VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

THE NEW WAY TO DO UNI

MYVU ENROLMENT GUIDE

Offshore Students

Last updated: February 2023

Accessing online enrolment

You will need a valid Victoria University (VU) account and password allowing access to MyVU (myvu.edu.au).

MyVU is the gateway to all online services including Online Enrolment, Student Connect, and VU Collaborate.

You can enrol online on a desktop, tablet or mobile phone. The recommended browser is Google Chrome and select enable pop-ups to view messages. More information on enabling pop-ups is available here.

If you need help at any stage during the enrolment process, click the drop down menu in the top right corner of the screen and select one of our contact options (live chat, phone, in person at VUHQ), or your site administrator.

Step 1

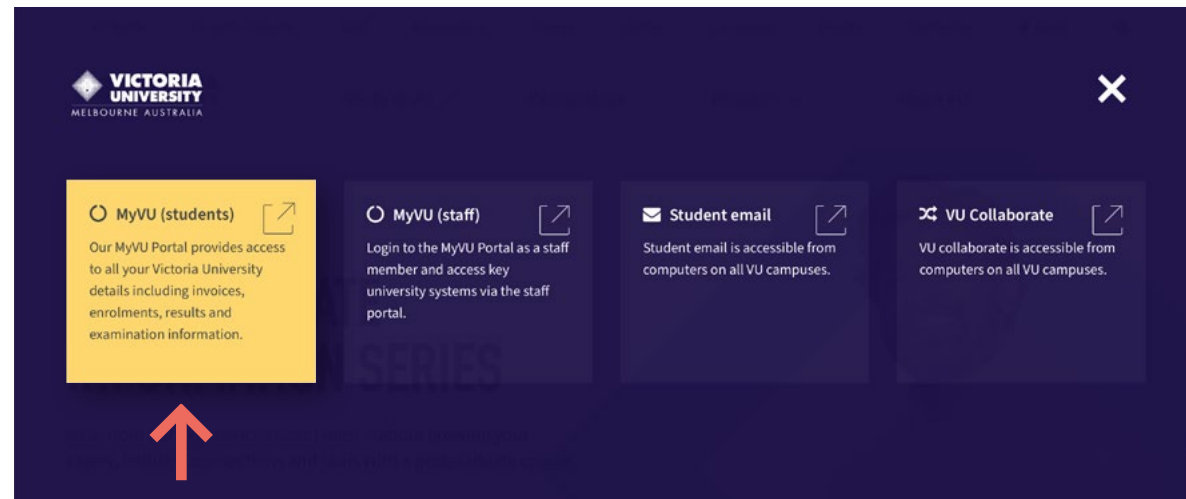Go to the VU website (vu.edu.au) and click the 'Login' tab.
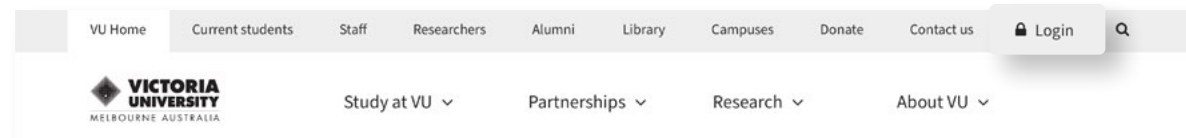
Step 2

The 'Login' tab will bring up a pop-up window with four platforms to choose from.
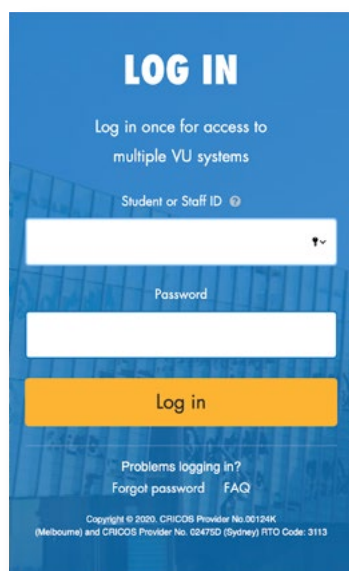
Click the **'MyVU (students)'** box.

Step 3 – Logging into MyVU

Enter in your username and password (see the grey box on the right for details on how to log in).

Click 'Log in' to proceed.

Existing users

If you have already set up your MyVU account, use the same username and password to log in and proceed to Step 6 in this guide.

New users

If you are a new user, please follow **Steps 3–6** in this guide.

