User Guide

My Campus – My Good Cause

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1. Select My Good Cause in Student Centre

![MyGoodCause](image1)

2. Read the instructions on this page and tick the box to continue.

![MyGoodCause](image2)
3. Once you have ticked the box to continue, select ‘Add Good Cause’.

4. This will take you to a list of your courses for the current term. Select one or multiple courses for which you wish to record a Good Cause. Click Next.

5. Read the instructions on this page.
6. Enter the date, time, title of the exam/assessment and the impact category. Only one impact category can be selected for each assessment.

You can add more than one exam/assessment for a course by clicking on the + button.

If you have selected more than one course, scroll to the next row to enter the course details and impact category.

Click ‘Save and Proceed’.
7. You will now submit information. Read the instructions on the following page.

Give a full detailed description of the nature of your illness or other circumstances in the text box.

In the event that you are submitting this claim more than five working days after the date of the exam or after the coursework submission date, you must also explain why you were prevented from submitting the claim on time.

Upload any supporting information.

Select the appropriate option for Submission of Evidence.

If you have selected multiple courses, this single submission including the supporting evidence will apply to all the selected courses.
8. By selecting option B under ‘Submission of evidence’ you will be able to go back in and edit the submission and add any supporting information.

9. By selecting options A (All Evidence Uploaded) or C (Sensitive Evidence) and saving changes you will have completed your submission and will not be able to edit it further, but you can return to My Good Cause and view your submission.

   If you have made an error and need to edit your report, contact your Course Administrator who will be able to open the report up for editing or deletion.

10. You can also retract the claim within five working days of the date of assessment or exam. Please note every time a claim is retracted an email will be sent the following evening to Good Cause Coordinators, Course Coordinators and Course Administrators. The Retract button will ONLY appear for five working days from the date of exam/assessment.
11. Once your submission has been considered the Outcome decision will be completed for each exam/assessment and will be available to view. Initial default status is ‘Still to be considered’. Once a decision has been made it will be available to view here.

An email will also be sent to you to inform you that a decision has been made.

Please note that once a decision has been made you will not be able to edit/change any data.