

# **Activate & Access**

**Accounts & Enrolment Manual for New Students**

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



**UNSW**  
College

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# Key Terms

## **zID**

You will use this to log into all your classes on Moodle, our digital learning platform. You only receive your zID number after you activate your gID.

## **myUNSW**

This is your student portal. You will use myUNSW for enrolling in classes and access your timetables.

## **Moodle**

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

## **Multi-Factor Authentication (MFA)**

MFA is required to access Moodle and your UNSW email account.

## **Unique Student Identifier (USI)**

All students must have a USI in order to graduate and receive their award. Commencing and returning international students must land in Australia and go through customs before they can create a USI using their non-Australian passport and visa as a form of ID.



# Activate Your zID

Go to Quick Links Page on

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

# Find your zID on your Confirmation of Enrolment (CoE) Letter

## Confirmation of Enrolment (CoE)

Your CoE 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, Skills and Employment

C600A060

## 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.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo))

To apply for your student visa to study in Australia go to <http://www.homeaffairs.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:** The University of New South Wales (UNSW) [00098G] (trading as: UNSW Australia)  
Telephone: 0293851000, Fax: 0293137382  
Email: [international.student@unsw.edu.au](mailto:international.student@unsw.edu.au)

**Course:** Diploma in Business [102394F]

**Course Level:** Diploma

**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:** 5379718

**Courtesy Title:**

**Family Name:**

**Given Names:**

**Gender:**

**Date of Birth:**

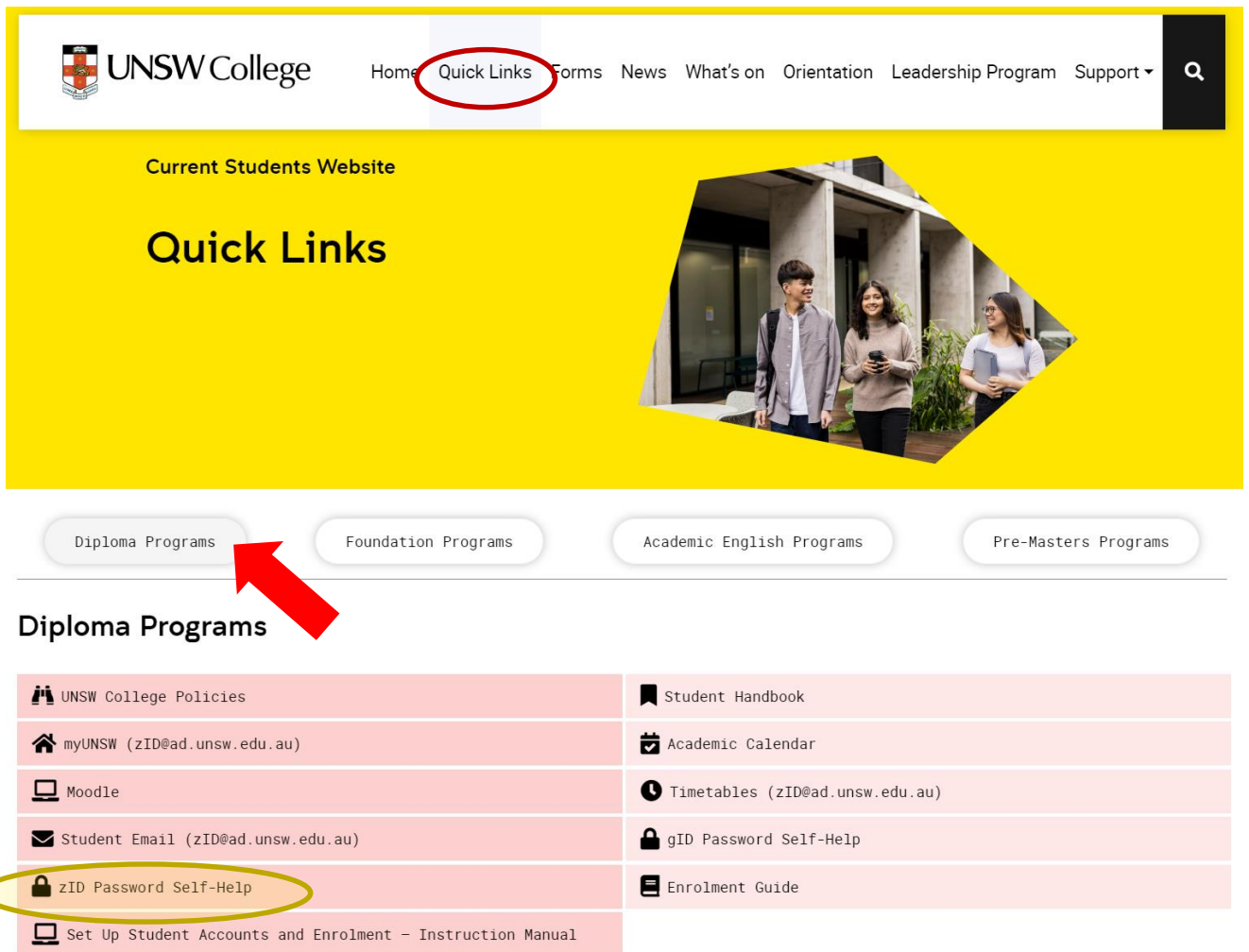