For your username, type the letter 's' (lower case) followed by your student ID number; for example: s1234567.
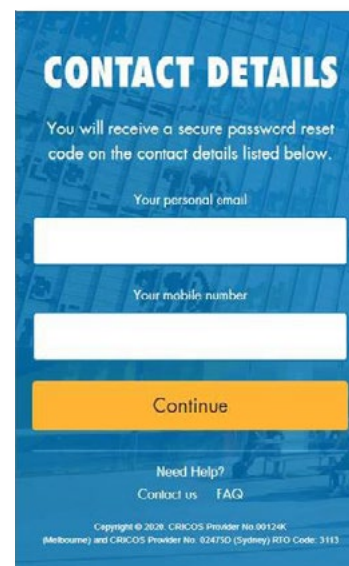
For your password, type the word 'Temp' (uppercase T) followed by your date of birth in the format TempDDMMYYYY.

For example, 12 May 1983 is written as Temp12051983 (you must enter the full year).

Step 4 – Contact Details

Type in your personal email address and a mobile number.
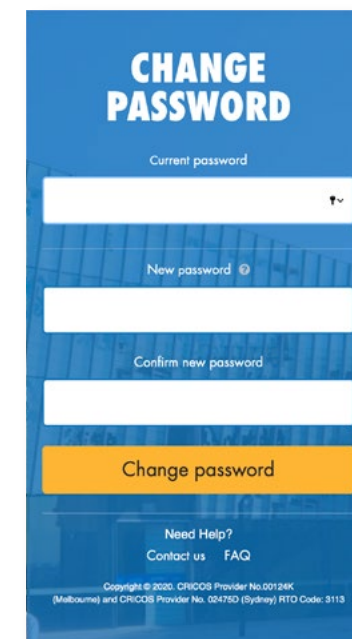
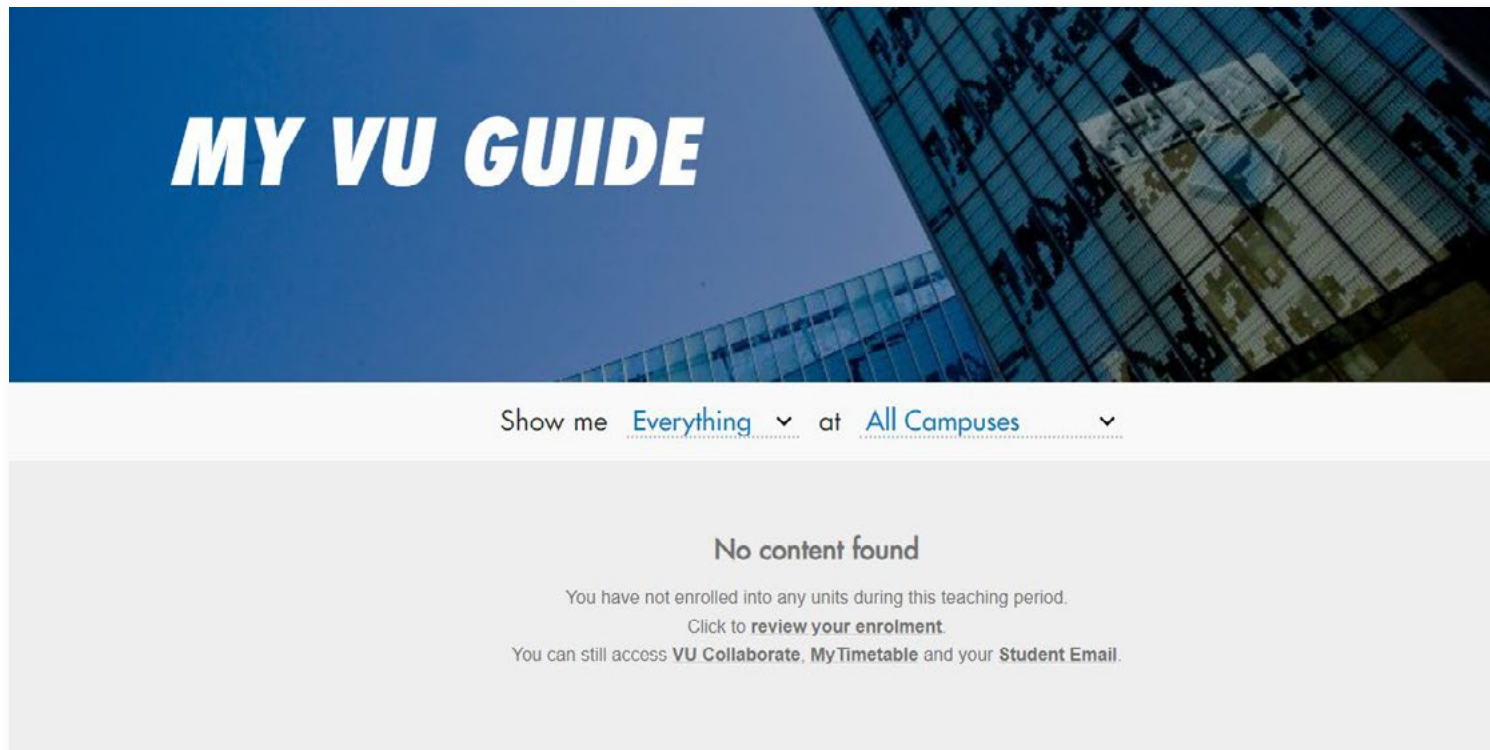Click 'Continue' to proceed..

