

# PGR WORKPLACE LOCATION



1/25/2016

# UPDATING GUIDE

Guidance on how to update your workplace location in Pegasus – Version 1.2

the place of useful learning

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## Guidance on how to update your workplace location in Pegasus

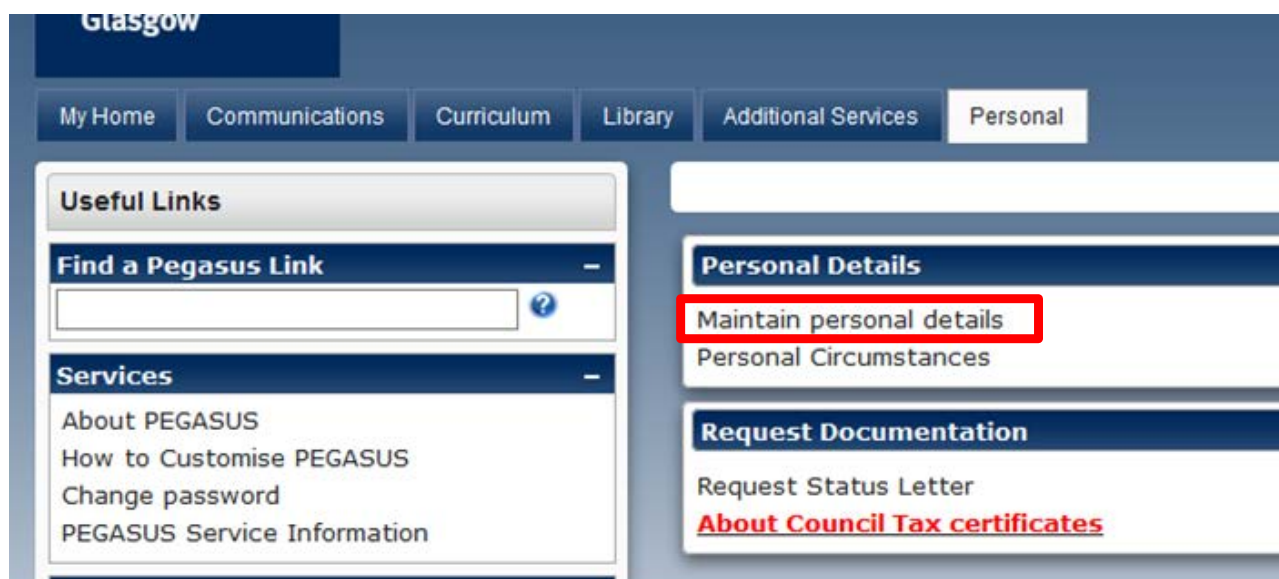
- a) Recent upgrading of systems supporting student data have updated the process to identify and maintain your student location via live links to the Estates Services Space Management Database.
- b) The following short guide illustrates the location of these resources and the process involved to update them.
- c) Login to Pegasus here - <http://pegasus.strath.ac.uk/>

The screenshot shows the Pegasus Login page. At the top, there is a dark blue header with the University of Strathclyde Glasgow logo on the left, the text 'UK University of the Year' and 'PEGASUS Login' in the center, and the date '11/02/2015' on the right. Below the header, the main content area has a light blue background. On the left, there is a login form with the text 'Enter your username and password to login.' followed by 'Username' and 'Password' labels, each with a corresponding input field. Below the password field are links for 'Help' and 'Login'. On the right, there is a large Pegasus logo featuring a stylized pegasus and the text 'PEGASUS PORTAL ENGINE GIVING ACCESS TO STRATHCLYDE UNIVERSITY SYSTEMS'. A link for 'About Pegasus' is located above the logo.

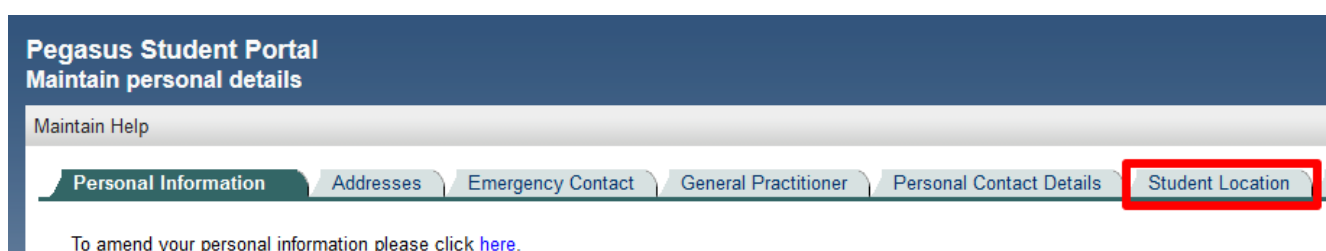
- d) On the Pegasus front page select the Personal tab:

