

ENROLMENT INFORMATION BOOKLET

SINGAPORE STUDENTS



UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The Enrolment Information Booklet contains all the information you need to successfully enrol in your courses at the University.

We want to make your transition to university study a smooth and enjoyable one. In the next pages we will take you through the enrolment process step by step. You will learn the university's online system, how to activate your account and how to enrol in your courses.

The enrolment process involves a few steps so make sure you read this booklet carefully and enrol correctly.

ACTIVATE ACCOUNT

After receiving an offer and accepting it, it is now time to activate your student account. By doing this you will create a password that will give you access to important UON systems.

Follow the steps in this section to activate your account and complete your Mandatory To-Do List.

NOTE: If you have been a student at UON prior to this Trimester/Semester you will not need to activate your student account and can skip to 'Choose your courses' section. You can use your previous student number and password to log in to University systems.

1

Retrieve the following details from **Page 2** of your offer letter:

- **Student Number**
- **First name**
- **Last name**

2

Open the **Account Activation** form at <https://accountactivation.newcastle.edu.au>

Enter your:

- **Student Number**
- **First name**
- **Last name**
- **Date of Birth**

NOTE: If all your name in the offer letter is capitalised, place them in the Last name field and add a fullstop (.) in the First name field.

3

Enter a new *password*, and **re-enter** your new password to confirm.

Do not use your name, date of birth, or Student ID Number.

4

Read the IT Conditions of Use Policy

Click the *I Accept the terms in the IT Conditions of Use Policy* check box if you agree to these conditions.

IT Conditions of Use Policy

Review the IT Conditions of Use Policy.

☐ * I accept the terms in the IT Conditions of Use Policy

5

Type the Captcha code from the picture.

[Privacy & Terms](#)



Enter text from image 

Powered by MTCaptcha™

6

Click *Submit* once you have filled in all the required fields. The Account Activation Success page will now be displayed.

Your account is now active and ready to use.

If an error page loads, follow the instructions on the page.

Thank you

Your University of Newcastle IT account is being activated.

Please copy your username and email address.

Your username is:

Your email address is:

The activation of your account can be delayed in peak periods. Please wait a few minutes before logging into your account.

If you continue to experience issues, contact our IT Service Desk by creating a ticket [here](#) or via phone on: +612 492 17000 Monday to Friday between the hours of 8am - 6pm AEST.

[Students: click here to go to the university website.](#)

[Staff: click here to go to the university website.](#)

TIP: With these login details you will be able to access all online systems such as myHub, NUmail and Canvas.

Please contact [DTS Support](#) via the chat if you are experiencing technical difficulties setting up your password.

If you are using a publicly accessible computer, please ensure that you log out of all systems when you have finished using them. If any unacceptable behaviour is conducted using your student number, you will be held accountable and disciplinary action will be taken by DTS Support and/or Student Central.

MULTI-FACTOR AUTHENTICATION

You will need your laptop and mobile phone to complete the Multi-Factor Authentication (MFA).

To ensure a safer digital environment, the MFA was introduced as a crucial step towards strengthening cyber safety. MFA is an additional layer of security that requires more than just a password to access your account, significantly reducing the chances of unauthorized access.

NOTE: Do not delete the app after you have setup your MFA.

If you change your mobile phone, contact DTS Support to reset your MFA. Once it has been reset, you are required to setup your MFA again.

1

Download and install **OKTA Verify** app on your mobile phone.



Welcome to Okta Verify

2

On your PC or laptop, log in to **UON OKTA** with your student number (c1234567) and your password.

To access OKTA:
<https://uon.okta.com>

When prompted, click on the **Setup** button under Okta Verify.



