New Student Set Up Guide
Activate & Access

Use Google Chrome or Microsoft Edge as your browser.

UNSW
College

Table of contents

Key Terms

zID **(Student ID Number)**

You will use this to log into Moodle – your online learning platform, your student portal, Allocate Plus for your attendance, and to access your student email.

Your ZID can be found in the pre-orientation email sent by UNSW College.

Student Portal – JR Plus

Where you can update your personal information and view your results. It is very important that we have your most current contact details.

Moodle

Your online learning platform. You will use Moodle for coursework and assignments in your classes.

MFA (Multi-Factor Authentication)

MFA is required to access Moodle and your UNSW emails.

Activate Your zID

Go to:

https://iam.unsw.edu.au/home

1. Find Your zID.
Your zID has been emailed to you.

Your zID is included in **an email** from UNSW College, you should receive email prior to your orientation.

Search your email for zID to continue your IT setup.
If you cannot find it in your inbox, check your spam or junk folder.

The email should look like this:

What to prepare

This is your unique zID: **Your zID will be displayed here**

Before Orientation, you are required to complete the steps under *Set Up Your Student Accounts* in the "Get Started" section on your Orientation page using your unique zID.

Get Started

Go to:

https://iam.unsw.edu.au/home

| Home | Change your password | Forgot your password? | Unlock your account | FAQs | ARE YOU NEW HERE? |

Change my password

We pestered you about your expiring password and you couldn't take it anymore.

LOG IN >

I forgot my password

Don't worry, we've all been there. But that's alright, we'll take care of you.

RESET MY PASSWORD >

Unlock my account

So your account has been locked. You've come to the right place. We'll help you here.

UNLOCK MY ACCOUNT >

Are you new here?

You're joining the UNSW Family. Welcome aboard!

GET/ACTIVATE MY ZID >

UNSW SYDNEY   Identity Manager

| Home | Change your password | Forgot your password | Unlock your account | Are you new here? | HELP |

Choose a profile — 1

Confirm your identity — 2

Create your password — 3

Here's your identity — 4

As you are new here: How will you be joining us?

Student

You're coming here to learn at UNSW in one of our world-class courses. Make sure you have your UAC Application number or your zID ready

Staff

You've been invited to join UNSW. Make sure you have your zID ready

UNSW College

New Students

—

STEP 1 Tell us who you are: At least one of these fields must be completed *

If you applied through UAC, please enter your 9-digit UAC Number or 8-digit Gateway Number.

Leave blank umber from Gateway or UAC

If you have a 7-digit UNSW Student ID, please add the prefix "z" to your 7-digit Student ID

Your zID, eg: z1233456

STEP 2 We will send a 6-digit one-time passcode (OTP) to you, which you will need to enter on the next screen. *

Please nominate where the OTP is to be sent (based on information you provided to UNSW):

Select one of the two options

● SMS the OTP to my phone, or,

○ Email the OTP to my personal email address

STEP 3 Prove you are not a robot by retyping the characters that follow: *

X nk ctn e ⟳

Type the above characters

☐ I have read and accept the **Acceptable Use of UNSW Information Resources Policy**

CONTINUE   **Click 'Continue'**

UNSW College

Now make your own password.
You have <mark>3 attempts ONLY.</mark>

You must make a password with **at least 14 characters** and you must use:

✓ BIG letters   ABCD…
✓ small letters   efgh…
✓ Numbers   1,2,3…
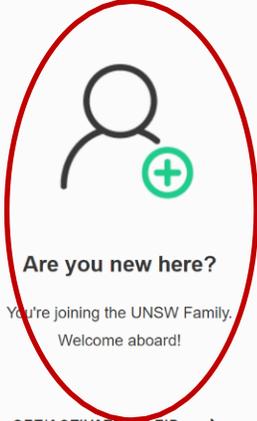✓ Symbols $%&*(!

This is an example of a successful password:
1Love$port2024!

Go to:

https://iam.unsw.edu.au/home

Click on the '<mark>Are You New Here</mark>?' button and fill out the form.

New Students

—

STEP 1 Tell us who you are: At least one of these fields must be completed *

If you applied through UAC, please enter your 9-digit UAC Number or 8-digit Gateway Number.

