UTS College

UNIVERSITY OF TECHNOLOGY SYDNEY

Enrolment Guidebook

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Key Terms

SID = Student Number

Your Student Number is your key identifier at UTS College. This number is used by all staff, and UTS College systems to distinguish between different students.

Your SID can be found in your Confirmation of Enrolment Letter.

Student Portal

Also known as eStudent, your student portal is where you can update your personal details, enrol into subjects and check your class timetable.

Canvas

Canvas is the UTS College Learning Management System (LMS) where you can access all your course work, both in the classroom and at home. You can view all assessments, class content and subject outlines within Canvas. You will also have access to the UTS College HELPS Canvas course.

Microsoft Office

Microsoft Office (known as MS office or Office) is the main program that holds Word, Excel, PowerPoint and Outlook. These programs will be used by all students to create documents, read emails and create presentations.
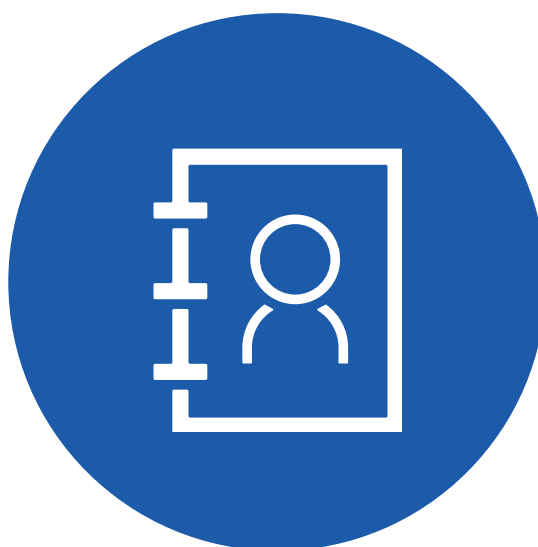
UTS College Map

Please click here to access maps of UTS College Campus.

Classroom Location Guide

UTS and UTS College use the same code to identify rooms on campus. All location codes consist of Building, Level and Room number.

Reading your timetable for classes in Building 5			
Building	**Block**	**Floor**	**Room number**
CB05	**C**	**01**	**001**
This would read as **CB05C.01.011**			

Reading your timetable for classes in 645 Harris Street		
Building	**Floor**	**Room number**
HS645	**3**	**25**
This would read as **HS645.325**		

Activate your UTS Student Account

All UTS College students utilise the UTS web systems and accounts. It provides you easy access to various UTS systems that will assist you throughout your studies.

Account activation

Your UTS student account is created after you have enrolled. You must then activate your account and set up your multi-factor authentication (MFA).

To activate your account, you will need to:

1. Go to the UTS:My Account website

2. Enter your student identification (student ID) number

3. Enter the required personal details

4. Enter your birth date according to the format in the example: dd/mm/yy (any other date format will result in an error)

5. Read and understand the applicable UTS IT and email policies and guidelines and tick the four boxes listed (by activating your account you agree to abide by all UTS policies and rules especially pertaining to the Provision and Acceptable Use of Information Technology Resources Policy.

Breaches of policies and guidelines may lead to locking of student accounts, disciplinary action and initiation of legal process or expulsion).

6. Set up three (3) security questions. You will need to ensure that you remember the answers to these questions as these will be used to verify your identification in future

7. Create a password. Your password must be 8 to 16 characters long, and can only contain letters, numbers and symbols but MUST CONTAIN AT LEAST ONE OF EACH. Spaces are not allowed. Do not use your UTS ID number. Do not use your previous password.

8. If you have set up your password correctly, you will see a confirmation that your account has been activated and you will see your email address.

9. Set up your multi-factor authentication (MFA) at login.uts.edu.au. Refer below for more information.

Tips to assist you with setting your security questions

- Answers to your three questions can be numbers or letters but not symbols (for example do not use % $ # *). Each question must be unique. Answers cannot be more than 40 characters but may consist of more than one word.

- Only you should know the answers to your security questions. Anyone who is able to answer one of your security questions correctly may be able to use your UTS access account, which includes email and enrolment functions.

- Please select your security questions wisely and make sure they are easily remembered. Not remembering your answers will cause delays when asking for help with any password problems that might arise. If you forget the answers to your security questions you may be required to provide photo identification at one of the IT Support Centres in order to have your password reset.

Update personal details on your Student Portal

As part of your requirements as a UTS and UTS College Student, you are required to keep your contact details as up to date as possible in the event you need to be contacted.

To update your details, you will need to:

1. Sign into eStudent via https://estudent.utscollege.edu.au/
2. Type your StudentID and UTS password
3. On the top navigation bar, select Personal Details, followed by Contact.
4. Confirm your current address, mobile phone number, Emergency Contacts and preferred email are correct and current.

   - To update address, go to My Address section and click edit and enter the details. Once the address updated, click Confirm Address.
   - To update Phone number, go to My Phone Number section and click edit and enter details. Once the phone number is updated, click Save.
   - To update email addresses, go to My Email Addresses section and click edit and enter details. Once the email addresses are updated, click Save.
   - To update Emergency Contacts, go to Emergency Contacts section and click 'Add new' and enter details. Once updated, click Save.

