



**VICTORIA
UNIVERSITY**

How to enrol

Your guide to MyVU



Congratulations and welcome to Victoria University

We're so excited for you to get started and officially join our Victoria University (VU) student community.

This step-by-step guide will help you enrol in your course, so you can start exploring everything that's available to you as a student at VU.

If you're an international student, your steps to enrolment will be a bit different. Please visit our [international enrolment page](#) for instructions on how to enrol.

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We're here to help with any questions you might have. Here's how you can get in touch:

- ◆ [Visit us at VUHQ](#) (our student support hub, located at each of our campuses)
- ◆ [Send an email or chat online](#)
- ◆ Call us on **03 9919 6100**

VU Online student? Get enrolment support.

Postgraduate VU Online students

Contact your Student Enrolment Advisors:

- ◆ **1300 682 051** or studentsupport@online.vu.edu.au

Undergraduate VU Online students studying the Bachelor of Business

Contact your Student Enrolment Advisors:

- ◆ **1300 986 111** or vuonline.enquiries@vu.edu.au

Before you enrol

First, here are a few things you'll need to complete your enrolment. Taking a few minutes to get yourself ready now will make it easier once you get started.

What you'll need

- ◆ **Your student ID number**
You can find this in your official course offer email. (Can't find this? [Get in touch with us.](#))
- ◆ **Your Unique Student Identifier (USI)**
To get your USI (or check if you already have one) head to the Australian Government's [USI website](#) and follow the instructions.
- ◆ **Your Tax File Number (TFN)**
You can get this from the [Australian Taxation Office website](#). (You'll need your TFN if you're applying for financial support, such as a HELP loan.)
- ◆ **Your course delivery plan**
This is an important document that gives you information about your course structure, requirements and what units (subjects) you can study. [Find your course delivery plan here.](#)



Have you accepted your course offer?

Before you can enrol, you'll need to officially **accept your offer**.

To do this, click the link in your official offer email and follow the instructions.



Your tech set-up

- ◆ **Multi-factor authentication (MFA)**
To log in to our VU student hub, you'll need to have an MFA app like **Microsoft Authenticator** installed on your phone. This gives your account and personal information an extra layer of security. [Learn more about MFA here.](#)
- ◆ **Use Google Chrome for the best experience**
You can enrol from any computer, smartphone or tablet, but we recommend using Google Chrome as your internet browser for the best experience. [Download Google Chrome here.](#)
- ◆ **Enable pop-ups**
You'll also need to have pop-ups enabled so you don't miss any important messages. [Learn how to enable pop-ups here.](#)

Accessing MyVU

MyVU is your student hub, where you can access all your essential admin and services.

Here's how to get set up, so you can enrol and start exploring.

Tip

Save myvu.edu.au to your favourites now – you'll use it regularly throughout your studies!

1 Log in

Go to myvu.edu.au and log in with your details below.

Your username:

s000000@live.vu.edu.au

Replace **000000** with your student ID number (you can find this in your official offer email.)

Note the lower case 's'

Your temporary password:

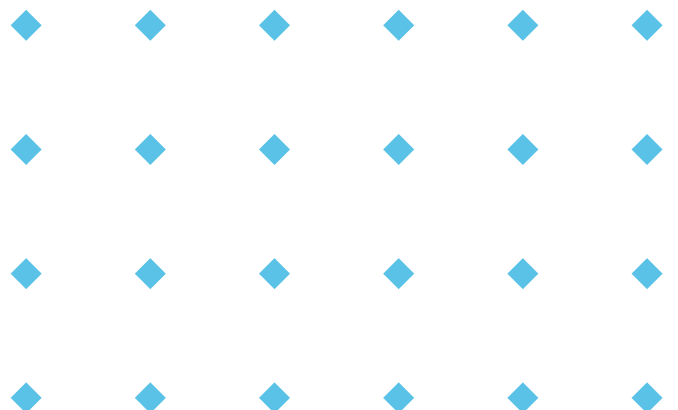
TempDDMMYYYY

Replace **DDMMYYYY** with your date of birth.