Leave blank ~~umber from Gateway or UAC~~

If you have a 7-digit UNSW Student ID, please add the prefix "z" to your 7-digit Student ID

Your zID, eg: z1233456

STEP 2 We will send a 6-digit one-time passcode (OTP) to you, which you will need to enter on the next screen. *

Please nominate where the OTP is to be sent (based on information you provided to UNSW):

◉ SMS the OTP to my phone, or,

○ Email the OTP to my personal email address

STEP 3 Prove you are not a robot by retyping the characters that follow: *

X nk cln e ↻

☐ I have read and accept the **Acceptable Use of UNSW Information Resources Policy**

CONTINUE   ⇦ **Click 'Continue'**

UNSW College

Set Up Student Email

Go to:

https://my.unswcollege.edu.au/

UNSW College

Foundation Programs   College Diploma Programs   Academic English Programs & Online UEEC   Pre-Masters Programs

UNSW Diploma Programs

Pre-Masters Programs

👥 UNSW College Policies	↗ Student Portal
🖥 Moodle	☑ Academic Calendar
📍 Timetable Codes and Locations	✉ Student Email (zID@ad.unsw.edu.au)
🔒 zID Password Self-Help	📖 Self-Enrolment Guide
🕐 Timetables	👤 Student ID Card Booking
⏺ Attendance Guide	🔧 IT/Student Accounts Set Up Manual (For Pre-Masters Students)
✔ Guide to View Your Results on the Student Portal	

UNSW SYDNEY

Sign in
to continue to Outlook

zID@ad.unsw.edu.au

No account? Create one!

Can't access your account?

Next

Refer to **Multi-Factor Authentication** for help to set up MFA and keep your account secure.

Changing your Phone? Learn how to move your MFA

For assistance please contact the UNSW IT Service Centre on +61 2 9385 1333

Click on the '==Quick Links==' button, select ==Pre-Masters Program==

And click on the 'Student Email'

Login using the format:
==zID@ad.unsw.edu.au==

For example:
z1234567@ad.unsw.edu.au

UNSW College

Set Up Your MFA

This is a compulsory UNSW security requirement.

There are 2 steps to setting up MFA (Microsoft Authenticator)
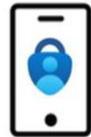
To complete this task, you will need

•   Your zID@ad.unsw.edu.au account and password.

•   A compatible smartphone with data connection.

Step 1:
Install the Microsoft Authenticator app **on your mobile.**

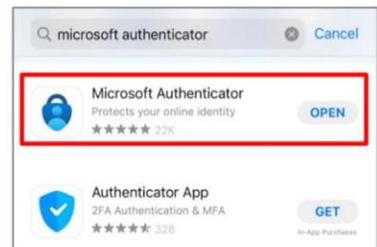**Part 1:** Install the Microsoft Authenticator app on your smartphone.

1.   **On your smartphone**, Install the **Microsoft Authenticator app**.

     a. In your smartphone's app store (such as Google Play or App Store), search for the free Microsoft Authenticator app as shown.

     Be aware! Microsoft Authenticator app is free and will not require a subscription.

     Alternatively, you can get the app on your phone by scanning a QR code with your phone.

Note:
If you have **Huawei/HONOR** smartphones, you may not be able to download Microsoft Authenticator APP directly.

If this happens, you need to download an app called Gspace (www.gspaceteam.com), then log in their Google Account and download the Microsoft Authenticator app from the Gspace app.

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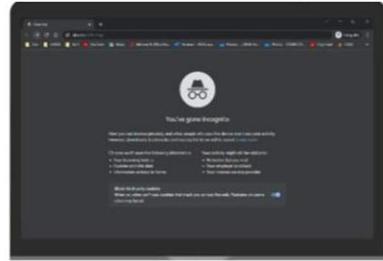# Part 2: Register Microsoft Authenticator on your computer.

Part 2 has 13 steps. Please follow all steps to ensure that registration is complete.

1. **On your computer**, open a web browser, (E.g., Chrome, Microsoft Edge, or Safari) and start an *Incognito, InPrivate or Private* window by pressing:

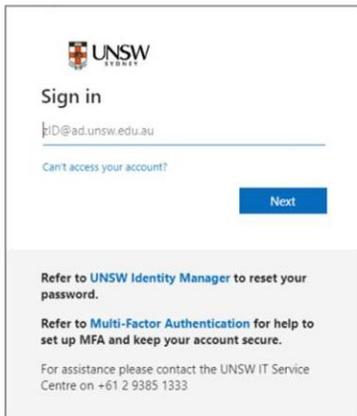   **Ctrl + Shift + n** (for Windows, Linux, or Chrome)
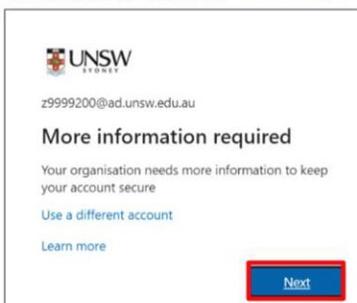   OR
   ⌘ + Shift + n (for Mac)

   Please close any other active browser windows leaving only the current Incognito/ InPrivate /Private window open.

   a. Copy and paste this url into that window **https://aka.ms/mfasetup**

2. **On your computer**, at the *Sign in* window, sign in by entering your zID@ad.unsw.edu.au and password.

