

Student Timetables – TimeEdit Guide

Find out exactly when and where your classes will take place by viewing your digital timetable. Importantly, any changes to your classes will be updated in near real-time.

Contents

Student Timetables - TimeEdit.....	1
How Do I access my Timetable?	1
My Timetable – Weekly View	3
My Timetable – List.....	3
How to read your timetable – Weekly View	4
How to read your timetable – List View	4
How to add your CIT Timetable to your Calendar	5
CIT Student Services.....	5
My Timetable – Navigation	6

How Do I access my Timetable?

To access your digital timetable, you must have activated your CIT Microsoft Account. If you have not activated your account, please follow the [CIT Microsoft 365 account](#) instructions.

1. Once you have activated your CIT Microsoft 365 account, open the link [Timetable log in page](https://cloud.timeedit.net/au_cit/web/40/) - https://cloud.timeedit.net/au_cit/web/40/
2. A log in screen will appear.



Canberra Institute of Technology

Students

Log in

This site uses cookies to handle login

TE Auth no token.

3. Follow the prompts to sign in using your CIT Microsoft 365 account.
 - a. Enter your student email address (1) and click "Next" (2).



Sign in

CIT1234567@students.cit.edu.au

[Can't access your account?](#)

Next

- b. Enter your password (1) and click "Next" (2).



cit1234567 @students.cit.edu.au

Enter password

1

2

Back Sign in

- c. Verify your identity by selecting the Text or Call verification.



cit1234567 @students.cit.edu.au

Verify your identity

Text +XX XXXXXXXX22

Call +XX XXXXXXXX22

4. After verification, the TimeEdit home page will open in the internet browser.
5. If the 'time zone' pop up appears, ensure you are on the correct time zone and close the window by click the 'X' icon.

Change time zone X

Looks like your TimeEdit time zone differs from your current device time. Do you want to change your time zone?

ADST AEST - Daylight Savings (UTC+10/UTC+11) ▼

You can change the time zone under the Account menu.

Change date format

English ▼

6. Your Timetable view will display.

Students

MY TIMETABLE

 **My Timetable - Weekly View**
View my timetable by date.

 **My Timetable - List View**
This view lists all of your classes in a table format. The perfect format for printing your timetable.

My Timetable – Weekly View

The Weekly view opens your timetable in a week and date format for your classes. This will display in a graphic visual of the week. You can also change this view to list by selecting the Text button at the bottom of the page.

106

	Monday 02/02/2026	Tuesday 03/02/2026	Wednesday 04/02/2026	Thursday 05/02/2026	Friday 06/02/2026		
08:00							
09:00	Arts Studio WHS 1 Subject_ARTS366 WB_B429	Drawing 1 Create observational drawings, Experiment with techniques to produce drawings WB_B429	Sculpture 1 Experiment with moulding and casting techniques, Experiment with techniques to produce sculpture WB_B422	Art Theory 1 Subject_ARTS164 BG_G104			
10:00							
11:00							
12:00							
13:00	Arts Studio WHS 1 Subject_ARTS366 WB_B429	Drawing 1 Create observational drawings, Experiment with techniques to produce drawings WB_B429	Sculpture 1 Experiment with moulding and casting techniques, Experiment with techniques to produce sculpture WB_B422	Art Theory 1 Subject_ARTS164 BG_G104			
14:00							
15:00							
16:00							
17:00							

My Timetable – List

The List view opens your timetable in a week and date format for your enrolled classes in a list view demonstrated in the picture below.

