# Enrol and Connect

## A Guide for New Students

November 2018

**RMIT UNIVERSITY**

— RMIT Brunswick campus

# How to access RMIT systems

Use the default login for RMIT's online systems and resources.

## Your username

> s _ _ _ _ _ _ _

Use your student number as your username when accessing RMIT systems.

## Your default password

> p _ _ _ _ _ _ _ _ !

Your default password is the letter 'p' (lowercase), followed by your date of birth backwards (using the format: year, month, day) with an exclamation mark (!) at the end. Example: if you were born on 30 August 1998 your password would be **p19980830!**

## Password assistance

We recommend you change your default password as soon as possible and set up your self-service details (mobile phone number and home email address) which will be used to verify your identity and to reset your password if you forget it.

> Go to **rmit.edu.au/its/password**

# Find what you need on the Students website

Everything in this booklet and more is available online.

## Students home

This is your launching point for information and resources including:

- My Studies, which offers tailored links to important dates, results and more
- Quick Links, which gives you instant access to resources such as Canvas, the University Library and RMIT Connect – our online student support service.

> Visit **rmit.edu.au/students**

## Information for students at partner institutes outside Australia

For comprehensive information on all aspects of being an RMIT student including:

- getting started
- program and course information
- managing your enrolment
- important dates
- student forms
- rights and responsibilities
- assessment and exams
- results and grading
- services and study resources
- graduation
- contact information

> Visit **rmit.edu.au/students/offshore**

# myRMIT

The RMIT student portal gives you easy access to learning materials, student email and more.

> Log in at **my.rmit.edu.au**
> Use your default username and password (see page 3).

## Announcements and email

Log in at least twice a week to check official RMIT announcements and emails.

### RMIT student email

Your RMIT student email address is (fill in the blanks with your student number):

s _ _ _ _ _ _ _ @student.rmit.edu.au

Use your default password the first time you log in (see page 3).

> In early 2019, RMIT is moving to Office 365 which means your student email and calendar will switch from Gmail to Microsoft Outlook. Keep up to date with these changes by checking **rmit.edu.au/students/support-and-facilities/it-services-for-students/office365**.

**myRMIT**

## Enrolment Online

### You can manage your enrolment and administration using RMIT's Enrolment Online system.

### Enrol in courses

For each academic year of your program, you will need to complete a series of statistical questions and enrol into courses as defined by your program structure.

Your partner institute will provide more information about the steps enrolment prior to the commencement of each academic year.

### View your Confirmation of Enrolment

Your Confirmation of Enrolment is an official statement from RMIT University confirming your program and course enrolment and relevant census dates. This document can be used to confirm your enrolment status and study load with local authorities.

You can view your confirmation of enrolment via
My student record > Enrolment details > View Confirmation of Enrolment (CoE).

### View Academic History

Your Academic History gives you access to all your results since you started your program. You can also see your GPA (grade point average), which is a measure of your overall performance.

You can access a comprehensive view of results via Enrolment Online by going to My student record > Enrolment details > View academic history/results.

## View my calendar

RMIT provides a list of important dates for all students which includes:

- when you need to enrol
- when term starts
- when to sit your exams
- the official days on which your results are released
- the census dates which are especially important as these are deadlines by
- which you need to take important actions such as drop a course or cancel
- your enrolment without a withdrawn grade.

You can view your important dates via
My student record > Enrolment details > View my calendar.

# myStudies

Access your study resources via the myStudies tab.

## Canvas

Canvas is RMIT's learning management system and is where you can find all your course announcements and content.

Canvas gives you access to:

- course activities and content
- view and submit assessment tasks
- course grades and feedback
- webinars
- discussion boards.

# University Library

Get free access to RMIT's electronic collections and services **rmit.edu.au/library/outside-australia**.

## Search online collections

Access our extensive collection of e-journals, e-books and other specialist online materials.

## Get help with your library research

The RMIT University Library has a range of subject guides, videos and academic tutorials to help you with your studies.

## Where to start

Use iSearch, our interactive research skills tutorial, which helps you:

- search smart
- identify scholarly sources
- critically evaluate information
- plan your assignments
- cite references.

You can find iSearch at **emedia.rmit.edu.au/isearch**.

## Get help with your study skills

The Learning Lab is an online resource that will help you with:

- assessment tasks
- writing skills
- study skills
- maths, statistics, physics and chemistry
- improving your English.

You can find the Learning Lab at **emedia.rmit.edu.au/learninglab**.

If you get stuck, you can email your questions to **lib.ask@rmit.edu.au**.

# Check your personal details are up-to-date

View the personal details you have provided to RMIT by checking the myDetails tab.

At any time you can select the myDetails tab in myRMIT to view your personal details.

If you need to update your details, go to Enrolment Online where you can amend your:
- home and mailing address
- telephone details
- emergency contact details.

If your name, date of birth or gender are not correct, please speak with your local contact to update this information.

# Rights and responsibilities

Understand your rights and responsibilities as an RMIT student.

## RMIT privacy statement and statement of student responsibilities

When you enrol at RMIT you are agreeing to be governed by the rules set out in the University's Statement of student responsibilities.

Make sure you read this statement so you know what is expected of you.

If you are enrolling via Enrolment Online, you can access the statements via My student record > Personal details > View student declaration.

## Academic integrity

RMIT students are expected to:

- present work honestly
- avoid plagiarism (copying) and cheating in exams
- use acceptable referencing styles.

We've prepared online resources to help you.

## Appeals

We believe in fairness.

If RMIT makes a decision that affects your studies, it is your right to appeal that decision.

## Complaints

RMIT takes student complaints seriously and will always treat you with confidentiality and respect.