

MyVU Enrolment Guide

International Commencing Students

Last updated: January 2025

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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, please visit campus level 1/269 Wickham St, Fortitude Valley, QLD 4006, or email to <u>enrolments.</u> <u>vubrisbane@vu.edu.au</u>



Welcome Jess,

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

Bachelor of Business (BBNS)

Home campus	Malaysia
Study mode	Full Time
Offered by	Victoria University Business School
Fee	Commonwealth Supported Place (CSP)

Your Student ID: s1234567

ENROL NOW STILL DECIDING? ENROL LATER? DEFER MY OFFER DEFER MY OFFER

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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 <u>here</u>.



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 and extra layer of security to help protect your information and VU's data. For more information, go to vu.edu.au/mfa

a) Log in to MyVU



To log in, enter "s" (lowercase) followed by your student ID number@live.vu.edu.au. (e.g. s000000@live.vu.edu.au). Your default password will be set to "Temp" (uppercase T) followed by your date of birth in the format TempDDMMYYYY.

b) Contact details



Type in your personal email address and a mobile number.

Click Continue to go the next page.

c) Change password



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.



Next page, click on 'Accept the offer' & 'Submit & Continue'



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 <u>VUHQ</u> by clicking on the question mark ⑦ 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.

START YOUR ENROLMENT

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	•
	Start your enrolment
vacy Notice and Student Declaration	Confirm your details
rivacy Notice	 Additional details
LEASE READ THE FOLLOWING NOTICE BEFORE PROCEEDING	
ctoria University has a Privacy Policy that refers to the collection and handling of personal and health	 Financial support
tormation by the University in a way that establishes a reasonable balance between an individual's right to ontrol the use of their personal information, with the University's need to ensure that it can collect and use formation 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	• Enrol in your units
olicy and the Privacy Collection Statement is available at https://www.vu.edu.au/privacy or through ASKVU	
tudent Declaration	
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.	
nave read the Privacy Notice and agree to the Student Declaration	
Click 'Start' to commence your enrolment	1
Start	



CONFIRM YOUR DETAILS

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.

	Your enrolment
	Start your enrolment
Personal details	• Confirm your details
	- Additional details
The information shown in this box is based on details you provided on your initial application.	 Financial support
If you need to amend any of these details, please fill in the following form: nal details amendment form	 Enrol in your units
Title MISS	
Given names JESS	
Surname CITIZEN	
Gender F	
Date of birth 1 Jan 2000	
at do you prefer to be called?	
red name	

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.

Permanent home address				
Country				
MAURITIUS				
Address Line 1				
ROYAL ROAD	Address Line 2			
Address Line 3			9	
Suburb / City / District	State / Region / Province			
TYRACK	RIV-DES-ANGUILLES.		Postcode / ZIP	
Do you know where you wil	be living in Australia?			
Yes O Nu				
Contact address				
Country				
	- 73			
AUSTRALIA Address Line 1 3 Borg Pl	Address Line 2			
AUSTRALIA Address Line 1 3 Borg Pl Suburb	Address Line 2		Postcade	
AUSTRALIA Address Line 1 3 Borg Pl Suburb COBURC	Address Line 2 State VIC	+	Postcade 3058	
AUSTRALIA Address Line 1 3 Borg PI Suburb COBURC	Address Line 2 State VIC	Ŧ	Postcode 3058	
AUSTRALIA Address Line 1 3 Borg PI Suburb COBURC Emergency contact	Address Line 2 State VIC	÷	Pastaade 3058	
AUSTRALIA Address Line 1 3 Borg PI Suburb COBURG Emergency contact Contact name	Address Line 2 State VIC		Postcode 3058	
AUSTRALIA Address Line 1 3 Borg PI Suburb COBURG Emergency contact Contact name MII A BARRY	Address Line 2 State VIC	*	Postcode 3058	
AUSTRALIA Address Line 1 3 Borg PI Suburb COBURG Emergency contact Contact name MII A BARRY Contact number	Address Line 2 State VIC		Postcode 3058	
AUSTRALIA Address Line 1 3 Borg PI Suburb COBURC Emergency contact Contact name MII A BARRY Contact number D433490101	Address Line 2 State VIC	nship 9	Postcade 3058	*
AUSTRALIA Address Line 1 3 Borg PI Suburb COBURC Emergency contact Contact name MII A BARRY Contact number 0433490101	Address Line 2 State VIC Restate Siblin	mahip 9	Postcode 3058	

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 ⑦ 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

	Yo	ur enrolment
	0	Start your enrolment
Why do I need to provide additional details?	0	Confirm your details
The information shown in this has is based an details you provided on your initial application	\bullet	Additional details
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):	•	Financial support

Change Citizenship or Residency Status

I am:

- Neither Aboriginal nor Torres Strait Islander origin
- Australian citizen

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- ails
- Enrol in your units

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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.

