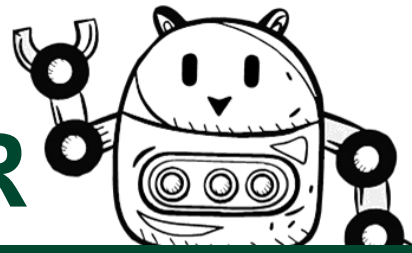
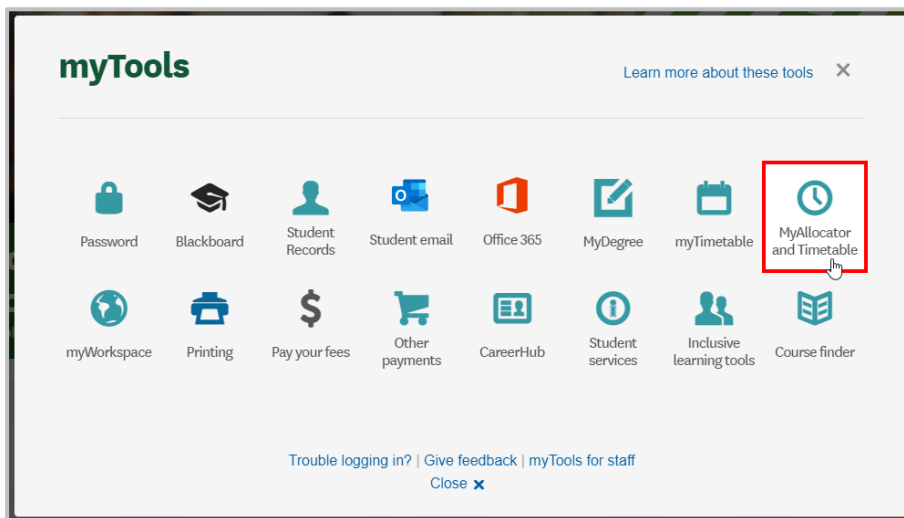


# MYALLOCATOR



## Log in

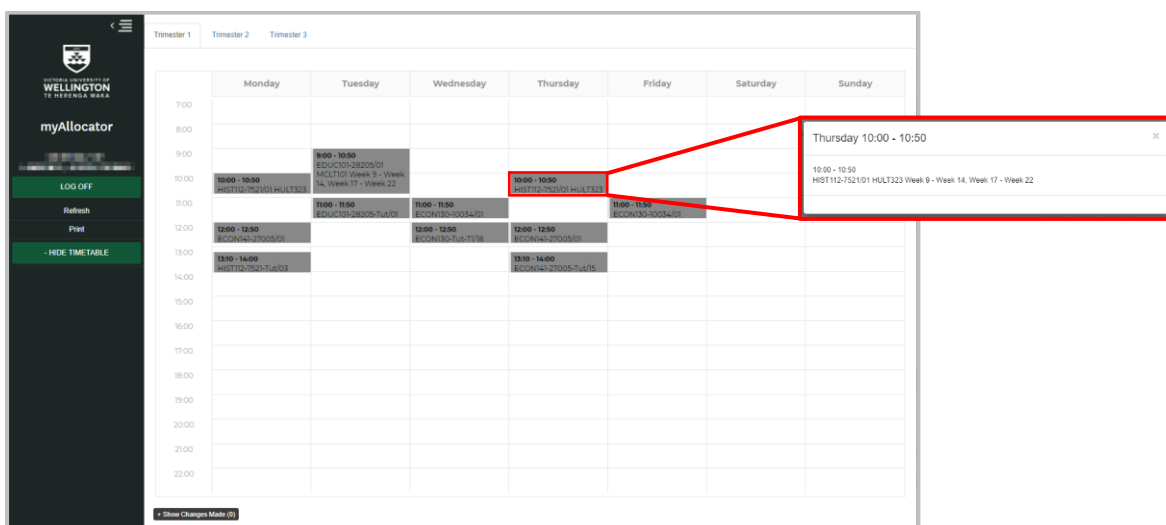
Go to [www.wgtn.ac.nz](http://www.wgtn.ac.nz) > myTools > myAllocator and Timetable.



## Timetable

In myAllocator, scroll down or click Show Timetable to view your personal timetable for your courses by trimester.






This timetable will display the weeks in which each class runs. Note these are calendar weeks, not trimester weeks.



## Tutorial sign up

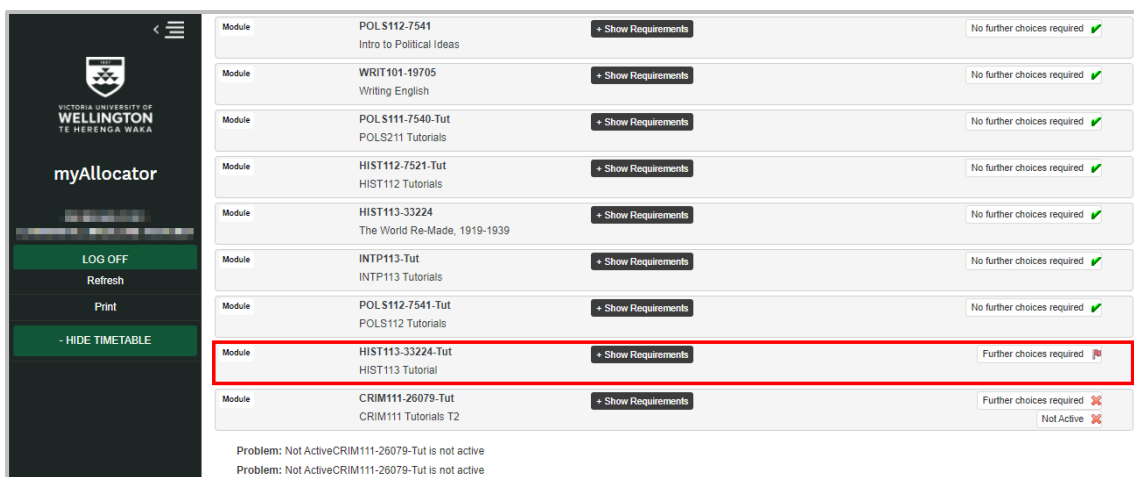
Tutorials will become available for sign up at different times. Your Course Coordinator or School will let you know when sign up will be open.