Step 5 – Change password

Type in current 'Temp' password followed by your new password.

Confirm new password by entering it again.

Click on 'Change password' to go to MyVU.

Once you have signed in, you will land on your personalised MyVU welcome page.

Step 6 – Start your enrolment

Once you have signed in, you will land on your personalised MyVU welcome page.
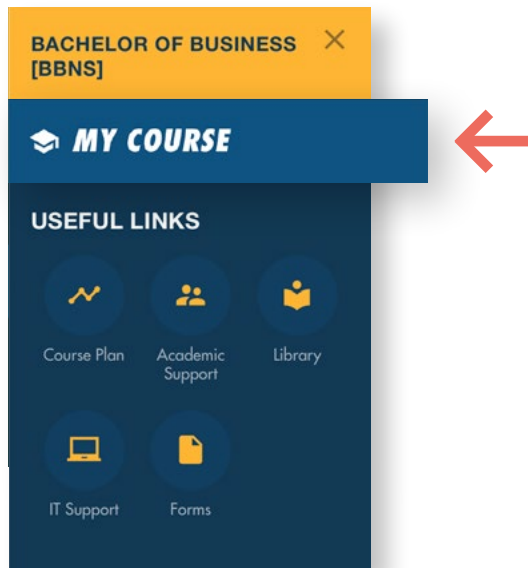
Click the hamburger menu ☰ on the top left hand side of your screen.
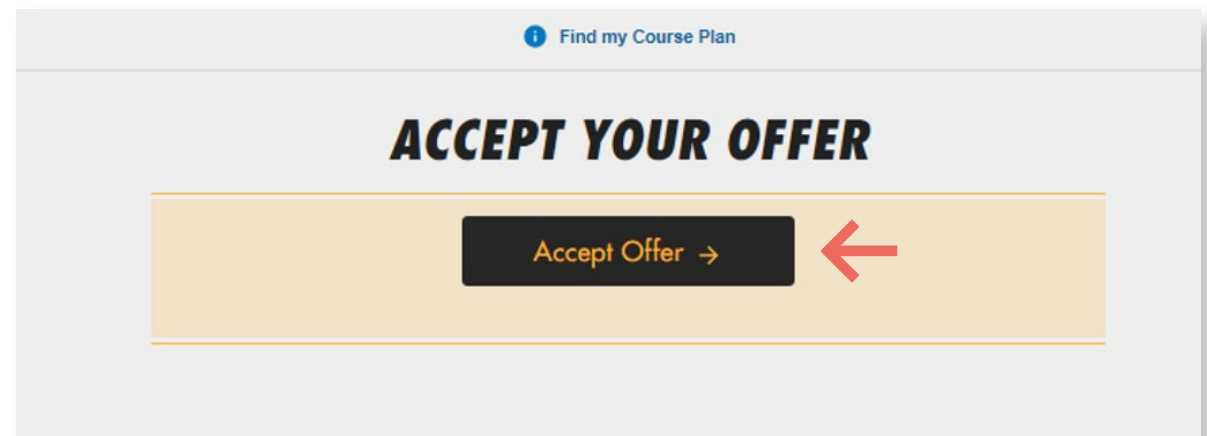

Step 7 – Select My Course

Click on the 'MY COURSE' button.
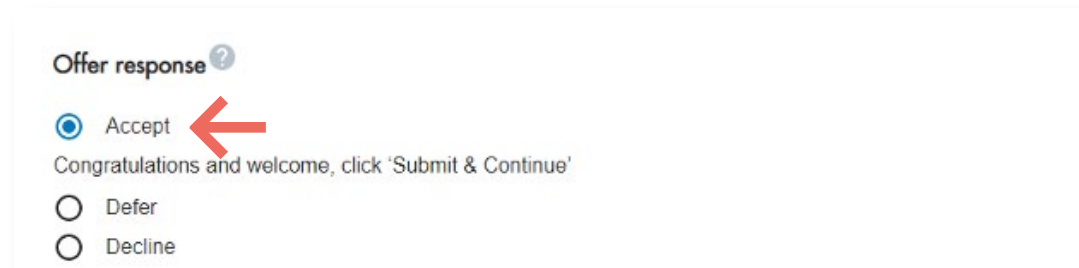
This will take you through to your enrolment page.

