

# **Activate & Access Your Accounts**

**IT Manual for New AEP Students**

**Please use Google Chrome or  
Microsoft Edge as your browser**



**UNSW**  
College

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# Key Terms

## **gID (Student ID Number)**

You will use this to login to the Student Portal, view your results and access your student profile.

Your gID can be found on your Confirmation of Enrolment (CoE) Letter and also in an email sent to you before Orientation.

*Note: Some of you may receive a cID, however when logging into Student Portal, Moodle etc. please continue to use your gID.*

## **Student Portal**


Where you can update your personal information and view your results.

It is very important that we have your most current contact details. Please let us know if you have moved or changed phone number know by updating your profile on Student Portal.

## **Moodle**

Your online learning platform. You will use Moodle for all your classes.





**Activate Your gID  
Student Account**

# 1. Find your gID on your Confirmation of Enrolment (CoE) Letter

## Confirmation of Enrolment (CoE)

Your Confirmation of Enrolment was emailed to you from UNSW College Admissions.

Please search your email for this document if you do not have a hard copy with you.



 Australian Government  
Department of Education and Training

**Overseas Student Confirmation-of-Enrolment (CoE)**

**A. INFORMATION FOR OVERSEAS STUDENTS**  
**THIS IS NOT A VISA AND DOES NOT ACT AS AN EXTENSION OF YOUR VISA.**  
You may check your visa status through Visa Entitlement Verification Online (VEVO) at: <http://www.border.gov.au/vevo>  
To apply for your student visa to study in Australia go to <http://www.border.gov.au/Trav/Stud>. Follow the information on the website to lodge your application online. Please note you are able to attach supporting documentation when lodging your application.

**B. COURSE DETAILS**  
Provider: UNSW Global Pty Limited [D1020K] (trading as: UNSW Global and UNSW Institute of Languages)  
Telephone: 02 9385 5396, Fax: 02 9662 2651  
Email: [admissions@unswglobal.unsw.edu.au](mailto:admissions@unswglobal.unsw.edu.au)  
Course: Foundation English Entry Course (FEEC) (10 to 20 weeks)  
Course Level: Non AQF Award  
Course Start Date:  
Course End Date:  
Initial Pre-Paid Tuition Fee:  
Other Pre-Paid Non-Tuition Fee:  
Total Tuition Fee:

**C. STUDENT DETAILS**  
Provider Student Id: G011111  
Courtesy Title: Mr  
Family Name:  
Given Names:  
Gender: Male  
Date of Birth:  
Country of Birth:  
Nationality:  
Provider arranged Overseas  
Student Health Cover (OSHC): No  
English Test Type: International English Language Testing System (IELTS)  
English Test Score: 5.0  
Comments: Depending on class size, students may be required to undertake classes at UNSW Institute of Languages Randwick campus (22-32 King Street Randwick NSW 2031). Student will arrange own OSHC.

