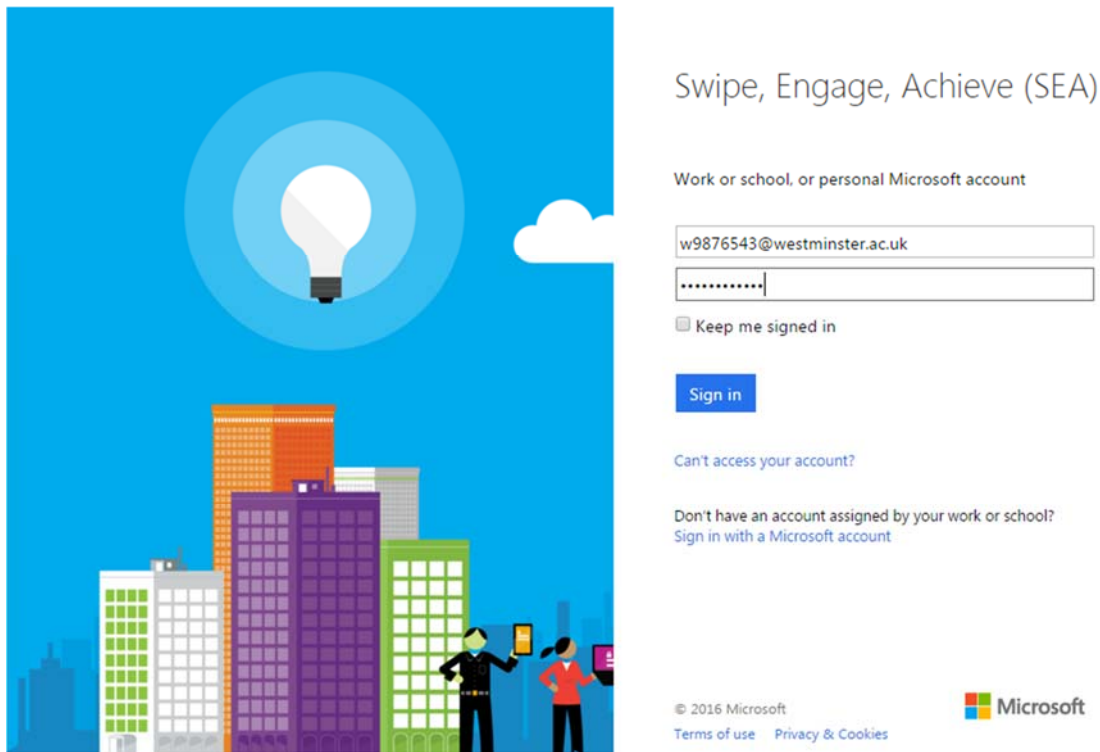
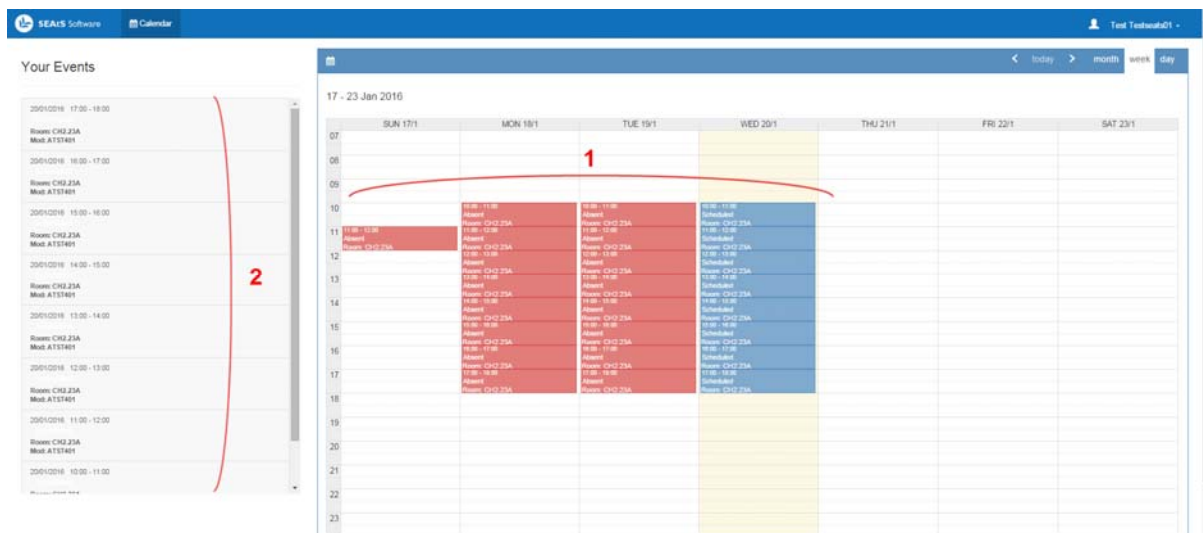