Step 8 – Accept your offer

Click on the 'Accept Offer' button. This will take you to the Accept Your Offer page.

Step 9 – Begin enrolment

Click on the 'Accept' button.

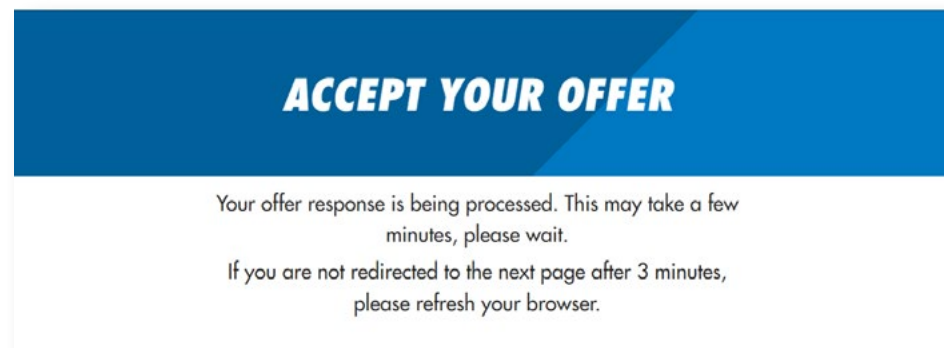Please be patient and allow the system to process your offer. It might take up to 5 minutes.

Click 'Submit & continue' to proceed to the next step.

This will take you to the Privacy Notice and Student Declaration section.
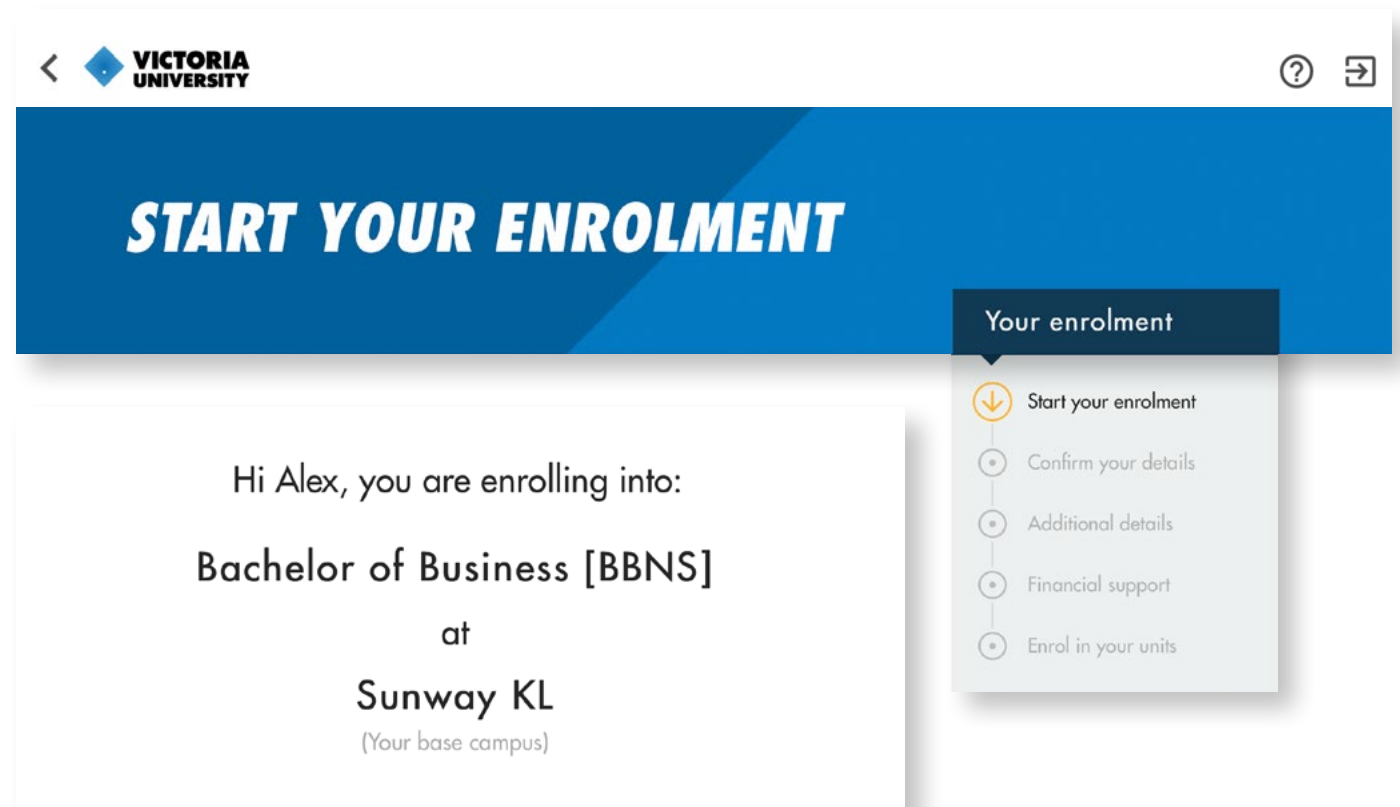
Start your enrolment

