



TE WHARE WĀNANGA O
AWANUIĀRANGI



Urutaurira User Guide –Portal Navigation

- How to create an account and log in
- Homepage navigation
- How to update personal details
- How to access your timetable
- How to access your applications, enrolments and results
- How to report an absence

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URUTAUIRA INTRODUCTION

Overview

Urutauira is our tauira portal with a focus on allowing you as tauira to apply to enrol online and track your application through to enrolment. You can view your applications, enrolments, results and communications via Urutauira.

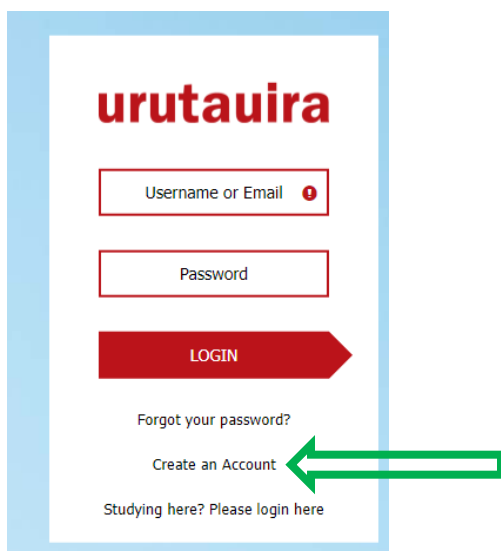
You can also upload documents to support your application/enrolment and view fees and payments if applicable.

Once enrolled, as tauira you can also see your attendance and submit a future absence if you are going to be away – for example, you are sick and can't attend class on a certain date.

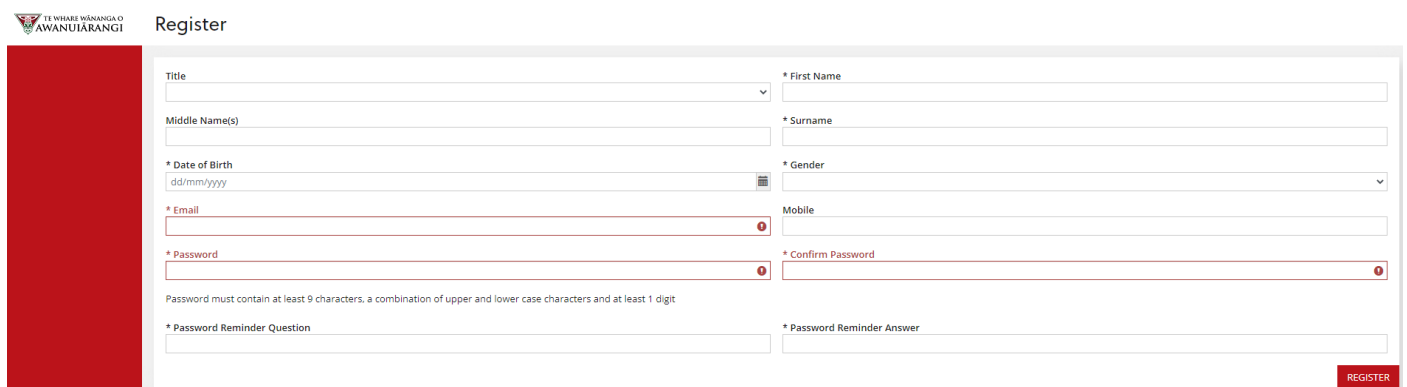
Access to Urutauira requires an internet connection.

Creating an Account (New to Urutauira)

1. From the right-hand login box, click on **Create an Account**



2. The **Register** page displays



3. Fill in details and click REGISTER

Register

Title Ms	* First Name Applicant
Middle Name(s)	* Surname Name
* Date of Birth 23/03/2000	* Gender Wahine/Female
* Email [redacted]@gmail.com	Mobile
* Password *****	* Confirm Password *****
Password must contain at least 9 characters, a combination of upper and lower case characters and at least 1 digit	
* Password Reminder Question Where was I born?	* Password Reminder Answer Otoutahi

REGISTER

4. A Success box appears, click CLOSE

The screenshot shows the Home page of Te Whare Wānanga o Awanuiārangī. A success message box is overlaid in the center, stating: "Success Account created successfully, Your username is twwoa.lisa. You will shortly receive an email with further details." A "CLOSE" button is visible at the bottom right of the success box. The background page includes a navigation menu on the left and a "Nau mai!" header with introductory text.

