

ONLINE ENROLMENT

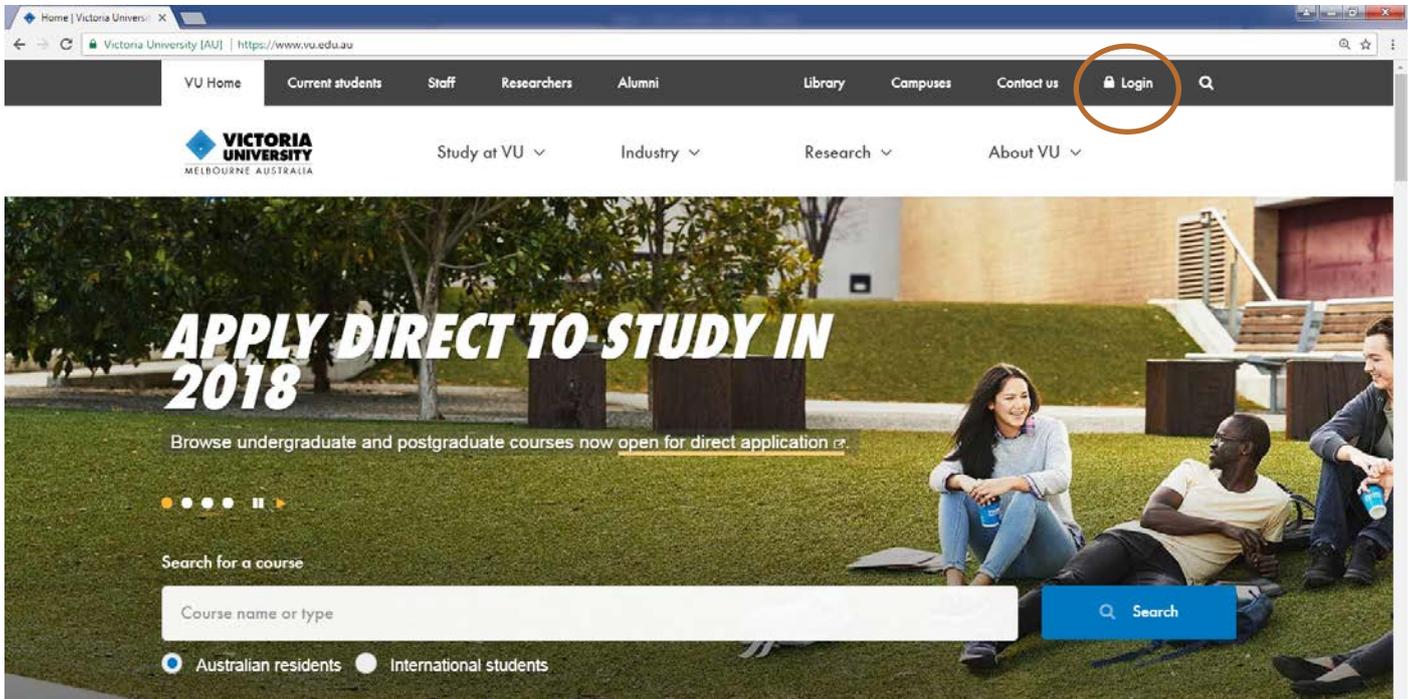


Accessing online enrolment

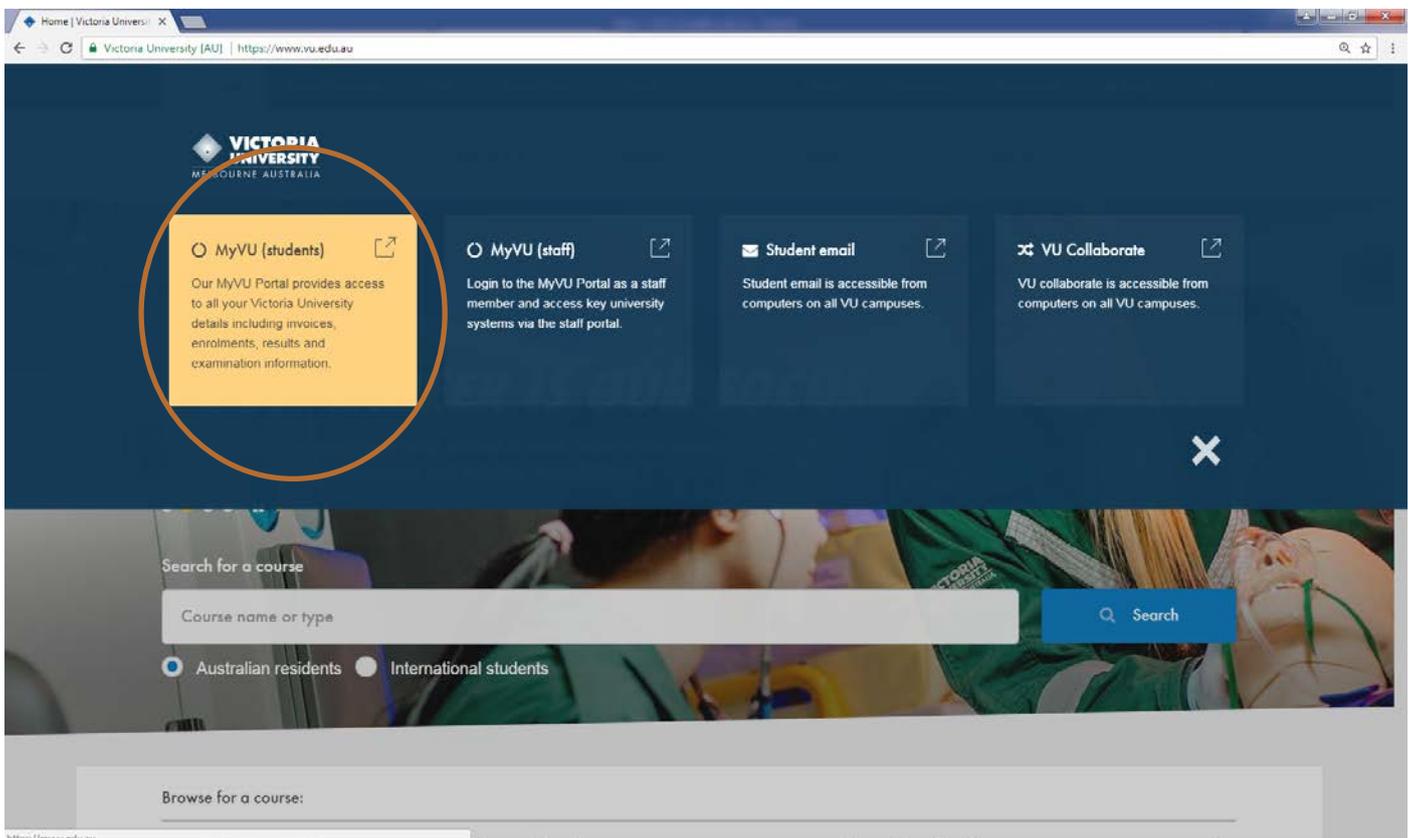
You will need a valid VU account and password allowing access to MyVU portal. MyVU is the gateway to all online services including Online Enrolment, Student Connect, and VU Collaborate.

The recommended browser is Google Chrome and select enable pop-ups to view messages

1. Go to the VU website <http://www.vu.edu.au> and click 'Login' tab.



2. Click on MyVU box.



3. Logon to MyVU

LOG IN

Log in once for access to multiple VU systems

Student or Staff ID

Password

Log in

Problems logging in?
Forgot password FAQ

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Username:

Use "s" (lower case) followed by your student ID number; for example: s1234567.

Use your MYVU Portal password if you already have one. If you need to reset your password let the Administrator at HANU know at the first instance.

New user password:

Your default password will be set to "Temp" (uppercase T) followed by your date of birth in the format TempDDMMYYYY.

For example, 12 May 1983 is written as Temp12051983 (you must use the 19 for the year).

Click 'Log in'.

4. Contact Details

CONTACT DETAILS

You will receive a secure password reset code on the contact details listed below.

Your personal email

Your mobile number

Continue

Need Help?
Contact us FAQ

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Type in your personal email address and a mobile number.

Click 'Continue' to go to the next page.

5. Change password

CHANGE PASSWORD

Current password

New password

Confirm new password

Change password

Need Help?
Contact us FAQ

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Type in current password followed by new password.