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



Okta Verify

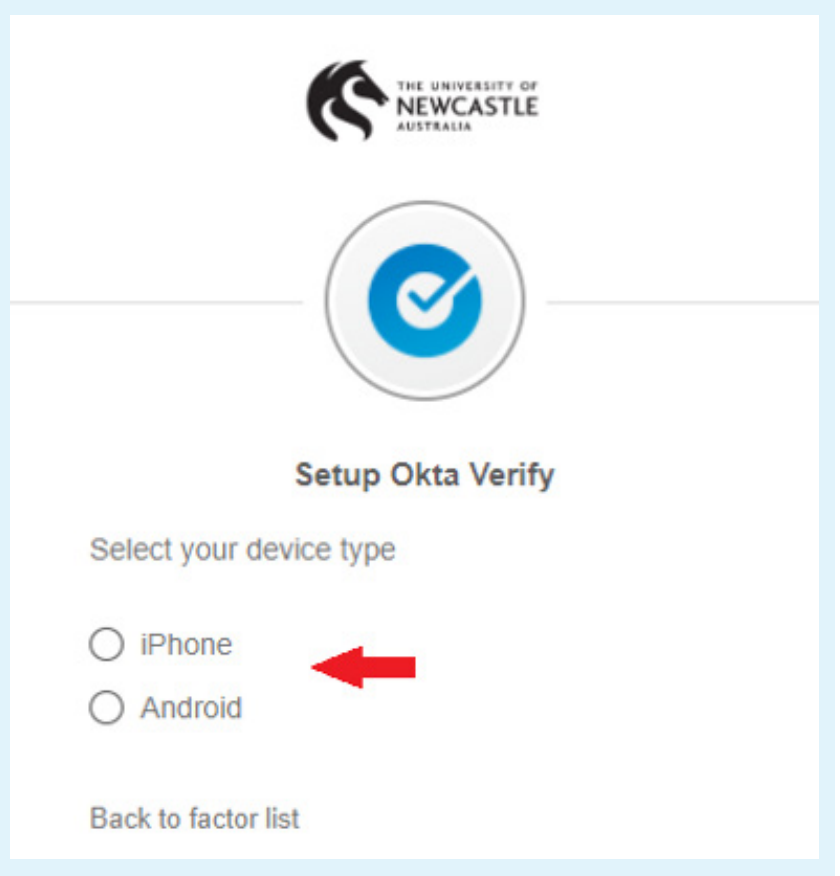
Use a push notification sent to the mobile app.

Setup



3

Select the type of phone you have if prompted.



