

How to add your CIT timetable to your calendar

Guide for students

Want an easier way to access your CIT class schedule? Add your digital timetable to the calendar on your personal device - it's free, easy to do, and puts everything you need right at your fingertips.

Here's how you do it:

- 1. Log in to TimeEdit using your CIT Student ID and self-service password.
- 2. Choose 'My Timetable Weekly View.'
- 3. Click 'Subscribe' in the top right corner.
- 4. Select the time period you want to add (we recommend selecting the full semester).
- 5. Click 'Copy' and follow the steps to add it to your calendar.

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The next steps depend on which calendar application you use:

- iCloud/iPhone calendar
 - See <u>detailed instructions</u>.
- Google calendar
 - See <u>detailed instructions.</u>
- Outlook calendar
 - See <u>detailed instructions.</u>

Once your schedule is in your calendar, you'll be able to see your classes easily – anytime, anywhere.

You can also access your timetable through MyCIT.

CIT Student Services

If you require support accessing your timetable, please contact CIT Student Services via <u>online chat</u>, email <u>infoline@cit.edu.au</u> or phone (02) 6207 3188.