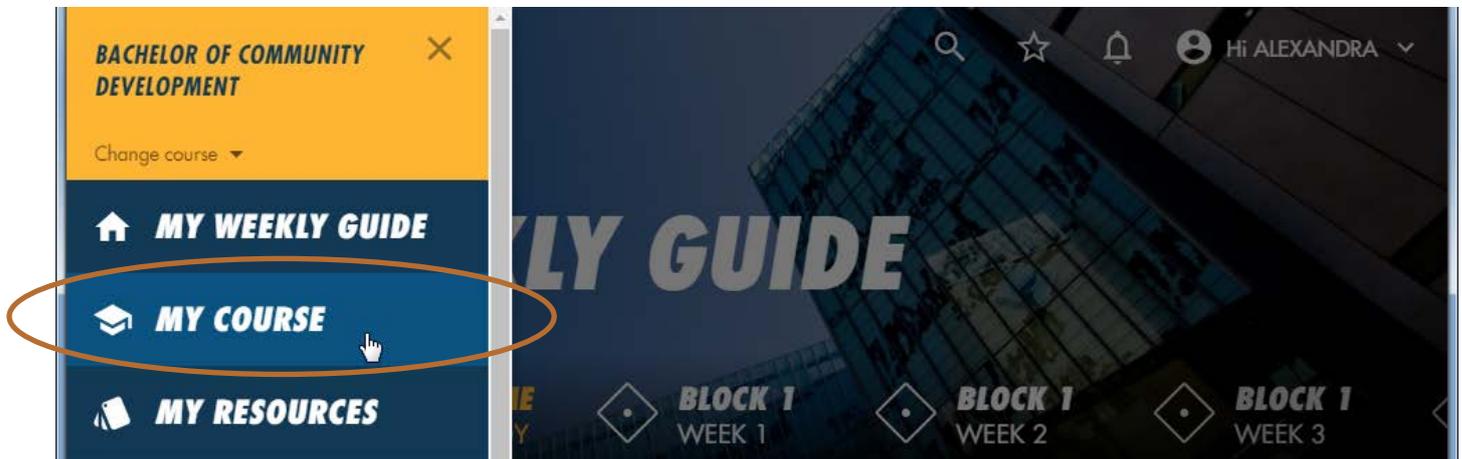
Click on 'Change password' to go to MyVU.

6. MyVU



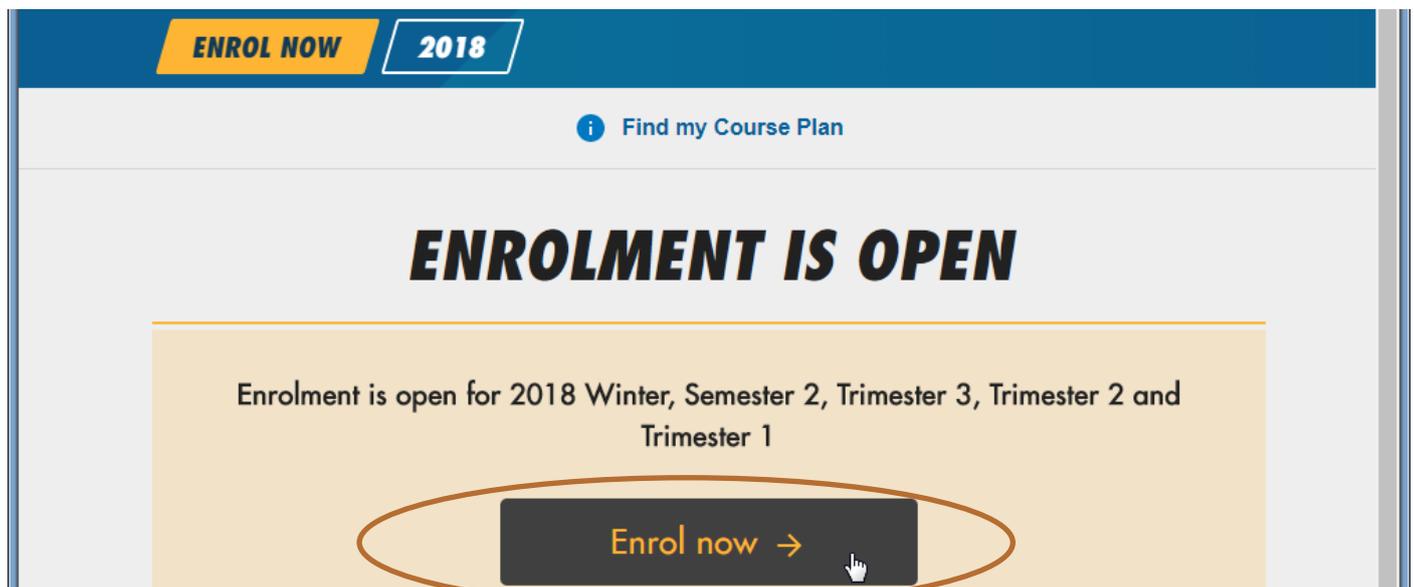
Click on the square icon at the top left corner of the screen to take you to the 'MY COURSE' screen.

