



UCD Registry  
Clárann UCD

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# Guide For Subject Extern Examiners

## How to get access to UCD systems

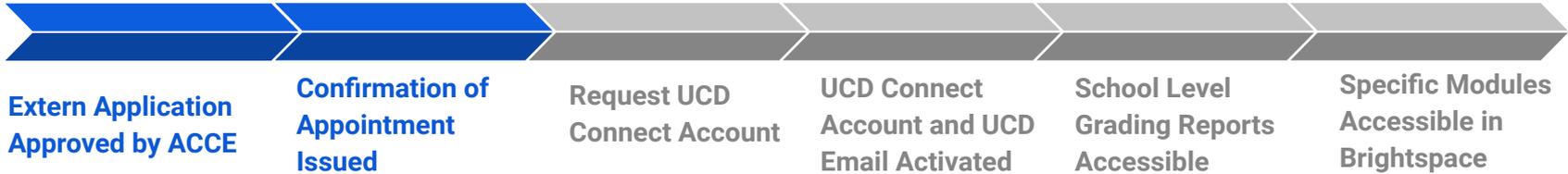
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# Access to UCD systems

This guide will provide an overview of how to get access to the following UCD systems:

<b>UCD system</b>	<b>What information will this provide you with?</b>
School Grading Summary Reports in InfoHub (UCD’s Reporting System)	Access to view grading summaries and distributions relating to individual modules and as well as subjects
Module access in Brightspace (UCD’s Virtual Learning Environment (VLE))	Access to view a module’s curriculum, assessment and feedback



As outlined in the process above, once you receive an email confirming your appointment to the Subject Extern Examiner role from UCD, you will need to:

1. Request a UCD Connect account - this will allow you to view School Grading summary reports (see slides 4-9).
2. Liaise with the relevant School Administrator in UCD, to gain access via the Brightspace VLE to the specific modules you are required to review (see slide 11).

# 1. Confirmation of appointment as a UCD Subject Extern Examiner

Upon your appointment to the role of Subject Extern Examiner, you will receive a confirmation email from UCD ([acce@ucd.ie](mailto:acce@ucd.ie)). See sample email



This email will contain important information such as:

- Your main points of contact (academic and administrative) in UCD.
- Your **V number** (a six digit code starting with the letter V, for example V10371487). You will need this to set up your UCD account.



University College Dublin

27 Sep 2019

Ms

**Re: Appointment as Subject Extern Examiner in UCD**

Dear

On behalf of University College Dublin (UCD), I wish to confirm that you have been appointed as a Subject Extern Examiner for the University. Subject Extern Examiners play a vital role in assisting UCD in fulfilling its obligations of assuring the academic standards and integrity of its programmes and supporting the continued improvement of the quality of its programmes. Information regarding the role and responsibilities of Subject Extern Examiners can be viewed on the [UCD Assessment Website](#).

The areas you have been appointed to are:

Subject Area: Subject Extern Examiner Nomination Email  
Duration: 4 years  
2019/2020  
2020/2021  
2021/2022  
2022/2023

Your main points of contact are:

**School/Unit:**

**Head(s) of School/Unit:**

**Academic Contact:** , email: , tel:

**Administrative Contact:**

Please contact the School directly to ensure that you receive the appropriate documentation in relation to the programmes in advance of your visit.

Subject Extern Examiner reports are due by **Wednesday 30 September 2020**. For 18-month programmes, the deadline is **Wednesday 31 March 2021**. You can submit your annual report online at [https://sisweb.ucd.ie/isis/W\\_HU\\_MENU\\_P\\_PUBLISH?p\\_tag=EXTERNS](https://sisweb.ucd.ie/isis/W_HU_MENU_P_PUBLISH?p_tag=EXTERNS)

Please use V10371487 or your email address as your username to access the system and click on Forgot Password. You will be brought to a screen that will tell you to click continue and an email will be sent asking you to reset your password.

Information on how to claim fees and expenses can be viewed on the [UCD Assessment Website](#).

I would like to take this opportunity to thank you for agreeing to perform this role which is key to the enhancement of teaching, learning and assessment in the University. If you have any queries, contact us at +353 1 726 1600 or email [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie).

