

Activate & Access

IT Session for New Students



In this session:

Step 1

- Browser Check

Step 2

- Activate all your student accounts

Step 3

- Make sure you can access MyUNSW and Moodle



Your Internet Browser

DOWNLOAD NOW:

- **Google Chrome**
- **Microsoft Edge**

YOU CAN NOT USE BAIDU



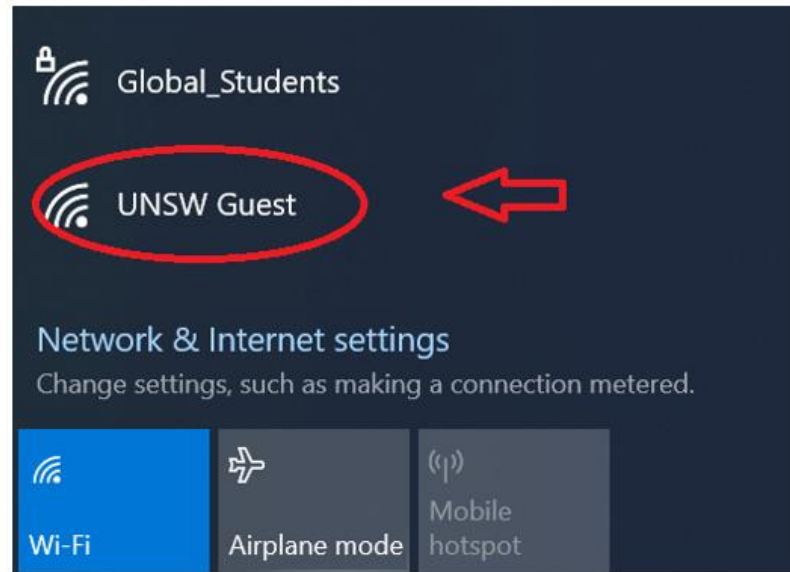
UNSW
College



UNSW WIFI

Connect to UNSW Guest WIFI

1. Connect your laptop to the wifi network named “UNSW Guest”.



2. Open a web browser, such as Chrome or Edge. You will be automatically redirected to the following webpage.



Guest WiFi

A registration page for UNSW Guest WiFi is overlaid on a background image of a university campus with trees and buildings. The page has a dark grey background with white and yellow text. It includes a title, a disclaimer, two input fields for name and email, a checkbox for terms and privacy, a yellow 'Register' button, and contact information.

UNSW Guest WiFi

This service is not for use by UNSW staff or students.
Please register your details in order to access the wireless network.

Full Name:

e-Mail Address:

☐ I accept the [Terms of Use](#) and [Privacy Statement](#)

[Register](#)

UNSW IT Service Centre: +61 2 9385 1333
Guests will not have access to UNSW internal systems.

3. Enter your **Full name** and your **personal e-mail address**. Tick “*I accept the Terms of Use and Privacy Statement*”. Then click **Register**.

The image shows a registration form for UNSW Guest WiFi. The background is a dark, textured image of trees. The title 'UNSW Guest WiFi' is at the top, with 'WiFi' in yellow. Below it, a disclaimer states the service is not for UNSW staff or students and requires registration. There are two input fields: 'Full Name' with a placeholder 'Your Name' and 'e-Mail Address' with a placeholder 'Your_Email@email.com'. A checkbox with a blue checkmark is followed by the text 'I accept the Terms of Use and Privacy Statement', where 'Terms of Use' and 'Privacy Statement' are in yellow. A yellow 'Register' button is centered below. At the bottom, contact information for the UNSW IT Service Centre and a disclaimer about internal system access are provided.

UNSW Guest WiFi

This service is not for use by UNSW staff or students.
Please register your details in order to access the wireless network.

Full Name:

e-Mail Address:

☒ I accept the **Terms of Use** and **Privacy Statement**

Register

UNSW IT Service Centre: +61 2 9385 1333
Guests will not have access to UNSW internal systems.

4. You will be given only 5 MINUTES OF TEMPORARY INTERNET ACCESS. You must use this time to check your personal email and click on the activation link sent from UNSW. The email will look like this:



Dear

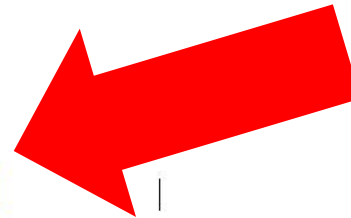
Please click on the Activation Link, which will redirect you back to the UNSW Guest WiFi Portal.

