

# ASSOCIate Online

Achieving Subject Specialist Online Communities  
and providing subject support wherever you are

## How to... Log in to OurSubject

1. Go to OurSubject at: <http://oursubject.hud.ac.uk>

**2. Step 1:** The first step is to identify your **lead institution**.

**Note:** You only need to complete **Step 1** once. The system will remember your lead institution every time you subsequently log in on the same computer.

You can find your **lead institution** in two ways.

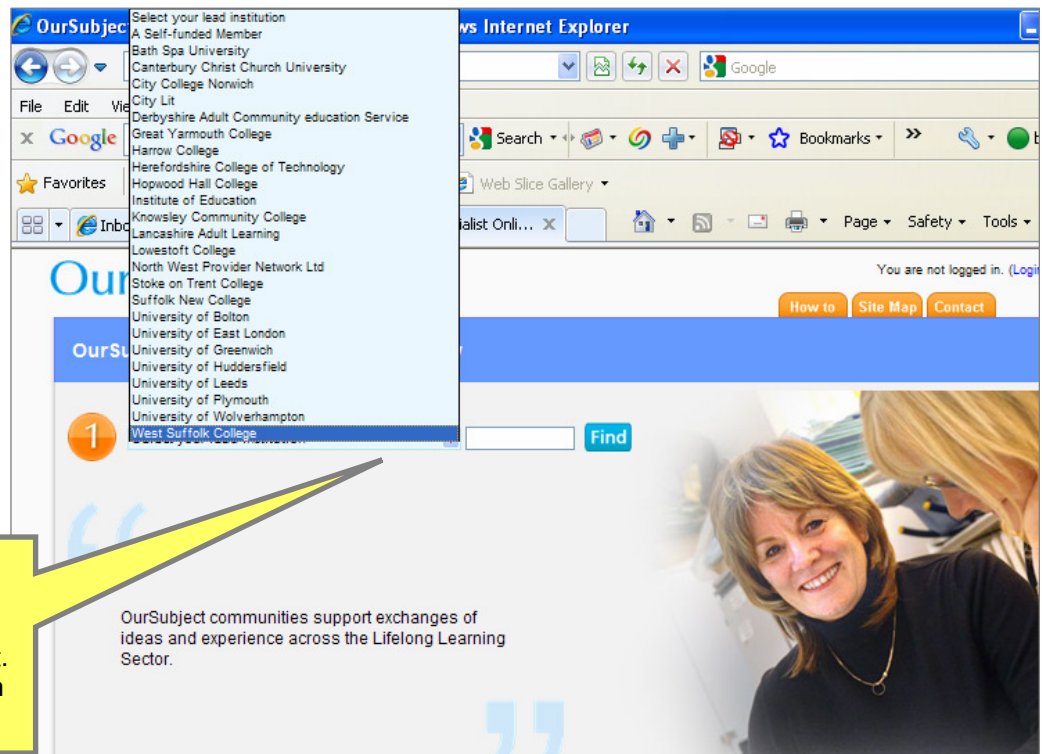


**3. Note:** On every page, there are three small orange tabs. You do not have to be logged in to use the information in the tabs.

**How to** will take you to help sheets with instructions on how to use the tools in OurSubject.

The **Site Map** link takes you to a list of subject specialisms and sub-specialisms.

**Contact us** is for you to contact directly the administration of OurSubject. However, your first point of call should always be the named person within your lead institution.



**4.** You can use the drop-down box. This provides a list of all the institutions that are members of OurSubject. Select your **lead institution** from the list.

# OurSubject

## OurSubject Specialist Online Community

1 Select your lead institution

nort

Find

- College of North East London
- North Lindsey College
- North West Kent College
- North West Provider Network Ltd
- Northern College
- Norton Radstock College

5. Or, if you don't know the **lead** institution, type the name of **your** institution. When you start typing (if JavaScript is not disabled) it will show a list which contains the characters you have typed and you can select your institution. If not, just type the name of institution press the 'Find' button.

# OurSubject

## OurSubject Specialist Online Community

1 Select your lead institution

nort

Find

- College of North East London - [Canterbury Christ Church University](#)
- North Lindsey College - [University of Huddersfield](#)
- North West Kent College - [University of Greenwich](#)
- Northern College - [University of Huddersfield](#)
- Norton Radstock College - [Bath Spa University](#)
- North West Provider Network Ltd

6. Pressing the 'Find' button will show any matching institutions along with a link to the lead institution. Click the lead institution to see the login page with appropriate instructions.