Note the upper case 'T'.

Example: If your student ID is 944566, your username would be s944566@live.vu.edu.au

Example: If your date of birth is 5th August 2001, your password would be Temp05082001



2 Get your password reset link

Now it's time to change your password to something only you know.

To get a password reset link, type in your personal email address and a mobile number, and click continue.

CONTACT DETAILS

You will receive a secure password reset code on the contact details listed below.

Your personal email

Your mobile number

Continue

Need Help?
Contact us | FAQ

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3 Change your password

Type in your current (temporary) password, followed by your new password, and confirm.

Click on 'Change password' to go to MyVU.

CHANGE PASSWORD

Current password

New password

Confirm new password

Change password

Need Help?
Contact us | FAQ

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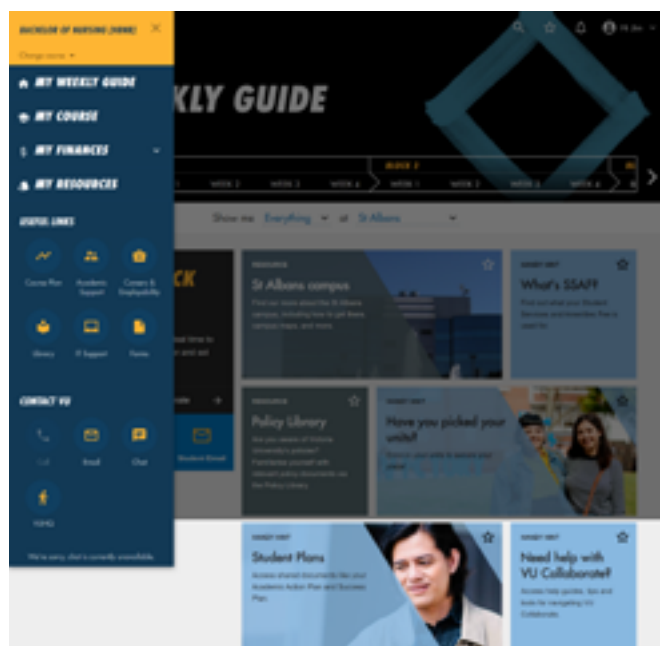
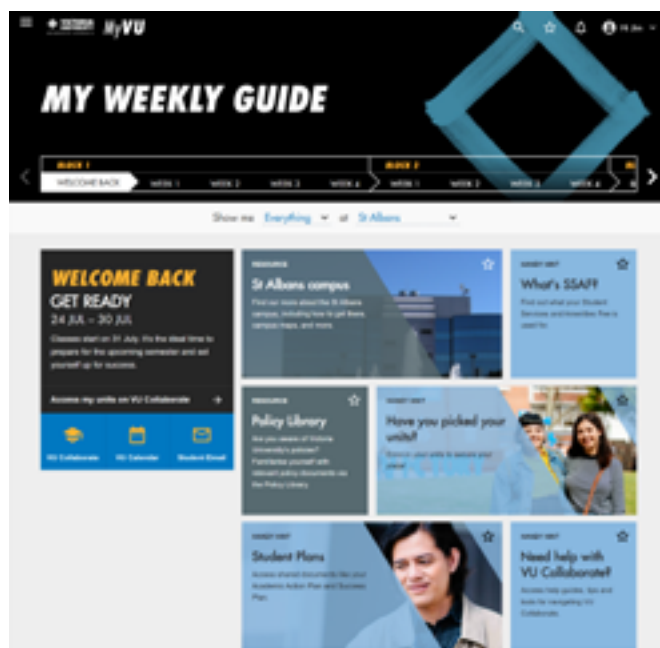


Start your enrolment

Now that you've logged in and changed your password, you should see your personalised welcome page.

From here, go to your enrolment page

- ◆ Click the menu on the top left hand side of your screen, and click on 'MY COURSE'.
- ◆ You should now see your course and enrolment info.
- ◆ Click 'ENROL NOW'.



