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# MYVU ENROLMENT GUIDE

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## International Commencing Students

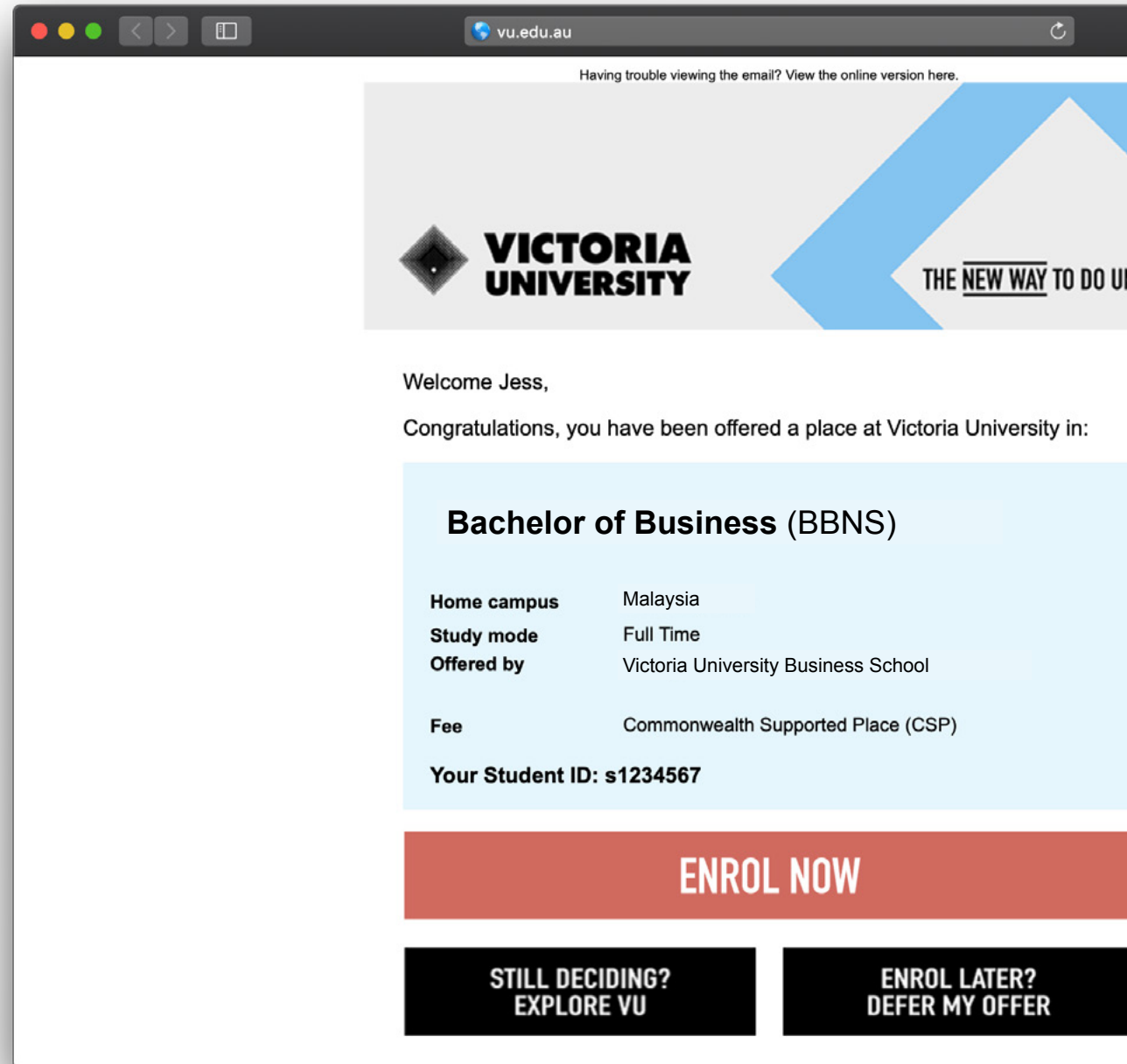
**Last updated:** September 2023

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CRICOS No. 00124K (Melbourne), 02475D (Sydney and Brisbane), RTO 3113,  
TEQSA No. PRV12152, Provider Category: Australian University

## Accessing the platform and getting started

You can use MyVU to enrol online, access your unit content via VU Collaborate and more.


If you need help at any stage during the enrolment process, click the drop down menu in the top right of the screen and select one of our contact options (live chat, phone, in person at [VUHQ](#)), or your site administrator.



The screenshot shows a web browser window displaying an email notification from Victoria University. The browser's address bar shows 'vu.edu.au'. At the top of the email content, there is a link: 'Having trouble viewing the email? View the online version here.' The Victoria University logo and the slogan 'THE NEW WAY TO DO U' are visible. The main text of the email reads: 'Welcome Jess, Congratulations, you have been offered a place at Victoria University in:'. Below this, a light blue box contains the following details: 'Bachelor of Business (BBNS)', 'Home campus: Malaysia', 'Study mode: Full Time', 'Offered by: Victoria University Business School', 'Fee: Commonwealth Supported Place (CSP)', and 'Your Student ID: s1234567'. At the bottom of the email, there are three buttons: a large red 'ENROL NOW' button, a black 'STILL DECIDING? EXPLORE VU' button, and a black 'ENROL LATER? DEFER MY OFFER' button.

vu.edu.au

Having trouble viewing the email? View the online version here.