5. Your Urutauira Home page is displayed.

The screenshot shows the Home page of Te Whare Wānanga o Awanuiārangī. The page features a navigation menu on the left with options: Home, Online Enrolment, My Details, My Communications, My Documents, Kaitautoko/Support, and Whakapā mai/Contact. The main content area includes a "Nau mai!" header and introductory text in both Māori and English. A user profile icon is visible in the top right corner.

Logging In (already created an Urutauira Portal Account)

1. Enter **Username** or **Email**
2. Enter **Password**
3. Click **LOGIN**

urutauira

██████████@gmail.com

.....

LOGIN

[Forgot your password?](#)

[Create an Account](#)

[Studying here? Please login here](#)

4. Urutauira Home page is presented.

TE WHARE WĀNANGA O AWANUIĀRANGI Home

Home

Online Enrolment

My Details

My Communications

My Documents

Kaitautoko/Support

Whakapā mai/Contact

Nau mai!

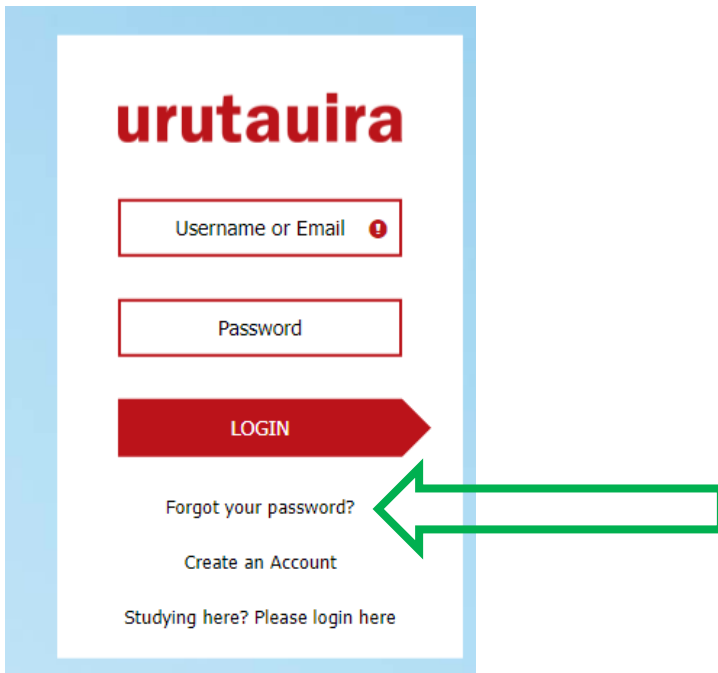
Tēnei te mihi maioha atu kia koutou katoa i runga i ngā āhuatanga o te wā. Ka mihi ki ō tātau mate e heke tonu nei, e heke tonu nei. Kua tangihia, kua mihia, kua poroporoakitia ratāu, nō reira e ngā mate takoto mai rā, takoto mai rā i roto i ngā ringaringa o tō tātau kalhanga. Ka hoki mai kia tātau te hunga ora, tēnā koutou, tēnā koutou, tēnā tātau katoa.

This web site provides you with access to all the information you need to make your studies with us a success! Whether you're a recent starter, or you've been with us for years, you can search for new challenges, tell us more about yourself, check out your results and keep up to date with everything that's going on.

When you start an application to study with us, we will help you track your progress all the way through to enrolment, including letting you know any next steps that either you or we need to take, for example if we're waiting for you to send a document or confirm an offer. However you use this site, we want to thank you for choosing to study with us! Nau mai, haere mai!