Help and tips

- ◆ **Are all your details (name, course) correct on your welcome page?** If anything isn't right, contact VUHQ by clicking on the question mark in the top right corner of the screen.
- ◆ **If you have multiple course offers,** you will need to use the unique link in your offer email to enrol in the course you wish to study.
- ◆ You will see a **'home base' campus** listed. This is the main VU campus where you will study.



Read and accept the student privacy notice and declaration

- ◆ Click the check box to confirm that you have read and accepted this.
- ◆ Then click the **'Start'** button at the bottom of the screen.



Track your enrolment progress

You can track your enrolment process by looking at the navigation bar to the right of the screen.

You can click on this at any time to go back to a previous step.

The screenshot shows the 'Student Declaration' form within the MyVU enrolment system. At the top left, it says 'ENROL MODE' and at the top right, there is a 'Return to MyVU' button. The form title is 'Student Declaration'. Below the title is a 'Privacy Notice' section with a scrollable text area. The text reads: '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...

Below the text is a checkbox with the label 'I have read the Privacy Notice and agree to the Student Declaration'. At the bottom of the form is a large black button with the word 'Start' in yellow text. In the background, parts of the enrolment interface are visible, including 'ENROL MODE', '2024', 'Add unit', and 'Unit enrolment guide'.

Your personal details

The first step in your enrolment is to confirm your personal details.

Some of these will automatically display here, as taken from your application form.

Your chosen name

If there is a different name you prefer to go by, please enter it under ‘Chosen/preferred name’.



Do you need to update your personal details?

If any of the personal details displayed here are incorrect, please click on the ‘**Personal details amendment form**’ and complete the pdf.

You can submit this form with any supporting documents at VUHQ or via ASKVU.

Address details

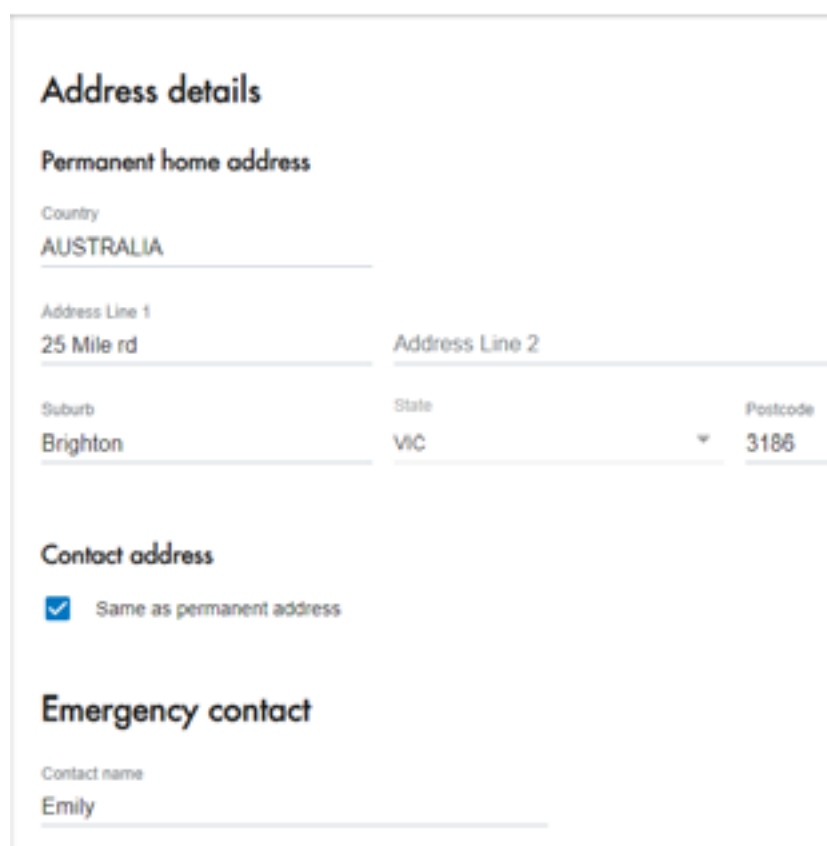
Enter your permanent home address.