Pay attention to the icons beside each of your courses, these will tell you if sign up is open.










Icon	Description
Further choices required 	Tutorial sign up is open. You need to select a tutorial.
Further choices required 	Tutorial sign up is not open. It could have closed OR you need to wait before you can select a tutorial.
No further choices required 	You have chosen a tutorial successfully or your class has no tutorial requirements.
Full 	The tutorial is full. You need to select a different option.
Not Active 	The tutorial is not available for sign up. You need to wait for it to become available or select another option.

## View tutorial times

1. Find the class option with Tut at the end of the course name.
2. Click on Show Requirements to open a drop-down menu with the tutorial options.

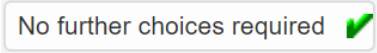


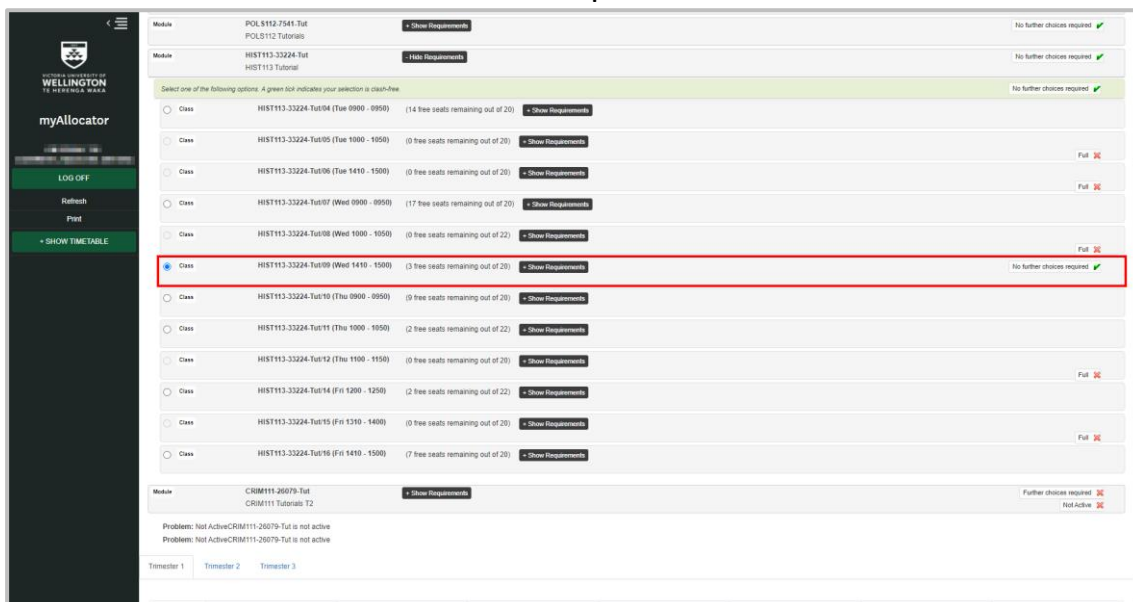
The screenshot shows the myAllocator interface with a list of modules. The module HIST113-33224-Tut is highlighted with a red box, indicating that further choices are required for sign-up. The interface includes a sidebar with navigation options like 'LOG OFF', 'Refresh', and 'Print', and a main area with a table of modules and their requirements.

Module	Requirements	Status
POLS112-7541 Intro to Political Ideas	+ Show Requirements	No further choices required 
WRIT101-19705 Writing English	+ Show Requirements	No further choices required 
POLS111-7540-Tut POLS211 Tutorials	+ Show Requirements	No further choices required 
HIST112-7521-Tut HIST112 Tutorials	+ Show Requirements	No further choices required 
HIST113-33224 The World Re-Made, 1919-1939	+ Show Requirements	No further choices required 
INTP113-Tut INTP113 Tutorials	+ Show Requirements	No further choices required 
POLS112-7541-Tut POLS112 Tutorials	+ Show Requirements	No further choices required 
HIST113-33224-Tut HIST113 Tutorial	+ Show Requirements	Further choices required 
CRIM111-26079-Tut CRIM111 Tutorials T2	+ Show Requirements	Further choices required  Not Active 

Problem: Not ActiveCRIM111-26079-Tut is not active  
Problem: Not ActiveCRIM111-26079-Tut is not active

## Choose a tutorial

1. Click on the radio button to the left of the class details for the tutorial you have chosen.
2. Your choice will save automatically upon selection and the icon will change to .
3. You will not be able to select tutorial options that are full.



## Where to find help

If you have problems viewing your timetable to registering for your tutorials and you have been enrolled in your course for at least 48 hours call:

**0800 04 04 04 / +64 4 472 1000**

**Approved by:** Manager Course Administration & Timetabling, Student Academic Services (Management & Administration)  
**Approval date of this version:** 19/11/2021