

# User guide to VIA's Studynet website

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This user guide is supposed to help you familiarize with Studynet's basic functions. It is made by a student from the ICT Engineering class therefore names and program courses might differ in your web space.

## Content:

- Guide to log on Studynet;
- Guide to opening your personal timetable;
- Guide to finding the ICT Engineering calendar.

## 1. Log on to Studynet:

1.1: Open this link through the browser you use:  
[www.studienet.viauc.dk](http://www.studienet.viauc.dk)

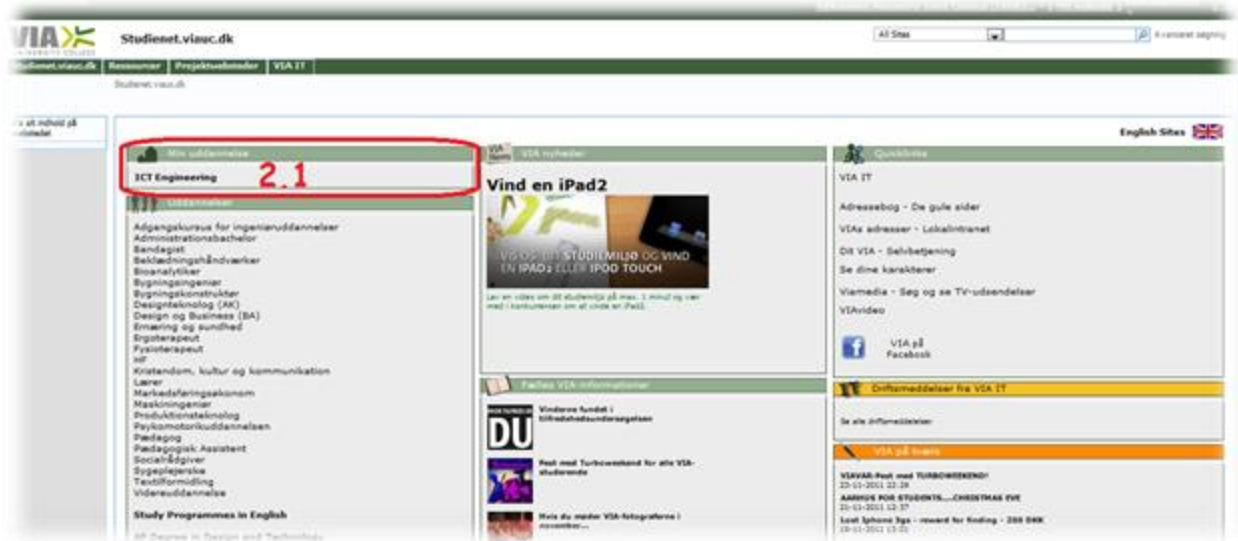
1.2: In the 'E-mail' tab, type in the student number you have been provided with (your student number should consist of 6 numbers). In the 'Password' tab, type in your password. Your password consists of the 6 numbers from your birth date, 3 letters from your name and a gender specific number. (ex. '121292XXX1')

1.3: Once you filled both tabs, click the 'Log On' button to the lower right of the logging screen.

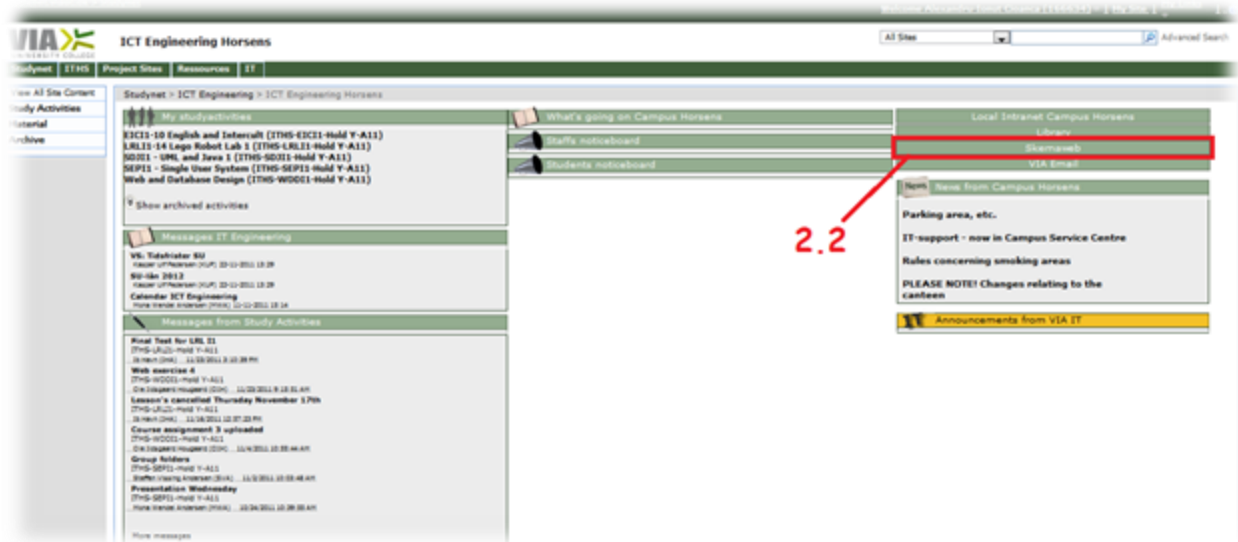


## 2. Access your personal timetable (SkemaWeb):

2.1: Once you have logged on, click the education program you are currently attending. You can find it in the upper left quarter of your screen.