**Country of Birth:**



## 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 "Diploma Programs" button on the lower section of the page.



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

#### Diploma Programs

UNSW College Policies	Student Handbook
myUNSW (zID@ad.unsw.edu.au)	Academic Calendar
Moodle	Timetables (zID@ad.unsw.edu.au)
Student Email (zID@ad.unsw.edu.au)	gID Password Self-Help
<b>zID Password Self-Help</b>	Enrolment Guide
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In the drop down menu below, click the 'zID Password Self-Help' button.



### 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.

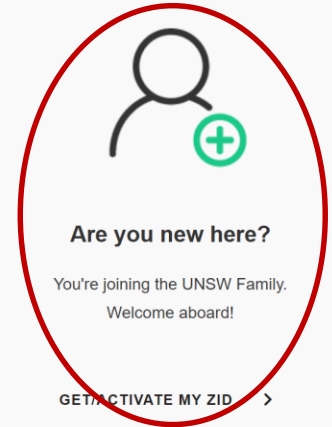
[RESET MY PASSWORD >](#)



### 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 >](#)

Click on the 'Are you new here?' button.

## Your Program Code is...

UAC Code	UNSW Program Code (Initial Offer)	Program Name(s) (Initial Offer and Related Options)
440100	7001	Diploma in Science
440200	7002	Diploma in Engineering
440300	7003	Diploma in Computer Science
440400	7004	Diploma in Business
440500	7005	Diploma in Media and Communications
440600	7006	Diploma in Architecture (Architectural Studies)
440700	7006	Diploma in Architecture (Interior)
440800	7006	Diploma in Architecture (Landscape)

# Set Up Your MFA





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

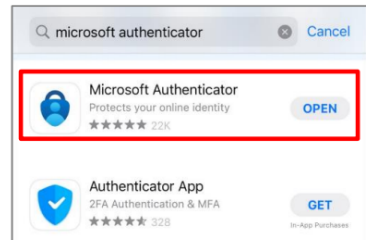


### 1. On your smartphone, Install the Microsoft Authenticator app.

- 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.



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](http://www.gspaceteam.com)), then log in their Google Account and download the Microsoft Authenticator APP from the Gspace APP.

## Part 2: Register Microsoft Authenticator on your computer.

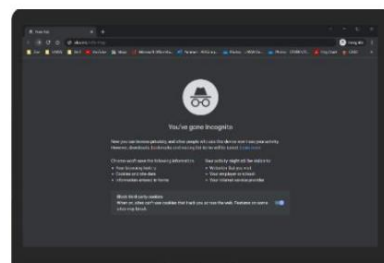
Part 2 has 13 steps. Please follow all steps to ensure that registration is complete.

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)

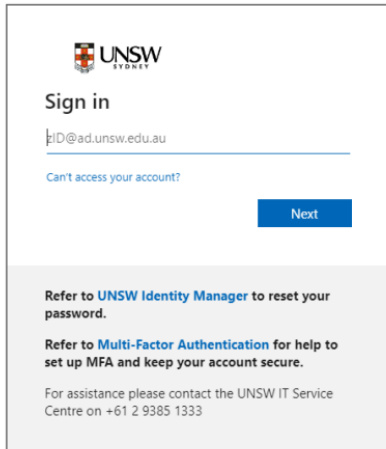


Please close any other active browser windows leaving only the current Incognito/ InPrivate /Private window open.

