

MUSAC Classic Student Portal – User Guide



Login to Student Portal

Welcome to your MUSAC software online! Open your web browser (Internet Explorer, Safari, Chrome, Firefox or other browser) on your computer, iPad, iPhone, iPod or Android device. Browse to the web address given for your School's login page.

Log in using the email address recorded by your school, which must be either a Google or Facebook account so that you do not need to contact the school for forgotten passwords etc when you wish to access your data.

You Must have a Gmail or Facebook account registered with Mt Aspiring College to enter the portal

Click to login with:

Student Portal Instructions

The details and tabs you are able to view in the portal are governed by your school and contained in your own personal settings in Student Manager. Provided they have permission, your caregivers can see the same details as your portal, and in addition may be able to see financial transactions.

Where access to the data has been granted by the school, you may see contact information, your timetable and attendance information. Reports access provides academic achievement details, and NCEA for secondary schools.

Personal | Timetable | Attendance

Timetable: Adam CROBB

Period Start	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1: 8:50	U ENG3 215 WLR			X GEO3 314 PAR	
2: 9:50	V BIO3 409 WRI		V BIO3 409 WRI	W TEC3 33 DON	U ENG3 215 WLR
3: 11:00	W TEC3 33 DON	W TEC3 33 DON	U ENG3 215 WLR		X GEO3 314 PAR
4: 12:00		V BIO3 409 WRI		U ENG3 215 WLR	
5: 1:00	X GEO3 314 PAR	X GEO3 314 PAR	W TEC3 33 DON		V BIO3 409 WRI

In the main view of the Student portal, click to open your details for a tabbed view each showing specific functionality, or information.

Current available tabs include: Personal, Timetable, Attendance, NCEA(for secondary students), and Reports.

Personal tab

The Personal tab displays your personal and contact information, and caregivers details. This also includes caregiver information which can be expanded out for view.

Attendance tab

The Attendance tab shows the student's attendance record. The view can be changed to show previous weeks.

NCEA tab

On the NCEA tab there are four available views. Current year and links to the right - Level 1, Level 2 and Level 3.

The current year view displays a table of all standards attached to your records for the current year, as well as results and other details of those standards.

The graph to the right of this table is a combined view

which displays (by percentage) credits which have been gained to date, internal credits yet to be gained, plus the number of external credits attached to your records. It does not show internal standards which have a 'Not Achieved' result.

The levels 1, 2 and 3 views each display the standards.

The Reports tab

Select which of the PDF reports you would like to see using the drop-down list.

The Log off button returns you to the login screen in your browser.

Timetable tab

The Timetable tab (available for secondary students only) displays your timetable. This includes the room and teacher.