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA



Setup Okta Verify

Select your device type

☐ iPhone 

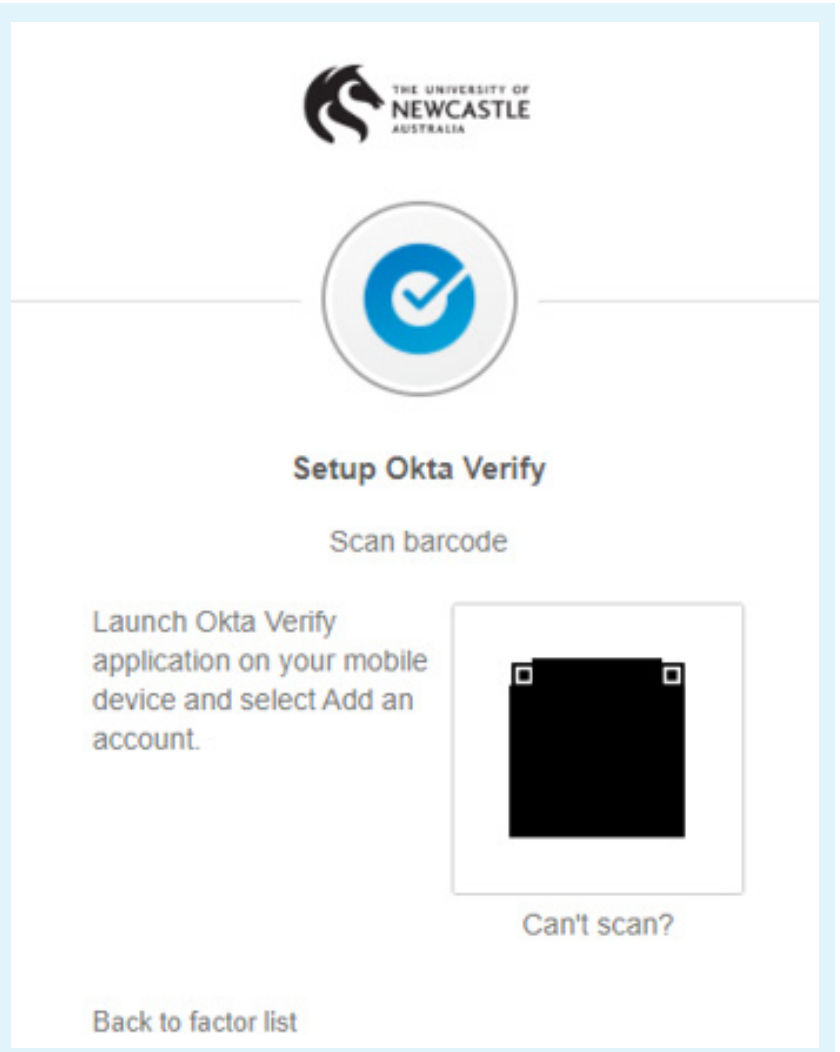
☐ Android

[Back to factor list](#)

4

Once you have installed the Okta Verify App on your device, click **Next** on the **Setup Okta Verify** screen on your PC or laptop.

A QR code is then shown on your computer (the example below has had the code blacked out).



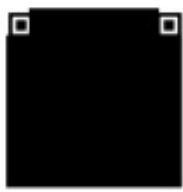
THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA



Setup Okta Verify

Scan barcode

Launch Okta Verify application on your mobile device and select Add an account.