If your residential address (where you live) and your postal address (where you receive mail) are different, untick the boxes and fill in the required fields.

Emergency contact

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

Click ‘**Submit & continue**’.



Additional details

Here, we need to collect some information that is **required by the Australian Government** for reporting purposes.

Remember, if you don't know what the question means, click on the question mark for more information.

The screenshot shows the 'Additional Details' form on the Victoria University website. The form is titled 'ADDITIONAL DETAILS' and includes a 'Your enrolment' sidebar with steps: Start your enrolment, Confirm your details, Additional details, UoV details, Financial support, and Email in your name. The main content area has a section for 'Change Citizenship or Residency Status' with a 'Yes' radio button selected and options for 'Neither Aboriginal nor Torres Strait Islander origin' and 'Australian citizen'. Below this are questions about language, education, and living location. A date field shows '2029' with a red error message 'Please provide your suburb.' and an 'Overseas' radio button. Another question asks for the highest level of education completed by parents/guardians, with dropdown menus for gender and 'Don't know' options. A 'Submit & continue' button is at the bottom.

When you're ready, click 'Submit & continue'.



Need to change your citizenship or residency status?

Please click on the 'Change of Citizenship or Residency Status Form' and complete the pdf.

You can submit this form with any supporting documents at VUHQ or via ASKVU.

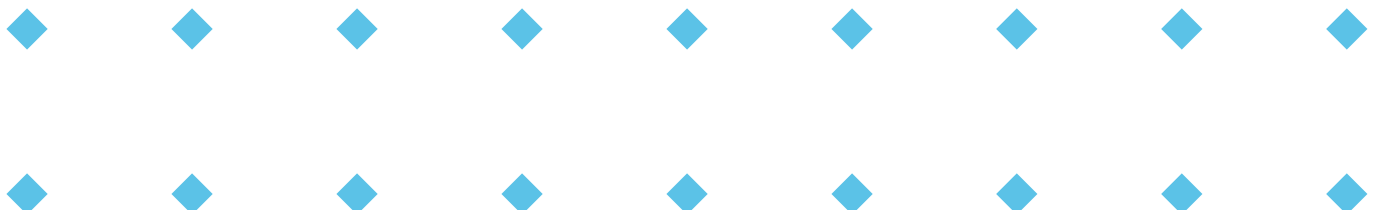


Seeing red text?

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.



Unique Student Identification (USI)

Your Unique Student Identification (USI) is an Australian Government ID number used for any TAFE or uni study you do in Australia throughout your life.

To get your USI (or find it, if you already have one), visit usi.gov.au

USI DETAILS

Unique Student Identifier (USI)

The USI (Unique Student Identifier) is a ten digit identification number that is required for domestic and international students studying a recognised qualification in Australia. The USI must be provided at the time of enrolment as it's a mandatory government requirement.

* Please ensure you use the same name in which you enrolled at VU. For example, if you enrolled as 'Jane Marie Smith', please make sure to use this same name when you apply for your USI. If you did not use a middle name and enrolled as 'Jane Smith', use that name for your USI.

Alternatively, if your legal name has changed and you are applying for a USI under your new name, ensure that you [update your personal details](#) at Victoria University using the Personal detail amendment form before you submit the USI. [Contact us](#) if you need assistance.

If you do not have a USI please create a new USI (or retrieve your existing USI) using the Australian government's USI portal usi.gov.au

Do you have a first name and family name?

Yes

First Name

First Name
ABIRSM WBLSE

Family Name

Family Name
JBTJBTB

No, I only have one name

Date of Birth

Date of Birth
6 Mar 1990

Your enrolment

- Start your enrolment
- Confirm your details
- Additional details
- USI details
- Financial support
- Enrol in your units



Financial support

If you are eligible for financial support from the Australian Government through a **Commonwealth Supported Place (CSP)** and/or a **HELP loan**, the relevant form will display here.

This will depend on your citizenship status, and the course offer you have accepted.



What is a Commonwealth Supported Place (CSP)?