Yours sincerely,

PROFESSOR MARK ROGERS  
Registrar and Vice-President for Academic Affairs

Please note that a copy of this email has been sent to the Head(s) of School/Unit and Administrative Contact(s) listed above.

## 2. Setting up your UCD Connect Account

To gain access to the UCD systems you will need for your role as Subject Extern, you will first need to set up a UCD Connect Account.

Instructions for setting up your UCD Connect Account:

- Log into InfoHub [External Services Portal](#) with your allocated V number.
- If you are logging in for the first time or if you have forgot your password, click on **'Forgot Password'** button and follow the instructions provided to reset it.

UCD Home News and Opinion Key Dates Events UCD Directory UCD Connect Governance

Services Portal

Academic Services Flexible & Lifelong Learning Applications Campus

Home / Extern Examiners

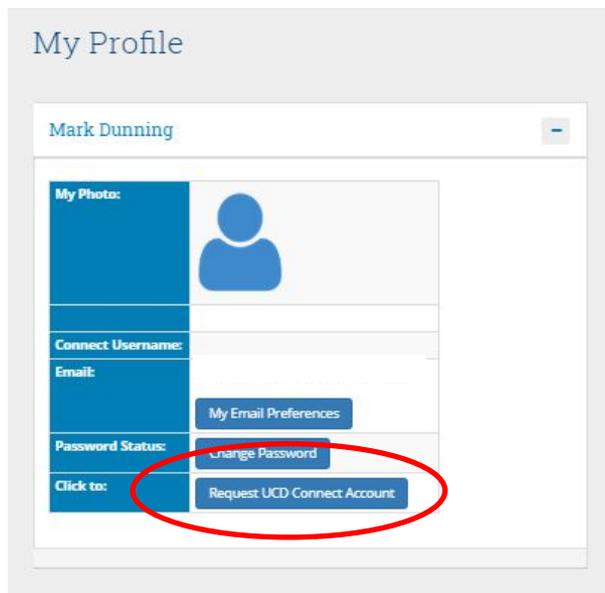
### Extern Examiners

- ▶ My UCD Profile  
View details of your UCD profile
- ▶ My Active Subject Extern Appointments  
View details of your appointments as subject extern in UCD
- ▶ Guidelines for Subject Extern Examiners in UCD  
Link to webpage with guidelines for subject extern examiners

When you are logged in, you will see the following screen. **Click on the Arrow** beside the **Person Icon**.

## 2. Setting up your UCD Connect Account

- Having clicked on the arrow beside the person icon, the **My Profile** page will appear. Click on **'Request UCD Connect Account'**.
- The screen below will then appear, click again on **'Request UCD Connect Account'**.



### Request UCD Connect Account

Click the 'Request UCD Connect Account' button to begin process. If you do not see this button then you are not entitled to request a UCD Connect account.

Connect Username	Primary UCD Email Address	Personal Email Address	
			[Request UCD Connect Account Button]

### Request UCD Connect Account

Click the 'Request UCD Connect Account' button to begin process. If you do not see this button then you are not entitled to request a UCD Connect account.

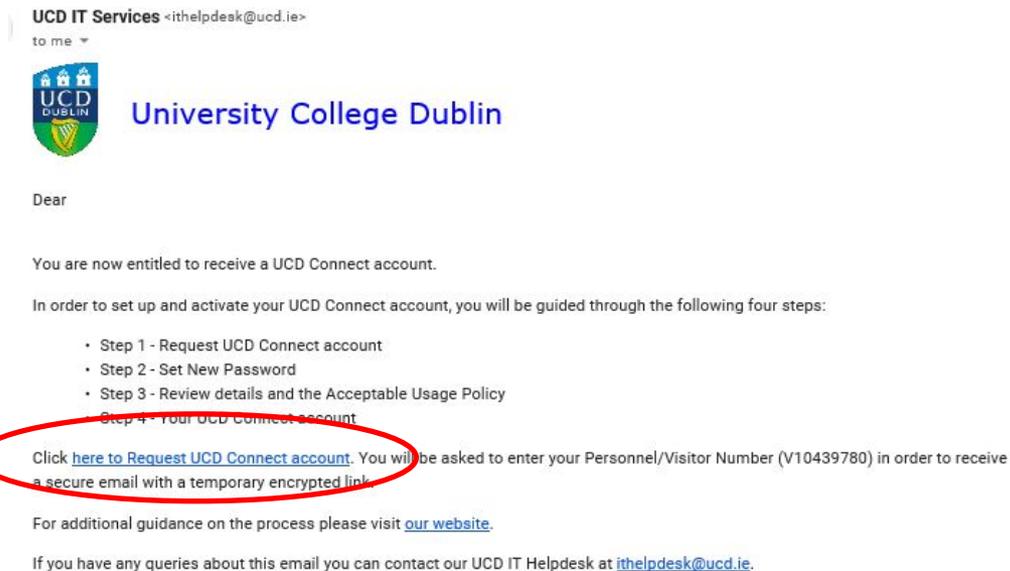
Connect Username	Primary UCD Email Address	Personal Email Address	
			[Request UCD Connect Account Button]