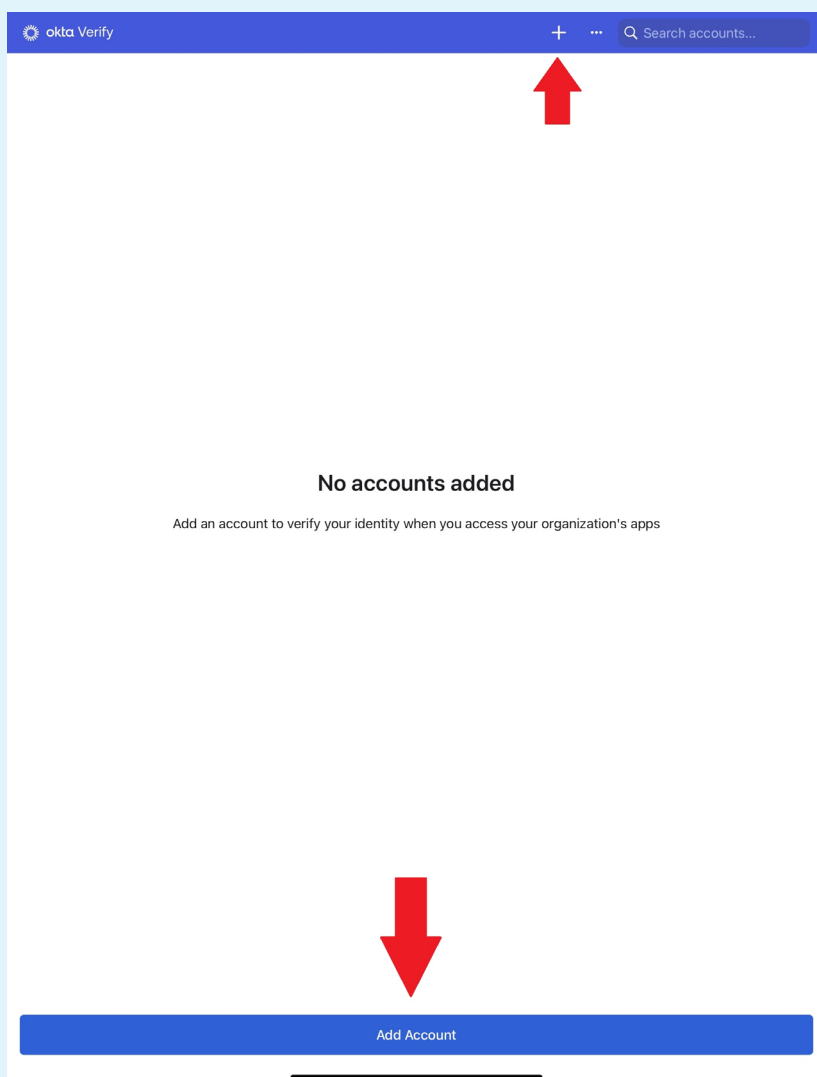


[Can't scan?](#)

[Back to factor list](#)

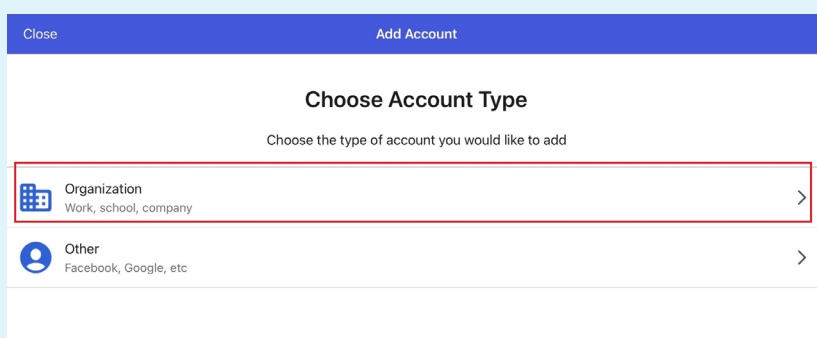
5

Open the Okta Verify app, and tap **Add Account**, or the plus button.



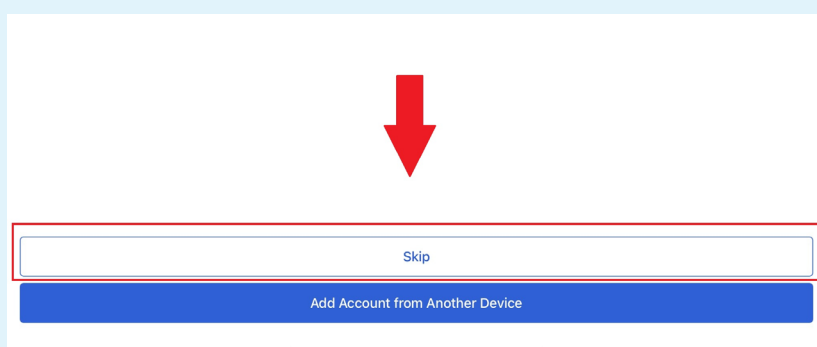
6

Select **Organization** as the Account Type.