If you have been offered a CSP place in your course, this means the Australian Government will pay some of your fees, and you pay the rest.

This remaining cost is called your 'student contribution amount.'

What is a HELP loan?

There are different HELP loans available, depending on your citizenship status and the course offer you have accepted.

- ◆ **HECS-HELP** can be used to pay your student contribution amount if you have a CSP place.
- ◆ **FEE-HELP** can be used to pay your fees if you do **not** have CSP place.
- ◆ **SA-HELP** can be used to pay your student services and amenities fee (SSAF).

For more important information about financial support, visit the Australian Government's StudyAssist website.

If you are offered a CSP and HECS-HELP loan

Tick the box to accept.

If you are also offered a SA-HELP loan, tick the box to select whether you want this or not.

Click 'Submit and continue'.

The screenshot shows a form titled "FINANCIAL SUPPORT" with a "Your enrolment" progress bar on the right. The progress bar includes steps: Start your enrolment, Confirm your details, Additional details, USI details, Financial support (highlighted), and Send in your units. The main form content includes:

- Commonwealth supported places (CSP) & HECS-HELP loan** (with an information icon):
 - Text: "The enrolment for a Commonwealth Supported Place (CSP) and HECS-HELP loan."
 - Text: "To accept your CSP and apply for a HECS-HELP loan you will need to provide Tax File Number (TFN) and valid Unique Student Identifier (USI) which must be submitted via the Australian Government Electronic Commonwealth-Accession Form (eCAF) system for your first enrolled course date."
 - Text: "For more information, refer to the Commonwealth Supported Place and HECS-HELP loan scheme webpage."
 - Form element: I wish to request that the Australian Government contact me to apply for a HECS-HELP loan.
- SA HELP loan** (with an information icon):
 - Text: "How do you intend to pay your Student Services and Amenities Fee?"
 - Form elements: Full upfront payment and OR use SA-HELP loan for ALL or PART of my fee.

At the bottom of the form is a "Submit & continue" button.

If you have been offered a FEE-HELP loan

Tick the box to select whether you want to pay your fees in full upfront, or apply for a FEE-HELP loan (for all or part of your fees).

Click ‘**Submit and continue**’.

Note: You must select an option to continue.

What happens next?

It’s important to know that you will still need to submit another form to the Australian Government.

When you click ‘Submit’, this sends a request to the government to contact you with your next steps.

Keep an eye on your email inbox for **an important email from the Australian government**, with a link and instructions to complete your online [Commonwealth Assistance form \(eCAF\)](#).

You should receive this email within 48 hours.

In the meantime, you can continue your VU enrolment!

Enrol in units

Now comes the fun part – it’s time to enrol in your first units (subjects).



Important information

For more important information about CSPs and HELP loans, please visit the Australian Government’s [StudyAssist](#) website.



Check your course delivery plan

Make sure you check your [course delivery plan](#) to understand your course structure and requirements. This will guide which units you can choose.

Need help choosing units?

If you have any questions about your course and which units to choose, contact your [Course and Unit Advisor](#).

Courses with units already set

For some courses, your units may already be displayed here – for example, if there are compulsory units.

If this is the case, all you will be asked to do here is review and confirm.

If you need to make changes, you can do this after you have submitted your enrolment.

The screenshot shows the 'MY ENROLMENT' page for the Bachelor of Nursing (HBNB) in 2024. The page is organized into four main sections: '2024 - Summer Block (January)', '2024 - Semester 1', '2024 - Winter Block', and '2024 - Semester 2'. Each section contains a grid of unit cards. The '2024 - Semester 1' section shows four units: HNB1001 (Professional nurse or midwife), HBM1001 (Anatomy and physiology 1), AEX1203 (Indigenous health and wellbeing), and HNB1102 (Foundations in nursing 1). The '2024 - Semester 2' section shows three units: HBM1202 (Anatomy and physiology 2), HNB1205 (Foundations in nursing 2), and HNB1002 (Primary health care across the lifespan). A 'Submit enrolment' button is located at the bottom of the page.