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

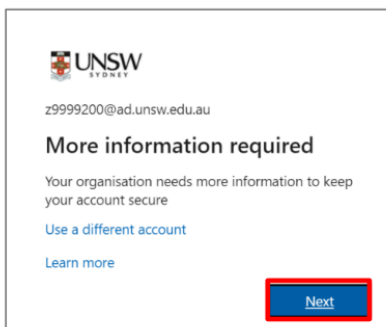


2. **On your computer**, at the *Sign in* window, sign in by entering your zID@ad.unsw.edu.au and password.



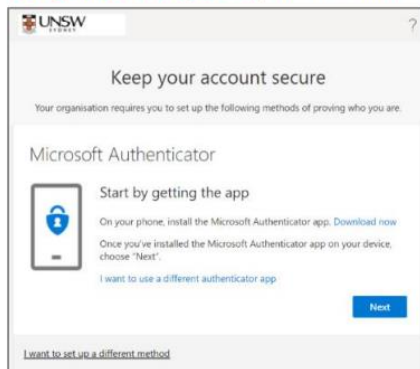
The screenshot shows the UNSW Sign in page. At the top left is the UNSW Sydney logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "zID@ad.unsw.edu.au". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a grey box containing the following text: "Refer to UNSW Identity Manager to reset your password.", "Refer to Multi-Factor Authentication for help to set up MFA and keep your account secure.", and "For assistance please contact the UNSW IT Service Centre on +61 2 9385 1333".

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



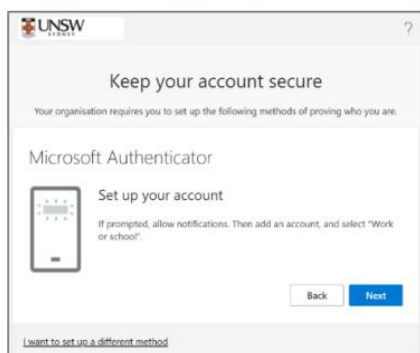
The screenshot shows the UNSW "More information required" page. At the top left is the UNSW Sydney logo. Below it, the email address "z9999200@ad.unsw.edu.au" is displayed. The main heading is "More information required". Below this, the text reads: "Your organisation needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right, there is a blue button labeled "Next" which is highlighted with a red border.

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



The screenshot shows the UNSW "Keep your account secure" page. At the top left is the UNSW Sydney logo. Below it, the heading "Keep your account secure" is displayed. The text reads: "Your organisation requires you to set up the following methods of proving who you are." Below this is the heading "Microsoft Authenticator". Underneath, it says "Start by getting the app". There is an icon of a smartphone with a blue shield and a white key symbol. The text continues: "On your phone, install the Microsoft Authenticator app. Download now" and "Once you've installed the Microsoft Authenticator app on your device, choose 'Next'." There is a link that says "I want to use a different authenticator app". At the bottom right, there is a blue button labeled "Next". At the bottom left, there is a link that says "I want to set up a different method".

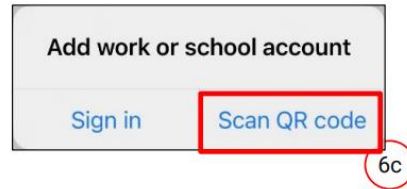
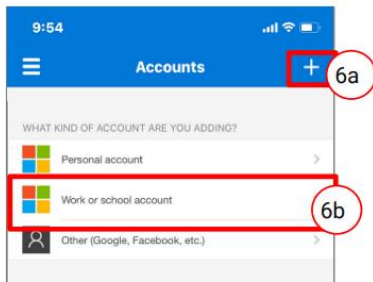
5. **On your computer**, at the *Set up your account* window click **Next**.



The screenshot shows the UNSW "Keep your account secure" page. At the top left is the UNSW Sydney logo. Below it, the heading "Keep your account secure" is displayed. The text reads: "Your organisation requires you to set up the following methods of proving who you are." Below this is the heading "Microsoft Authenticator". Underneath, it says "Set up your account". There is an icon of a smartphone with a blue shield and a white key symbol. The text continues: "If prompted, allow notifications. Then add an account, and select 'Work or school'". At the bottom, there are two buttons: "Back" and "Next". At the bottom left, there is a link that says "I want to set up a different method".