Regards

UNSW IT Service Centre
+61 2 9385 1333

CRICOS Provider Code 00098G

Activation Link



You are now connected to UNSW WIFI

Click the **Activation Link** to be given
7 days of Internet access on the
UNSW Guest wifi network.



Activate your accounts

You need 2 things: COE and Zid.

COE

Your Confirmation of Enrolment has your Zid.

Z-ID

You will use this to access your student email, log into MyUNSW, and all your classes on Moodle - our digital learning platform.





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

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:



Your ZID



Quick Links



All Students

Diploma Programs

Foundation Programs

Academic English Programs

Diploma Programs

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

Student Handbook

Academic Calendar

Timetables (ZID@ad.unsw.edu.au)

GID Password Self-Help

myUNSW (ZID@ad.unsw.edu.au)

Moodle (ZID@ad.unsw.edu.au)

Student Email (ZID@ad.unsw.edu.au)

ZID Password Self-Help



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 >](#)

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)

Cyber Security - MFA



All students must have MFA

- Multi-Factor Authentication (MFA)
- MFA is required to access MOODLE and your UNSW emails.



There are 2 parts to setting up MFA

Part 1:

Install the Microsoft Authenticator app **on your mobile.**

Part 2:

Register Microsoft Authenticator **on your computer.**



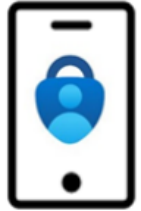
Microsoft Authenticator

To complete this task, you will need

- Your **zID@ad.unsw.edu.au** account and password.
- A computer with internet access.
- A compatible smartphone with data connection.
- Please allow approximately 5 minutes to complete the setup.



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

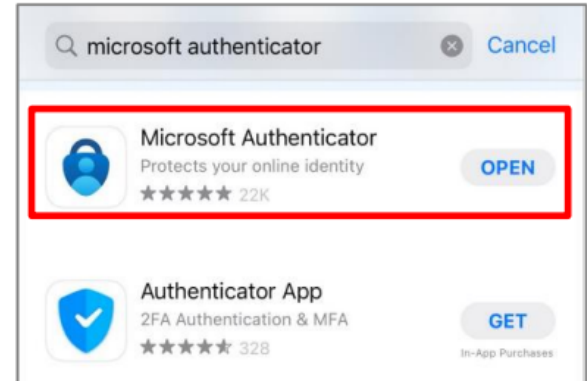


1. **On your smartphone**, Install the **Microsoft Authenticator** app.

- 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.



Part 2: Register Microsoft Authenticator on your computer.

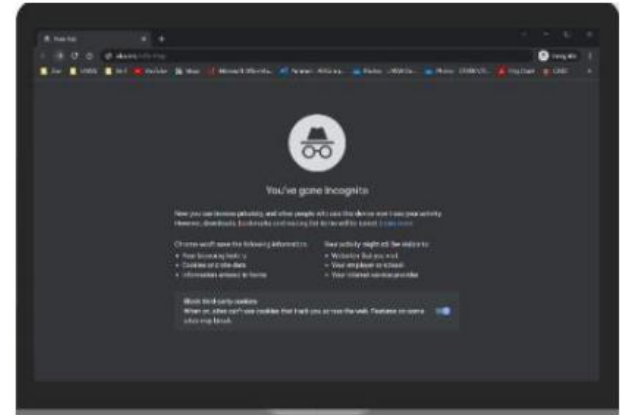
Part 2 has 13 steps. Please follow all steps to ensure that registration is complete.

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

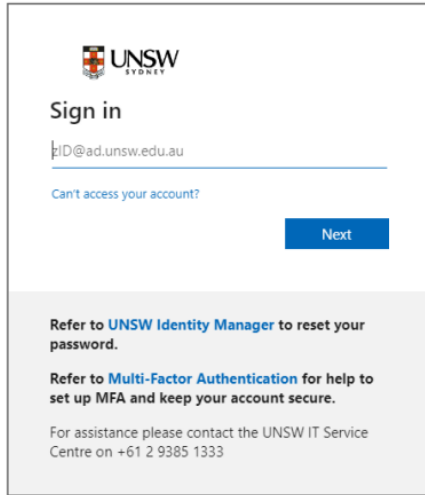
⌘ + Shift + n (for Mac)



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

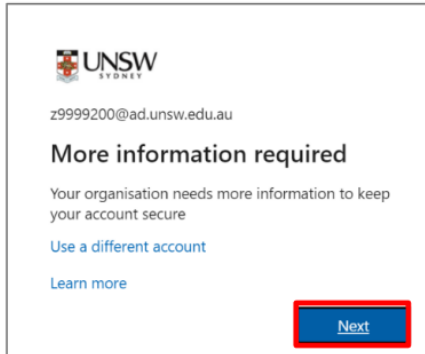
- a. Copy and paste this url into that window: **<https://aka.ms/mfasetup>**

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 is the UNSW Sydney logo. Below it is the heading "Sign in". 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**.



