

User manual for international students

1. Creating an User account

For logging in you need a **TU account – username and password**

Username and password gives you:

- 1) TU e-mail address
- 2) Access to ÕIS

Go to Room **S-302**, workdays: 09:45-12:00 and 13:00-16:00

2. Login

The screenshot shows the Tallinn University website. The top right corner has a navigation bar with 'Logi sisse' (circled in green), 'KAART', 'MOBIIL-ID', and 'EST | ENG'. The main content area has a sidebar on the left with 'Esileht' and a list of links: 'Õppeained', 'Õppekavad', 'Tunniplaanid', 'Akadeemiline kalender', and 'Esita avaldus avatud ülikooli sisseastumiseks'. The main content area has several news items. A green arrow points from the 'Log in' button in the bottom right to the 'Logi sisse' button in the top right.

3. First log-in: confirming contact data

Enter your contact data (in Tallinn) and click „I confirm...“

Contact data

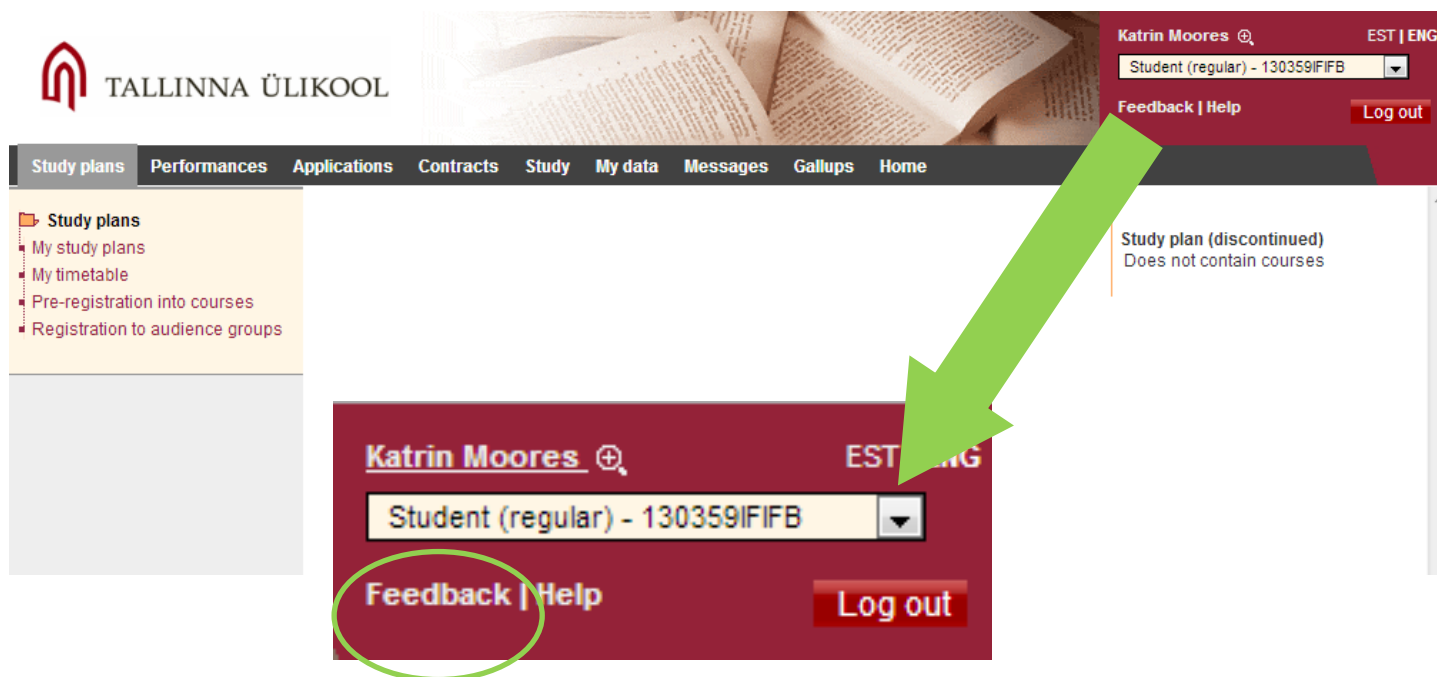
You data may be inconsistent or outdated. To continue you must enter and confirm valid contacts.