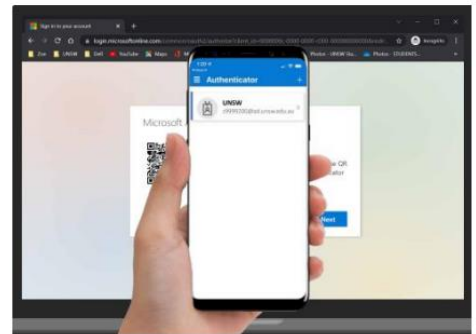
You will be shown a QR code on your computer screen.

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

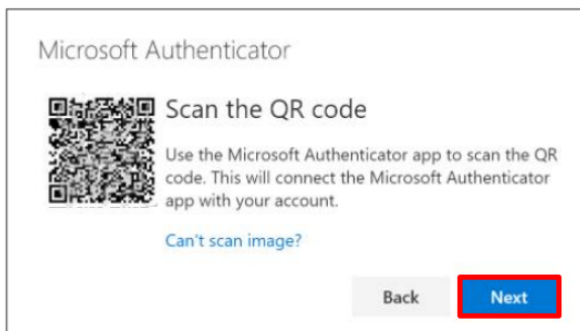


7. **On your smartphone**, use the Microsoft Authenticator app to scan the QR code shown on your computer screen.

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**.



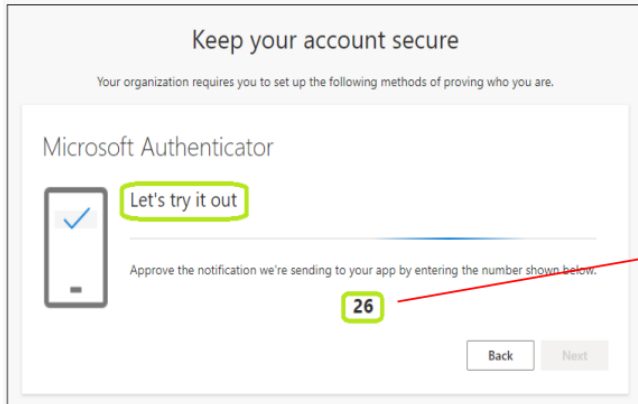
*Hint: If you are using a second monitor and having trouble scanning the QR code shown on your second monitor, try moving the QR code screen to your primary monitor, e.g., your laptop monitor.*

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

9.

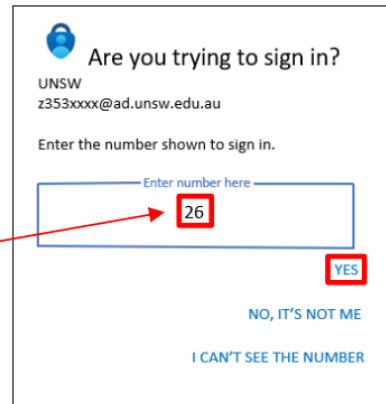
### On your computer

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.

