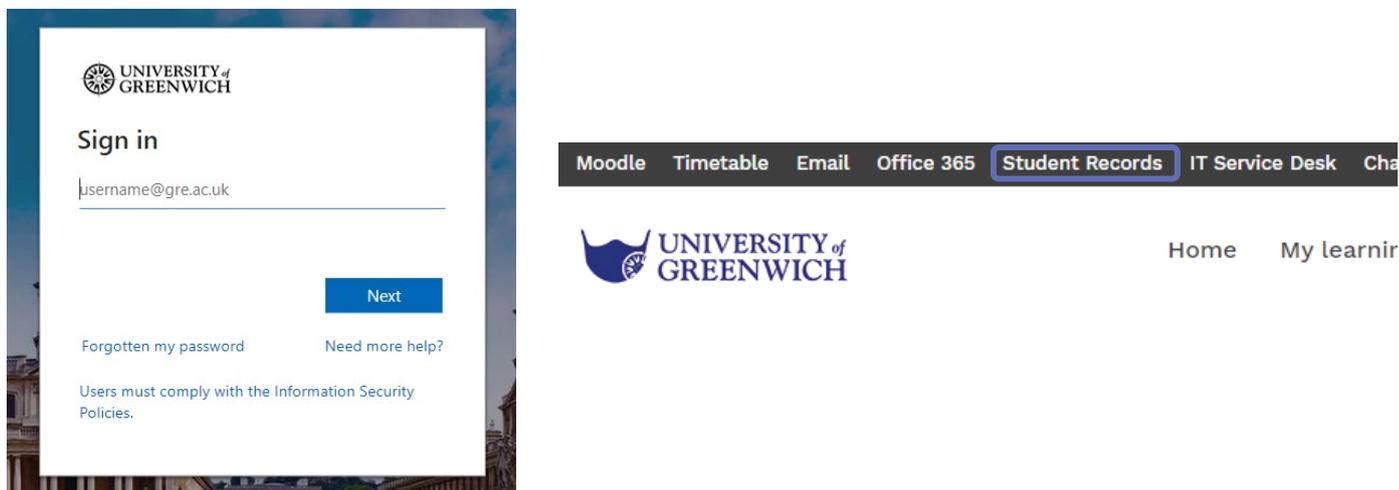
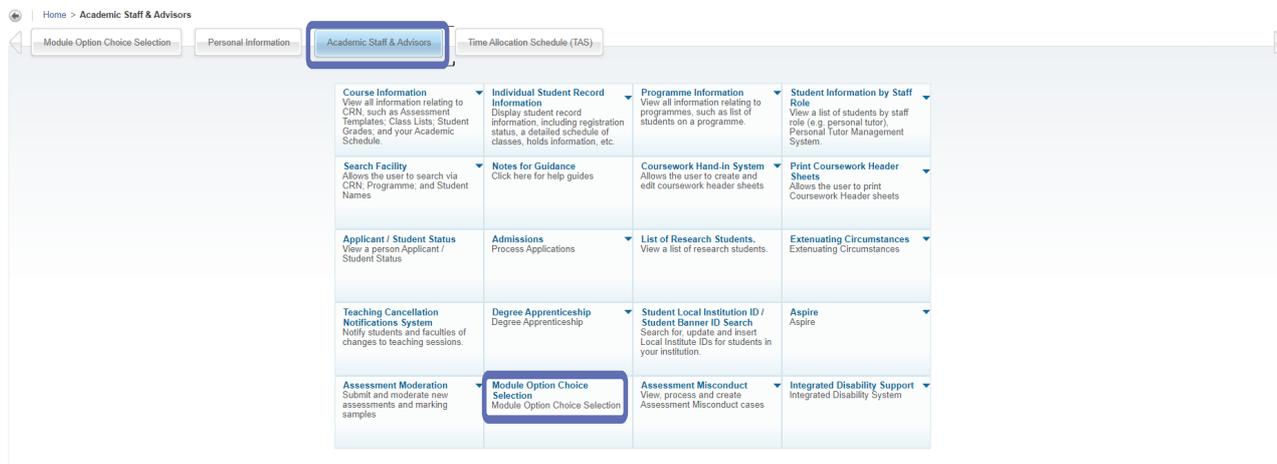


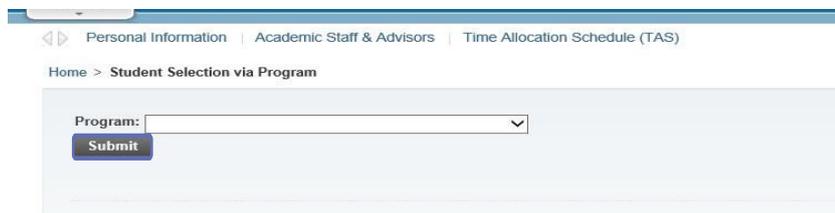
1. Log into the Portal (<https://portal.gre.ac.uk>) and select 'Student Records' from the quick links bar at the top of the page:



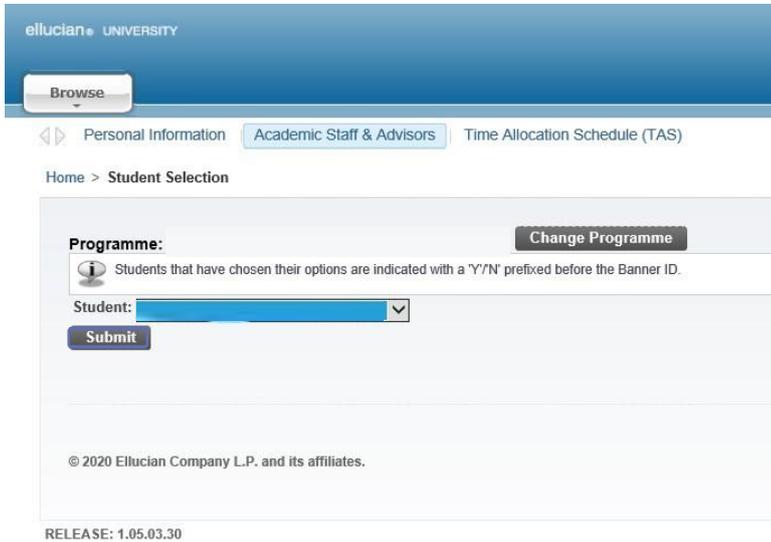
2. Click on 'Module Option Choice Selection'



3. Choose the relevant students programme and click 'submit'. (For a Programme Leader, it should show the programmes they are responsible for and for Faculty administrators, it should show all programmes for their faculty.)

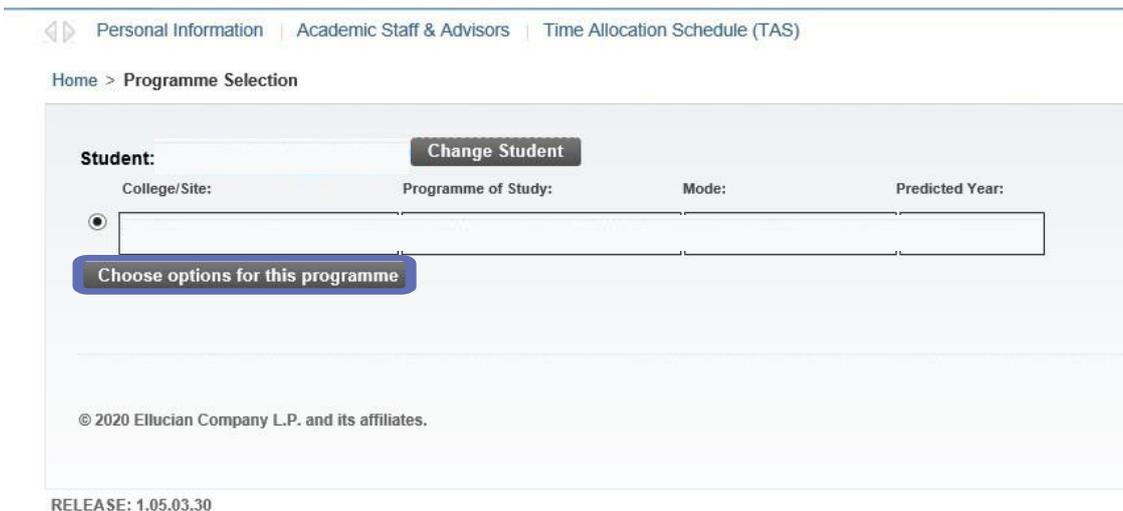


4. This will then generate a list of students associated with that programme. Select the relevant student from the list and click 'submit'



The screenshot shows the 'ellucian UNIVERSITY' header with a 'Browse' button. Below are navigation tabs: 'Personal Information', 'Academic Staff & Advisors', and 'Time Allocation Schedule (TAS)'. The breadcrumb trail is 'Home > Student Selection'. The main form area has a 'Programme:' label and a 'Change Programme' button. An information icon indicates that students with chosen options are marked with a 'Y/N' prefix. A 'Student:' dropdown menu is present, followed by a 'Submit' button. The footer includes the copyright notice '© 2020 Ellucian Company L.P. and its affiliates.' and the release date 'RELEASE: 1.05.03.30'.

5. This will then generate the student's information including the site, programme of study, mode, and predicted year. You can now click on 'Choose options for this programme'



The screenshot shows the 'ellucian UNIVERSITY' header with navigation tabs: 'Personal Information', 'Academic Staff & Advisors', and 'Time Allocation Schedule (TAS)'. The breadcrumb trail is 'Home > Programme Selection'. The main form area has a 'Student:' label and a 'Change Student' button. Below are four columns: 'College/Site:', 'Programme of Study:', 'Mode:', and 'Predicted Year:'. A radio button is selected in the first column. A 'Choose options for this programme' button is highlighted. The footer includes the copyright notice '© 2020 Ellucian Company L.P. and its affiliates.' and the release date 'RELEASE: 1.05.03.30'.