 **VICTORIA UNIVERSITY**

THE NEW WAY TO DO U

Welcome Jess,

Congratulations, you have been offered a place at Victoria University in:

**Bachelor of Business (BBNS)**

|                    |                                     |
|--------------------|-------------------------------------|
| <b>Home campus</b> | Malaysia                            |
| <b>Study mode</b>  | Full Time                           |
| <b>Offered by</b>  | Victoria University Business School |
| <b>Fee</b>         | Commonwealth Supported Place (CSP)  |

**Your Student ID: s1234567**

**ENROL NOW**

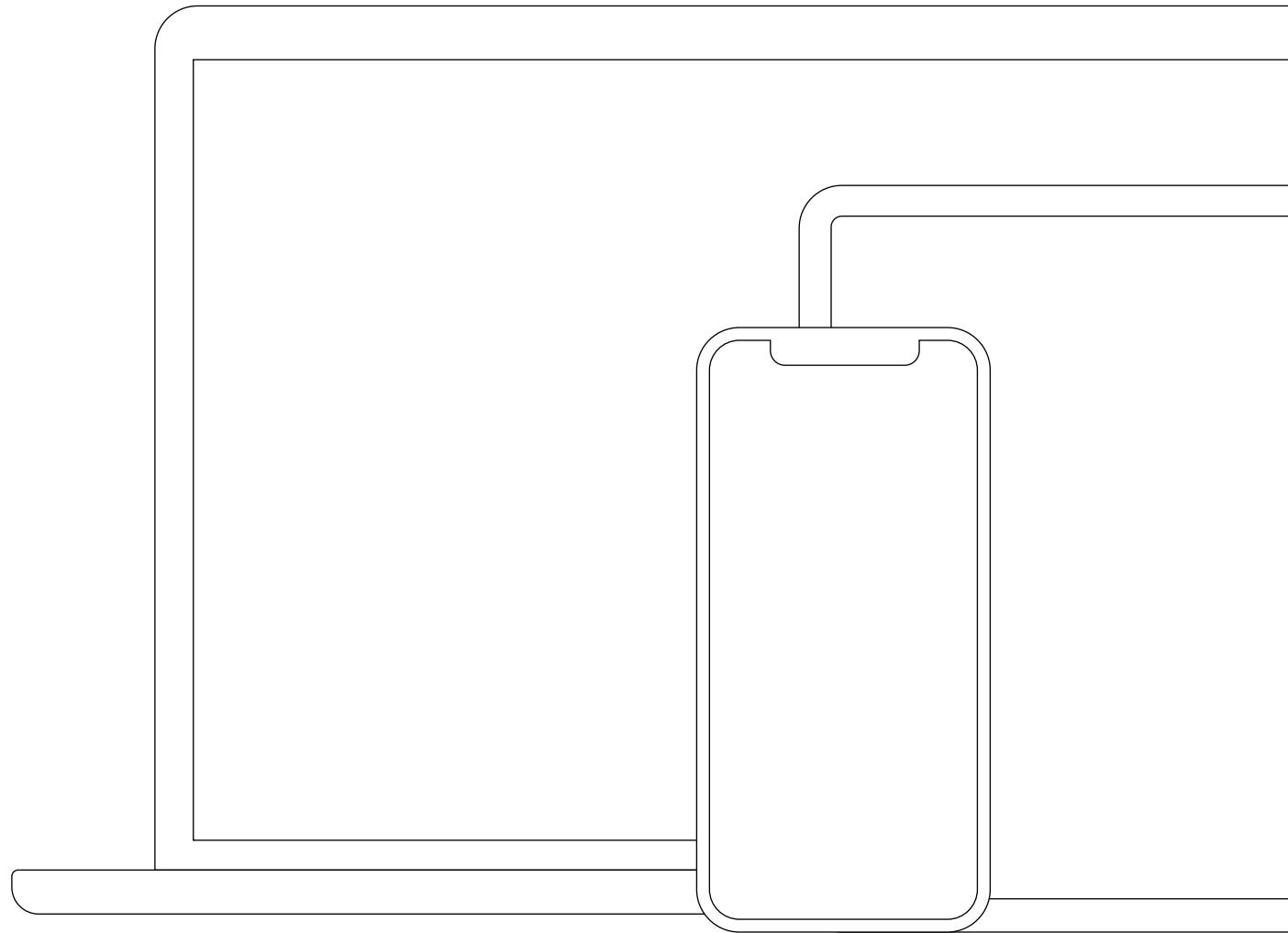
**STILL DECIDING?  
EXPLORE VU**

**ENROL LATER?  
DEFER MY OFFER**

## Getting set up to enrol

You can enrol online on a desktop, tablet or mobile phone. The recommended browser is Google Chrome. Select enable pop-ups for online enrolment as this will enable any warnings and error messages to be viewed.

More information on enabling pop-ups is available [here](#).



## Logging into MyVU

You will need a valid VU account and password to log in to MyVU.

### Multi-factor authentication

All VU student accounts are required to have multi-factor authentication. Multi-factor authentication (MFA) adds an extra layer of security to help protect your information and VU's data. For more information, go to [vu.edu.au/mfa](https://vu.edu.au/mfa)

**LOG IN**

Log in once for access to multiple VU systems

Please provide your Student/Staff Id so we can locate the correct identity provider for your account.

Student or Staff Id

s0000000@live.vu.edu.au

**Log in**

Problems logging in?  
Forgot password FAQ

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To log in, enter “s” (lowercase) followed by your student ID number@live.vu.edu.au. (e.g. s0000000@live.vu.edu.au). Your default password will be set to “Temp” (uppercase T) followed by your date of birth in the format TempDDMMYYYY.

**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 the next page.

**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.

# Start your enrolment

Once you have signed in you will land on your personalised welcome page.


Click the hamburger menu  on the top left hand side of your screen and click on MY COURSE.

This will take you through to your enrolment page.

Click on Enrol now.



Please read the student declaration notice before you click on I have read... and click on Start.

Please confirm that the details are correct on your personalised page. If this is not you or the details are incorrect, please contact [VUHQ](#) by clicking on the question mark  in the top right corner of the screen.

