

Your Quick Guide to Access All Areas (AAA)

AAA gives you access to all you need from the Student Record System (Unit-e).

- It allows you to:
- ✓ review personal data
 - ✓ view your timetable
 - ✓ check your attendance
 - ✓ submit self-authorised absences
 - ✓ check your results

1. Access it

You can access AAA from the Student Intranet. Go to student.westcollegescotland.ac.uk and click Access All Areas in the Quick Links section at the bottom of the Home Page.

Alternatively, you can directly go to aaa.westcollegescotland.ac.uk

The screenshot shows the West College Scotland Student Intranet. At the top, there is a search bar and navigation links for Home, News and Events, Advice, Funding, Library, Students Association, and Portal. A large graphic of a graduation cap over a globe is featured. A 'Welcome to the New Student Intranet' message is displayed. Below this, there are sections for 'Recent News and Announcements' (including 'Bridges 2 Business' and 'Moodle'), a calendar for August 2019, and a 'Quick Links' section at the bottom. A magnifying glass is positioned over the 'Quick Links' section, which lists: 1. Access All Areas, 2. Funding, 3. Moodle, 4. College Calendar, 5. Induction, Student. Other links in the footer include Office Free Access, Core Skills, and Student Charter.

2. Login

Enter your 9-digit Student number, your College network password and click Login.

The screenshot shows the 'Access All Areas Login' form. It features two input fields: 'Username (9 Digit Enrolment Number):' and 'College Password:'. A 'Login' button is located at the bottom right of the form. The form is set against a light blue background with a white border.

3. Take action



[Home](#) [Contact Details](#) [Results](#) [Record](#) [Attendance](#) [Timetable](#) [Self Cert](#)

Review your personal data

This page shows your personal details. To submit changes, click 'Request change'. In the form provided, complete only the fields to be updated and click send.

Check your results

This page shows your results per course. Click the + sign beside the course and class code displayed on this page to see the list of subjects and any results to date.

Print your record of achievement

This page displays your results to date for all your courses, classes and subjects. Click the printer icon at the top of the report to obtain a hard copy.

Check your attendance

This page lists all registers you are currently enrolled on. Click view to see the details of your attendance per subject. Tick the colour coding box to highlight your absences.

View your timetable

This page displays your timetable for the current week. Use the arrows to display other weeks. Click print to obtain a hard copy. To view more information about a class, double click on a subject. You can also view your attendance from this subject detail page.

Submit self-authorized absences

You can submit your absences from this page. Tick the date you were absent. Select a reason for your absence. Click Submit.