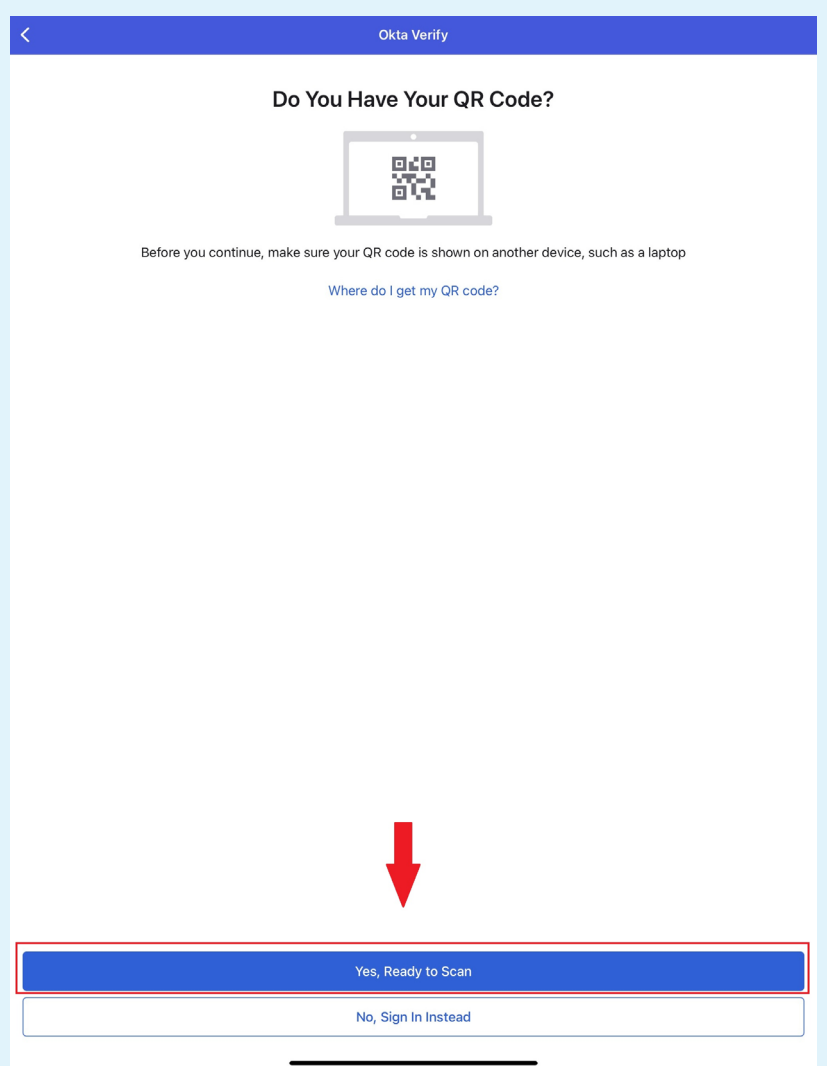
7

Select **Skip** when prompted to add account from another device



8

Select **Yes, Ready to Scan QR code.**



Okta Verify

<

Do You Have Your QR Code?



Before you continue, make sure your QR code is shown on another device, such as a laptop

[Where do I get my QR code?](#)

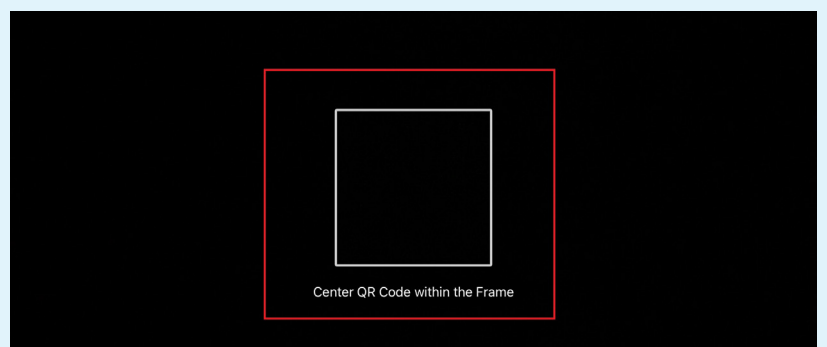
Yes, Ready to Scan

No, Sign In Instead

9

Center the **QR Code** shown on your PC or laptop, within the frame displayed in the app on your phone or tablet.

If you scanned the code successfully, you will be taken back to the **Setup multifactor authentication** screen on your PC or laptop, and have the option to setup another, or continue.



TIP: You may refer to this [article](#) for more information on MFA set up.

10

Test your MFA setup.

Log out of your University of Newcastle account, then log back in.