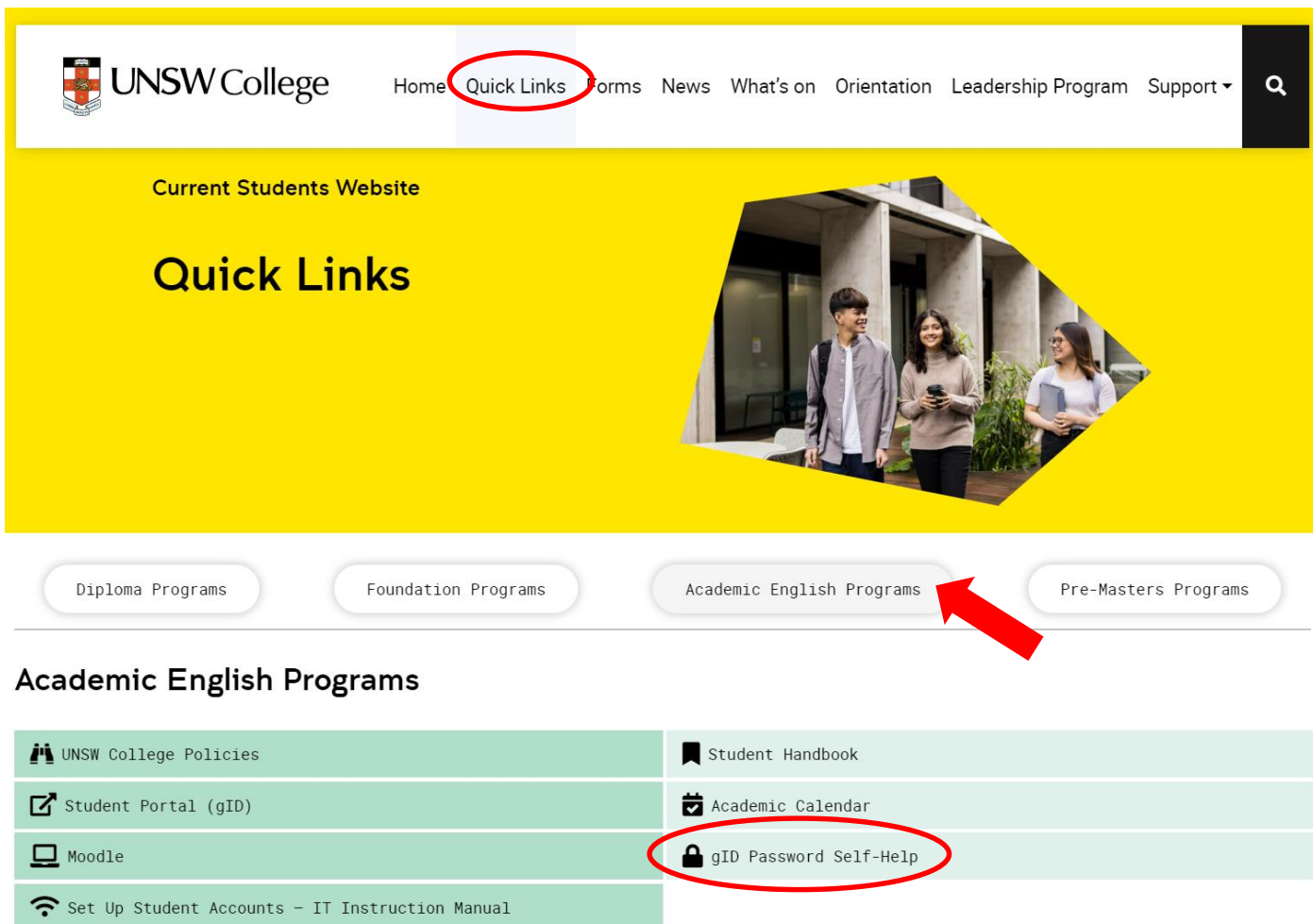
If your Confirmation of Enrolment document does not have a gID then click [here](#) and select the first option (New Student Orientation / Getting Set Up, G-ID or Z-ID issues) we will email you back with this information as soon as possible.

Click here: <https://selfservice.ufy.unsw.edu.au/pmuser>.

## 2. Open in a browser: <https://my.unswcollege.edu.au/>

On the Current Students Website, navigate to the Quick Links tab at the top of the page.

Click on the 'Academic English Program' button.



The screenshot shows the UNSW College website. At the top, the navigation menu includes 'Home', 'Quick Links', 'Forms', 'News', 'What's on', 'Orientation', 'Leadership Program', and 'Support'. The 'Quick Links' tab is circled in red. Below the navigation is a yellow banner with the text 'Current Students Website' and 'Quick Links'. A photograph of three students is shown in a diamond shape. Below the banner are four buttons: 'Diploma Programs', 'Foundation Programs', 'Academic English Programs', and 'Pre-Masters Programs'. A red arrow points to the 'Academic English Programs' button. Below this is the 'Academic English Programs' section, which contains a grid of links. The 'gID Password Self-Help' link is circled in red.

