

## NCI MyTimetable Instructions

To access your timetable login to NCI MyApps via the following link: <https://myapps.microsoft.com>

You will be presented with the screen below. Click on the icon titles “MyTimetable”.

The screenshot displays the NCI MyApps dashboard. At the top left is the National College of Ireland logo. At the top right, the user's name 'Kathleen' and 'NATIONAL COLLEGE OF IRELAND' are shown next to a profile icon. Below the header is a search bar labeled 'Search apps'. The main area is titled 'Apps' and contains a grid of application tiles. The 'myTimetable' tile, which features a clock icon and the days of the week (M, T, W, T, F, S, S), is circled in red. Other visible tiles include Bookings, Dynamics 365, Kaizala, OneNote, Planner, SharePoint, Tasks, Video, Calendar, Excel, Moodle, NCI 360, Outlook, PowerApps, Stream, Teams, Word, Delve, Forms, myPicture, OneDrive, People, PowerPoint, Sway, To-Do, and Yammer. The 'Groups' tile is also visible on the right side.

You will then be directed to a calendar screen where you can scroll between the weeks. If you scroll to the beginning of the academic year you should be able to see your timetable appear. In the calendar view, your timetabled classes will display the name of the module, plus the name of the room in brackets.

The timetable can also be synced with various calendar apps, including your Outlook Calendar by pressing the Subscribe button on the top right hand corner.

**MY TIMETABLE** Press the Subscribe button to sync with your calendar app

MONTH **WEEK** DAY 16 SEP - 21 SEP 2019 TODAY

	Mon 16 Sep	Tue 17 Sep	Wed 18 Sep	Thu 19 Sep	Fri 20 Sep	Sat 21 Sep
8:00						
9:00	Module 1 (Boardroom 2)					
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						

Scroll through the weeks using these arrows

Logout

My timetable >

Profile

Contact us

Europe/London (+01:00)

English ▾

If you click on the class a pop up screen will appear with further information about the class. The pop up screen will list all the staff members assigned to the class and will also list all the student groups taking the class.

The screenshot displays a user interface for a timetable. On the left is a dark blue sidebar with the National College of Ireland logo, the name 'KATHLEEN TEST', a 'LOGOUT' button, and navigation links for 'My timetable' and 'Profile'. The main area is titled 'MY TIMETABLE' and shows a weekly view for '16 SEP - 21 SEP 2019'. A class entry 'Module 1 (Boardroom 2)' is highlighted in the 9:00-10:00 slot on Monday. A pop-up window provides the following details:

MODULE 1 (BOARDROOM 2)	
Monday, 16 Sep	09:00 - 10:00
Location Name	Boardroom 2
Activity Type Name	Lec
Staff Member Name	TEST STAFF 2, TEST STAFF 1
StudentSet UserText4	NCITEST1

Email notifications must be opted into. To turn on email notifications, click on “Profile” on the left hand side. Then uncheck the box that says “I don’t want to receive notifications” and press the save button.

