MYVU ENROLMENT GUIDE

DOMESTIC COMMENCING STUDENTS

VICTORIA UNIVERSITY

ACCESSING THE PLATFORM AND GETTING STARTED

Accessing the enrolment platform is easy. Click on the Accept Now or Enrol Now link in your offer email and use your student details to log in to **MyVU**.

You can use MyVU to enrol online, access your unit content via VU Collaborate, pay your fees, 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, or in person at **VUHQ**).

FOR VU ONLINE STUDENTS

Business & Nursing students, please contact the Student Enrolment Advisors on 1300 043 531 or via email at **studentsupport@online.vu.edu.au**.

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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 Arts (ABAB)

|	
Home campus	Footscray Park
Study mode	Full Time
Offered by	College of Arts and Education
Fee	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**.
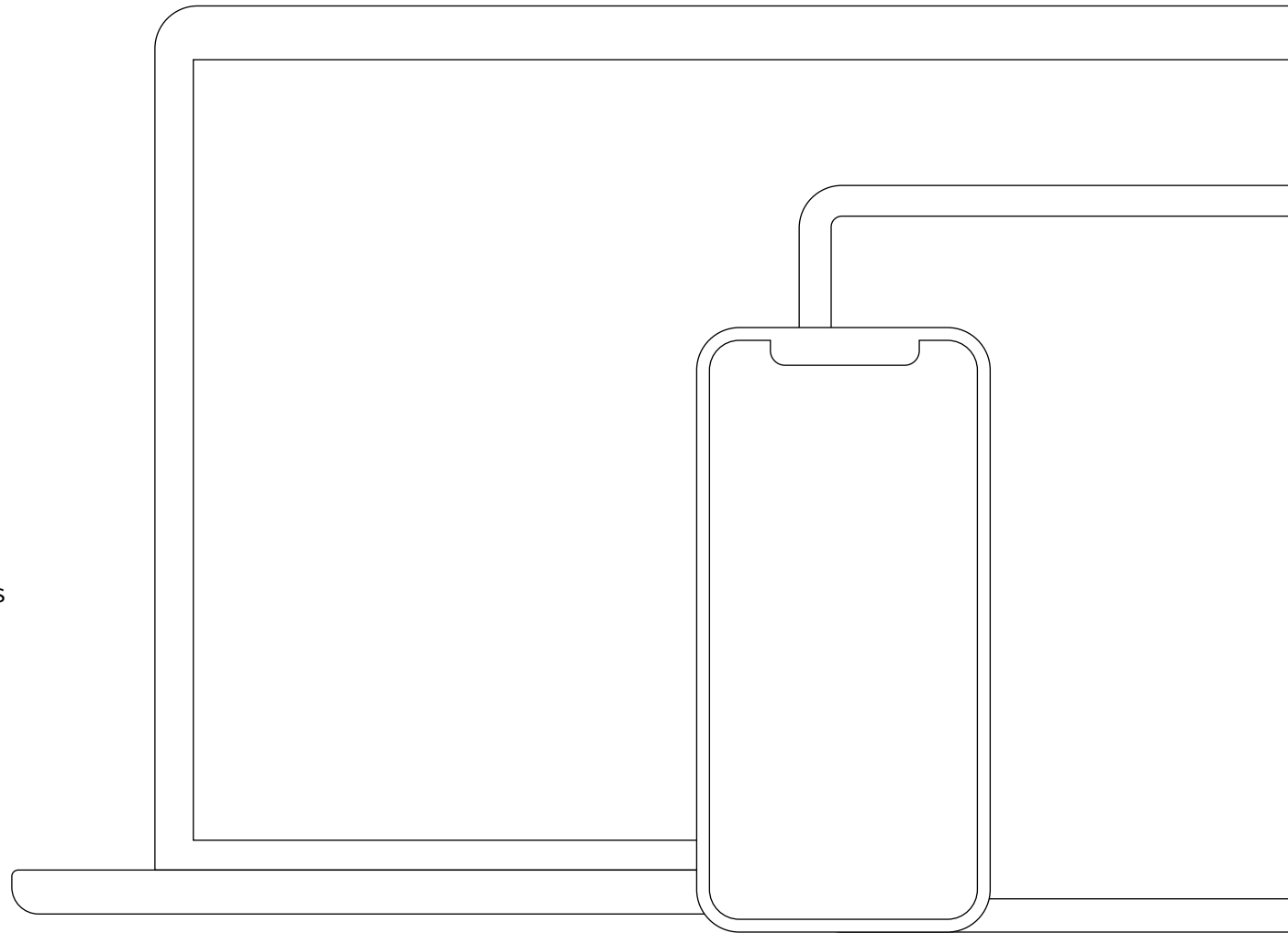
Logging into MyVU

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

Click on the Accept Now/Enrol Now button in your offer email to log in.

