

USER GUIDELINES STUDENTWEB for Exchange Students/Free Movers

NTNU - StudentWeb

Velkommen til StudentWeb ved NTNU

Her får du tilgang til data om deg som student. Tenesta krev at du identifiserer deg. Vi anbefaler at du nyttar brukarnamn og passord viss du har fått tildelt dette. Korleis få brukarnamn og passord: www.ntnu.no/studieavd/brukerkonto

Meir informasjon om StudentWeb og brukarrettleing finn du på: www.ntnu.no/studier/studentweb
Kva for krav som gjeld for oppmelding til eksamen og deltaking på undervisning finn du i studiehandbøkene.

This service will give you access to your student data. It is required that you identify yourself. We recommend you to login with username and password if you have received them. The catalogues for the programmes of study give the requirements for registration for examinations and courses.

Pålogging med brukernavn og passord
Logon using username and password

Pålogging med fødselsnr. og PIN
Logon using your 11-digit ID and PIN

Fødselsnummer: PIN-kode:

Logg inn

Send PIN-kode med e-post

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Logon to StudentWeb using your username and password.

FEIDE Felles elektronisk identitet

[Bokmål][English][Nynorsk][Sámi]

Moria - en felles innloggingstjeneste

Brukernavn

Passord

Organisasjon

Logg inn

- Dette er innloggingssiden for [StudentWeb](#).
- Oppgi ditt vanlige brukernavn og passord samt hvilken organisasjon du er tilknyttet.
- [StudentWeb](#) vil få utlevert all informasjon om deg som er tilgjengelig fra din organisasjons FEIDE-katalog.
- Prøv [Morias FAQ-side](#) dersom du har problemer med å logge inn.
[Vis all informasjon som formidles](#)

administrasjon@feide.no 2005-11-07

Select the “English” interface from the menu on top or use:
Brukernavn = Username
Passord = Password
Organisasjon: Pick NTNU from the drop-down menu and press “Logg inn” to logon.

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Norwegian University of Science and Technology - StudentWeb

Home ?

The icons used in StudentWeb are explained in User Guidelines (Veiledning for studentweb): www.ntnu.no/studier/studentweb.

By clicking on the question mark next to the headlines on all pages, you will find an explanatory text.

You can select language in StudentWeb under "Tekst" at the end of the main menu on the left.

Previous logon:

Semester fee paid:	Autumn 2009
Completed semester registration:	Autumn 2009
Semester receipt sent:	04-Jun-2009

Programme of study	Class	Status	Right to study
Miscellaneous Courses	2009 autumn	Aktiv student	06-Aug-2009 - 19-Dec-2009

When you are in StudentWeb you must be active every 10 minutes or the service is disconnected for security reasons (timeout). You will get a warning after 8 minutes.

PhD candidates who are to follow lectures and sit for examinations: go to Registrations - Registration PhD to register for classes and exams.

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To register for classes and exams open Registrations in the Main menu. Then "Registrations for classes and exams". Click "Add new course".

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Class and exam registrations ?

Course Classes Exam Language Exam system Location Change?

Add new course

Text: English

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If your menu looks like the picture below, click "Semester registration" and you'll get to "Class and examination registrations".

Log out

Home

Registrations

Semester registration

Address

Acceptance

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Saksbehandler

Change PIN code

Course Classes Exam Language Exam system Location Change?

Close course search

Free search

Find the course you would like to add to your Individual education plan. You can search by course code, course name, subject or faculty.

Course code	<input type="text"/>	Course name	<input type="text"/>
Subject	<input type="text" value="not specified"/>		
Faculty	<input type="text" value="not specified"/>		
<input type="button" value="Find"/>			

Close course search

Search by course code, name, subject area or faculty. In this example we have searched by course code TGB41* .

Close course search

Free search			
Find the course you would like to add to your Individual education plan. You can search by course code, course name, subject or faculty.			
Course code	<input type="text" value="TGB41*"/>	Course name	<input type="text"/>
Subject	<input type="text" value="not specified"/>		
Faculty	<input type="text" value="not specified"/>		
<input type="button" value="Find"/>			
The search results			
Select	Course code	Course name	Points
<input checked="" type="radio"/>	TGB4100	Geology, Introduction	7.5
<input type="radio"/>	TGB4110	Resources of the Earth	7.5
<input type="radio"/>	TGB4115	The Geology of Mineral Deposits	7.5
<input type="radio"/>	TGB4120	Thematic Ore Geology	7.5
<input type="radio"/>	TGB4125	Mineralogy and Petrography	7.5
<input type="radio"/>	TGB4130	Petrology and Geochemistry	7.5
<input type="radio"/>	TGB4135	Basin Analysis	7.5
<input type="radio"/>	TGB4140	Regional Geology	7.5
<input type="radio"/>	TGB4145	Analytical Methods in Geology	7.5
<input type="radio"/>	TGB4150	Structural Geology	7.5
Previous batch 1/2 Next batch			
			<input type="button" value="Add selected course"/>

Close course search

Select the course you prefer and “Add selected course”.

