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 [01020K] (trading as: UNSW Global and UNSW Institute of Languages)
Telephone: 02 9385 5396, Fax: 02 9662 2651
Email: 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.

Your gID

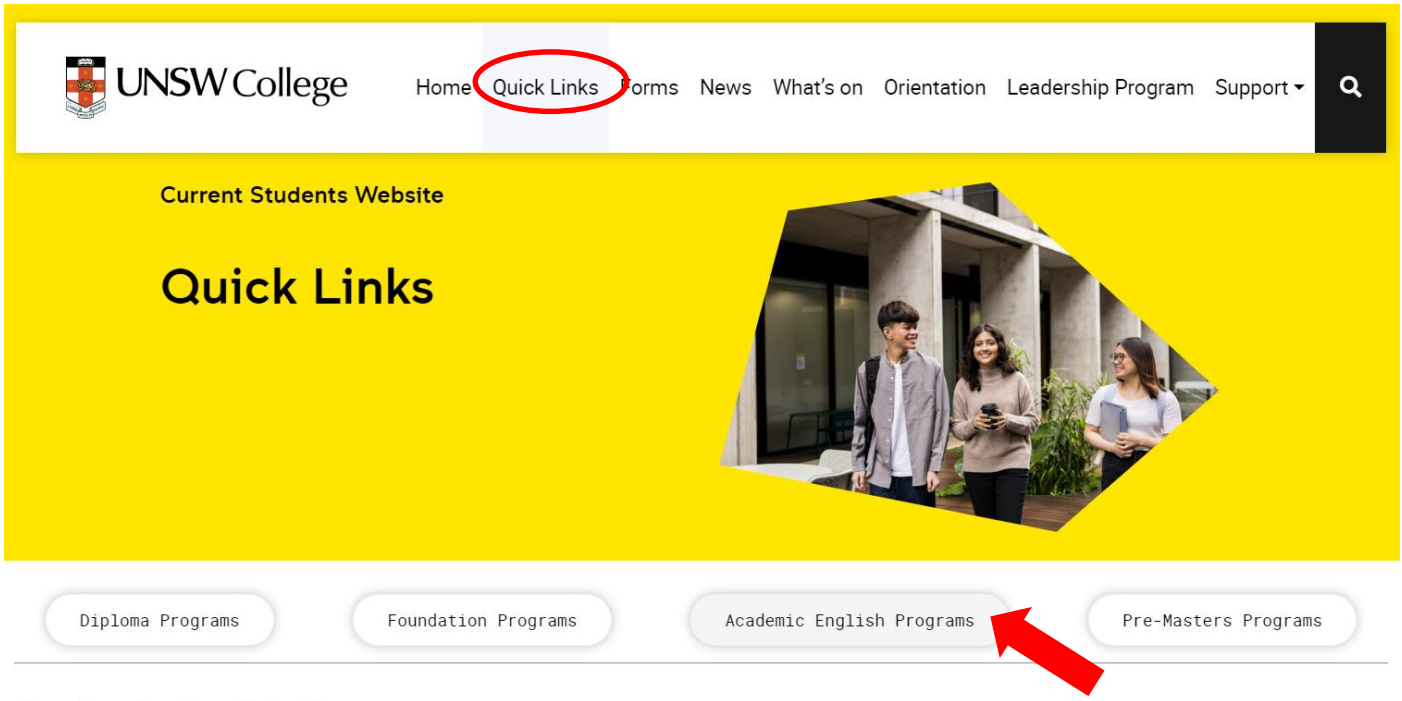
If your Confirmation of Enrolment document does not have a gID then click here and select the first option (New Student Orientation / Getting Set Up, G-ID or Z-ID issues) we will email you back with this information as soon as possible.

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

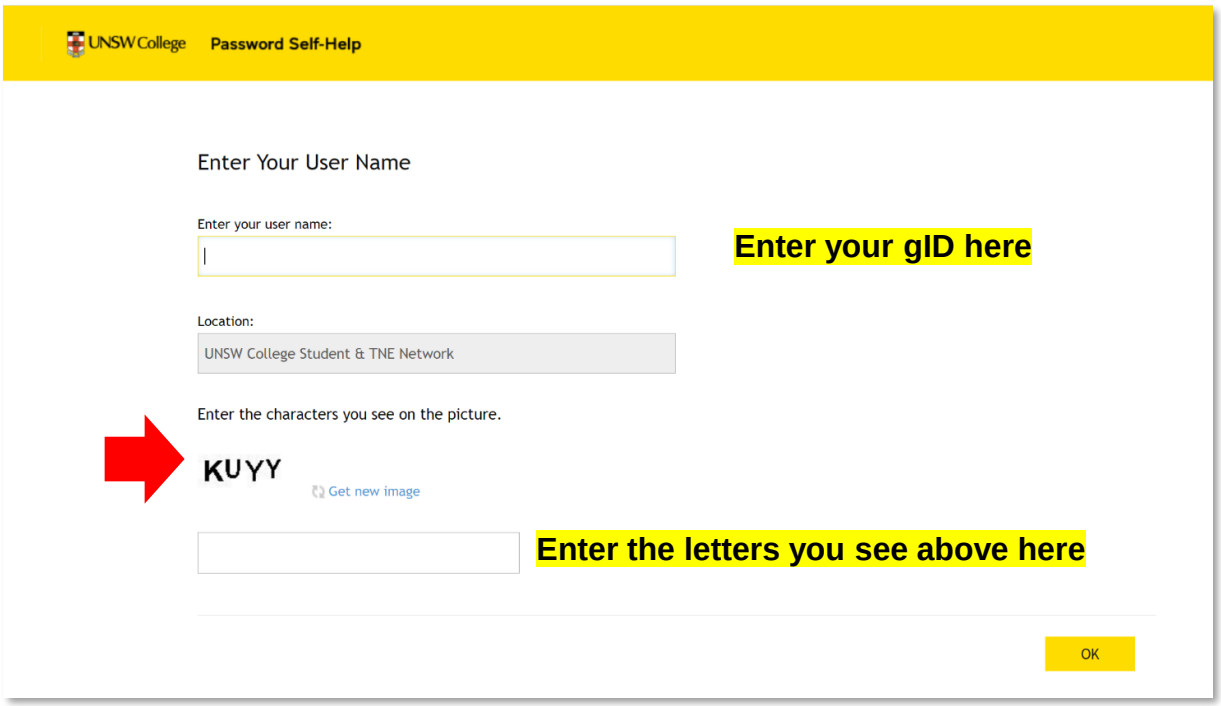
2. Open in a browser: https://my.unswcollege.edu.au/

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

Click on the ‘Academic English Program’ button.

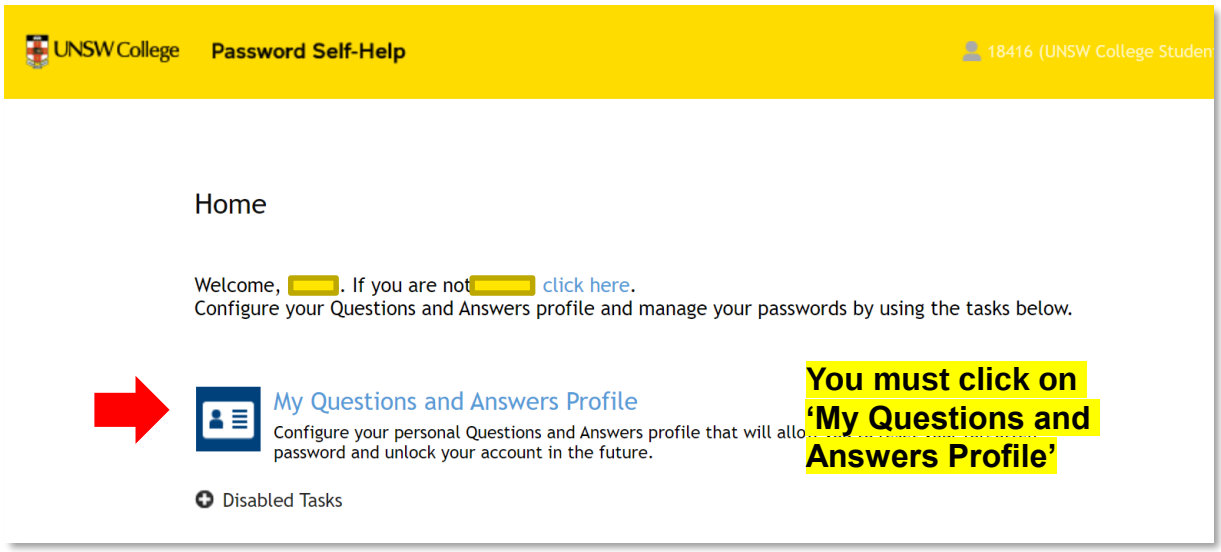


In the drop down menu below, click the ‘gID Password Self-Help’ button.