6. This page allows you to select the students options.

College/Site: Greenwich Maritime Campus
 Programme of Study: P04180 BA H ACCOUNTING AND FINANCE
 Mode: M01 Full Time > 24 wks
 Predicted Year: 2

Providing you successfully progress to the next stage of your programme, please find below details of the anticipated core modules you may study and the options you need to choose from for the next academic year.

You can click on the link of each module to obtain its brief description. Please select carefully as these modules will form your full record for the next academic year. If you do not choose your options by the deadline, your options will be allocated at our discretion. The university also reserves the right to change your modules for academic or operational purposes.

You will not be able to choose elective modules now (options not part of your programme structure). These will have to be chosen and loaded to your record via your faculty office, applying dummy credits to your record in the meantime.

If you have any questions please contact your relevant faculty/department/programme leader.

Total credit applied so far for year - 90 / 120

Students are required to study the following compulsory modules These modules will be assigned to the student's record automatically.

Select	Module Code	Module Title	Part of Term	Credits
<input checked="" type="checkbox"/>	ACCO-1095	Management Accounting	Standard Double Term	30
<input checked="" type="checkbox"/>	ACCO-1124	Financial Accounting	Standard Double Term	30
<input checked="" type="checkbox"/>	ACCO-1171	Future Paths	Term 1	
<input checked="" type="checkbox"/>	LAW-1091	Business and Company Law	Standard Double Term	30

Compulsory modules have already been selected
 This is reflected in the **total credits applied**

7. Use the tick boxes to select the optional modules the student wishes to study in the next academic session

Total credit applied so far for year - 90 / 120

Students are required to study the following compulsory modules These modules will be assigned to the student's record automatically.

Select	Module Code	Module Title	Part of Term	Credits
<input checked="" type="checkbox"/>	ACCO-1095	Management Accounting	Standard Double Term	30
<input checked="" type="checkbox"/>	ACCO-1124	Financial Accounting	Standard Double Term	30
<input checked="" type="checkbox"/>	ACCO-1171	Future Paths	Term 1	
<input checked="" type="checkbox"/>	LAW-1091	Business and Company Law	Standard Double Term	30

Students are also required to choose 30 credits from this list of options.

Select	Module Code	Module Title	Part of Term	Credits
<input type="checkbox"/>	COMP-1731	Accounting Information Systems	Standard Double Term	30
<input type="checkbox"/>	FINA-1026	Taxation	Standard Double Term	30
<input type="checkbox"/>	FINA-1094	Banking: Principles, Practice and Regulation	Standard Double Term	30

8. Once you have selected the required number of credits, the 'Continue' button will appear. Please click this to proceed.

Students are also required to choose 30 credits from this list of options.

Select	Module Code	Module Title	Part of Term	Credits
<input checked="" type="checkbox"/>	COMP-1731	Accounting Information Systems	Standard Double Term	30
<input type="checkbox"/>	FINA-1026	Taxation	Standard Double Term	30
<input type="checkbox"/>	FINA-1094	Banking: Principles, Practice and Regulation	Standard Double Term	30

Continue

Tip - The total credits selected need to match the total available:

Total credit applied so far for year - 120 / 120

9. Click **'Accept'** to confirm your choices or **'Back'** to return to the previous page.

Please confirm your choice

The following compulsory modules have already been attached for you.

Module Code	Module Title	Part of Term	Credits
ACCO-1095	Management Accounting	Standard Double Term	30
ACCO-1124	Financial Accounting	Standard Double Term	30
ACCO-1171	Future Paths	Term 1	
LAW-1091	Business and Company Law	Standard Double Term	30

The following modules have been chosen by you

Module Code	Module Title	Part of Term	Credits
COMP-1731	Accounting Information Systems	Standard Double Term	30

If you do not accept your options by the deadline, your options will be allocated at our discretion. The university also reserves the right to change your modules for academic or operational purposes.

Once you accept these modules, you will only be able to amend them before the deadline.

10. Upon clicking accept, you will see a confirmation of the choices

Your Option Choices for next year have been saved

The following compulsory modules have already been attached for you.

Module Code	Module Title	Part of Term	Credits
ACCO-1095	Management Accounting	Standard Double Term	30
ACCO-1124	Financial Accounting	Standard Double Term	30
ACCO-1171	Future Paths	Term 1	
LAW-1091	Business and Company Law	Standard Double Term	30

The following modules have been attached for you

Module Code	Module Title	Part of Term	Credits
COMP-1731	Accounting Information Systems	Standard Double Term	30

These selections have now been saved and will be loaded to the student's record in the next academic session.