Student Engagement and Attendance (SEA) System

Go to <https://westminster.seatsportal.co.uk> and log in using your username@westminster.ac.uk and your normal password.

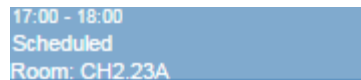


You will see your calendar, defaulted to the current week. Any classes you have scheduled up until the next day will be displayed {1}, with a list of the events showing on the left {2}. Events beyond tomorrow's date won't be visible in this calendar view – you should check your timetable for your scheduled classes.



N.B. Remember, you need to touch in no earlier than 15 minutes before, or 30 minutes after the start of your class. So if your class starts at 10am, you can touch between 9.45 and 10.30.

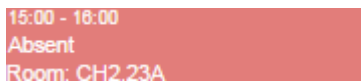
Any event that hasn't happened yet will show in your calendar as 'Scheduled'



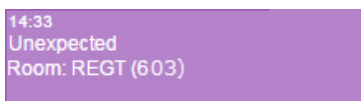
As you touch in to readers in classrooms, your calendar will update to show 'Attended' for that class.



If you do not touch in to your class, or you touch in too early or too late (see above), then you will be shown as 'Absent'



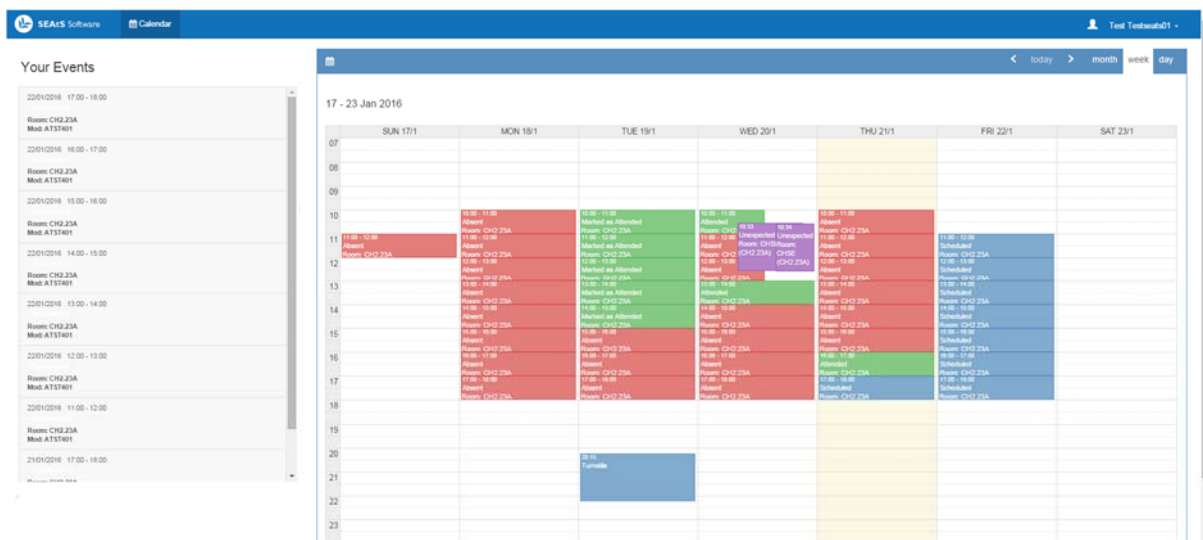
If you do touch in at the wrong time, or into a room where you didn't have a scheduled class, this will appear on your calendar as an 'Unexpected' event.



You will also be able to see the last time you went through one of the entrance/exit turnstiles on that day.



Overall, your calendar will probably look like this



To logout of the system once you're finished click on your name in the top right-hand corner then Sign Out.