Note:

All questions must be answered or else it will not allow you to complete your enrolment.

What was the highest level of education you participated in before this course?								
Where were you living during your final ye Australia	ar of Secondary/High School?							
Postcode 3029	Suburb							
	Please provide your suburb.							
O Overseas								
What was the highest level of education ca	mpleted by your Parents/Guardians?							
Parent/Guardian 1	Parent/Guardian 2							
Male O Female	Male 💿 Female							
Don't know	Don't know							
Submit & cont	inue							

Do you speak a language other than English at home?

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 part 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

Family Name
Family Name
JBTJBTB

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

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ENROL IN YOUR UNITS

Start your enrolment Find your Course Delivery Plan Confirm your details Important:As part of your visa requirements, you must complete your course with in the expected course duration as per your Confirmation of Enrolment (COE). To meet this requirement, you are encouraged to Additional details 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 K Reduced Study Load form. USI details Your enrolment has been pre-filled with prescribed units to ensure you have met all of the Enrol in your units 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: Select Option Selection Required - Year Level 1 Please contact your Course and Unit Advisor (CUA) if you require assistance with your option selection(s). 2025 - Semester 1 H1B1 H1B2 H1B3 H1B4 CITY CAMPUS CITY CAMPUS CITY CAMPUS CITY CAMPUS BSK1000 BEO1001 BM01000 BEO1000 People and Economic Concepts and **Business Data Analytics** My Business Future Organisations Application and Visualisation 12 points 12 points 12 points 12 points IN-PERSON IN-PERSON IN-PERSON

Your enrolment

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 (Brisbane) – 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 <u>Course Coordinator</u>.



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

ENROL IN YOUR UNITS

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Find your course plan	
	Confirm your details
You are currently not enrolled in any units	- Additional details
	USI details
o search and add units to enrol, click the 'Add unit' button. + Add unit	Financial support
	Enrol in your units

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Your enrolment

SEARCH 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.

		Add & enrol BAO1	000
		2025	
3AO1000	Unit	City Campus-In-person	
		HE Semester 1 - Block 1	~
		Enrol in unit	



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	VU Home	Current students	Staff	Researchers	Alumni	Library	Campuses	Contact us	🔒 Log
	MELBOURNE	TORIA VERSITY AUSTRALIA	Study	r at VU ∽	Industry ~	Resear	rch 🗸	About VU	~
N	udy at VU > Courses >	• Units >				Find on	this page		

INTRODUCTION TO PUBLIC Health and Wellness

Learning Outcomes Assessment Required reading

Where to next?

This unit will assist students to develop skills in describing the origins and concepts of public health and its relationship to contemporary public health initiatives, challenges and practices. Students will gain knowledge on health and its determinants and how these impact on public health interventions. The role of public health at each stage of the disease continuum will be used to introduce definitions and interventions that address identified health priorities.

CONTACT US

- Visit a student service centre
- 1300 VIC UNI (1300 842 864)

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 1 Not sure what units to choose? Q business Available Unit is full Prerequisite/corequisite units associated INTERNET (AUS. MULTIPLE LOCA .. VU SYDNEY FOOTSCRAY PARK BBB3100 BC02000 BEO1106 BC01102 INFORMATION SYSTEMS BUSINESS INTEGRATED BUSINESS PROCESS BUSINESS STATISTICS LEARNING FOR BUSINESS MODELLING 12 points 12 points 12 points 12 points CITY FLINDERS MULTIPLE LOCA ... FOOTSCRAY PARK VU SYDNEY BEO6600 BGP7730 BL01105 BM02004 BUSINESS RESEARCH BUSINESS ECONOMICS BUSINESS LAW BUSINESS ETHICS PROJECT

12 points

12 points

12 points

12 points

tted vour enrolment. If you have any questions please contact Your enrolment ← BACK Start your enrolment 2025 - Semester 1 Confirm your details Classes are available Additional details Core units Financial support SEM-8W-81 SEM-BW-B2 Enrol in your units HNB21 Unit enrolment guide HNB2105 HNB2106 **RBM2101**

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

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!



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 <u>VUHQ</u>, 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

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. https://www.vu.edu.au/vu-brisbane

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 <u>Census date</u> to avoid any financial penalty. Find out more about your <u>fees</u>.

