

Activate & Access Your Accounts

IT Manual for New AEP Students

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



UNSW
College

Table of contents

1. Key Terms
2. Activate Your G-ID Student Account
3. Update Your Student Portal
4. Make an Appointment to Collect Your Student Card
5. Log in to Moodle

Key Terms

G-ID = Student ID Number

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

Your G-ID can be found on your COE Letter.

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 G-ID
Student Account**

1. Find your G-ID on your COE Letter

COE

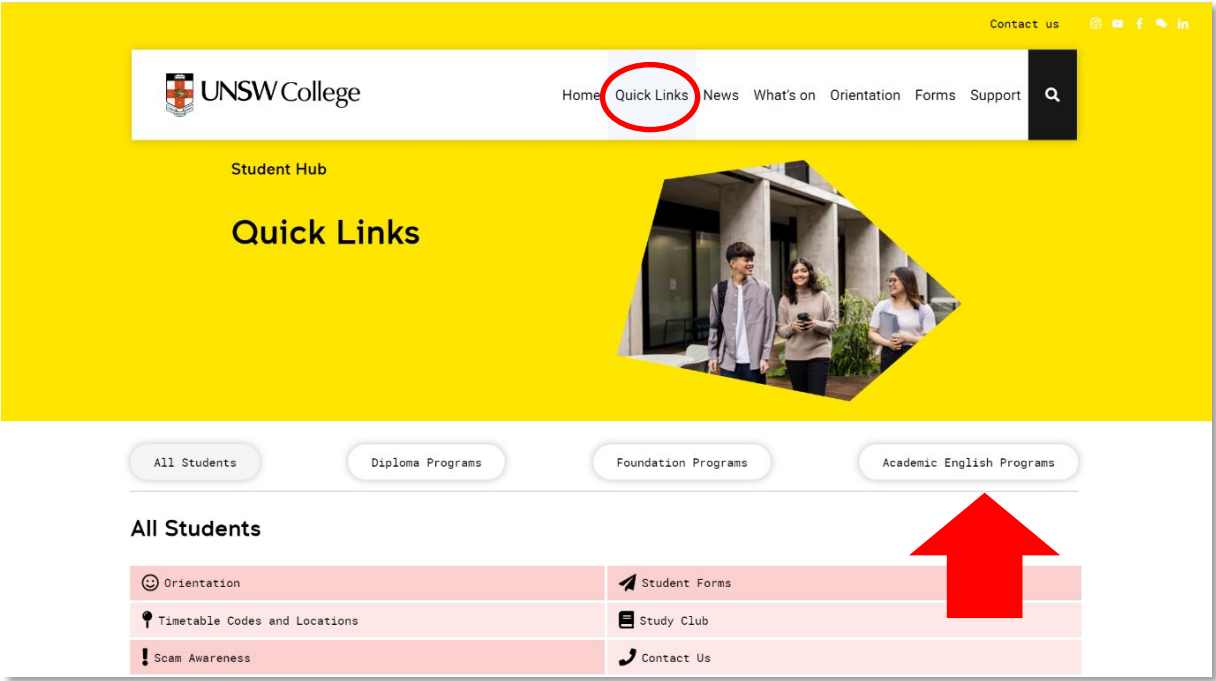
Your Confirmation of Enrolment was emailed to you from UNSW College Admissions. Please search your email for this document if you do not have a hard copy with you.

	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.	