Name	Piiu Pilt
Place of living	
Country *	Republic of Estonia
District *	Harju maakond
City / County *	Tallinn
Village	
Street address *	
ZIP code	
Phone	
e-mail	

I confirm, that these contact data are valid I prefer not to disclose my data

4. First look and getting help

There is a Feedback link. Use this link for asking system-related questions from user support.



The screenshot shows the Tallinna Ülikool website interface. At the top left is the logo and name 'TALLINNA ÜLIKOOL'. The top right shows the user profile 'Katrin Moores' with a search icon, language options 'EST | ENG', a dropdown menu for 'Student (regular) - 130359IFIB', and links for 'Feedback | Help' and 'Log out'. A navigation bar below the header contains links for 'Study plans', 'Performances', 'Applications', 'Contracts', 'Study', 'My data', 'Messages', 'Gallups', and 'Home'. A sidebar on the left lists 'Study plans' with sub-items: 'My study plans', 'My timetable', 'Pre-registration into courses', and 'Registration to audience groups'. A main content area on the right shows a 'Study plan (discontinued)' with the note 'Does not contain courses'. A green arrow points from the top right towards the 'Feedback | Help' link in the user profile area, which is also circled in green.

5. Moving around – icons/tools



- **add**

Use this tool if you need to add something (a new message to user support, a new study plan etc.)



- **view**

Use this tool, if you want to view something. If you can't edit, only this tool will appear.



- **edit**

Use this tool, if you want to edit something (if you need to change your study plan, open it with this icon).



- **list**

You must use this tool, if you need to search from available values.



- **cancel**

By clicking cancel, the field will be cleared.



- **delete**

Use this tool if you want to delete the item (the item can usually be restored with „add“)

English B2.1

- text marked with bold is a **link**

6. Main menu – Home

The screenshot shows a dark navigation bar with the following items: Study plans, Performances, Applications, Contracts, Study, My data, Messages, Gallups, and Home. The 'Home' item is highlighted in a lighter grey. Below the navigation bar, a light yellow sidebar contains a folder icon and a list of items: Courses, Study programmes, Timetables, Academic calendar, Application form for admission in open university, and Pricelists. To the right of the sidebar, the text 'Public information' is displayed.

7. Messages

The screenshot shows the same dark navigation bar as in section 6, but with 'Messages' highlighted. The light yellow sidebar now contains a folder icon and a list of items: Messages and Subscribe for e-mail notification. To the right of the sidebar, the text 'Messages sent through the system' is displayed.

It is strongly recommended to subscribe for notifications and with an e-mail address you actually use!

7.1. Click **Subscribe for e-mail notification** and then Add mailbox address.

Add mailbox address

7.2. Enter your your e-mail address and click Save.

contact e-mail	<input type="text" value="katrin.moores@tlu.ee"/>
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SAVE **Restore** **Quit**

7.3. By clicking the link „**Subscribe for e-mail notification servise (e-mail adress)**“ the service is subscribed. You can change your e-mail address on unsubscribe.

The screenshot shows a message box with the title 'Subscription for message e-mail notification'. Inside the box, there is a green checkmark icon followed by the text 'Service subscribed'.

Your contact e-mail is: katrin.moores@tlu.ee **Change**

Unsubscribe from e-mail notification service (katrin.moores@tlu.ee)

8. My data

Study plans Performances Applications Contracts Study **My data** Messages Gallups Home

- My data
 - My data

Your student data and contact data.
Contact data can be changed.

