

All coursework students are required to enrol in their courses online.

To enrol online a zPass account is required to gain access to the myUNSW online portal. It is assumed that you already have this account information.

1. Navigate to the myUNSW portal.


<https://my.unsw.edu.au>

2. Click the  button.

3. Enter your Login ID and zPass password.

Student ID number, preceded with a “z” – ie z7654321.

4. Click the  button.

5. Click the  tab.

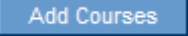
6. Under the  section, click the [Update Your Enrolment](#) link.

7. The Terms & Conditions webpage will appear if this is your first time logging in. You need to tick the options and then click **Save**.

The Term Selection page will appear.

8. Click the  button adjacent to Semester 1 2013.

The Course Selection page will appear.

9. Click the  button

A screen similar to the following will appear:

Career	Undergraduate
Program	
Plan	
Term	
Campus	ADFA - University College Campus

Search by Catalogue for Semester

Multiple Course(s)
eg. ACCT1102, MATH5102, CHEM4555

Subject Area
eg. ACCT - Accounting

Catalogue #

Course Title
eg. 1501 Tip: Wildcard searches are allowed

Faculty
eg. Macroeconomics 1 Note: Course Title is case sensitive

Campus All University College Campus

Career All Undergraduate

Teaching Period

10. Enter course information into one of the fields

Note: Make sure you select “**Undergraduate**” in the Career field.

- If you know the course codes (ie ZBUS1234, ZBUS1345) you can enter them in the Multiple Course(s) field.
- If you know the Subject Area prefix (ie ZGEN) select it from the adjacent drop down selection.
- If you make no selection you will be presented with a list of all undergraduate ADFA courses at the next step.

11. Click on the **Search** button.

A list of Search Results will appear.

Search Results				
Course	Title	Campus	Teaching Period	Add
ZHSS1101	English 1A: Analytical Reading and Writing	University College Campus	Teaching Period One - ADFA	<input type="checkbox"/>

[Search Again](#) [Continue](#)

12. From the available listing activate the **Add** checkbox against any course/s you would like to enrol in.

Search Results				
Course	Title	Campus	Teaching Period	Add
ZHSS1101	English 1A: Analytical Reading and Writing	University College Campus	Teaching Period One - ADFA	<input checked="" type="checkbox"/>

[Search Again](#) [Continue](#)

13. When you have completed your selection of courses click on the **Continue** button.

A screen similar to the following will appear:

Career	Undergraduate
Program Plan	
Term	
Campus	ADFA - University College Campus

Course	Title	Teaching Period	Status	Action
Enrolled Courses				
No enrolled courses found for this term.				
Pending Courses - To enrol, click "Proceed to Enrol".				
ZHSS1101	English 1A: Analytical Reading and Writing	Teaching Period One - ADFA	Pending	Remove
ZBUS1103	Introduction to Accounting and Finance	Teaching Period One - ADFA	Pending	Remove
ZBUS1104	Business Inquiry and Decision Making (Int Core I)	Teaching Period One - ADFA	Pending	Remove

[Add Courses](#) [Proceed to Enrol](#)

The course/s selected will appear on the screen.

- To add further courses click on the **Add Courses** button.
- To remove courses from the selection click on the **Remove** button adjacent to the course.

14. When you have made your selection click on the **Proceed to Enrol** button.

A screen similar to the following will appear:

Career	Undergraduate
Program Plan	
Term	
Campus	ADFA - University College Campus

Course	Title	Class	Day/Time/Weeks	Action
Enrolled Classes				
No enrolled courses found for this term.				
Pending Classes - Click "Details" to see further info. Click "Enrol" once classes have been selected.				
ZHSS1101	English 1A: Analytical Reading and Writing	LEC 9068	Fri 11:00 am - 12:00 pm (1-9,10-13) Thu 1:30 pm - 2:30 pm (1-9,10-13)	Details
		TUT	Please Add Class	
ZBUS1103	Introduction to Accounting and Finance	LEC 9262	Thu 10:00 am - 11:00 am (1-9,10-13) Tue 11:00 am - 12:00 pm (1-9,10-13)	Details
		TUT	Please Add Class	
ZBUS1104	Business Inquiry and Decision Making (Int Core I)	LEC 9273	Mon 12:30 pm - 2:30 pm (1-9,10-13)	Details
		TUT	Please Add Class	

Key

Class Clash

Permitted Clash

[View Class Timetable](#) [Auto Timetable](#) [Add Classes](#)

15. The Lecture details for your course selection will appear, and any courses with no alternative options for tutorial or laboratory sessions will automatically appear.

Where a choice exists for Tutorials and/or Laboratory sessions for your courses it is indicated by the **Please Add Class** notation appearing in the listing.