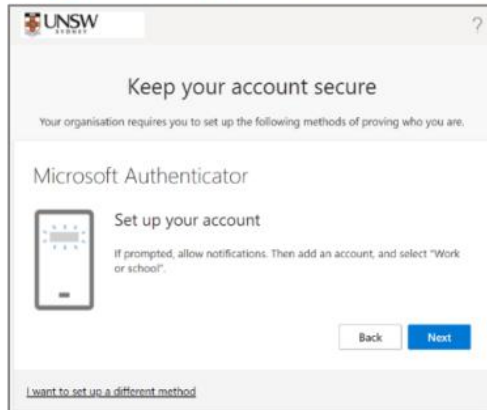
The screenshot shows the UNSW "More information required" page. At the top is the UNSW Sydney logo. Below it is the email address "z9999200@ad.unsw.edu.au". The heading "More information required" is followed by the text "Your organisation needs more information to keep your account secure". Below this text are two links: "Use a different account" and "Learn more". At the bottom right of the page 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**.



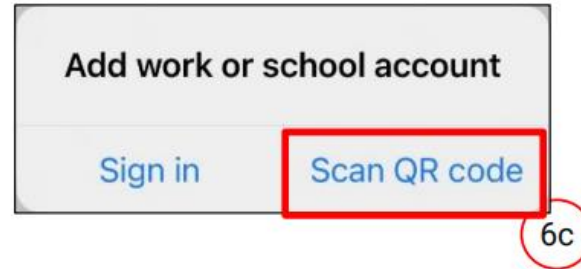
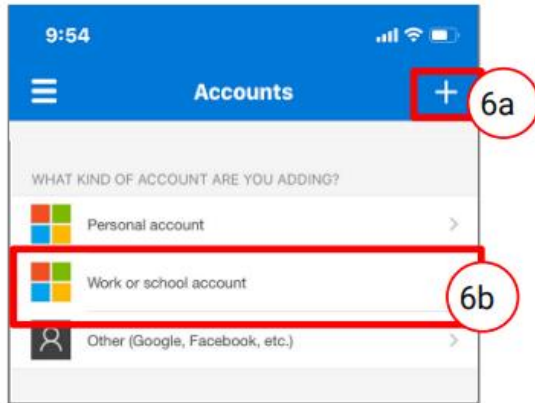
5. **On your computer**, at the *Set up your account* window click **Next**.



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

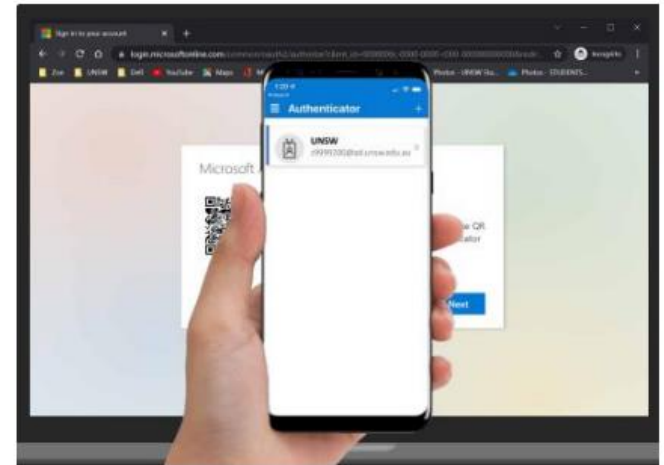
6. **On your smartphone**, Open the Microsoft Authenticator app, allow notifications/access to camera (if prompted), and

