Welcome to My Portal

UTT’s Online Student Campus
Faculty Guide

Revised 2014-01-29 : Nigel O’Neil
Myportal - The Home Page

The Home page consist of seven (7) tabs:
• Home
• Academics
• Student
• Faculty
• Campus Life
• Admissions
• My Pages

The home page also contains four portlets:
• Public page
• Campus Resources
• Newsfeed
• Campus Announcement

The page also contains links to the UTT Internet Site (utt.edu.tt) and to the UTT Intranet Site (my.u.tt).
Personal Information

This page allows users to change their password as well as review/change their personal information.

1. Click on personal info (located at top of page)
2. Click on the Account Info Tab. Confirm your email address. This email address is used by myPortal.
3. Click on Password Tab to change your password.
4. Click on the Biographical Info Tab to review/change your personal info.
Faculty page

The Faculty Page provides Advisors and Academics with a facility to view the courses under their control.
The ‘Go Directly To’ dropdown menu provides a facility by which Advisors/Academics can access Course information.
Class List

Select ‘Class List’ from the Go Directly to drop down menu.

- This would produce a list of Students registered for the Course.
The Class list can be exported to Excel by clicking on the ‘Export to Excel’ link at the top of the class list.

The class list is downloaded to the user’s computer.

The list can then be opened using MS Excel.
Faculty Page – Advisee Roster

This page provides a facility for Advisors to view a listing of their respective Advisees based on the status selected in the ‘Advisee Status’ drop down

By clicking on the Advisee in the listing the Advisor is able to view further detail information.
Faculty Page – Facility Schedules

This page provides a facility for Advisors to view the availability of Classrooms, Lecture Hall etc. at different Campuses.
Other links available on the Faculty

- Grade Entry – The page is used to enter grades for students registered for the course.
- Course Authorization – This page is used to approve course requiring authorization.