Choose your major and minor

If your course requires you to choose a major and minor, you can select this here.

- ◆ **A major** is a subject area you will specialise in during your degree. For example, in a business degree you can choose a major such as marketing or accounting. At VU, a major is made up of 96 credit points (equivalent to 8 units).
- ◆ **A minor** is a subject area that will be the second focus of your degree. At VU, a minor is made up of 48 credit points (equivalent to 4 units).

Click on **'Select option'** to see available majors and minors, and choose.

Find your Course Delivery Plan

Find and add units to your enrolment here.

Full time students: To complete your course within the expected course duration you are encouraged to enrol in 45CP per semester.

Part time students: You have flexibility in the number of units you choose to study.

As part of your course progression, you are required to select one or more options as set out below:

Solution required: Major/Minor Year Level 2

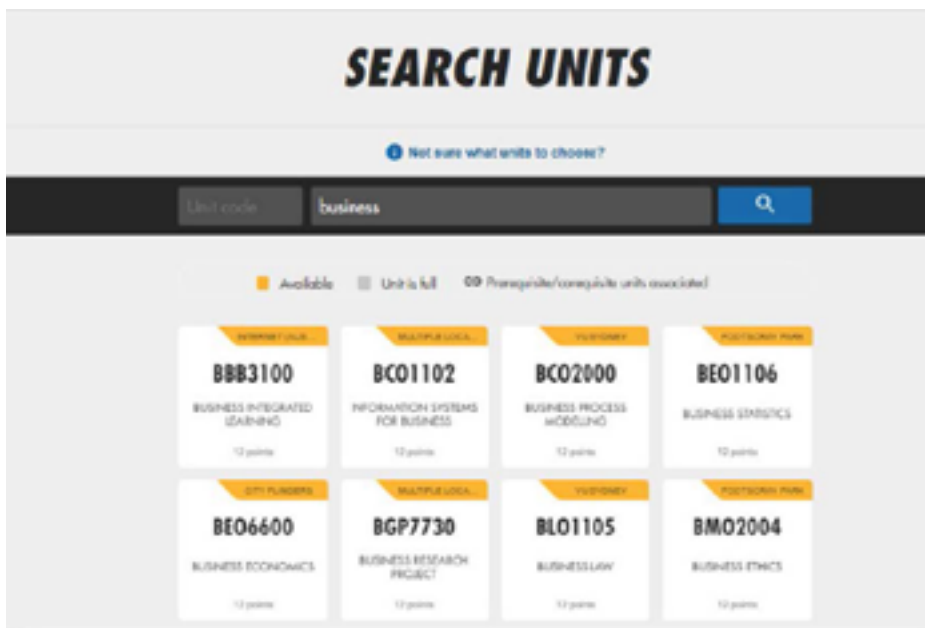
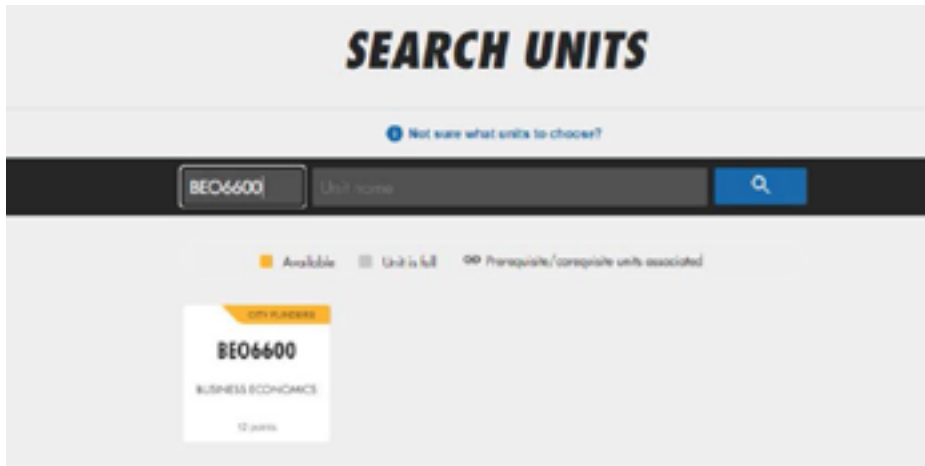
Select Option

Please contact your **Course and Unit Adviser (CUA)** if you require assistance with your option selection(s).

