Activate your MyUWSAccount before you arrive in Australia to make enrolment easy!

**Step 1**

Go to [https://myuwsaccount.uws.edu.au](https://myuwsaccount.uws.edu.au) / Enter your Student ID* / Select ‘Continue’

* You will find your Student ID on your offer letter or eCoE

Please read, understand, and accept the conditions of use of UWS IT resources / Select ‘I Accept’

Select ‘Activate your MyUWSAccount’

Enter your details, including a secret question in case you forget your password*.

Example: What is the name of my pet?

* Make sure your password complies with certain rules, e.g. at least 8 characters long.

Select ‘Activate’

Make sure you activate your MyUWSAccount before arriving on campus for Orientation as it will take some time to activate.
Step 2

Login to MySR and update your information: Go to https://myuws.uws.edu.au and login using the ID number and password you set up in the previous step.

To complete this step you must have:
- accepted your offer
- paid your fees
- received an eCoE

If you experience difficulty with this step, do not worry, you are able to do it when you arrive on campus for Orientation.

Select ‘My Student Records (MySR)’

Go to Course Details / Select ‘Enrolment’

Update your details where possible.

If you experience difficulty with this step, please proceed to the next step. You are able to do it when you arrive on campus for Orientation.

Step 3

Login to MySR and update your information: Go to https://myuws.uws.edu.au and login using the ID number and password

You will receive academic advice at Academic Advising day which is part of the Orientation program. It is recommended that you understand your course structure and unit selection options before this.

The on-line Handbook provides comprehensive information. Go to http://handbook.uws.edu.au/hbook/ and perform a course search to find information on the course you will enrol in.

When you can answer the following questions, you can go to the next step:
- What units must I enrol in during my first semester?
- Do I have any optional units in my first semester?
- What units should I take in my first semester to make sure I meet the pre-requisite requirements for second semester?

Step 4

Remember your ID number and password for the Academic Advising day.
You will need this information to enrol so don’t forget it!