

**Before
You
Start
Your
Postgraduate
Journey**



2020






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First Things First

- ❑ **Confirm your enrolment**
- ❑ **Check your scholarship status**
- ❑ **Set up your zID and zPass**
- ❑ **Set up a bank account**
- ❑ **Activate your OSHC**
- ❑ **Get your student ID from the UNSW's The Nucleus: Student Hub located at UNSW main library**
- ❑ **Get yourself familiar with UNSW moodle**
Open <https://moodle.telt.unsw.edu.au/> and login with zID@ad.unsw.edu.au followed by your zPass.
- ❑ **Check if your UNSW email is working already**
Access outlook.office.com and then sign in with this format: zID@ad.unsw.edu.au followed by your zPass.
- ❑ **Don't forget your ELISE quiz!**
Please check it via Moodle, search: ELISE quiz.
- ❑ **Download Zoom, Microsoft Teams, or any other platform necessary**
- ❑ **Download Citrix Receiver if required**

Postgraduate Coursework

- 1 Ensure there is no outstanding balance under "My Current Balance"**
Should you have any issues regarding this, please visit Nucleus:
<https://nucleus.unsw.edu.au/>
- 2 Check your study plan and check courses availability**
(You can get this information in your program handbook)
It gives you information such as core courses that must be taken, availability of each course, as well as electives available.
- 3 Check your credit transfer if there is any**
It might affect your study period. Should you have any changes on credit transfer, please check your eCOE and contact Nucleus.
- 4 Enrol to courses and register for classes via my.unsw.edu.au**
Be aware that some popular courses might be full and you need to be on the waiting list. No need to worry! The university will increase class capacity. Otherwise, they will contact you via your UNSW email.
- 5 Check who is your program coordinator**
It is also important to know who is your program coordinator. Should you have questions or issues regarding your program such as electives you might take, the degree coordinator might give you advice regarding that.
- 6 Check your courses timetable**
Your courses timetable will be available on myUNSW after you have registered for your classes.

PhD and Master by Research

- 1 Let your supervisor know that you have already enrolled**
Arrange a meeting to further discuss the first step into your four-year long research.
- 2 Get in touch with your school's Student Service**
Arrange your access to the school's building and your study desk.
- 3 Depending on each school, there might be a (virtual) welcome party for commencing students**
It is also a good idea to get in touch with your school's Postgraduate Students Coordinator.
- 4 There will be UNSW HDR Welcome and Orientation**
It will be held by Graduate Research School (GRS). This information should be sent to you in detail by GRS via email.
- 5 You will be asked to complete two short online courses:**
Online Research Integrity and Research Data Management which you should pass before the deadline. This will be made clear during the orientation.

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Setting Up Bank Account

- 1 Bank accounts can only be made if you are already in Australia**
- 2 Some of the most popular banks students choose are Commbank, ANZ, Westpac, and NAB, including other banks**
- 3 To make a bank account, simply visit your nearest branch during opening hours and bring a copy of your CoE, student visa, passport and student ID**
- 4 UNSW has a Commbank branch located just behind UNSW Main Library. There is also a newly-opened Commbank branch at the corner of Meeks St and Anzac Parade in Kingsford.**



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OSHC Activation

Make sure you are already in Australia to activate your health cover.

1 Visit your OSHC provider website

ahm
<https://www.ahmoshc.com.au/oshcactivate/>
Medibank
<https://www.medibankoshc.com.au/oshcactivate/>
Bupa
<https://my.bupa.com.au/register>
Allianz
https://www.oshcallianzassistance.com.au/member_student/login.aspx

2 Insert all necessary information and click search

You can find your membership number in the policy certificate sent by your OSHC provider through email.
You can find your student number in your LoA or your zID without a "z" letter.

3 Activate your OSHC

Insert your current address in Australia where you will stay permanently for them to send your OSHC card.

Regarding Your Scholarship...

LPDP

The current person-in-charge is
Muhamad Junjun Ramdani
(+61 450 295 466)

AAS

You will be invited to AAS WhatsApp group
by some AAS colleague

UNSW Scholarship (RTP, UIPS, or TFS)

please check:
<https://www.scholarships.unsw.edu.au/>

Some Useful Information

UNSW email (Microsoft Mail) App Set Up (Windows)

- 1 Install Microsoft Mail app through your microsoft Store**
- 2 Open the app**
If the app asked about the account type, choose "office365".
Login using your "zID@ad.unsw.edu.au", i.e "z1234567@ad.unsw.edu.au". **Do Not Create a new microsoft email account.**
- 3 Insert your zPass as your password**
The app will save your login information for future use.

UNSW email (Microsoft Outlook) App Set Up (Mac)

If you don't have Microsoft Office subscription :

- 1 Download Microsoft Office package using your UNSW ID**
- 2 Login through any microsoft office apps using your zID**
- 3 Open the outlook app**
- 4 Open "preferences"**
- 5 Click the "Accounts" icon**
There will be listed your on-site UNSW email, change the username to from "adunsw\<your zID>" to "<your zID>@ad.unsw.edu.au", i.e. "z1234567@unsw.edu.au"
Outlook will ask if it can redirect to the new server, tick the "Always use my response for this server" checkbox, and click Allow.

If you have Microsoft office subscription:

- 1 Open the outlook app**
- 2 Open "preferences"**
- 3 Click the "Accounts" icon**
- 4 Add a new account**
- 5 Insert these details:**
Account description: fill with anything you want

Full Name: fill with your full name

Email address: fill with your name email address not the zID one and without "ad" word, i.e. "your.name@student.unsw.edu.au".
You can get this information when you login using <https://outlook.office365.com/> and click your initial in the top right corner of the website, choose "my office profile" and there will be listed your regular use mail address.

Method: choose "User Name and Password"

User Name: insert "<zID>@ad.unsw.edu.au" i.e. "z1234567@ad.unsw.edu.au"

Password: your zPass

Your <zID>@ad.unsw.edu.au account is a private account, do not share this to other people. Share only your <your name>@student.unsw.edu.au or <your name>@unsw.edu.au instead. You will still receive the email sent to that address even if you login using <zID>@ad.unsw.edu.au anyway.