LSE Information Management and Technology

LSE for You:
Introduction for Students

User Guide
Version 1.0

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1   LSE FOR YOU

1.1   What can LSE for You do?

LSE for You is an online system that allows you to:

- Update your personal information
- Print a certificate of registration
- Change your address
- Manage your course choices
- See your timetable
- Check your registers
- Pay for fees
- Update LSE Wallet (for printing)
- Book office hours with your academics
- See your exam timetable and results

1.2   Navigating LSE for You

Your menu on the left hand side is where you will find all the main features of LSE for You
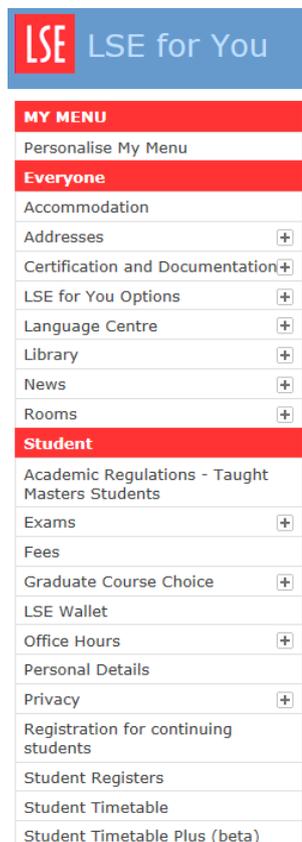
Everyone
These are options that everyone at the LSE will have access to. Here you can access important documentation and edit your addresses

Student
These are options that students at the LSE will have access to. Here you can access exam information, your tuition fees, course choices, personal details, academic offices hours, your attendance registers and timetables.

2   UPDATE YOUR PERSONAL DETAILS

2.1   Addresses

First time users for the 'Addresses' tab should read the introduction to understand which address they should update.
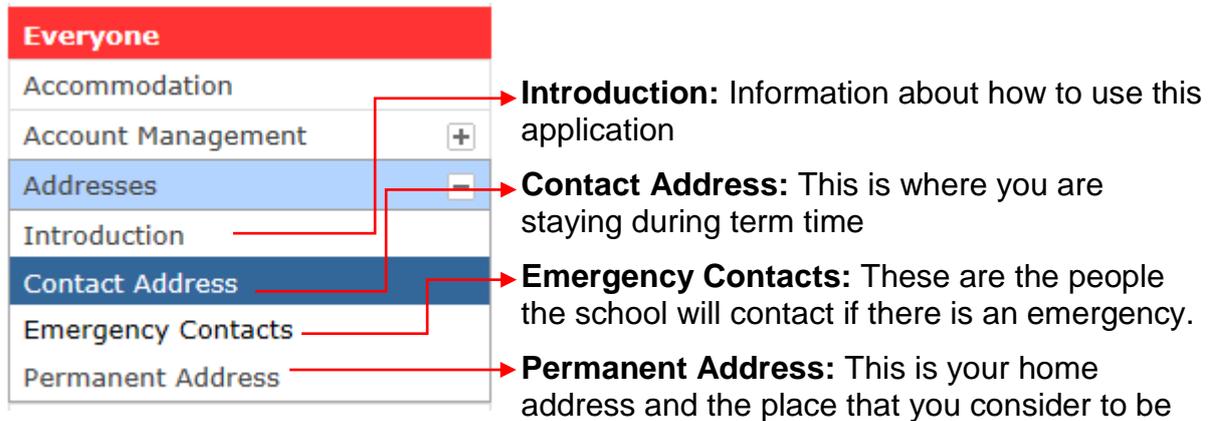
Everyone

Accommodation

Account Management

Addresses

Introduction

Contact Address

Emergency Contacts

Permanent Address

Introduction: Information about how to use this application

Contact Address: This is where you are staying during term time

Emergency Contacts: These are the people the school will contact if there is an emergency.

Permanent Address: This is your home address and the place that you consider to be permanent home.

2.1.1 Changing addresses

To change your address, first choose the type of accommodation that best describes your living arrangements.
Once you fill in your postcode/zip code, your address will be looked up.