ENROL IN COURSES

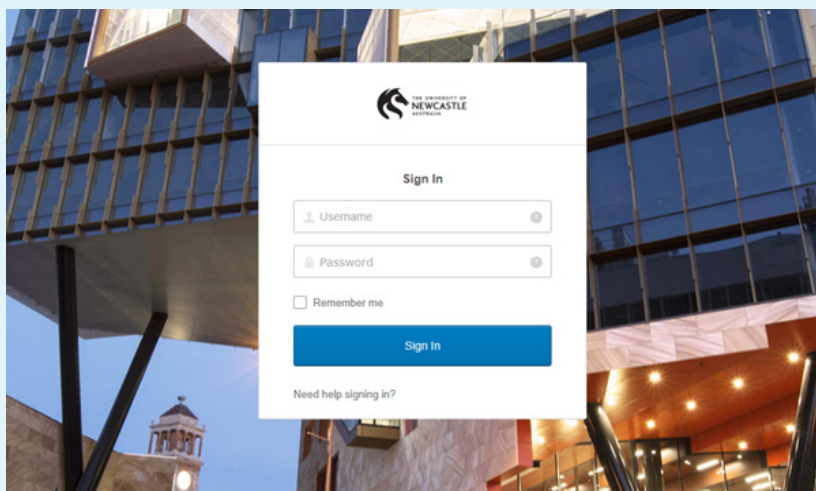
After activating your student account and choosing your courses, you are now ready to enrol in your courses.

Find all your relevant enrolment dates and information by checking relevant webpage listed below. You will enrol online following the instructions in this section and can also watch a video tutorial on [how to enrol](#).

1

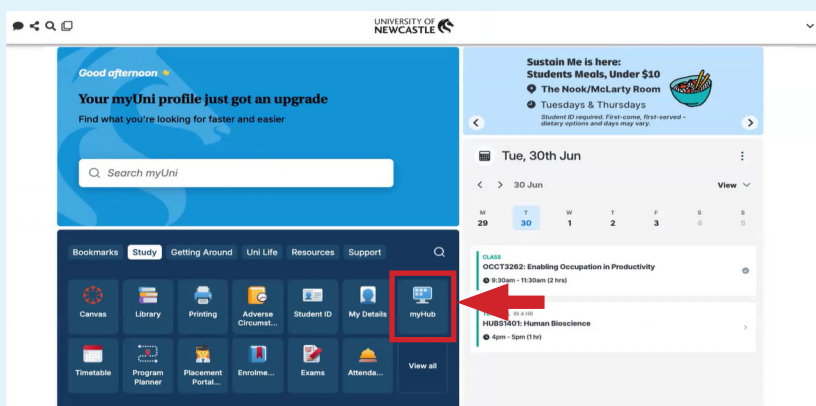
Log in to **myUni** with your student number (c1234567) and your password.

To access myUni:
<https://myuni.newcastle.edu.au>



2

Click on the **myHub**.

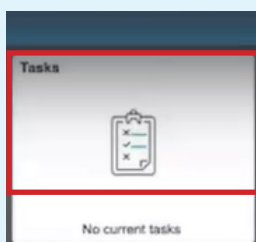


3

Select **Tasks** on myHub homepage.

Review each task and complete the **To-Do List**. You will not be able to proceed until this is completed.

After you have completed, return to myHub homepage.



To Do List

- | Task |
|--------------------------------|
| Accept Terms and Conditions |
| Confirm Personal Details |
| Do you have a Disability? |
| View/Update Address Details |
| View/Update Emergency Contacts |

4

Select **Course Enrolment** on the homepage.

Click **Add Courses** on the left panel.

Current Enrolment

Enrolment Terms and Conditions

Add Courses

Drop Courses

Add Courses

1. Select courses to add

If you are unsure what courses to enrol in, you should refer to your [Program Handbook](#) and Program Plan for advice. Your Program Plan can be found in [ASKUON](#), and provides an outline of the courses you should enrol in for your program to ensure you stay on track to graduate.

Click on Find Courses below to begin enrolment.

5

Select the term and continue.

