

Welcome!

New Students



September 2020

Congratulations on choosing La Trobe!

Follow these 6 easy steps to get started. Need help? We're here to assist.

1 YOUR USER NAME AND EMAIL

Your student **USER NAME** is **studentnumber@students.ltu.edu.au**
e.g: 12345678@students.ltu.edu.au

Your student **EMAIL address** is **studentnumber@students.latrobe.edu.au**

2 RESET PASSWORD

You will be emailed a temporary password (to the email address associated with your application to study at La Trobe). You need to change this and choose your own password (minimum of 8 characters, a number and special character).

We highly recommend you also register for the password reset tool in case you forget your password!

latrobe.edu.au/students/support/it/reset-password

Need Help to Reset Your Password?

Contact the Student IT Helpdesk: Tel: 1300 528 762 (option 3) or from overseas on Tel: +61 3 9479 6000 (option 3). *Note: For help over the phone they will need to verify your identity.* Or visit latrobe.edu.au/students/support/it/reset-password

3 EDIT STUDENT PROFILE

Student Online is your digital profile for La Trobe. This is where you can see your personal details, fees, enrolment status, and grades.

Using your new password go to the student portal (latrobe.edu.au/students), and update your profile in **Student OnLine**. Complete the tabs including your home address and phone number, your parents highest education, and your next of kin emergency contact details.

NOTE: this needs to be completed in order to progress to the enrolment tab.

4 ENROL INTO SUBJECTS

Using **StudentOnLine**, enrol in your subjects, noting that terms only require 2 subjects.

Watch our step by step enrolment video: www.latrobe.edu.au/students/getting-started/new-students/international-enrol or access it from YouTube or bit.ly/enrolmentvideo

Every subject you enrol in appears in your digital classroom known as LMS (Learning Management System) accessible from the student portal latrobe.edu.au/students

Need Help with Enrolment?

Attend a live enrolment help session (latrobe.edu.au/enrolment-support), contact staff for phone or zoom assistance or visit latrobe.edu.au/students/your-course/enrolment

5 CREATE STUDY TIMETABLE

After enrolment, use **Allocate+** at latrobe.edu.au/students to create your personal study timetable.

Need Help with Timetabling?

Contact staff for phone or zoom assistance or visit latrobe.edu.au/students/your-course/timetables/view-timetables

6 ONLINE ORIENTATION

Once you are enrolled, you can access our Online Orientation Program in your LMS, available at now.latrobe/onlineorientation, where you can find out about La Trobe, your course, support services and resources you can access, and top tips for getting ready to study.

In addition we will also hold a live, 'virtual' orientation on **Thursday 3 September**. Find out about this and other great online events at now.latrobe/virtualplanner.

PREPARE FOR YOUR STUDIES

Everything you need to know to get started, connect with staff and students, and succeed in your studies. Download a copy at www.latrobe.edu.au/students/international/support/starting



GOT A QUESTION?



Check out the student Frequently Asked Questions (FAQs) latrobe.edu.au/student-faqs



Call us! Monday to Friday 9am to 5pm (AEST)

- Speak to **ASK La Trobe** staff about enrolment, subjects or IT help on Tel: 1300 528 762 or from overseas Tel: +61 3 9479 6000
- Speak to **International Student Services** staff about general enquiries (visas, CoE, travel, accommodation), on +61 3 9479 1199



Request a zoom appointment and we'll get back to you to make a time to chat face to face online latrobe.edu.au/ask-us



Submit your question online and we'll get back to you asap. Don't forget to use your student ID number latrobe.edu.au/ask-us



Chat with other new commencing and current international students and staff. Search for: [Transition@La Trobe - International Welcome Group](https://www.facebook.com/Transition@LaTrobe)



Connect with us via WeChat 乐卓博大学 La Trobe Uni 留学部



Join a **live international student webinar** - chat about studying at an Australian University; meet other new international students. Dates and times online latrobe.edu.au/students/international/support/starting



When borders re-open we look forward to **welcoming** you. We'll provide lots of practical help including airport pick-up, finding accommodation and settling into life in Australia. We can't wait to meet you!