2.2: After clicking your education program you will be directed to your personal WebSpace. You can open your timetable by clicking the 'Skemaweb' button found on the upper right side of your WebSpace.



2.3: In the Skemaweb logging screen, enter your student number in the 'Brugernavn / username' tab and your password in the 'Password' tab.

2.4: Pick one of the two display modes ('Silverlight' or 'HTML'). Notice that if you pick 'Silverlight' you may have to install Silverlight on your computer depending on whether you already have it or not.

2.5: Click the 'Logon' button in order to log in.

## Velkommen til SkemaWeb for VIAUC Campus Horsens



Bemærk at systemet skelner mellem store og små bogstaver ved login.  
Please notice that the system distinguishes between upper and lowercase letters..

Brugernavn / username  2.3  
Password  2.3  
Præsentation  Silverlight  HTML 2.4  
2.5

Log on studerende:

Brugernavn : studienummer (skrevet 1 gang)  
Password : studienummer (skrevet 1 gang)

Bemærk: Det er nødvendigt at tillade popup fra www.i-arkaden.dk permanent for at anvende SkemaWeb

Students log on:

Username : studynumber (written once)  
Password : studynumber (written once)

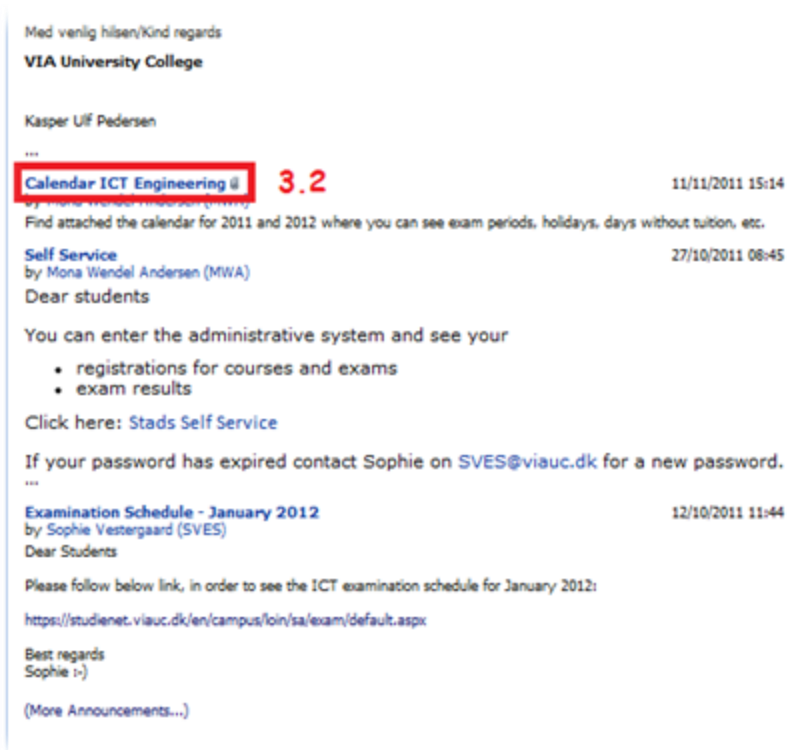
Please notice: You must allow popup from www.i-arkaden.dk permanently to use SkemaWeb

### 3. Access the ICT Engineering calendar:

3.1: In your WebSpace, click the 'Material' button on the upper left side of the screen.

The screenshot shows the VIA ICT Engineering Horsens website interface. On the left sidebar, the 'Material' button is highlighted with a red box and labeled '3.1'. The main content area displays a calendar for 'ICT Engineering' with various events and messages. The top navigation bar includes 'Home', 'About Us', 'Contact Us', and 'Advanced Search'. The main content area is divided into several sections: 'My studyactivities', 'Messages IT Engineering', and 'Messages from Study Activities'. The 'Messages from Study Activities' section contains a list of events, including 'Final Test for L&E 21', 'Web exercise 4', and 'Lesson is cancelled Thursday November 17th'. The right sidebar contains 'Local Intranet Campus Horsens' and 'Announcements from VIA IT'.

3.2: Scroll down to the bottom of the page you have been directed to and click 'Calendar ICT Engineering'.



3.3: You have just opened the announcement content. Click the attachment named 'Calendar ICT Engineering.xls'. It is a Microsoft Office 2010 Excel file containing the calendar you have been looking for.



You have learned the basic functions of Studynet! Thank you for reading the User guide. The creator of this user guide is Alexandru-Ionut Cioanca (166634).