Use this checklist to prepare for your semester

1. Getting ready for uni sessions
   - Get help with enrolment: [www.utas.edu.au/students/starting-uni/first-steps/enrol](www.utas.edu.au/students/starting-uni/first-steps/enrol)
   - Take part in UniStart - either the 4 day on-campus program or the online version while you are studying. It will better prepare you academically for your university studies. Registration and full details are available at [www.utas.edu.au/unistart](www.utas.edu.au/unistart). If you are an international student work your way through the online activities in Unistart International. Go to: [www.utas.edu.au/unistart/international](www.utas.edu.au/unistart/international)
   - Attend a Steps to Success session for a short hands-on introduction to managing your UTAS studies and navigating MyLO. For further info and to register go to: [www.utas.edu.au/students/s2s](www.utas.edu.au/students/s2s)
   - Attend or access Orientation. For the full program and to access online information go to [www.utas.edu.au/students/starting-uni/first-steps/orientation](www.utas.edu.au/students/starting-uni/first-steps/orientation). We recommend you attend if you are studying face to face, or if you are studying by distance but live near a UTAS campus in Tasmania.

2. Getting online
   - Log in to your UTAS webmail account using the username and password given when you accepted your offer, via the Student Portal by clicking on the red ‘Webmail’ tile at [www.utas.edu.au/studentportal](www.utas.edu.au/studentportal)
   - Check your UTAS email regularly and use your UTAS email address to communicate with the Uni and its staff. If you have lost your password or want to personalise your password, go to: [www.utas.edu.au/mypassword](www.utas.edu.au/mypassword)
   - Familiarise yourself with your UTAS Office 365 system and your personal cloud storage. This is a safe and secure place to save your assignments as you work on them: [www.utas.edu.au/office-365/resources](www.utas.edu.au/office-365/resources)
   - Log on to MyLO ([www.utas.edu.au/mylo](www.utas.edu.au/mylo)) using your username and password. Familiarise yourself with what is available and also check out the MyLO ‘how to’ resources at [www.utas.edu.au/mylo/student-support](www.utas.edu.au/mylo/student-support). Your units may not show in your MyLO yet. They will be there by the first day of Week 1 each semester.
   - Familiarise yourself with the info, step by step guides and resources on the Starting Uni webpages [www.utas.edu.au/students/starting-uni/](www.utas.edu.au/students/starting-uni/) and for those studying by distance go to: [www.utas.edu.au/students/distance](www.utas.edu.au/students/distance)
   - If you have any questions or concerns, contact the UConnect team for assistance [www.utas.edu.au/students/admin/u-connect](www.utas.edu.au/students/admin/u-connect)

3. Enrolment in units
   - Visit the Course and Unit Handbook to familiarise yourself with the details of your course before enrolling in your units: [www.utas.edu.au/courses](www.utas.edu.au/courses)
   - Log in to your eStudent using your username and password, via the ‘eStudent’ tile on the Student Portal [www.utas.edu.au/studentportal](www.utas.edu.au/studentportal)
   - Complete your enrolment in the “Study” tab in your eStudent. Look under Help to access the Help sheets. If you need further assistance, contact UConnect for enrolment advice. For contact details go to: [www.utas.edu.au/enrolments/enrolment-advice](www.utas.edu.au/enrolments/enrolment-advice)
Add or update your contact details – you must provide the address you live at while studying and an Australian phone number if you are studying at an Australian campus.

Fill in an eCAF if you are a domestic student (this will require your tax file number or TFN) and you must do this before eStudent will let you enrol in units. You do this under the “Study Plan” tab in eStudent. If you don’t have a TFN go to 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)

4. Preparing to start—do this before Week 1

- Make contact early with any services that will help to make your start at UTAS run more smoothly (Counselling, Careers, Disability Services, Student Advisers). Go to [www.utas.edu.au/students/shw](http://www.utas.edu.au/students/shw)

- If you are studying on campus, look up your class timetable via the Student Portal [www.utas.edu.au/studentportal](http://www.utas.edu.au/studentportal) by clicking on the red ‘Timetable’ tile. If you are currently enrolled you can view your timetable using your Student ID number or by using the individual unit codes. Choose the correct campus and select ‘lectures’ only for the first print. You can then select all classes which will provide you with the full timetable for each unit and will include all workshop/tutorial and practical options. You will be able to register for your preferred option at the beginning of semester. NB Some units do not have lectures. Medicine, Nursing and the Con have other timetable arrangements—refer to the information provided at the top of the timetable site.

- If you have questions about your timetable, contact Uconnect for assistance – don’t wait until Week 1. Make sure you know where you need to be and when, so you don’t miss any classes. Week 1 classes are really important for helping you understand how your studies will work each semester.

- Get your Student ID card by providing photo ID (e.g. passport or drivers license) and any document with your UTAS applicant/Student ID number on it (e.g., your Letter of Offer or CoE). For info on getting your ID card go to: [www.utas.edu.au/enrolments/student-identity-card](http://www.utas.edu.au/enrolments/student-identity-card)

- Your ID card is also your MyPrint card. Set up and add funds to your MyPrint account to print at any location with enhanced security, quality and reliability: [www.utas.edu.au/myprint/students](http://www.utas.edu.au/myprint/students)

- Studying by distance or have an online unit? Check out the Tips To Manage Your Online Studies advice sheet available under at: [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources)

- Look up the required (prescribed) texts for your units listed directly on the Co-Op Bookshop website [www.coop.com.au/textbook/search](http://www.coop.com.au/textbook/search) You can also check notice boards on campus for second-hand copies when uni starts.

- Join the conversation on the UTASLife Facebook page [www.facebook.com/UTASLife](http://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. If studying online, join the ‘Distance Students at UTAS’ group on Facebook [www.facebook.com/groups/UTASonline](http://www.facebook.com/groups/UTASonline) to connect with other distance students.

5. Key contacts

- Uconnect: [www.utas.edu.au/students/admin/u-connect](http://www.utas.edu.au/students/admin/u-connect)

- Student Advisers: [www.utas.edu.au/students/learning/advisers](http://www.utas.edu.au/students/learning/advisers)

- Student Wellbeing: [www.utas.edu.au/students/shw](http://www.utas.edu.au/students/shw)


- IT: [www.utas.edu.au/service-desk](http://www.utas.edu.au/service-desk)


For more information

Visit Ask Us for answers to all your questions [askus.utas.edu.au](http://askus.utas.edu.au)

> [utas.edu.au/students](http://utas.edu.au/students)