If you missed orientation and your first week of classes, below is a list of suggested steps to help you catch up and get back on track in your first weeks of uni.

1. Access and regularly check University systems
   You will need your UTAS username and password to access:
   □ Your UTAS Webmail account – check your UTAS webmail account daily, as this is our primary way of contacting you. Use your UTAS email address to communicate with us as this will enable us to identify you and quickly assist you with your enquiry. Log into: www.utas.edu.au/studentportal.
   □ Your eStudent - this is where you will manage all administrative aspects of your study plan including your enrolment, updating your contact details, fees, exam information, and results. eStudent is available from the Student Portal: www.utas.edu.au/studentportal.
   □ MyLO (My Learning Online) - log on to MyLO (www.utas.edu.au/mylo) using your username and password to access learning materials for each of your units. If you have recently enrolled, your units may not show in MyLO yet. It can take up to 48 hours for your units to appear.

If you don’t know your username and password, contact UConnect: www.utas.edu.au/uconnect

2. Finalise Enrolment
   □ If you have not yet enrolled in your units for this semester, complete your enrolment in the “Study” tab in your eStudent. Look under Help to access the Help sheets. Until you have enrolled in units you will not have access to any learning materials. If you require enrolment advice, contact UConnect to be put in touch with a Course Information Officer as soon as possible.

For contact details go to: www.utas.edu.au/enrolments/enrolment-advice.

□ If you are enrolling after Week 2 of semester, you will need to contact UConnect and seek the advice of your Course Information Officer, as the ability to self-enrol into units in eStudent closes at the end of Week 2 and will require Unit Coordinator approval.

3. Register for and attend classes
   □ Register for your tutorials/workshops/practicals if studying on campus, or online discussion groups/virtual classrooms, if studying online. To do this, click on the red ‘Timetable’ tile in the Student Portal: www.utas.edu.au/studentportal. Please note: some units do not have lectures, and in others the lecture is online so will not show in the timetable for the unit, you will need to allocate your own time to listen to them.

□ As soon as you can access your units in MyLO (up to 48 hours after you’ve enrolled in your units) you should check each of your unit outlines for class requirements, and MyLO for any instructions on how to sign up for tutorials, workshops or practicals.

□ Sign up for tutorials, workshops or practicals via the Student Portal: www.utas.edu.au/studentportal, by clicking on the red ‘Timetable’ tile. If you have questions about this contact your Unit Coordinator. Their contact information should be on the Unit Outline.

4. Catch up on missed unit content
   □ Carefully read your unit outlines, available on MyLO. Your unit outline will provide you with all of the information you will need regarding each unit, including
what the unit will cover, who your teaching staff are, when your assessments are due, as well as anything specific to that unit that you need to know.

- Catch up on the unit content and announcements that you have missed by logging onto MyLO for each of your units, and:
  - print out the lecture slides,
  - watch any lecture recordings,
  - complete required readings,
  - do the tutorial and workshop questions,
  - and check for upcoming assessment items.

- Familiarise yourself with each of your Unit Coordinators’ consultation times and contact details, located in your unit outline. Then make a time to meet with them to discuss what you might have missed so far, including any early assessment items.

5. Get orientated to the University

- Familiarise yourself with the First Steps for New Students: [https://www.utas.edu.au/students/starting-uni/first-steps](https://www.utas.edu.au/students/starting-uni/first-steps) and information about [www.utas.edu.au/students/starting-uni/first-steps/orientation](www.utas.edu.au/students/starting-uni/first-steps/orientation). International Students who missed Orientation must contact their International Student Adviser for information: [www.utas.edu.au/students/international-students](www.utas.edu.au/students/international-students).

- Read through the Start of Semester Checklist available under “Starting at UTAS”: [https://www.utas.edu.au/students/resources](https://www.utas.edu.au/students/resources).

- Get your Student ID card by providing photo ID (e.g. passport or driver’s license) and any document with your UTAS applicant/Student ID number on it (e.g., your Letter of Offer or CoE). For info on how to get your ID card go to: [www.utas.edu.au/students/admin/id-and-access](www.utas.edu.au/students/admin/id-and-access).

- Make a time to meet with a Student Adviser if you are having difficulties getting started, or have issues that are likely to affect your studies: [www.utas.edu.au/students/learning/advisers](www.utas.edu.au/students/learning/advisers).

For more information

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

If you have any further questions, touch base with a Student Adviser: [www.utas.edu.au/students/learning/advisers](www.utas.edu.au/students/learning/advisers)