You will see a personalised message with your name and course title (see example on the right) on this page. Please confirm that the details are correct on your personalised page.

If this is not you or the details are incorrect, please contact VUHQ by clicking on the question mark ⓘ in the top right corner of the screen.

You will also have a 'home base' campus which is the main campus where you will study.

For students with multiple offers, you will need to use the unique link in your offer email to enrol in the course you wish to study.

Tip: You can track your enrolment process by looking at the navigation bar to the right of the screen (see example below). You can click on this at any time to go back to a previous step.

Please read the Privacy Notice and Student Declaration notice on this page.

When you have read and agreed to the student privacy notice and declaration, click the check box and click 'Start' in order to commence your enrolment.

Privacy Notice and Student Declaration

Privacy Notice

PLEASE READ THE FOLLOWING NOTICE BEFORE PROCEEDING

Victoria University has a **Privacy Policy** that refers to the collection and handling of personal and health information by the University in a way that establishes a reasonable balance between an individual's right to control the use of their personal information, with the University's need to ensure that it can collect and use information with confidence in order to perform its functions. A Privacy Collection Statement for use in relation to the collection of information from students is available under Appendix One of the Privacy Policy. The **Privacy Policy** and the Privacy Collection Statement (Refer **Privacy Policy** Appendix 1 - Privacy statement for the collection of student information) is available at **https://www.vu.edu.au/privacy** or through **ASKVU**

Student Declaration

1. I confirm that I will comply with the standards of behaviour described in the **Student Charter Policy** and agree to be comply with the University's **Regulations, policies and procedures** (including the requirement to follow any lawful and reasonable direction of a University staff member). I understand that the Student Charter, Regulations, policies and procedures may be amended from time to time and that I am responsible for regularly

☑ I have read the Privacy Notice and agree to the Student Declaration

Click 'Start' to commence your enrolment

Start

Confirm your details

You will be asked to confirm your personal and address details.

Personal details

Confirm your personal details. Your personal details should be prefilled with information retrieved from your application.

If any of these details are incorrect, please click on the Personal Details Amendment form and complete the PDF. You can submit the form with supporting documents site administration or via ASKVU.

If there is a name you would prefer to go by, please enter it under the 'Preferred name' section.
This may be the same or different from your given name.

Personal details

The information shown in this box is based on details you provided on your initial application.

If you need to amend any of these details, please fill in the following form:

📄 **Personal details amendment form**

Title	**MX**
Given names	**Alex**
Surname	**Doe**
Gender	**X**
Date of birth	**17 Oct 1993**

What do you prefer to be called?

Preferred name

Alex

Contact & address details

Enter your contact details and permanent home address.

If your residential and postal addresses are different, untick the box and fill in the required fields.

Contact details

Mobile number
0412345678

Home phone number (optional)

Personal email
email@gmail.com

Address details

Permanent home address

Country
CHINA

Address Line 1
14 TANG SHAN STREET ZIXUE I

Address Line 2

Address Line 3

Suburb / City / District
XIGANG ZONE DALIAN

State / Region / Province
LIAONING PROVINCE

Postcode / ZIP
116011

Contact address

☑ Same as permanent address

Emergency details

We also require the details of a person to contact in case of emergency. Provide their contact details in the Emergency Contact field.

Click 'Submit & continue' to proceed to the next step.

Emergency contact

Contact name

WANG WEI

Contact number

321456987

Relationship

Parent/Guardian

Submit & continue

Additional details

The Additional details page is where we collect information that is required by the Australian Government for reporting purposes.

The information in the grey box at the top of the page is the information you have provided in your application.

If this information is incorrect, please click on the Change of Citizenship or Residency Status Form and complete the PDF.

The information shown in this box is based on details you provided on your initial application.

If you need to amend any of these details, please fill in the following form (please note that this form must be processed before you can proceed with the rest of your enrolment):

📄 **Change Citizenship or Residency Status**

I am:

- Neither Aboriginal nor Torres Strait Islander origin
- Overseas Student Residing Overseas

Answer the questions on this page. Remember, if you don't know what the question means, click on the question mark ⑦ for more information.