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

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.

Type in your personal email address and a mobile number.

Click Continue to go the next page.

Type in current password followed by new password.

Click on Change password to go to MyVU.

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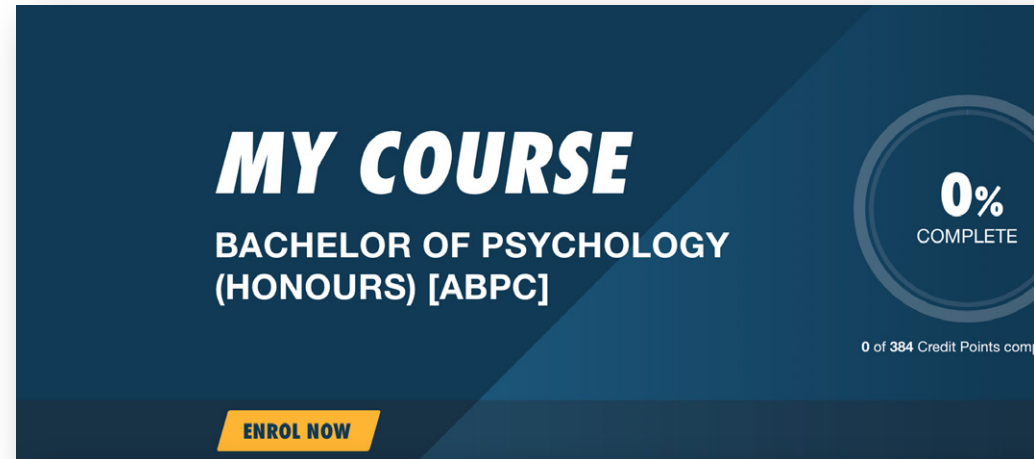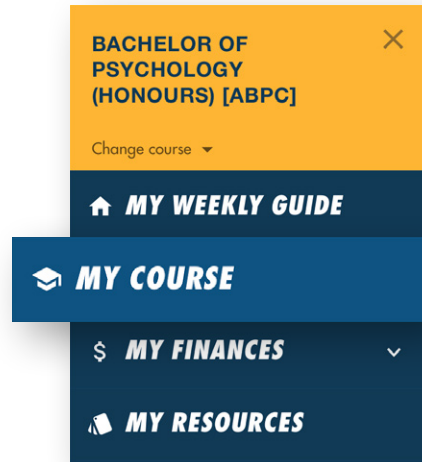
Once you have signed in you will land on your personalised welcome page.

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.

For students with multiple offers, you will need to use the unique link in your offer email to enrol in the course you wish to 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
- ⊙ USI 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.

CONFIRM YOUR DETAILS

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	NYITUR
Surname	DONGRIN
Gender	F
Date of birth	1 Jan 2000

Your enrolment

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

What do you prefer to be called?

