Online enrolment is available to all higher degree research applicants who have been made an offer and satisfied all conditions. International applicants must also have paid their fees for the first session and received a Confirmation of Enrolment. International candidates who have been awarded a scholarship from UWS are not required to pay their fees.

Step 1: Set up your MyUWS Account
Your MyUWS Account is a secure online account providing a username and password for access to many UWS areas, including MyUWS, student email, MySR, WebCT and PlatformWeb. We send important information about your enrolment to your student email account, not by post, so it’s important that you check it often.

You must first activate your account at https://myuwsaccount.uws.edu.au. On the first screen you will need to enter your UWS Student ID. You will use this number to log into most UWS online systems. You will also be asked to set up a secret question and answer in case you forget your password. When activating your MyUWS Account, you must also read and accept the Information Systems Usage Agreement.

Step 2: Log into MyStudentRecords (MySR)
To access MySR go to MyUWS at http://myuws.uws.edu.au, and use your new MyUWS Account details to log in. Then click the ‘MyStudentRecords’ link on the left of the page.

In MySR, all you need to do is click on the ‘Enrolment’ link listed in the menu on the left hand side of the page. This page will display the steps you need to follow to complete your enrolment.

If you’re accessing MySR from home, you need to be aware that MySR uses pop-up windows. Windows XP Service Pack 2, virus protection programs and web browsers may block these pop-ups. Information on disabling pop-up blockers is downloadable from the ‘Help’ section at the bottom right hand corner of MyUWS. You need to have Javascript enabled on your computer to use MySR. Help using MySR is available online at: www.uws.edu.au/mysrhelp.

Step 3: Personal details
Please check that your personal details, including your postal address and contact phone number are correct. Add the contact details of your next of kin and someone the university can contact in case of an emergency. In order to comply with student visa requirements international students must provide a local address. It is important to keep this information up to date.

Step 4: Complete all the online forms
Please read the instructions about how to continue. You may need to scroll down to reach the end of the instructions and the next steps. You must complete all required forms and steps in sequence. Some pages have help available — look for the red button.

Form 1: Course Details
Click on the check box to confirm your enrolment in the course listed on the screen, then click ‘Confirm’ to move to the next step.

Form 2: Declaration
Make sure you read this declaration carefully, as it outlines your responsibilities as a candidate enrolled at UWS. When you have read the declaration click ‘Confirm’ to move to the next step.

Form 3: Government Statistics
Make sure that you check and complete all of the questions in this section. Some fields will already be filled in based on the details you provided in your application. If any information is incorrect or out of date, please update it. Some information such as change of name or citizenship details require documentary evidence. Further information including details about where to send documents is available at the website on the bottom of the page. You then need to click ‘Confirm’ to move to the next step.

Form 4: Commonwealth Assistance Form (eCAF)
This form relates to fee paying higher degree research candidates with Australian citizenship (other candidates will not see this form). Before completing this form, you must read the information on Commonwealth Support and HELP available online at www.uws.edu.au/fees/help. You can only submit one eCAF per day (for both Commonwealth Assistance Forms and FEE-HELP loans). This means that if you make a mistake or change your mind.
you will not be able to correct this until the next day. Continue to complete your enrolment — just make sure that you log in the next day and re-submit your eCAF form with the correct details.

Step 5: Confirm your units
Go to Unit Selection.
In the action column click on the box to confirm the unit/s.
Click ‘Proceed to Checkout’.

Step 6: Print your receipt as a record of your enrolment and log out of MySR
Once your enrolment has been confirmed, a receipt of your enrolment will be displayed. Please save and/or print a copy for your records.
Your enrolment is complete. Please remember to log out.

Step 7: Scholarship recipients
This step relates only to candidates who have been awarded a stipend scholarship. You must return the following documents to the Research Scholarships Development Officer:
- Acceptance of Offer
- Response to Offer
- Conditions of Award (2 copies)
You must sign and return all four (4) items and enrol before your payments can commence.

Step 8: Contact your supervisory panel
You should now contact your supervisory panel to make arrangements to proceed with your research. Information including contact details is on your Record of Candidature, sent with your Letter of Offer.

Step 9: ID card
If you do not already have a UWS student card you may obtain one from a Student Centre on any UWS campus. Information about Student Centres can be found at: www.uws.edu.au/students/centres/contact

Contact us
Please contact the Student Administration Postgraduate Research Unit on 02 4736 0665 or sa-research@uws.edu.au if you require assistance.
For information about your scholarship contact the Research Scholarships Development Officer on 02 4736 0966 or t.mills@uws.edu.au.

Visit the website
www.uws.edu.au/about/adminorg/devint/ors/degrees/current
The website contains up to date information for higher degree research candidates.

Orientation
The Office of Research Services will organise an orientation day for higher degree research candidates. Information about these arrangements will be sent to your student email account.

CRICOS Provider Number 00917K

Information for current research candidates is available online at:
www.uws.edu.au/about/adminorg/devint/ors/degrees/current