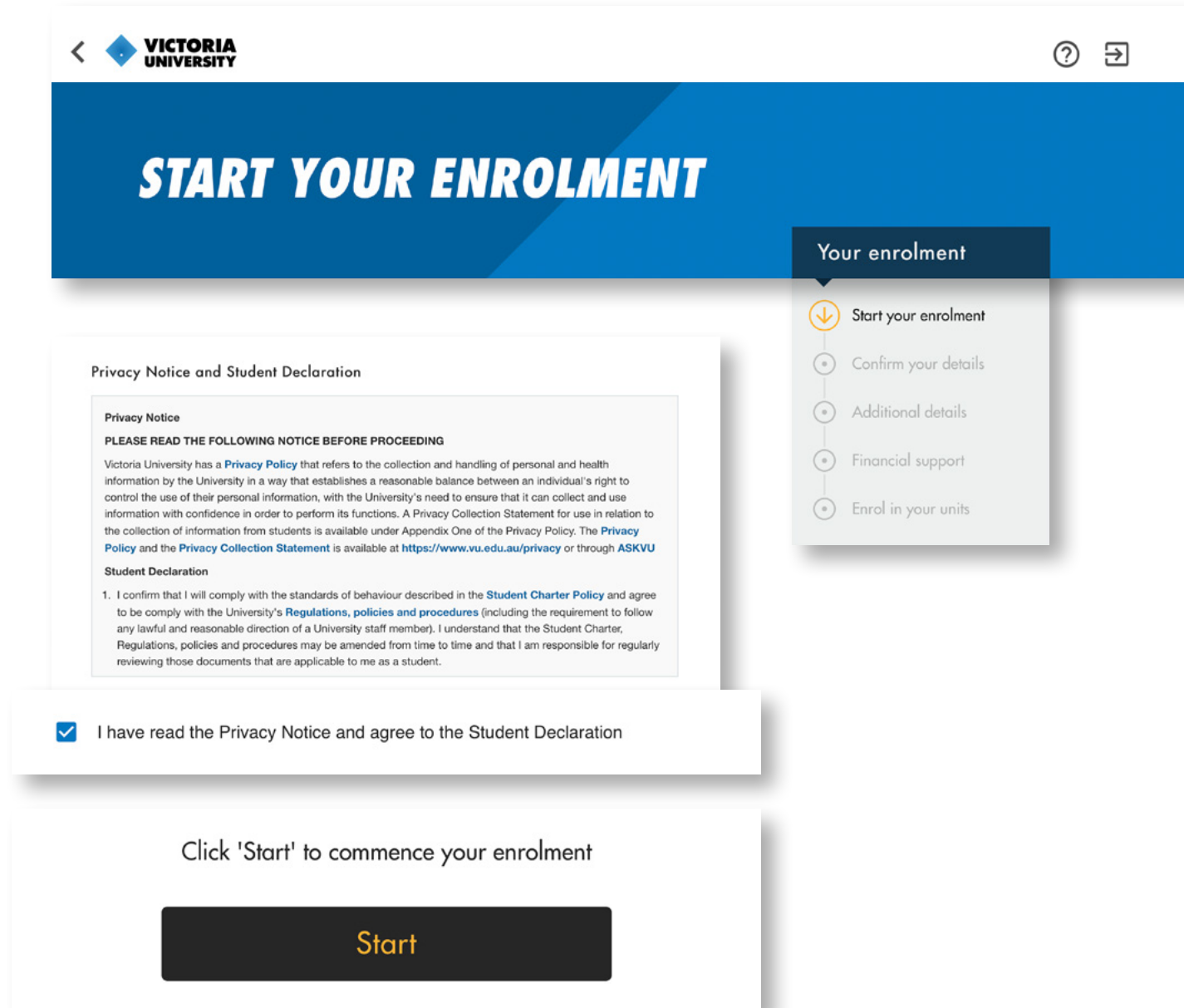
You will also have a 'home base' campus which is the main campus where you will study.

You can track your enrolment process by looking at the navigation bar to the right of the screen.

You can click on this at any time to go back to a previous step.

When you have read and agreed to the student privacy notice and declaration, click the check box in order to commence your enrolment.

Then click the Start button at the bottom of the screen.



**VICTORIA UNIVERSITY**

# START YOUR ENROLMENT

**Your enrolment**

- Start your enrolment
- Confirm your details
- Additional details
- Financial support
- Enrol in your units

**Privacy Notice and Student Declaration**

**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 students is available under Appendix One of the Privacy Policy. The [Privacy Policy](#) and the [Privacy Collection Statement](#) is available at <https://www.vu.edu.au/privacy> or through [ASKVU](#)

**Student Declaration**

1. I confirm that I will comply with the standards of behaviour described in the [Student Charter Policy](#) and agree to be comply with the University's [Regulations, policies and procedures](#) (including the requirement to follow any lawful and reasonable direction of a University staff member). I understand that the Student Charter, Regulations, policies and procedures may be amended from time to time and that I am responsible for regularly reviewing those documents that are applicable to me as a student.

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

Click 'Start' to commence your enrolment

**Start**

# Confirm your details

## Personal details

Your personal details should be prefilled with information retrieved from your application.

If any of these details are incorrect, please click on the Personal details amendment form and complete the PDF. You can submit the form with supporting documents at VUHQ or via ASKVU.

If there is a name you would prefer to go by, please enter it under What do you prefer to be called? This may be the same or different from your given name.

**VICTORIA UNIVERSITY**

# CONFIRM YOUR DETAILS

## Your enrolment

- Start your enrolment
- Confirm your details**
- Additional details
- Financial support
- Enrol in your units

### Personal details

The information shown in this box is based on details you provided on your initial application.  
If you need to amend any of these details, please fill in the following form:

#### Personal details amendment form

|               |            |
|---------------|------------|
| Title         | MISS       |
| Given names   | JESS       |
| Surname       | CITIZEN    |
| Gender        | F          |
| Date of birth | 1 Jan 2000 |

#### What do you prefer to be called?

Preferred name  
JAY

## Address details

Enter your permanent home address. If your residential and postal addresses are different, untick the box and fill in the required fields.