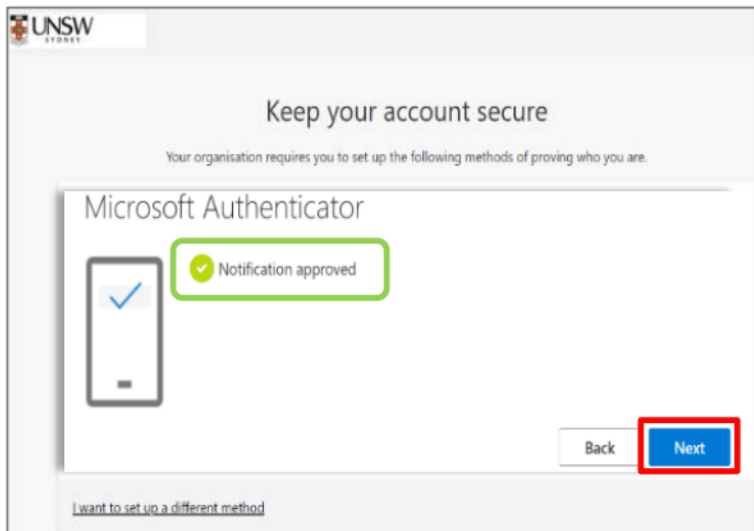


### On your smartphone

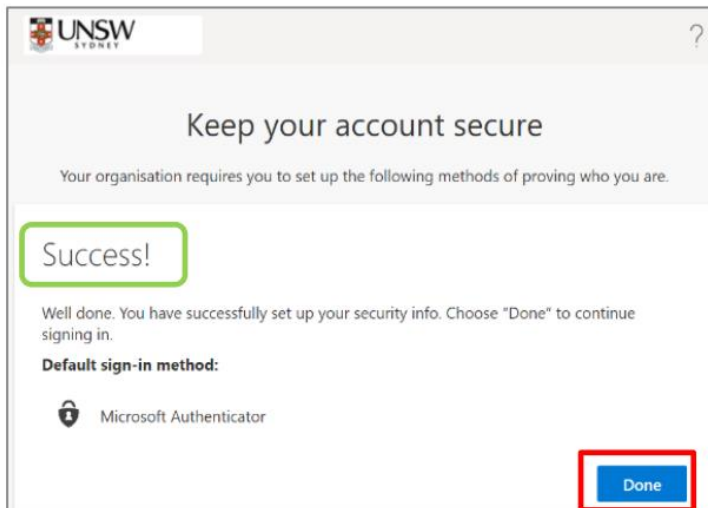
A push notification will ask you to verify your sign-in, enter the 2-digit number from the computer/sign-in screen into your smartphone & click YES.



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).

# Set Up Student Email

Go Back to Quick Links Page on

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



Current Students Website

# Quick Links



Diploma Programs

Foundation Programs

Academic English Programs

Pre-Masters Programs

## Diploma Programs

UNSW College Policies	Student Handbook
myUNSW (zID@ad.unsw.edu.au)	Academic Calendar
Moodle	Timetables (zID@ad.unsw.edu.au)
Student Email (zID@ad.unsw.edu.au)	gID Password Self-Help
zID Password Self-Help	Enrolment Guide
Set Up Student Accounts and Enrolment - Instruction Manual	

On the Quick Links Page, click on the 'Diploma Programs' button, then click on the 'Student Email (zID@ad.unsw.edu.au)' button.

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

z1234567@ad.unsw.edu.au



# Log in to Moodle

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



## 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](#)



## 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

E.g. z1234567@ad.unsw.edu.au

**MFA will be required to access Moodle**

# Access to myUNSW

This is your student portal.

You will use [myUNSW](#) for  
enrolling in classes  
and access your timetables.



Current Students Website

# Quick Links



Diploma Programs

Foundation Programs

Academic English Programs

Pre-Masters Programs

## Diploma Programs

UNSW College Policies	Student Handbook
myUNSW (zID@ad.unsw.edu.au)	Academic Calendar
Moodle	Timetables (zID@ad.unsw.edu.au)
Student Email (zID@ad.unsw.edu.au)	gID Password Self-Help
zID Password Self-Help	Enrolment Guide
Set Up Student Accounts and Enrolment - Instruction Manual	

On Quick Links Page, click on the 'Diploma Programs' button, then click on the 'myUNSW (zID@ad.unsw.edu.au)' button.



### Key Student Information

- Academic Calendar
- Census Dates
- Key Dates
- Handbook
- Enrolment
- Class Timetable
- Exams
- Fees
- Forms

### Other Student Services

- Pay Fees Online
- Email
- Accept Online

### NEWS - sign on for more

The Nucleus: Student Hub Now Open  
Whether it's advice on essential university processes or connecting you with UNSW support and development services, drop into The Nucleus: Student Hub on level 2 of the Library. More info.

### STUDENTS - sign on for notices, and see more at Current Students

IT Alerts and Planned Maintenance  
See UNSW Outages for a list of current planned and unplanned service interruptions.

Click on the 'Sign On' button.



**UNSW**  
SYDNEY

# Single Sign On

## Welcome to Single Sign On

Click here to view the [Terms and Conditions](#) of login. By logging on, you confirm that you have understood UNSW's policies and agree to abide by them.  
Please select one of the following three sign on options below.

### Current Students & Staff

Sign on here to access UNSW services and resources for current student and staff.

Agree and sign on  
zID@ad.unsw.edu.au

Forgot password?

OR

### New & Deferred Students

Click here to accept a new or deferred offer and enrol.

OR

### Alumni & Former Staff

Click here if you no longer study or work at UNSW and would like to access your records.



