MYVU ENROLMENT GUIDE

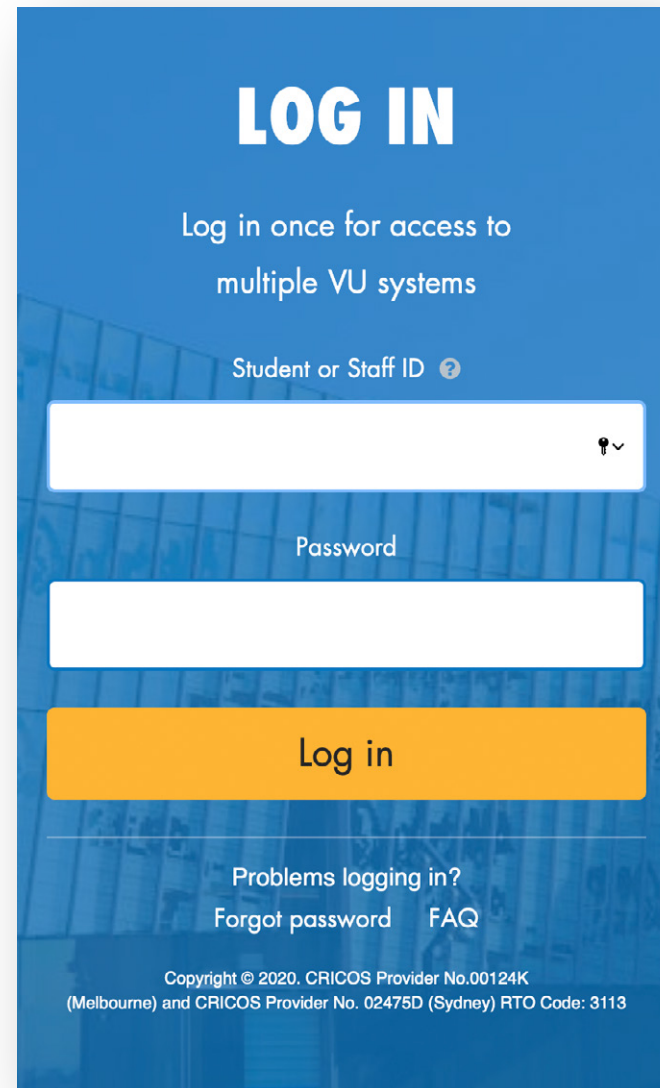## CONTINUING STUDENTS

VICTORIA UNIVERSITY

LOGGING INTO MYVU

To login, use "s" (lowercase) followed by your ID number and your password. For example s1234567

If you are having issues with your password contact **ITS**.

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.

LOG IN

Log in once for access to multiple VU systems

Student or Staff ID ?

Password

Log in

Problems logging in?

Forgot password   FAQ

UNIQUE STUDENT IDENTIFIER (USI)

Students who study at a university, TAFE, or another nationally recognised training organisation, need a Unique Student Identifier (USI). This includes all VU students.

Apply for your **USI**.

Once you have your USI number, record your USI on MyVU Portal

Click on your name on the right hand side

Click on USI details.

Add your details and click on verify.

Note: Your name has to be exactly the same as on MyVU.

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
REFTF LBAXFEXBINB ZFTBQSAR

Family Name

Family Name
QBEBL QRUNTBLBBTBUXUXROS

⭕ No, I only have one name

Date of Birth

Date of Birth
7 Mar 1994

Unique Student Identifier(USI)

