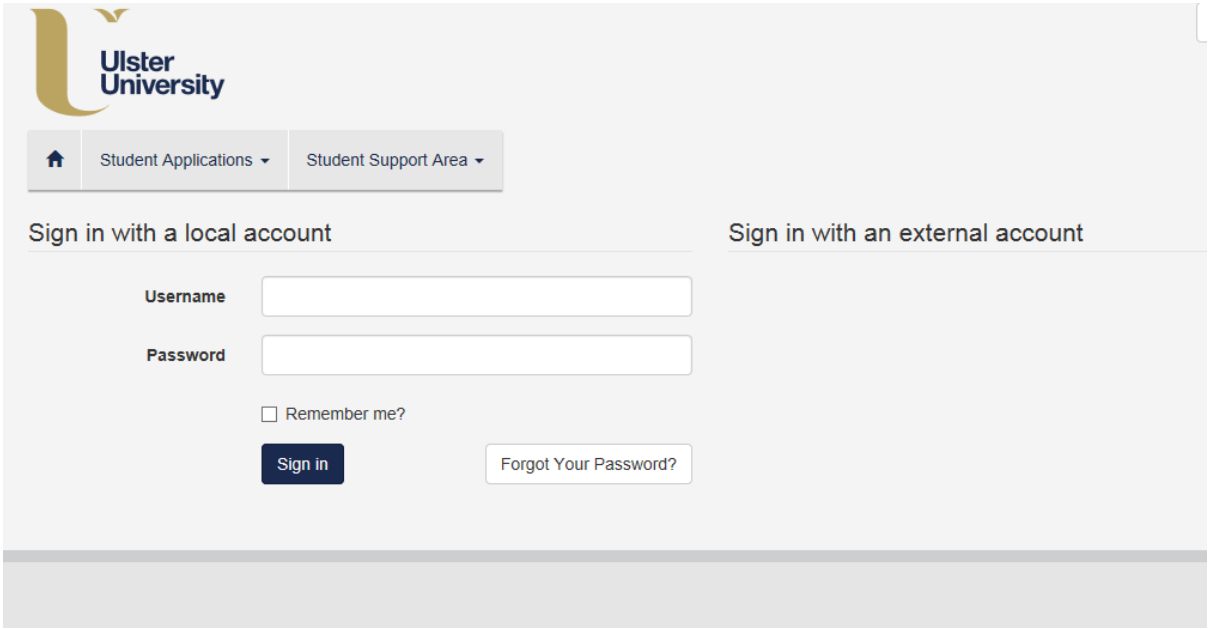
Student Support – Student guidance to approve support hours

1. Log into the portal https://adxportal.ulster.ac.uk/SignIn

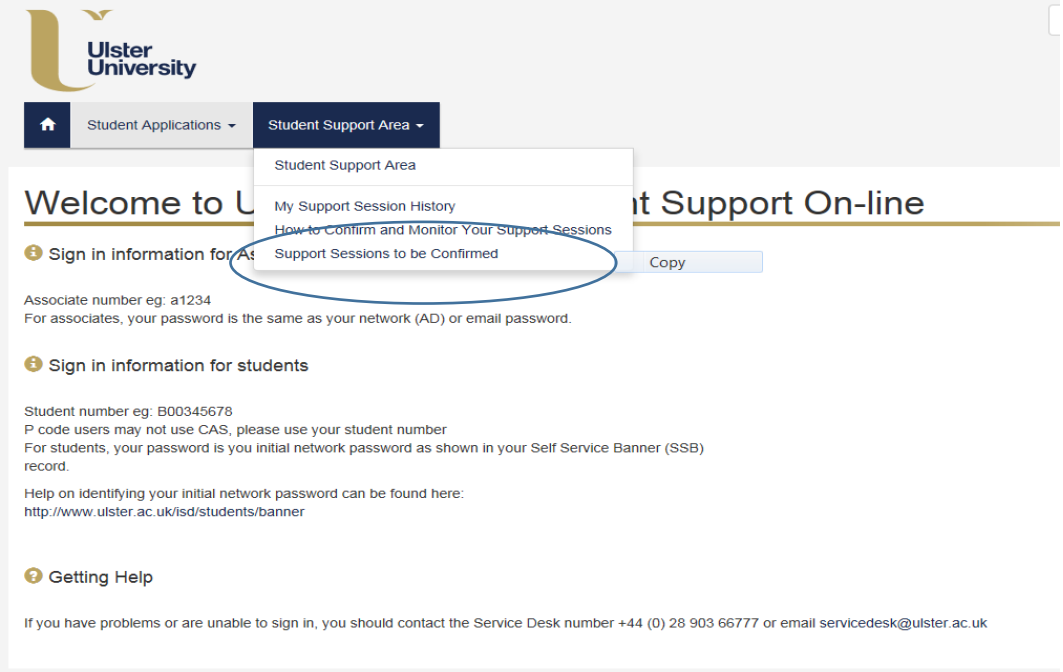
2. Use your Ulster Student ID (e.g. B0012345) as the User name and initial University network password (as supplied to you at Online Enrolment) to enter the portal.