UNSW College

Home Quick Links Forms News What's on Orientation Leadership Program Support

Current Students Website

Quick Links

Diploma Programs Foundation Programs Academic English Programs Pre-Masters Programs

Academic English Programs

- UNSW College Policies
- Student Handbook
- Student Portal (gID)
- Academic Calendar
- Moodle
- gID Password Self-Help
- Set Up Student Accounts - IT Instruction Manual

In the drop down menu below, click the 'gID Password Self-Help' button.

## Enter Your User Name

Enter your user name:

**Enter your gID here**

Location:

UNSW College Student &amp; TNE Network

Enter the characters you see on the picture.

**KUYY**[Get new image](#)**Enter the letters you see above here**

OK

In the 'Enter Your Use Name' section, input your gID number.

In the section below, input the letters you see above (as indicated in the diagram) then click 'OK'

## Home

Welcome, **[redacted]**. If you are not **[redacted]** [click here](#).

Configure your Questions and Answers profile and manage your passwords by using the tasks below.

**My Questions and Answers Profile**

Configure your personal Questions and Answers profile that will allow you to change your password and unlock your account in the future.

**You must click on  
'My Questions and  
Answers Profile'**[+ Disabled Tasks](#)

In this section, click the 'My Questions and Answers Profile' button.

## My Questions and Answers Profile ( [redacted] )

To proceed, enter your password.

Password:

**Your temporary password is:  
Unsw followed by your date of birth.  
Follow this format: UnswYYYYMMDD**

Fill in your password in this section, your password is demonstrated in the diagram above.

## My Questions and Answers Profile (18416)

Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.

Your answers must comply with the policy requirements.

- The minimum length of an answer must be 2 characters.
- All answers must be unique.
- The answer must not contain the corresponding question.

Language of questions and answers: English (United States)

Hide my answers for security purposes

Select a question:

< Select your question >

Answer:

**You need to select all questions  
and provide all answers on this  
page.**

Once in the next section, make your way through the form making sure to answer all questions asked of you.





## My Questions and Answers Profile ( [redacted] )



Questions and Answers profile was successfully updated

[Go to home page](#)

**Click on 'Go to home page'**

### Details

- Your Questions and Answers profile was successfully created.
- Notification was sent to your email.

Once you have answered all questions, click the 'Go to Home Page' button to return to the home page.

## Home

Welcome, [redacted]. If you are not [redacted] [click here](#).  
Configure your Questions and Answers profile and manage your passwords by using the tasks below.



### My Questions and Answers Profile

Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.



### Forgot My Password

Set your new password by answering a series of private questions.



### Manage My Passwords

If you know your current password, you can securely change all your passwords.

+ Disabled Tasks

**Click on 'Manage My Passwords'**

Once on the homepage, click on the 'Manage My Passwords' button.



## Manage My Passwords

To proceed, enter your password.

Password:



**Enter your UnswYYYYMMDD  
password here then click 'Next'**

Next

Fill in your password, your password is formatted as demonstrated in the diagram above. Once you have done this, click on the 'Next' button.

## Manage My Passwords ()

To continue, answer the following questions.

Hide my answers for security purposes

Question: Where were you born?

Answer:

test

**Enter your answer to the  
security question**

Next

Once you have inputted your password, you will be asked some security questions. Enter your answer to the security question.



## Manage My Passwords

Enter new password.

Your new password must comply with the password policy:

- The password must meet the password length requirements of the system. The minimum password length: 6.

New password:

**Choose a new unique password.**

Confirm new password:

**Type your new password again**

Next

Once you have completed the security questions, you are ready to create your own unique password. The password must meet the password length requirements and match in the two boxes demonstrated above.

## Manage My Passwords (18416)



Your password was successfully changed

[Go to home page](#)

### Details

- Your password was successfully reset.
- Notification was sent to your email.