Time	Title	Subject Code(s)	Location
Mon 02/02/2026			
09:30 - 12:30	Arts Studio WHS 1	Subject_ARTS366	WB_B429
13:30 - 16:30	Arts Studio WHS 1	Subject_ARTS366	WB_B429
Tue 03/02/2026			
09:30 - 12:30	Drawing 1	ARTS193, ARTS368	WB_B429
13:30 - 15:30	Drawing 1	ARTS193, ARTS368	WB_B429
Wed 04/02/2026			
09:30 - 12:30	Sculpture 1	ARTS372, ARTS376	WB_B422
13:30 - 15:30	Sculpture 1	ARTS372, ARTS376	WB_B422
Thu 05/02/2026			
09:30 - 12:30	Art Theory 1	Subject_ARTS164	BG_G104
13:30 - 16:00	Art Theory 1	Subject_ARTS164	BG_G104
Mon 09/02/2026			
09:30 - 12:30	Arts Studio WHS 1	Subject_ARTS366	WB_B429
13:30 - 16:30	Arts Studio WHS 1	Subject_ARTS366	WB_B429
Tue 10/02/2026			

How to read your timetable – Weekly View

Your timetable will display in a weekly calendar date format.

The standard timetable view displays date and time:

1. Title of Class
2. Subject Code
3. Location
4. Educator

Tip: The location starts with campus short code followed by the building and room location.

To find out more about CIT locations see the below links:

- [CIT Bruce](#)
- [CIT Fyshwick](#)
- [CIT Gungahlin](#)
- [CIT Tuggeranong](#)
- [CIT Woden](#)

Time	Title of Class	Subject Code	Location	Educator
10:30 - 12:30	Digital Art 1	ARTS369	WB_B324	Digital Art 1
13:30 - 16:00	Digital Art 1	ARTS369	WB_B324	Digital Art 1

How to read your timetable – List View

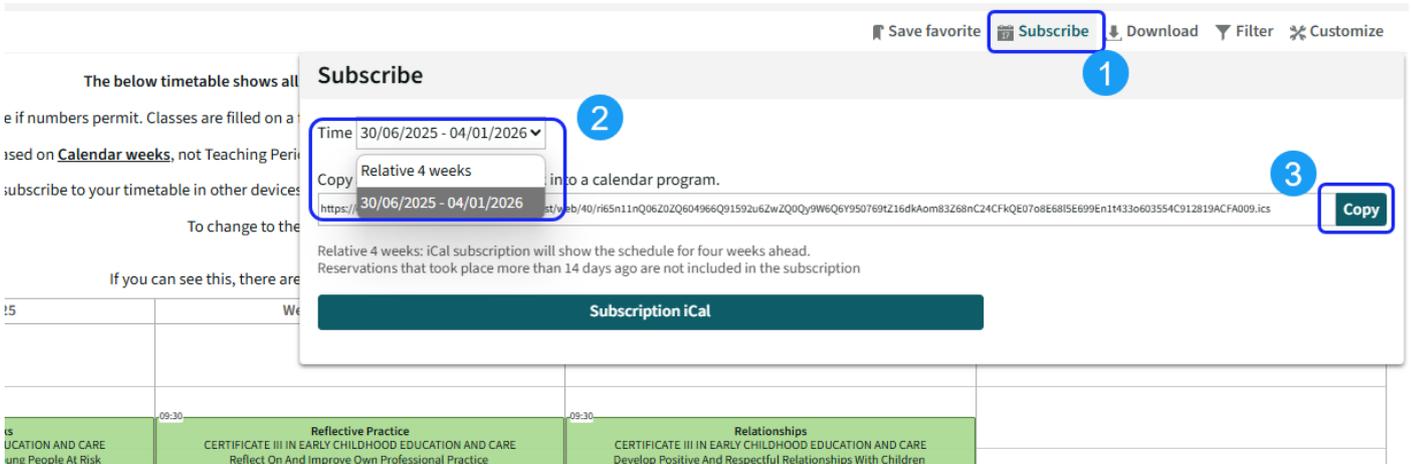
The list view displays a default setting with vertical display for dates and times, and horizontal display of details, this includes as demonstrated below.