9. Study

Study plans Performances Applications Contracts **Study** My data Messages Gallups Home

- Studies
 - Course homepages
 - Open competition

Additional course information

10. Contracts and invoices

Study plans Performances Applications **Contracts** Study My data Messages Gallups Home

- Contracts
 - My invoices
 - My contracts

Your Study agreement(s) and invoices

11. Applications

Study plans Performances **Applications** Contracts Study My data Messages Gallups Home

- Applications
 - Submission of applications
 - My applications
 - Application of study allowance

Applications

application type *

12. Performances

12.1. Here you can find your **study results**. In the beginning of your studies your study card is empty.

Study results

student's name	130359IFIB - Katrin Moores
study programme	IFIB/13 - Computer Science
minor field of study	puudub ✖
total workload in ECTS credits	180
ECTS as of 23.08.2013	0.00
weighted average grade	0.00
SCG	6
add SCG	
status of study programme	Has not been filled
study results	in order of performance time ▼

[view student data](#)

course	ECTS	req./opt.	grade	date	lecturer
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12.2. By clicking „**Registration to performances**“ make an empty search and you can see all the performance times of the courses you do not have the positive result (all the examination times also will appear if you log in). Click „I am registering to the examination“.

13. Timetable

My timetable – My weekly timetable – a link to ASIO:

Study plans


- My study plans
- My timetable
- Pre-registration into courses
- Registration to audience groups

Or use direct ASIO timetable on TU main page: www.tlu.ee -> ASIO:

13.1. By entering into ASIO through your ÕIS account, your weekly timetable will appear (if you have courses in your study plan). Switch between weeks/months.

	Monday 04.11.2013	Tuesday 05.11.2013	Wednesday 06.11.2013	Thursday 07.11.2013	Friday 08.11.2013	Saturday 09.11.2013	Sunday 10.11.2013
8:00			TPLR-3: TPL5192 Basic Research on Education II				
9:00			08:15 - 09:45 Rä49-409, Rä49-410 Almann Sirje, Järva Inna				
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							

13.2. By entering through TU homepage, main page will open. Search for courses by your curricula (Study and events), by course name or code, or by lecturer's name.



ASIO EduERP® timetabling and resource planning system

Main Page | Help
EST | ENG

<< 2013 >>

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Prev. week Next week

Show this week

Study & events

Course calendars

Teacher calendars

Room calendars

ASIO EduERP timetabling and resource planning system

Main menu / Üldkasutaja

Instructions

14. Study plan

In the beginning of every semester you must registrate to the courses. You can do that by planning your study in ÕIS.

14.1. Create new study plan

Study plans -> Mu study plans -> add

Study plans | Performances | Applications | Contracts | Study | My data | Messages | Gallups | Home

- Study plans
- My study plans**
- My timetable
- Registration into courses
- Registration to audience groups

My study plans

This semester study plans can be submitted from 10.08.2013 08:00 up

1-1 // 1

	Semester	Date of submission	Status	Total courses	number of ECI
1.	2010/2011 kevad		Not started	0	

[New search](#)

Study plan will open.

Study plan

Study plan is being prepared

This semester study plans can be submitted from 10.08.2013 08:00 up to 09.09.2013 23:59

student	130359IFIB - Katrin Moores
semester	2013/2014 sügis
study programme	IFIB/13 - Informaatika
specialization	
date of submission	
commentary	

my study results

[SUBMIT](#) [Quit](#)

courses of curriculum

course-lecturer pair * [Add](#)

No	course code	course title	lecturer	date	Module	required	E/P/F	ECTS	accept.	re-listening (chargeable course)	remarks	valid until	Prerequisite1	Pre
								Total:	0.00					

[SUBMIT](#) [Quit](#)

14.2. Search for courses

Click the „list“ icon as shown above. Search form pop-up will appear. Filling in only one field in enough. Partial values are accepted.