**Log in with zID@ad.unsw.edu.au  
and password**

# Enrolment

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



Current Students Website

## Quick Links



**Diploma Programs**

Foundation Programs

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Pre-Masters Programs

### Diploma Programs

UNSW College Policies	Student Handbook
myUNSW (zID@ad.unsw.edu.au)	Academic Calendar
Moodle	Timetables (zID@ad.unsw.edu.au)
Student Email (zID@ad.unsw.edu.au)	gID Password Self-Help
zID Password Self-Help	<b>Enrolment Guide</b>
Set Up Student Accounts and Enrolment - Instruction Manual	

On Quick Links Page, click on the 'Diploma Programs' button, then click on the 'Enrolment Guide' button.

**Follow the Enrolment Guide to enroll into classes.**

# Activate your USI

<https://www.usi.gov.au/students/get-a-usi>

# <https://www.usi.gov.au/students/get-a-usi>

[Home](#) > [For students](#) > [Get a USI](#)

## Get a USI

A USI is your lifelong education number – you only need to create it once.  
You can create your USI in the [Student Portal](#).



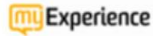
Click on the **'Get a USI'** button.

A screenshot of the USI Student Portal. The page has a white background with a purple header. The header includes the Australian Government logo, the USI logo, and the text "Unique Student Identifier" and "STUDENT PORTAL". Below the header, there is a navigation bar with "You are here: Home". The main content area is divided into several sections. The first section is "On this page you can:" followed by a list of steps: 1. Create a USI account (if you don't already have one), 2. View your application status, 3. Login to your USI account, 4. Retrieve your USI, 5. Reset your password, 6. Activate your USI account. Below this list is a "CREATE USI" section with a green header. It contains two columns of text. The left column says "If you do not have a USI account, you can create one now. You only need to fill in a few details and have one form of ID to verify who you are. It should only take you about 5 minutes. Please select Create USI." Below this text is a blue button labeled "Create USI", which is circled in red. The right column says "You can create your USI using your Digital Identity. Digital Identity is a safe, secure and convenient way to prove who you are online. myGovID is the Australian Government's Digital Identity app." Below this text is a black button labeled "Continue with Digital Identity". Below the "CREATE USI" section is a "FORGOTTEN USI" section with a green header. It contains text about retrieving a forgotten USI and a blue button labeled "Forgotten USI". To the right of the main content area is a "PASSWORD LOGIN" section with a blue header. It contains text about logging in with a USI or Email and Password, and a "Login" button. Below this is a "DIGITAL IDENTITY LOGIN" section with a blue header. It contains text about logging in with a Digital Identity email and a "Continue with Digital Identity" button. At the bottom of the page, there is a "Have you requested help?" section with links for "View progress of your help request" and "Withdraw your help request". There is also a section for "Are you waiting for your USI?" with a link for "View your application status" and a section for "Need to activate your USI account?".

Click on **"Create USI"**  
Fill out your details.

Make sure to record your **10 digit USI number**.





You currently have 0 action item(s).

Once you have your USI follow these steps:

1. Login to [myUNSW](#)
2. Click on My Student Profile
3. Click on Unique Student Identifier under Personal Details
4. Enter your 10 digit USI

# Connect to Uniwide WiFi

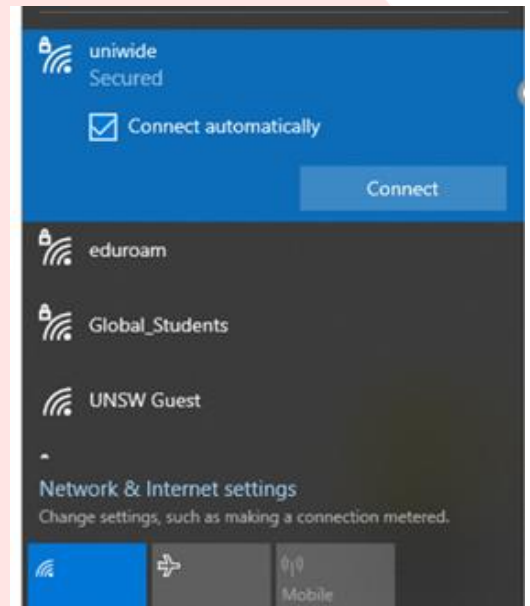
Uniwide uses your zID and password to authenticate.

**Network Name:** uniwide

**Username:** zID

**Password:** Password

**Use your zID (NOT EMAIL)  
and Password**



**For IT support, email:**

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

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

**For enquiries about your enrolment and timetable, email:**

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

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