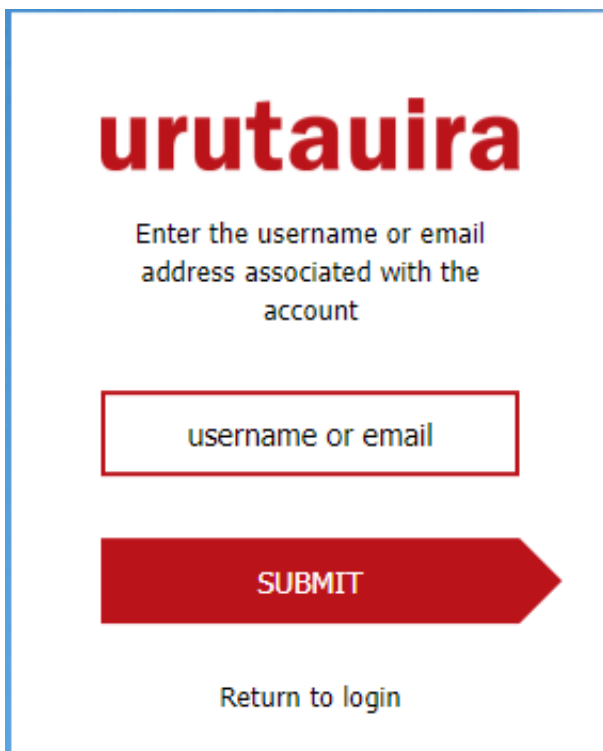
Forgot Password?

1. Click **Forgot your password?**



The image shows the Urutauira login page. At the top is the logo 'urutauira' in red. Below it are two input fields: 'Username or Email' with a red border and a red error icon, and 'Password' with a red border. A red arrow-shaped button labeled 'LOGIN' is below the fields. Underneath the 'LOGIN' button is the text 'Forgot your password?' with a green arrow pointing to it from the right. Below that is 'Create an Account' and 'Studying here? Please login here'.

2. Enter the **username or email** for the Urutauira Portal Account and **Submit**



The image shows the Urutauira forgot password page. At the top is the logo 'urutauira' in red. Below it is the text 'Enter the username or email address associated with the account'. There is a red-bordered input field containing the text 'username or email'. Below the input field is a red arrow-shaped button labeled 'SUBMIT'. At the bottom is the text 'Return to login'.

3. The following box is displayed advising a **reset password link** has been sent to your email address:

urutauira

Enter the username or email address associated with the account

If you have entered valid details, an email will be sent with a link to reset your password.

SUBMIT

[Return to login](#)

4. The following email is sent to the email address IF there is a valid account in Urutauira.

Tēnā koe Lisa,

A request has been received to reset your password for OnTrack.

To complete the process, click on the link below.

[Reset password](#)

This link will expire at 11:16 on 12/05/2022.

If you did not request a password reset, no further action is required.

Do not reply to this e-mail. This message was produced automatically.

5. Click **Reset password**

6. The link will open a browser window with the following box – enter the date of birth associated with the account

urutauira

Enter the date of birth associated with the account

CONTINUE

7. Your question that you set up at registration is presented – enter the **answer** in the box provided

urutauira

Where was I born

CONTINUE

8. A box is then presented for you to **enter** and **confirm** their **new password**.

9. Click **CONTINUE**

urutauira

CONTINUE

10. Urutauira Home page is presented.

TE WHARE WĀNANGA
AWANUIARANGI

Home

Online Enrolment

My Details

My Communications

My Documents

Kaitautoko/Support

Whakapā mai/Contact

Home

Nau mai!

Tēnei te mihi maioha atu kia koutou katoa i runga i ngā āhuatanga o te wā. Ka mihi ki ō tātau mate e heke tonu nei, e heke tonu nei. Kua tangihia, kua mihia, kua poroporoakitia rātau, nō reira e ngā mate takoto mai rā, takoto mai rā i roto i ngā ringaringa o tō tātau kaihanga. Ka hoki mai kia tātau te hunga ora, tēnā koutou, tēnā koutou, tēnā tātau katoa.

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When you start an application to study with us, we will help you track your progress all the way through to enrolment, including letting you know any next steps that either you or we need to take, for example if we're waiting for you to send a document or confirm an offer. However you use this site, we want to thank you for choosing to study with us! Nau mai, haere mai!

HOME PAGE

Welcome Message

The welcome message always appears at the top of the page:

Home



Nau mai!



Tēnei te mihi maloha atu kia koutou katoa i runga i ngā āhuatanga o te wā. Ka mihi ki ō tātau mate e heke tonu nei, e heke tonu nei. Kua tangihia, kua mihia, kua poroporoakitia ratāu, nō reira e ngā mate takoto mai rā, takoto mai rā i roto i ngā ringaringa o tō tātau kaihanga. Ka hoki mai kia tātau te hunga ora, tēnā koutou, tēnā koutou, tēnā tātau katoa.

