2023

UNITRON STUDENTS WEB PORTAL

USER MANUAL FOR STUDENTS

ILYDA S.A.

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STUDENT LOGIN

To login to the Student Portal, fill in the <u>Username</u> and <u>Password</u> fields and press either "Enter" or the "LOGIN" button.

Also, in case you forgot the password, there is the possibility of recovering it through the button ❓ Forgot your password? .

GENERAL FEATURES OF THE STUDENT PORTAL

Once you login to the Student Portal, you can see the following information on the left of the menu options:

- Profile
- Student data
- Syllabus
- Declarations
- Grades
- Exams
- Assignments
- Internships
- Certificates
- Scholarships
- User Manual
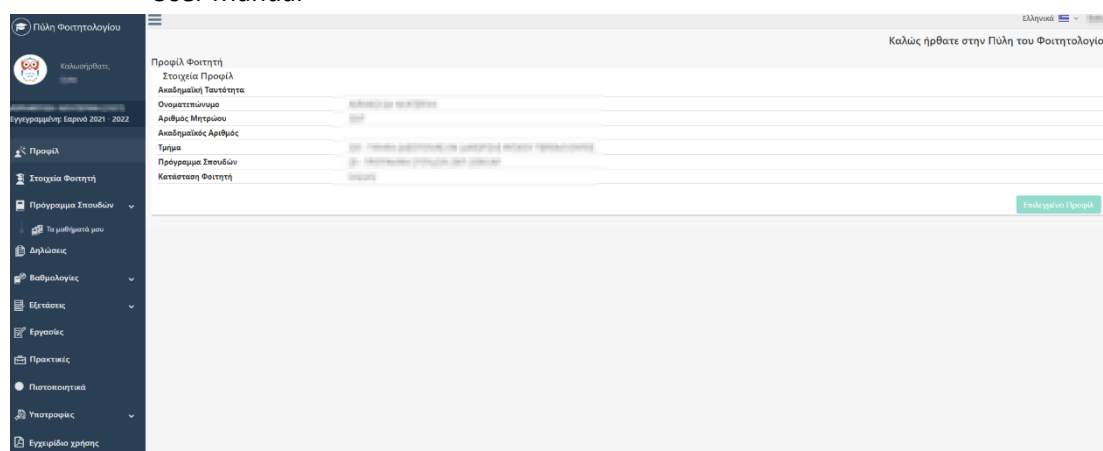
PROFILE

Your profile showcases your attributes in the Educational Institution you belong to. The more attributes you have, the more times your respective data appear.

For example, if you are an Undergraduate student in the Department of Mathematics and at the same time a Postgraduate student in the Postgraduate Department of Informatics offered by the Department of Physics, then you will see two categories of your data. One category refers to your data as an Undergraduate student and the other refers to you as a Postgraduate student.

For each category, you can see initial information on:
- Your Full Name,
- Your Registration Number,
- The Department you belong to,
- The Syllabus you attend in the pertinent Department, etc.

To operate / get info under one of your attributes, select the profile you want on the right side of the screen using the corresponding button.

STUDENT DETAILS

Once you select your profile, you can get informed on:
- Attendance data
- Personal information

Attendance data

View your General Data:
- Registration Number,
- Department corresponding to your Registration Number,
- Syllabus followed by your courses,
- Current Semester of attendance (based on current date),
- Singular Education Number,
- Selected Major (in case the Department manages general Majors in its Syllabus) etc.

View your Login Details in the Department of your interest:
- First registration details,
- Year, Period, Semester and Method of Admission

View Details of the Consultant Professor such as:
- Professor's First Name, Last Name
- Email

For any incorrect information, please contact the Department Registrar's Office for making the corrections. You cannot modify them yourself for security reasons.

Personal information

Your Personal Information is viewed as it was given when you registered in this Department. These details relate to:

- Social Security Data,
- Personal Information,
- Birth Data,
- ID/Passport Data,
- Address Data,
- Third Party contact details e.g. parent

If any of these data has changed or is not correctly registered, then contact the Department Registrar's Office to correct them. For security reasons you cannot modify them yourself.