3. **On your computer**, at the *More information required* window, click **Next**.

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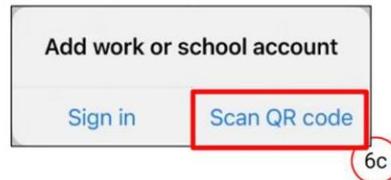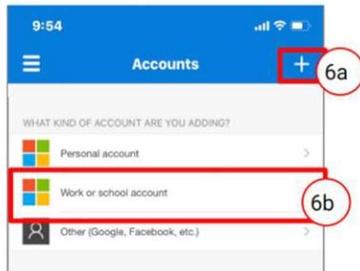4. **On your computer**, at the *Start by getting the app* window click **Next**.

5. **On your computer**, at the *Set up your account* window click **Next**.

You will be shown a QR code on your computer screen.

6. **On your smartphone,** Open the Microsoft Authenticator app, allow notifications/access to camera (if prompted), and

    a) Tap the **+** (Plus) sign
    b) Tap **Work or School Account**.
    c) Tap Scan QR code

7. **On your smartphone, use the Microsoft Authenticator app to scan the QR code** shown on your computer screen.

    The app should successfully add your work account on your smartphone.
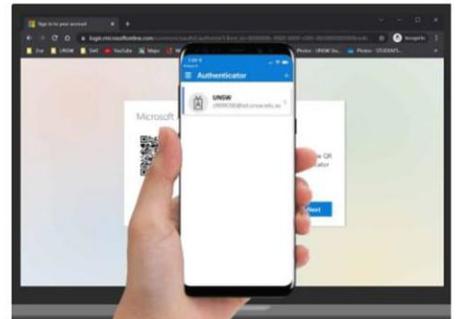
8. **On your computer**, after your phone has recognised the QR code scanned, click **Next.**
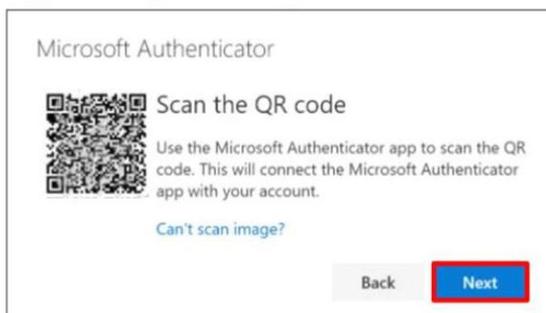
Hint: If you are using a second monitor and having trouble scanning the QR code shown on your second monitor, try moving the QR code screen to your primary monitor, e.g., your laptop monitor.

*If you are still unable to scan the QR code, click the **Can't scan image**? option and follow the prompts.*

9.

On your computer	On your smartphone
You will be presented with the *Let's try it out window* which includes a 2-digit number. Now a push notification will be sent to your smartphone.	A push notification will ask you to verify your sign-in, enter the 2-digit number from the computer/sign-in screen into your smartphone & click YES.
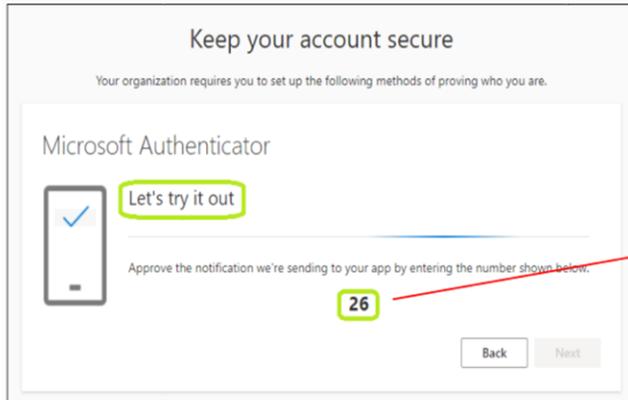
10. **On your computer**, at the *Notification approved* screen, click **Next**.
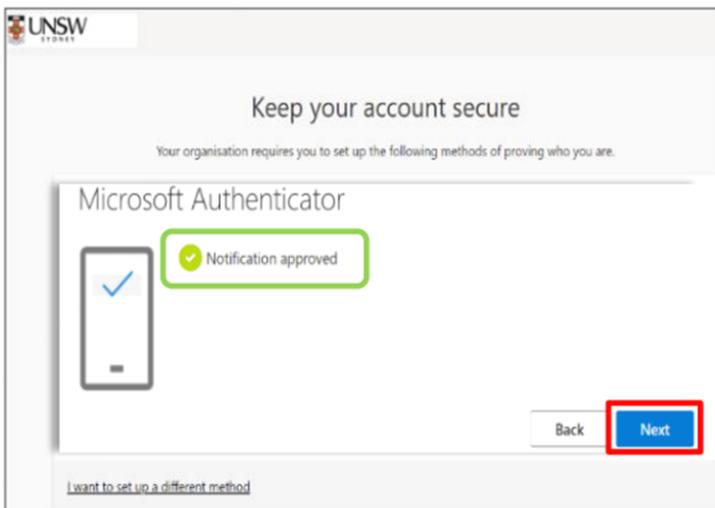
11. **On your computer**, at the *Success* screen, click **Done** & close the browser.
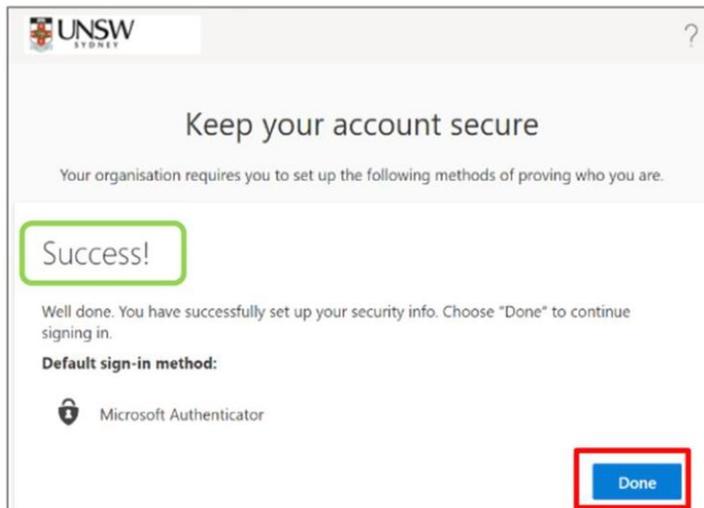
Important to note:

1. You only need to set up MFA one time.

2. Do NOT DELETE or un-install the MFA app on your phone.

3. If you get a new phone, you need to call UNSW IT on (02) 9385 1333 and ask them to disconnect your MFA account from your old phone. This is because your MFA can only be linked to one device.
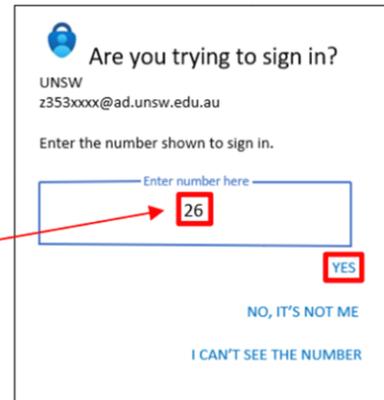   - Once you call (02) 9385 1333, you will hear a few choices to ensure you are directed to the right team.
   - Press 1 on your keypad, and then press 4 to be taken to MFA support.

After that, you can reconnect MFA to your new phone (by following the above steps again).
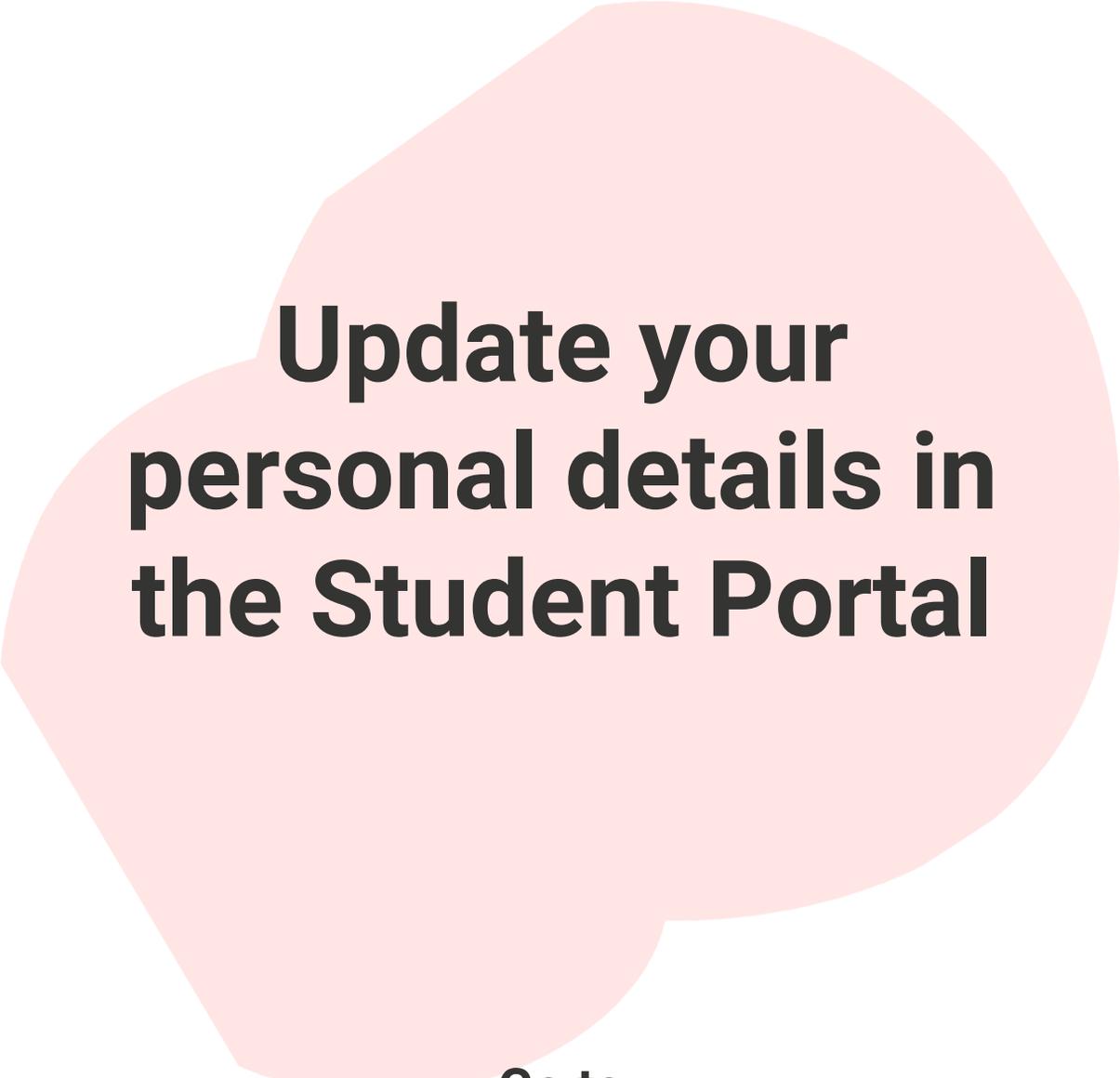
Update your personal details in the Student Portal

Go to

https://my.unswcollege.edu.au/

Click on the 'Quick Links' button, select the 'Pre-Masters Program' tab.