The screenshot shows the Pegasus Student Portal front page. At the top, there is a dark blue header with the University of Strathclyde Glasgow logo on the left, the text 'UK University of the Year' and 'Myplace' in the center, and the title 'Pegasus Student Portal' on the right. Below the header, there is a navigation bar with several tabs: 'My Home', 'Communications', 'Curriculum', 'Library', 'Additional Services', and 'Personal'. The 'Personal' tab is highlighted with a red circle. Below the navigation bar, there are two main content areas. On the left, there is a 'Useful Links' section with a 'Find a Pegasus Link' search bar and a 'Services' section listing 'About PEGASUS'. On the right, there is a 'Welcome to PEGASUS' section with a welcome message and information about the services provided.

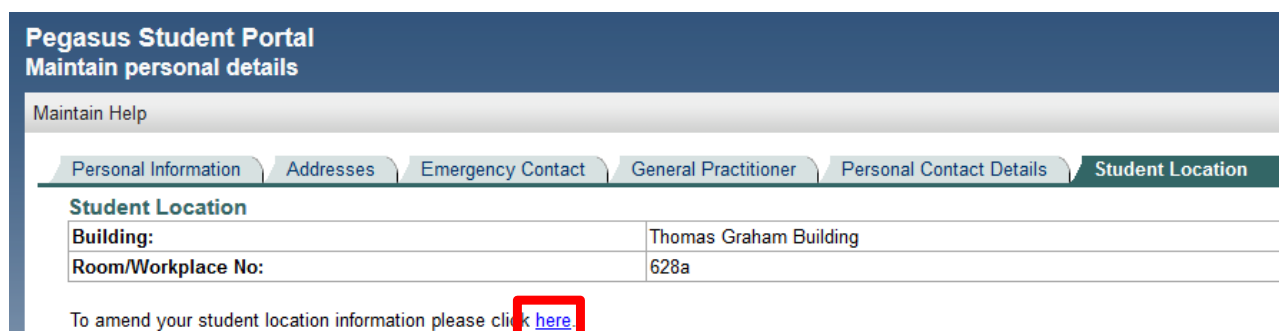
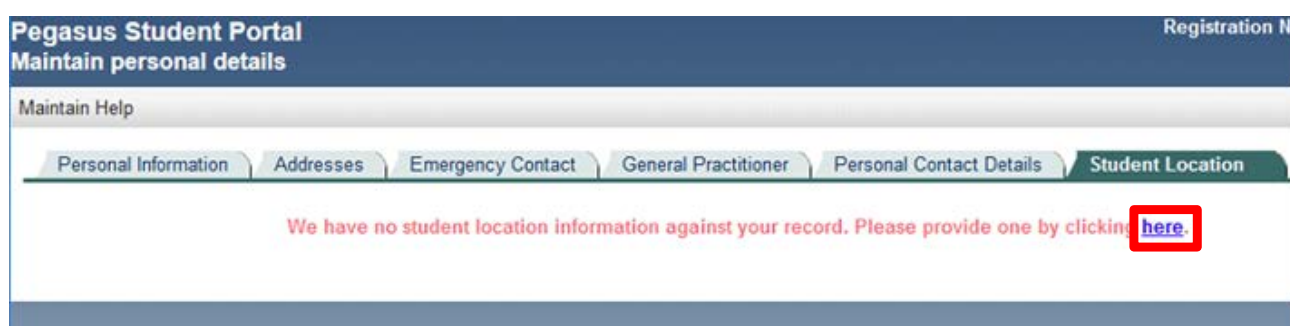
- e) In the Personal tab select Maintain Personal Details



- f) Please first take the time to check that the various elements of your personal details are correct.  
g) This guide is specifically interested in the accuracy of your Student Location details.



- h) If the data here is not present or is not correct please take the time to update it by selecting the edit button "[here](#)"



- i) The workplace location required is the office room number where you have been allocated a workstation.
- j) If, instead of an office, you have been allocated space in a laboratory or workshop you should identify this room number instead.

