



## Things to do in week 0

- log in to PIP;
- check your personal and course details;
- check your programme of study;
- learn how to add and delete modules;
- check your timetable to see where/when your modules will be taught.



## Services offered by the Academic Management Office

- advice and support for students with queries concerning the Undergraduate Modular Programme,
- late closure on Tuesdays during term time (open until 7pm),
- drop-in sessions at Wheatley and Harcourt Hill campuses (weeks 2-12),
- attendance and council tax exemption certificates,
- PIP help desks, offered during Weeks 0 and 1, for students with any queries about PIP.

### PIP Help Desks

#### Semester 1

**Week 0** in FHG10b on Gipsy Lane Campus  
 Mon-Thurs: 11.00-12.00; 14.00-15.00  
 Friday: 11.00-12.00; 15.00-16.00

**Week 1** in Academic Management Office, Room C122, Gipsy Lane Campus  
 Monday-Friday: 9.30-16.30

#### Semester 2

**Week 0** in Academic Management Office, Room C122, Gipsy Lane Campus  
 Tuesday-Friday: 9.30-16.30

The Academic Management Office counter is open all year round, so if you have any queries, please come along. Alternatively, you can contact the Systems Team (AMO) at [ard-systems@brookes.ac.uk](mailto:ard-systems@brookes.ac.uk) or telephone 01865 483451 for PIP queries, and for other queries, email [amo@brookes.ac.uk](mailto:amo@brookes.ac.uk) or telephone 01865 483455



## Helpful online guides and facilities

**Academic Management Office website:** for information regarding our services, visit: [www.brookes.ac.uk/services/asd/registry/sas](http://www.brookes.ac.uk/services/asd/registry/sas)

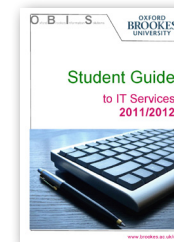
**Getting Online Guide:** [www.brookes.ac.uk/services/cs/gettingonline](http://www.brookes.ac.uk/services/cs/gettingonline)

**Getting Online and PIP videos:** [www.brookes.ac.uk/services/cs/gettingonline](http://www.brookes.ac.uk/services/cs/gettingonline)

**Undergraduate Modular Programme Student Guide (UMP):** essential reading for UMP students. Click on the *Useful Guides/Sites* tab from your main PIP page and then on *Student Guide*.

## Quick Start Guide to IT at Brookes

This short guide gives a brief overview of the IT facilities at Oxford Brookes. For more detailed information, consult the *Student Guide to IT Services*, the Computer Services website ([www.brookes.ac.uk/cs](http://www.brookes.ac.uk/cs)) and check out the references at the end of each section. For help with a specific problem or query, please visit one of the IT Service Desks at Gipsy Lane, Wheatley, Harcourt Hill or Marston Road.



## User account

A user account is automatically set up for every student to allow them to use the Brookes network. To log in you'll need your student number (found on your student card) and your password, which you'll be given when you enrol. Change your password to something more memorable when you log in for the first time.

*i* see the **Student Guide to IT Services** at [www.brookes.ac.uk/cs](http://www.brookes.ac.uk/cs) - click *News/documentation > Software guides*



## Google@Brookes email

Google@Brookes is a web-based email system powered by Google and used for accessing Oxford Brookes University email. You can check your email on any computer or device, on or off campus.

*i* visit [www.brookes.ac.uk/go/google](http://www.brookes.ac.uk/go/google) for more information



## Computer rooms

There are open access PCs available in computer rooms, libraries, foyers and halls across all the campuses. A typical room has 20-30 PCs and a local high quality printer. A number of rooms are open 24 hours a day, throughout most of the year.