And click on the 'Student Portal'

UNSW College

Quick Links   Forms   Orientation   Student Life ▾   Health & Safety ▾   Academic Support ▾   🔍

Diploma Programs   Foundation Programs   Academic English Programs   Pre-Masters Programs

Pre-Masters Programs

🔭 UNSW College Policies	↗ Student Portal
💻 Moodle	📅 Academic Calendar
📍 Timetable Codes and Locations	✉ Student Email (zID@ad.unsw.edu.au)
🔒 zID Password Self-Help	📖 Self-Enrolment Guide
🕐 Timetables	👤 Student ID Card Booking

👤 Do not use this entry

🔒 Do not use this entry

Sign In

Forgot your password?

🔑 Students & Staff Click Here to Login

Step 1, click on blue bar

Step 2, sign in with zID

Your Username: zID@ad.unsw.edu.au
(eg. z1234567@ad.unsw.edu.au)
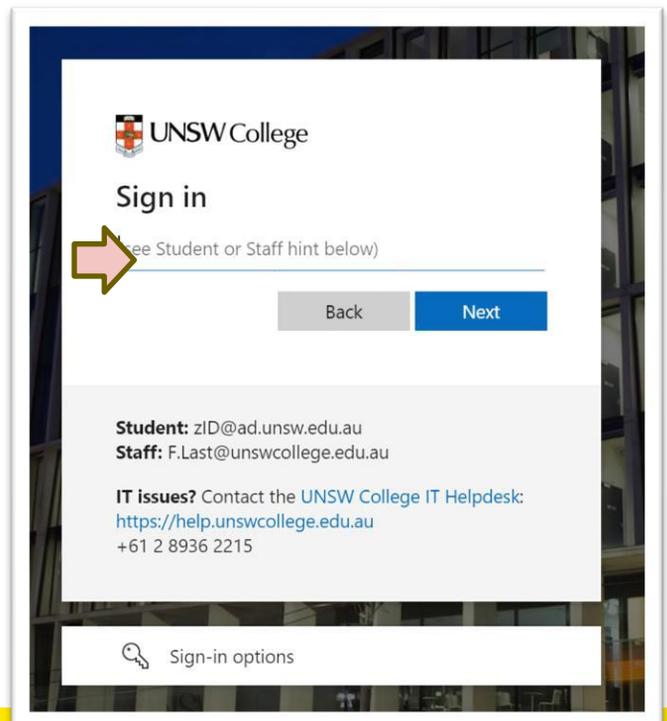
UNSW College

Sign in

(See Student or Staff hint below)

