



## Main Akari Screens

### Accessing Akari

The Akari database is accessed via a weblink, and is supported for laptops or desktops with the following list of browsers.

- Chrome (last 2 stable releases)
- Safari (last 2 stable releases)
- Firefox (last 2 stable releases)
- Internet Explorer (Version 11 and Edge)

For optimum performance and compatibility, Akari Ireland recommend that you use the last stable release of Chrome.

## Akari Curriculum

237431C

.....|

Remember Me

Sign in

[Forgot your password?](#)

Akari is not supported on tablets (IOS or Android) and will have only limited capabilities on these devices.

The **live** Akari environment is found at <https://akari.curtin.edu.au/curriculum/>

The **practice (test)** Akari environment is found at <https://test.akari.curtin.edu.au/curriculum/>  
Users should be aware that the test environment is using for training and testing purposes only, and changes made in test will not be submitted or approved through the course approval workflow. Akari users should note that the test environment is not available off campus.

### Logging in

#### Staff Users

1. Enter your staff number and Alesco password
2. Click 'Log in'

#### Student Users

Student Representatives on the Faculty and University Courses Committees use their University Associate access within Akari

1. Enter your University Associate number and Alesco password
2. Click 'Log in'

## Dashboard

The dashboard is the first screen that you will see when you log in to Akari. The dashboard has recently been enhanced to improve visibility for Akari users about the actions that need to be taken in system.

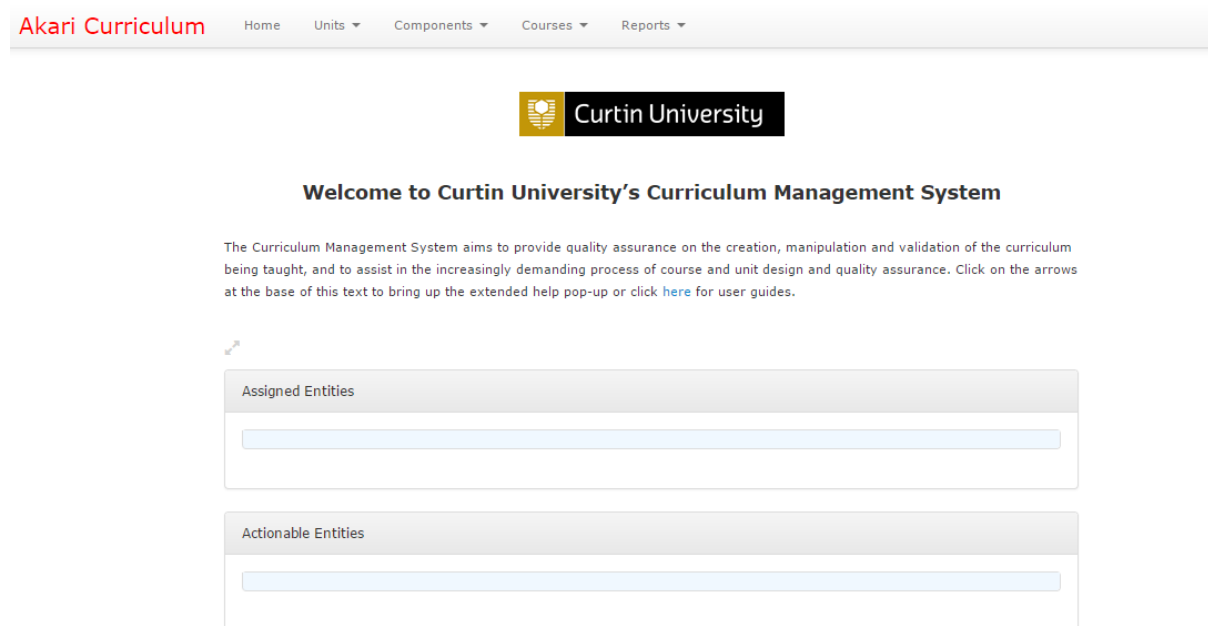
On the dashboard, you will see the Akari banner containing links to the functionality that is available to you. All regular Akari users will include a section called **Assigned Entities** which contain links to all units, courses and components that have been assigned to them. If you also play a formal role in the approval process, there will be an additional section called **Actionable Entities**. The study packages that will appear in each section are explained below.