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When you start an application to study with us, we will help you track your progress all the way through to enrolment, including letting you know any next steps that either you or we need to take, for example if we're waiting for you to send a document or confirm an offer. However you use this site, we want to thank you for choosing to study with us! Nau mai, haere mai.

Application Progress

If there is an application in progress, there will be a tracker bar showing for that programme application, with a status bar.



Means nothing for you to do



Generally, requires some action from you, refer to the **Next Steps** section for instructions.



Means the application cannot progress for some reason

Application Progress



Te Tohu Toi Tangata: Bachelor of Humanities (IBHUM7) starting on 01/06/2022



Incomplete Application

Te Pou Hono ki Mahi Marae (3TPMM4) starting on 23/10/2022



Doctor of Philosophy (PhD) (2PHD10) starting on 15/03/2021



Next Steps

Next Steps relate to the above application progress bars – this provides information on the status of the application and what (if anything) you need to do to progress your application.

Next Steps

Application(s) in Progress

Te Pou Hono ki Mahi Marae (3TPMM4) starting on 23/10/2022: No further action required at this time. We will be in touch soon!

Doctor of Philosophy (PhD) (2PHD10) starting on 15/03/2021: Thank you for accepting our offer of a place. Now we need you to select the Courses you would like to study.

Looks like you've started an application. Click below to continue!

[Te Tohu Toi Tangata: Bachelor of Humanities](#)

Please select your optional courses

[Te Pou Hono ki Mahi Marae](#)

[Doctor of Philosophy \(PhD\)](#)

Recent Results

If a result has been recently released, an overview of that will show in the **Recent Results** section for quick access. More details around the result can be found by clicking the **My Results** link from the left-hand navigation menu.

Recent Results (8)

Course Description	Assessment Code	Assessment Type	Assessment Description	Result	Result Date
REO203-2252 REO203 Mana Reo 2	REO203.1	Oral	REO203 Mana Reo 2 Assessment 1 Oral	75	06/05/2022
REO302-22NS.12 REO302 Mana Whenua 3	REO302.1	Oral	REO302 Mana Whenua 3 Assessment 1 Oral	80	06/05/2022
REO303-22NS.12 REO303 Mana Reo 3	REO303.1	Oral	REO303 Mana Reo 3 Assessment 1 Oral	80	06/05/2022
REO202-2252 REO202 Mana Whenua 2	REO202.1	Oral	REO202 Mana Whenua 2 Assessment 1 Oral	88	18/05/2022
REO304-22NS.12 REO304 Mana Ao Turoa 3	REO304.1	Oral	REO304 Mana Ao Tūroa 3 Assessment 1 Oral	80	06/05/2022
REO301-22NS.12 REO301 Mana Tangata 3	REO301.1	Oral	REO301 Mana Tangata 3 Assessment 1 Oral	80	06/05/2022
REO204-2252 REO204 Mana Ao Turoa 2	REO204.1	Oral	REO204 Mana Ao Tūroa 2 Assessment 1 Oral	90	18/05/2022
REO204-2252 REO204 Mana Ao Turoa 2	REO204.2	Course work	Test Assessment	99	18/05/2022

Useful Staff Links

You may find useful staff email links under this section – generally it will be your Kaiako.

Useful Staff Contacts (2)

LEFT-HAND NAVIGATION MENU

Online Enrolment

Used to apply or re-enrol online. Refer to Urutauira User Guide – Apply Online for full application and re-enrolment details.

My Details

Where you can update your personal contact details including:

- Personal Email
- Mobile
- Preferred name
- Home phone number
- Preferred contact method
- Emergency contact details
- Address details

Other details can be viewed but not updated – to change other details requires evidence of the requested change and can only be changed by Te Whare Wānanga o Awanuiārangī staff.

My applications

Shows a list of current applications in progress.