Add units

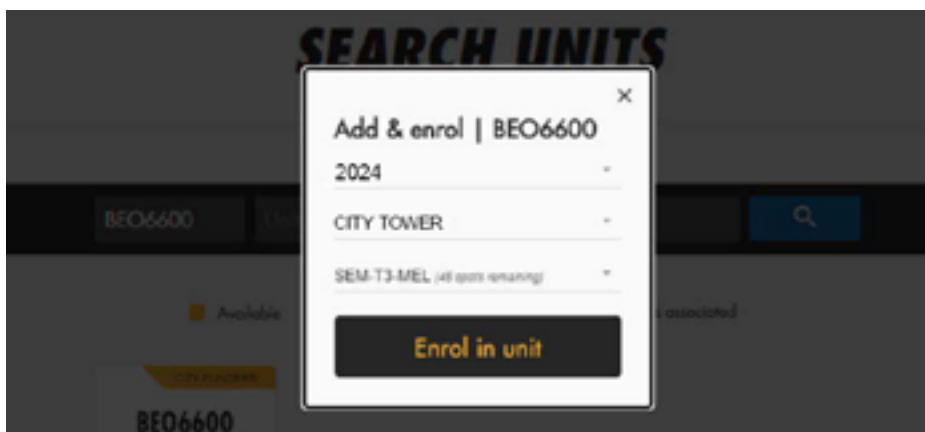
To find units available to you, click on 'Add units', then use the search bar at the top of the page to search by unit code or name.

If you don't know the full unit code or name, you can type in a portion of it. This will find all units with the search term in it.



To add the unit, hover over the tile and click 'Add'.

Select the campus and study period from the displayed options, then click 'Enrol in unit'.



Find out more about a unit

To see more information about the unit, click on 'Unit details'. This will take you to the full unit description on the VU website.



Remove units

To remove a unit, hover and select 'Remove'.



Confirm and submit your units

Once you're finished choosing your units, click the 'Submit enrolment' button to lock them in.



Congratulations – you are now enrolled!

Now you can explore MyVU and continue getting set up for life at VU. Keep reading for some next steps we suggest.

Your next steps

Here are a few things we recommend doing next, so you'll be ready to go when your classes start.

Explore life at VU

Visit our [Welcome to VU](#) page for tips and information about getting started at VU – including orientation, student services and where to get support.

Download the MyVU app

Keep all your student details on your phone with the the MyVU app, so you can access your enrolment information, fees, [VU Collaborate](#), results and exam info from anywhere.

Activate your student email

You will need to check your [VU student email](#) regularly for key information and important notices. Your account will be created 24-48 hours after you have enrolled.

Find out more about [setting up your student email](#).

Get your student ID card

Your student ID card gives you access to student discounts, services and more. To get your ID card, follow the instructions to [submit your photo online](#).

Check or change your timetable

To check your timetable, go to MyVU, then VU Calendar, and then My Timetable.

Here you can:

- ◆ browse the available class times for the units you're enrolled in
- ◆ specify your time preferences for when you'd like to attend
- ◆ change your allocated times after preferences have been sorted (subject to availability)
- ◆ check the location of your lectures and tutorials.

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

Check your fees

When you enrol in your course, any fees you need to pay will be outlined in your Statement of Account (invoice). You can check your invoice through MyVU.

Make sure you pay your fees before the relevant **Census date** to avoid any financial penalty.

Find out more about your [fees here](#).

Change your enrolment or get help

If you need to make changes to your enrolment, click on **Go to MyVU** and click on **'My Course'**.

If you need assistance or advice around changing your enrolment, you can contact your **Course and Unit Advisor (CUA)** or visit **VUHQ**.