Search for course

Display	Field	Term	Value
<input checked="" type="checkbox"/>	Course code		<input type="text"/>
<input checked="" type="checkbox"/>	Course		<input type="text"/>
<input checked="" type="checkbox"/>	Teacher		<input type="text"/>
<input checked="" type="checkbox"/>	ECP		<input type="text"/>
<input type="checkbox"/>	ECP range		<input type="text"/> To <input type="text"/>
<input checked="" type="checkbox"/>	Limit of places		
<input checked="" type="checkbox"/>	Commentary		

Sort

1.	Course code	ascending
2.		
3.		
4.		

[SEARCH](#) [Clean](#) [Close](#)

Click „select“ if you found the right course

Course-lecturer pairs


1-13 // 13

	course code ▲▼	course title ▲▼	lecturer ▲▼	ECTS ▲▼	limit of places	Comme
select	IFI6012	Algorithms and Data Structures	Pami Aalto	3.00		
select	IFI6025	Research Paper	Andrus Rinde	4.00		
select	IFI6030	3D Modelling	Pami Aalto	5.00		
select	IFI6030	3D Modelling	Aili Aasoja	5.00		
select	IFI6060	The .NET Framework	Jaagup Kippar	4.00		

Pop-up will close

14.3. Add course by clicking Add icon.

courses of curriculum

course-lecturer pair * IFI6012 - Algorithms and Data Structures (Pami Aalto) 

No	course code	course title	lecturer	date	Module	required	E/P/F	ECTS	accept.	re-listening (chargeable course)	remarks	valid until	Prerequisite1	Prerequis
								Total:	0.00					

SUBMIT **Quit**

Do that with every course you want to take.

If you want to remove the course, click Delete icon.

14.4. Save and submit your study plan.

You do not have to submit your study plan before the deadline. Saving is enough. Make sure you save changes every time you leave ŌIS!

If all the courses are added submit your study plan. Do that before the read line day! Submitting also saves recent changes.

Study plan



Study plan is being prepared




- No positive performance of prerequisite course 'IFI6074 - Programmeerimise alused' of course 'IFI6012 - Algoritmide ja andmestruktuurid'
- This semester study plans can be submitted from 10.08.2013 08:00 up to 09.09.2013 23:59

student	130359IFIB - Katrin Moores
semester	2013/2014 sügis
study programme	IFIB/13 - Informaatika
specialization	
date of submission	
commentary	

my study results

SUBMIT **Quit**

courses of curriculum

course-lecturer pair * 

No	course code	course title	lecturer	date	Module	required	E/P/F	ECTS	accept.	re-listening (chargeable course)	remarks	valid until	Prerequisite1	
1	IFI6012	Algorithms and Data Structures	Pami Aalto		electives	not	E	3.00		<input type="checkbox"/>		25.02.2014	IFI6074 not passed	
								Total:	3.00					

SAVE **SUBMIT** **Quit**

14.5. Check your timetable (click My timetable – a link to ASIO, in ASIO switch between weeks if necessary)

	Monday 04.11.2013	Tuesday 05.11.2013	Wednesday 06.11.2013	Thursday 07.11.2013	Friday 08.11.2013	Saturday 09.11.2013	Sunday 10.11.2013
8:00			TPLR-3: TPL5192 Basic Research on Education II				
9:00			08:15 - 09:45 Rä49-409, Rä49-410 Almann Sirje, Järva Inna				
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							

If you can not see all the courses you have chosen, try to find the course by code (course calendar) or by lecturer (teacher calendar). If nothing comes up, contact your study coordinator.

If one of the courses you have chosen is placed on the red background, it means that courses are overlapping and you have to make some changes in your study plan.

14.6. Make changes if you must

Open your study plan (pencil). Click Withdraw. Remove or add courses and submit the study plan again.

16. Three things to remember:

- Create a TU user account and make sure it is activated (you can log in to ÖIS). Do not give your password to anybody!
- Create and submit your study plan in the beginning of every semester.
- If you have any questions, please turn to your Coordinator. If you have questions which your Coordinator can not answer, use ÖIS Feedback.