**Congratulations!** You have successfully changed your password.



# Update Your Student Portal

Go Back to Quick Links Page on  
<https://my.unswcollege.edu.au/>

UNSW College Home **Quick Links** Forms News What's on Orientation Leadership Program Support

Current Students Website

## Quick Links

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

### Academic English Programs

UNSW College Policies	Student Handbook
<b>Student Portal (gID)</b>	Academic Calendar
Moodle	gID Password Self-Help
Set Up Student Accounts - IT Instruction Manual	

On Quick Links Page, click on the 'Academic English Program' button, then click on the **Student Portal (gID)** button.

UNSW College Viewing Student : Test International TESTUSER [Switch Student](#)

## Student Portal

Home **My Details** Results Attendance Fees Communication Purchase Apply News / Info

- Edit My Details
- Emergency Contact
- Uni Listings
- Notes
  - Uni Preferences

Note  
No records to display.

Surveys

Survey	Description
No records to display.	

Move your mouse over the **My Details** button, then select **Edit My Details**

# Fill out your Sydney (Domestic) Contact Information

**Remember to save when you are finished**



**SAVE**

**Edit My Details**

**Personal Detail**

Mr TESTUSER, Test International (Male) 01 January 1993 Nationality: AFGANISTAN Dual Citizenship:  
Citizenship: International Other Names:  GID: G000000 ZID:

**Domestic Contact Details**

Mobile:  Phone:  Fax:  Email:  Work Email:

**Overseas Contact Details**

Mobile:  Phone:  Fax:  Email:  Work Email:

To register your emergency contact person(s) please go to the "My Details" tab and select "[Emergency Contact](#)".  
As a UNSW College student you are automatically registered to receive an SMS alert to your mobile phone when emergencies happen on campus. For more information or to opt out of these notifications, please go to the "Communications" tab and select "[UNSW Emergency Alerts](#)".

**Address Details**

Please enter **Current Student Address**.

on 2nd pass amended Single number to Range [Clear Address](#)

Country / Region:   
Address Line 1:   
Address Line 2:   
Address Line 3:   
Suburb or City:   
State or County:   
Post/Zip Code:

Please enter **Overseas Address**.

[Clear Address](#)

Country / Region:   
Address Line 2 and Line 3 =   
Address Line 3:   
Suburb or City:   
State or County:

**Suburb or City is NOT Sydney.**


**Click SAVE when you have finished.**

If you get red error messages it means you have not entered your Address correctly. Remember the order is:

- Apartment or House number and Street Name
- (Leave blank)
- (Leave blank)
- Suburb
- NSW
- Postcode




# Also fill out your Home Country (Overseas) Contact Information

 Edit My Details SAVE

---




### Personal Details

Mr TESTUSER, Test International (Male) 01 January 1993 Nationality: **AFGANISTAN** Dual Citizenship:  
Citizenship: **International** Other Names:  **GID: G000000** **ZID:**






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### Domestic Contact Details

Mobile  +61   
Phone  +61   
Fax  +61   
Email   
Work Email

### Overseas Contact Details

Mobile  +86   
Phone  +61   
Fax  +61   
Email   
Work Email

To register your emergency contact person(s) please go to the "My Details" tab and select ["Emergency Contact"](#)  
As a UNSW College student you are automatically registered to receive an SMS alert to your mobile phone when emergencies happen on campus. For more information or to opt out of these notifications, please go to the "Communications" tab and select ["UNSW Emergency Alerts"](#)

---

### Address Details

Please enter **Current Student Address**.

on 2nd pass amended Single number to Range [Clear Address](#)

Country / Region

Address Line 1

Address Line 2

Address Line 3

Suburb or City

State or County

Post/Zip Code

Please enter **Overseas Address**.

[Clear Address](#)

Country / Region

Address Line 1


Address Line 2

Address Line 3

Suburb or City

State or County

Post/Zip Code

 UNSW College

Go back to your Student Portal Home Page.