Back   Next

Student: zID@ad.unsw.edu.au
Staff: F.Last@unswcollege.edu.au

IT issues? Contact the UNSW College IT Helpdesk:
https://help.unswcollege.edu.au
+61 2 8936 2215

🔑 Sign-in options

UNSW College
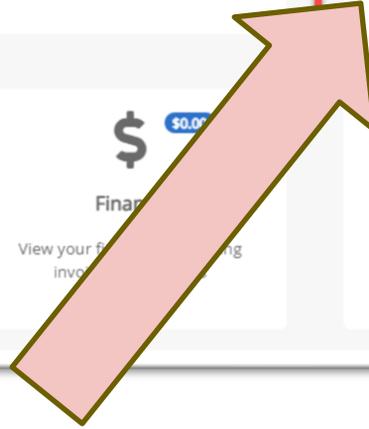
Open the Profile link and complete the following 3 tasks:

1. Upload a passport photo of yourself taken in the past 12 months.
2. Update your local Sydney address + local mobile phone number.
3. Update your emergency contact information.

Tips: Make sure the photo you upload meets the requirement. Here are some examples:

How to update your personal details

Eva Santos C020067

👤 Profile   📇 Contacts

   ➡️   ✏️ Edit

👤 **Profile**

Title	Miss	ID	C020067
First Name(s)	Eva	USI	None issued
Middle Name	Lola	Known By	
Surname	Santos	Gender	Female

🌎 Brazil 🇧🇷
📅 8 March 2007
(17)

📇 **Address**

⊙ (Current) 220 Anzac Parade
Kensington New South Wales 2033
Australia

📱 **Phone**

⊙ (Phone) (Home / Permanent): 78437864289

✉️ **Email**

Edit Profile

Update My Details   **Cancel**

Photo **Choose file** No file

Step 2, upload your passport photo ⬅️

Current Photo

Address

Address Lookup

Primary	⦿
Location	Current ▾
*Country	[1] Australia ▾
Address Lookup	Address Lookup
Postal delivery by	ⓘ
Building/prop. name	

Phone

Primary	Type	Location	Number	
⦿	Phone ▾	Home / Perr ▾	78437864289	[2]

🔌 Add Another Phone

Email

Primary	Type	Email Address	
⦿	UNSW ▾	z9999400@adtest.unsw.edu.au	
○	Personal ▾	evasantos@gmail.com	[3]

Step 3, update current address, mobile phone, and personal email address ⬆️

UNSW College

How to update your emergency contacts

Eva Santos C020067

👤 Profile   📇 Contacts

Step 1, Click on 'Contacts'

Eric Greenwood
Emergency

Relationship
U18 guardian in australia

Mobile
0476555777

Email
egreenwood@gmail.com

Address
18 Rose Court,
Rosedale,
NSW 2536,
Australia

Reece Thrower
Primary

Relationship
Other relative

Mobile
N/A

Email

Address
,
Kensington ,
NSW 2033,
Australia

+
Add New Contact

Step 2, Add New Contact

Step 3, fill out the form ⇨

New Contact ×

Title

*First Name

Surname

Relationship   Start Typing...

Phone

Email

*Country   Australia

Address Lookup   Address Lookup

Postal delivery box   ⓘ

Building/prop. name

Unit/Flat Number   ⓘ

<u>OPTIONAL:</u> Update your preferred name

Here are a few important details to note:
*   If you add a preferred name, it will appear in Allocate+ and will replace your first name on Attendance pages.
*   In the Student Portal and other internal systems, your legal name will remain unaffected and will continue to be displayed along with your preferred name (if you choose to upload one).
*   Please keep in mind that legal names remain editable only by College staff and only if providing supporting documentation. To request a change on your legal name, please email the Enrolments Team.

We encourage you to update your preferred name if you would like it to be displayed across the systems.

Step 1, Click on 'Forms'