My Applications L

Export: Filter:

Application Created Date	Programme Code	Programme Title	Programme Intake	Progress Description	
30/03/2022	2PHD10	Doctor of Philosophy (PhD)	2021RO.2	Application Offer Accepted	View Details
18/05/2022	1BHUM7	Te Tohu Toi Tangata: Bachelor of Humanities	2022N5	Application Started but not Submitted	View Details
30/03/2022	3TPMM4	Te Pou Hono ki Mahi Marae	2020DR	Application ready to convert	View Details

Showing 1 to 3 of 3 records ◀ ▶

By clicking 'View Details' you can see more information about your application.

Application Overview L

Application Details			
Programme Code	2PHD10 2021RO.2	Description	Doctor of Philosophy (PhD)
Application Date	30/03/2022	Application Progress	Application Offer Accepted
Start Date	15/03/2021	Study Location	Courses delivered extramurally or by

My Enrolments

Shows the list of programme and course enrolments with the status of each course and programme.

Clicking the left-hand arrow will open some further information about each enrolment item.

My Enrolments

Programme / Course Code	Mandatory	Start Date	End Date	EFTS	Progress	Tutor Groups
1BED7-2022FY.7 - Te Tohu Paetahi Ako: Bachelor of Education (Teaching)		28/02/2022	18/12/2022	3.00000	Enrolment Provisional	
Mandatory		Start Date 28/02/2022	End Date 18/12/2022			
Course Efts Factor 3.00000		Progress Enrolment Provisional	Tutor Groups			
Last Withdrawal Date		Dollars				
▶ 1BED7-2022FY - Te Tohu Paetahi Ako: Bachelor of Education (Teaching)		28/02/2022	18/12/2022	3.00000	Enrolment Accepted	
▶ AHO204-22FY.2 - AHO204 Te Hopu, Te Ako i Nga Reo: Language Acquisition	N	28/02/2022	18/12/2022	0.12500	Enrolment Accepted	
▶ AHO303-22FY - AHO303 Te Umanga Matauranga: Education of Student with Diverse Abilities	N	28/02/2022	18/12/2022	0.25000	Enrolment Accepted	
▶ AHO304-22FY - AHO304 Nga Aria Wetewetehia i roto i te Rangahau Maori: Critical Theory in	N	28/02/2022	18/12/2022	0.12500	Enrolment Accepted	
▶ AHO305-22FY - AHO305 Te Aromatawai me te Whakarite Mahere Ako: Assessment & Planning	N	28/02/2022	18/12/2022	0.12500	Enrolment Accepted	
▶ 1RE03-2022NS.12 - Te Pokaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 3)		04/04/2022	19/08/2022	0.50000	Pre-enrolment completed	

My Communications

My Communications shows email/text communications sent to you from the Student Management System.

Inbox

Date/ Time	Type	From	To	Subject
▶ 18/05/2022 11:37:26	Email Outgoing	webadmin	To:EBSTesting@wananga.ac.nz;	NOTIFICATION Student ID: 16024591 accepted offer on Doctor of Philosophy (PhD)}. Missing staff links
▶ 18/05/2022 11:10:35	SMS Outgoing	webadmin	To:EBSTesting@wananga.ac.nz;	Offer of Place
▶ 18/05/2022 11:10:35	Email Outgoing	webadmin	To:EBSTesting@wananga.ac.nz;	Offer of place

Also, if any absence has been reported by you then a record of that will be shown.

Date	Time	Reason
23/05/2022	All Day	Personal reasons
19/05/2022 - 23/05/2022	All Day	Tangihanga
17/05/2022	All Day	Sickness
17/05/2022	All Day	Personal reasons
16/05/2022	All Day	Personal reasons

My Documents



Documents that have been uploaded by you are visible here. By clicking the attachment link the document is viewable.

NOTE: this is not for uploading your course assessments – if you need to upload assessments online you will need to use eWānanga, or the method your Kaiako has requested you submit your assessment in.

My Documents

Date Added	Reference	Attachment	Document Type
18/05/2022	Learner Upload File: L_ROL	Test upload doc.pdf	Record of Learning document
09/05/2022	Learner Upload File: L_OTHER	Test upload doc.pdf	Other

Showing 1 to 2 of 2 records

If you are required to upload additional documents to support your application or enrolment, you can do this through **My Documents**.