Home **My Details** Results Attendance Fees Communication Purchase Apply News / Info

[Edit My Details](#)

[Emergency Contact](#)

[Uni Listings](#)

**Notes** [Uni Preferences](#)

Note  
No records to display.

**Surveys**

Survey	Description
No records to display.	

Move your mouse over 'My Details' and select 'Emergency Contact'



### Emergency Contact

Please add emergency contact

If you are under 18 years old you must enter a parent/s or guardian as an emergency contact.

If you are over 18 years old, we recommend you enter a family member as an emergency contact where possible. If your family do not live in Australia, you can also enter an Australian contact.

**Parent / Legal Guardian**

Family Name	Given Names	Relationship	Emergency Contact?	Phone	Mobile	Email	Address
No records to display.							

**ADD**

**Other Contacts**

Family Name	Given Names	Relationship	Emergency Contact?	Phone	Mobile	Email	Address
No records to display.							

**ADD**

Click the 'Add' buttons to add a new emergency contact.





UNSW College - Student Portal

### New Contact

Family Name	<input type="text"/>	<a href="#">Clear Address</a>
Given Names	<input type="text"/>	
Relationship	<input type="text" value="Start typing relationship..."/>	
Mobile	<input type="text" value="+61"/>	
Phone	<input type="text" value="+61"/>	
Email	<input type="text"/>	
<input checked="" type="checkbox"/> Emergency Contact		
Country / Region	<input type="text"/>	
Address Line 1	<input type="text"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
Suburb or City	<input type="text" value="Start typing town..."/>	
State or County	<input type="text" value="Start typing state..."/>	
Post/Zip Code	<input type="text" value="Start typing post code..."/>	

**SAVE**

Enter your emergency contact person details here.



**Be sure to click the save button after adding new emergency contacts.**



**Make an Appointment to  
Collect  
Your Student Card**

**You must have this for attendance.**

Go back to:

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



UNSW College

Home

Quick Links

Forms

News

What's on

Orientation

Leadership Program

Support



Current Students Website

## Orientation

Orientation is compulsory to attend for all new students, including students transitioning to new programs at UNSW College.

Orientation provides an essential introduction to studying at the College and includes resources events and information sessions designed to set you up for success.



Click on your course below.

Your Orientation guide to get started will be available 2 weeks before your compulsory Orientation Day.

Please complete the steps before you arrive for your Orientation Day.



DIPLOMA PROGRAMS



FOUNDATION STUDIES  
PROGRAM



ACADEMIC ENGLISH PROGRAMS



PRE-MASTERS PROGRAM

Click on the 'Orientation' button at the top of the home page, then click on the 'Academic English Program' button.



UNSW College

# Academic English Programs

Orientation is compulsory to attend for all new students, including students transitioning to new programs at UNSW College.

Orientation provides an essential introduction to studying at the College and includes resources, events and information sessions designed to set you up for success.



Key Dates

Get Started

Get Ready for Sydney

Missed Your Orientation

## Get Started

Welcome to the start of your Academic English Program.

It is compulsory for you to attend all the sessions on Orientation Day. Please arrive on campus on time.

If you are not able to arrive in Sydney on time for your Orientation Day, you must speak with your education agent who will advise you of your options.

The steps on the right side of this page are compulsory to read and complete. Please ensure you complete Step 1, 2 and 3 before your Orientation Day.



## Contents

Get Started

1. [Activate your Student Accounts](#)
2. [Attend Orientation Day](#)
3. [Under 18 Students Important Information](#)
4. [We're Here to Help](#)
5. [Important Student Contacts](#)
6. [Glossary](#)

Click on the 'Get Started' button, then on the right hand side of the page in the Contents list, then click the 'Activate your Student Accounts' button.