7. Select MY COURSE



Click on the 'MY COURSE' button.

8. MY COURSE screen



Click on 'Enrol Now' to take you to Student Connect to proceed with online enrolment.

Overview of Steps 1 to 7 for commencing and returning students

Step 1: Course Details

STUDENT CONNECT

Online Enrolment

Student ID: [redacted]
Academic year: 2018

Course: MASTER OF TESOL (AMTL)

Welcome [redacted] to the online enrolment process. It is your responsibility to ensure your enrolment complies with your course requirements. To complete enrolment in this course please follow the steps below.

Steps



Step 1. Course Details

Course: AMTL - MASTER OF TESOL
Campus: HANOI UNIVERSITY

Continue

Click 'Continue' to confirm the course displayed is your chosen course.

Step 2: Student Declaration

Steps



Step 2. Privacy Notice

PLEASE READ THE FOLLOWING NOTICE BEFORE PROCEEDING

Victoria University has a Privacy Policy that refers to the collection and handling of personal and health information by the University in a way that establishes a reasonable balance between an individual's right to control the use of their personal information, with the University's need to ensure that it can collect and use information with confidence in order to perform its functions. A Privacy Collection Statement for use in relation to the collection of information from staff and students is available under Appendix One of the Privacy Policy. A copy of the policy is available through [ASKVU](#)

Student Declaration for [redacted]

- I declare that to the best of my knowledge the information given in this application is correct and complete.
- I consent to Victoria University's collection, use and disclosure of my personal information to Victoria University staff in Australia and internationally, for the primary purpose of enabling me to enrol in a course of study, and enable Victoria University to deliver the course and related services to me.
- I have read the Privacy Notice and I understand that my personal information will be treated in accordance with Victoria University's Privacy Policy.
- I agree to pay all fees and charges arising from this enrolment by the due date. I understand that if I enrol late or amend my enrolment late, that I may be liable for any late fees or other penalty that Victoria University may set from time to time. I understand that any late amendment to my enrolment is conditional on the college or school's written approval and my payment of any fees or charges. Also, I understand that late payment of any fees may result in my not being able to enrol, or my enrolment being suspended or cancelled.
- I acknowledge that Victoria University will be communicating information to me electronically unless an alternative means of communication that is reasonable in specific circumstances has either been agreed or is required by law and that I should access the correspondence of my Victoria University account on a regular basis.
- I agree to abide by Victoria University's statutes, regulations and policies.

Enrolment Terms and Conditions in full can be accessed on www.vu.edu.au/Enrolment-Conditions

I have read the Privacy Notice and agree to the Student Declaration

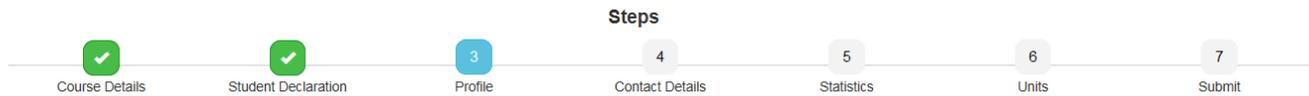
I have read the student declaration

Please click on the button to record your declaration.

Confirm to proceed to the next step

Please take your time to read privacy notice. To confirm that you have read the privacy notice and student declaration click on "I have read the student declaration" box and the 'Confirm' button.

Step 3: Profile



Step 3. Profile

Your personal profile details are below. On this page you can nominate your Preferred Given Name and your Name Format. If no changes are required, please proceed to next step.

To amend any other details you must complete the [Personal Details Form](#) and provide documentary evidence to a [Student Service Centre](#).

Student ID: [Redacted]

Email: [Redacted]

Title: [Redacted]

Surname: [Redacted]

Given Names: [Redacted]

Gender: [Redacted]

Date of Birth: [Redacted]

Preferred Given Name:

Name Format:

Please proceed to the next step

Check that all your details correct then click 'Save'.

To amend any other details you need to complete a 'Personal Details Amendment' form with proof of personal details to the Administrative Officer at your education provider.