### Assigned Entities

- Links to units, courses and components that you are the coordinator for, or listed as a member of other staff

### Actionable Entities


- Links to units, courses and components that you are the official reviewer/approver for, at the status that you can take action on



Users who do not have any study packages assigned to them will still see the relevant sections with no links within, as shown above. If a user does not see a section called **Actionable Entities**, they do not have a formal role in the approval workflow. If a user does not see a section called **Assigned Entities**, they only have viewing access in Akari. If your dashboard is missing a required section, contact the Akari systems administrator and request **an upgrade in your user rights**. Approval from the Head of School (or equivalent) is required for new access.



## Help Text

 Help text is provided for many of the data fields and screens available in the system. Extended help can be found by clicking the double arrow found below the help text (shown here on left). This will bring up a pop-up window containing additional information and or links that are relevant to each section.

The dashboard help text contains a link to user guides and support materials. The materials in this link will be updated and maintained regularly.

Help text is maintained by the system administrator, on the advice of the Director of Course Quality, Craig Zimitat, and the Director of Student Administration, Megan Jenkinson. Please contact Craig or Megan if there are updates required to this help text.

Most of the in-system help text can be found within the editing screens. This text can be searched to assist with navigation; for example searching for the text OUA will help you identify and complete the additional fields required for Open Universities Australia. Use **CTRL-F** to Find text within each of the tabs.

## Page Guides

Some of the Akari pages have “Page Guides” rather than help text to guide the users through the Akari screens. The page guide is retrieved by clicking on the “page guide” icon that appears to the right of the screen. This will bring up the page guide information, which users can navigate using the arrows. Data can still be entered into the screen if the page guide is displayed.



## Akari Top Banner

The Akari Top Banner can be used to navigate through the Akari system.

**Akari Curriculum**   Home   Units ▾   Components ▾   Courses ▾   Reports ▾

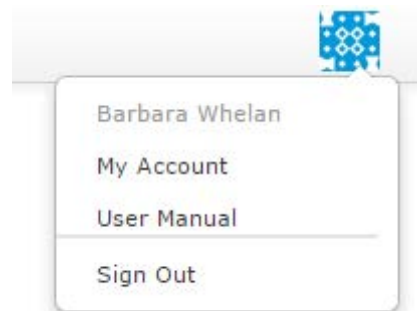
Banner Item	Description
<b>Home</b>	The home button will take you back to the dashboard
<b>Units</b>	Users can use the units menu to <ul style="list-style-type: none"> <li>• create a new unit from scratch</li> <li>• navigate to the list of all of their units</li> <li>• search for all units</li> </ul>
<b>Components</b>	Users can use the components menu to <ul style="list-style-type: none"> <li>• create a new component (major/minor/stream/MOOC series)</li> <li>• navigate to the list of all of their components</li> <li>• search for all components</li> </ul>
<b>Courses</b>	Users can use the courses menu to <ul style="list-style-type: none"> <li>• create a new course</li> </ul>

	<ul style="list-style-type: none"> <li>• navigate to the list of all of their courses</li> <li>• search for all courses</li> </ul>
<b>Reports</b>	Additional reports for units and courses are found in this section. Individual unit and course reports are viewed and downloaded in the My Units (or courses or components)/All Units (or courses or components) screens
<b>Settings</b>	The Settings menu is available only to Administrators and Systems Administrators. It is used to maintain the Akari windows.

## My Account

There is a logo in the top-right of the dashboard which provides links to your account and the user manual. Staff can view details of their account and rights in Akari, but will not be able to make their user details in the My Account section.

Staff log out of the application using this menu.



**Please do not use the user manual link in this section. User guides and support materials are found in the link on the dashboard.**

Users update their personal email notification settings in the My Account section.

1. Navigate to **My Account** using the logo in the top-right corner
2. In the **Accounts Page** select the **Settings** tab
3. Against the **Email Notification Preference** select “system default”, “immediately”, “daily” or “weekly”
4. Click **Save**