Request complete; you will receive an email with further instructions on how to activate your UCD Connect account.

*A green notification will appear when you click on **'Request UCD Connect Account'**. An email will be sent to your personal email account containing further instructions.*

## 2. Setting up your UCD Connect Account

*This is an example of the email you will receive. Click on the link contained in the email.*



*This screen will appear, with your V number prepopulated. **Select 'Complete Step 1'.***

*A green notification will appear. An email will be sent to your personal email account containing containing a temporary link to change your password.*

### Request UCD Connect Account - Step 1

Enter the Personnel/Visitor Number you received in the email and click the 'Complete Step 1' button.

Personnel/Visitor Number

V10439780

Complete Step 1

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Enter the Personnel/Visitor Number you received in the email and click the 'Complete Step 1' button.

Personnel/Visitor Number

V10439780

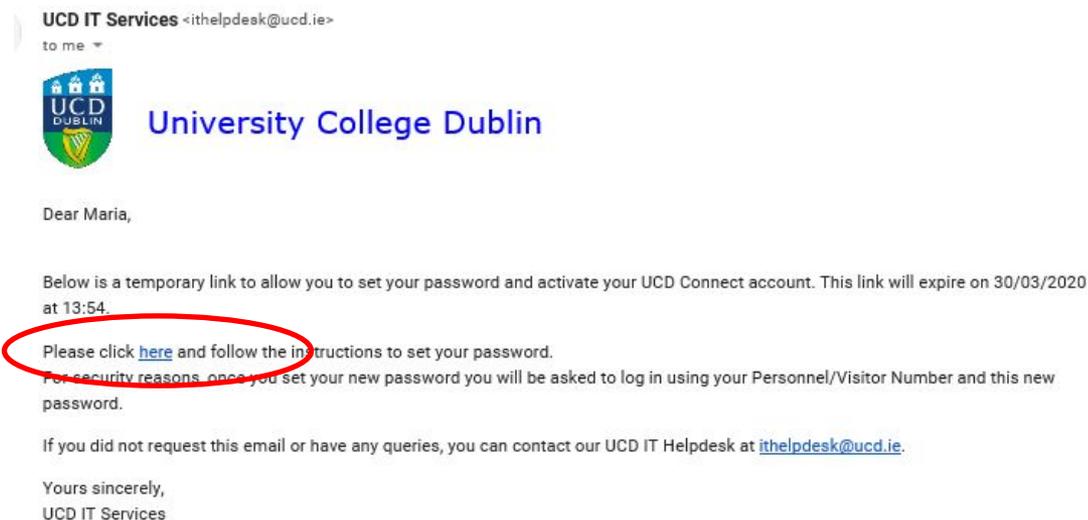
Complete Step 1

Step 1 is complete. You will now receive a secure email with a temporary link to change your password and generate your UCD Connect account.

## 2. Setting up your UCD Connect Account

This is an example of the email you will receive. **Click on the link** contained in the email.

The **link is time sensitive** - you will need to click on it within 20 minutes, otherwise you'll have to start again.



**Set your new password** and click save. Enter your username (V number) and your new password in the login screen.

### Set New Password

Enter your new Password twice and click the 'Save' button. For security reasons you will be asked to log in with your new Password when changed. Your new Password must be at least 10 characters long and include a minimum of 1 lowercase letter, 1 uppercase letter and 1 number.

