If you are commencing your studies during the Summer, Winter or Spring School period, then this is the checklist for you. These shorter semesters are often taught in ‘intensive mode’, which means you will cover a lot of new information in a short space of time. Below is a list of suggested steps to help you have a good start in your first weeks of study.

1. Learn to use, become familiar with and regularly check your university online systems

   You would have received a UTAS username and password when you accepted your offer. Keep these handy as you will need these to log in to:
   - **UTAS Webmail**: This is accessible through your free Office 365 account. Please check your UTAS webmail and personal e-mail accounts regularly and use your UTAS email address to communicate with us, as this is the primary mode of communication within UTAS. Log in via the Student Portal [www.utas.edu.au/studentportal](http://www.utas.edu.au/studentportal).
   - **eStudent**: This is where you will manage all administrative aspects of your study plan, including your enrolment, contact details, fees, exam information and results. eStudent is available from your Student Portal here: [www.utas.edu.au/studentportal](http://www.utas.edu.au/studentportal).
   - **MyLO (My Learning Online)**: Log on to MyLO ([www.utas.edu.au/mylo](http://www.utas.edu.au/mylo) to access learning materials for each of your units. Familiarise yourself with what is available and check out the ‘Getting Started’ MyLO unit to practice using the tools and features before semester starts. Please note that your units may not show in MyLO until the beginning of the semester.
   - **UTAS Office 365 Account**: This can be used to access your UTAS webmail and free Microsoft Office tools (such as Excel, Word and PowerPoint). You can also access One Drive, which is your own personal cloud storage system, and is a safe and secure place to save your assignments as you work on them: [www.utas.edu.au/office-365/resources](http://www.utas.edu.au/office-365/resources).
   - Familiarise yourself with the tools and resources on the Student Resources page: [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources).
   - Not confident about your computer skills? To self-test and seek advice, access the fact sheet **Computer Skills for Uni** under ‘Starting at Uni’ at [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources).
   - Lost your UTAS username or password or want to personalise your password? Go to [www.utas.edu.au/service-desk](http://www.utas.edu.au/service-desk).

2. Preparing to start—to do before Week 1

   - If you are a domestic student, you will need to fill in an eCAF (you will require your tax file number or TFN) for the course(s) you are studying, before you can enrol in units in eStudent. You do this under the ‘Study Plan’ tab in eStudent. If you don’t have a TFN go to the ATO website: [www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN](http://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN).
   - If you have not yet enrolled in your units for this semester, visit the online Course and Unit handbook to familiarise yourself with the structure of your course before enrolling at [www.utas.edu.au/courses](http://www.utas.edu.au/courses). Then complete your enrolment in the ‘Study’ tab in eStudent. Look under ‘Help’ to access the Help sheets. You will not have access to any online learning materials until
you have enrolled in your units. If you require enrolment advice, please contact UConnect as soon as possible to be put in touch with a Course Information Officer - go to www.utas.edu.au/enrolments/enrolment-advice for contact details.

If you are studying on campus, you will need to look up your class timetable, which will be available if you are correctly enrolled. You can access your timetable by clicking the red ‘Timetable’ tile in your Student Portal at www.utas.edu.au/studentportal and following the instructions. You can also see some further information at askus.utas.edu.au/app/answers/detail/a_id/2473

Make contact early with any services that will help to make your start at UTAS run more smoothly (such as Student Advisers, Careers, Counselling, Disability Services). More information and details are available at www.utas.edu.au/students/shw

Get your Student ID card by following information on how to get your ID card at www.utas.edu.au/enrolments/student-identity-card

Look up the required/prescribed texts for each unit by going to their page within the Course and Unit Handbook at www.utas.edu.au/courses and check under the ‘Textbooks’ section or search directly on the Co-Op Bookshop website www.coop.com.au/textbook/search/. You can also look for second hand textbooks at www.facebook.com/groups/157489510953632/

Studying by distance or have an online unit? You can check out the ‘How To’ resources on MyLO at www.utas.edu.au/mylo/student-support or consider accessing resources and connections for distance students at www.utas.edu.au/students/distance and the Facebook page at www.facebook.com/groups/UTASonline

Join the conversation on the UTAS Life Facebook page www.facebook.com/UTASLife. This site contains information about events, services and opportunities that can help you have fun and make the most of your university experience.

3. Semester has begun!

Summer, Winter and Spring semesters are shorter than main semesters, meaning that you will be covering a lot of new information, completing assessments and, if you are new to the University, getting used to being a student in a short space of time. Being organised and managing your time well will be the key to success and the following suggestions can assist you with this.

- If you are studying on campus, attend all classes - this will be important to ensure that you are able to keep up with the unit content and ask questions when you need to. Falling behind and catching up is difficult as you progress through the semester, so try to avoid having to do this.
- Similarly, if you are studying an online unit, putting in place a schedule or routine to follow along with the unit content and discussion board posts in MyLO will help keep you on track.
- Make sure your units are showing in MyLO at the beginning of the semester and, if not, check that you are correctly enrolled. Contact UConnect if there are any issues with your enrolment – see www.utas.edu.au/enrolments/enrolment-advice
- Carefully read through your Unit Outlines (available on MyLO for each unit) – these contain contact information for Unit Coordinators, assessment details and learning outcomes for each unit.
- Draw up a weekly schedule which includes your classes, study outside of class and other regular commitments you have. If studying online, allocate set times to work through your weekly learning modules. Weekly planners are available at www.utas.edu.au/students/resources
- Write out all your assessment due dates and university key dates on a wall planner, calendar or diary. Assessment Planners are available under ‘Study Management’ on the Student Resources page at www.utas.edu.au/students/resources
- Keep your study notes organised, so that you can refer to them quickly and easily as needed. Follow up any aspect of the unit content that you may need further information about - this might be through researching the topic, looking at optional or extra resources or speaking with your tutor or Unit Coordinator.

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