SYLLABUS

My Courses

The structure of the Syllabus you follow is displayed, i.e. all courses per semester with all their basic Attributes (e.g. code, title, semester, period, ECTS, Credit Units, hours, Type, Category, Major, etc.):

By clicking the icon on a course, you enter the course through the **Syllabus Course tab** and view in detail the data of the Syllabus course as offered:

Once the teacher has uploaded a material file pertinent to a course, it appears in the **Course Material** tab:
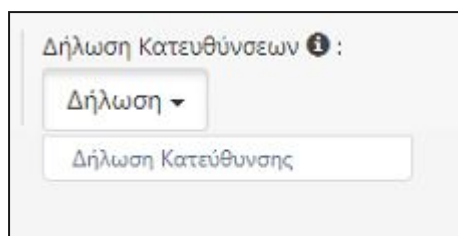

DECLARATIONS

Once the Registrar has activated the course declarations through the web portal for a specific period, you may proceed with your declarations for the courses you wish within these dates.
To declare courses during the declaration period activated by the Registrar, click on the DECLARATIONS menu (left) and then select it in the field "Declaration period".
Once the period is still active, the system displays it in green so you know you are allowed to edit your declaration.
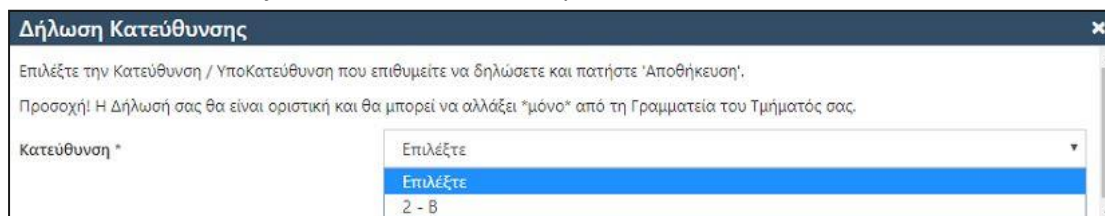
Declaration of Major (if offered by the Department)

Once you have selected "DECLARATIONS" in the left menu and then have selected the current period for the declaration of your courses, the system will not allow you to start declaring courses unless you select the desired Major from the corresponding field.
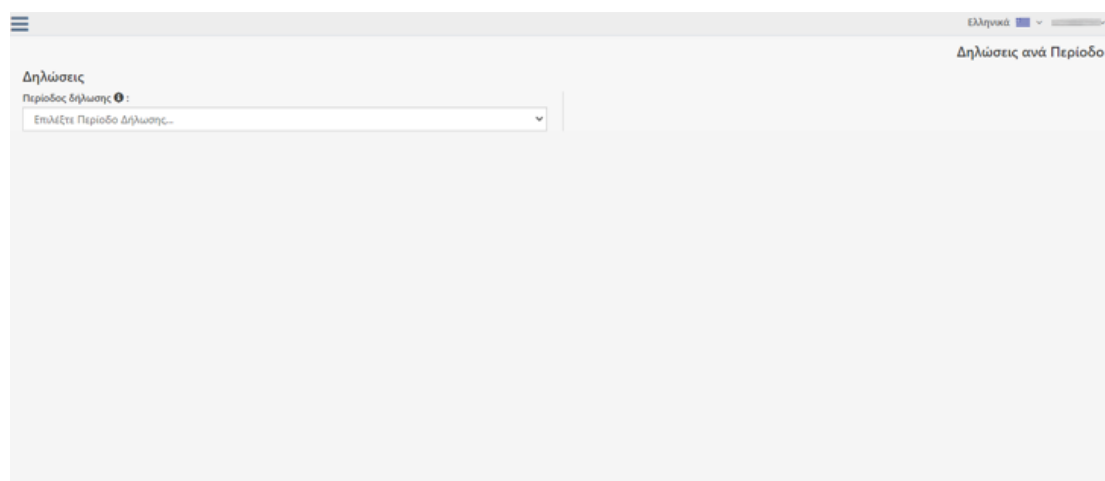
Select the desired Major as shown in the example below:

THE SYSTEM INFORMS YOU THAT AFTER SELECTING THE DESIRED MAJOR YOU WILL NOT BE ABLE TO UNDO YOUR SELECTION UNLESS YOU CONTACT THE REGISTRAR OF YOUR DEPARTMENT.

Once you have declared your Major wait a few seconds for the system to be updated of your changes with the pertinent Major and for your relevant courses to be updated accordingly. An example message is mentioned in the following screen:
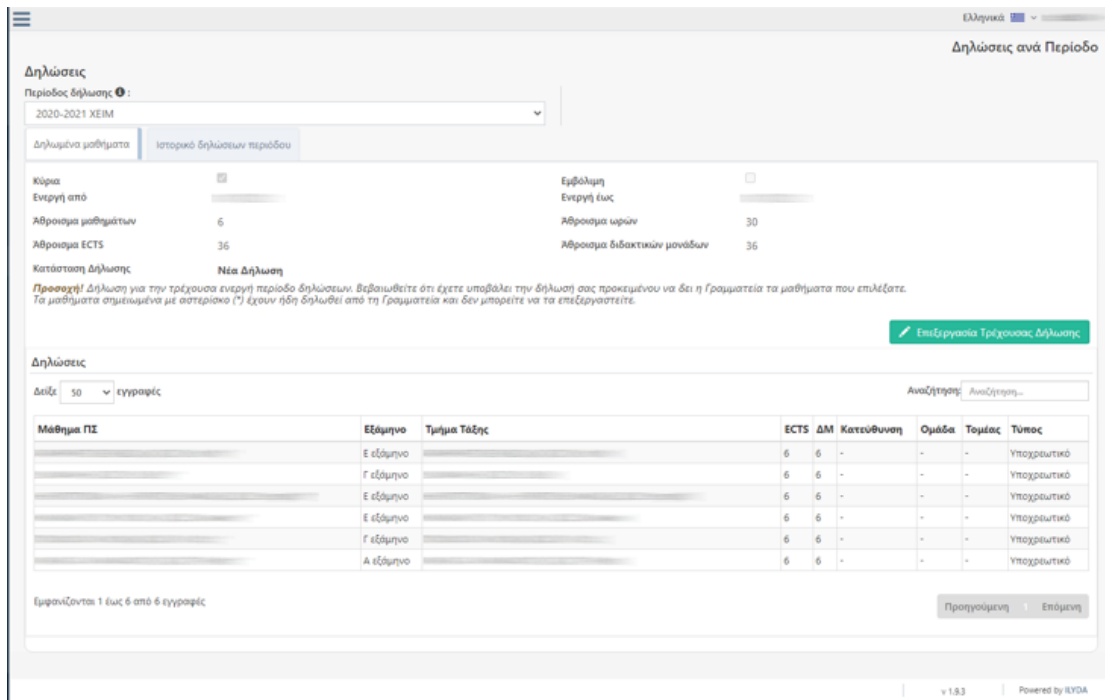

You will then be able to proceed with your course declaration.

Course declaration process

Once you select the current declaration period, the declaration existing currently is displayed below.

If you have not declared courses yet, nothing can be displayed.

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To start your declaration, you need to press {Edit Current Declaration}.

The system displays your Syllabus Courses per Semester and Group and you select the desired courses from the indication next to each one.