New Password\*

Must be at least 10 characters long and include a minimum of 1 lowercase letter, 1 uppercase letter and 1 number.

Re-enter New Password\*

Save

New Password successfully set; please log in.

You must login with an Existing Account to access this page.

### Use an Existing Account

Email, UCD ID or UCD Connect Username

V10439780

Password

Login

[Forgot Password](#)

## 2. Setting up your UCD Connect Account

*Review your personal details to ensure they are accurate.*

*Read and accept the UCD Acceptable Usage Policy. Click on the Accept AUP button. This is required in order to continue.*

*Once you accept the AUP, the 'Create UCD Connect Account' becomes enabled, click on the button.*

### Review personal details and the Acceptable Usage Policy - Step 3

#### 1. Personal Details

Before creating your UCD Connect account please review your name details and ensure they are correct. These are used to generate your UCD Connect username and UCD email address and **cannot** be changed once generated. Please note: your personal email address will be used for self-service password recovery in the event of a forgotten password.

First Name	Known As	Last Name	Personal Email
Maria		McDonald	mariamcd1302@gmail.com

Your personal email address can be amended [here](#).  
If the name details above need to be amended, staff should contact UCD HR by emailing [HRhelpdesk@ucd.ie](mailto:HRhelpdesk@ucd.ie) or by calling 716 4900.  
Sponsored visitors can contact the IT Helpdesk at [ithelpdesk@ucd.ie](mailto:ithelpdesk@ucd.ie) or by calling 716 2700.

**Please ensure your personal details are correct before creating your UCD Connect account**

#### 2. Acceptable Usage Policy

You will also need to view and accept the Acceptable Usage Policy before the 'Create UCD Connect account' button becomes available.

[Acceptable Usage Policy.](#)

By selecting the Accept AUP button, I confirm that I have read and agree with the Acceptable Usage Policy.

Accept AUP

#### 3. Create My UCD Connect Account

This button will become active once you have accepted the Acceptable Usage Policy above.

Create UCD Connect account

## 2. Setting up your UCD Connect Account

Your UCD Connect account should now be activated and you will see the below screen. You now have a UCD Connect Username and a UCD email address. Either of these, or your V number, can be used to log into the [External Services Portal](#). The password will be the one set [here](#).

Your UCD Connect account - Step 4

Your UCD Connect account is now ready

Your UCD Connect username and email address details are below. The password is the same as the password you entered earlier. Please keep these details safe.

UCD Connect Username	UCD Email Address
mamcdonald	maria.mcdonald1@ucd.ie

**Please Note:** Your UCD Connect account and email address are the property of UCD and should only be used for University related services and systems. Please use a separate email address for personal or social media websites and apps. Your UCD Connect account expires when you leave UCD.

**You have now completed the process.**

You can click the link below to get more information about your UCD Connect account. If you require any help, you can call our IT Helpdesk on 01 716 2700 (Monday to Friday 9am - 5.30pm) or email [ithelpdesk@ucd.ie](mailto:ithelpdesk@ucd.ie). Alternatively, you can drop into one of our IT Centres in the Daedalus or Health Sciences buildings.

[New to UCD Guide](#)

### 3. Accessing School Grading Summary Reports

When your UCD Connect Account has been activated, you will automatically receive access to the relevant School Grading Summary Reports. This will permit you to view all modules associated with the UCD School to which you are linked. Your School contacts will provide you with more guidance on these reports.