We also require the details of a person to contact in case of emergency. Provide their contact details in the Emergency Contact field.

Click Submit & continue.

### Address details

**Permanent home address**

Country  
MAURITIUS

Address Line 1  
ROYAL ROAD

Address Line 2

Address Line 3

Suburb / City / District  
TYRACK

State / Region / Province  
RIV-DES-ANGUILLES.

Postcode / ZIP

**Do you know where you will be living in Australia?**

Yes  No

**Contact address**

Country  
AUSTRALIA

Address Line 1  
3 Bcrg Pl

Address Line 2

Suburb  
COBURG

State  
VIC.

Postcode  
3058

**Emergency contact**

Contact name  
MIL A BARRY


Contact number  
0433490101

Relationship  
Sibling

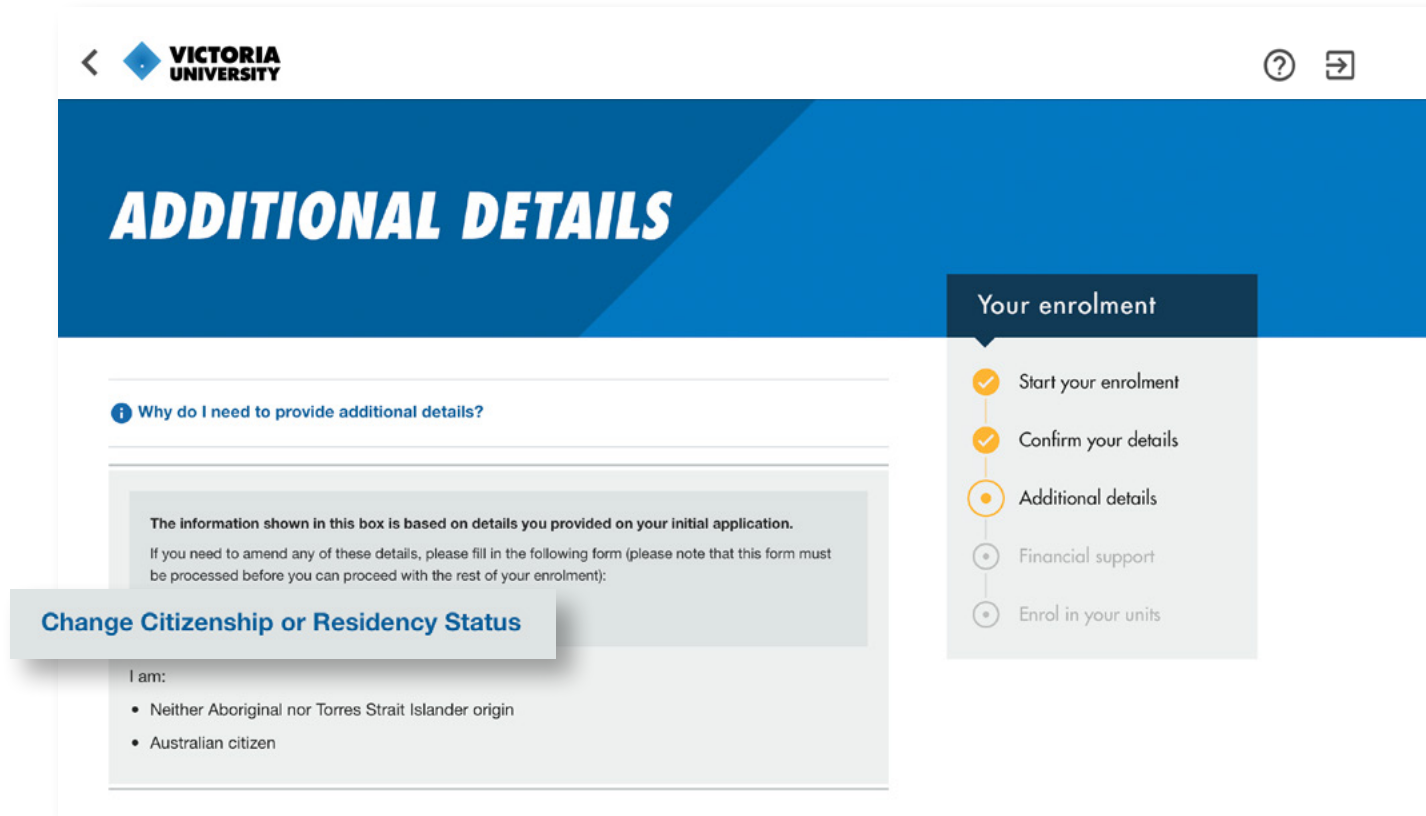
**Save**







## Additional details


The Additional details page is where we collect information that is required by the Australian Government for reporting purposes. Remember, if you don't know what the question means, click on the question mark  for more information.

The information in the grey box at the top of the page is the information you have provided in your application. If this information is incorrect, please click on the Change of Citizenship or Residency Status Form and complete the PDF.



# ADDITIONAL DETAILS

 Why do I need to provide additional details?






The information shown in this box is based on details you provided on your initial application.  
If you need to amend any of these details, please fill in the following form (please note that this form must be processed before you can proceed with the rest of your enrolment):

**Change Citizenship or Residency Status**

I am:

- Neither Aboriginal nor Torres Strait Islander origin
- Australian citizen

### Your enrolment

-  Start your enrolment
-  Confirm your details
-  Additional details
-  Financial support
-  Enrol in your units

When answering questions on this page, you may see the lettering come up in red. This means you have entered an incorrect number of digits or letters in the field. Once you have entered a correct set, you will be allowed to continue.

When you are ready, click Submit & continue.

Do you speak a language other than English at home?

What was the highest level of education you participated in before this course?

Where were you living during your final year of Secondary/High School?

