Introduction

all university teachers (including postgraduates).

Summary of process from University teacher point of view

1. Click on the portal link in the e-mail sent by your department, and register a 'new user' with an email address, username and password.
2.

4.

Note:

Section 2 – Requesting submission of personal details from University Teachers

1.   did not
                    University Teacher Personal Details Portal

> *Note:* _____   *Please do*
> *not re-use a link from a previous year as this may change.*

<<University Teacher>>

<< name>>   *<<--/-->>*

<<University Teacher Personal Details Portal>>.

<<School UT Administrator name and contact details>>

Section 3 – University Teacher contracts and schedules of work

Note:

1.

*Dear **<<University Teacher>>***

Schedule of work for <<Module Code>> - <<Module Title>>

Thank you for agreeing to work on the module above. Please find confirmation details below.

Type of Work	Date	Time	Venue	Claim hours
Seminar	20/10/2014	10:00-12:00	SMB.0.08 (campus map link)	2 + 1 for preparation

2.

<<University Teacher>>

<<School name>>   <<exact start date>>

We regret you will be unable to take up your employment until you have completed the necessary online forms.

<<School UT Administrator name, contact details>>

Note:

a)

b)

<<UT administrator>>   <<building_name>>, <<room>>

If you do not have the relevant document(s), please contact the above named person immediately to discuss this. We regret you will be unable to take up your employment before satisfactory evidence of permission for this is provided.

<<School UT Administrator name, contact details>>