   Important note: If you do no longer know what this initial network password is, as it may have been changed since Online Enrolment, you can retrieve it from your Student Banner record.

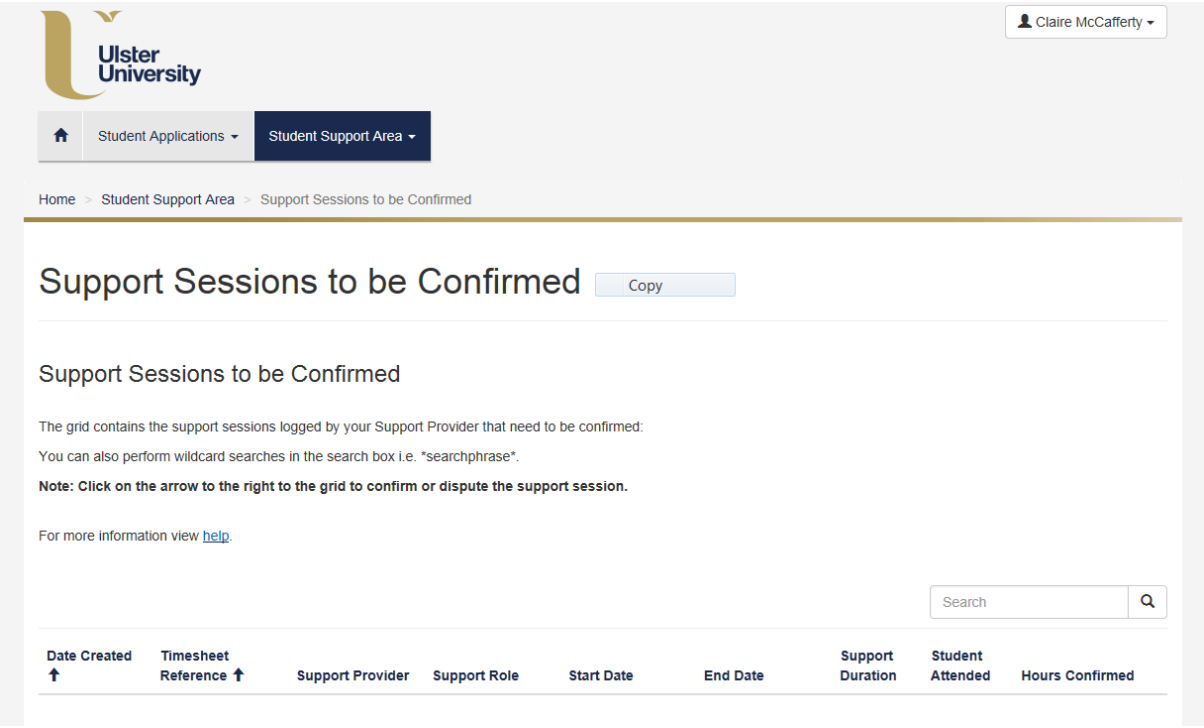
   Please see the following link: http://isd.ulster.ac.uk/isd/students/banner and follow the "*How do I retrieve my network and email passwords*" guidance.



3. Select the Student Support Area and then Support sessions to be confirmed or disputed



4. Click on the timesheet reference, select approve or dispute.
   If the claim is disputed, please note the reason why.
   Click through each timesheet reference until the 'Support Sessions to be Confirmed' no longer displays any details.



If you have any queries or problems, please contact the Register of Support Providers directly: Claire on 02890 366751 or Seaneen 02890 366143