Australia

Postcode Suburb

3029 Please provide your suburb.

Overseas

What was the highest level of education completed by your Parents/Guardians? <sup>?</sup>

Parent/Guardian 1 Parent/Guardian 2

Male  Female  Male  Female

Don't know Don't know

**Submit & continue**

# USI details

A USI (Unique Student Identification) is your individual education number. You keep this number for life and will use it for all of your higher education or training at any university, TAFE or other nationally registered training organisation in Australia.

You can log in and check or update your details at any time. For more information, view the USI government website.

**USI DETAILS**

**Unique Student Identifier (USI)**

The USI (Unique Student Identifier) is a ten digit identification number that is required for domestic and international students studying a recognised qualification in Australia. The USI must be provided at the time of enrolment as it's a mandatory government requirement.

\* Please ensure you use the same name in which you enrolled at VU. For example, if you enrolled as 'Jane Marie Smith', please make sure to use this same name when you apply for your USI. If you did not use a middle name and enrolled as 'Jane Smith', use that name for your USI.

Alternatively, if your legal name has changed and you are applying for a USI under your new name, ensure that you [update your personal details](#) at Victoria University using the Personal detail amendment form before you submit the USI. [Contact us](#) if you need assistance.

If you do not have a USI please create a new USI (or retrieve your existing USI) using the Australian government's USI portal [usi.gov.au](http://usi.gov.au)

**Do you have a first name and family name?**

Yes

|   |                                       |
|---|---------------------------------------|
| <b>First Name</b>                         | <b>Family Name</b>                    |
| <small>First Name</small><br>ABIRSM WBLSE | <small>Family Name</small><br>JBTJBTB |

No, I only have one name

**Date of Birth**

Date of Birth  
6 Mar 1990

**Unique Student Identifier(USI)**

Enter your 10 digit Unique Student Identifier (USI)

**Your enrolment**

- Start your enrolment
- Confirm your details
- Additional details
- USI details**
- Financial support
- Enrol in your units

## Enrol in your units

The Enrol in your units page will provide different options depending on the mode of study you are enrolled in.

**Block mode students (Sunway)** – your units may be pre-populated based on your course’s requirements and pattern of study for you to review and confirm. When units are pre-populated, you can make amendments to the unit offerings after submitting your enrolment.

If your units are not pre-populated, please consult your [course delivery plan](#).

# ENROL IN YOUR UNITS

### Your enrolment

- Start your enrolment
- Confirm your details
- Additional details
- USI details
- Enrol in your units

**Find your Course Delivery Plan**

**Important:** As part of your visa requirements, you must complete your course within the expected course duration as per your Confirmation of Enrolment (COE). To meet this requirement, you are encouraged to enrol in to full-time study load i.e. 48 Credit Points per semester. If you want to reduce your study load, you must apply for a **Reduced Study Load** form.

Your enrolment has been pre-filled with prescribed units to ensure you have met all of the requirements of your course and pattern of study. Amendments to unit offerings can only be made after you have submitted your enrolment. If you have any questions please contact **VUHQ**

**As part of your course progression, you are required to select one or more options as set out below:**

Selection Required - Year Level 1 **Select Option**

Please **contact your Course and Unit Advisor (CUA)** if you require assistance with your option selection(s).

### 2023 - Semester 1

| H1B1  | H1B2  | H1B3   | H1B4   |
|---|---|--|--|
| <b>BSK1000</b><br>My Business Future<br>12 points | <b>BMO1000</b><br>People and Organisations<br>12 points | <b>BEO1001</b><br>Economic Concepts and Application<br>12 points | <b>BEO1000</b><br>Business Data Analytics and Visualisation<br>12 points |
| CITY CAMPUS                                       | CITY CAMPUS   | CITY CAMPUS  | CITY CAMPUS  |
| IN-PERSON   | IN-PERSON   | IN-PERSON  | IN-PERSON  |

**2023 - Semester 2**

| H2B1   | H2B2  | H2B3   | H2B4               |
|--|---|--|--------------------|
| <p>CITY CAMPUS</p> <p><b>BLO1105</b></p> <p>Business law</p> <p>12 points</p> <p>IN PERSON</p> | <p>CITY CAMPUS</p> <p><b>BHO1000</b></p> <p>Marketing Theory and Practice</p> <p>12 points</p> <p>IN PERSON</p> | <p>CITY CAMPUS</p> <p><b>BAO1000</b></p> <p>Financial Literacy and Decision Making</p> <p>12 points</p> <p>IN PERSON</p> | <p>Unavailable</p> |

Once you are happy with your enrolment, click '**Submit enrolment**' to lock in your units.