If there is only one active term, click **Find Course**.

Add Courses

1. Select courses to add

If you are unsure what courses to enrol in, you should refer to your [Program Handbook](#) and Program Plan for advice. Your Program Plan can be found in [ASKUON](#), and provides an outline of the courses you should enrol in for your program to ensure you stay on track to graduate.

Click on Find Courses below to begin enrolment.

Trimester 1 - 2021 (Singapore)

Find Courses

6

Search for the course (e.g. ACFI1001)

1. Select the **subject** (ACFI)
2. Type the **course number** (1001)
3. Click **Search**

Add Courses

Course Enrolment

Search for Courses

Trimester 1 - 2021 (Singapore)

Select at least 2 search criteria. Click Search to view your search results.

Subject: ACFI (Accounting)

Course Number: is exactly 1001

Course Career: Undergraduate

Location:

Clear Search

7

Select the course which you want to enrol in.

Ensure that the location is correct.

TIP: Make sure you select the correct class if a course is available in both Full-time and Part-time mode.

Add Courses

Search Results

Trimester 1 - 2021 (Singapore)

The following courses match your search criteria:

Course Subject: **Accounting**

Course Number is exactly '1001'

Course Career: **Undergraduate**

New Search

1 Course Offering(s) found

▼ ACFI 1001 - Accounting for Decision Makers

Course Information

Section	Location	Status	
F/T	PSB Singapore	Open	Select

8

Select which program this course will apply to and click **Next** to add to your shopping cart.

If you are enrolled in only one program, you do not need to make any changes here.

Add Courses 1 2 3

Select the Program this Enrolment applies to

Trimester 1 - 2021 (Singapore)

ACFI 1001 - Accounting for Decision Makers - PSB Singapore

*Program

9

To add more courses, click **Find Courses**.

NOTE: Repeat steps 6-9 to add the remaining courses.

✓ ACFI 1001 has been added to your Shopping Cart.

Trimester 1 - 2021 (Singapore)

Trimester 1 - 2021 (Singapore) Shopping Cart

Delete	Section	Subject	Course Nbr	Course Name	Location
	F/T	ACFI	1001	Accounting for Decision Makers	PSB Singapore

10

Check that you have added the correct courses into the shopping cart.

Click **Continue** to proceed.

✓ INFT 1004 has been added to your Shopping Cart.

Trimester 1 - 2021 (Singapore)

Trimester 1 - 2021 (Singapore) Shopping Cart

Delete	Section	Subject	Course Nbr	Course Name	Location
	F/T	ACFI	1001	Accounting for Decision Makers	PSB Singapore
	PSB	INFT	1004	Introduction to Programming	PSB Singapore

11

Click **Confirm Enrolment** to process the request.

Add Courses 1 2 3

2. Confirm courses

Click Confirm Enrolment to process your request for the courses listed below. To exit without adding these courses, click Cancel.

Trimester 1 - 2021 (Singapore)

☐ Open ☐ Closed

Trimester 1 - 2021 (Singapore) Enrolment Shopping Cart

Section	Subject	Course Nbr	Description	Location	Units	Status
F/T	ACFI	1001	Accounting for Decision Makers (Course)	PSB Singapore	10.00	
PSB	INFT	1004	Introduction to Programming (Course)	PSB Singapore	10.00	

12

View the status. Green tick means you have successfully enrolled.

If there is a red tick and you are unsure of the reason, contact Singapore-Enrolments@newcastle.edu.

Add Courses

3. View results

View the following status report for enrolment confirmations and errors:

Trimester 1 - 2021 (Singapore)



Success: enrolled



Error: unable to add course

Trimester 1 - 2021 (Singapore) Enrolment Shopping Cart

Course	Message	Status
ACFI 1001	Success: You are now enrolled in this course.	✓
INFT 1004	Success: You are now enrolled in this course.	✓

CONGRATULATIONS!

You have successfully enrolled in your courses.