Click on the name of the **lead institution**.

In this example, for 'Norton Radstock College', the lead institution link 'Bath Spa University' is clicked.

8. **Step 2:** log in. Your lead institution login method will appear here.

OurSubject

OurSubject Special

1 Bath Spa University

2 Login to

Bath Spa University

Email:

Your Bath Spa email address: Fred Bloggs might be 143025@bathspa.ac.uk or Fred.Bloggs@bathspa.org for example.

Password:

Forgotten your username or password?

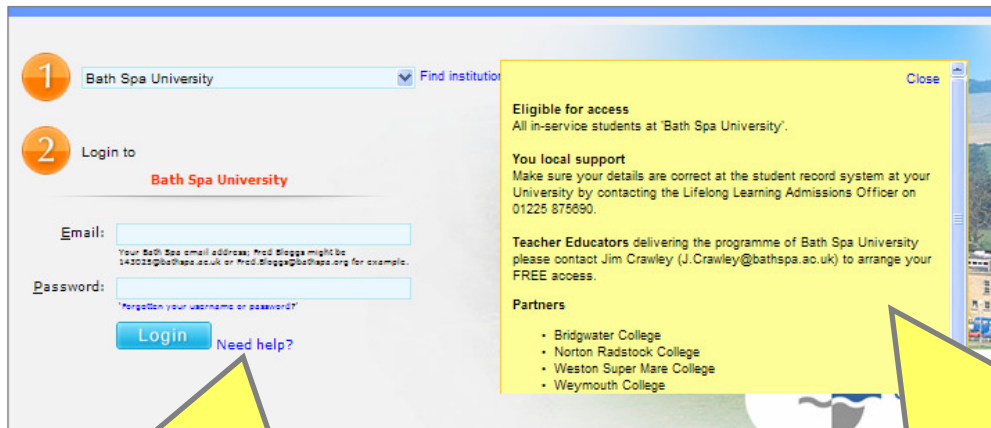
Login Need help?

7. Your **lead institution** will appear like this. If you are using the same computer, the last used login page will appear by default so that you don't have to find it every time you want to login (unless you have cleared the cookies of your browser).

9. **Email:** enter your **institutional/registered email address**. This address has been provided by your lead institution and may not be your preferred email address. To help, the possible format(s) of the address is provided below the box.

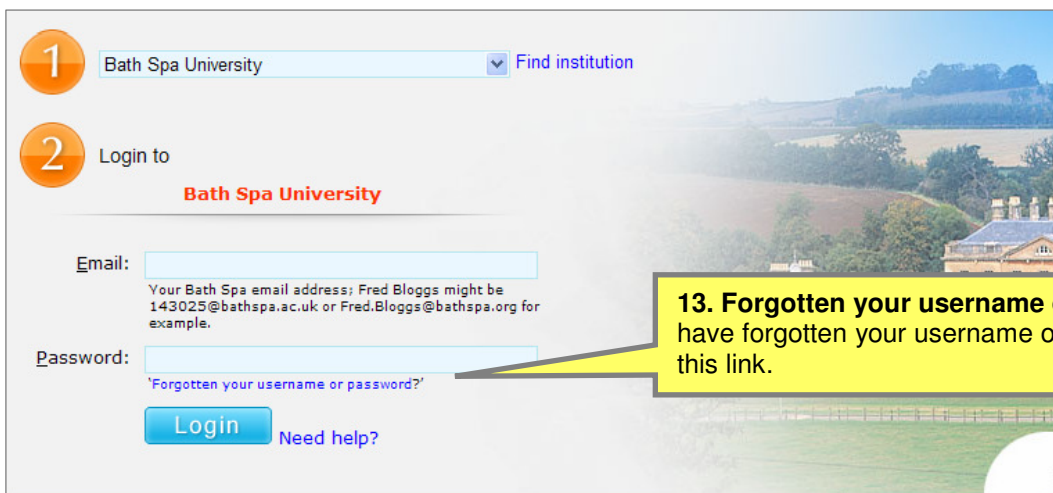
10. **Password:** OurSubject will have sent your password to your **institutional/registered email address**. Enter your password in the box provided. Check that email account to see if you have received a password.

10a. **Non standard login:** If the login page displays custom instructions for logging in (e.g. Single Sign-ON) please follow the on screen instructions.

