

## Instructions for printing out assignment coversheets from Arion

In order to print a coversheet, you need to have Acrobat Reader installed on your PC. You can also use the computers in any computer lab on campus.

1. Log in to Arion
2. Go to the "Assessment Details" page (under "Academic Details" menu)

The screenshot shows the Arion user interface. At the top, there is a blue banner with the text "POWERED BY ARION". Below this is a navigation menu with five tabs: "Personal Details", "Academic Details", "Online Finance", "Enrolment", and "Course Info". The "Academic Details" tab is selected, and a sub-menu is visible with options: "Qualifications", "Assessment Details", "Programme Information", and "Timetable". Below the menu, there is a "Welcome!" message and a paragraph of text: "The following is your personal information. It contains the latest Arion news, and access to details of your AUT record." Below this is a box containing several links: "Personal Details >", "Academic Details >", "Online Finance >", and "Class Enrolments >".

3. Click on the hyperlinked name of the paper for which you need to print out a coversheet. For example, in the screen shot below you would click on the hyperlink for "Psychology and Lifespan Development".

The screenshot shows the Arion user interface for the "Assessment Details" page. At the top, there is a blue banner with the text "POWERED BY ARION". Below this is a navigation menu with five tabs: "Personal Details", "Academic Details", "Online Finance", "Enrolment", and "Course Info". The "Academic Details" tab is selected, and a sub-menu is visible with options: "Assessment Details", "Class Enrolments", and "Timetable". Below the menu, there is a search bar with a dropdown menu for "Year" set to "2004" and a "Search" button. Below the search bar, there are two tables. The first table is for "AK3485 Master of Health Science" and the second table is for "AK3680 Bachelor of Health Science". Both tables have columns for "Period", "Class", "Description", "Status", and "Level".

Period	Class	Description	Status	Level
S2	588635/02	Practice Pursued	Withdrawn	


  


Period	Class	Description	Status	Level
S2	556101/21	<a href="#">Psychology and Lifespan Development</a>	Approved	6

**Assessment Key**

Indicates interim result.

Results shown in this section do not constitute an official academic transcript.  
Interim results are unconfirmed by the Examination Board and may be subject to change.

4. On the "Academic Details -> Class Details" page, click on the PDF (  ) icon in the coversheet column of the assignment that you need to print a coversheet for. For example, in the screen shot below, if you wanted to print a coversheet for the "Case Study Worksheet" assignment for "Psychology and Lifespan Development" then you would click on the icon circled in the screen shot. If you do not see a PDF icon you will need to contact the Student Information Centre.






**POWERED BY ARION**

Personal Details   Academic Details   Online Finance   Enrolment   Course Info

Academic Details -> Class Details

**556101/01 - Psychology and Lifespan Development**

Class Component Details			
Component	Due Date	Grade	Coversheet
OverAll Result	08-Apr-2004		
Case Study Worksheet	08-Apr-2004		
Analysis and Practical Application	04-Jun-2004		

**Assessment Key**

 Indicates interim result.

Results shown in this section do not constitute an official academic transcript.  
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5. Your assignment coversheet will be launched as a PDF document in a new window for you to print out.

### Some tips for Logging In.

#### Logging In

2 options:

#### **Option 1:**

Go to the Log Me In Website.

<http://logmein.aut.ac.nz>

or access from "My AUT"

Enter your network user name and password (this is the login name that is on your id card.)

Click on Arion tab and you will have automatic access to your personal details on Arion Online.

#### **Option 2:**

Go to Arion Online

<http://arion.aut.ac.nz>

Enter your student id number and Arion password.

Don't know your password?

- Click on "*forgotten your account details?*"

and a new password will be e-mailed to the address that you have provided to AUT.

Or...

- Call Student Information Helpline 917 9779 to have your password reset.