Preferred name

NINI

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.
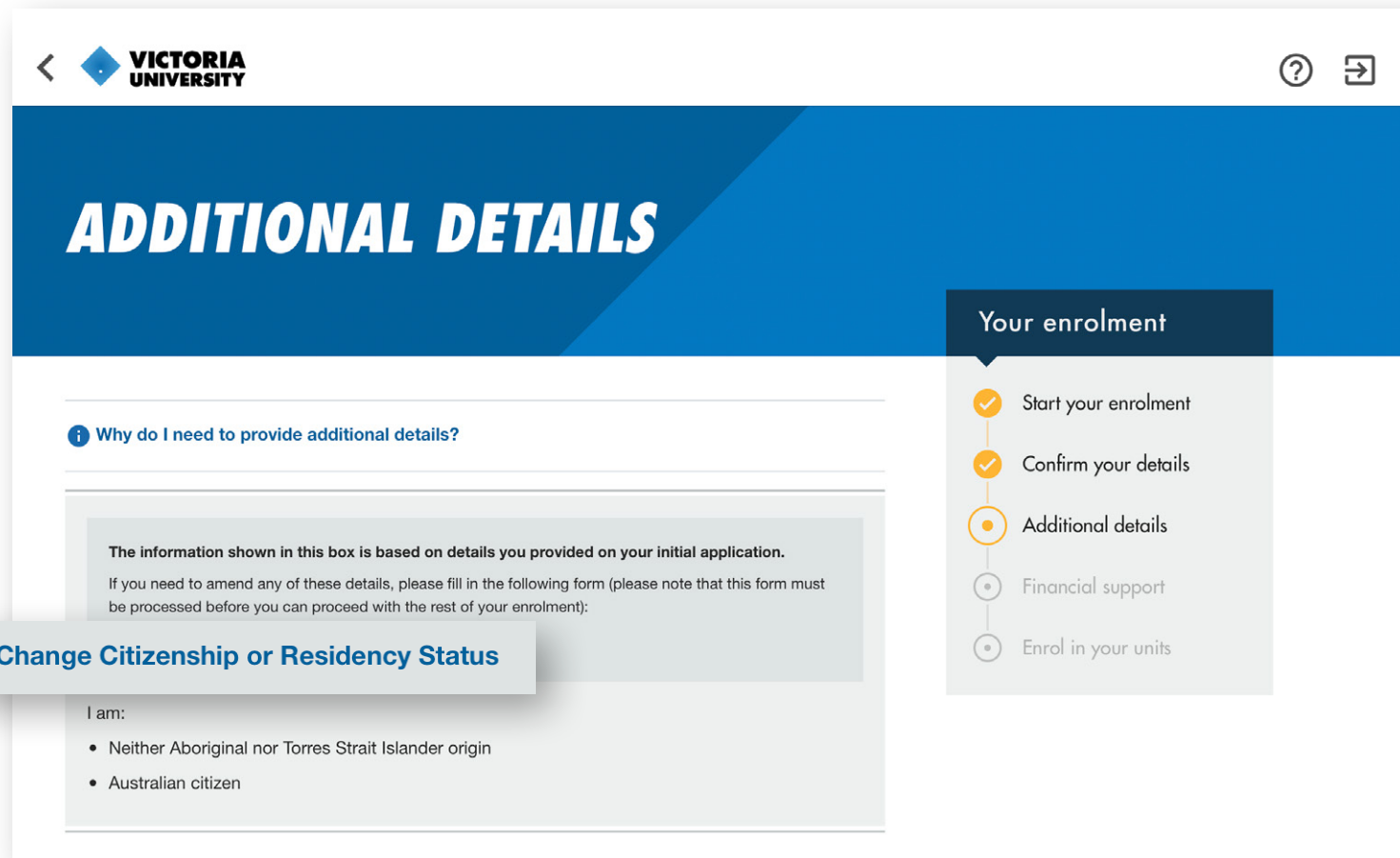
Click Submit & continue.

Address details

Permanent home address (?)

Country
AUSTRALIA

Apt, unit, etc (optional)

Street no. and street name
17 Azure Dr

Suburb
TARNEIT

State
VIC ▼

Postcode
3029

Residential address this year (?)

☑ Same as permanent address

Postal address

☑ Same as permanent address

☐ Same as permanent address

Country
AUSTRALIA

Apt, unit, etc (optional)

Street no. and street name
17 Azure Dr

Suburb
TARNEIT

State
VIC

Emergency contact

Contact name
Chol Dongrin

Contact number
0421759125

Relationship
Sibling ▼

Submit & continue

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.

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**

Do you have a first name and family name?

◉ Yes

First Name

First Name
ABIRSM WBLSE

Family Name

Family Name
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

This section is about applying for financial Support via a HELP loan. Please note HELP loans are only available to eligible students who are Australian citizens, Humanitarian Permanent visa holders; or New Zealand. Citizens who meet the long term residency requirements and all other eligibility HELP loan criteria.

Based on your citizenship status and the course you have accepted, the relevant HELP loan form will be shown. These may include Commonwealth Supported Places (CSPs), HECS-HELP, SA-HELP, or FEE-HELP. It is important that you complete au parts of the form to accept your CSP and to defer your fees via a HELP loan, or pay upfront.

