Timetable guide

All students can find their personalised timetables by using the student portal My LSBU.

**Accessing your timetable**

1. To view your timetable go to [my.lsbu.ac.uk](http://my.lsbu.ac.uk) or type [go.lsbu.ac.uk/timetable](http://go.lsbu.ac.uk/timetable) in your browser address bar. If you are logged into a computer on campus you will be automatically signed into My LSBU.

2. If you are **not using a university computer**, please Log In with your username and password.

3. Your name and links to your profile are visible in the top left hand corner of the screen. Click on the **My Course** tab and select **My Timetable** from the dropdown menu.
Viewing your timetable

Please Note: Timetables will not work in the Internet Explorer browser.

1. You can click on an event in your timetable to show details e.g. time and location.

2. You may need to scroll down the page to see all of the events scheduled.

3. Remember to check your timetable regularly. Any events that have changed since you last logged in will be highlighted with a red border.

4. Make sure that the right week is selected before reporting any issues.
Problems with your timetable

1. If you experience any problems with:
   - Missing modules
   - Incorrect modules
   - Multiple events in the same timeslots

Contact your School Office. You can find this information on
MyLSBU>>My Course>>My Course Details>>

Your Course Administrators’ details will appear on the right.

2. If your timetable is blank, please email timetabling@lsbu.ac.uk with the following information:
   - Student name
   - Student number
   - Course
   - Your problem/issue

Access your student timetable on your device

You must have the Microsoft Outlook app installed on your phone from the App Store or Google Play store.

1. Go to your student timetable. **This must be done on a PC/Mac.**
   
   Go to Administration >> My mobile (top right)

   ![Timetable App Image]

   Tick that you want updates emailed to you.

   You may receive a message that no phone number is registered on your student record. You can visit the Student Life Centre or email studentlife@lsbu.ac.uk to update your record. This will enable you to receive text updates.
Copy the link

2. Log in to your LSBU student email account on a PC/Mac
   Go to Calendar (bottom left)
   > Import calendar
   > From Web
   Paste the link you copied in the space provided.
   Done!
   Timetabled events will appear in the right hand side of your online email calendar

   Open the Outlook app on your mobile phone/tablet. The calendar icon is on the bottom right, tap the icon to see your timetabled events!

For further information and support contact:

Tel: 020 7815 6678
Email: llr-ithelpdesk@lsbu.ac.uk
Visit: 1 West, Perry Library.