Pharmaceutical Medicine Programs

Getting Started

Online Acceptance and Enrolment

Enter the MyUNSW site at http://www.my.unsw.edu.au/

1. Use the temporary UniPass (password) you created when you submitted your online application.

2. **Note** the temporary password is only effective for initial enrolment and provides restricted access. A permanent UniPass (password) which provides you with full access can be issued to you once you have enrolled. Details about obtaining a UniPass are listed below.

3. Login to myUNSW with your Student ID (‘z” followed by your student number, e.g. z1234567) and temporary UniPass.

4. Click on My Applications tab *(blue tab on top)*

5. Click View Application Details – check your offer details and read important information about accepting your offer

6. Scroll down to the bottom of the screen and click on the ‘ Proceed with Offer’ button.

7. The Welcome Page of the Accept Online process opens.

Follow the information/prompts on the screen to proceed and go through the list of steps that you must take to complete the Accept Online process. Please ensure that all the boxes are ticked. Once you have completed your online acceptance, you will be able to enroll.

**Remember:** You must complete both Part I and Part II of your online acceptance in order to be enrolled at UNSW.

7. Log Out and activate your student account by agreeing to the rules and conditions of use of UNSW’s electronic services at: https://www.it.unsw.edu.au/students/username/index.html

Local students are required to **view and complete the appropriate Commonwealth Government form online prior to enrolment.** More information is available at:

https://my.unsw.edu.au/student/fees/Hecs.html

Guidance (using Flash animations) on some of the main administrative procedures available for students on MyUNSW is available. Click on ‘Previews of key myUNSW functionality for students’ at:

https://my.unsw.edu.au/student/myunswNotice.html#PreviewsofkeymyUNSWfunctionality
Assistance:
UNSW Student Central - Tel: +61 2 9385 8500 Email: enrol@unsw.edu.au
Program Administrator - Tel: +61 2 9385 2557 Email: jan.cooper@unsw.edu.au
Activate your Permanent UniPass

In order to activate your permanent UniPass and have access to the online services, you will need to follow the steps and agree to the rules at the following website:

https://wombos.unsw.edu.au/agreement/index.shtml

- Agree to the Conditions of Use (you only need to do this once)
- Go to DIY (Do-it-yourself) page
- Change your UniPass into something that you can remember

UniPass and zPass

- All students are required to obtain a UniPass to access university online services. The Unipass is the universal password for online services at UNSW. In 2009 IT at UNSW introduced a new password system called zPass. This is a more secure password system than the current UniPass system. zPass is gradually being introduced as new online systems are introduced.
- Currently the UniPass provides access to myUNSW to view results, check financial statements, re-enrol each semester and update contact details as well as access to online library services. The zPass is required to access zMail (the student email account allocated to each student on enrolment) and online learning on Blackboard.
- Please see the Student IT Helpdesk Website for more information about IT services for students. The office can be contacted by phone on 02 9385 1333 or by email to itservicecentre@unsw.edu.au.

Student Email (zMail).

- All enrolled students are allocated a student email account (zMail). Important information is sent to student email accounts, in particular details about fees, enrolment and results.
- To set up your zMail account – see http://www.it.unsw.edu.au/students/zmail/setup.html
- To access your account go to the zMail website (https://www.zmail.unsw.edu.au/) AND logon using your username ie - ‘z’ followed by your student number and your password ie your UniPass.
- Please note that if you do not check your student email account regularly, it is important to arrange for your student account to forward to the account of your choice. In order to forward your email to an alternate address, visit http://www.it.unsw.edu.au/students/zmail/unsw_mail_redirect.html

Fee Statements

Fee statements will be available on MyUNSW approximately 2-3 weeks before the start of each semester, once you enrol. Payment due date is end of the first week of each semester, and fees must be paid by the census date.

- To log on to myUNSW, you will need your Student ID prefaced by a "z" (e.g. z1234567) and your permanent UniPass.
- In order to view your Fee Statement, update your enrolment, view results, and make payment, you will need to click on 'My Student Profile' as explained above.
- After entering the site, please click on Financials under ‘My Student Services’.
(Please note: Fee Statements will not be mailed out to you)

**Online Learning**

All courses utilise Blackboard as an integral part of the teaching and learning in the programs, requiring you to participate online. It is important to read the information regarding the IT Requirements for UNSW students (including guidelines and policies) available at the following link: [http://support.telt.unsw.edu.au/blackboard/](http://support.telt.unsw.edu.au/blackboard/)