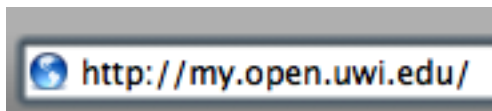


# The UWI Open Campus Student Portal

Welcome to the Open Campus Student Portal!

[my.open.uwi.edu](http://my.open.uwi.edu)



The address of the UWI Open Campus student portal is **<http://my.open.uwi.edu>**

## Login to the student portal

The screenshot shows the login page for the UWI Open Campus Student Portal. It is divided into two main sections: "Please Log In" on the left and "Login Help" on the right. In the "Please Log In" section, there are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. Three red circles with yellow numbers (1, 2, and 3) are overlaid on the page to indicate steps: circle 1 is over the Username field, circle 2 is over the Password field, and circle 3 is over the Login button. The "Login Help" section contains three sub-sections: "First Time Users" (explaining that students need their UWI ID and password, while staff need their Staff ID and password), "Your Password" (advising users to contact support at helpdesk@open.uwi.edu if they've forgotten their password), and "Requirements" (listing browser versions: Firefox 2+, Safari 3+, and Internet Explorer 7+). At the bottom of the page, there is a line of text: "By logging into this service you have agreed to the [UWI Terms of Service](#)."

1. Enter your student ID (**contained in your offer letter**)
2. Enter your date of birth (**as your password**): *e.g. 19820530*
3. Click the login button.

**You will be required to change your password the first time you log into the portal.**

# University ICT Policies Agreement

## University of the West Indies ICT Policies Agreement

To use the services supported, you must first agree to the following UWI University-wide ICT Policies:

1. Acceptable Use Policy – Information & Communication Technology
2. Electronic Mail & Messaging Services Policy
3. Information & Communication Technology Security Policy

The policies can be viewed at the [UWI University-wide ICT Policies](#) website.  
If you do not agree to the policies you will be logged out and redirected to the home page.


Username : **97712902**  
Name : **Jane Doe**  
IP address : **190.58.97.177**  
Date : **Fri, 11 Sep 2009 1:53:56pm**

— or [No, I do not agree](#)


Accept the University ICT Policies Agreement

## The Dashboard

open.uwi > myOCHello, Jane Doe (97712902) | Account | Logout | I'm Feeling Lucky



**THE UNIVERSITY OF THE WEST INDIES**  
OPEN CAMPUS



### MyOC Home

- [Profile](#)
- [Registration](#)
- [Exams](#)
- [Fee Assessment](#)
- [Timetable](#)
- [Announcements](#)
- [Libraries](#)
- [Help](#)

### Dashboard

**Alerts**  
Important messages

**Email**  
Jane.doe@my.open.uwi.edu

[Please Activate Your New Email](#)

**Courses**  
Information about your courses.

No Courses

[MY GRADES](#)

**Exams**  
Information about your Exams.

- [My Grades](#)
- [Academic Record](#)
- [Request Transcript](#)

**Profile**  
View your personal information.

- [View Biographical Information](#)
- [View Contact Information](#)

**Timetable**  
Upcoming events

No Events

**Finance**  
Information about your fees.

- [Fee Assessment](#)

**Help**  
Get help and support

- [Student Handbook](#)
- [Downloads](#)
- [Contact Information](#)

**Announcements**  
Latest entries

**Mount Hope Hospital test**  
this is a test notice for students of Mount Hope Hospital only ...

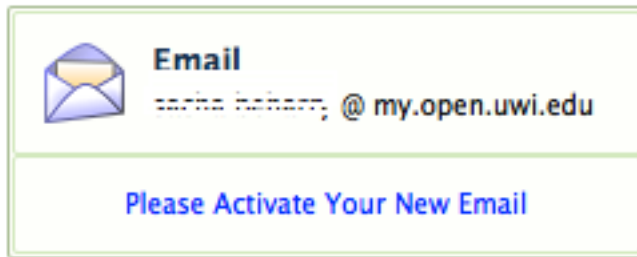
[read more](#)

**Medical and Counseling Mobile Unit for Medical Sciences Students**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ac lacus eu velit facili ...

[read more](#)

This is your dashboard. This page gives you quick access to your courses, email, timetable and announcements

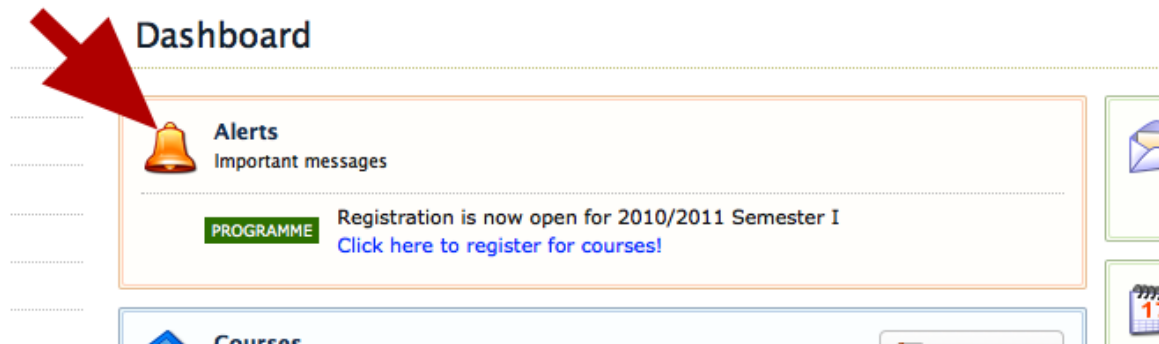
## Email



All students of the UWI Open Campus are provided with a new 7GB email account. Your new email address is displayed in the top right block of [your dashboard](#). Click on the email block on the dashboard to access your email.

Please use this service for all official communication with your Course Coordinators, Tutors, Site Staff and the Helpdesk. Remember to include your Student ID, Programme and Site in all communications to the Helpdesk

## Registration



When registration is opened there will be an alert on the dashboard

## PLEASE NOTE

**Online Registration for ALL NEW STUDENTS WILL OPEN ON MONDAY 22nd, AUGUST, 2011 AT 9.00 AM**

## Registration

Summary Add/Drop courses Programme Progress Forms FAQ

**1 Register for courses**  
Choose courses from the list of courses below.

Click the 'Add' button next to an available course to register for the course.

The course will appear in your registered courses section when it is added.

Click the 'Drop' button next to a registered course to unregister the course.

**2 Complete registration**  
Get a fee assessment.

Get a fee assessment at the [Fee Assessment](#) section and follow the instructions listed there.

**? More help**  
See all registration help.

Go to the [forms section](#) request an override for a course.

More help available at the [Help Section](#).

You are registered for 0 of maximum allowance of 5 courses in 2010/2011 Semester I

You are not registered for any courses in 2010/2011 Semester I.

Available courses in 2010/2011 Semester I Available Courses All Courses

CRN 813	ACCT1002 - Introduction to Financial Accounting ( 3 credits )	Already passed	
CRN 814	ECON1001 - Introduction to Microeconomics ( 3 credits )	Course can be added	<input type="button" value="Add"/>
CRN 815	ECON1002 - Introduction to Macroeconomics ( 3 credits )	Course can be added	<input type="button" value="Add"/>

On the registration page follow the instructions to register for courses.

1. Choose courses from the list of courses.
  - Click the 'Add' button next to an available course to register for the course.
  - The course will appear in your registered courses section when it is added.
  - Click the 'Drop' button next to a registered course to unregister the course.
2. After registering courses, you must get a fee assessment.
  - Click the link to view Fee Assessment.
  - More instructions regarding fee assessments are listed in the Fee Assessment section.