1. Select the **Document Type** from the dropdown list

Document Uploads

You can upload certified copies of your qualifications (both

* Document Type

Application Essay

Curriculum Vitae (CV)

Other

Record of Learning document

Uploaded Documents

Document Name

2. Click **Choose Files**

Document Type

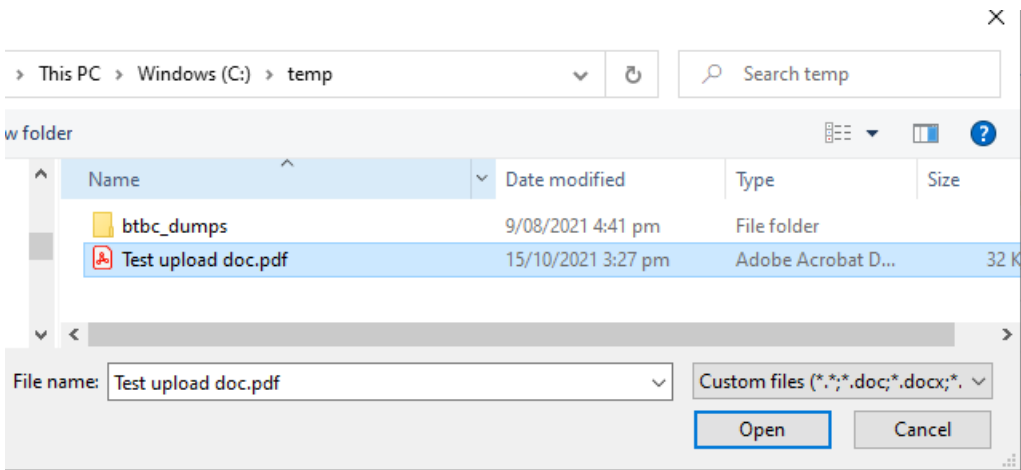
Curriculum Vitae (CV)

* File(s) To Upload

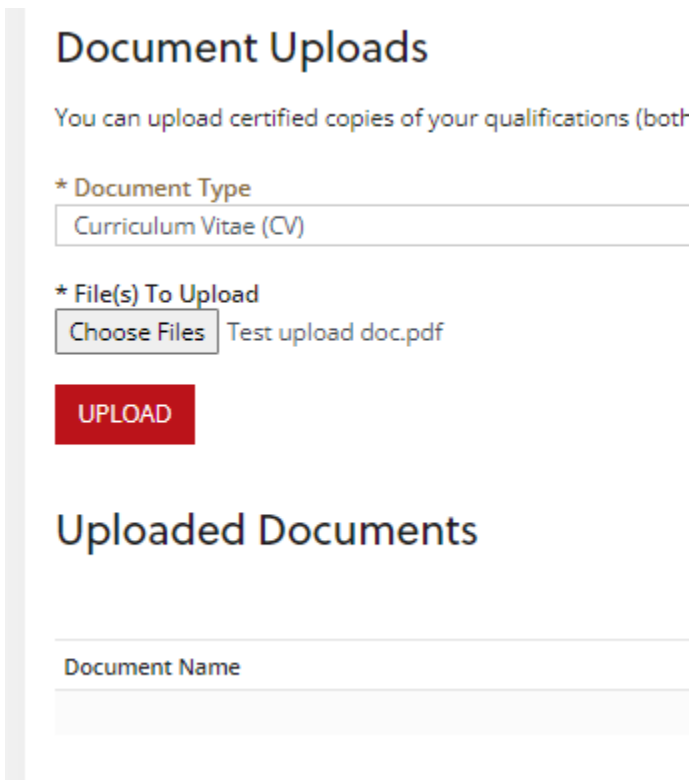
Choose Files No file chosen

UPLOAD

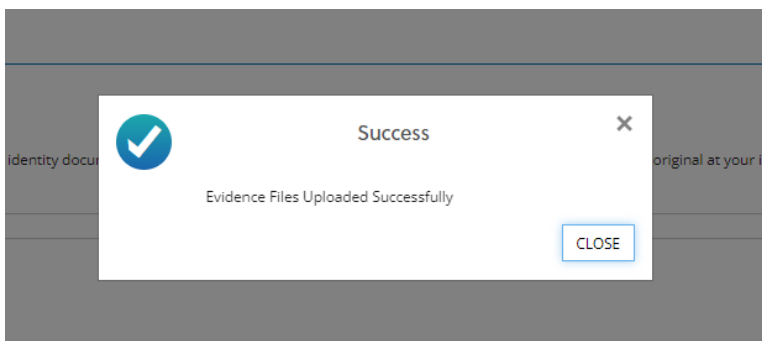
3. A pop-up box appears for you to navigate to your saved documents to upload.
4. Navigate to the document, click on the document, then click **Open**