Then click on 'Submit & continue' to continue.

Please note: When answering questions on this page, you may see the lettering come up in red. This means you have entered an incorrect number of digits or letters in the field. Once you have entered a correct set, you will be allowed to continue.

Do you have a disability, impairment or medical condition? ⑦

In which country were you born?

Country	Year arrived in Australia
CHINA	1990
	Year must be valid.

Do you speak a language other than English at home?

Where were you living during your final year of Secondary/High School?

What was the highest level of education completed by your Parents/Guardians? ⑦

What was your highest prior education achieved before this course?

Have you attended Secondary/High School?

Submit & continue

Enrol in your units

This page will provide different options depending on the mode of study you are enrolled in.

It may take some time for your enrolment page to load (see the first example on the right).

Click on "Select Option" and choose your major and minor.

If you are unsure which major and minor to select, please contact your offshore administrator.

Selection Options

Selection required - Major/Minor - Year Level 2

You must select 192 credit points from the following options:

between 96 and 192 credit points in Major Selection AND between 0 and 96 credit points in Minor Selection

Please make your selection(s) below:

Major Selection

- ☑ Accounting (BMAACT) 96 Credit Points
- ☐ Banking and Finance (BMABKF) 96 Credit Points
- ☐ International Trade (BMAITD) 96 Credit Points
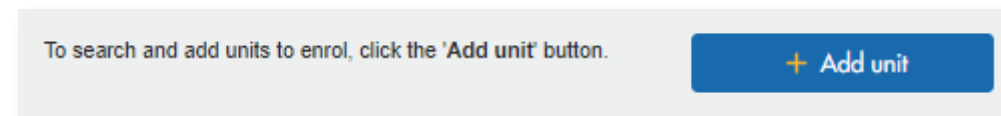
Minor Selection

- ☐ Accounting (BMIACT) 48 Credit Points
- ☐ Banking and Finance (BMIBKF) 48 Credit Points
- ☐ International Trade (BMIITD) 48 Credit Points

You have selected 96 of the required 192 credit points for this option.

Save and continue	Cancel

After you have saved your major and minor, please click on the "Add Unit" button to add your units

To search and add units to enrol, click the '**Add unit**' button.

+ Add unit

H1B1 — Add unit

H1B2 — Add unit

H1B3 — Add unit

H1B4 — Add unit

Once you're able to add a unit, you can do so by clicking on the 'Add unit' button or by clicking on a vacant tile area. This will take you to the 'Search Units' page.

You can add and withdraw from units until the relevant Census date for that study period.

Search for your unit, using either the unit code or unit name.

SEARCH UNITS

ⓘ Not sure what units to choose?

BAO1101 | Unit name | 🔍

Each unit tile has the campus location, unit code, unit name, and the number of credit points.

Hover over the tile to bring up options 'Unit details' and 'Add'.

Click 'Add' to select your unit preferences.

Select your preferences from the drop down menus
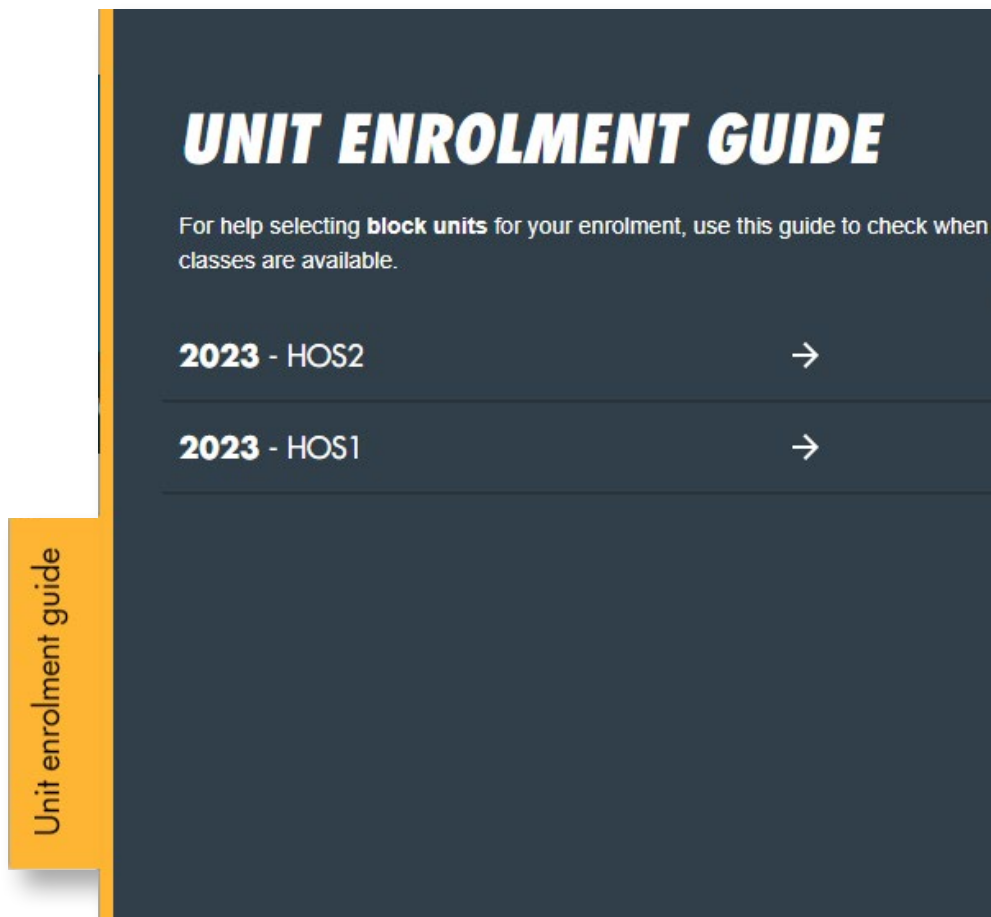
Click 'Enrol in unit'.