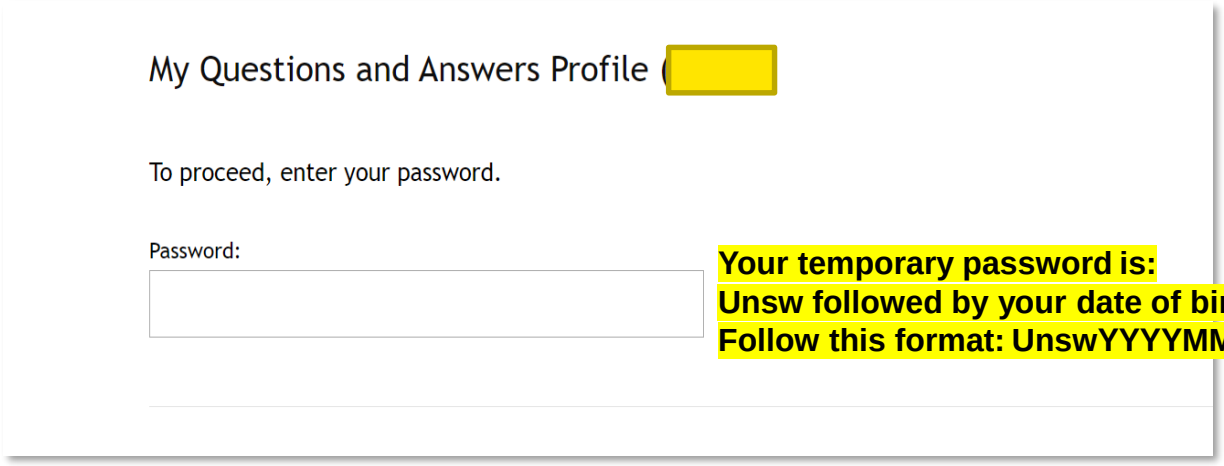


In the ‘Enter Your Use Name’ section, input your gID number.

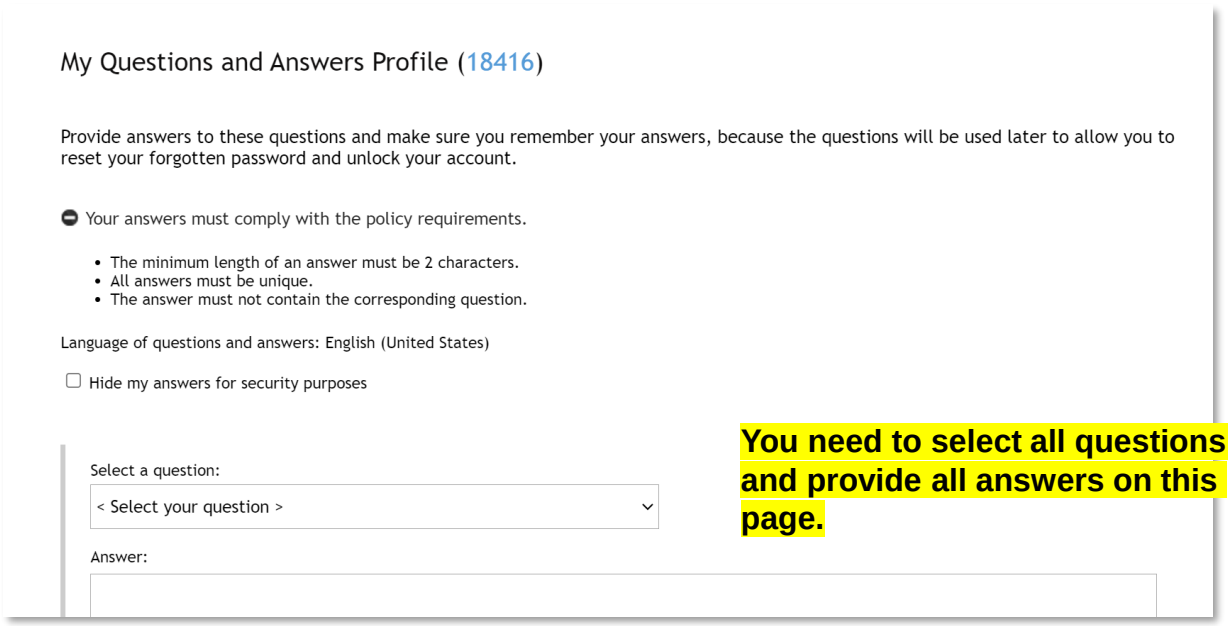
In the section below, input the letters you see above (as indicated in the diagram) then click ‘OK’



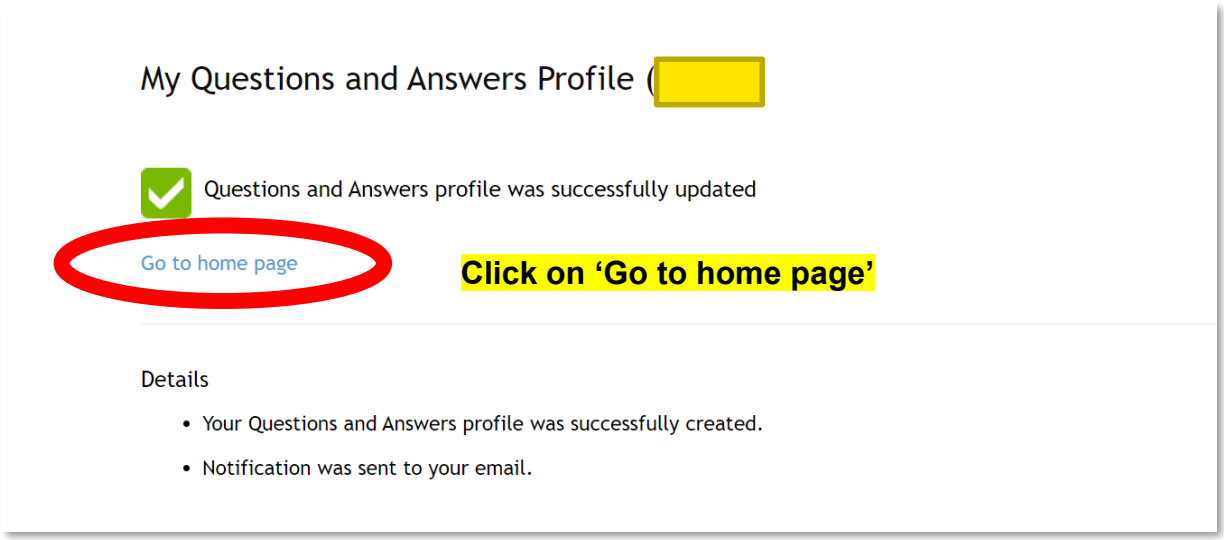
In this section, click the ‘My Questions and Answers Profile’ button.



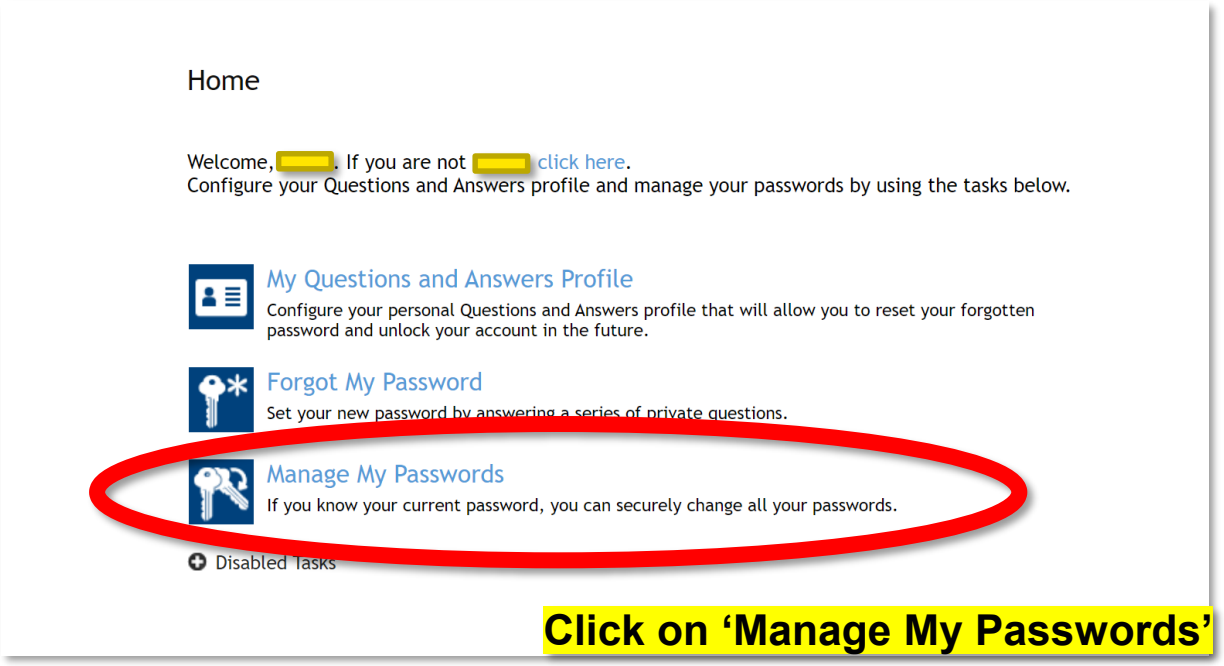
Fill in your password in this section, your password is demonstrated in the diagram above.