5. The file then appears next to the **Choose Files** button
6. Click **UPLOAD**



7. A **Success** popup box appears, click **CLOSE**



8. The document appears under the **Uploaded Documents** section.

Document Uploads

You can upload certified copies of your qualifications (both local and overseas) and identity documents. Please note that you may need to supply the original or certified copy of the original :

* Document Type

* File(s) To Upload

No file chosen

Uploaded Documents

Document Name	Document Type
Test upload doc.pdf	Curriculum Vitae (CV)

9. Repeat Steps 1-8 above to load another document.

My Finances

You can view your financial summary and see your outstanding balances as well as view payable fees and invoices.

NOTE: you cannot print a copy of your invoice from here, it is just an overview. Your invoice will have been emailed to you as a PDF document.

My Finances

Financial Summary						
Student Fees	5418.62	Student Receipts	-4000.00	Student Balance	1418.62	
Sponsor Invoices	25.70	Sponsor Receipts	-25.00	Sponsor Balance	0.70	
Total	5444.32	Total Receipts	-4025.00	Total Balance	1419.32	

These balances reflect Fees that are payable online. There may be other Fees that are not included here.

Payable Fees (4)						
Description	Date	Amount	Credit	Paid	Outstanding (amount)	
▶ INV000097000124	04/04/2022	\$25.70	\$0.00	\$0.00	\$25.70	
▶ INV000097000122	04/04/2022	\$2,365.63	\$0.00	\$0.00	\$2,365.63	
▶ INV000097000119	01/04/2022	\$9.99	\$0.00	\$0.00	\$9.99	
▶ INV000097000115	01/04/2022	\$2,439.00	\$0.00	\$0.00	\$2,439.00	

Your Invoices (7)				
Invoice Number	Invoice Date	Total Fees (\$)	Outstanding (\$)	
INV000097000115	01/04/2022	6043.00	2439.00	
INV000097000116	01/04/2022	604.00	0.00	
INV000097000117	01/04/2022	3000.00	0.00	
INV000097000118	01/04/2022	1669.46	0.00	

My Timetable

My Timetable is a quick view of what your timetabled courses are.

My Timetable

29 Nov – 5 Dec 2021						
	Mon 29	Tue 30	Wed 1	Thu 2	Fri 3	Sat 4
08						
09						
10						
11						
12						
13						
14					13:30 - 14:30 REO104-21NS.10 Class REO104 Mana Ao Turoa 1	
15						

If you can't see the full details, hover over an item to get a pop out window of full details

My Results

All Academic History relating to course and programme enrolments will show in the **My Results** section. This includes assessment results if entered.

Assessment Code	Definition
Open	Enrolled in the assessment, no marks entered
Interim	Marking is in progress
Final	An unofficial status that still must be fully confirmed by School Academic Committee
Released	The completed and approved assessment mark

Course Code	Definition
Open	Enrolled in the course, no course grade applied
Provisional	Indicative course mark - not yet finalised
Released	The completed and approved course outcome

Award Code	Definition
Pending	Enrolled in a programme/course that leads to this award
Eligible	Course outcomes checked against award and taurira meets the criteria - not finalised
Confirmed	Award is endorsed at School Academic Committee level to be awarded
Awarded	Academic Board passes resolution for award to be conferred.

My Results



Academic History (35) Filter:

Programme / Course	Type	Result	Pass/Fail	Credits	Aggregate Score	EFTS	Result Date	Status
1REO2-2022S2 - Te Pokaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 2)						0.50000		Pending
REO201-22S2 - REO201 Mana Tangata 2						0.12500		Open
REO201.1 - REO201 Mana Tangata 2 Assessment 1 Oral	Oral							Open
REO203-22S2 - REO203 Mana Reo 2		B+	PASS	75.000		0.12500	06/05/2022	Released
REO203.1 - REO203 Mana Reo 2 Assessment 1 Oral	Oral	75					06/05/2022	Released
REO202-22S2 - REO202 Mana Whenua 2		A	PASS	88.000		0.12500	18/05/2022	Provisional
REO202.1 - REO202 Mana Whenua 2 Assessment 1 Oral	Oral	88					18/05/2022	Final
REO204-22S2 - REO204 Mana Ao Turoa 2		A+	PASS	90.000		0.12500	18/05/2022	Provisional
REO204.2 - Test Assessment	Course work	99					18/05/2022	Final
REO204.1 - REO204 Mana Ao Turoa 2 Assessment 1 Oral	Oral	90					18/05/2022	Final