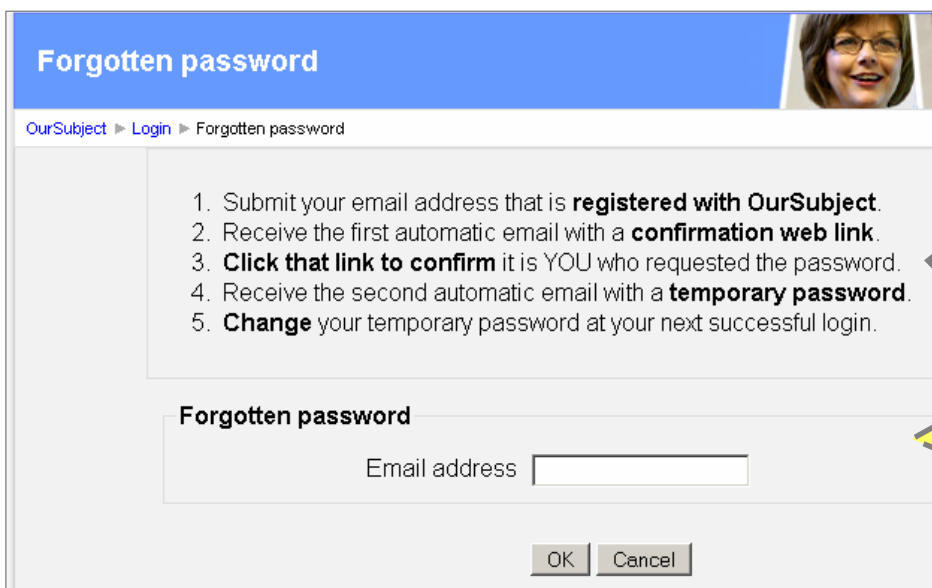


**11. Need help:** If at any point you need help with logging in, click here and a new window will open.

**12.** You will find information to help you that is appropriate to your lead institution, with contact details of those who can assist you.



**13. Forgotten your username or password:** If you have forgotten your username or password, click on this link.

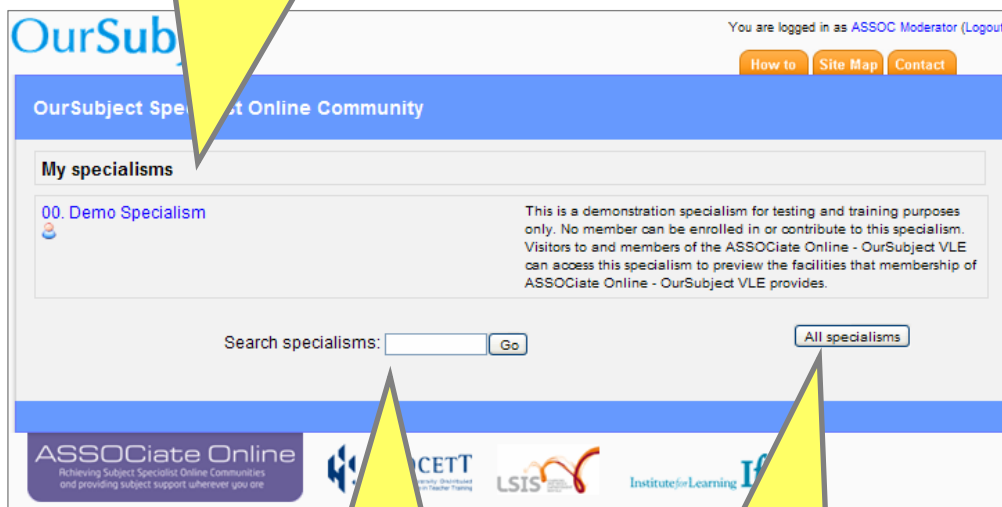


**14.** Please follow the rest of steps on screen.

Start with submitting your email address that is registered with OurSubject. The follow the rest of the steps on screen.

**14a. Note:** If you are using **Non-standard login** please use the **Need help** link for specific instructions.

15. Once you have logged in, you will see the specialism(s) in which you are enrolled. Click on the name of the specialism to go to the subject area.



16. **Search specialisms:** You can use the search tool to search all subject areas. Type in a key word and click **Go**.

17. **All specialisms:** Click on **All specialisms** to browse all the subject areas on OurSubject.