*i* for locations and specifications, go to: [www.brookes.ac.uk/cs](http://www.brookes.ac.uk/cs) and click the *Key Services > Computer Rooms* link



## HallNet

The Brookes HallNet service provides access to the internet from all halls of residence. This allows you to use your own PC to access email, internet and the intranet from your bedroom.



see the **HallNet Mini Guide** available in your accommodation welcome pack and visit <http://hallnet.brookes.ac.uk/setup>



## Printing

Each computer room has a local black and white A4 printer. In addition, you can print to the central colour printers at A4, A3, A2 and A1 sizes. The cost of printing is automatically debited from your Charge Account which can be credited at any of the libraries, the OBIS Computer Shop or online using a debit/credit card.



see the **Getting started with printing at Brookes** document or visit [www.brookes.ac.uk/cs](http://www.brookes.ac.uk/cs) and click the Key Services > Printing link



## Wireless access

Wireless connectivity is available free of charge across all Brookes campuses except in halls of residence. Registration is required.



for more details and to register, visit [www.brookes.ac.uk/cs](http://www.brookes.ac.uk/cs) and click the Key Services > eduroam@brookes link



## Help & support

There are IT service desks on all campuses providing key support for the most popular applications as well as the academic system used in the computer rooms.



for locations, contact details and other information, visit [www.brookes.ac.uk/cs](http://www.brookes.ac.uk/cs) and click the Help & support link



## OBIS Computer Shop

The OBIS Computer Shop provides a wide range of services, including a shop selling computer consumables, hardware and stationery, laptop hire, as well as being the collection point for central colour printing.



for details of services, prices and opening hours go to [www.brookes.ac.uk/cs](http://www.brookes.ac.uk/cs) and click the Computer Services Centre link

## Guide to your Personal Information Portal (PIP) and other Academic Management Office services

What follows is a brief guide to some of the facilities available within your PIP pages and some of the services available to you through the Academic Management Office (AMO), Academic Registry.



### Important PIP tabs and facilities

Admin Services	Staff Search	Intranet	Brookes Virtual	Library Electronic Resources	Useful Guides/Sites
My Enrolment & Accounts	My Graduation Planner	My Settings	My Email	UMP Handbook	Course Handbook
My PIP	My File	My Record & Results	My FDP	My Timetable	My Exam & Assessment Schedule

**My PIP**

You have [1 online message](#) requiring your attention.

If any of the following personal information on this page is in error, then contact the [Academic Management Office](#). You should understand that the information about you, as shown on the web page below, will be held and processed as described in the statement on 'Use of Student Information'.

Number	Course	Entry	Expected Completion Date	Left	Reason	Enrolment Status	Subjects	Tier 4	Visa
99999997	Modular Degree Course	01-Sep-2009	18-May-2012			Not Enrolled	HX	n/a	

<b>Important Notices:</b>		<b>Title</b>	MR	<b>Home address</b>
GETTING ONLINE @ BROOKES - To read the Getting Online @ Brookes guide and to view the IT and PIP information videos simply go to the Computer Services Getting Online web pages at <a href="http://www.brookes.ac.uk/services/cs/gettingonline">www.brookes.ac.uk/services/cs/gettingonline</a>		<b>Surname</b>	STUDENT	3 PRETEND STREET
		<b>Previous Surname</b>		OXFORD
		<b>Forenames</b>	PRETEND	OX4 4SY
				01234 567891

**Admin Services:** request attendance/council tax exemption certificates, to collect at AMO 24 hours later.

**Useful Guides/Sites:** essential guides, including the *UMP Student Guide*.

**My Enrolment and Accounts:** view course fees and enrol online.

**UMP Handbook:** Use the UMP Handbook to search for UMP module and subject details.

**Course Handbook:** Use the Course Handbook to search for non-UMP module and course details.

**My PIP:** your main PIP page, view your personal details and amend your contact details.

**My Records and Results:** view your module registrations, marks & grades.

**My Timetable:** view when and where your modules will be taught.



### Online Programme Registration (OLPR)

Accessed via 'My Records & Results'. Use this facility to manage your programme of study online, i.e. add and delete modules.