Time	Title	Subject Code(s)	Location
Mon 28/7			
10:30 - 12:30	Digital Art 1	ARTS369	WB_B324
13:30 - 16:00	Digital Art 1	ARTS369	WB_B324
Tue 29/7			
09:30 - 12:30	Art Theory 1	ARTS164	WB_B324
13:30 - 15:30	Art Theory 1	ARTS164	WB_B324
Wed 30/7			
09:30 - 12:30	Drawing Communication 1	ARTS361	WB_B429
13:30 - 16:30	Drawing Communication 1	ARTS361	WB_B429

How to add your CIT Timetable to your Calendar

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.

1. After logging into TimeEdit, select your preferred or customised Timetable.
2. Click 'Subscribe' (1) in the top right corner.
3. Select the time period you want to add (2) (we recommend selecting the full semester).
4. Click 'Copy' (3).



The below timetable shows all...
e if numbers permit. Classes are filled on a...
ised on **Calendar weeks**, not Teaching Peri...
subscribe to your timetable in other devices...
To change to the...
If you can see this, there are...
:5
We

Save favorite **Subscribe** (1) Download Filter Customize

Subscribe (2)

Time 30/06/2025 - 04/01/2026
Relative 4 weeks
Copy (3) into a calendar program.
https://.../30/06/2025 - 04/01/2026.../i65n11nQ06Z0ZQ604966Q91592u62wZQ0Qy9W6Q6Y950769ZL16dKAOm83268nC24CFKQE07o8E68I5E699En1433o603554C912819ACFA009.ics **Copy**

Relative 4 weeks: iCal subscription will show the schedule for four weeks ahead.
Reservations that took place more than 14 days ago are not included in the subscription

Subscription iCal

09:30	09:30
Reflective Practice CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE Reflect On And Improve Own Professional Practice	Relationships CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE Develop Positive And Respectful Relationships With Children

The next steps depend on which calendar application you use:

- iCloud/iPhone calendar: [Set up multiple calendars on iPhone](#)
- Google calendar: [Subscribe to calendar](#)
- Outlook calendar: [Import or subscribe to a calendar in Outlook](#)

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](#).

