Logging in & Installing the Applications

Log into the Scheduling and Curriculum Management Centre (SCMC) using Internet Explorer (required).
- *Mac User? Contact scheduling services* and use a VDI to access Scientia.

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

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. 2016W_2017S)
   - The currently selected database is highlighted in green
2. **Click on the application you wish to open**
   - **Timetabler (TT)** - used to edit activity (course section) days, times, locations, instructors, terms, etc. and to ‘schedule’ activities. You will be using Timetabler for most of your scheduling work
   - **Course Planner (CP)** - used to set up activity (course section) templates when you have a new module (course) added in Scientia, and to generate activity templates if there aren’t any existing in Timetabler
   - **Reference Data Manager (RDM)** - 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's the first time using Scientia on your machine, you will be prompted to install the first time you load each of the Timetabler, Course Planner, and Reference Data Manager applications. Make sure to click on *install* when prompted:

Wait for the install to complete. This should be a quick install that shouldn’t take longer than a few minutes:

After the install is complete, the Scientia database will download:
If you are loading Timetabler or Course Planner the following prompt will also appear.

- If it’s your first time using Scientia on your machine, you will only have one option to **Reload data from server**. This may take some time to load.
- After the first time you load Scientia, you may select the first option to **Use locally saved data** to install the application faster however, it is recommended to select **Reload data from server** after every few days of use in Scientia.