Student Portal Overview Guide



Home Screen

Landing screen each time a student logs in that contains all tiles. 'Need help?' tab top-left side. Accessibility mode button – this is not recommended.

My Tasks

Onboarding and annual tasks for all students. Includes USI, finance forms, and enrolment declaration.

My Study

Course overview, Manage my course (make eg major/option/elective choices), Plan and Enrol (schedule topics and enrol), Withdraw from topics.

Self-service reports: Fee Statement, Enrolment Statement (formerly confirmation of enrolment), and unofficial transcript.

Government assistance forms.

Graduations tab will appear here when student ready to graduate.

My Class Registrations

Register into classes. Note: students will need to select each study period at a time if enrolled in both semester and non-semester topics.

My Calendar

Where students see their week-by-week timetable. Can look at historical and future weeks.

My Finances

Summary dashboards (includes BPAY info), Transactions (see and pay fees), Online payment receipt copies, enter or change bank details for refunds or scholarships.

My Details

Add or edit contact details including Semester Address, phone numbers, and Emergency Contact. View sanction information.

Communication – see system-issued documents including receipts for BPAY, in person eftpos and Convera payments.

My Applications

Create and manage direct course applications including internal transfers for domestic students.

My Overview

Student Summary – can see sanction information here.

Course Summary – see topics grades and GPA here.

Research Summary – will only populate for higher degree by research students active in course.

Financial Summary – summary of outstanding and overdue fees, lists government assistance forms.

My Scholarships

Create and manage scholarship applications.

Forms

Completed forms and task information