My Attendance

Shows enrolled and timetabled classes and if the class register has been marked, then it will show a letter relating to the attendance description. Refer to screenshot below for codes and descriptions.

Key and Statistics (4)

Attendance Code	Description	Your Attendance Statistics	
A	Absent	Positive Marks	0
E	Explained Absence	Negative Marks	2
L	Late	Percentage Positive	0.00
P	Present		

Showing 1 to 4 of 4 records

My Attendance

Filter:

Description	Day	Start Time	End Time	12	13	14	15	16	17	18	19	20	21	22	23	24
REO301-22NS.12	Monday	09:00	10:00										A			
MAO905-22RO.2	Tuesday	09:00	16:00										A			
AHO303-22FY	Tuesday	10:45	15:45													
AHO303-22FY	Thursday	09:00	12:00													

Showing 1 to 4 of 4 entries

Report an Absence

If you are going to be absent and want to report that you can do so by entering your absence dates and completing the required details before submitting that absence.


NOTE: the absence is not reported until you click the **Submit Absence** button on the last page.

1. Enter the date or multiple dates for absence and click **NEXT**.

Report an Absence



Please select dates absent

Select Date:

Date 

_____ Or _____

Select Multiple Dates:

From  To 

[NEXT](#)

2. If the absence is for a single day, a full or part day absence can be reported.
3. Select the desired option and click **NEXT**

Report an Absence

Is this absence for a whole or part of a day?

[FULL DAY ABSENCE](#) [ABSENT FOR PART OF THE DAY](#)

[BACK](#) [NEXT](#)

This is the timetable for Monday, 23/05/2022

The sessions highlighted below will be missed during this absence

REO301 Mana Tangata 3 Elriza test
09:00 - 10:00

4. Select the reason for the absence and attach any documents to support, e.g.: Medical Certificate and click **NEXT**

Report an Absence

Please select a reason

Sickness

Please upload evidence if possible:
e.g. doctors note

Drag files here or click to upload evidence

BACK NEXT

5. A summary of your absence details is displayed – you must click **SUBMIT ABSENCE** for the absence to be recorded.

Report an Absence

Absence summary

Absence date: 23/05/2022
Absence times: All day
Absence reason: Sickness
Evidence attached: No

BACK SUBMIT ABSENCE

Current attendance levels

	Attendance	Punctuality
Current Attendance		0%
Target Attendance		%
Attendance after reported absence		0%

After clicking Submit, a green box with a thank you message appears. The reported absence is now complete.

Report an Absence

Absence summary

Absence date: 23/05/2022
Absence times: All day
Absence reason: Sickness
Evidence attached: No

Thank you for reporting an absence.

[Return to the home page](#)

Kaitautoki/Support

Links to other webpages for support:

Kaitautoko/Support



[Te whakauru](#)

Information for Enrolment

[Te kōputu kōrero](#)

Library and information services

[Awahi Taura](#)

Student Support

Whakapā mai/Contact

Connects to the main website:

The screenshot shows the top navigation bar of the Te Whare Wānanga o Awanuiārangī website. On the left is the university's logo and name. To the right are social media icons for Facebook, YouTube, and LinkedIn. Further right are the locations 'Taura' and 'Kaimahi', and a search icon. A horizontal menu contains the following items: 'Ko wai mātou' (About), 'Akoranga nui' (Study), 'Te whakauru' (Enrolment), 'Manaakitanga' (Experience), 'Kaitautoko' (Support), and 'Whakapā mai' (Contact). Below the menu are two buttons: 'Enquire' and 'Enrol'. The main content area features a large teal graphic on the left with the text 'Whakapā mai' and 'Contact us'. On the right is a photograph of two smiling women.