If your postcode/zip code isn't recognised, please contact the support team to have your address added to the system.

Permanent Address

New permanent address

- Please make sure to fill in room or flat number on next page when selecting a Hall of Residence
- Please choose "Other Types" if your Hall of Residence cannot be found from the drop-down lists.

- ⦿ Other Types [Own permanent residence (owned or rented) ▼]   ← **2.1.1**
  Country/Area [England ▼]
  Enter your postcode/zip and click Next [   ]
  [Next]

[HOME]

2.2   Personal details

You can complete your personal details including religion, ethnicity and details of disability. You can find this section under the 'Student' roles.
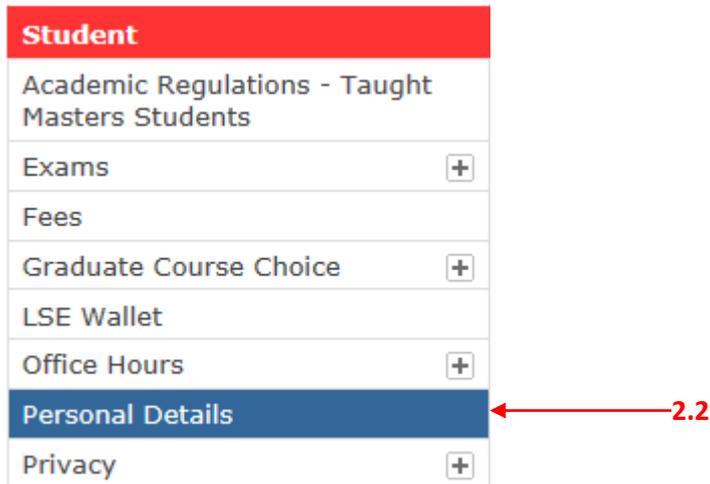
3   CERTIFICATION AND DOCUMENTATION

3.1   Certificate of registration

If you are in need of a certificate of registration you are able to print this from the application (3.1). Please read the guide 'Before printing' to check that you are printing the correct document for your needs and that the information is up-to-date.

Note: You are unable to see the certificate in the web browser. To check the certificate before you print, please click on File > Print Preview.
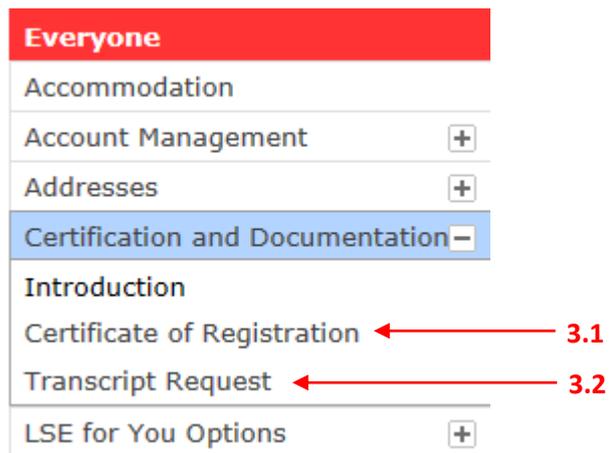
3.2   Transcript request

You are only able to use this application once you have graduated from LSE and given access to the Alumni role.

4   FEES

4.1   Paying your tuition fees

You are able to see a summary and update your tuition fee balance in the 'Fees' application. This screen will tell you how much the tuition fee is, how much you have paid and how much you have left of your balance.

Student
Academic Regulations - Taught Masters Students
Exams [+]
Fees
Graduate Course Choice [+]
LSE Wallet
Office Hours [+]

Key links and information
Payment options
Understanding your fee statement
Contact the Fees Office   ← 4.1
Frequently asked questions
iFees
iTracker
Fees Office notice board

5   TIMETABLE

5.1   Accessing your timetable

You can access your timetable in two different ways: 'Student Timetable' or 'Student Timetable Plus'.

Registration for continuing students
Student Registers
Student Timetable   ← 5.1
Student Timetable Plus (beta)

6 HELP

6.1 Enquiries system

You can access the queries system in the link in the right corner of the screens.
Here you will be able to email the relevant department who will be able to assist you further.