# How to access and navigate the Student Portal

The Newcastle University Student Portal is your central hub for timetables, academic records, support services, and more. Follow this guide to log in and explore its key features.

Logging In to the Student Portal

To access the Student Portal:

1. Open a web browser and go to: studentportal.ncl.ac.uk (Do not use "www")
2. Click 'Sign In' (in the top-right corner).
3. Enter your:
   - University email (e.g., *c1234567@newcastle.ac.uk*)
   - Password
   - Complete multi-factor authentication if enabled.
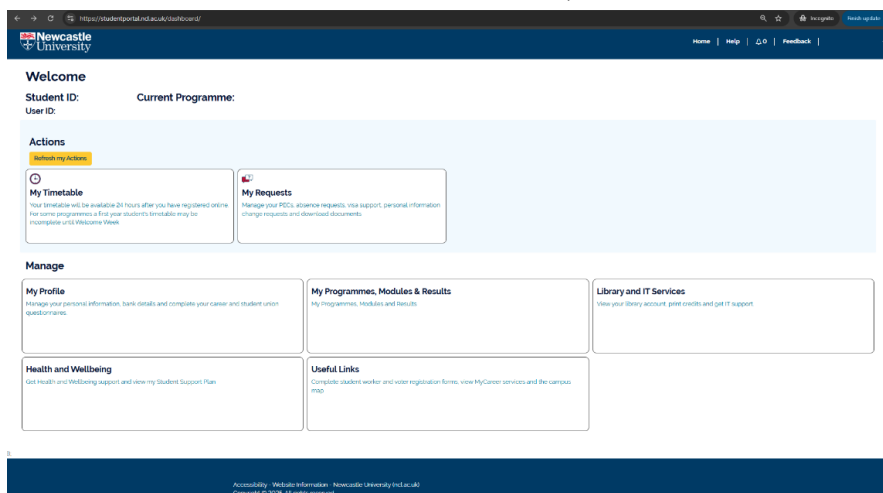4. Once logged in, you'll see your dashboard.

If you've not registered for the Student Portal yet, you'll see the below:
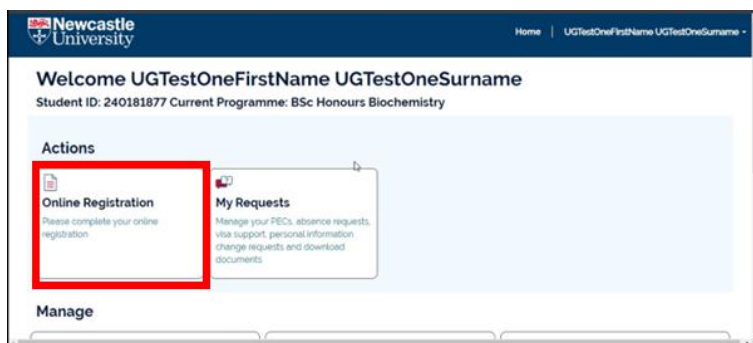
Select 'Online Registration' to set up your account. After this, you'll see the standard dashboard.

Key sections of the Student Portal

The Student Portal is divided into two areas, the *Actions* area and the *Manage* area.

The Actions Area

Here, you can view:

1. My Timetable, where you can:
   - View your schedule month-by-month. Please note: Early in the academic year, timings may change - check your timetable regularly.
2. My Requests, where you can submit and track:
   - Personal Extenuating Circumstances (PECs)
   - Absence requests
   - Visa support
   - Changes to your personal details
   - Download official university documents (e.g., enrolment letters).

The Manage Area

Here you can view:

1. **My Profile**:
   - Update personal/bank details.
   - Complete career and student union surveys.
2. **My Programmes, Modules and Results**:
   - View your enrolled courses, past/present modules, and grades.
3. **Library and IT Services**:
   - Your library account and study spaces
   - IT support and print credits
   - Office 365 apps (Word, Outlook, etc.)
4. **Health and Wellbeing**:
   - Connect with support services
   - Register with a GP
   - Access student support plans
5. **Useful Links, which give you quick access to**:
   - Voter registration
   - The MyCareer services
   - Newcastle Sport + Sports App
   - The Campus map
   - University policies and regulations

Need Help?

Click the 'Help' link (at the top-right) for FAQs and demo videos. If you're experiencing technical issues or can't log in to your Student Portal, contact the NUIT Service Desk by self-service at https://nuservice.ncl.ac.uk or telephone extension 85999 (0191 2085999 external).