After you have submitted the request for CSP and/or HELP loan, you will receive an email form the government within 48 hours with a link and a passkey to the eCAF system. You can then complete the application for CSP/and/or HELP loan.

For important information about eCAF and HELP loans, please check out the Study Assist webpage.

Scenario 1	
This display is applicable to students with the following	
Citizenship	**Liability Category**
1 Australian	HE Commonwealth Supported Place
8 Permanent Humanitarian Visa	HE Commonwealth Supported Place
Note: You must tick the first box to accept your Commonwealth Supported Place, and then select one of the options for SA-HELP.	

Scenario 2

This display is applicable to students with the following combinations of citizenship and liability category:

Citizenship	Liability Category
1 Australian	HE Full Fee Paying Postgraduate
8 Permanent Humanitarian Visa	HE Full Fee Paying Postgraduate

Note: You must select one of the options for FEE-HELP.

VICTORIA UNIVERSITY

FINANCIAL SUPPORT

Your enrolment

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

FEE-HELP ⓘ

You are eligible for a FEE-HELP Loan.

How do you intend to pay your student contribution?

○ Full upfront payment
○ Obtain FEE-HELP loan for ALL or PART of my contribution amount

Submit & continue

Scenario 3

This display is applicable to students with the following combinations of citizenship and liability category:

Citizenship	Liability Category
2 New Zealander	HE Commonwealth Supported Place

Note: You must tick the box to accept your Commonwealth Supported Place.

Click on link below for:
[How to apply for a movement record](#)

FINANCIAL SUPPORT

Your enrolment

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

Commonwealth supported places (CSP) & HECS-HELP loan ⓘ

You are eligible for a Commonwealth Supported Place (CSP).

To accept your CSP you will need a valid Unique Student Identifier (USI) which must be submitted via the Australian Government Electronic Commonwealth Assistance Form (eCAF) system by your first enrolled **census date**..

For more information, refer to the **Commonwealth Supported Place**.

New Zealand Citizen with Special Category Visa (SCV) holders

You may be eligible for a HELP Loan if you meet the long term residency requirements. You will need to submit an International Movement Record via ASKVU to assess your eligibility for a HELP Loan. You will still need to accept your place in a CSP as a New Zealand Citizen via the Government eCAF portal until you have been assessed as eligible for a HELP Loan..

☐ I wish to request that the Australian Government contact me to accept my CSP.

Submit & continue

Scenario 4

This display is applicable to students with the following combinations of citizenship and liability category:

Citizenship	Liability Category
3 Permanent Resident (excl Humanitarian Visa)	HE Commonwealth Supported Place

Note: You must tick the box to accept your Commonwealth Supported Place.

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 – 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

VICTORIA UNIVERSITY

Find your Course Delivery Plan

Find and add units to your enrolment here.

Full time students: To complete your course within the expected course duration you are encouraged to enrol in 48CP per semester.

Part time students: You have flexibility in the number of units you choose to study.

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

Major/Minor/Elective List - Year Level 2

Select Option

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

There are no units available in your study plan. Please contact **VUHQ** to discuss your enrolment.

Submit enrolment

Your enrolment

- ✓ Start your enrolment
- ✓ Confirm your details
- ✓ Additional details
- ● Enrol in your units

ⓘ Not sure what units to choose?

BEO6600

Unit name

🔍

🟧 Available   ⬜ Unit is full   🔗 Prerequisite/corequisite units associated

CITY FLINDERS

BEO6600

BUSINESS ECONOMICS

12 points

You can search for, add or remove units from your upcoming study period, including summer and winter school.

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.

BEO6600

×

Add & enrol | BEO6600

2023 ▾

CITY FLINDERS ▾

SEM-T3-MEL *(45 spots remaining)* ▾

Enrol in unit

Available

associated

CITY FLINDERS

BEO6600

BUSINESS ECONOMICS

Once you're able to add a unit, you can do so by clicking on the Add unit button or by clicking on a vacant tile area. You can add and withdraw from units until the relevant Census date for that study period.

Once you have all the units you wish to enrol in displayed, click the Submit enrolment button.

