your own related information from anywhere that you have access to the Internet. The following items are discussed:

My Portal

- Home Page (logging in and My News including access to IIE policies)
- Calendar
- Document Tracking

Administrative Services

- My Timetable
- My Results (CASS and Final Academic Results)
- My Financial Account

Curriculum Management

- My Modules (class and general Module Information and Management)
- Online Module Manuals/Guides
- Online Supplementary Module Material (where relevant)
- Online Assignments and additional Reading Materials and Exercises (where relevant)
- Access to Discussion Forums for you to engage with your tutor/and or other students
- Access to Assessment/Assignment Uploads (where relevant)

Announcements

- My Announcements displays announcements made by your lecturer/tutor and/or The IIE administrators.
My Student Portal

The full-service student portal provides you with access to your academic administrative information which includes an online calendar, document reviews, timetable, academic results, financial account, online module content (Module Guides/Manuals/Supplementary Material/Assignments), and more.

Logging In

On the Student Portal login page, you are required to enter your username and password before you are able to access “My Portal”.

The IIE will issue you with your Username and Password.

Figure 1: Login
Step-By-Step: Student Login

Your **portal username** and **password** are necessary to log in. You cannot modify your **portal username**, but you are able to reset your password.

1. Enter your **Username** and **Password**.
2. Select the **Academic Year (Term)** then click the **Log In** button.

**WARNING:** To avoid denial of service attacks, if you attempt to log in unsuccessfully, the next 4 successive login attempts will be delayed. After the 5th attempt, your IP address will be locked from further access. Contact support should this occur. The following pop up will display after the 5th failed attempt:

![Message from webpage](image)

*Figure 2: Login attempts exceeded*

Upon closing the pop up, the portal will display the following:

![Message from webpage](image)

*Figure 3: Logout display after unsuccessful attempts*

If you attempt to navigate away from the page and then return, the following error will display until the associated IP address is unlocked:

![Message from webpage](image)

*Figure 4: Return to Portal Log in screen before IP can be unlocked*
Step-By-Step: Forgotten your Password

Click the “Forgot Username/Password?” link to have this information emailed to your email address on record.

Figure 5: Password Recovery window

1. You will be required to re-enter your username and email address.
2. CAPTCHA validation has been added as an important security feature.
3. You will then reset your password.

Once logged in, you can change your password using the Change Password option.
Figure 6: Change Password window

**Note:** Any pop-up blockers must be turned off when accessing My Portal. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them.

Figure 7: Pop-up blocker enabled
Navigating the Home Page

Logging in will display the My Portal home page.

On the home page – Student Portal News is available.

Please also note The IIE policies are available for you to download and read. All IIE policies have been approved by the Senate of The Independent Institute of Education Pty (Ltd) (The IIE). All students are subject to these policies and all other rules of The IIE in force at any time during their studies. Please pay particular attention to the policies that could assist you with your assessments/assignments and/or provide additional support information to you, for example the plagiarism and student support policies.

On the left hand side are the menus for “My Connect”, “Administrative Services”, “Curriculum Management”, and “Announcements”.

On the right hand side you can view the modules you are registered for in an academic year and the events/items in your calendar.

Figure 8: My Portal Home Page
The following items are accessible by clicking on the corresponding link:

**My Connect**
This section of the portal provides you with access to news, IIE policies, an online calendar and your document reviews. It shows a list of documents submitted/outstanding to The IIE, for example registration documents.

**Calendar**
The Calendar link displays your portal’s personal calendar. You can view, add and edit information on this calendar. You can use the calendar to schedule your own activities such as study groups, revision time, etc.

![Calendar Image]

*Figure 9: Calendar*
Step-By-Step: Adding or Editing an entry in the Calendar

1. Click on a day (as indicated by the red circle on figure 9) in order to add or edit information on this calendar.
2. Enter or edit the information as required.
3. Click update to save the information that has been entered.

Document Tracking

The Document Tracking link will direct you to your documents which have been uploaded by The IIE for review. It shows a list of documents submitted and outstanding to The IIE, for example, registration documents like national identity documents, passports and school leaving certificates (these are uploaded by The IIE in the document tracking section).

Step-By-Step: View a Document

1. Select the ‘Include Completed Items’ checkbox, which will display all documents that have been uploaded for review
2. To view these documents click on the IMG link.
3. The document will be displayed.

Figure 10: Document Tracking Screen
Administrative Services

This section of the portal provides you with access to your academic administrative information such as your timetable, your academic results and your financial account.