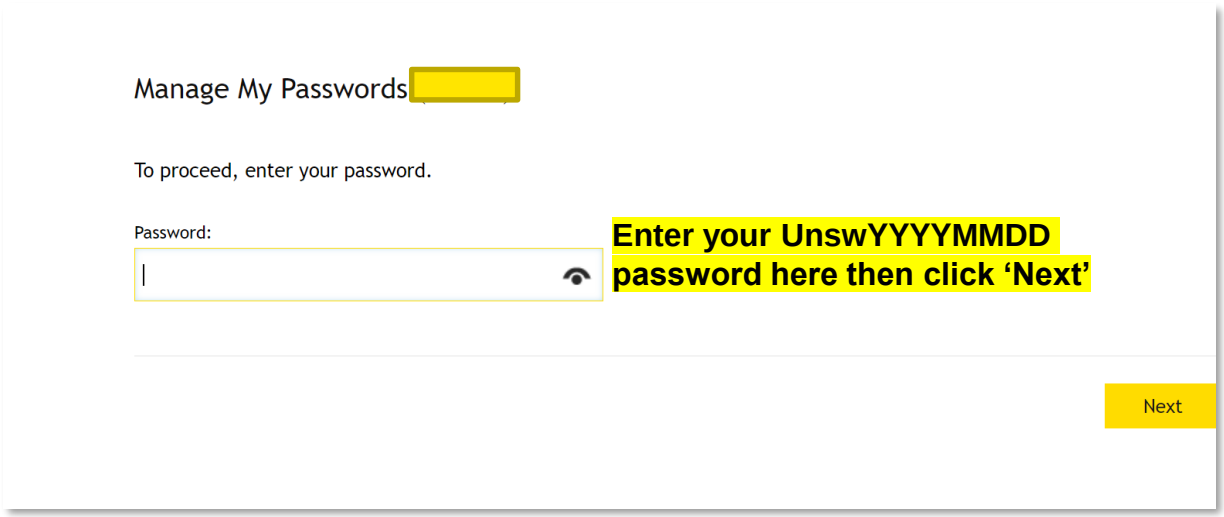
Once in the next section, make your way through the form making sure to answer all questions asked of you.



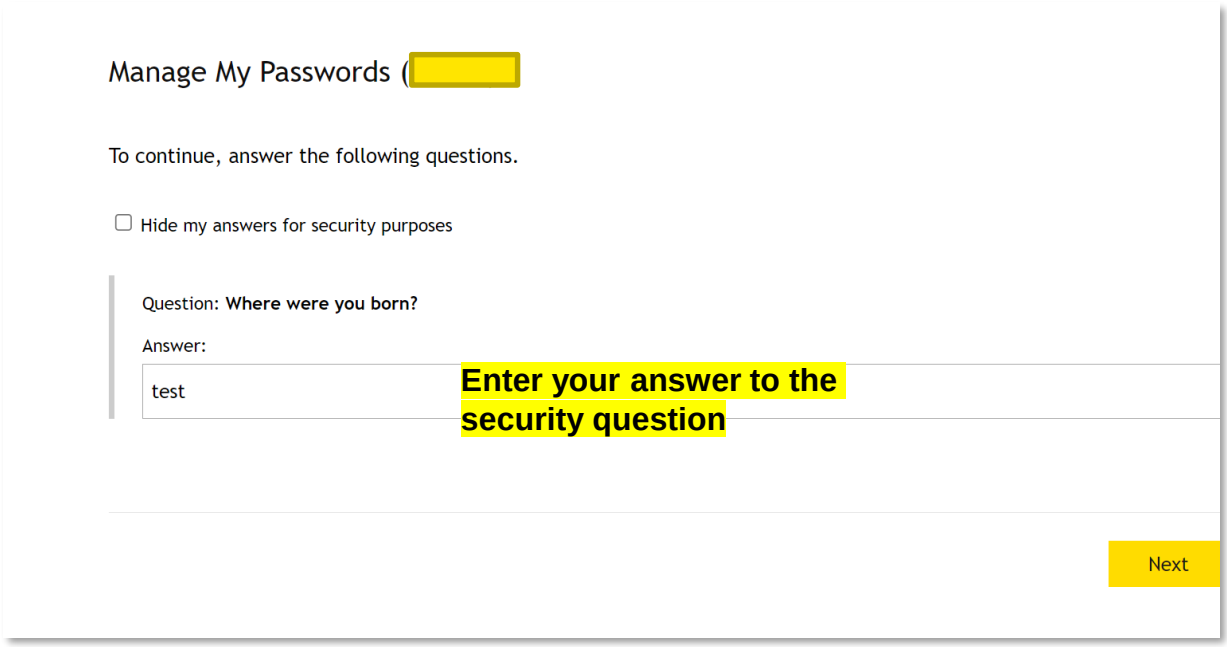
Once you have answered all questions, click the ‘Go to Home Page’ button to return to the home page.



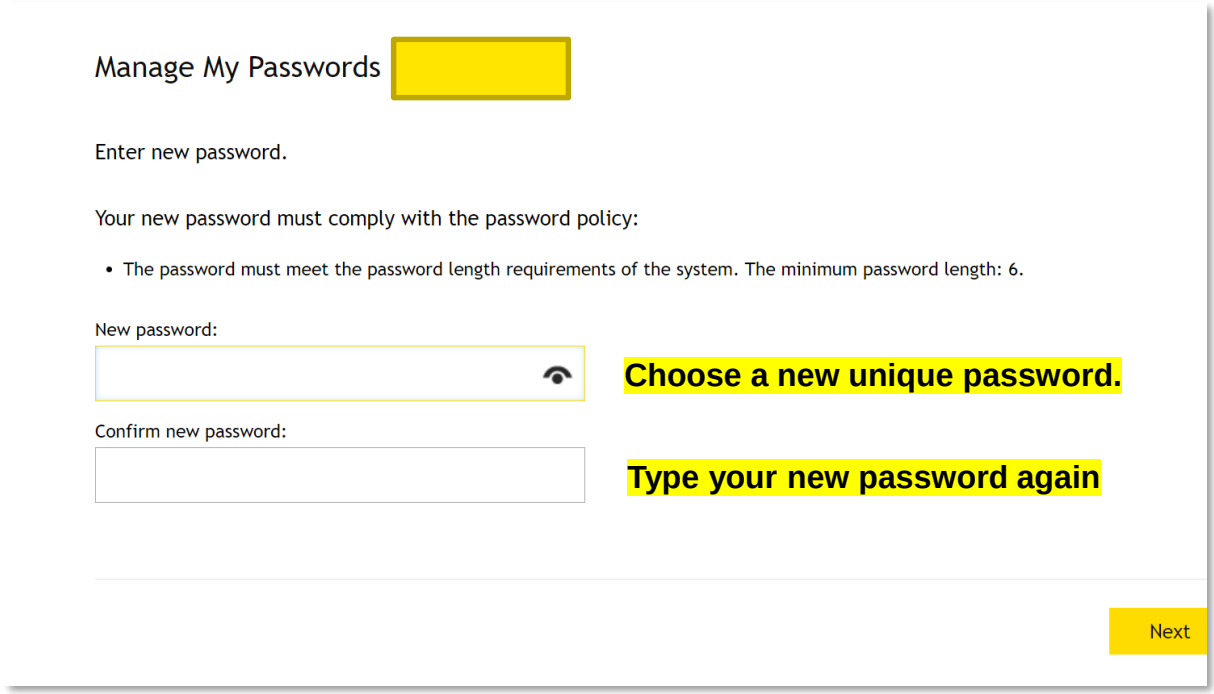
Once on the homepage, click on the ‘Manage My Passwords’ button.