Key Dates

Get Started

Get Ready for Sydney

Missed Your Orientation

## Activate your Student Accounts

**You must complete ALL steps in this section to commence your program.**

### Step 1: Equipment Requirements

+

### Step 2: Activate Your UNSW College Student Account

+

### Step 3: Update Your Personal Contact Information

+

### Step 4: Make A Student ID Card Appointment

-

Make a booking with us to get your student ID card to avoid the long queue on Orientation Day on this page.

To get your student ID card, please make sure you bring your:

- Passport (original)
- Confirmation of Enrolment (CoE)

Once you make the booking, you will receive a confirmation email from our system. You can modify or cancel your booking at anytime.

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6. [Glossary](#)


Click on the 'Make Student ID Card Appointment' button.



UNSW College

Booking for **Student ID Card Appointment**

April 01, 11:20 AM

 **DATE**

 **TIME**

< > April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

10:50 AM

11:20 AM

11:40 AM

11:50 AM

12:30 PM

12:40 PM

12:50 PM

1:00 PM


1:10 PM

1:20 PM

1:40 PM

1:50 PM

Choose a time that suits you to collect your student card.

 **ADD YOUR DETAILS**

**Name \***

Name

**Email \***

Email

**Address**

Address

**Phone number \***

Add your phone number

**Notes**

Add any special requests

**Book**

Select the date and time that suits you, complete all your details and click 'Book' to finalise your student ID card appointment.

**Important: You MUST bring your Confirmation of Enrolment (CoE) letter and a physical copy of your passport as identification. Digital copies or pictures of your passport will not be accepted.**








## Student ID Card Appointment Booking

✓ Thank you for booking with us! You will get a confirmation message in email shortly

Upcoming booking for test

### Student ID Card Appointment

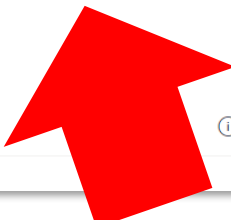
-  Monday, June 19, 2023
-  10:10 am (10 minutes)
-  Student Services Desk, Level 1, L5 Building