Step 2, Click on 'Change Preferred Name'
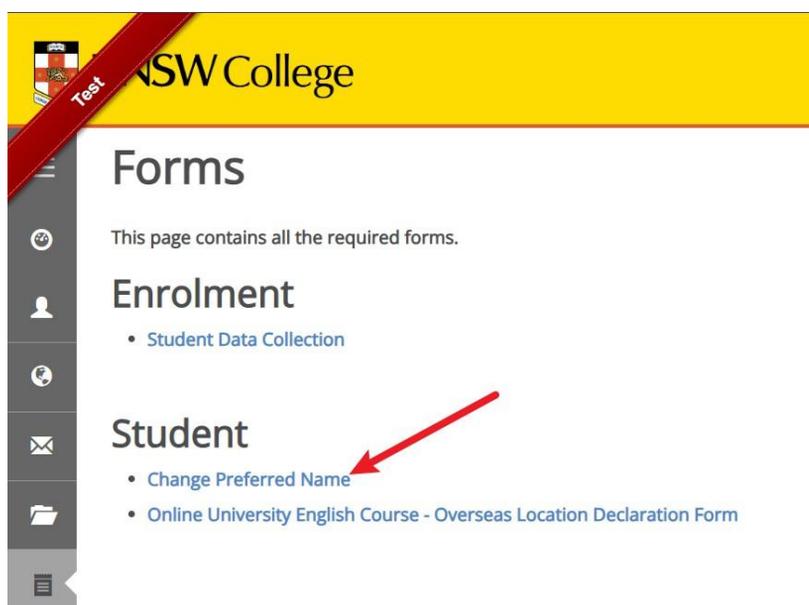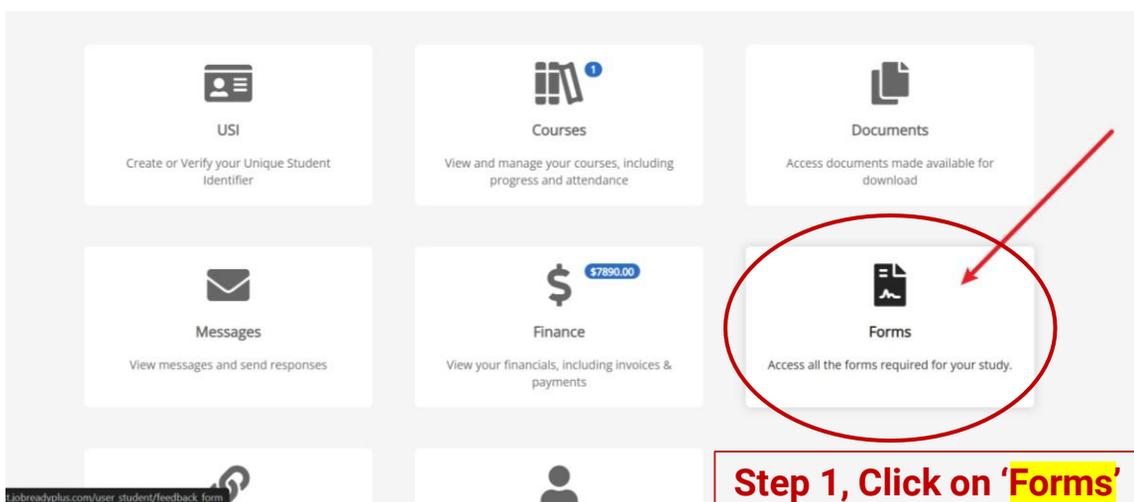
Update Preferred Name

Use this form to update your preferred name

1

My Preferred Name:

MyPreferredName

Submit

Step 3, Type in your preferred name in the box and click 'Submit'

SW College   Aadarsh GHOSH

Aadarsh GHOSH c201625   Edit

👤 Profile   📇 Contacts

👤 **Profile**

Title	Mr	ID	C201625
First Name(s)	Aadarsh	USI	None issued
Middle Name		Known By	MyPreferredName
Surname	GHOSH	Gender	Male

📇 **Address**

(Postal) 533, Bedok Reservoir Road Unit 04-116,
Archipelago 479283
Singapore

(Home / Permanent) 533, Bedok Reservoir Road Unit 04-116,
Archipelago 479283
Singapore

(Current) 533, Bedok Reservoir Road Unit 04-116,
Archipelago 479283
Singapore

🔳 **Phone**

(Mobile) (Current): 6590069470
(Phone) (Current): 6590069470
(Mobile) (Home / Permanent): 6590069470
(Phone) (Home / Permanent): 6590069470

📧 **Email**

(Personal) aadarsh.ghosh@gmail.com
(UNSW) z9999400@adtest.unsw.edu.au

📇 Singapore
🎂 12 October 2002 (22)

📔 **USI**

AVETMISS - The Unique Student Identifier has not been recorded

FINISHED! You should now see your preferred name reflected on your profile, located next to 'Known By'

UNSW College

How to upload your <u>Unique Student Identifier (USI)</u>

You must also have a <u>Unique Student Identifier (USI)</u> and verify it in the Student Portal.

Without one, you cannot receive your qualification or statement of attainment and your graduation cannot be finalised. You can find **detailed instructions here** on how to complete this process.

Log in to Moodle

Go back to Quick Links Page on
https://my.unswcollege.edu.au/

Diploma Programs | Foundation Programs | Academic English Programs | Pre-Masters Programs

Pre-Masters Programs

📇 UNSW College Policies	🔗 Student Portal
💻 Moodle	📅 Academic Calendar
📍 Timetable Codes and Locations	✉ Student Email (zID@ad.unsw.edu.au)
🔒 zID Password Self-Help	📖 Self-Enrolment Guide
🕐 Timetables	👤 Student ID Card Booking

Click on the '==Quick Links==' button, select the '==Pre-Masters Programs==' tab.
And click on the '==Moodle=='

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UNSW College Education

UNSW College Z-ID Access

I agree to the Terms and Conditions of using UNSW ICT Resources as set out in the Policy and the Procedure.