**Submit enrolment**

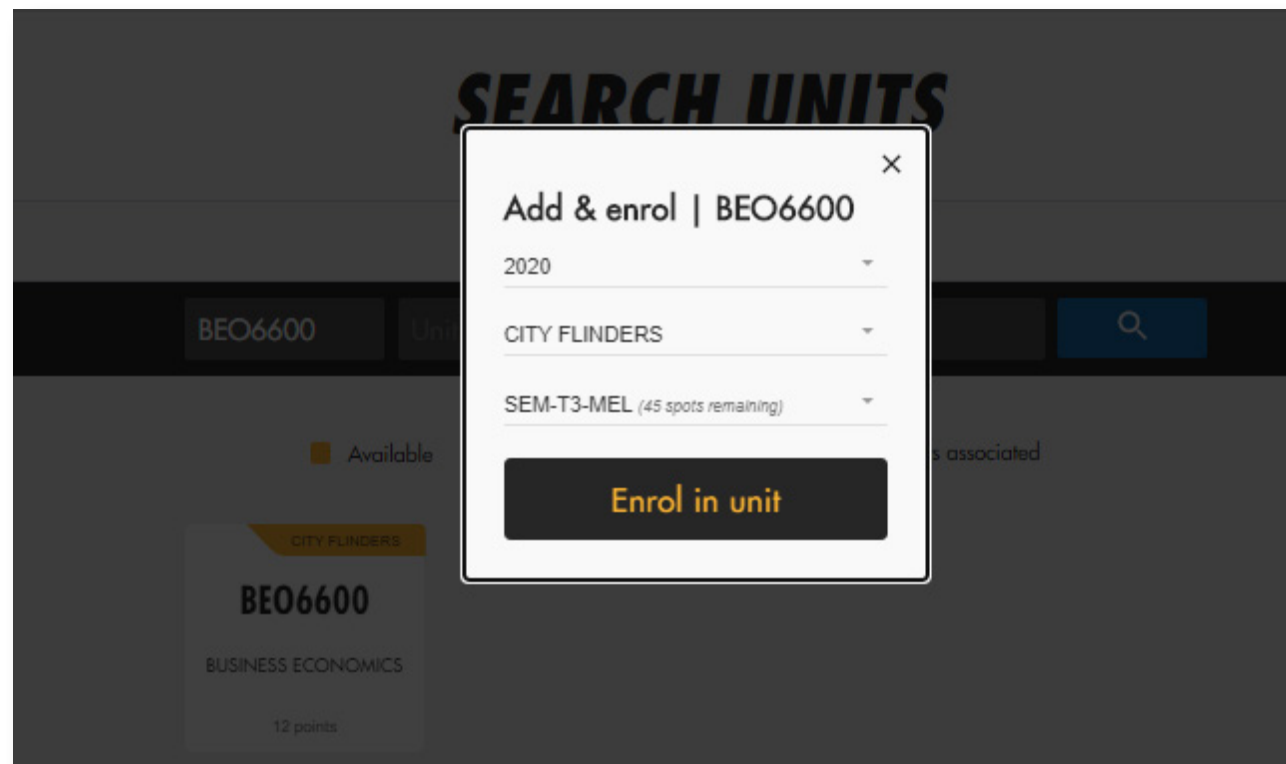
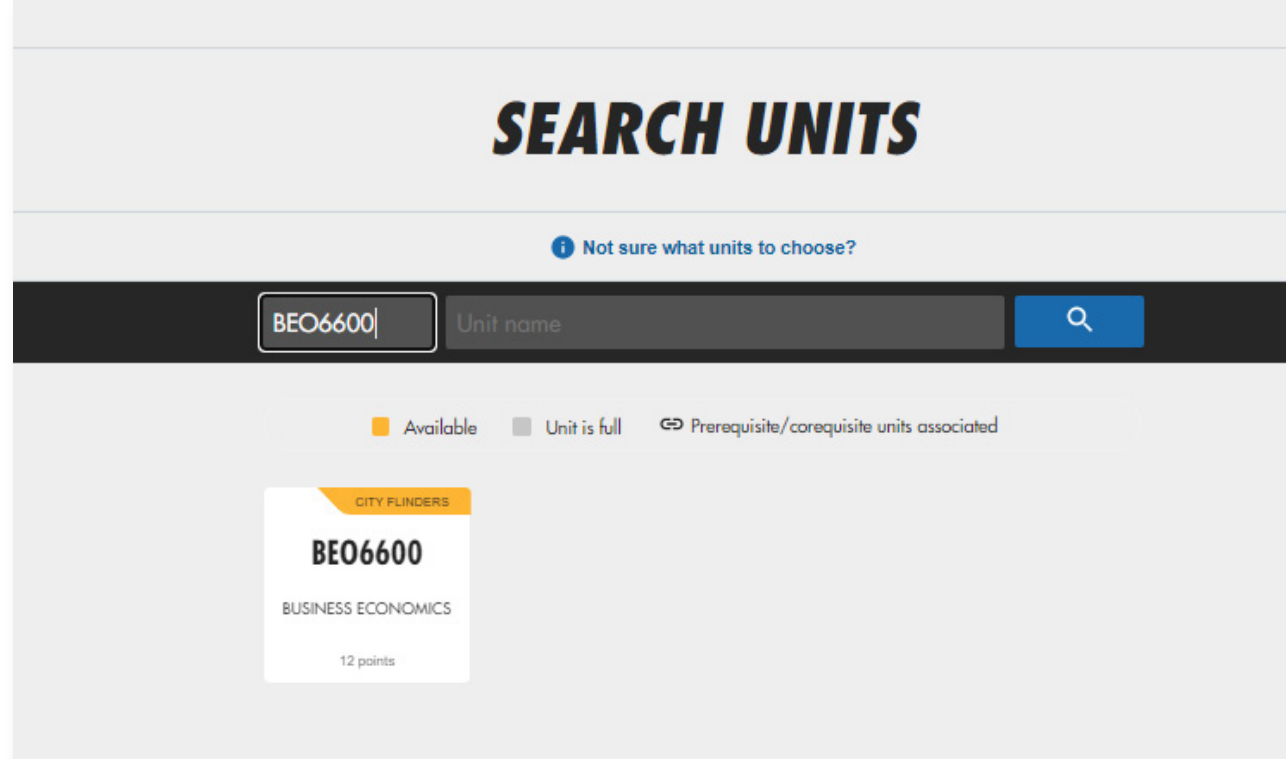
## When teaching period is unavailable

When a teaching period is not yet open for enrolment, it will display as unavailable. You will need to enrol in your remaining units when the next enrolment period opens.

The screenshot shows the Victoria University enrolment system interface. At the top left, there is a back arrow and the Victoria University logo. The main header is a blue banner with the text "ENROL IN YOUR UNITS". Below the banner, there is a section with a blue information icon and the text "Find your course plan". A grey box in the center contains the message "You are currently not enrolled in any units." Below this, there is a blue button labeled "+ Add unit" and a line of text: "To search and add units to enrol, click the 'Add unit' button." At the bottom, there is a large black button with the text "Submit enrolment" in orange. On the right side, there is a dark blue sidebar titled "Your enrolment" with a list of steps: "Start your enrolment" (highlighted with a yellow arrow), "Confirm your details", "Additional details", "USI details", "Financial support", and "Enrol in your units".

