

Quick guide to using Panoho (Students)

Introduction

This document is a quick guide to using Panoho, the research candidate management system designed to support postgraduate students throughout their research journey. Panoho helps students manage their candidature by tracking key milestones and academic progress, facilitating communication and documentation, and supporting the examination process. With Panoho, research candidates have a central platform to stay informed, organised, and supported from enrolment through to completion.

Accessing Panoho

Candidates who are logged in to University systems with their **student** account should be able to access Panoho directly via single sign-on (SSO) – just click the link. The link to access Panoho can be found on the [Panoho page](#) on the University website.

However, candidates logged in to University systems with their **staff** account will need to use an incognito window to access Panoho with their **student** login. Candidates in this situation will need to know their student email address, student username, and student account password. More detailed instructions for accessing Panoho with a student account can be found in the **Student instructions for accessing Panoho** guide on the [Panoho page](#) on the University website.

Dashboard

The dashboard is the first page all users will see when they log in to Panoho. Different users will see different things on the dashboard depending on their role and what access they have.

Research candidates should see the following sections on their dashboard:

- **My thesis**

Will take the user directly to their project page

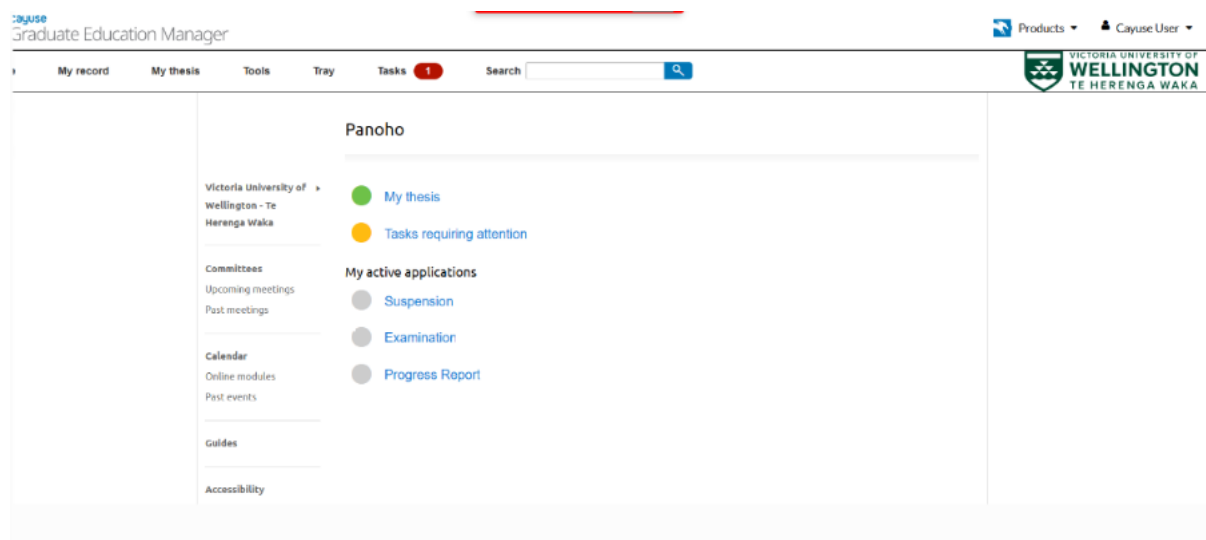
- **Tasks**

Will show the user a list of tasks requiring their attention

- **Active applications**

Will list any current applications or requests that the user has in progress (if applicable)

Below is a typical view of what a research candidate will see on their dashboard:



The top navigation bar will be the same for most users, and includes the following sections:

- **Home**

Returns the user to their dashboard

- **My record**

Basic personal details about the user (e.g. contact info). Also contains a link to their org unit page

- **My thesis**

Quick access to that users' project page

- **Tools**

View Panoho account details

- **Tray**

Quickly revisit any pages that users have saved. A page can be saved by selecting the tray icon in the top right corner of a page:



- **Tasks**

Another way to access a list of tasks that require attention from the user

Project page

The main project page provides important information about a candidate's enrolment, while buttons down the righthand navigation menu provide more information about their project. A typical project page will appear as below:

Changing thesis title

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The righthand navigation menu includes the following sections:

- **Checkpoints**

Displays a list of upcoming checkpoints in the candidate's project. Candidates can also use this page to set goals for themselves

- **Project History**

Shows candidates the dates of events and checkpoints completed earlier in their project

- **Supervisory team history**

A history of supervisory changes during the candidate's project (if applicable)

- **Supervision meetings**

Can be used to schedule or record information about supervision meetings

- **Course summary**

A history of course changes during the candidate's project (if applicable)

- **Application to move to Full Registration**

Where PhD candidates will start an application for full registration and submit their research proposal. PhD candidates will start receiving reminders to submit their research proposal from 9 months full-time equivalent of registration

- **Progress Report**

Candidates must complete a progress report every 6 months. They will receive a task reminding them to start a new progress report 6 months after completing their previous report. Progress reports can be completed more regularly if preferred/necessary.

- **Review of Unsatisfactory Progress**

An unsatisfactory progress review is a possible outcome of a progress report. Academic staff can use this process to set goals for the candidate to meet to get back on track

- **Examinations**

The entire examination process will be completed within this section. Candidates will receive a task to submit a **Notice of Intention to Submit** form shortly before they are eligible to submit their thesis (1 month prior for Masters and 3 months prior for Doctoral). Candidates will first need to create an examination record in this section. They can then complete and submit the **Notice of Intention to Submit** form, which provides notice to their supervisors to appoint examiners. The thesis will then be submitted via the appropriate form in this section once the thesis is ready for submission.

- **Training and Development**

Tools available to candidates to help them to manage and track their professional development, including development of skills and academic workshop attendance

- **Candidature Change Requests**

Enrolment change request forms can be found this section

- **Absence**

Can be used to record short absences less than one month in length (including annual leave)

- **File upload**

Allows users to upload a file to the candidate's project page

- **Scholarships**

Provides scholarship information (if applicable)

Completing a Panoho request form

Forms can be found in various sections on the candidate's project page. Guidance text on each form should explain the process and what information is required before it can be submitted. When submitting or progressing a form, click the green circle to move it to the next stage. An example is in the below screenshot:

STATUS Waiting for application to be submitted
CURRENTLY WITH Donald Duck
 Progress

Users will be notified by email when requests move from one stage to the next, including when the request is approved and/or processed.

Panoho Help

- If you encounter any issues logging in, please contact [Digital Solutions](#) for assistance.
- For support using Panoho itself, please contact Panoho@vuw.ac.nz