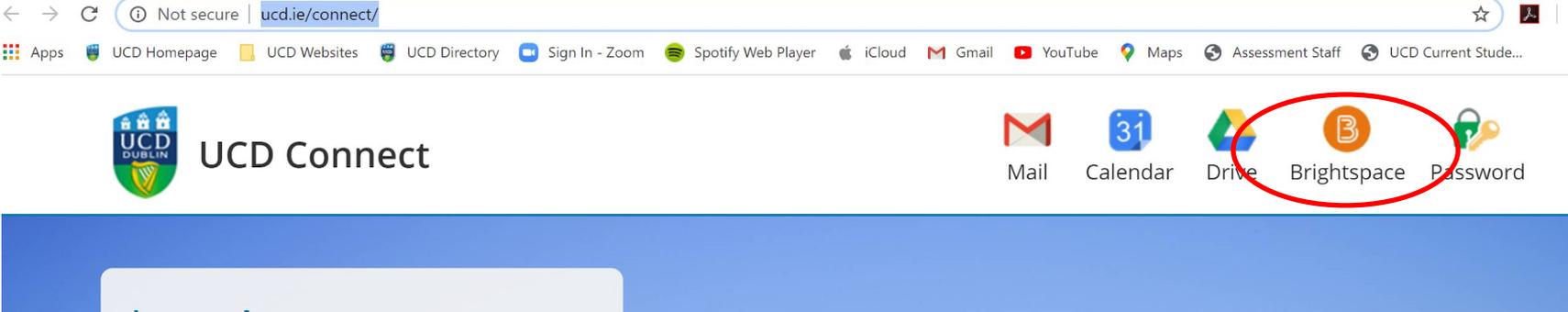
The screenshot shows the UCD Services Portal navigation bar with links for UCD Home, News and Opinion, Key Dates, Events, UCD Directory, UCD Connect, and Governance. Below the navigation bar is the UCD logo and the text 'Services Portal'. To the right are links for Academic Services, Flexible & Lifelong Learning, Applications, and Campus. The breadcrumb trail reads 'Home / Extern Examiners'. The main heading is 'Extern Examiners'. On the left is a photograph of a tall, octagonal tower. On the right is a list of menu items:

- ▶ My UCD Profile  
View details of your UCD profile
- ▶ My Active Subject Extern Appointments  
View details of your appointments as subject extern in UCD
- ▶ School Grading Summary  
View school grading progress and module grade distribution
- ▶ Guidelines for Subject Extern Examiners in UCD  
Link to webpage with guidelines for subject extern examiners

The 'School Grading Summary' link is circled in red.

# 4. Accessing Modules on Brightspace

Once your UCD Connect Account has been set up, your School administrative contact will ensure that you receive access to the specific modules in Brightspace, which fall under the subject area you have been appointed to review. To access Brightspace, go to [www.ucd.ie/connect](http://www.ucd.ie/connect) and click on the Brightspace icon in the top right corner.



## FAQs

### **Q. I have not received an email to confirm my appointment.**

A. Please contact [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie). They will check to see if your appointment has been approved by UCD.

### **Q. I can't locate my V number.**

A. Your V number is located in your appointment email. If you can't locate this email or you haven't received it, please contact [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie)

### **Q. I can't remember my password.**

A. If you are logging in for the first time or if you have forgot your password, click on 'Forgot Password' button and follow instructions provided to reset it.

### **Q. I am having difficulty setting up my UCD Connect Account.**

A. We will assist you with this process. Please contact [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie) to set up a call back at a time that is convenient for you.

### **Q. I don't seem to have access to any modules in Brightspace?**

A. Please contact your UCD School Administrator. Their name and contact details are contained in your appointment letter.

### **Q. I don't seem to have access to the School Grading Summary reports?**

A. Please contact [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie)

# Support & Useful Links

UCD Subject Extern webpage	<a href="https://www.ucd.ie/registry/staff/registryservices/assessment/researchdegrees/externexaminers/subjectexternsubjectsubjectarea/">https://www.ucd.ie/registry/staff/registryservices/assessment/researchdegrees/externexaminers/subjectexternsubjectsubjectarea/</a>
UCD Subject Extern Policy	<a href="https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&amp;ID=183">https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&amp;ID=183</a>
UCD Staff Directory	<a href="https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=DIRECTORY">https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=DIRECTORY</a>
External Services Portal	<a href="https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=EXTERNS">https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=EXTERNS</a>
How to use Brightspace guidelines	<a href="https://drive.google.com/file/d/11M4ZJHLnLjv96qnZ4C33saLIzuJy1rnc/view">https://drive.google.com/file/d/11M4ZJHLnLjv96qnZ4C33saLIzuJy1rnc/view</a>

For support queries relating to the setup of your UCD Connect Account, contact [externexaminer@ucd.ie](mailto:externexaminer@ucd.ie)



**UCD Registry**

University College Dublin  
Belfield  
Dublin 4

W: [www.ucd.ie/registry](http://www.ucd.ie/registry)  
E: [registry@ucd.ie](mailto:registry@ucd.ie)