



Guide to Online Enrolment

All undergraduate and postgraduate coursework students are required to enrol in their courses online. For this you will need a UniPass. This is the password that will give you access to myUNSW, which is an online portal for student information and administration. If you already have a UniPass, you can start at step 5.

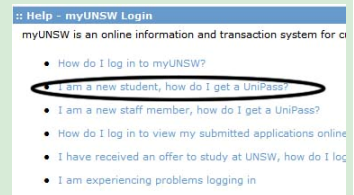


1 Go to www.my.unsw.edu.au

2 Click on 'Help' in the top left of the screen

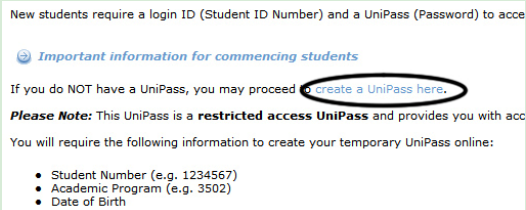


3 Click on 'I am a new student, how do I get a UniPass?'



4 Click on 'create a UniPass here'.

If you're using Internet Explorer you may now be stopped by a security prompt. If so, click on 'Continue to this website'.



Student Number: This is your seven digit student number.
 OR UAC Number:
 UNSW Academic Program Code: [UNSW Academic Program Code Lookup](#)
 Date of Birth: (dd/mm/yyyy)
 New Password:
 Repeat Password:

5 Complete the required fields at the bottom of the page. Your student number and program code appear on your Letter of Offer which you received from Student Administrative Services.

Remember the password you create.

6 Return to myUNSW and log in. Your Login ID is 'z' followed by your ID number. Your Unipass is the password you just created.

Login ID:
 UniPass:

[Help?](#) [New to myUNSW](#)

7 Click on the 'My Student Profile' tab in the top left-hand and corner of the page.



:: My Student Services

- Enrolment**
- Enrolment Appointments
- Update Your Enrolment**
- Class Timetable
- Class Search
- Academic History**
- View Results
- Academic Statement
- Academic Standing

8 Click on 'Update Your Enrolment' on the left of the screen.

9 If you are logging in for the first time this year, you may be required to indicate that you have read various UNSW or Government policies. You can do this by following the relevant links and checking the boxes to indicate you have read the information. You may also be required to confirm your contact details before continuing.

I have read and accept the following Terms and Conditions

- UNSW Enrolment Declaration & Conditions
- Enrolling students are required to read and acknowledge the conditions of action that apply to their enrolment.
- UNSW Fees Policy
- Students are required to read and acknowledge the conditions of action that apply to their enrolment.
- Information Literacy
- Students are required to read about the ELISE online tutorial that provides information on how to use the library services.
- Academic Integrity and Plagiarism
- Students are required to acknowledge plagiarism, and of the programs and courses they are enrolled in.
- UNSW Privacy Statement
- Students are required to read and acknowledge the conditions of action that apply to their enrolment.
- Acceptable Use of UNSW ICT Resources
- Students are required to read and acknowledge the conditions of action that apply to their enrolment.
- ADFA Privacy Waiver - For Defence and ADFA defence personnel are required to read and acknowledge the conditions of action that apply to their enrolment while in Australia.

10 Click on 'Update Enrolment' for the corresponding semester. If the semester you wish to enrol in does not appear, please contact Student Administrative Services (contact details are below).

Campus	Term	
ADFA - University College Campus	Semester 1 2007	Update Enrolment
ADFA - University College	Semester 2 2006	Enrolment History

11 Click on 'Search by Catalogue' on the right of screen.

Search by Catalogue for Semester 1 2007

Multiple Course(s)

Subject Area

Catalogue #

Course Title

Faculty

Campus

Career

Session

12 Type the codes of the courses in which you wish to enrol (e.g. ZBUS8001, ZPEM8765) in the top box labeled 'Multiple Course(s)'. You can find a list of all course codes in the UNSW@ADFA Handbook (www.unsw.adfa.edu.au/student/pubs) or the UNSW Online Handbook (www.handbook.unsw.edu.au).

13 Search results will now be displayed. Confirm you have entered the correct courses and then check the 'Add' box beside each one. You may click 'Search Again' to choose more courses which will take you to the previous step. Click 'Continue'.

Campus	Session	Add
University College Campus	Session One (ADFA)	<input type="checkbox"/>

[Search Again](#) [Continue](#)

14 Click 'Proceed to Enrol'

15 Some students will need to click on the 'Add Classes' button. If this button does not appear, click on 'Enrol in ALL courses' and proceed to step 17.



16 If you are studying on-campus, select 0001. If you are studying via distance, select 'DM02'. Do not choose 'IDM3' mode unless you have received permission to study via Intensive Delivery Mode. Click 'Continue' once the correct classes are selected.

17 Click 'Enrol in Course' or 'Enrol in ALL Courses'.

18 You are now enrolled. You can check your enrolment at any time by clicking on 'Class Timetable' in your student profile (see step six). If you are an undergraduate student, your tutorials will be automatically allocated before the start of the session.

:: My Student Services	
Enrolment	
Enrolment Appointments	
Update Your Enrolment	
Class Timetable	
Class Search	
Academic History	
View Results	
Academic Statement	
Academic Standing	

If you encounter any difficulties or require further assistance, please contact Student Administrative Services.

phone (02) 6268 6000

email sas@adfa.edu.au

visit: www.unsw.adfa.edu.au/student