

## Quick Guide to WebSURF

### Overview

WebSURF is a University of Glasgow web site allowing students, faculty administrators, advisers of studies and other staff to view and/or update central student records. WebSURF can be accessed 'anytime anywhere' with no special arrangements required to access it off campus.

### Access

The URL is [www.websurf.gla.ac.uk](http://www.websurf.gla.ac.uk)

To apply for access, please download the application form from the Welcome Page.

### The Registration Process – 2006/07

A new registration process has been introduced this session and WebSURF is central to it. There are three steps involved in the registration process:

- student pre-registers.
- administrator or adviser marks the student as 'advised'.
- new entrants must still go to the hall to register; once faculty approved, SAAS-funded continuing students are registered automatically by the system; other continuing students must show proof of funding or pay fees before being registered.

### Using the system

- Log in using your central systems ID and password.
- Use the **Find Students** menu to search by student number, name, qualification code or other criteria. Single or multiple criteria can be used. You can search for and view the record of any past or present student. Once your search results return, click on a student number to select a student.
- Use the menu items on the left to select the information you want to see.

### Help

- The MIS helpline can be contacted by email [mishelp@mis.gla.ac.uk](mailto:mishelp@mis.gla.ac.uk)
- Staff FAQ (frequently asked questions) available as a link on the Welcome Page.
- For online documentation, click on 'Help' in the menu.

### System requirements

WebSURF is designed for Internet Explorer 5.0 or higher and Mozilla Firefox. Javascript and Cookies must be enabled on your browser. Further details can be found by clicking on the link under **System Requirements** on the Welcome Page.

### Security

WebSURF uses **Secure Socket Layer (SSL)** technology to keep personal records strictly confidential but you are responsible for keeping your login details safe. Remember to log out when you are finished to prevent others from viewing personal records. Please note that each login attempt is recorded.

### Tips

- You must click the save button on each individual page.
- Do not use the 'Back' and 'Forward' browser buttons; all navigation should be done using the links and buttons provided within WebSURF in order to maintain the integrity of the data.
- Click on the student photo for an enlargement.
- Single click rather than double-click is used throughout WebSURF.
- The login fields are the only ones which are case-sensitive.