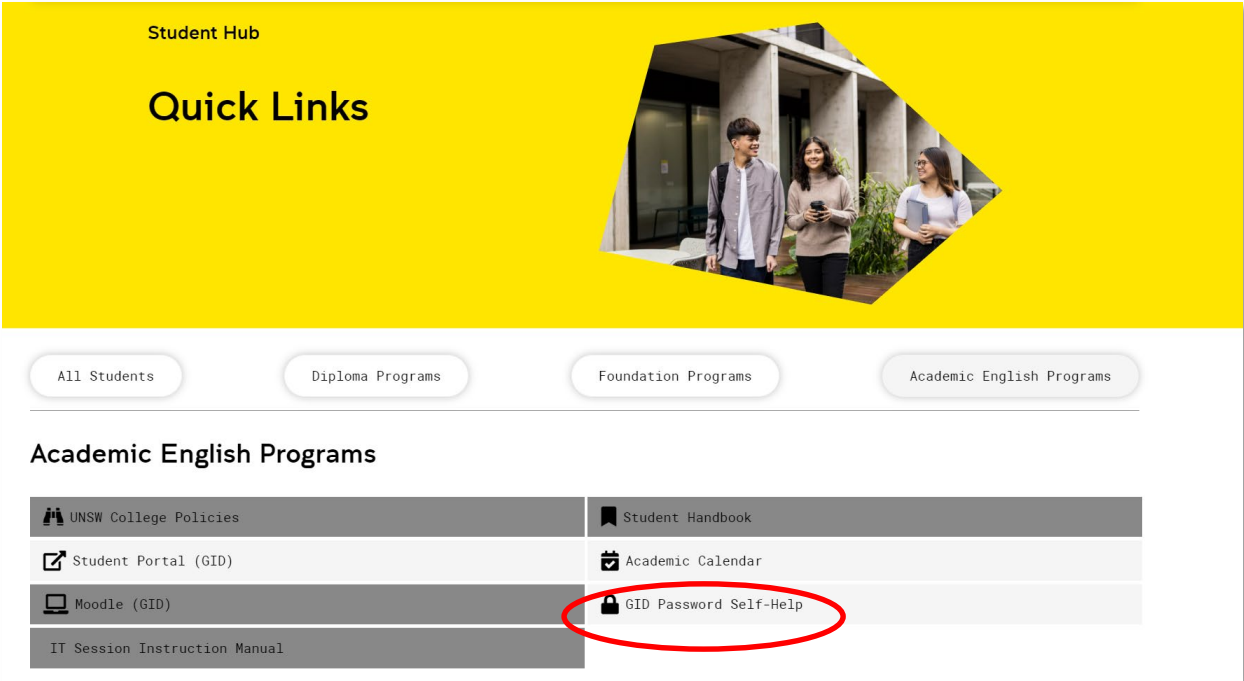
Your G-ID



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



Navigate to the Quick Links tab at the top of the page. Click on the 'Academic English Program' button on the lower section of the page.



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 & 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 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 ()

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

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/>







Student Hub

Quick Links




All Students Diploma Programs Foundation Programs **Academic English Programs**

Academic English Programs

 UNSW College Policies	 Student Handbook
 Student Portal (GID)	 Academic Calendar
 Moodle (GID)	 GID Password Self-Help
IT Session 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

My Details

- Edit My Details**
-  Home
 - 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 **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:



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



Fill out your **Sydney** (Domestic) Contact Information

 Edit My Details SAVE

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  +61 414923811
Phone  +61
Fax  +61
Email
Work Email
Overseas Contact Details
Mobile  +86123456789
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 2 and Line 3 = Leave these blank.

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
- Blank
- Blank
- Suburb
- NSW
- Postcode



Go back to your Student Portal Home Page.




UNSW College

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

Student Portal

[Home](#) [My Details](#) [Results](#) [Attendance](#) [Fees](#) [Communication](#) [Purchase](#) [Apply](#) [News / Info](#)



Hi

[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"/>	Clear Address
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.

SAVE

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 News What's on **Orientation** Forms Support


Student Hub

Orientation


Orientation is your essential introduction to studying at UNSW Global. It includes resources, events and information sessions designed to prepare you to be successful from day one of your course.

Click on your course below to download your Get Started. Your guide will be available 4 weeks before Orientation Day. The steps in this guide are compulsory. Get set up and be ready to start your program.


If you are studying at one of our External Campuses please do not use the below guides. All information related to your course can be found on the [Quick Links](#) page.




DIPLOMA PROGRAMS



FOUNDATION STUDIES PROGRAM



TRANSITION PROGRAM



ACADEMIC ENGLISH PROGRAMS

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

Academic English Programs

Key Dates

Get Started

Get Ready for Sydney

Missed Your Orientation

Get Started

Welcome to the start of your university life. This page is designed to prepare you for Academic English Orientation on **Monday 26 June 2023**. Please follow all the steps on the right-hand side. These steps are compulsory for you to be ready to succeed in your program.

Settling in well is important for your future success so we have designed your first week at UNSW College to make sure you get all the information and support you need, as well as make new friends. Make sure you do not miss your **Orientation Day** and the activities in your **Welcome Week** at UNSW College.

Orientation Day: meet your classmates and teachers, learn important details about your course, teachers and classes, learn how and where to access student services and support.

Welcome Week: join in activities and fun social events across the week so you can get to know your fellow students and get comfortable with campus life. You can find out more about Welcome Week activities in your Orientation emails sent to your registered email address.

Contents

- Get Started
- 1. Return to Campus 2023
- 2. [Activate your Student Accounts](#)
- 3. Attend New Student Webinars
- 4. Attend Orientation Day
- 5. Attend your First Day of Classes
- 6. Need more help? Additional Support Webinars
- 7. We're here to help
- 8. Important student contacts
- 9. Glossary

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

Academic English Programs

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 contact information in the Student Portal

Step 4: Make an appointment to get your Student ID Card

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 either modify or cancel your booking at anytime.

Contents

- Get Started
- 1. Return to Campus 2023
- 2. [Activate your Student Accounts](#)
- 3. Attend New Student Webinars
- 4. Attend Orientation Day
- 5. Attend your First Day of Classes
- 6. Need more help? Additional Support Webinars
- 7. We're here to help
- 8. Important student contacts
- 9. Glossary

Click on the 'Make an Appointment to Activate your Student ID Card' button.



Student ID Card Appointment

Book your time with us to get your stude... Read more
10 minutes

Booking for Student ID Card Appointment

June 19, 10:10 am

DATE

TIME

< > June 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

10:00 AM

10:10 AM

10:20 AM

10:30 AM

10:40 AM

10:50 AM

11:00 AM

11:10 AM

11:20 AM

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

Complete all your details and click book








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/>

Staff and Students

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

[Forgot password](#) 

Alternative logins

Select	▼
UNSW AGSM Executive Education	
UNSW College non-zID Access	
Other institutions using Australian Access Federation (AAF)	

Click on the Alternative logins on the Moodle page, select 'UNSW College non-zID Access' from the drop down menu.



UNSW College Education

Username **Your GID**

Password **Your password**

Login

By logging in you are agreeing to our
[Terms of Use](#).

[Back to main login page](#)

Welcome to the UNSW Moodle platform.

Enter your GID in the username, and the password you just created in the password column, then click 'Login'.

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:

helpdesk@unswcollege.edu.au

Always include your G-ID and screenshots of the problem.

All other questions:

enquiries@unswcollege.edu

02 8936 2222



UNSW
College