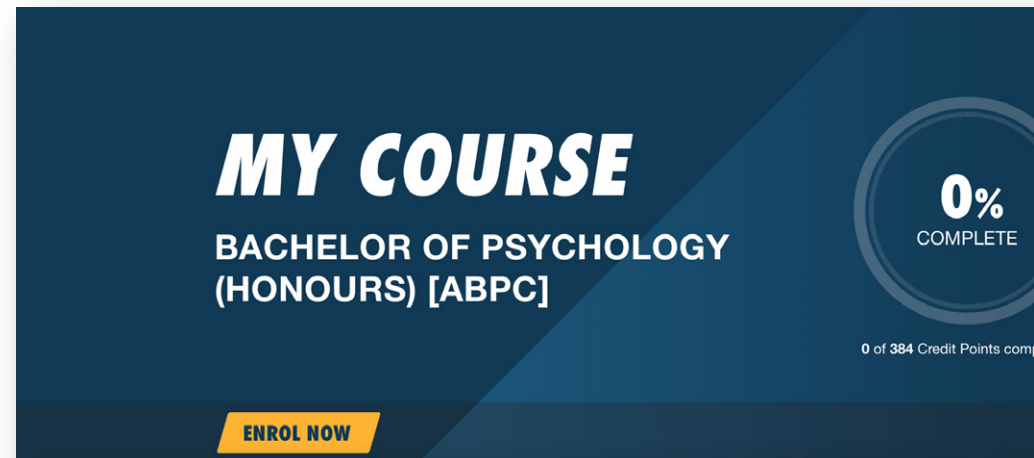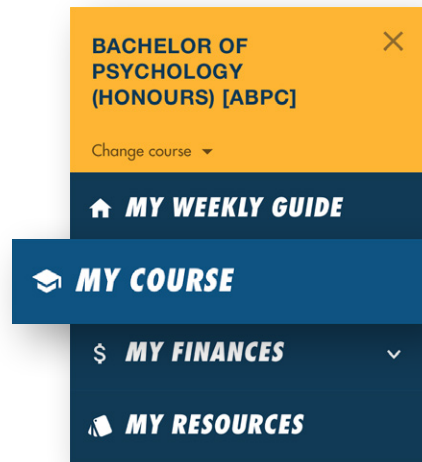Enter your 10 digit Unique Student Identifier (USI)

Verify

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 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.

MY COURSE

BACHELOR OF BUSINESS [BBNS]

