

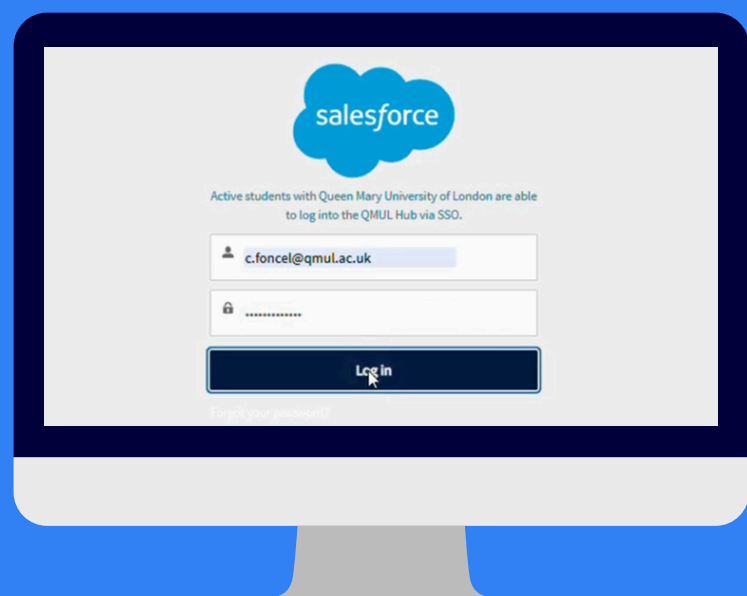
# How to view your tasks & action plans

# ASKQM

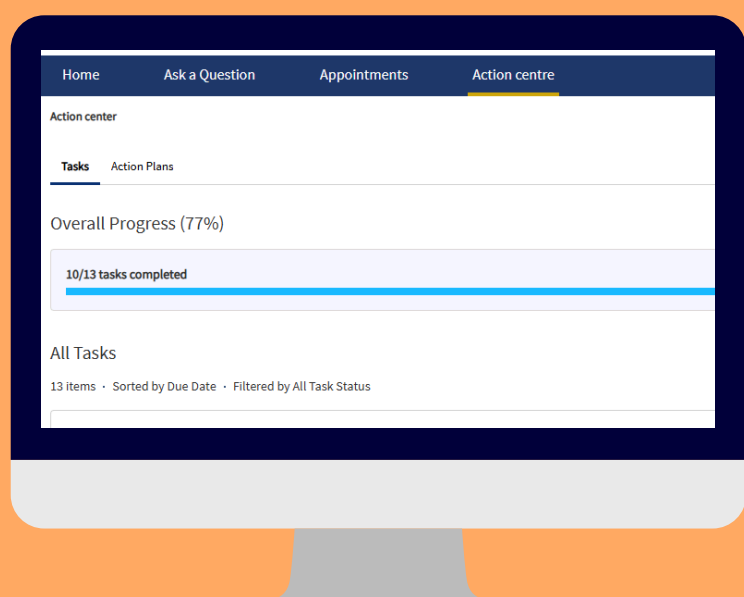
## Log in

Access AskQM via the QMUL app or AskQM webpage and log in using your usual Queen Mary account details.

[askqm.qmul.ac.uk](http://askqm.qmul.ac.uk)



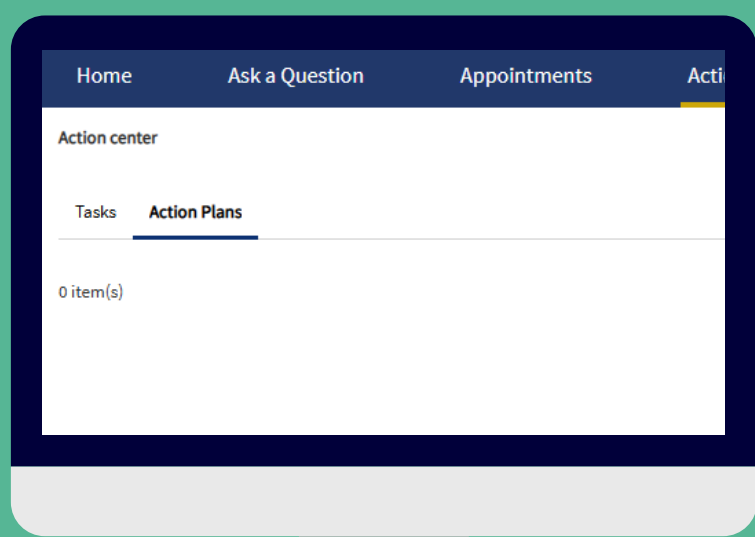
## Your Tasks



A task may be set for you to complete if your enquiry handler requires information from you so that they can resolve your enquiry. Once logged in, along the top of the screen you will find a tab called 'Action Centre'. Clicking on this will allow you to view all your tasks in one place. On the right-hand side, you can use the drop-down menu to sort your Tasks by due date, and there is also a filter allowing you to filter by task status, so you can easily keep track of what tasks need doing and when.

## Your Action Plans

Clicking on Action Plan will allow you to view any action plans assigned to you.



# AskQM

## Have a question? AskQM

AskQM is your new student enquiry system. Find what you need to know quickly and easily, all in one place:

- **Self-service Tool:** Get quick answers 24/7
- **Submit & Track:** Log an enquiry and monitor its progress
- **In-Person Support:** Visit our AskQM hubs across our campuses



Find out more at  
[askqm.qmul.ac.uk](http://askqm.qmul.ac.uk)