**Agree and sign on to Moodle
zID@ad.unsw.edu.au**

UNSW College G-ID and T-ID Access

By logging in you are agreeing to our Terms of Use.

**Agree and sign on to Moodle
with UNSW College G-ID or T-ID**

‹ Back to main login page

UNSW College

UNSW
SYDNEY

Sign in

zID@ad.unsw.edu.au

Can't access your account?

Back	Next

Refer to Multi-Factor Authentication for help to set up MFA and keep your account secure.

Changing your Phone? Learn how to move your MFA

For assistance please contact the UNSW IT Service Centre on +61 2 9385 1333

**Login using the format:
zID@ad.unsw.edu.au**

For example:
z1234567@ad.unsw.edu.au

When logging in, you will receive a MFA notification on your smart phone that you must approve.

UNSW College

Connect to eduroam Wi-Fi

The eduroam network will become the primary UNSW network for staff, students and guests. Once enrolled at UNSW, staff and students can use the eduroam service not only on the university's campuses across Australia and overseas but also when working from affiliate locations.

Network Name: eduroam
Username: z1234567@ad.unsw.edu.au
Password: zID Password
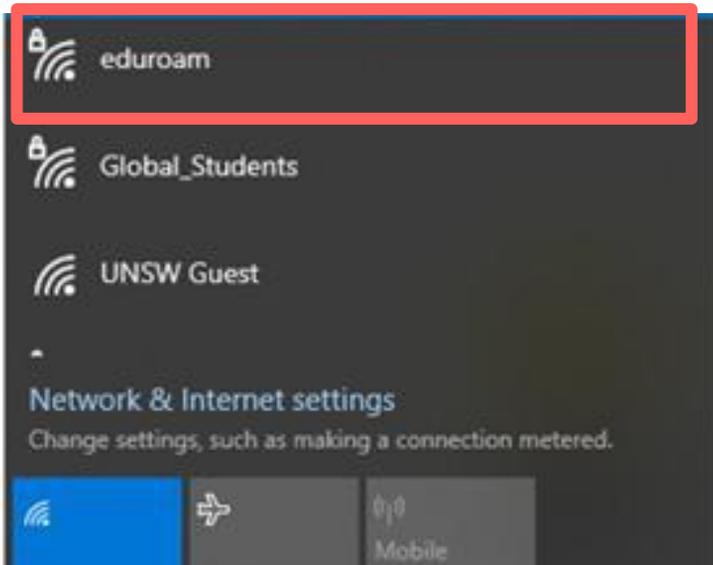
For more information, click here and see how to register your devices and connect to eduroam Wi-Fi.

Make an appointment for a student ID card

Go back to Quick Links Page on

https://my.unswcollege.edu.au/

You MUST make an appointment to collect your student ID card.

Click on the 'Quick Links' button, select the 'Pre-Masters Programs' tab.
And click on the 'Student ID Card Booking'

UNSW College

Quick Links Forms Orientation Student Life ▾ Health & Safety ▾ Academic Support ▾ 🔍

| Diploma Programs | Foundation Programs | Academic English Programs | Pre-Masters Programs |

Pre-Masters Programs

🔭 UNSW College Policies	🔗 Student Portal
💻 Moodle	📅 Academic Calendar
📍 Timetable Codes and Locations	✉ Student Email (zID@ad.unsw.edu.au)
🔒 zID Password Self-Help	📄 Self-Enrolment Guide
🕐 Timetables	👤 Student ID Card Booking

Scroll down and click on **Book your student ID card appointment.**

3. Make an appointment   —

All UNSW Sydney & UNSW College students (including Study Abroad & Exchange students)   —

Whether you are a new or continuing student, you will need to make an appointment to print your student ID card.

You will **not** be able to get your student ID card during your appointment unless:

1. You have been enrolled in a course for at least 48 hours; and

2. You have your official ID document with you.

Location: The Nucleus: Student Hub, Level 2, UNSW Main Library (turn right by the main entrance of the library).

Book your student ID card appointment >

UNSW College

Click on '**ID Card Appointments**', scroll down and click **'Continue'.**

Select appointment time in the next page, continue to fill out your personal information.

You must bring your **passport** to collect your ID Card.

For IT support, email:
helpdesk@unswcollege.edu.au

Always include your zID and screenshots of the problem.

For all other questions and general enquiries, fill out our Contact Us form or call (02) 8936 2222.

UNSW
College