Step 4: Contact Details



Step 4. Contact Details

Your contact information is below. If no changes are required, please save and proceed to the next step

Notes: [Icon]

POSTAL ADDRESS Effective From: 09/01/2018	[Redacted]	<input type="button" value="Update"/>
HOME ADDRESS Effective From: 09/01/2018	[Redacted]	<input type="button" value="Update"/>
SEMESTER ADDRESS Effective From: 09/01/2018	[Redacted]	<input type="button" value="Update"/>
EMERGENCY CONTACT *	No existing address record	<input type="button" value="Add"/>

If all mandatory addresses and emergency contact details are correct, please save to proceed to the next step

to proceed to the next step

Your contact details are already uploaded on the system. To make changes or update your contact details click on 'Update' and make changes accord.

You are required to update an 'Emergency Contact' by clicking on the 'Add' button.

To confirm your contact details and proceed to the next step click 'Save'.

Step 5: Statistics

Steps

Course Details Student Declaration Profile Contact Details **5 Statistics** Units 6 Submit 7

Step 5. Statistics

Your statistical information is below. The questions displayed are relevant to your student record and course location. If no changes are required, please save and proceed to the next step.

Statistics are important - we use the information to plan for the changing needs of our students. We are also required to report this data to Australian Government authorities. Information is collected in accordance with the VU Privacy Policy. Please ensure your statistical information is current before proceeding to the next step.

1. Do you consider yourself to have a disability, impairment or long-term medical condition?

No, I do not have a disability
 Yes, I have a disability

5. In what country is your permanent home residence?

Australian Postcode:

Overseas Country:

6. In what country is your residence during the year?

Australian Postcode:

Overseas Country:

7. In what country were you born?

Born in Australia
OR
Overseas Country:

8. Do you speak a language other than English at Home?

English
OR
Other Language:

10. What was the highest level of education completed by your Parent/Guardian # 1 and your Parent/Guardian # 2

Parent/Guardian 1:

Parent/Guardian 2:

to proceed to the next step.

You need to complete all statistical information and click 'Save' to proceed to the next step.

Step 6: Units

Steps

Course Details Student Declaration Profile Contact Details Statistics **6 Units** 7 Submit

Step 6. Units

Some Recommended Units for your course may appear below. You can add, modify and confirm your unit selection(s).

More information is available in the **Notes**: [+](#)

Yr/Semester	Unit Code	Campus	Credit Point Value	Unit Status	Action	Options
No current unit enrolment — please add units via the Unit Search.						

Search for a Unit Code:

Click on 'Add Units' to choose the correct unit of study and the correct intake.

Note: You can only choose units for the current year. If your studies need to carry over to the following year, you will need to enrol into the remainder of the units when the new year.

Unit Search

Use the **Unit Search** to find and select your units. Follow these simple steps:

1. Insert the required search parameters (Note that entering the relevant **Unit Code** will give the best search results list)
2. Select the campus location required
3. Select the **SEARCH** button. (Unit offerings matching your search parameters will then be displayed)
4. Make your selections by ticking **ADD** to include the selected unit to your enrolment.

Hints for Effective Searching:

Unit Code:

Unit Title:

Academic Period:

Teaching Period:

Campus:

* Denotes a mandatory field

Type in Unit Code and then click 'Search' to choose the correct intake.

Leave all other fields as the way they are.

Unit Code	Unit Name	Credit Point Value	Yr/Semester	Campus	Action
AED5009	INNOVATION	24	2018/3ASIA	V3	<input checked="" type="checkbox"/> ADD
AED5009	INNOVATION	24	2018/1ASIA	V3	<input type="checkbox"/> ADD
AED5009	INNOVATION	24	2018/4ASIA	V3	<input type="checkbox"/> ADD
AED5009	INNOVATION	24	2018/2ASIA	V3	<input type="checkbox"/> ADD

Choose the preferred unit by ASIA semester by clicking against the 'Add' box.

Some Recommended Units for your course may appear below. You can add, modify and confirm your unit selection(s).

More information is available in the **Notes**:

Enrolment as at 9/1/2018

Yr/Semester	Unit Code	Campus	Credit Point Value	Unit Status	Action	Options
2018 / 2ASIA	AED5001	V3	24	UNCONFIRM	<input checked="" type="checkbox"/> CONFIRM	EDIT
2018 / 1ASIA	AED5008	V3	24	UNCONFIRM	<input checked="" type="checkbox"/> CONFIRM	EDIT
2018 / 3ASIA	AED5009	V3	24	UNCONFIRM	<input checked="" type="checkbox"/> CONFIRM	EDIT

Search for a Unit Code: [Add Units](#)

To confirm you unit selection click 'Next'.