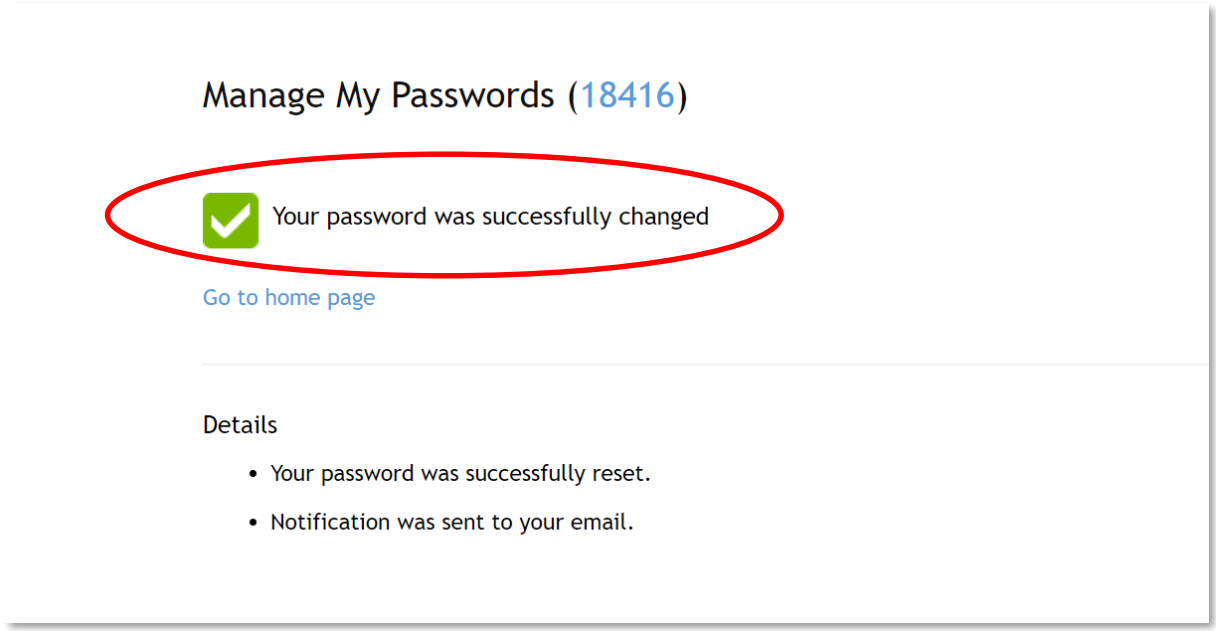
Fill in your password, your password is formatted as demonstrated in the diagram above. Once you have done this, click on the 'Next' button.



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



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.

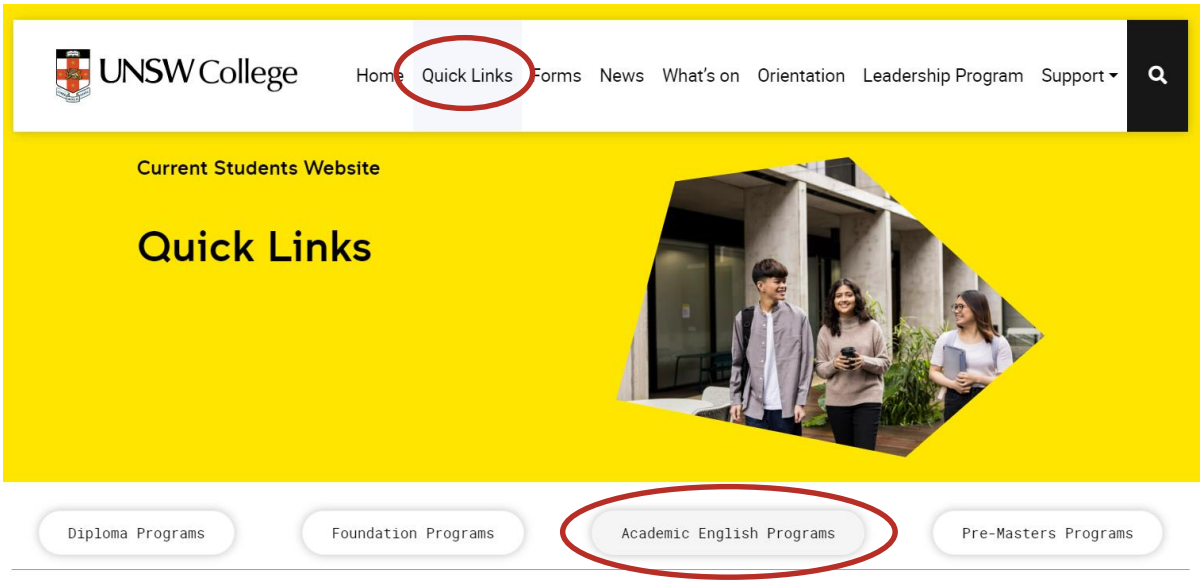


Congratulations! You have successfully changed your password.

