



# Guide to applying and enrolling *UTAS College Programs*

## Step 1 - Get Prepared Before You Start

**Talk to your school/college and parent/guardian(s)** about what you would like to do.

*Information about the programs offered are available in the Information Handbook for Students. Your school /college can offer advice about the program and your eligibility to participate, including capacity to cope with university level study. Make sure you understand the costs involved, time required and the results management.*

**Choose your program and complete the online admission and enrolment form.**

*If your program has options make sure you select those on form.*

**Have your Tax File Number ready** if you have one.

You need to complete a **Commonwealth Assistance Form (CAF)**.

*You need to complete a CAF if you are a Domestic commonwealth supported student (see page 8 of the Handbook). Your school/college will have CAFs available for you to complete. Note: if you are an international student you are **not** required to complete a CAF.*

## Step 2 - Take your completed forms to your School/College.

**Your School/College will approve your eligibility**

*Your School/College will need to see and approve your application and documentation. This includes a completed CAF, citizenship documentation, Visas and other relevant documentation (see page 8 of the Handbook for what you need). Your School/College will liaise with UTAS to approve and process your application and enrolment.*





Step 3 - Wait for your application and documentation to be approved by UTAS. Once you are enrolled we will send you information about your enrolment and using your UTAS account.

Then you can check your enrolment through the **Current Details** page in eStudentCentre.



# Guide to applying and enrolling

## *UTAS College Programs*

You will receive your **UTAS Email Account Username and Password** by mail.

Your **UTAS Email Account Username and Password** is provided after you are enrolled. UTAS will communicate with you using your UTAS Email Account Username and Password. You also use your Email Account Username and Password to access webmail, eStudentCentre, MyLO and lab computers.

Remember to check your UTAS email regularly: <https://webmail.utas.edu.au/>

**You are eligible for a UTAS Student ID Card.**

You can get your ID Card from Student Centre or by supplying a passport photo to your School/College with your application (see page 9 of the Handbook).

**You can log on to eStudentCentre.**

eStudentCentre is where students confirm and view their enrolment, update personal details and access results.

**Need more information?**

Ask Student Centre at <http://www.studentcentre.utas.edu.au/faq/afmmain.aspx>

Talk to your School/College (see page 6 of Handbook)

Email [College.Administration@utas.edu.au](mailto:College.Administration@utas.edu.au)



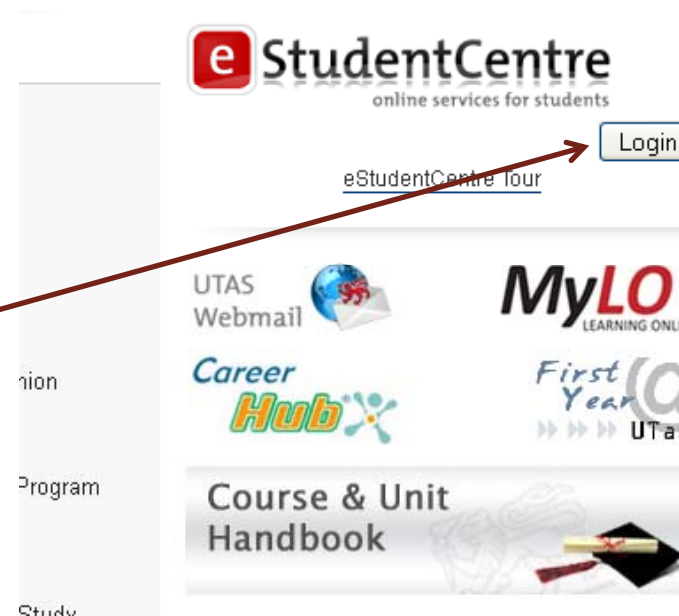
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www.studentcentre.utas.edu.au

## Login to eStudentCentre

When you are ready to check and confirm your enrolment go to UTAS home page, select Current Students and login.



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www.studentcentre.utas.edu.au

## Login to eStudentCentre

This is the login page. Login using your **UTAS Email Account Username and Password**

UTAS Home | Contacts Search UTAS GO

## UTAS Authentication

Access to this resource is restricted to **UTAS Staff and Students**  
Please enter your UTAS email username and password, and click Log In.

Username:

Password:

Log In

### Help

**What is my Username?**  
Your username is the part of your email address before the '@' symbol.  
Eg. The username for *student@postoffice.sandybay.utas.edu.au* would be *student*.  
Staff members should use the same username as for internet access (eg. jbloggs - don't use jane.bloggs@utas.edu.au)

**What is my Password?**  
All students have been given an email account and password, the details are found only on your initial enrolment statement.  
Staff should contact the Service Desk on (03) 6226 1818 for password enquiries

**I forgot my password?**  
You will need to contact the Service Desk on 6226 1818 or visit the Service Desk on campus and have your email password reset.

