

Molde University College, Specialized University in Logistics uses StudentWeb as an electronically interface between the school and you as a student. This short guide will show you what information you can find in StudentWeb, and what you can and must do in StudentWeb.

To be able to make the necessary registrations in StudentWeb, you have to pay the semester fee within the deadlines (for autumn: 1 September, for spring: 1 February).

What you as a student must do in StudentWeb:

- Find the necessary information to pay the **semester fee** (KID-number and bank account number). Menu: *Payment*
If the invoice for paying the semester fee is not generated yet, you can generate it yourself by choosing: *'I will pay on internet'*.
- Check that your **personal information** is correct (name, address, phone number etc.).
Menu: *Registrations – Address*
- **Read information about individual education plan**. Menu: *Registrations – Individual education plan 1*
- **Approve your individual education plan** within the given deadlines. Menu: *Registrations – Individual education plan 2*
- **Sign up for classes that are not part of your individual education plan**. Menu: *Registrations – Registrations for classes and exams*
Menu: *Registrations – Registrations for classes and exams* should also be used by course students who want to sign up for single courses.
- **Check that you are registered for the right exams**. Menu: *Status – Exam registrations*
- **Withdraw from exams**. Menu: *Registrations for classes and exams*
- **Find out where your exams will be arranged**. This information will be available no later than two days before your exam. Menu: *Status – Exam registrations*
- **Find your grades**. Menu: *Status – Exam results*
- Check the exam correction deadline and messages about delayed exam correction Menu: *Status – Exams registrations*

How to use the menu and what information you can find will be explained later in this guide

Logon

You can log in to StudentWeb through the hurtigmeny at www.himolde.no or using the following link <https://www.studweb.no/as/WebObjects/studentweb2?inst=FSHIM>

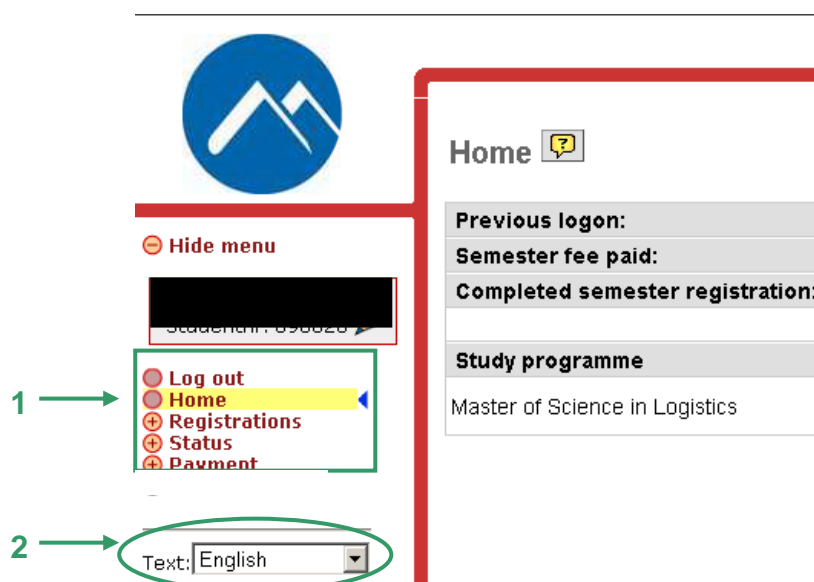
Notice that you can change language in the top right corner at StudentWeb:










The username and password for StudentWeb is the same as for Fronter and for logging on to the schools computers. You get your username and password when you register at the self activation portal: <https://skate.himolde.no/SelvAktiv/sr.php>

Main menu and choice of language

To the left you will find the main menu in StudentWeb (1). You can set your language under the main menu, after you have logged on (2).



Help text and buttons

	By clicking the questionmark you will get a help text for the current page.
	When making changes click the pencil . The pencil will be greyed out when not active.
	Use the red X button to delete a row (e.g. exam registration). The red X button will be greyed out when not active.
	The plus sign indicates that a menu can be opened.
	The Minus sign indicates that a menu can be closed.
	The Exclamation mark indicates that there is something you have not done.
	Black X mark: Follow the description text and press the [X] to move on.

Menu options

Registrations - Address

As a student you have an obligation to always keep your address up to date.

- Name and address – If your name or home address is incorrect please send an e-mail to studentservice@himolde.no with the right information. Please fill out your semester address if this address is different from your home address.
- Mobile telephone number.

Registrations – Individual education plan 2

Your education plan should be approved every semester. The obligatory courses are already added to your individual education plan. You cannot delete these, but you can choose to make changes (for example choose another semester). To make such changes, use the 'pencil'-symbol.

You get access to elective courses by choosing *Add courses*. You will then get a list with courses you can choose from. You should both create *Class registrations* (gives access to the information in Fronter) and *Exam registrations* (generates registration for the exam). In addition, please note that you can choose a place if the course is given several places. Press *Add selected course*, then press *Close course search* and *Confirm plan*. By approval you are automatically signed up for the exam.

Registrations – Registrations for classes and exams

If you are a temporary student and you want to sign up for single courses, you should do this by using *Registration - Classes and exams*. Find a course by choosing *Add course*. You should know the course code to be able to search for the course. The course code can be found in the study programme information on the website. You should both create *Class registrations* (gives access to the information in Fronter) and *Exam registrations* (generates registration for the exam). In addition, please note that you can choose a place if the course is given several places. Press *Add selected course* then press *Close course search*.

Registration - Classes and exams is also where fulltime students who would like to take courses that are not part of the education plan should sign up for extra courses.

Status – Exam registrations

After you have approved your individual education plan, and have registered for extra courses (if you want to take extra courses), you can check:

- That your registrations are correct
- Exam correction deadline and new deadline in case of delayed exam correction
- In which room your exam will be (this information will be online at least 2 days before the exam)
- If special arrangements for the exam are approved

Here you will also find out where your exam will be held. This information will be available no later than two days before your exam.

Status – Exam results

- Here can you find your exam results.

Problems with StudentWeb

If you are having problems logging into StudentWeb try logging in from a different computer. You do this to exclude any local problems on that specific computer.

Help

Send an e-mail to studentweb@himolde.no for user support.