You can search for, add or remove units from your upcoming study period, including summer and winter school. Block mode students – your units will be pre-populated for you to review and confirm. You will not have the ability to add units.

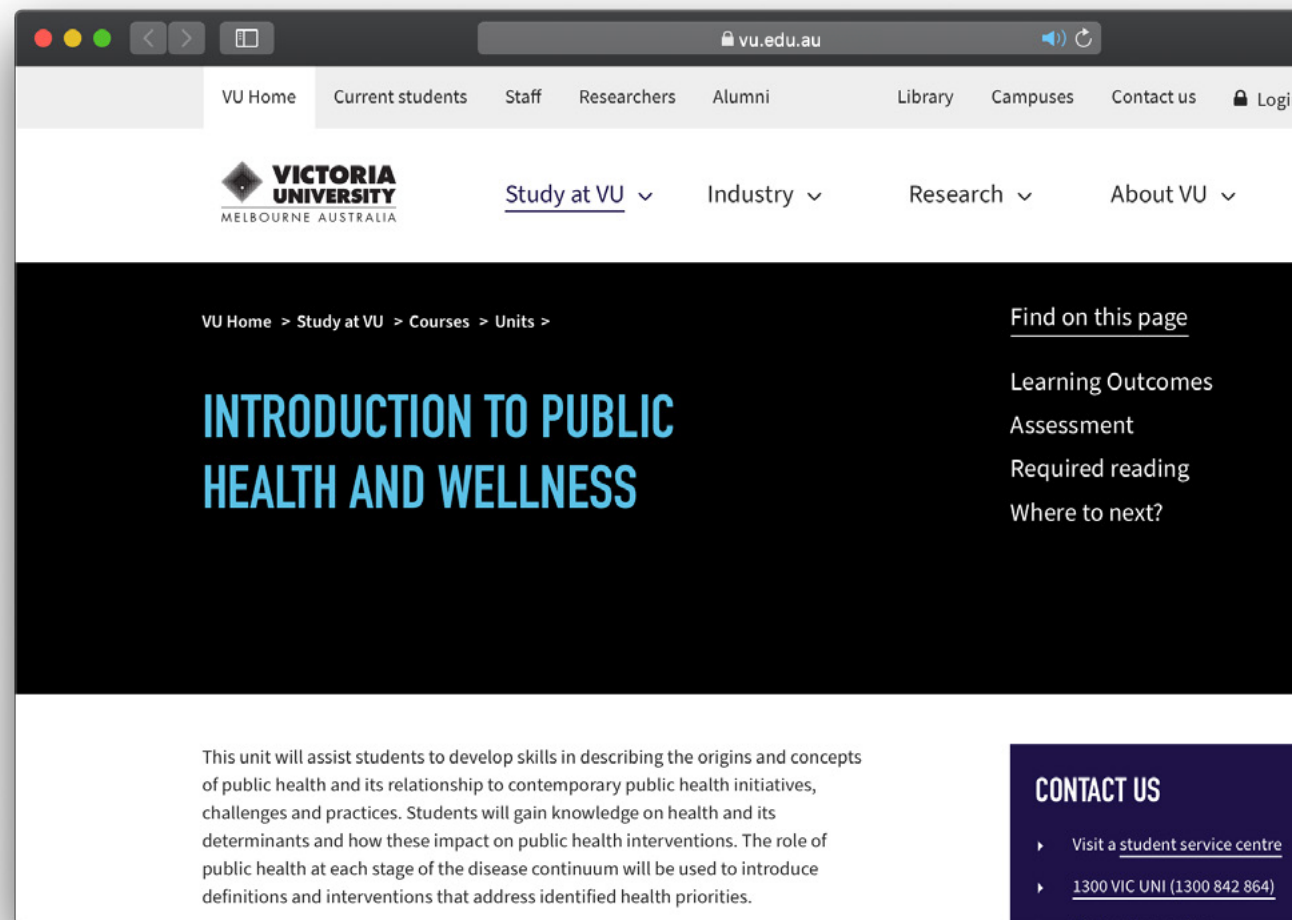
Each unit tile has the campus location, unit code, unit name, and the number of credit points. Hovering over a tile will bring up options to remove or edit the unit.





## View unit details

To find out more about the unit, click on Unit details. This will take you to the unit description on the website which includes assessment details, learning outcomes and prerequisite requirements.





## Add units (non-block mode students)

Click on Add units, then use the search bar at the top of the page to search by unit code or name. If you do not know the full unit code or name, you can type in a portion of the unit name, which will retrieve all units with the search item in it. The more specific your search terms are, the more refined your selection will be.

To add the unit, hover over the tile, click add and then select the year, campus and study period you would like to complete that unit in. To see more information about the unit, click on Unit details. This will take you to the full unit description on the VU website.

Please note that the system will only allow you to add units that you are eligible for, including any pre-requisites and units outside of your course plan. The units you can choose are defined by the Course Delivery Plan for your particular course. To view this, click on Find your course plan at the top of the Enrol section of your unit page.

Once you have finished adding your units, click the Submit Enrolment button.