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

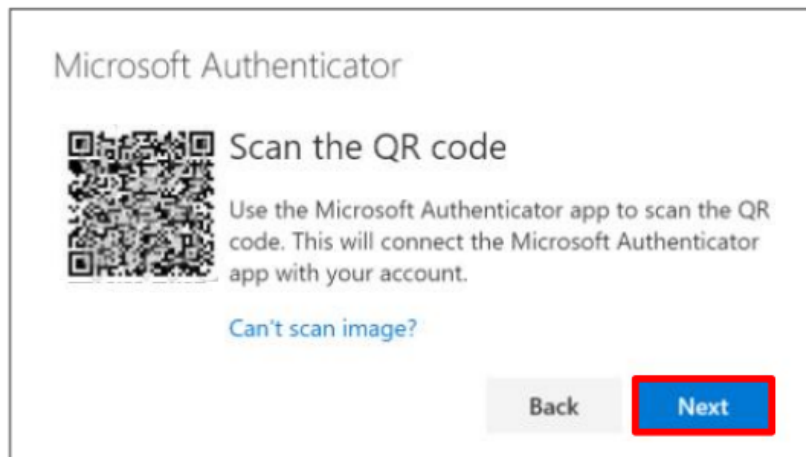


7. **On your smartphone, use the Microsoft Authenticator app to scan the QR code** shown on your computer screen.

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

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.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator


 **Let's try it out**

Approve the notification we're sending to your app by entering the number shown below.

26

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.

 Are you trying to sign in?

UNSW
z353xxxx@ad.unsw.edu.au

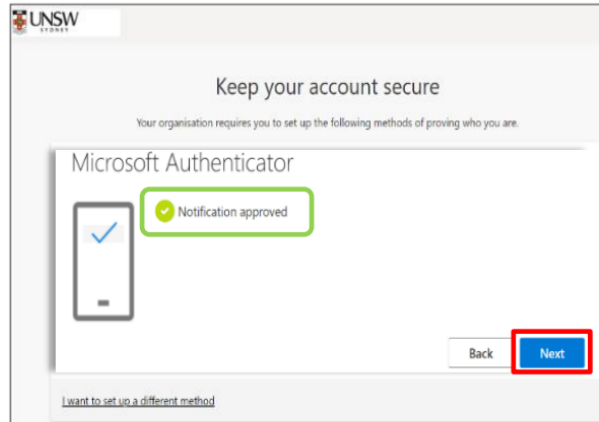
Enter the number shown to sign in.

Enter number here

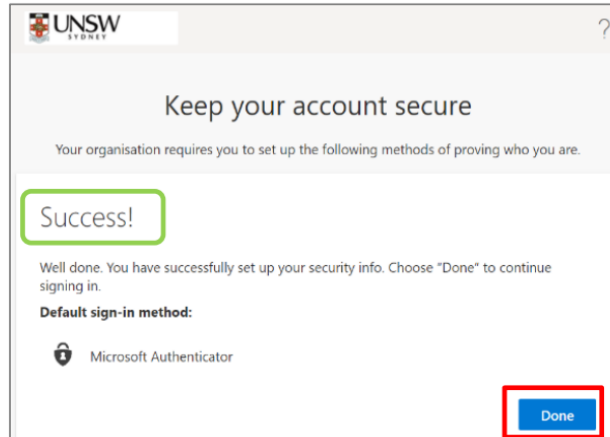
[NO, IT'S NOT ME](#)

[I CAN'T SEE THE NUMBER](#)

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 to get new MFA

UNSW IT: [02 9385 1333](tel:0293851333)

A large, light pink, abstract shape resembling a cloud or a soft-edged blob, centered behind the text.

Set Up Student Email



Quick Links



[All Students](#)

[Diploma Programs](#)

[Foundation Programs](#)

[Academic English Programs](#)

Diploma Programs



[Student Handbook](#)



[myUNSW \(ZID@ad.unsw.edu.au\)](#)



[Academic Calendar](#)



[Moodle \(ZID@ad.unsw.edu.au\)](#)



[Timetables \(ZID@ad.unsw.edu.au\)](#)



[Student Email \(ZID@ad.unsw.edu.au\)](#)



[GID Password Self-Help](#)



[ZID Password Self-Help](#)



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

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

z1234567@ad.unsw.edu.au



UNSW College

Access to Moodle

**This is your online learning platform.
You will use Moodle for all your classes.**



Quick Links



All Students

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myUNSW (ZID@ad.unsw.edu.au)



Academic Calendar



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Student Email (ZID@ad.unsw.edu.au)



GID Password Self-Help



ZID Password Self-Help

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



Welcome to the UNSW Moodle platform.

Moodle is an open-source learning management system that is used to deliver blended and online courses throughout UNSW.



Access to MyUNSW

This is your Student Portal.

