

## Logging In & Installing the Applications

Log into the [Scheduling and Curriculum Management Centre \(SCMC\)](#) using **Microsoft Edge** (required).

- *Mac User?* Contact [Scheduling Services](#) to get set up with an EduCloud account to access Scientia.

Once logged into the SCMC, select 'UBC-VAN Scheduling – Courses & Events' on the left side of the page to open the Scientia Portal in a new browser tab.

### Scheduling and Curriculum Management Centre (SCMC)

The screenshot shows the SCMC dashboard with the following sections:

- Login/Logout:** Includes a "Remember to logout when you're done." message and a "Logout" button.
- Faculty Service Centre:** Provides information for class lists, grades, and course outline URL management, with a "Visit FSC >>" button.
- myServices:** A list of services including Course Schedule, Standard Timetables, Class List, Grades, Course Outline URL, Restriction Viewer, Curriculum Management, Faculty Course Management, Standard Timetabling (Admin), UBC-OKAN Scheduling - Courses & Events, and **UBC-VAN Scheduling - Courses & Events** (highlighted with a red box). Other items include UBC-VAN 2021W/2022S Web Timetable and UBC-VAN 2022W/2023S Web Timetable.
- Messages:** Contains an "Information" section with a red warning: "MICROSOFT EDGE REQUIRED FOR THE SCHEDULING SYSTEM (SCIENTIA)". It explains that Microsoft Edge is required for access and provides a link: <https://van-cours>. It also includes "Java Information" stating that OpenWebStart and OpenJDK are required for Curriculum Management, Faculty Course Management, and Standard Timetabling.
- Troubleshooting:** A section with a "here" link for common resolutions.
- Announcement:** A blue box stating "Now available for UBC students, faculty and staff".

Upon successful log in to the Scientia Portal:

1. Select the correct database tab
  - The database tab will be named the Academic Year (e.g. 2022W\_2023S)
  - The selected database will be highlighted in navy blue

The screenshot shows the Scientia Portal interface with the following elements:

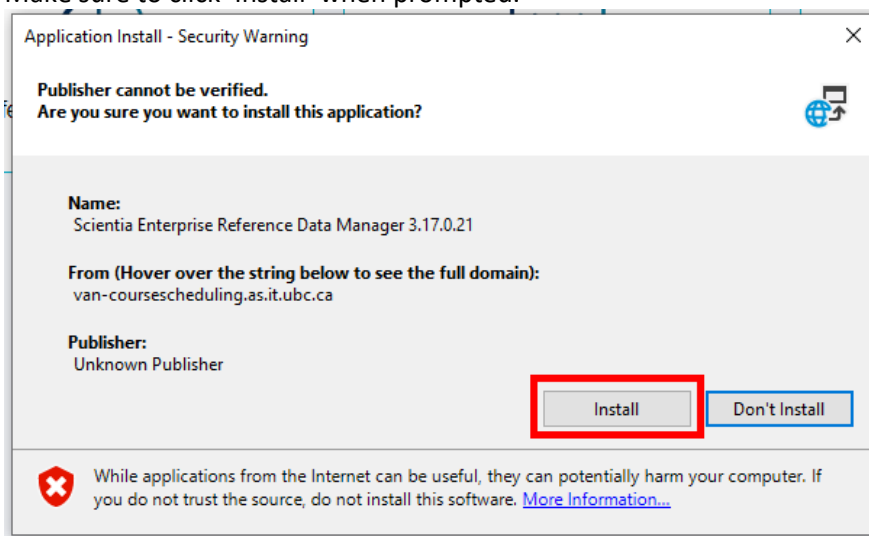
- Database Tabs:** Two tabs are visible: "2021W\_2022S" and "2022W\_2023S". The "2022W\_2023S" tab is highlighted with a red box and a navy blue background.
- Application Icons:** Four icons are displayed in a row:
  - Enterprise Course Planner:** Represented by a calendar icon.
  - Reference Data Manager:** Represented by a pie chart icon.
  - Enterprise Timetabler:** Represented by a calendar icon with a clock.
  - Web Room Booking:** Represented by a room icon with a cloud.

2. Click on the supplication you wish to open

- Enterprise Timetabler (TT) – Used to edit activity (course section) days, times, locations, instructors, terms, etc. and to ‘schedule’ activities. You will be using Enterprise Timetabler for most of your scheduling work
- Enterprise Course Planner (CP) – Used to set up activity (course section) templates when you have a new module (course) added in Scientia, and to generate new activity templates
- Reference Data Manager (RD) – Used to assign new instructors to your department
- Web Room Booking – Used for ad-hoc room bookings

**Note:** The Scientia Portal page will time out after 5 minutes without use. You may need to re-load the Scientia Portal if you need open another application.

If it is your first time using Scientia on your computer, you will be prompted to install the application each time you load Enterprise Timetabler, Enterprise Course Planner, and the Reference Data Manager applications. Make sure to click ‘Install’ when prompted.



Wait for the installation to complete. This should be a quick install and should not take longer than a few minutes. After the installation is complete, the Scientia Database will load.

You will see the following prompt for the first application you load, regardless if you are loading Enterprise Timetabler, Enterprise Course Planner, or Reference Data Manager.