# SEARCH UNITS

[Not sure what units to choose?](#)

Unit code:

Available    Unit is full   [Prerequisite/corequisite units associated](#)

|  |   |  |  |
|--|---|--|--|
| <b>BBB3100</b><br>BUSINESS INTEGRATED LEARNING<br>12 points<br>INTERNET (AUS...) | <b>BCO1102</b><br>INFORMATION SYSTEMS FOR BUSINESS<br>12 points<br>MULTIPLE LOCA... | <b>BCO2000</b><br>BUSINESS PROCESS MODELLING<br>12 points<br>VU SYDNEY | <b>BE01106</b><br>BUSINESS STATISTICS<br>12 points<br>FOOTSCRAY PARK |
| <b>BEO6600</b><br>BUSINESS ECONOMICS<br>12 points<br>CITY FLINDERS               | <b>BGP7730</b><br>BUSINESS RESEARCH PROJECT<br>12 points<br>MULTIPLE LOCA...        | <b>BLO1105</b><br>BUSINESS LAW<br>12 points<br>VU SYDNEY               | <b>BMO2004</b><br>BUSINESS ETHICS<br>12 points<br>FOOTSCRAY PARK     |

# ENROLMENT GUIDE

Your enrolment has been pre-filled with prescribed units to ensure you have met all of the requirements of your course and pattern of study.

Amendments to unit offerings can only be made after you have submitted your enrolment.

If you have any questions please contact [VUHQ](#)

## Your enrolment

- ✓ Start your enrolment
- ✓ Confirm your details
- ✓ Additional details
- ✓ Financial support
- Enrol in your units

Unit enrolment guide

← BACK

## 2020 - Semester 1

✓ Classes are available ✓ Classes are full

### Core units

|         | SEM-8W-B1 | SEM-8W-B2 |
|---------|-----------|-----------|
| HNB2101 | ✓         | ✓         |
| HNB2105 | ✓         | ✓         |
| HNB2106 | ✓         | ✓         |
| RBM2101 | ✓         | ✓         |

## Unit Enrolment Guide

If your course's units are offered in block mode, the Unit Enrolment Guide will display their availability in either four-week or eight-week blocks.

If units have been pre-populated based on your course requirements and pattern of study, the Unit Enrolment Guide will ask you to review and confirm these units.

## Important message for International students

As part of your visa requirements, you need to enrol in a full-time load in order to complete your study within the expected course duration. If you need to change your study load, you must apply by completing the [Reduced Study Load form](#) and sending it through for approval.

## Enrolment submitted

Congratulations, you are now enrolled.

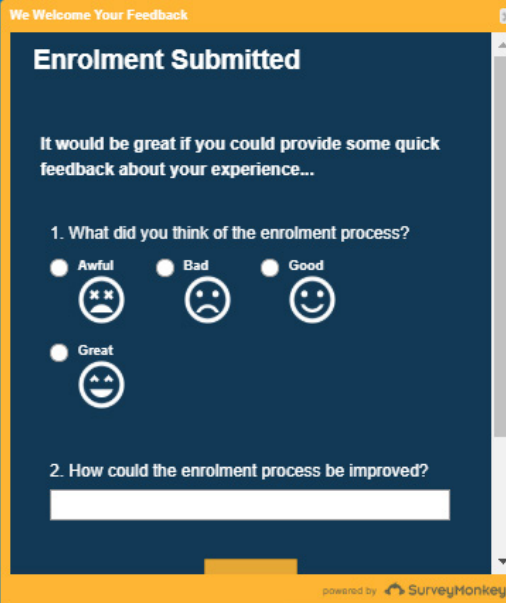
You will now have the opportunity to provide some feedback on the enrolment process to help us keep improving the enrolment platform by completing a survey.

We suggest that you spend some time exploring MyVU for personalised weekly guides to events, resources, important information and handy hints.

If you wish to make amendments to your enrolment, click on Go to MyVU and click on My Course.

## THANKS JESS CITIZEN

Congratulations, you have successfully enrolled!



The screenshot shows a feedback survey window titled "We Welcome Your Feedback" with a sub-header "Enrolment Submitted". The main text asks for quick feedback on the enrolment process. The first question is "1. What did you think of the enrolment process?" with four radio button options: "Awful" (sad face), "Bad" (neutral face), "Good" (happy face), and "Great" (very happy face). The second question is "2. How could the enrolment process be improved?" with a text input field. The SurveyMonkey logo is visible at the bottom right of the window.



## THANKS JESS CITIZEN

Congratulations, you have successfully enrolled!

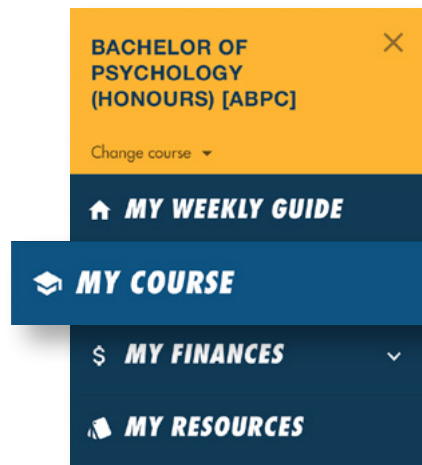
Next steps: Check out MyVU to access your weekly guide, student tools and more!

[Go to MyVU →](#)



From here you will have the ability to edit your enrolment. However, this may impact your course progression.

If you have any questions, please visit [VUHQ](#), or your site administrator.



# Your next steps checklist

## ◆ Add MyVU to your mobile

The MyVU app provides access to your student details including enrolment information, Statement of Account, VU Collaborate, results and examination information.  
[vu.edu.au/course-delivery-plans](http://vu.edu.au/course-delivery-plans)

## ◆ Activate your student email

All students have a VU student email account. You are expected to set up this email and check it regularly for key information and important notices.

Your account will be created 24–48 hours after you have enrolled.

Follow the instructions to activate your student email account.

[vu.edu.au/student-email](http://vu.edu.au/student-email)

## ◆ Get advice

Visit Welcome to VU for valuable tips about getting started, including information about enrolment, getting involved and getting help.  
[vu.edu.au/student-life/welcome-to-vu](http://vu.edu.au/student-life/welcome-to-vu)

## ◆ Check your fees

When you enrol in your course, any fees you need to pay will be outlined in your Statement of Account (invoice). You can check your invoice through MyVU.

Ensure you pay your fees before the relevant [Census date](#) to avoid any financial penalty. Find out more about your [fees](#).