By pressing the button {Help} before the list of courses, detailed indication instructions are displayed – as in the image below – so that you can be facilitated as to which courses you can declare.
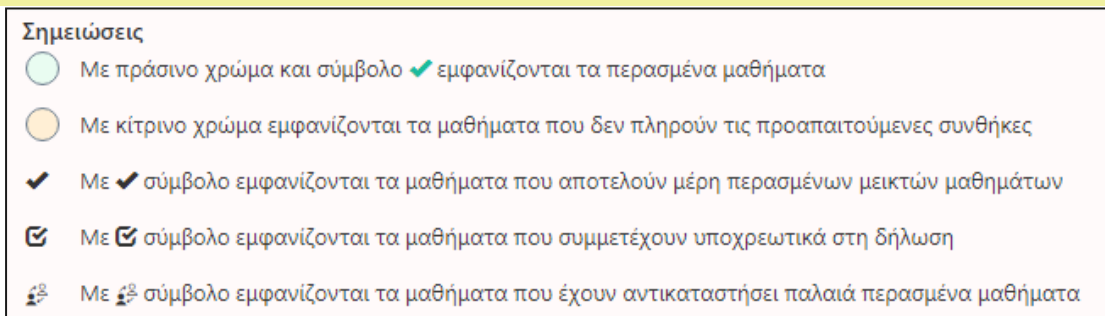
If Classes have been allocated to a course, you can select the class division you wish to attend the course (selection is enabled on the display further to the right in the same line as the course).

Courses that have been replaced by new courses and you have succeeded in them before the replacement, you cannot declare them. These courses have the indication at the left of the course description (Column "Selected").

When you just want to save your declaration and continue it at another time, press the button {Save}.

After completing your course declaration by pressing "Save", to continue, press the button {Check Declaration Accuracy} so that the system can check if you fulfill the course declaration rules enforced by your Department. If for any reason, there is a problem with your declaration

and you cannot continue, relevant error messages will be displayed so that you can proceed with corrections.

WARNING!!! You must necessarily click on "Check Declaration Accuracy", otherwise you cannot continue with the finalization of your courses declaration!!!

For the finalization of your declaration, you must press the button {Submit Declaration}, so that the Registrar's Office will be informed and finalize it in its turn.

WARNING!!! Once you click "Submit declaration", you will not be able to revoke it and make any changes. For changes afterwards, please contact the Registrar's Office of your Department. Unless, your Department has chosen to enable editing and resubmitting it as many times as you want for the period that the system remains open.

After pressing {Submit Declaration (Preview)} the system displays a recap of your courses to review and finally submit it by clicking at the top right on the button {Submit Declaration}.

In the next tab "Period Declaration History", a PDF file is automatically created with the declaration of the courses you submitted, which you can select and open at any time:

View previous course declarations

In the "Declarations" menu, as soon as you select the desired declaration period, in the sub-tab {Declared Courses} it displays the course declaration you had made with Course Totals, ECTS, Hours and Sum of the Declaration Credit Units.

GRADES

In this menu you have the following options for updating your Grades:

My Tab

It is the tab with your courses and the last grade you have received for each course promotable or not.

There are 3 display options:

All courses

Displays the Grades you have received, promotable or not, regardless of whether they count towards obtaining a diploma or not. The grade for each course is the last one obtained, i.e. if you have 3 attempts for a course, the last one will be shown.

Display passed courses participating in the diploma grade

It displays the promotable Grades of the courses that count towards the diploma grade.

Display passed courses that participate in the diploma grade requirements

It displays the promotable Grades of the courses that count towards the diploma grade requirements.

All efforts

All the grades you have received for each course are displayed regardless of whether they are promotable or not and regardless of whether they are taken into account for your degree. There is an explanation at the top of the page about the possible coloring used depending on whether they are passed etc.

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Per Examination Period

You can be informed about the Grades you have received in courses (promotable or not) by selecting the examination period you want.

GENERAL NOTE: In all the types of Grades that we mention above, it is clarified that you can sort the results by clicking on the column you want. Tapping once, result sorting is ascending, while tapping a second time result sorting is descending.

EXAMS

My exams

Depending on the courses you have declared, here you get updated on the corresponding exam information, such as the exam dates or the expected date for the announcement of the results.