ECOE END DATE: **30 NOV 2021** ⊙

79%
COMPLETE

228 of 288 Credit Points completed ⊙

ENROL NOW | **2021** | **2020** | **2019** | **2018**

ⓘ Find my Course Plan
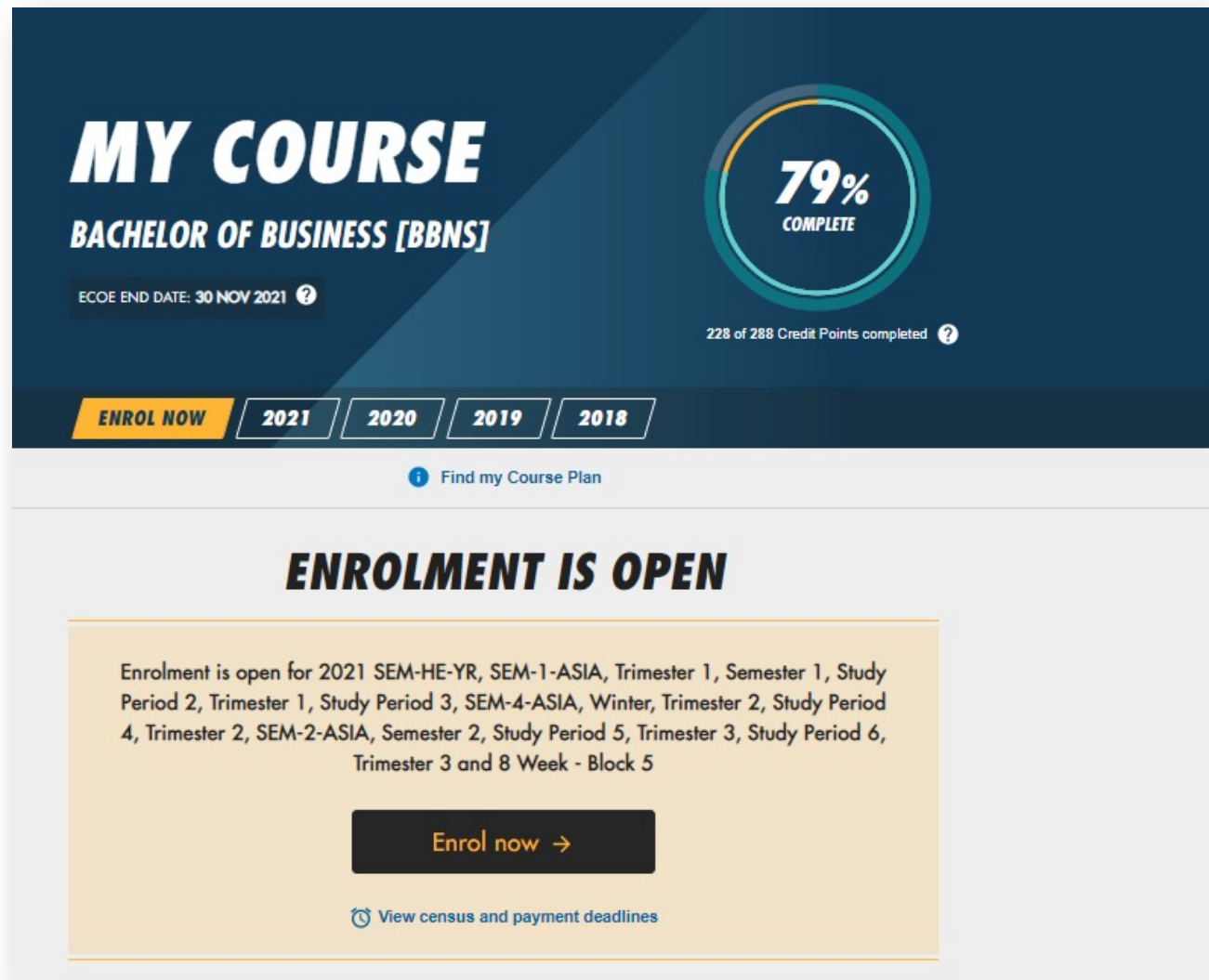
ENROLMENT IS OPEN

Enrolment is open for 2021 SEM-HE-YR, SEM-1-ASIA, Trimester 1, Semester 1, Study Period 2, Trimester 1, Study Period 3, SEM-4-ASIA, Winter, Trimester 2, Study Period 4, Trimester 2, SEM-2-ASIA, Semester 2, Study Period 5, Trimester 3, Study Period 6, Trimester 3 and 8 Week - Block 5

Enrol now →

🕐 View census and payment deadlines

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

Student Declaration

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 (Refer Privacy Policy Appendix 1 - Privacy statement for the collection of student information) 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.

2. I confirm that all the information provided as part of this enrolment process is true, correct and complete.

3. I understand that submitting false or misleading information may result in the cancellation of my enrolment/candidature and/or any other sanction(s) set out in the Student Misconduct Regulations 2014.

4. I understand that my enrolment details will be available by accessing MyVU and that it is my responsibility to check that the course and unit of study details are correct.

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

Start

ENROL IN YOUR UNITS

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.

MY ENROLMENT
BACHELOR OF BUSINESS [BBNS]

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 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.

For help selecting **block units**, refer to the `Unit enrolment guide` tab on the right of the screen to check when classes are available.

Note: Refer to your **Course Delivery Plan** for further information on your course structure, electives and/or major(s) and minor(s) units required.

2021 - Semester 1

SEM-1-B1	SEM-1-B2	SEM-1-B3	SEM-1-B4
FOOTSCRAY PARK	FOOTSCRAY PARK	FOOTSCRAY PARK	
NIT2113	**BMO2005**	**BHO2434**	➕
CLOUD APPLICATION DEVELOPMENT	INNOV AND ENTREPRE	CONSUMER BEHAVIOUR	Add unit
12 points	12 points	12 points	

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.

SEARCH UNITS

BEO6600

Add & enrol | BEO6600

2020

CITY FLINDERS

SEM-T3-MEL *(45 spots remaining)*

Enrol in unit

Available

CITY FLINDERS

BEO6600

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.

MY ENROLMENT

BACHELOR OF BUSINESS [BBN

Important: As part of your visa requirements, you must complete your course w duration as per your Confirmation of Enrolment (COE).

To meet this requirement, you are encouraged to enrol in to full-time study load i semester. If you want to reduce your study load, you must apply for a 🅰 Reduc

For help selecting **block units**, refer to the Unit enrolment guide tab on the right classes are available.

Note: Refer to your **Course Delivery Plan** for further information on your course structure major(s) and minor(s) units required.

Unit enrolment guide

2021 - Semester 1

SEM-1-B1	SEM-1-B2	SEM-1-B3
FOOTSCRAY PARK	FOOTSCRAY PARK	FOOTSCRAY PARK
NIT2113	**BMO2005**	**BHO2434**
CLOUD APPLICATION DEVELOPMENT	INNOV AND ENTREPRE	CONSUMER BEHAVIOUR
12 points	12 points	12 points

UNIT ENROLMENT GUIDE

For help selecting **block units** for your enrolment, use this guide to check when classes are available.