ENROL IN YOUR UNITS

ⓘ **Find your course plan**

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**

Full time students: To complete your course within the expected course duration you are encouraged to enrol in 48CP per semester.
Part time students: You have flexibility in the number of units you choose to study.

Important: We are unable to enrol you in all eight units (required to complete year one) at this point in time as there are future enrolment period/s that are not open yet. You will need to enrol in your remaining unit/s when the enrolment period opens later this year.

2023 - Semester 2

SEM-2-B1	SEM-2-B2	SEM-2-B3	SEM-2-B4
FOOTSCRAY PARK	FOOTSCRAY PARK	FOOTSCRAY PARK	FOOTSCRAY PARK
APP1016	**APP1012**	**APP1015**	**HHB1104**
FOUNDATIONS OF PSYCHOLOGICAL RESEARCH	PSYCHOLOGY 1A	ORGANISATIONAL SKILLS 1	INTRO TO PUB HLH & WELL
12 points	12 points	12 points	12 points

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

Submit enrolment

Your enrolment

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

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.
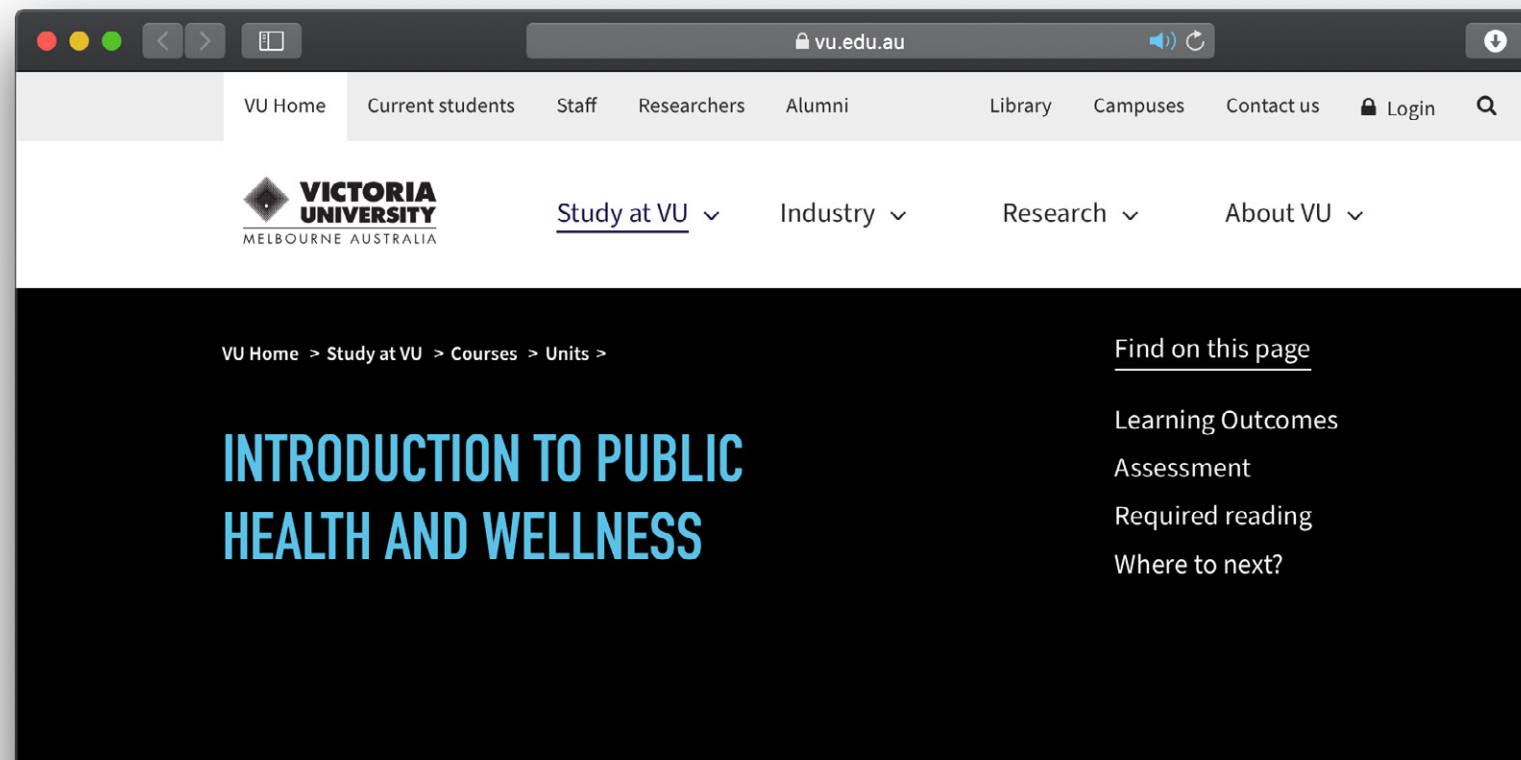
ENROLMENT GUIDE