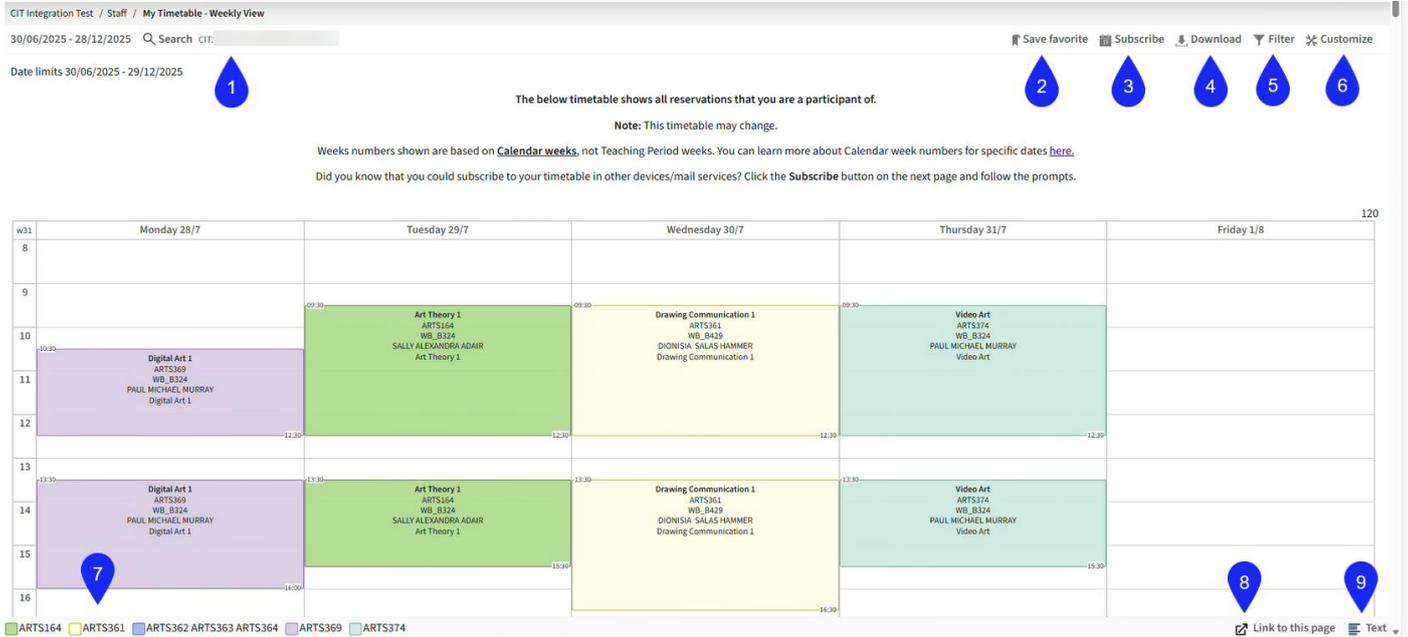
CIT Student Services

If you require support accessing your timetable, please contact CIT Student Services via [online chat](#), email

infoline@cit.edu.au or phone (02) 6207 3188.

My Timetable – Navigation

If you're feeling unsure about how to use your timetable, the following information walks you through each button.



CIT Integration Test / Staff / My Timetable - Weekly View

30/06/2025 - 28/12/2025 Search CIT

Date limits 30/06/2025 - 29/12/2025

The below timetable shows all reservations that you are a participant of.

Note: This timetable may change.

Weeks numbers shown are based on [Calendar weeks](#), not Teaching Period weeks. You can learn more about Calendar week numbers for specific dates [here](#).

Did you know that you could subscribe to your timetable in other devices/mail services? Click the [Subscribe](#) button on the next page and follow the prompts.

	Monday 28/7	Tuesday 29/7	Wednesday 30/7	Thursday 31/7	Friday 1/8
8					
9					
10		Art Theory 1 ARTS164 WB_B324 SALLY ALEXANDRA ADAIR Art Theory 1	Drawing Communication 1 ARTS361 WB_B420 DIONISIA SALAS HAMMER Drawing Communication 1	Video Art ARTS374 WB_B324 PAUL MICHAEL MURRAY Video Art	
11	Digital Art 1 ARTS369 WB_B324 PAUL MICHAEL MURRAY Digital Art 1				
12					
13					
14	Digital Art 1 ARTS369 WB_B324 PAUL MICHAEL MURRAY Digital Art 1	Art Theory 1 ARTS164 WB_B324 SALLY ALEXANDRA ADAIR Art Theory 1	Drawing Communication 1 ARTS361 WB_B420 DIONISIA SALAS HAMMER Drawing Communication 1	Video Art ARTS374 WB_B324 PAUL MICHAEL MURRAY Video Art	
15					
16					

ARTS164 ARTS361 ARTS362 ARTS363 ARTS364 ARTS369 ARTS374

Link to this page Text

1 My Timetable: Weekly View displaying search results of your CIT number and name.

2 Save Favourite: If you customise your weekly timetable to suit your preference, the Save Favorite will save the view as a favourite on the search page. *'Detailed guide coming soon'*.

3 Subscribe: provides a link to subscribe and add your schedule with your other calendar applications. You can subscribe to your timetable so that it displays in your preferred calendar program, e.g. Outlook. See ["How to add your CIT Timetable to your Calendar"](#)

4 Download: Click on 'download' to down the schedule as a PDF, Excel, etc. This is also where you find a link that adapts the schedule to be presented in full screen.

5 Filter: Filter your search to further add filters, classes etc. this is a quick way to add further filtering to your search results.

6 Customise: Customise your view, colours and filters to change the layout and view including layout display and headings for reservation, colour coding and simplifying information.

7 Legend: Legend of the colour coding for different classes.

8 Link to this page: Provides a link to your current view that can be shared.

9 Text: Change your timetable to text view for easy download to pdf.