Some Recommended Units for your course may appear below. You can add, modify and confirm your unit selection(s).

More information is available in the **Notes**:

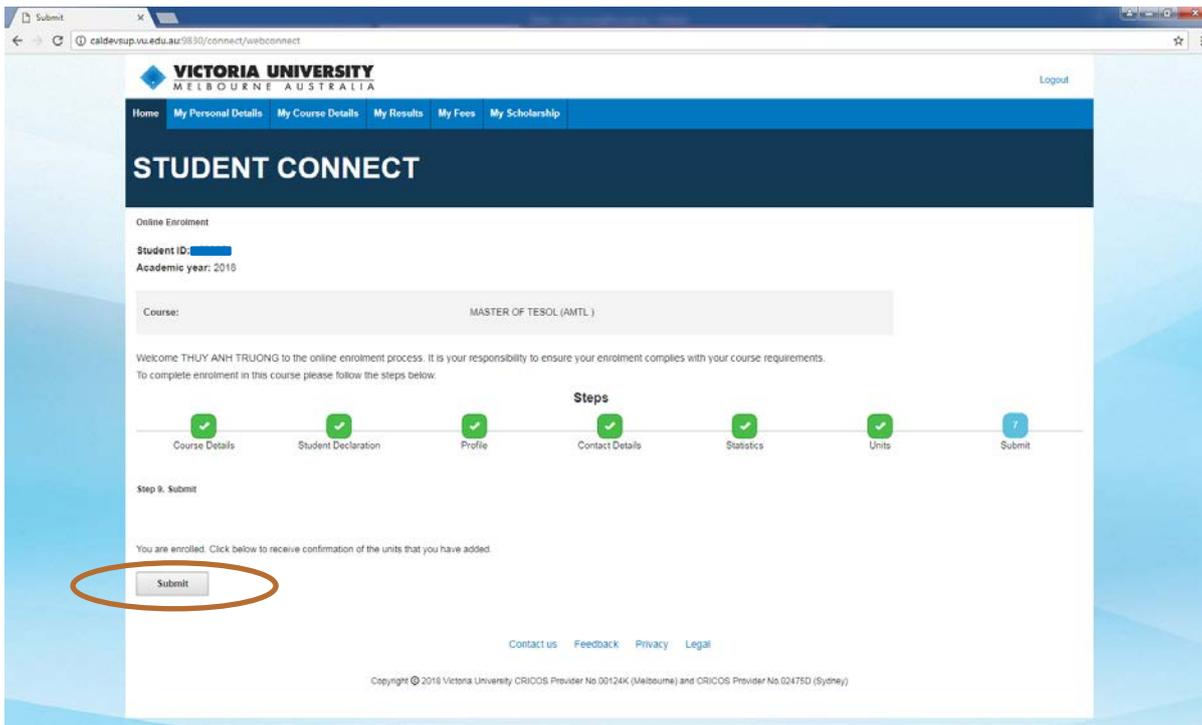
Enrolment as at 9/1/2018

Yr/Semester	Unit Code	Campus	Credit Point Value	Unit Status	Action
2018 / 2ASIA	AED5001	V3	24	ENROLLED	ENROL
2018 / 1ASIA	AED5008	V3	24	ENROLLED	ENROL
2018 / 3ASIA	AED5009	V3	24	ENROLLED	ENROL

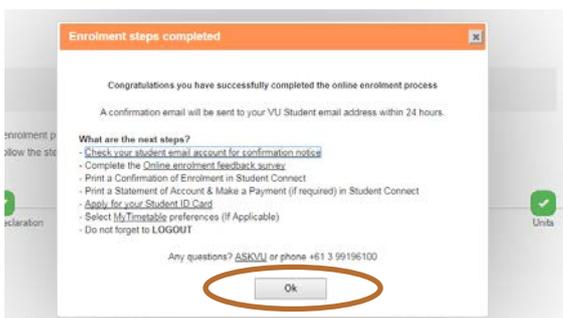
Note: Invalid units will be removed automatically, if you need to add more units please cancel and add units relevant for your course requirements.

Click 'Save' to proceed to the next step.

Step 7: Submit



Click 'Submit' to complete the enrolment process.



A pop-up message 'Enrolment steps completed' will appear. Click on 'Ok' to view your 'Confirmation of Enrolment' on screen.