Reschedule

Cancel booking

New booking

ⓘ All times are in (UTC+10:00) Canberra, Melbourne, Sydney

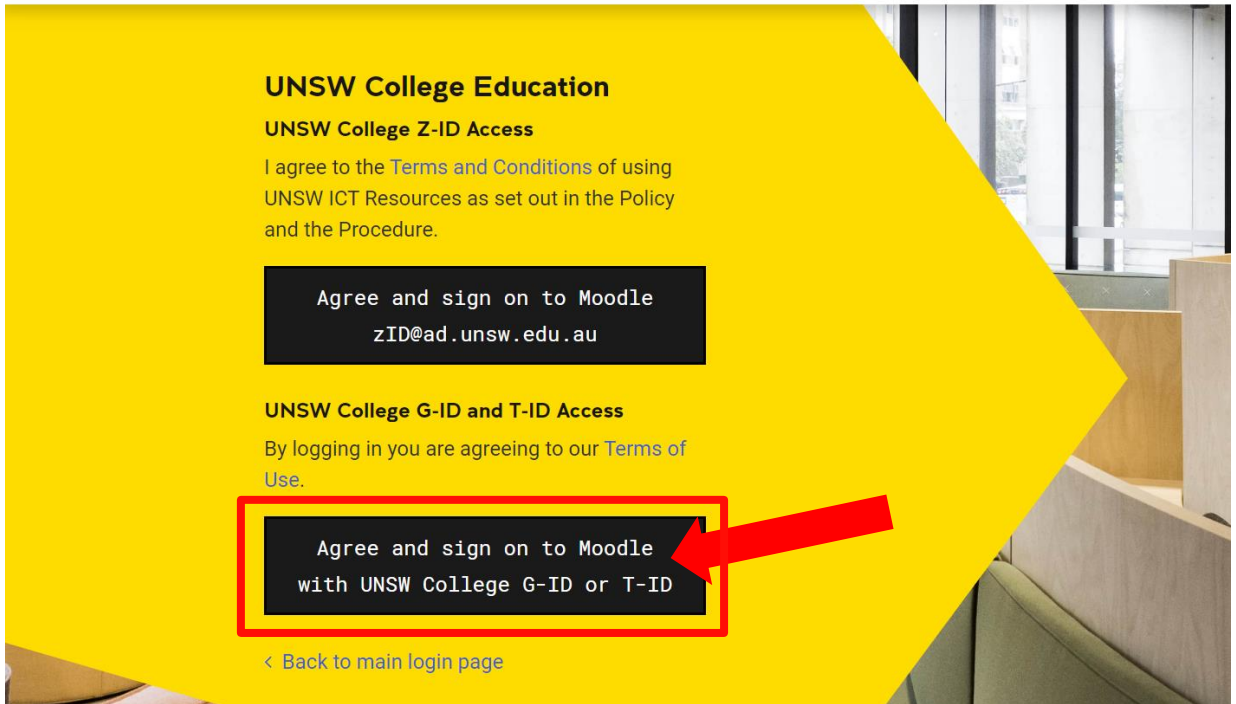


This is your appointment. Do not forget to attend!

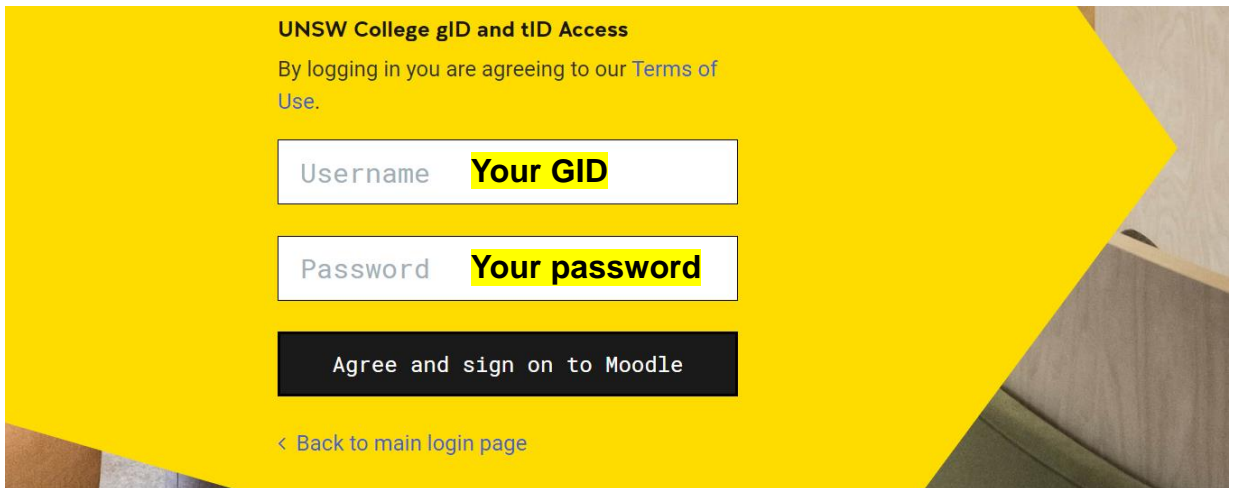


# Log in to Moodle

[https://moodle.telt.unsw.edu.au/login/unsw\\_college/](https://moodle.telt.unsw.edu.au/login/unsw_college/)



Click on the button under 'UNSW College G-ID and T-ID Access'



Enter your gID in the username box, and the password you just created in the password box, then click 'Agree and sign on to Moodle'.

**UEEC20, UEEC15, EAE and TOP students can access timetable on Moodle course page.**

**UEEC10 and FEEC students can access timetable on Open Learning course page.**



**For IT support, email:**

**[helpdesk@unswcollege.edu.au](mailto:helpdesk@unswcollege.edu.au)**

**Always include your gID and screenshots of the problem.**

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