Additional details can be found by pressing the button {Details} for the interested course.
A prerequisite is that the Department's registrar has registered this information.
You may also – under the appropriate configuration by the registrar – select your exam taking method, e.g. select tele-examination due to special COVID-19 circumstances.

Exam Calendar

Since Exam Schedule information has been registered, here you can view the weekly schedule of the courses you attend:

ASSIGNMENTS

You can view your Assignment (Thesis, Dissertation) either it is in Progress or completed.

In case you have more than one Assignment and they are registered by the registrar's office, you will view them in detail with all their necessary data.

INTERNSHIPS

You can view your Internship whether it is in progress or completed.

In case your Internships are more than one and they are registered by the registrar's office, you will view them in detail with all their necessary data.

CERTIFICATES

You may apply for certificates from the Registrar's Office provided that the Registrar has made relevant arrangements, i.e. which certificates can be requested depending on the nature of the application.
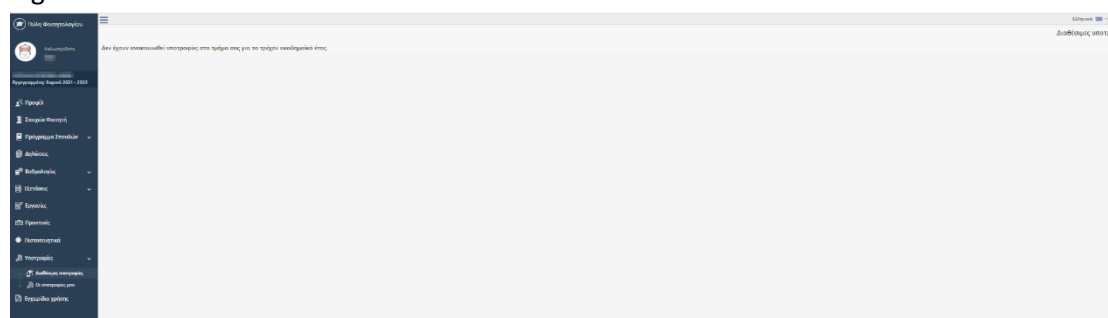
If there are no certificates available to apply for, then you see the following display:
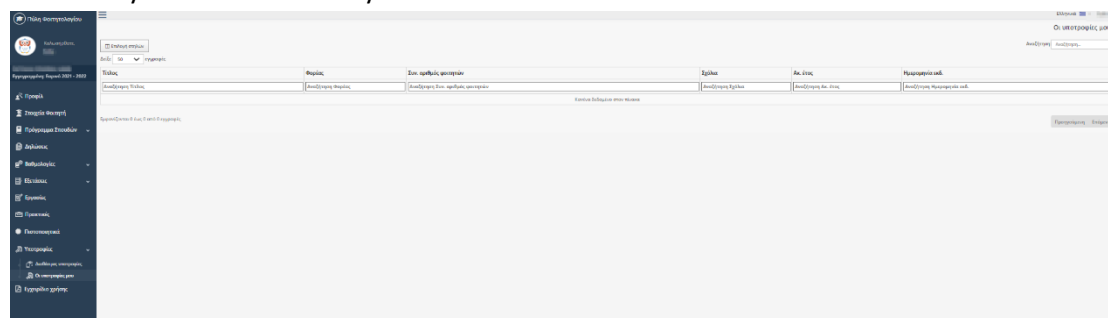
SCHOLARSHIPS

Scholarships Available

Can see the Scholarships offered by your Department, of course always in case they have been registered

My Scholarships

Can see if you are a beneficiary

EVALUATION

Student questionnaires are displayed for those Institutions that have the corresponding application.

In case there are active questionnaires, you can evaluate e.g. a teacher of the course you are attending.

USER MANUAL

You can select either to open or to download the user manual of the application.

USER LOG OUT

To log out of the student portal you can click on the icon at the bottom left of the blue menu.