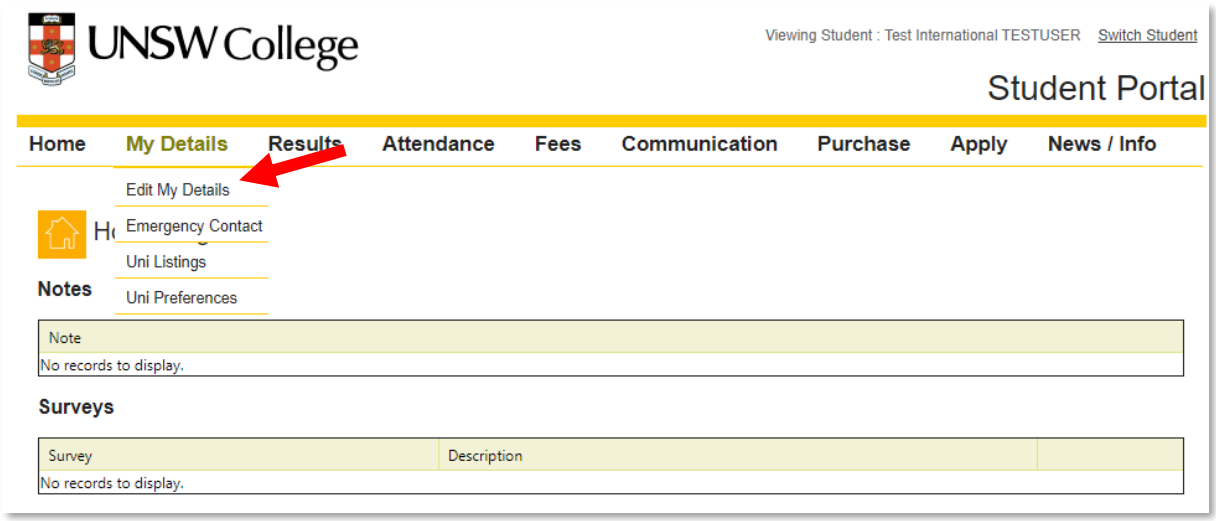
Update Your Student Portal

Go Back to Quick Links Page on

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

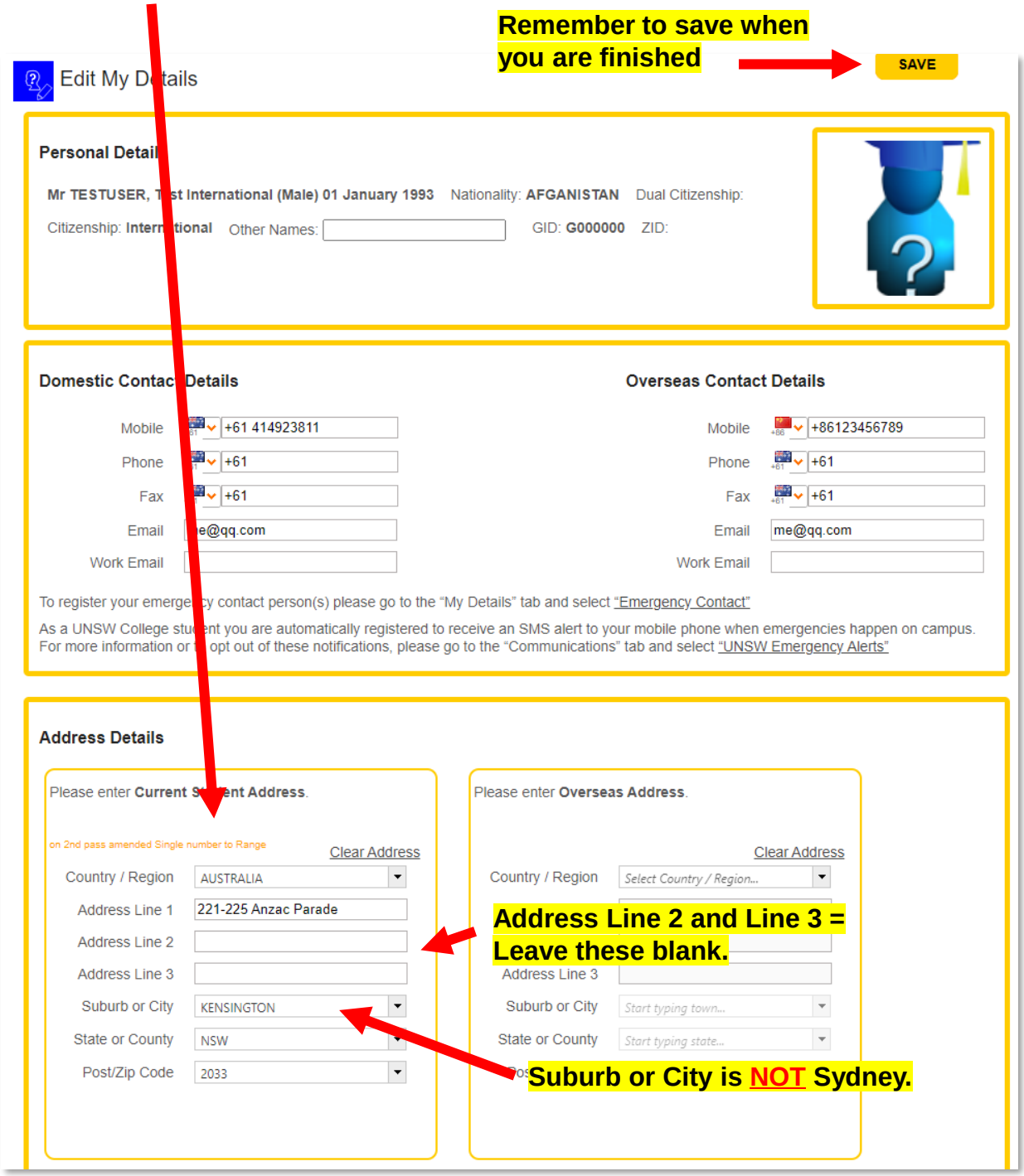


On Quick Links Page, click on the 'Academic English Program' button, then click on the 'Student Portal (gID)' button.



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

Fill out your Sydney (Domestic) Contact Information

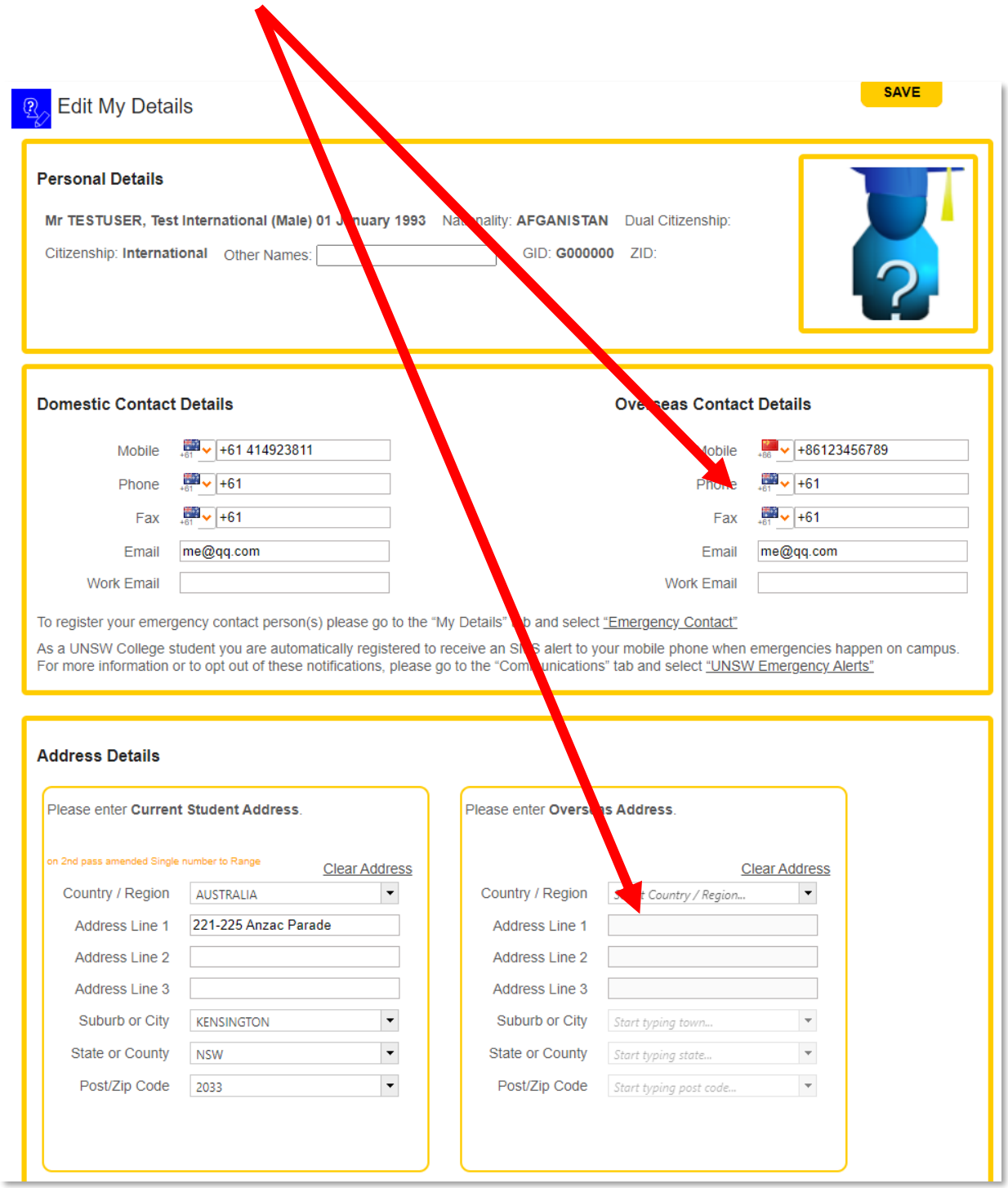


Click SAVE when you have finished.

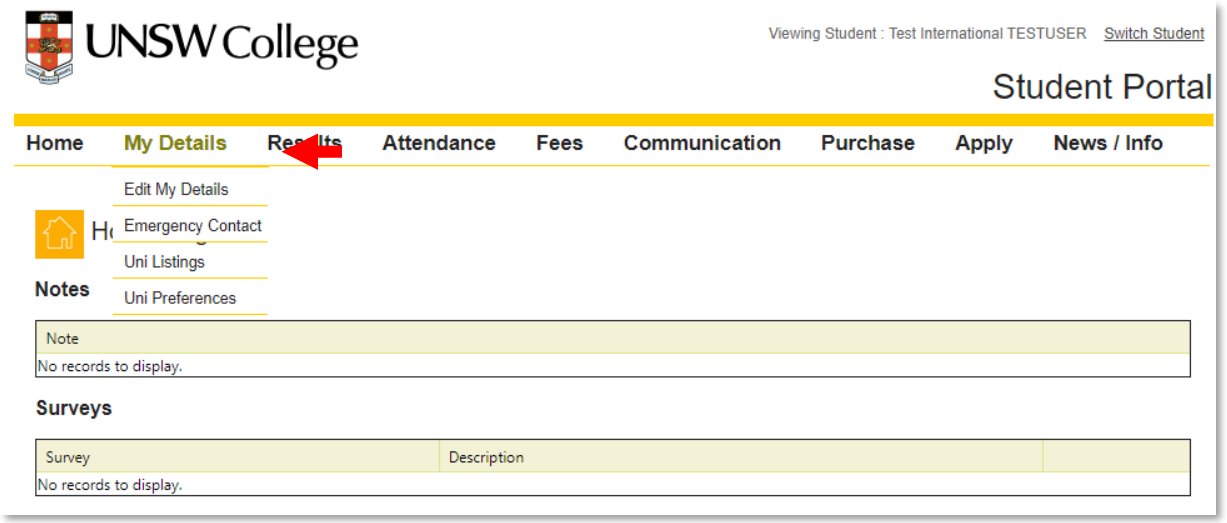
If you get red error messages it means you have not entered your Address correctly. Remember the order is:

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

Also fill out your Home Country (Overseas) Contact Information

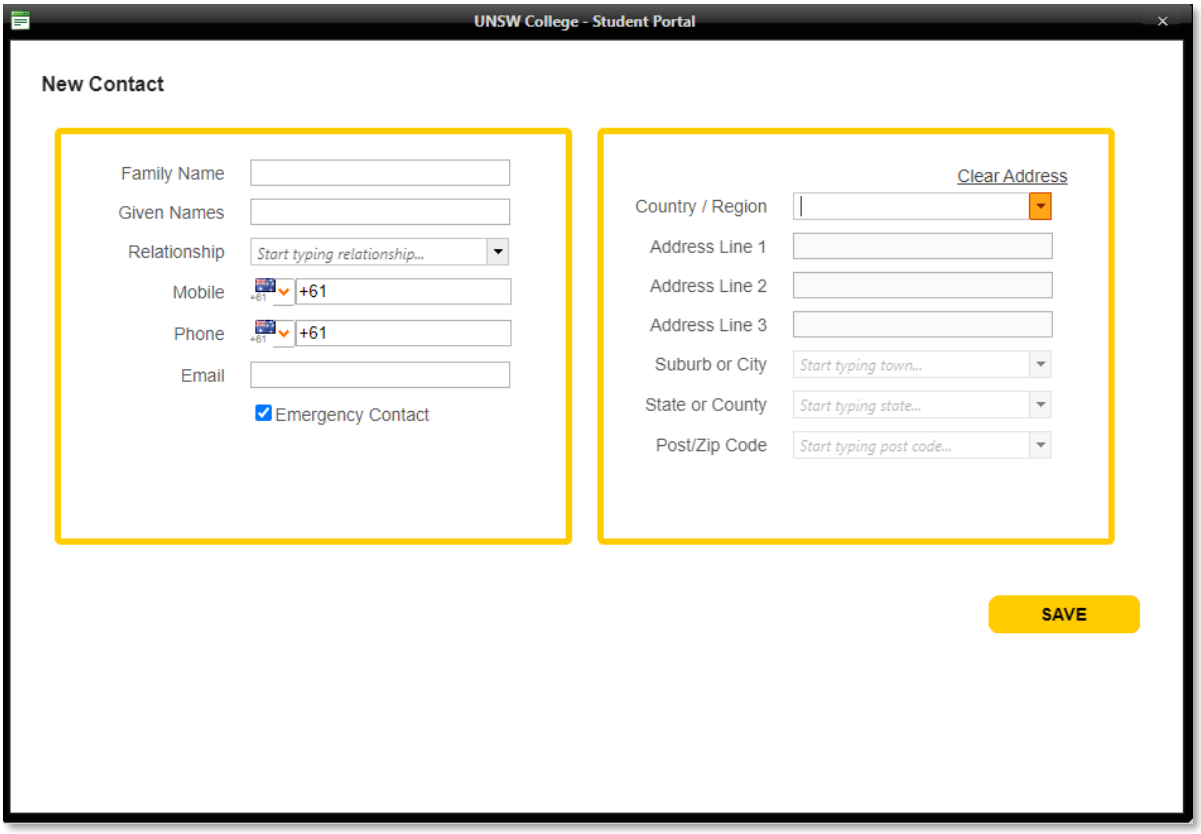


Go back to your Student Portal Home Page.



Move your mouse over ‘My Details’ and select ‘Emergency Contact’

Click the ‘Add’ buttons to add a new emergency contact.



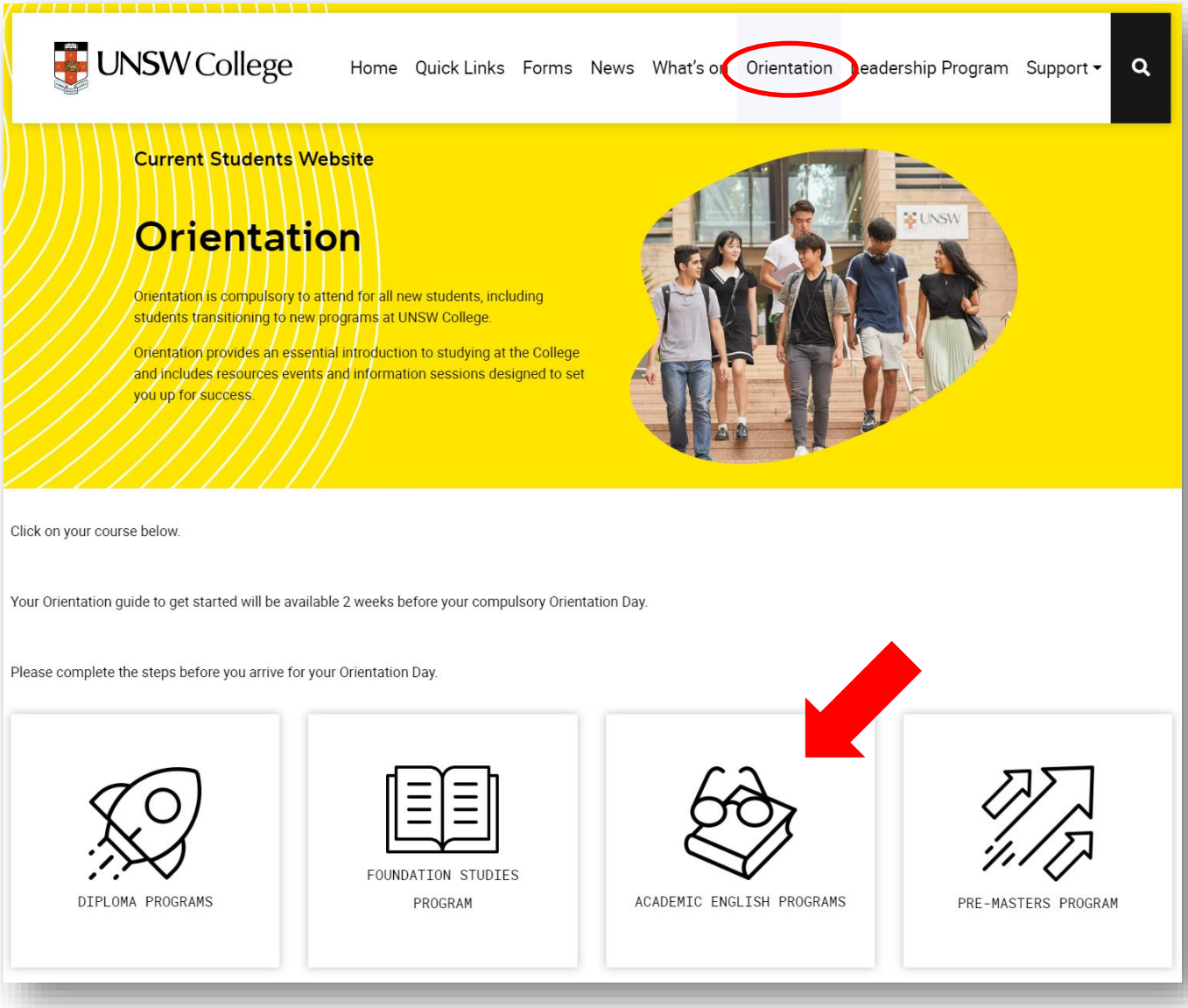
Enter your emergency contact person details here.

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

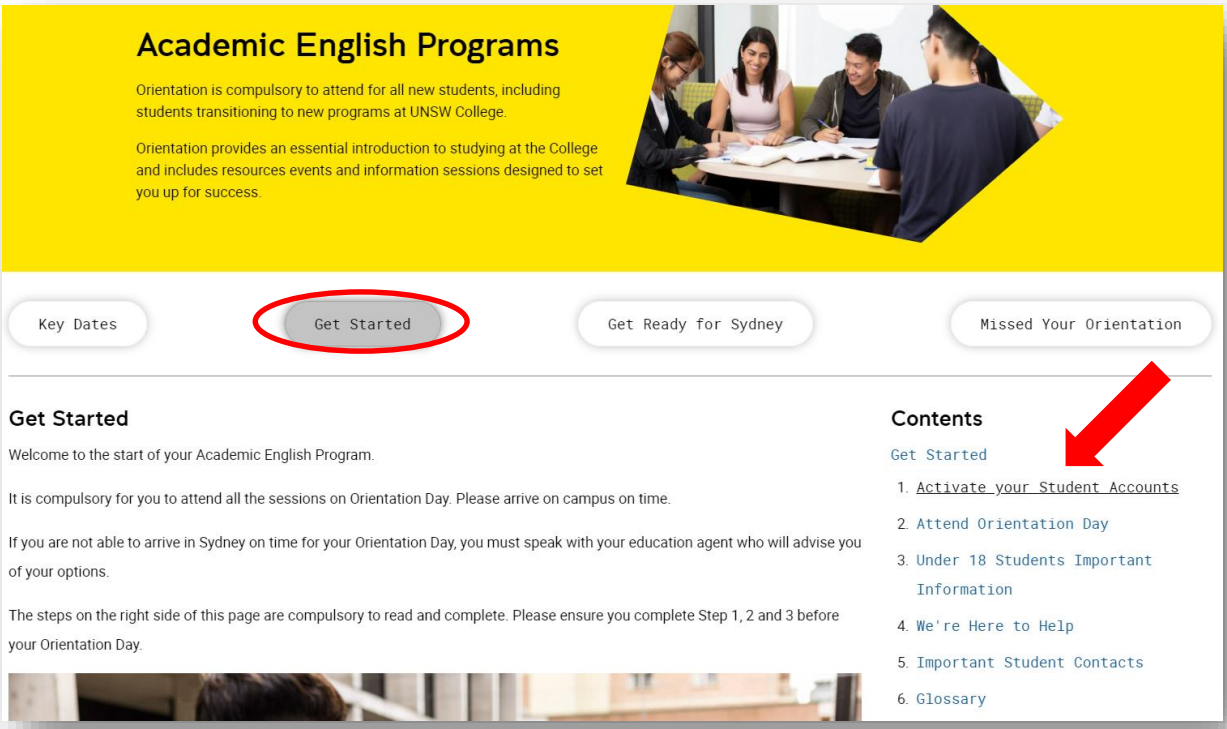
Make an Appointment to Collect Your Student Card

You must have this for attendance.