2021 - Semester 1	→
2021 - Winter	→
2021 - Semester 2	→

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 on Save and return to MyVU

SEARCH UNITS

ⓘ 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

Save and return to MyVU

MY ENROLMENT
BACHELOR OF BUSINESS [BBNS]

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 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.

For help selecting **block units**, refer to the **Unit enrolment guide** tab on the right of the screen to check when classes are available.

Unit enrolment guide

Domestic student, if you have to add your TFN, click on My Finances

FEE-HELP LOAN

ⓘ **FEE-HELP - Important Information**

The details in this box will also be submitted with this form.

Given names	**WARWICK ANDREW**
Surname	**GLUYAS**
Gender	**M**
Date of birth	**1966-05-27**
Institution	**VICTORIA UNIVERSITY**
Campus	**CITY FLINDERS**
Student ID	**3590012**
Course name	**MASTER OF BUSINESS (ACCOUNTING)**
Course code	**BMAK**
Citizenship status	**Australian citizen**

In order to obtain FEE-HELP assistance, you must supply your valid tax file number ⓘ

◉ Tax File Number (TFN)

Tax File Number

◯ I have a Certificate of application for a TFN

Do you also plan to make a partial upfront payment to your fees? ⓘ

◯ Yes

◯ No

By submitting this form, you are declaring that you agree to all of the following statements: ⓘ

I am requesting that:

- the Government lends me the amount of tuition fees that remain unpaid at the census date for the unit(s) of study in my course. I will not receive the money but it will be paid to my provider on my behalf.

I am declaring that:

- The information on this form is complete and correct and I can produce documents to verify this if required.

- I have read and understood the Notes on the back page of this form.

- I have read the *FEE-HELP information* booklet and I am aware of my obligations under the FEE-HELP loan scheme.

I understand that:

- From 2020, there is a combined HELP loan limit in place. I can visit www.studyassist.gov.au ⧉ for more information.

- Over my lifetime, the amount of FEE-HELP (and HECS-HELP/ VET Student Loans/VET

☐ I have read and agree to all of the above statements

Save FEE-HELP form

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**.
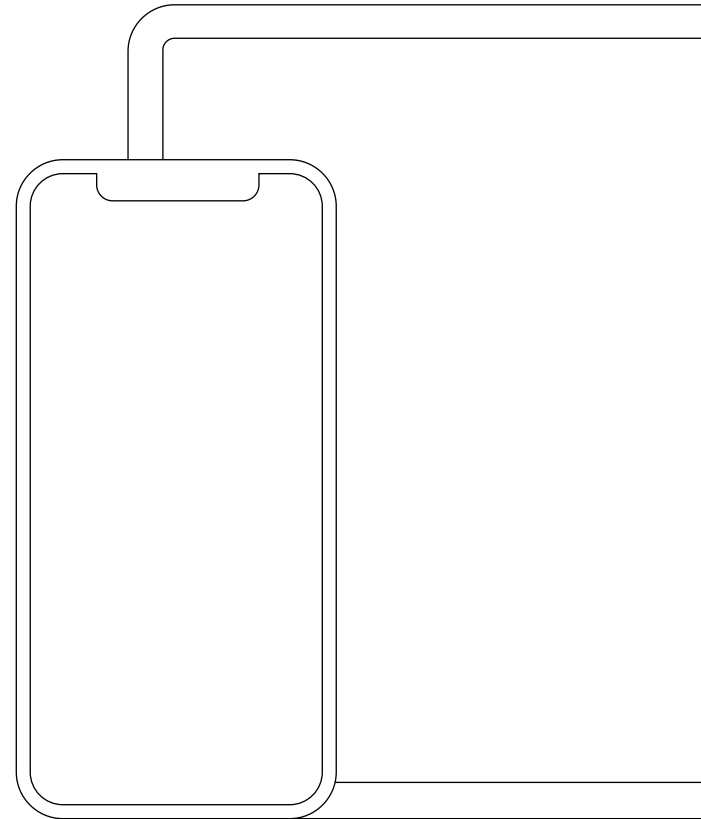
• VU CALENDAR

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**.