Start of Year ____/____

This document is designed to allow you to tick off processes you need to follow on OxCORT at the start of each academic year. For detailed information on how to carry out these processes please refer to the OxCORT manual for Tutorial Office users.

*Don’t forget that after completing all the items on this checklist you need to go through the Start of Term checklist!*

- **Configure College Wide Preferences**
  
  Ensure OxCORT is set-up to best reflect the procedures practiced in your College.

- **Change Your Email Address**
  
  Ensure that OxCORT holds the correct email address for you.

- **Maintain College Bank Details**
  
  Ensure that the College bank details are correct and up-to-date.

- **Authorise Tutors**
  
  Ensure all the Tutors have access to OxCORT using this screen.

- **Bulk Create User Accounts**
  
  Ensure all other College users at your College have access to the OxCORT system using this screen.

- **Bulk Create Student Records**
  
  Ensure students have been matched to their Personal and Organising Tutors using this screen.

- **Enter or Maintain Teaching Hours Weighting Data**
  
  Check that the weighting data set up for this year, matches that which is used by your College.

- **Manage Stint Data**
  
  Enter the core stint data for Tutors at your College. N.B Tutors will need to have recorded that they have an appointment at your College in their “Change Payment Details” screen.

Please refer to the Tutorial Office Manual for further details about the tasks mentioned in this document. [http://www.oxcort.ox.ac.uk/documents.html](http://www.oxcort.ox.ac.uk/documents.html)