



LEEDS  
BECKETT  
UNIVERSITY

# Student Admin Manager (SAM)

Frequently Asked Questions



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## Who has access to SAM?

- Postgraduate Research students (PGRs)
- All members of a PGRs supervisory team
- Directors of Research
- Deans of School
- School PGR Admin staff
- Researcher Development (to manage training events)

## How do I access SAM?

The direct URL is <https://sam.leedsbeckett.ac.uk>

Staff can access via the list of corporate systems on the staff intranet

PGRs can access via the Research tab on MyBeckett

## My log-in details are not recognised?

SAM is linked to the Single Sign-On protocol and uses the same log-in details as other corporate systems.

If you are a PGR who is also a member of staff, make sure you use your student details to sign-in. You may also need to use an incognito browser.

If you do not fall into one of the above categories you will not have access to SAM and will not be able to log in.

## My project details don't look correct. What do I do?

For example: You have noticed that your thesis title isn't the latest version or your supervisory team is incorrect.

Report the issue through SAM directly. This option is available when starting your Confirmation of Registration, Annual Progression, or any Change Request to Research Degree Sub Committee.

## Confirm project details

Please confirm the details, as shown below, are correct.

[Request changes](#)

The project details are correct

Alternatively, you can email the PGR Admin inbox for your school detailing what is wrong on your PGR Project record.

School	Inbox address
School of Humanities and Social Sciences	<a href="mailto:SHSResearchAdmin@leedsbeckett.ac.uk">SHSResearchAdmin@leedsbeckett.ac.uk</a>
Leeds Business School	<a href="mailto:LBSResearchAdmin@leedsbeckett.ac.uk">LBSResearchAdmin@leedsbeckett.ac.uk</a>
Carnegie School of Sport	<a href="mailto:CSS-PGR@leedsbeckett.ac.uk">CSS-PGR@leedsbeckett.ac.uk</a>
School of Built Environment, Engineering and Computing	<a href="mailto:BEC-PGR@leedsbeckett.ac.uk">BEC-PGR@leedsbeckett.ac.uk</a>
Leeds Law School	<a href="mailto:Law-PGR@leedsbeckett.ac.uk">Law-PGR@leedsbeckett.ac.uk</a>
Carnegie School of Education	<a href="mailto:education@leedsbeckett.ac.uk">education@leedsbeckett.ac.uk</a>
School of Health	<a href="mailto:SOH-PGRStudents@leedsbeckett.ac.uk">SOH-PGRStudents@leedsbeckett.ac.uk</a>
Leeds School of Arts	<a href="mailto:LSAResearchStudentAdmin@leedsbeckett.ac.uk">LSAResearchStudentAdmin@leedsbeckett.ac.uk</a>

## Where can I find a user guide to help me?

The user guide is located in several places:

- In SAM itself – click on the Guides section
- On the Research Student Support Webpages
- IT Servicedesk (for staff)
- Libraries support desk (for Postgraduate Researchers)

SAM is also heavily referenced in the Research Student handbook.

## Is there any training available for users?

Yes, SAM training for students is held at Induction, and a recording is made available within the MyBeckett module, under Resources, SAM Information and Guides.

SAM training for supervisors is offered by Researcher Development.

There are also bitesize how-to videos of different processes within MyBeckett, under Resources, SAM Information and Guides.

## What is the status of my Confirmation of Registration/ Annual Progression/ Change Request?

Go onto your Project Profile, click into the relevant section (Confirmation of Registration/ Annual Progression/ Submit a Change Request). Click on the relevant application and look in the top right hand corner of the record to see the current status.

Change thesis title - Marv Myers	<b>STATUS</b> Awaiting Leeds Beckett University Research Degree Sub-Committee meeting <b>CURRENTLY WITH</b> Antin Pearson
14 Jul 2020	
Where president fact year and	
Marv Myers	

## Can I link SAM to my Outlook or other calendar?

Yes. Go onto SAM and click the Calendar Subscriptions button. Follow the directions that relate to your personal calendar setup.

Leeds Beckett University
Noticeboard
<a href="#">Graduate School</a>
<a href="#">My record</a>
My project
<a href="#">Calendar subscriptions</a>

## I'm not receiving notifications from SAM.

To resolve, users need to add @infomanaged.co.uk domain to their safe senders list in Outlook.