Once you have all the units you wish to enrol in displayed, click the 'Submit enrolment' button.

SUNWAY KL
BAO1101
Accounting for decision making
12 points
IN-PERSON

Unit details
Add

Add & enrol | BAO1101
×
2022
Sunway KL-In-person
HE Semester 2 - Block 3 (29 spots...
Enrol in unit

2022 - Semester 2

H2B1
SUNWAY KL
BAO1101
Accounting for decision making
12 points
IN-PERSON

H2B2
SUNWAY KL
BCO1102
Information systems for business
12 points
IN-PERSON

H2B3
SUNWAY KL
BLO1105
Business law
12 points
IN-PERSON

H2B4
SUNWAY KL
BMO1102
Management & organisation behaviour
12 points
IN-PERSON

Submit enrolment

Unit Enrolment Guide

If you are unsure about the units you have to enrol into, please refer to the "Unit enrolment guide" on your right-hand side.

Unit enrolment guide

UNIT ENROLMENT GUIDE

For help selecting **block units** for your enrolment, use this guide to check when classes are available.

2023 - HOS2 →

2023 - HOS1 →

To find out more about the unit, hover over the unit and click on 'Unit details'.

This will take you to the unit description on the website which includes assessment details, learning outcomes and prerequisite requirements.
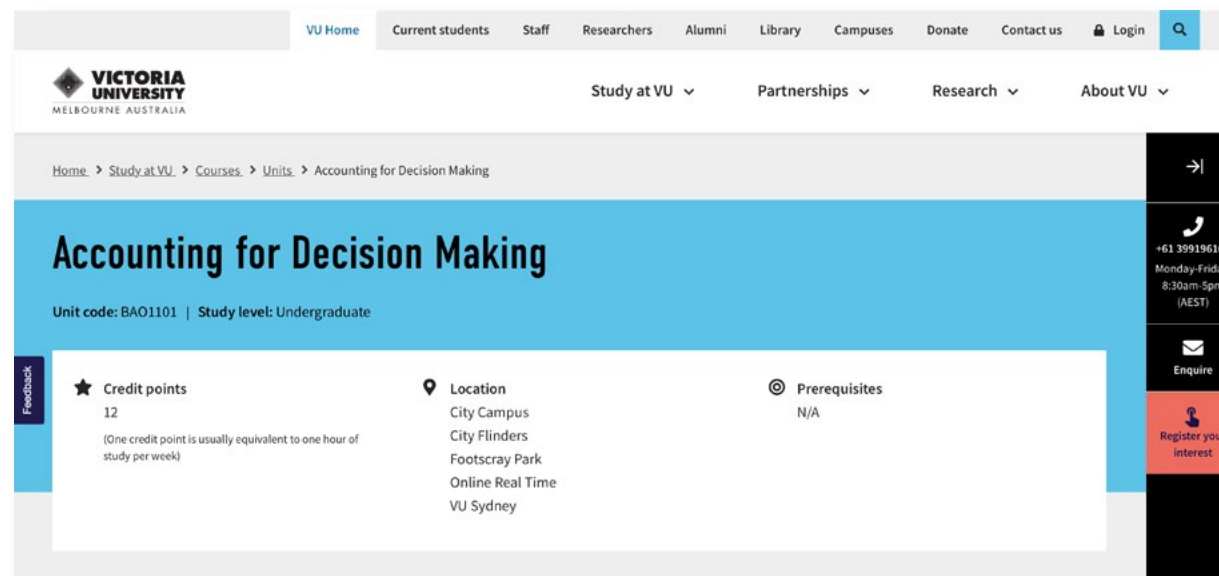
Enrolment submitted

Congratulations!
You are now enrolled.

