

Registering for MATS - the Module and Tutorial System

Before you can sign up for tutorials, you need to register with the MATS system. This short guide explains how to:

- **Register for mats**
- **How to use the MATS system to sign up for tutorials and workshops**

The MATS website HomePage address is

<http://mats.humanities.manchester.ac.uk/mats/>

Click on the **REGISTER** link.

MATS registration webform

To register

- Enter your **forename, surname and library card number**
- Choose your own **password** and enter it *twice*. (Please make a note of your MATS password.)
- Click on **Continue**

MATS informs you that you have successfully registered

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You have registered successfully on MATS!

Your MATS login details

Name:	t student
Library Card No:	00000000
Password:	red

[Log in](#)
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[My Details](#)
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Click on **Enter Mats**

Just this once, the login page comes up with your library card number and password already entered. Press continue to enter the MATS system.

To log in normally, click on the Login link on the MATS homepage to bring up the login page and enter your library card number and password.



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STUDENT ENTRANCE

To obtain a password, you must first REGISTER with MATS.

PLEASE ENTER BOTH YOUR LIBRARY CARD NUMBER AND MATS PASSWORD.

Library card number:

MATS Password:

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Please avoid logging on at peak times. If MATS is busy, please try again later.

Your personal MATS page is displayed

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Test Student [00000000] - you are now logged in.

Using the navigation bar on the left, you can now access information about:

- [Your Course Units](#)
- [Your Timetable](#)
- [Your Profile](#)

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Now you can check your Course Units and your Timetable.

Click on the **Your Course Units** link

The Course Units page

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Logged in as **Test Student**. [Log out?](#)

My Course Units

Click on the code number for further details of that course unit, and information on booking yourself on tutorials and workshops.

AM1022 - *Second semester course - ignore.*

AM2011 - Sign up or check times.

Student Notes

- You usually sign up four or five days before your first tutorial or workshop.

To get the details of a course unit, and to sign up for a tutorial or to check the times of an allocated tutorial, click on the course code link


AM2011 - Sign up or check times.



In this example a tutorial group has already been allocated and the location and time is displayed. There is no prompt asking you to sign up for a tutorial or workshop.

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Course Unit: AM2011 - Title: American History 1900-1945

News

No current news

Tutorials

- You are in Tutorial Group: T1
- Run by: To Be Announced
- Location:
- Room **HLG S.2.2** on **TUESDAY** at **16:00:00**.


[See all times / group popularity](#)

[Staff on Course Unit](#)

If you click on the browser ← back arrow and click on **Your Timetable** link A list of your tutorials is displayed.

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Please check your own timetable for other commitments / clashes

Tutorials

Your Tutorial Timetable

Course Unit	Event	Tutorial	Start Time	Day	Room
AM2011	TUTORIAL	T1	16:00:00	TUESDAY	HLG S.2.2

Workshops

You are not booked on any workshops

Similarly clicking on the Your Profile link on your homepage gives your MATS details plus information about your tutorial and workshop timetable.

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Logged in as **Test Student**. [Log out?](#)

Library Card No	00000000
Name	Student, Test
Email	0000000@stud.man.ac.uk
Degree	6500
Password (if forgotten)	red

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Workshops and Tutorials for Test Student

Note : A blank row indicates that you have yet to join a tutorial or workshop for a course unit. Please check your course outline or the previous course unit page to see if you need to sign up for a workshop / Tutorial for each course unit.

Tutorials

Course Unit	Event	Tutorial	Start Time	Day	Room
AM1022					
AM2011	TUTORIAL	T1	16:00:00	TUESDAY	HLG S:2.2

Workshops

Course Unit	Event	Workshop	Start Time	Day	Room
AM1022					
AM2011					

Whenever you wish to exit from MATS, click on the **Log out** link on the left side.

How to sign up for tutorials and workshops using MATS

The screen shots show the results for a fictitious student called Fred Bhatti.

Starting from his personal MATS page, click on the **Your Modules** link to check the module choices and to sign up for tutorials.

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Fred Bhatti [00041234] - you are now logged in.

Using the navigation bar on the left, you can now access information about:

- [Your Modules](#)
- [Your Timetable](#)
- [Your Profile](#)

In this example The Your Modules page shows that Fred is registered on EQ2332 and EQ2352.

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Logged in as **Fred Bhatti**. [Log out?](#)

Your Modules

Click on the code number for further details of that module, and information on booking yourself on tutorials and workshops. You may find the [Student Notes](#) useful.

[EQ2332](#) - Sign up or check times.

[EQ2352](#) - Sign up or check times.

Student Notes

- You usually sign up four or five days before your first tutorial or workshop.
- Almost all students (1st, 2nd and 3rd year) need to sign up themselves.

Click on the **EQ2332** link

MATS informs Fred that for module **EQ2332** he needs to sign up for an EQ2332 tutorial.

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Module: EQ2332 - Title: Developing Countries in the International Economy

[Visit module site on intranet](#) [Password required]

News

No current news

You need to sign up for Tutorials.

Please [sign up / check times here](#)

[Staff on Module](#)

Please Note

If you do not see a module that you know you are registered for, and you need to allocate yourself to a tutorial for that module, please contact your departmental office.

This is important because if you don't sign up for tutorials or workshops, you may be marked absent even if you are attending classes.

Click on the **You need to sign up for Tutorials** link to display all the tutorials for module EQ2332.

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Tutorial and Workshop slots available for EQ2332

- ☹ Event is **fully booked**, choose another slot or seek advice
- ☺ Event has **places left** (Please try to avoid very popular slots)

Event	Group	No of Places	Students Booked	Usual day	Start Time	End Time	Location	Tutor	Self Register?
TUTORIAL	☹ T1	25	1	Thursday	09:00	00:00	O.2.29	To Be Announced	Y
TUTORIAL	☹ T2	25	1	Thursday	10:00	00:00	N.5.2	To Be Announced	Y
TUTORIAL	☹ T3	25	1	Thursday	16:00	00:00	O.G.16	To Be Announced	Y
TUTORIAL	☹ T4	25	1	Friday	09:00	00:00	O.2.6	To Be Announced	Y
TUTORIAL	☹ T5	25	1	Friday	10:00	00:00	O.2.6	To Be Announced	Y
TUTORIAL	☹ T6	25	1	Friday	12:00	00:00	O.G.16	To Be Announced	Y

Choose a tutorial slot that fits your timetable.

You can only choose from those groups with a smiling emoticon. The unsmiling groups are already fully booked.

To book on a tutorial, click on the tutorial code e.g. **T5** - just below the emoticon, to bring up the booking page and then click on the booking link.

[CLICK HERE TO BOOK YOURSELF ON THIS GROUP](#)

Your booking will be confirmed.

Please note that once you have booked (signed up), you will be allowed to change groups yourself for a week or so. After this period you must have a good reason for changing groups such as a clash, but you must bring your timetable to the general office.

Whenever you wish to leave **MATS**, click on the '**Log out**' button on the left hand side.