**You will use MyUNSW for enrolling in classes and
access your timetables.**



Quick Links



All Students

Diploma Programs

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Academic English Programs

Diploma Programs



Student Handbook



myUNSW (ZID@ad.unsw.edu.au)



Academic Calendar



Moodle (ZID@ad.unsw.edu.au)



Timetables (ZID@ad.unsw.edu.au)



Student Email (ZID@ad.unsw.edu.au)



GID Password Self-Help



ZID Password Self-Help



Future Students

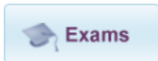
Current Students

Staff

Contacts

Sign On

Key Student Information



Other Student Services



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.



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:
ZID@ad.unsw.edu.au
and password











A light blue pentagon graphic is positioned on the left side of the slide, tilted slightly to the right. The word "Enrolment" is centered within this shape.

Enrolment

[All Students](#)[Diploma Programs](#)[Foundation Programs](#)[Academic English Programs](#)

Diploma Programs

 [Student Handbook](#) [Academic Calendar](#) [Timetables \(ZID@ad.unsw.edu.au\)](#) [GID Password Self-Help](#) [Enrolment Guide](#) [myUNSW \(ZID@ad.unsw.edu.au\)](#) [Moodle \(ZID@ad.unsw.edu.au\)](#) [Student Email \(ZID@ad.unsw.edu.au\)](#) [ZID Password Self-Help](#)

Follow the Enrolment Guide to enroll into classes.

If you still have questions, please attend the Get Started with IT & Enrolment Session on Thursday 24 Aug for help.

12:45pm – 5pm

Drop in session – Get Started with IT and Enrolment (O'shane Building Room 104)



Activate your USI

Activate your 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](#).

Get your USI

[Get a USI](#)



You are here: Home

On this page you can:

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.

CREATE USI

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.

Create USI

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.



Continue with Digital Identity

FORGOTTEN USI

If you have forgotten your USI, you can retrieve it in just a few minutes. Please select **Forgotten USI** to retrieve it. You will need to enter a few details and answer your Check Questions to verify who you are.

If you have not activated your USI account you will need one form of ID to verify who you are.

Forgotten USI



PASSWORD LOGIN

Please enter your USI or Email and Password, and select **Login** to access your USI account.

USI or Email

Password

Login

[Forgotten your password?](#)

[Forgotten your USI?](#)



DIGITAL IDENTITY LOGIN

Your Digital Identity email **must** match your USI account email



Continue with Digital Identity

[Digital Identity](#) is a safe, secure and convenient way to prove and reuse your identity online.

Have you requested help?

- [View progress of your help request](#)
- [Withdraw your help request](#)

Are you waiting for your USI?

- [View your application status](#)

Need to activate your USI account?

Click on "Create USI"
Fill out your details.

Make sure your record your
10 digit USI number.



UNSW
College



UNSW
SYDNEY

myUNSW

Home

My Student Profile

My Surveys and Profiles



My Alerts

You currently have 0 action item(s).

Once you have your 10 digit 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



UNSW
College

Connect to UNIWIDE WIFI

Uniwide

UNSW staff and students are encouraged to use Uniwide when connecting to Wifi on campus as it is UNSW's primary Wi-Fi network.

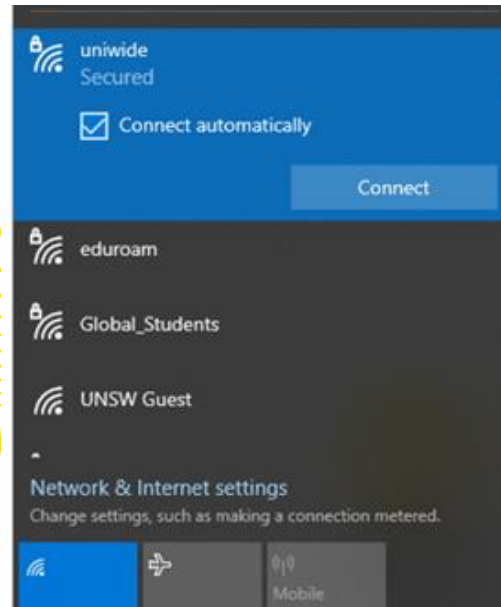
Uniwide uses your zID and password to authenticate. For a detailed guide on how to configure your device please refer to the Self-Help Articles section.

Network Name: uniwide

Username: zID

Password: zID Password

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



IT support: helpdesk@unswcollege.edu.au

Always include your Zid and screenshots of the problem.

All other questions:

DiplomaEnquiry@unswcollege.edu.au