**How do I change my password?**  
You can change your password by going to the [webmail login page](#) and clicking the *Change Password* link (before you log in).

[Click here for more authentication information.](#)

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When you first login to eStudentCentre you will see the **Home** page.

**eStudentCentre**  
www.studentcentre.utas.edu.au

**Home**

**Enrolments**

- Current Details
- Manage Enrolment
- Disability Details
- Leave of Absence
- Documents
- Class Timetable
- Change Address
- Change Majors

**Fees**

- Invoices
- Receipts
- eCAF
- Scholarships
- Archive

**Exams**

- Exam Timetable
- Latest Results
- Academic Record
- Forms

**Graduation**

- Year
- Details

**Online Payments**

Welcome to the eStudentCentre

**Messages**

**New Students for 2012**

Welcome to the eStudentCentre! Before you start, we suggest you visit the [eStudentCentre Tour](#) to get familiar with our online services.

From there, you can

- complete your [eCAF Online](#) if required and
- enrol in your course using the [manage your enrolment](#) function.

**Selecting your units**

If you have not decided which units you would like to study, visit the [Course and Unit Handbook](#). If you have not used the handbook before we recommend you view the [Course and Unit Handbook Tour](#).

**Semester 1 2012 Commonwealth Assistance Notices**

Your Commonwealth Assistance Notice (CAN) for Sem 1 2012 is now available on eStudentCentre. Please ensure that you check the information on the Commonwealth Assistance Notice (CAN). If you feel the information on the CAN is incorrect, you must request a correction within 14 days. If you have been advised that you have been granted a scholarship and the information is not included on the CAN, please contact us to investigate further for you. We will not add scholarships to your enrolment record for previous semesters. Details for requesting a correction are on the CAN and accompanying email.

**Timetable**

You will be able to view your personal timetable after your first enrolment has been processed. If you wish you can view the timetable for a unit prior to enrolling using the [Class Timetable](#) facility.

**Quick Links**

- [Webmail](#)
- [MyLo Learning Online](#)
- [Course and Unit Handbook](#)

**Feedback**

We are keen to hear your feedback about eStudentCentre. [Submit your feedback and suggestions here.](#)

**Current Students**

Have you enrolled for next semester? You can enrol online using the [Manage your Enrolment](#) facility.

This page provides news and information as well as frequently used links.

**Home**

**Enrolments**

Current Details  
Manage Enrolment  
Disability Details  
Leave of Absence  
Documents  
Class Timetable  
Change Address  
Change Majors

**Fees**

Invoices  
Receipts  
eCAF  
Scholarships  
Archive

**Exams**

Exam Timetable  
Latest Results  
Academic Record  
Forms

**Graduation**

Year  
Details

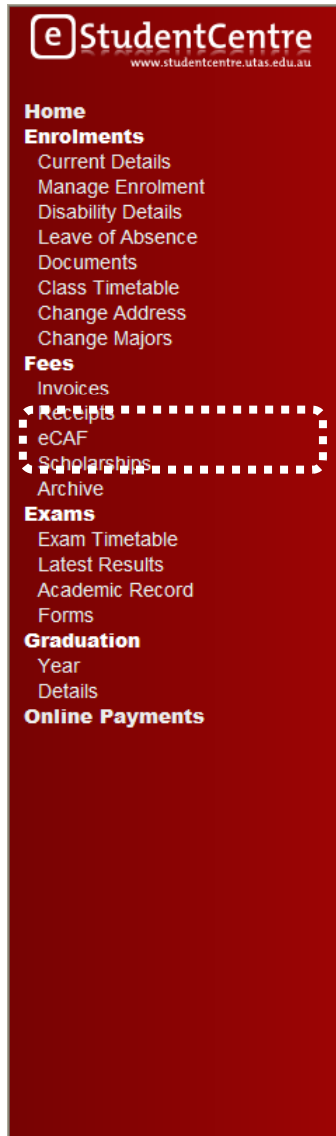
**Online Payments**

The menu at the side of the screen provides access to your enrolment , fees, exams and graduation details.

Simply click on the heading to access the area you want.

Further information on navigating and using eStudentCentre is available from the eTours page

[http://www.studentcentre.utas.edu.au/enrolments/current\\_students/essteps.html](http://www.studentcentre.utas.edu.au/enrolments/current_students/essteps.html)



The menu at the side of the screen provides access to your enrolment , fees, exams and graduation details.

Simply click on the heading to access the area you want.

**TIP:** If you need to complete a CAF and want to do this online you can select **eCAF** from the left hand menu. You must complete the CAF before you start your study.



# Need more help?

Call the Student Centre  
8.30am – 5.00pm Monday – Friday

1300 361 928

or +61 6324 3197 from outside Australia

or drop in on campus in Hobart, Launceston  
or Cradle Coast

or email to

[College.Administration@utas.edu.au](mailto:College.Administration@utas.edu.au)