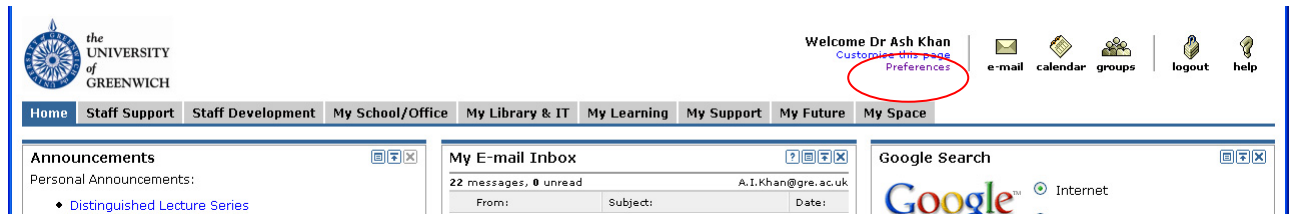


How to set your Preferences in Student Portal

- Once you are logged in to Portal click on “Preferences”, found under your name.



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Welcome Dr Ash Khan
Customise this page
Preferences

e-mail calendar groups logout help

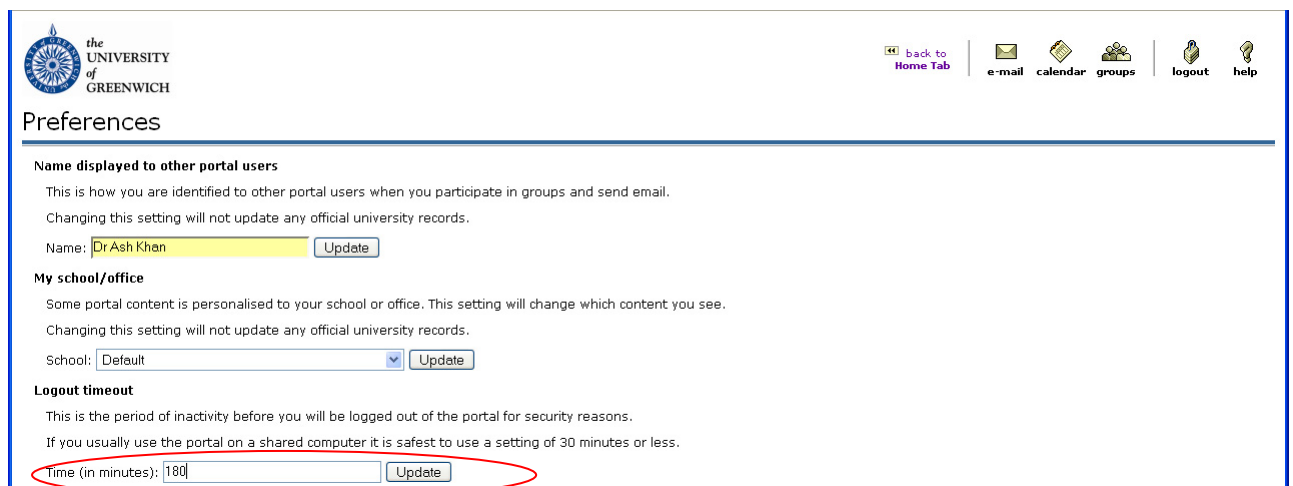
Home Staff Support Staff Development My School/Office My Library & IT My Learning My Support My Future My Space

Announcements
Personal Announcements:
Distinguished Lecture Series

My E-mail Inbox
22 messages, 0 unread
A.I.Khan@gre.ac.uk
From: Subject: Date:

Google Search
Internet

- Type “180” in the “Time (in minutes)” box and click on “Update”



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back to Home Tab e-mail calendar groups logout help

Preferences

Name displayed to other portal users
This is how you are identified to other portal users when you participate in groups and send email.
Changing this setting will not update any official university records.
Name: Dr Ash Khan Update

My school/office
Some portal content is personalised to your school or office. This setting will change which content you see.
Changing this setting will not update any official university records.
School: Default Update

Logout timeout
This is the period of inactivity before you will be logged out of the portal for security reasons.
If you usually use the portal on a shared computer it is safest to use a setting of 30 minutes or less.
Time (in minutes): 180 Update