



Royal Conservatoire of Scotland

ASIMUT Reporting Absences Quick Guide

Public Interface

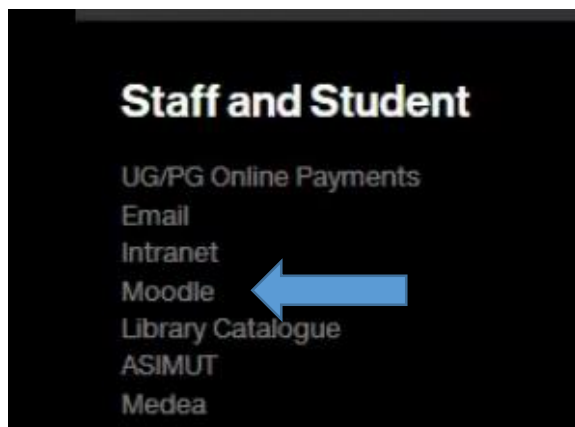
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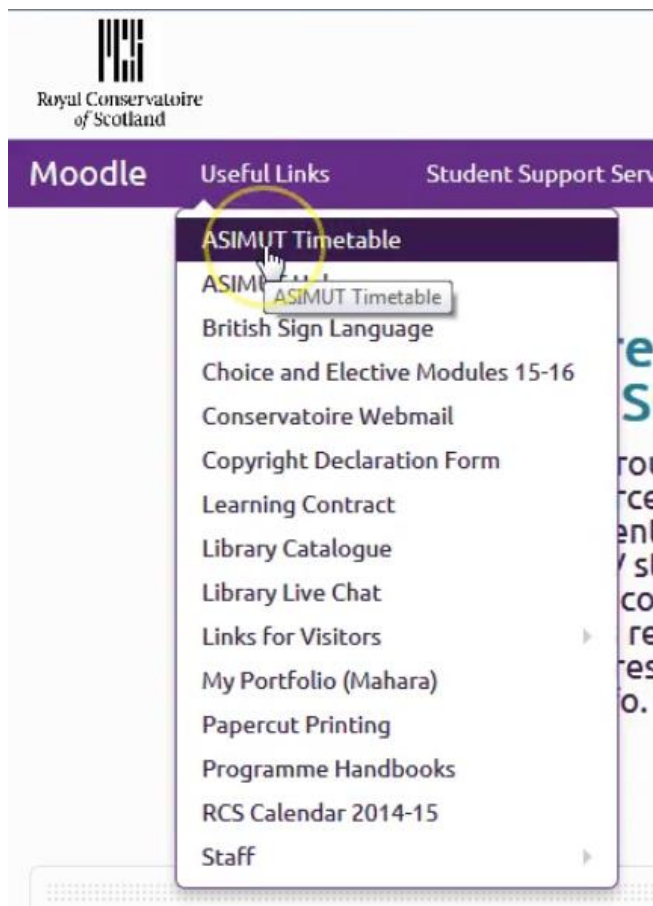
ASIMUT Student Guide to reporting Absence

1.1 Logging in to Asimut

You can now report your absence online via Asimut.

You can access Asimut by clicking on the link on the Conservatoires Website <http://www.rcs.ac.uk/> or from the link in the useful links menu in Moodle <https://rcs.asimut.net/public/login.php>





On clicking the link you will be presented with the Asimut Log in Screen. You will log in here using your usual Conservatoire username and password.

A screenshot of the ASIMUT login screen. The header reads 'Royal Conservatoire of Scotland' and 'ACTIVITIES, TIMETABLES AND ROOM BOOKING'. Below this, it says 'Enter your username and password here:'. There are two input fields: the top one contains the letter 'I' and is circled in yellow, and the bottom one is empty. An 'OK' button is located below the input fields. At the bottom, it says 'Copyright © 2007-2015 by ASIMUT software'.

1.2 How to report your Absence on Asimut

Once you have logged in to Asimut, you will see the option **'Absence'** on the menu list. Click on the **'Absence'** link.



Next, click on the **'Click to declare absence'** button.



Your name will automatically be displayed here.

Please check that the correct date is displayed and that **'one day'**, and **'full day'** are ticked.

The screenshot shows the ASIMUT 'Absence' form for Julie Halstead. The left-hand menu is visible, with the 'Absence' link highlighted by a yellow circle and a mouse cursor. The main content area shows the 'Absence' form with the following fields:

- Person: Julie Halstead
- Date: 8/9/15
- One day: ☒
- Full day(s): ☒
- Category: Sickness
- Reason for absence (optional, only visible to relevant staff):

Below the form, there is a 'Save' button and a 'Cancel' button. The bottom of the page shows a calendar for September 2015, with the date 8/9/15 highlighted.

The Category will be set for you as **'Sickness'**, you can also type additional information into the box provided.

(It is recommended that you provide further information as this information is only visible to relevant staff)

When you are finished, click the **'Save'** button

Once you have done this your name will appear as absent in your timetabled events for that day.



This will notify your tutors of your absence, when they check the registers in Asimut.



Remember to **log out** of Asimut when you are finished.

PLEASE NOTE:

You still have the option to call in at the Academic Administration and Support (AAS) office via the absence phone number to report your absence if you are unable to log in to Asimut. A member of the team will update Asimut accordingly.

Absence Phone line: 0141 270 8241

1.3 Requesting 'Authorised Absence'

Students should log their request for **'authorised absence'** by completing the online absence request form via the Student Portal.

<https://portal.rcs.ac.uk/wp-content/uploads/2016/07/Absence-Request-Instructions-Student-Guidance.pdf>

1.4 Helpful Links

- Asimut log in page <http://rcs.asimut.net>
- Students' Step-by-Step video guide to declaring 'unauthorised' absences via Asimut <https://portal.rcs.ac.uk/wp-content/uploads/2020/09/Student-Absence-Reporting-2020-21.mp4>