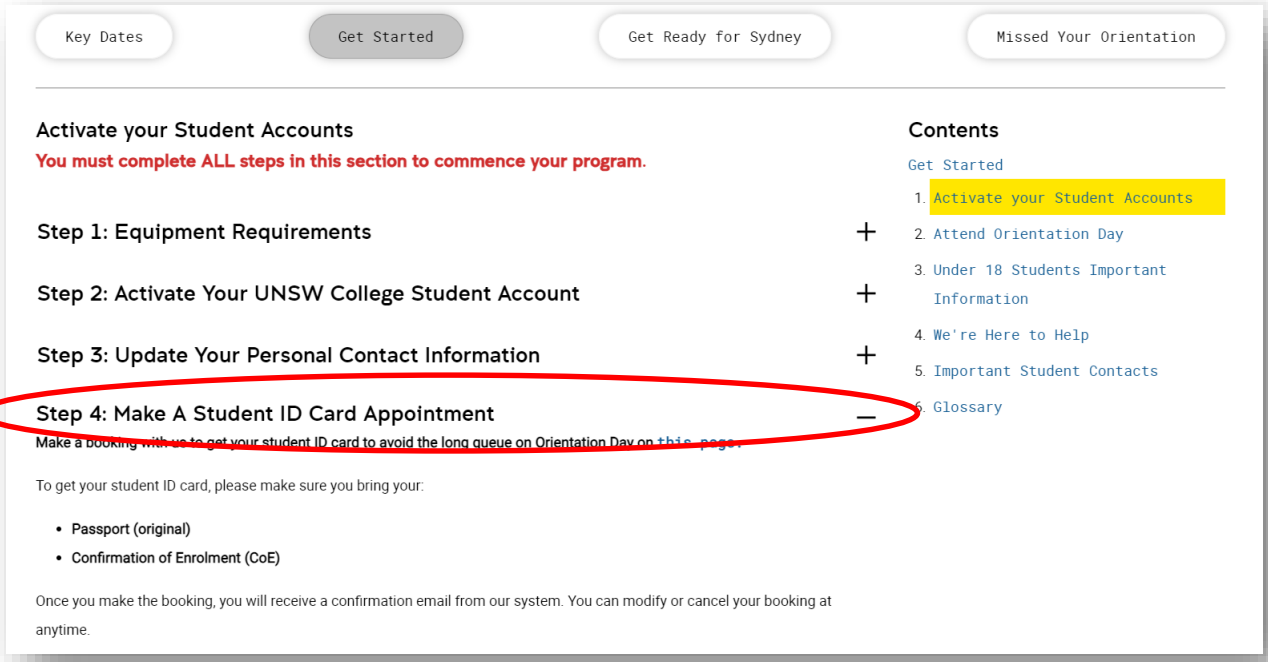
Go back to:
https://my.unswcollege.edu.au/



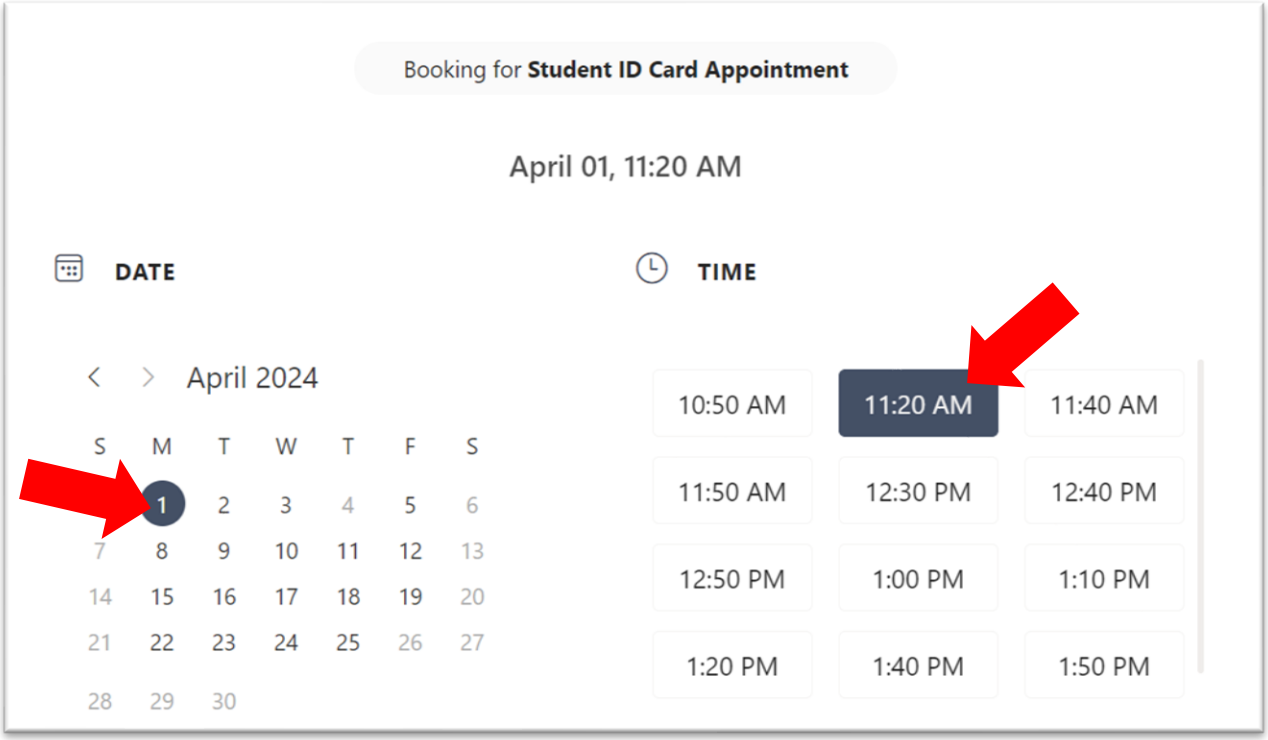
Click on the 'Orientation' button at the top of the home page, then click on the 'Academic English Program' button.



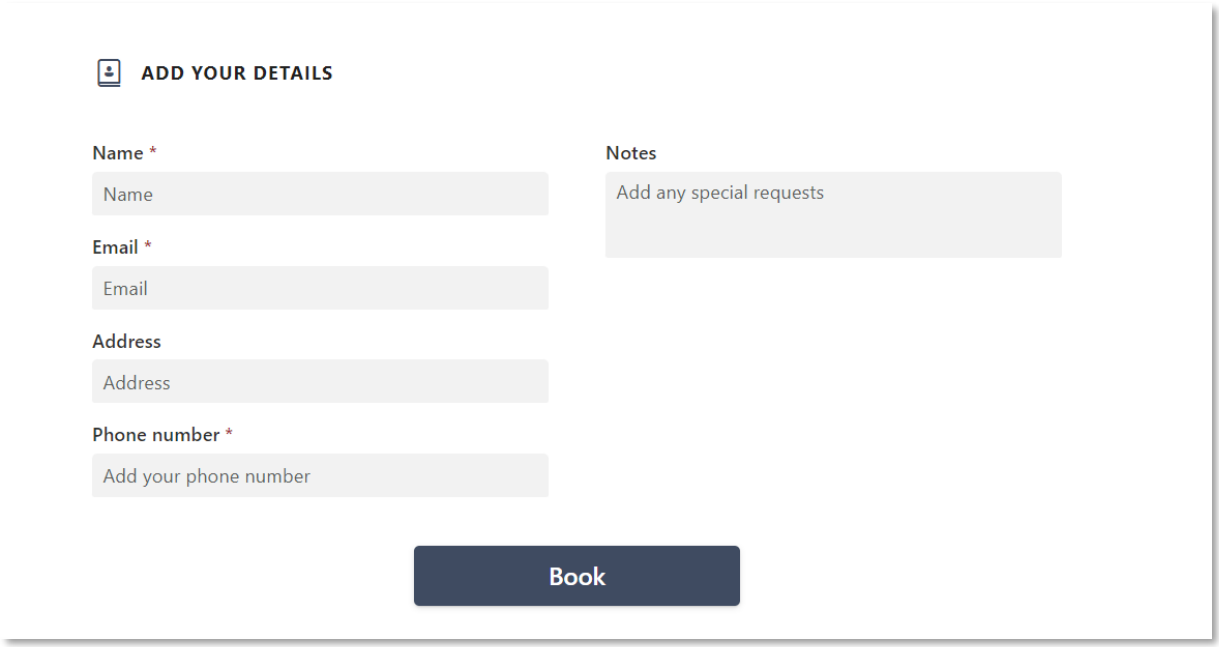
Click on the 'Get Started' button, then on the right hand side of the page in the Contents list, then click the 'Activate your Student Accounts' button.