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

← BACK

2020 - Semester 1

✓ Classes are available   ✓ Classes are full

Core units

	SEM-8W-B1	SEM-8W-B2
HNB21...	✓	✓
HNB2105	✓	✓
HNB2106		
RBM2101	✓	✓

Your enrolment

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

Unit enrolment guide

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.

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.

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

ℹ Not sure what units to choose?

| Unit code | business | 🔍 |

🟧 Available ⬜ Unit is full 🔗 Prerequisite/corequisite units associated

INTERNET (AUS...
BBB3100
BUSINESS INTEGRATED LEARNING
12 points

MULTIPLE LOCA...
BCO1102
INFORMATION SYSTEMS FOR BUSINESS
12 points

VU SYDNEY
BCO2000
BUSINESS PROCESS MODELLING
12 points

FOOTSCRAY PARK
BEO1106
BUSINESS STATISTICS
12 points

CITY FLINDERS
BEO6600
BUSINESS ECONOMICS
12 points

MULTIPLE LOCA...
BGP7730
BUSINESS RESEARCH PROJECT
12 points

VU SYDNEY
BLO1105
BUSINESS LAW
12 points

FOOTSCRAY PARK
BMO2004
BUSINESS ETHICS
12 points

ENROLMENT SUBMITTED

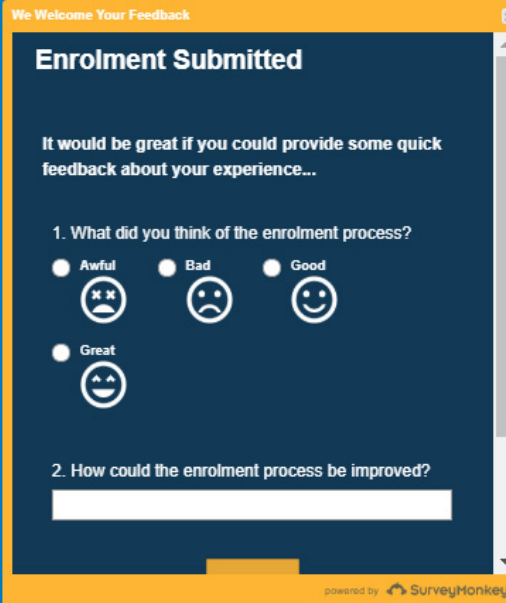Congratulations, you are now enrolled.

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 WARWICK ANDREW

Congratulations, you have successfully enrolled!

We Welcome Your Feedback

Enrolment Submitted

It would be great if you could provide some quick feedback about your experience...