My Timetable

Click on the My Timetable link, which will list the modules that you are registered and timetabled for.

The timetable displays the days, times, venue and lecturer/tutor details per module. You can print the timetable from the portal by selecting the print icon.

Figure 11: Student Timetable – Matrix Display
My Results

Click on the **My Results** link, to view your “Academic Results”.

1. **Step-By-Step: View your Results**
   1. Select “Results Type”. CASS Results indicate your CASS marks, Final Results reflect your final marks for your registered modules.
   2. You can print a hard copy of your marks by clicking on “Printer Friendly Version”.

*Figure 12: CASS Results*
Figure 13: Final Results

Note: If a hold (Financial or Academic) has been applied to your record, you will not be able to access your results through the portal. Instead, when the results page opens, a message will display indicating the number of alerts and will direct you to see your IIE administrator.
My Financial Account

Click on the **My Financial Account** link, to view your financial account which includes your financial transactions with The IIE.

The statement displays the year, description of payment, debits, credits and overall balance on your account.

![Student Financial Account](image)

*Figure 14: Student Financial Account*
Curriculum Management

This section of the portal provides you with access to your registered module information such as module information/purpose, module announcements, online module content (Module Guides/Manuals), online Supplementary Module Materials and Assignments, Textbook Information (if applicable) and more. This section of the portal also allows you to engage with your lecturer/tutor and/or other students on a range of topics via the Discussion Forum. Here, you are also able to upload your assignments and can view your portal usage statistics.

My Modules

Click on the My Modules link, to view the list of modules that you are registered for. This is also available on the right side of the home page of the portal.

Figure 15: Select a Module
Once you select a module you will be able to view a range of items associated with the module, for example, the module purpose, announcements for your offer or class, online module manual/guide, supplementary module materials (where relevant) and textbook information (where relevant).
Module Information

The Module Information page displays “Module Purpose” information for a module.

Figure 17: Module Information
Module Announcements

The Module Announcements page displays announcement information for a module offer or class.

Figure 18: Module Announcements
Module Manual/Guide

The Module Manual/Guide displays the online module manual/guide that you can print and/or download to your device.

Figure 19, 20, 21: Module Manual/Guide
Clicking on the module link downloads the module manual/guide, which you can save to your documents and/or print.

**Figure 20**

![Image of module link](image)

**Figure 21**

![Image of module manual](image)
Supplementary Module Material

For certain modules, online supplementary materials will be available for you to access via the supplementary module material link.

Figure 22 and 23: Supplementary Module Material
Textbook Information

Textbook information (where relevant) for a module is displayed under the Module Textbooks page.

*Figure 24: Module Textbooks*
Module Discussion Forum

Access to the module’s Discussion Forum allows you to engage with your lecturer/tutor and/or other students on a number of different topics or questions posted by your lecturer/tutor (where relevant).

The discussion forums will be used by both the lecturer/tutor and students as follows:

- Tutors can start module discussion threads
- Students can respond to the tutors topic or question
- Students and tutors can post replies to more than 1 person (student to lecturer/tutor or student to other students) in the thread

Figure 25: Click on the Discussion Forum Topic or Question
Figure 26: Both students and tutors can post replies to more than 1 person (student to lecturer/tutor or student to other students) in the thread

Module Assessments

Uploading an Assessment/Assignment

The Upload Assessments page allows you to upload/submit an assessment/assignment online (where relevant).
Click on **Upload Documents**, a page opens that allows you to browse and upload the required document for your assessment/assignment.
View Assessments Results

The View Assessments Results tab allows for online assessment results review – you can use this to view your marks for your module assessments.

Figure 29: Module Assessments Results
Reports

My Portal Usage

Portal usage allows for a summary report for you to view your actual student portal usage to date. This provides you a count of page hits as well as a count of total hours spent on the portal. (This is per registered module).

Figure 30: Portal Usage Report
Announcements

My Announcements page displays general announcements to all students. It is important that you check regularly on these announcements.

**Figure 31: My Announcements**
Edit Profile

Your personal information, address information, email, and website links can be changed under the Edit Profile link and will also be updated in the student information system.

Figure 32: Personal Information

Logout

To logout of the portal, click the logout link.
Support

Should you have any queries viewing information on your student portal, please email IT support below:

portalsupport@iie.co.za

Should you have any content related queries on your student portal, please contact your lecturer/tutor in this regard.

Recommended Web Browsers

It is recommended that you use the following browsers to access the Student Portal (please note that using versions newer than those listed below is just as good, if not better):

- Internet Explorer 9
- Firefox 19
- Chrome