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

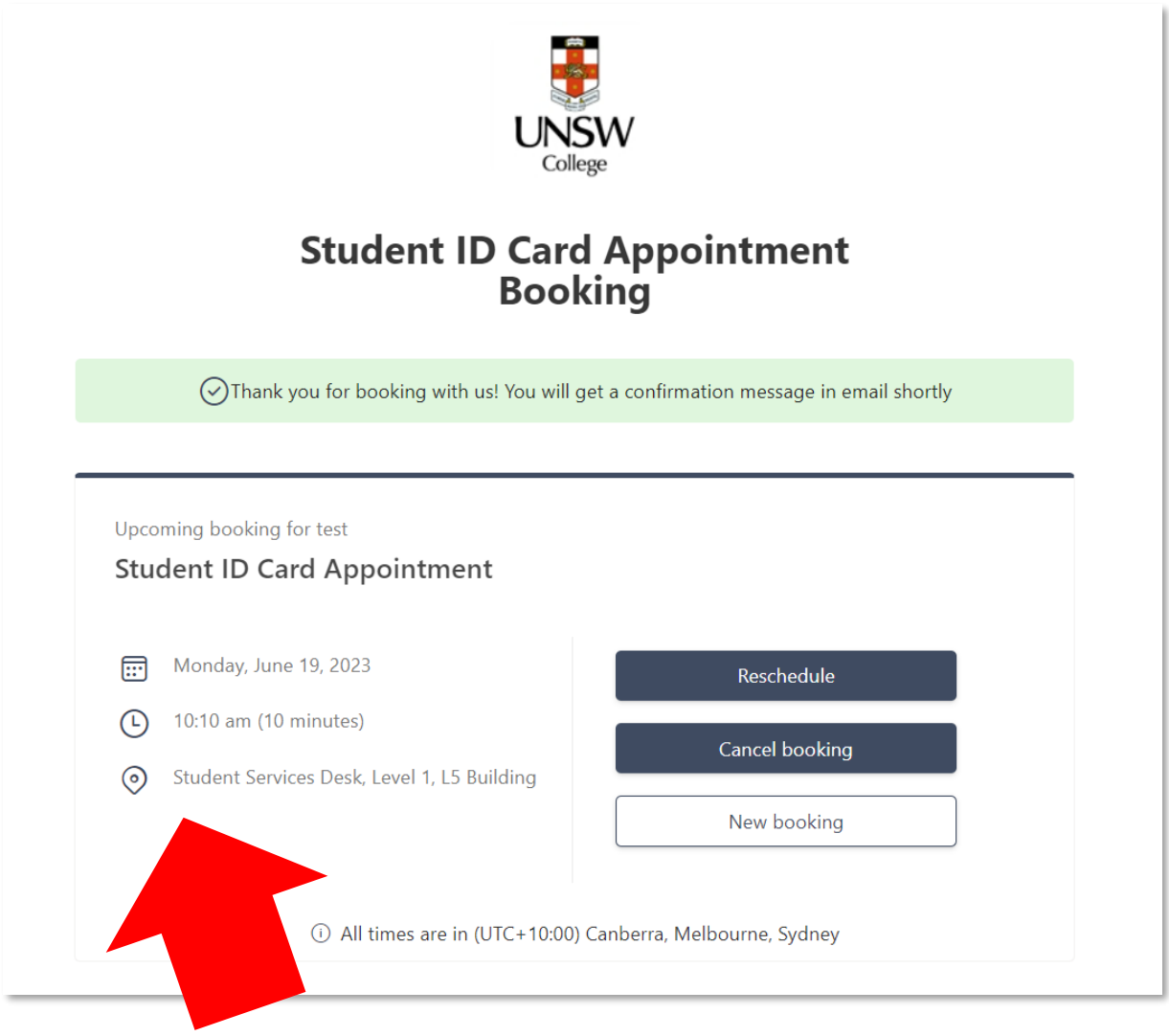


Choose a time that suits you to collect your student card.



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

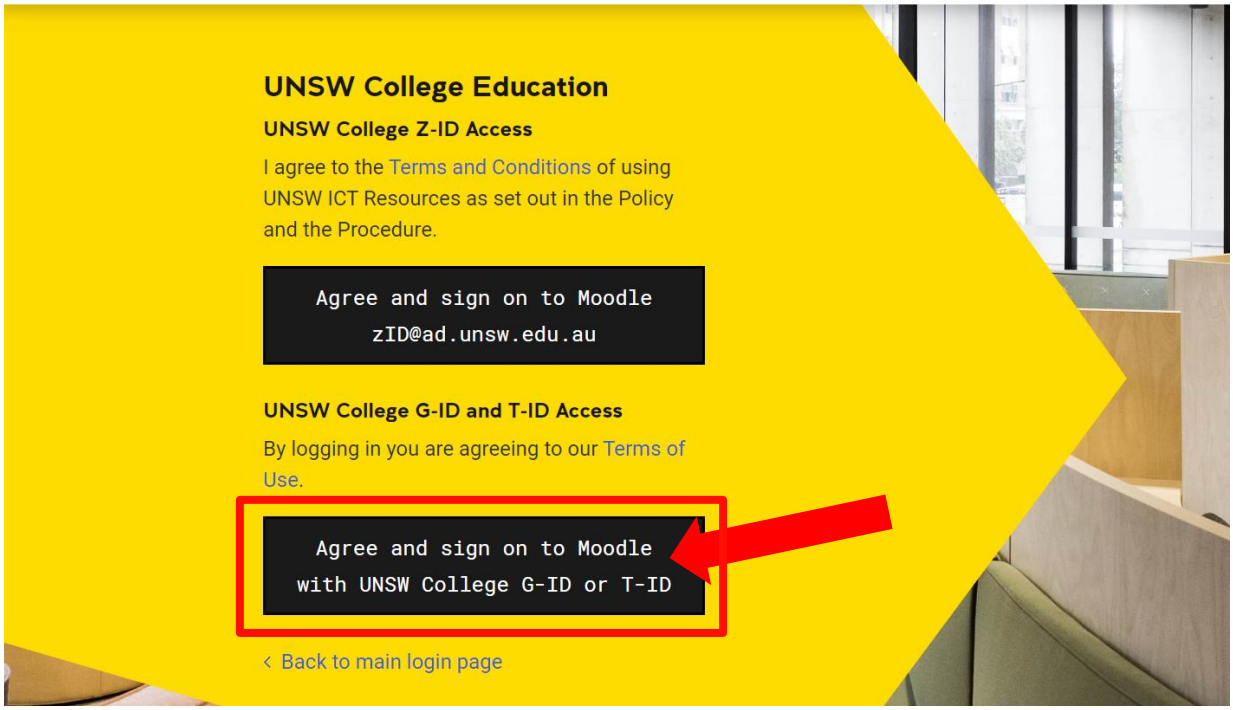
Important: You MUST bring your Confirmation of Enrolment (CoE) letter and a physical copy of your passport as identification. Digital copies or pictures of your passport will not be accepted.



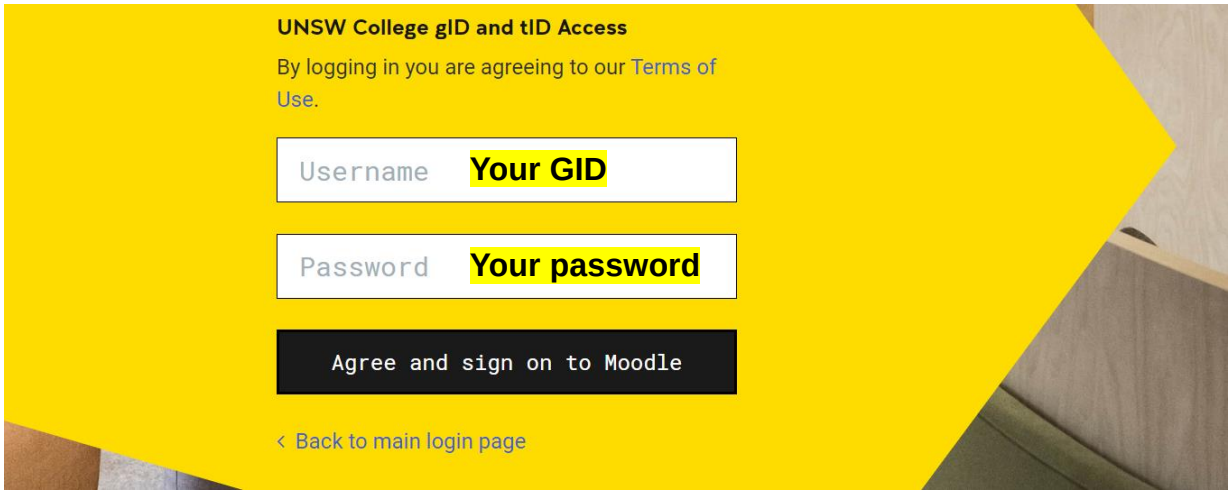
This is your appointment. Do not forget to attend!

Log in to Moodle

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

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.

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