TGB4100 - Geology, Introduction		
Class registrations		
<input type="button" value="New class registration"/>		
Exam registrations <input checked="" type="checkbox"/>	Exam term/Exam system 2009-12, Muntlig/Semesterprøve ▼	Language Norwegian-B ▼
		<input type="button" value="Cancel changes"/> <input type="button" value="Save"/>

Please note that you cannot expect an examination in English unless this is an option in the language drop-down.


Click “New class registration”

TGB4100 - Geology, Introduction		
Class registrations <input checked="" type="checkbox"/>	Class term Autumn 2009 - 1 ▼	
Exam registrations <input checked="" type="checkbox"/>	Exam term/Exam system 2009-12, Muntlig/Semesterprøve ▼	Language Norwegian-B ▼
		<input type="button" value="Cancel changes"/> <input type="button" value="Save"/>

Select Class and Exam term and “Save”.

You need to register for classes to gain access to our learning management system IT'S LEARNING. If you run into problems registering for classes or exams, please contact NTNU Office of International Relations at O.S. Bragstads plass 3 or by phone +47 73 59 57 00. For more information: <http://www.ntnu.no/international/>

To order a transcript of records (examination transcript): Click "Orders" and then "Examination transcript".



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Change PIN code

Text: English

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Ordering of examination transcript (transcript record)

You can order a transcript on this page. It will be sent to you in the post.

Note that you can select how you want the transcript to be presented:

- Chronologically** The courses are sorted and listed chronologically starting with the oldest courses.
- Grouped according to your individual education plan** The focus in the transcript is the individual education plan. The courses can be sorted by compulsory courses/electives or by the course year. It depends on how your education plan is structured. Courses that are not in the individual education plan are grouped as 'Other courses'.
- Grouped by subject** The courses are sorted according to which subject they are registered under.

Examination transcript (transcript record) will be sent to

☒ Semester address [Show the address](#)

☐ Home address [Show the address](#)

Grouping

☒ Chronological

☐ Group by Individual education plan

☐ Group by subject

Examination transcript (transcript record) will be in

☐ Norwegian

☒ English

Examination transcript (transcript record) was ordered 03-Feb-2009. The transcript has not been made yet.


Do not send Examination transcript (transcript record) before inclusion of marks in the following examinations

Course	Exam term
<input checked="" type="checkbox"/> TGB4130 - Petrology and Geochemistry	Spring 2009
<input checked="" type="checkbox"/> ST0201 - Statistics with Applications	Spring 2009
<input checked="" type="checkbox"/> TGB4135 - Basin Analysis	Spring 2009
<input checked="" type="checkbox"/> TGB4165 - Sedimentology and Stratigraphy	Spring 2009
<input checked="" type="checkbox"/> TGB4170 - Diagenesis/Reservoir Quality	Spring 2009
<input checked="" type="checkbox"/> TPG4130 - Seismic Interpretation	Spring 2009

Ordering of examination transcript (transcript record)

The transcript will then be sent to your address.

To see your results: Click "Status" and then "Exam Results"



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Hide menu

- Log out
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- Registrations
- Orders
- Examination transcript
- Status
- Class info
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- Exam results
- Loan Fund reports
- Attained qualifications
- Payment
- Saksbehandler
- Change PIN code

Text: English

Results

Please note that this is not an official documentation of exam results.

☐ All results
 ☒ Only valid results

Term	Course code	Course name	Exam system	Exam	Exam date	Candidate no.	Result	Credits	
Spring 2009	TGB4130	Petrology and Geochemistry	Work	Work				7.5	
Spring 2009	TGB4170	Diagenesis/Reservoir Quality	Written examination/Midterm	Written examination/Midterm				7.5	
Spring 2009	TPG4130	Seismic Interpretation	Oral examination/Work	Oral examination/Work				7.5	
Autumn 2008	TGB4160	Petroleum Geology	Written examination	Written examination	16.12.2008			7.5	
Autumn 2008	TGB4215	Geographic Information Systems for Mineral Resource Management	Work	Work				7.5	
Autumn 2008	TPG4105	Petroleum Engineering, Basic Course	Written examination	Written examination	09.12.2008			7.5	
Autumn 2008	TPG4120	Petroleum Engineering, Basic Course	Written examination	Written examination				7.5	

Icons used in StudentWeb:

Icon name	What do the icons do?
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Question Mark

- By clicking on the question mark, a help text relating to the page you are on appears.
- It can be useful to click on this icon if you are stuck.



Pencil

- By clicking on the pencil you can apply for courses and register for exams.
- Click the pencil when you wish to make changes.
- When the pencil's colour is pale/grey, you must finish what you are doing first.



Red 'X'

- The red 'X' shows that you can delete a row (e.g. a course or exam registration).
- Click on the 'X' to delete.
- When the 'X's colour is pale/grey, you must finish what you are doing first.



Plus Icon

- The plus icon shows that you can open a new menu.
- Clicking on the plus icon opens the menu.



Minus Icon

- The minus icon shows that you can close a menu.
- Clicking on the minus icon closes the menu.



Exclamation Mark

- The exclamation mark tells you if there is anything you have forgotten or have not done.



Dark 'X'

- Follow the description in the text, and click [X] to proceed.