1. What did you think of the enrolment process?

Awful Bad Good

Great

2. How could the enrolment process be improved?

powered by SurveyMonkey

VICTORIA UNIVERSITY

THANKS WARWICK ANDREW

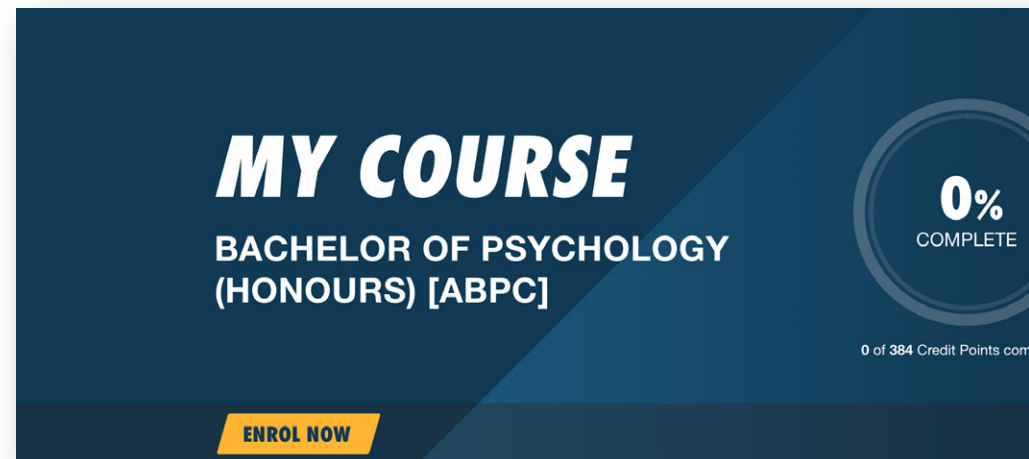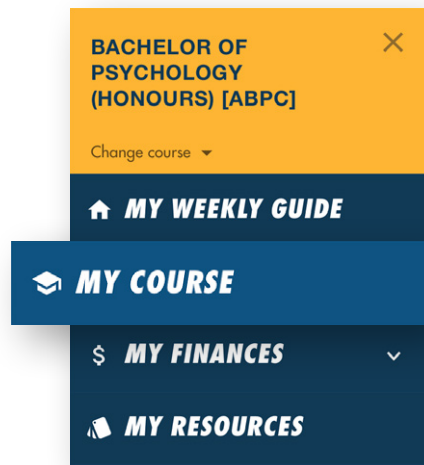Congratulations, you have successfully enrolled!

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**.

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

- **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.

- **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**.

- **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**.

- **STUDENT ID CARD**

  To obtain your Student ID card, please submit your photo **online**.
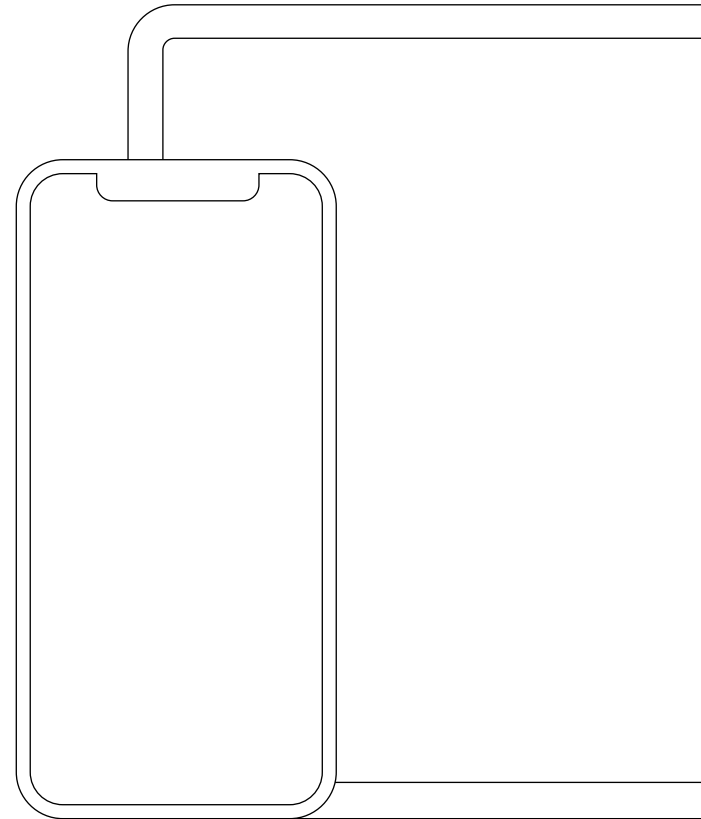
VU CALENDAR

VU Calendar is a centralised student planner accessed through MyVU. The VU Calendar shows your timetable, events, university and public holidays.

To make changes to your timetable you will need to access MyTimetable through the VU Calendar.

In MyTimetable you can:

- browse available times for the units you're enrolled in
- specify your time preferences when you'd like to attend
- change your allocated times after preferences have been sorted (subject to availability). Please note that it's your responsibility to confirm the location of your lectures and tutorials.

Learn more about how to access and use **MyTimetable** and **VU Calendar**.

STATEMENT OF ACCOUNT

You can view an existing statement of account through **MyVU**.

GET HELP

If you need assistance or advice around changing your enrolment, contact your **Course Unit Advisor (CUA)** or visit **VUHQ**.