We suggest that you spend some time exploring MyVU for personalised weekly guides to events, resources, important information and handy hints.

If you are a continuing student, please click on the 'Return to MyVU' tab in order to view your enrolment details (see the example on the following page).

You will now have the opportunity to provide some feedback on the enrolment process to help us keep improving the enrolment platform by completing a survey.

Continuing students will see the following page on their screens:

If you wish to make amendments to your enrolment, click on 'Go to MyVU'.

Click on 'MY COURSE'. From here you will have the ability to edit your enrolment. However, this may impact your course progression.

If you have any questions, please visit VUHQ, or your site administrator.

Your next steps checklist

◆ Add MyVU to your mobile

The MyVU App provides access to your student details including enrolment information, Statement of Account, VU Collaborate, results and examination information.

vu.edu.au/course-delivery-plans

◆ Activate your student email

All students have a VU student email account. You are expected to set up this email and check it regularly for key information and important notices.

Your account will be created 24–48 hours after you have enrolled.

Follow the instructions to activate your student email account.

vu.edu.au/student-email

◆ Get advice

Visit Welcome to VU for valuable tips about getting started, including information about enrolment, getting involved and getting help.

vu.edu.au/student-life/welcome-to-vu

◆ Check your fees

When you enrol in your course, any fees you need to pay will be outlined in your Statement of Account (invoice). Please contact your site administrator if you have any fees enquiries
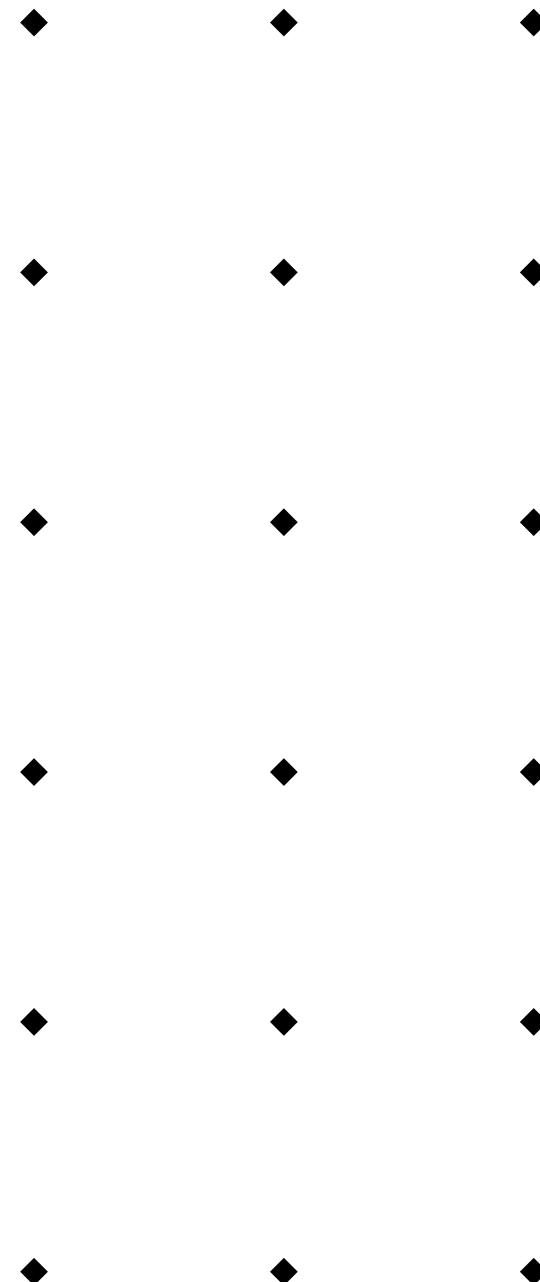
◆ VU Calendar

VU Calendar is a centralised student planner accessed through MyVU.
The VU Calendar shows your timetable, events, university and public holidays.

To make changes to your timetable you will need to access MyTimetable through the VU Calendar.

In MyTimetable you can:

- browse available times for the units you're enrolled in

- specify your time preferences when you'd like to attend

- change your allocated times after preferences have been sorted (subject to availability). Please note that it's your responsibility to confirm the location of your lectures and tutorials.

Learn more about how to access and use MyTimetable and VU Calendar.

◆ Statement of account

Please contact your site administrator if you have any fees enquiries

◆ Get help

If you need assistance or advice around changing your enrolment, contact your site administrator.