Login to Canvas

Canvas is UTS College's Learning Management System (LMS). It's where you access your program material and where your teachers will contact you.

You will also have a Welcome Week/Introduction module for your First Semester or Block at UTS College! This should be available to you when you sign in for the first time.

1. Go to https://canvas.utscollege.edu.au/
2. Type in your UTS email address (SID@student.uts.edu.au) in the Username field and click on Next.
3. Type in your UTS Email Password
4. You have successfully signed in!

Take the Picture for your Student ID Card

CaptureME is used by all new students to submit a photo for their first UTS College Student Card. You can upload your photo using a computer, tablet or smart phone.

When choosing or capturing a photo, keep the following in mind:

- the photo captures the front of your face
- your head is in a straight position
- remove any hats, headwear, glasses or scarfs (If you usually cover your head for religious reasons, or you wear glasses, your photo can include these items.) Head coverings should be worn in such a way as to show the face from the bottom of the chin to the top of the forehead.
- eyes should be clearly visible e.g. not covered by hair.
- eyes looking straight into the camera
- face should cover at least 25% of the photo
- leave space around face area
- photo file size should be at least 320 pixels high x 240 pixels wide.

Cropping the photo

1. Once the photo is selected from either uploading a photo or capturing from a webcam, the next step is to crop your photo. CaptureME can automatically crop your photo to size. Click 'Submit this photo' to accept the auto cropped photo or click Adjust crop area to manually crop the photo.
2. Click use this photo once done.

Entering your details

1. After cropping your photo, the next step is to verify your details. The fields below will be populated by your recent details. Review the records and update as necessary.
2. Click 'confirm details' once done.t
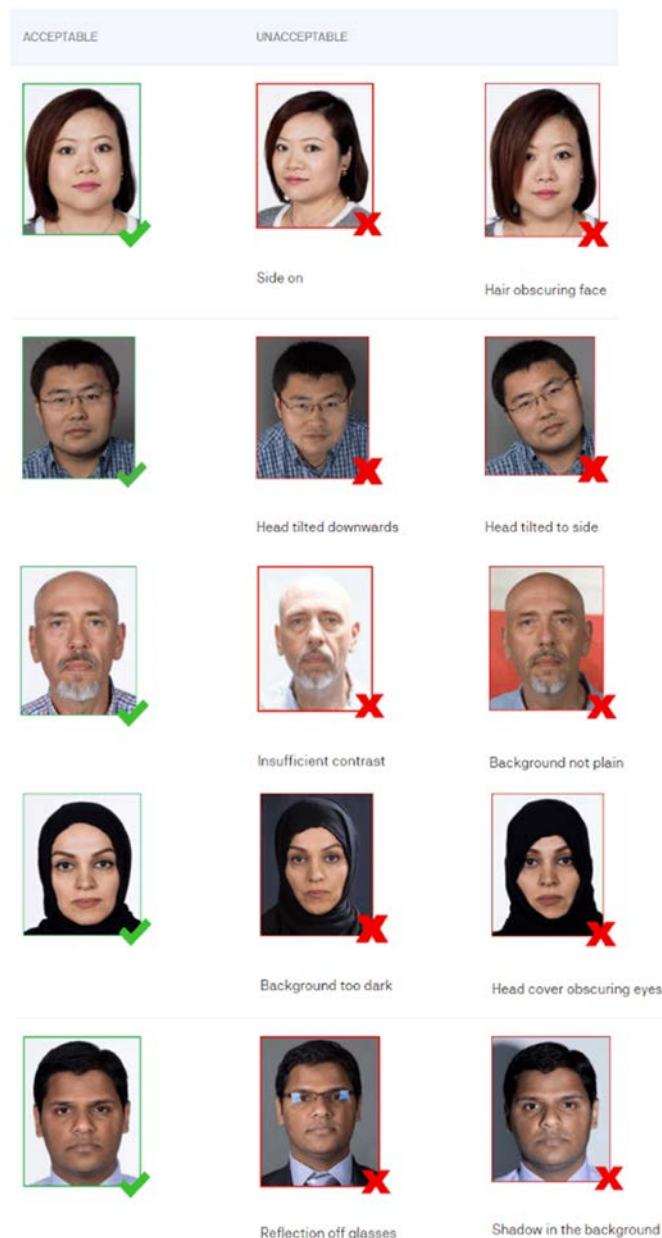
Photo submission

1. Click submit button to submit photo. Depending on your browser a success message may appear and the browser will close.
2. Your photo is now submitted and awaiting approval from UTS College. You will receive an email confirmation confirming that the photo has been submitted.

Card Pickup

You'll receive an email advising if your photo has been 'approved' or 'rejected'.

Once approved, your card will begin creation and be available for pickup at the Student Centre once they notify you.

Keep an eye on you emails for confirmation from the Student Centre that your Student ID is ready to pickup!

utscollege.edu.au