16. To allow the system to select the “best fit” tutorial or laboratory sessions, that will avoid clashes between your lecture, tutorial and laboratory sessions, click on the **Auto Timetable** button and proceed to Step 17.

- Auto Timetable is the recommended way of creating your timetable and the system *generally* will allow you to change your tutorial and laboratory times if what is automatically generated does not suit.

To self select your tutorial or laboratory sessions click on the **Add Classes** button and the available times for the courses you have selected will appear.

- Care will need to be taken to ensure that clashing courses are not selected.

An example of the self-selection screen is below.

Search Results

- **ZHSS1101 - English 1A: Analytical Reading and Writing**

Requirements: Please select a class for each class component specified below.

Class #	Section	Day/Time/Weeks	Campus	Mode	Teaching Period	Status	Add
Lecture							
9068	A	Fri 11:00 am - 12:00 pm (1-9,10-13) Thu 1:30 pm - 2:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
Tutorial							
9072	F09A	Fri 9:00 am - 10:00 am (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9069	F10A	Fri 10:00 am - 11:00 am (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9070	H14A	Thu 2:30 pm - 3:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9071	H15A	Thu 3:30 pm - 4:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>

- **ZBUS1103 - Introduction to Accounting and Finance**

Requirements: Please select a class for each class component specified below.

Class #	Section	Day/Time/Weeks	Campus	Mode	Teaching Period	Status	Add
Lecture							
9262	A	Thu 10:00 am - 11:00 am (1-9,10-13) Tue 11:00 am - 12:00 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input checked="" type="checkbox"/>
Tutorial							
9270	H12A	Thu 12:30 pm - 1:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9271	H13A	Thu 1:30 pm - 2:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9272	H14A	Thu 2:30 pm - 3:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input checked="" type="checkbox"/>
9263	M14A	Mon 2:30 pm - 3:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9264	M15A	Mon 3:30 pm - 4:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9265	M16A	Mon 4:30 pm - 5:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9268	W12A	Wed 12:30 pm - 1:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9269	W13A	Wed 1:30 pm - 2:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9266	W14A	Wed 2:30 pm - 3:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9267	W15A	Wed 3:30 pm - 4:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>

- **ZBUS1104 - Business Inquiry and Decision Making (Int Core 1)**

Requirements: Please select a class for each class component specified below.

Class #	Section	Day/Time/Weeks	Campus	Mode	Teaching Period	Status	Add
Lecture							
9273	A	Mon 12:30 pm - 2:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input checked="" type="checkbox"/>
Tutorial							
9279	H13A	Thu 1:30 pm - 2:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9280	H14A	Thu 2:30 pm - 3:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9281	H15A	Thu 3:30 pm - 4:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9278	H16A	Thu 4:30 pm - 5:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input checked="" type="checkbox"/>
9274	T12A	Tue 12:30 pm - 1:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9275	T13A	Tue 1:30 pm - 2:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9276	T14A	Tue 2:30 pm - 3:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>
9277	T15A	Tue 3:30 pm - 4:30 pm (1-9,10-13)	ADFA	In Person	Z1	Open	Details <input type="checkbox"/>

Key

* Permitted Clash

Cancel
Continue

Once the self selection/s are made click on the **Continue** button.

17. Once the classes have been selected the following screen will appear.

Career Undergraduate
 Program Plan
 Term
 Campus ADFA - University College Campus

Course	Title	Class	Day/Time/Weeks	Action
Enrolled Classes				
No enrolled courses found for this term.				
Pending Classes - Click "Details" to see further info. Click "Enrol" once classes have been selected.				
ZHSS1101	English 1A: Analytical Reading and Writing	LEC 9068	Fri 11:00 am - 12:00 pm (1-9,10-13)	Details Enrol
		TUT 9072	Thu 1:30 pm - 2:30 pm (1-9,10-13) Fri 9:00 am - 10:00 am (1-9,10-13)	Details
ZBUS1103	Introduction to Accounting and Finance	LEC 9262	Thu 10:00 am - 11:00 am (1-9,10-13) Tue 11:00 am - 12:00 pm (1-9,10-13)	Details Enrol
		TUT 9264	Mon 3:30 pm - 4:30 pm (1-9,10-13)	Details
ZBUS1104	Business Inquiry and Decision Making (Int Core I)	LEC 9273	Mon 12:30 pm - 2:30 pm (1-9,10-13)	Details Enrol
		TUT 9276	Tue 2:30 pm - 3:30 pm (1-9,10-13)	Details

Key
 Class Clash
 Permitted Clash

[View Class Timetable](#) [Enrol in ALL courses](#)

18. To preview your timetable click on the [View Class Timetable](#) button.

Semester:

View Timetable for: Weeks: 1 2 3 4 5 6 7 8 9 N1 N2 10 11 12 13 N3 N4

[Get Timetable](#)

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
9:00 am					ZHSS1101 Tutorial Tutorial Room 02		
10:00 am				ZBUS1103 Lecture Lecture Theatre South 1			
11:00 am		ZBUS1103 Lecture Lecture Theatre North 10			ZHSS1101 Lecture Lecture Theatre South 3		
12:00 pm							
1:00 pm	ZBUS1104 Lecture Lecture Theatre South 1						
2:00 pm				ZHSS1101 Lecture Lecture Theatre South 3			
3:00 pm		ZBUS1104 Tutorial Business Tutorial Room 201					
4:00 pm	ZBUS1103 Tutorial Business Tutorial Room 201						

* Only classes scheduled in weeks selected will be shown in the timetable above.







Enrolled Class Pending Class Permitted Clash Class Clash

Note: This is a good view to identify any issues with your timetable. Green means classes are still pending and you are not enrolled yet.

19. Click the [Back](#) button at the bottom of the web page to return to the enrolment screen.

20. If you are satisfied with your timetable go to Step 21.

To remove a selection from your Pending Classes listing click on the Wastebin icon  associated with the selection.

Course	Title	Class	Day/Time/Weeks	Action
Enrolled Classes				
No enrolled courses found for this term.				
Pending Classes - Click "Details" to see further info. Click "Enrol" once classes have been selected.				
ZHSS1101	English 1A: Analytical Reading and Writing	LEC 9068	Fri 11:00 am - 12:00 pm (1-9,10-13)	 Details Enrol
		TUT 9072	Thu 1:30 pm - 2:30 pm (1-9,10-13) Fri 9:00 am - 10:00 am (1-9,10-13)	 Details Enrol
ZBUS1103	Introduction to Accounting and Finance	LEC 9262	Thu 10:00 am - 11:00 am (1-9,10-13)	 Details Enrol
		TUT 9264	Tue 11:00 am - 12:00 pm (1-9,10-13) Mon 3:30 pm - 4:30 pm (1-9,10-13)	 Details Enrol
ZBUS1104	Business Inquiry and Decision Making (Int Core I)	LEC 9273	Mon 12:30 pm - 2:30 pm (1-9,10-13)	 Details Enrol
		TUT 9276	Tue 2:30 pm - 3:30 pm (1-9,10-13)	 Details Enrol

Key
Class Clash
Permitted Clash

View Class Timetable Enrol in ALL courses



Clicking on the class' wastebin will remove the class from the selection but a replacement class will be required to be added before enrolment can proceed, indicated by the **Please Add Class** prompt reappearing in the listing.

The **Add Classes** and **Auto Timetable** buttons will re-appear at the bottom of the screen whenever further class selections are required.

21. Once all of your classes are selected and you have a clash-free timetable click on the **Enrol in ALL courses** button.

The Enrolled Classes section of this screen will update to display the courses enrolled in. If there are any issues with your enrolment you will be advised on screen at this stage.


Career Undergraduate
Program Plan
Term
Campus ADFA - University College Campus

Course	Title	Class	Day/Time/Weeks	Action
Enrolled Classes				
ZBUS1103	Introduction to Accounting and Finance	LEC 9262	Thu 10:00 am - 11:00 am (1-9,10-13)	
			Tue 11:00 am - 12:00 pm (1-9,10-13)	
		TUT 9264	Mon 3:30 pm - 4:30 pm (1-9,10-13)	
ZHSS1101	English 1A: Analytical Reading and Writing	LEC 9068	Fri 11:00 am - 12:00 pm (1-9,10-13)	
		TUT 9072	Thu 1:30 pm - 2:30 pm (1-9,10-13) Fri 9:00 am - 10:00 am (1-9,10-13)	
Pending Classes - Click "Details" to see further info. Click "Enrol" once classes have been selected.				
ZBUS1104	Business Inquiry and Decision Making (Int Core I)	LEC 9273	Mon 12:30 pm - 2:30 pm (1-9,10-13)	 Details Enrol
		TUT 9276	Tue 2:30 pm - 3:30 pm (1-9,10-13)	 Details Enrol

Error: Requirements not met for class, student not enrolled

Key
Class Clash
Permitted Clash

View Class Timetable

To remove a course click on the  **Course Selection** link from the **myUNSW Enrolment** menu (left side of screen). You will be returned to the screen at **Step 13** of these instructions. Click on the **Remove** button adjacent to the course you wish to remove and repeat the instructions to add further courses.

*Note: Once you commence enrolment you cannot totally remove all courses as you are required to have at least one enrolment.

22. When you have finished your enrolment click on the  **Back to my tabs** link to return to the **My Student Profile** screen and proceed with updating your personal details.