**Pegasus Student Portal**  
**Maintain personal details**  
 Edit Student Location

Maintain Help

Personal Information | Addresses | Emergency Contact | General Practitioner | Personal Contact Details | **Student Location**

**Student Location**

Building:

Floor:

Room/Workplace No:

If you wish to change the student location information on your record, please complete and submit the form above.

- k) It is important that you identify your location by selecting the Building first, then the Floor Number and finally the Room Number.
- l) As in the example below, each room number has a specific room function applied to it.
- m) If this description does not accurately reflect the function or the occupancy type of your room please email the Head of Space Planning in Estates Services: d.pollard@strath.ac.uk and copy david.knox@strath.ac.uk
- n) On page 4 you will see a list of all current room functions to check if the current one is not correct.

**Pegasus Student Portal**  
**Maintain personal details**  
 Edit Student Location

Maintain Help

Personal Information | Addresses | Emergency Contact | General Practitioner | Personal Contact Details | **Student Location**

**Student Location**

Building:

Floor:

Room/Workplace No:

If you wish to change the student location information on your record, please complete and submit the form above.

- o) If you are satisfied that the Workplace Location details are correct, complete the process by clicking Submit.
- p) Many thanks for updating the data on your current Workplace Location.
- q) Please also ensure that any future changes to your workplace location are updated using the same process.

# Room Function Codes (2015/16)

Estates Services



Research accommodation:		Support accommodation:	
R01	Single occupancy research office	S01	Foyer
R02	Multiple occupancy research office	S02	Waiting room
R03	PGR student research office	S03	Single occupancy general support office
R04	Research Laboratory	S04	Single occupancy research support office
R05	Write-up room	S05	Single occupancy teaching support office
R06	PGR student common room	S06	Multiple occupancy general support office
R07	Research computer laboratory	S07	Multiple occupancy research support office
R08	Research computer server room	S08	Multiple occupancy teaching support office
R09	Central Library	S09	Meeting room
R10	Department Library	S10	Staff common room
R11	Research Workshop	S11	Store
R12	Research Preparation Laboratory	S12	Support workshop
		S13	Copy/print room
Teaching accommodation:		S14	Kitchen
T01	Teaching room (fixed seating)	S15	Bar/Servery
T02	Teaching room (flexible seating)	S16	Dining room
T03	Teaching laboratory	S17	Cold room/ Refrigerator
T04	Learning Resource Centre	S18	Coffee area, games room
T05	Sports Hall	S19	Assembly Hall
T06	Music Practice Room	S20	Sports hall
T07	UG student common room	S21	Changing Room
T08	PGI student common room	S22	Car Park
T09	Projection booth	S23	Loading/Delivery Bay
T10	Teaching workshop	S24	Medical room, welfare office, crèche
T11	Recording / editing suite	S25	Plant room
T12	Teaching computer laboratory	S26	Cleaners' base and store
T13	Teaching computer server room	S27	Toilet (Male)
T14	Central Library	S28	Toilet (Female)
T15	Department Library	S29	Toilet (Accessible)
T16	Teaching Preparation Laboratory	S30	Toilet (Shared)
T17	Specialist Teaching Laboratory (non-bookable)	S31	Bedroom
T18	Open access Computer Laboratory (non-bookable)	S32	Bathroom/Shower room
T19	Open access student study room (non-bookable)	S33	Laundry
		S34	Under Construction
Teaching and Research accommodation:		S35	Unknown function
TR01	Single occupancy teaching and research office	S36	Vacant room
TR02	Multiple occupancy teaching and research office	S37	Decant room
TR03	Teaching and research laboratory	S38	Unavailable room
TR04	Teaching and research specialist laboratory (non-bookable)	S39	Reflection Room
TR05	Teaching and research computer server room	S40	Quiet Room
TR06	Teaching and research computer laboratory	S41	Baby change room
TR07	Central library	S42	Reception
TR08	Department Library	S43	Shower (Male)
TR09	Teaching and research workshop	S44	Shower (Female)
TR10	Single occupancy teaching and research support office	S45	Shower (Accessible)
TR11	Multiple occupancy teaching and research support office	S46	Shower (Shared)
TR12	Teaching and Research Preparation Laboratory	S47	Bike Store
TR13	Faculty Outreach Activities	S48	Not in use
		S49	Not in use
Other accommodation:		S50	Not in use
O01	Chapel	S51	Not in use
O02	Theatre	S52	Not in use
O03	Gallery	S53	Not in use
O04	Tenanted Accommodation	S54	Not in use
O05	Exhibition area	S55	Not in use
O06	Not in use	S56	Not in use
O07	Conference centre	S57	Not in use