

## How to Activate UTS Student Account using a Laptop/Desktop

If you have a valid Offer from UTS, this guide will help you with the activation of your UTS student account. For a better user experience in navigating the activation process, we recommend you use a laptop or desktop.



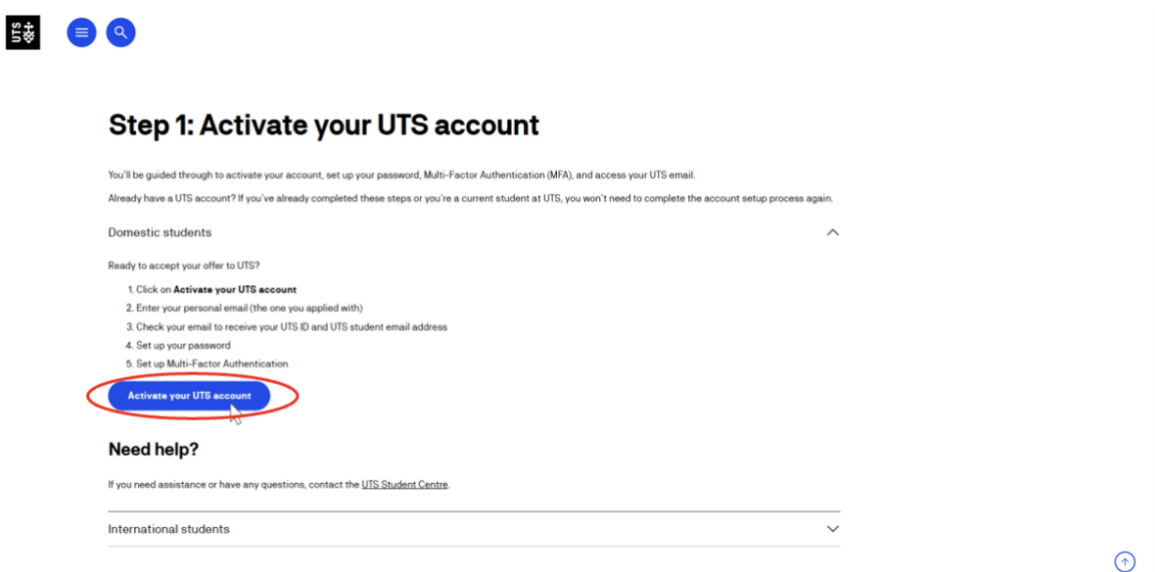
### IMPORTANT

1. Please use the Guide: [How to Activate UTS student account using a Mobile phone](#), if you are using your mobile phone to activate your UTS account.
2. If you are a current student at UTS/ UTS College or an Alumni of UTS/ UTS College, you do not need to activate your UTS student account. Please use your UTS student email (if you are a current student) or your UTS Alumni email if you are an Alumni. Go to <https://login.uts.edu.au> and follow the on-screen prompts.
3. If you are an Alumni or a Former student and have forgotten your Alumni or UTS student email, contact IT Support using the details outlined below.
4. If you are unable to proceed further with any of the steps outlined here, contact IT Support using the details outlined below.

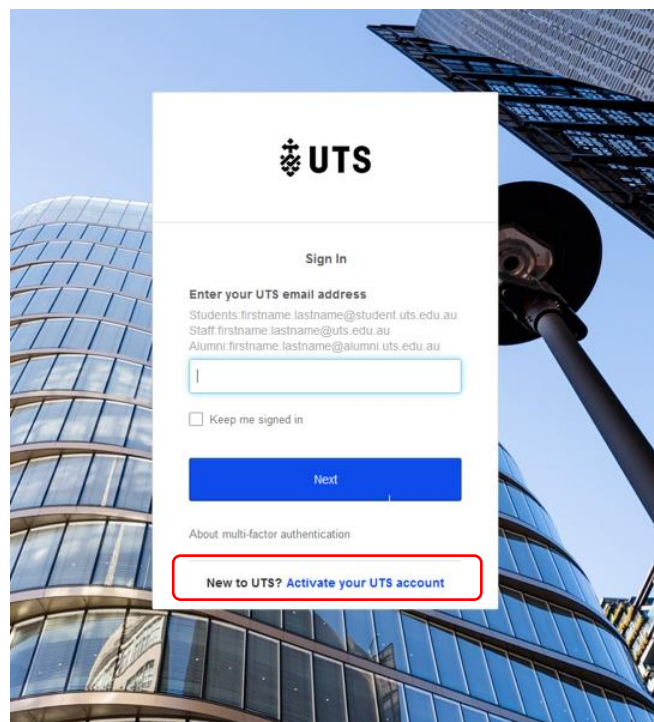
**Note:** If you are an international student, please follow the instructions provided to you in your Pre-Departure Instructions.

**IT Support Phone** : +61 2 9514 2222  
**Hours of Operation (in AEST/AEDT):** Mon- Fri between 8:00 AM and 9:30 PM  
Sat- Sun between 9:00 AM and 5:00 PM  
**IT support Centre Location** : Broadway, Building 10, Level 2, Room 212 (CB10.02.212)  
**Hours of Operation (in AEST/AEDT):** Mon- Fri between 9.30 AM and 4:30 PM

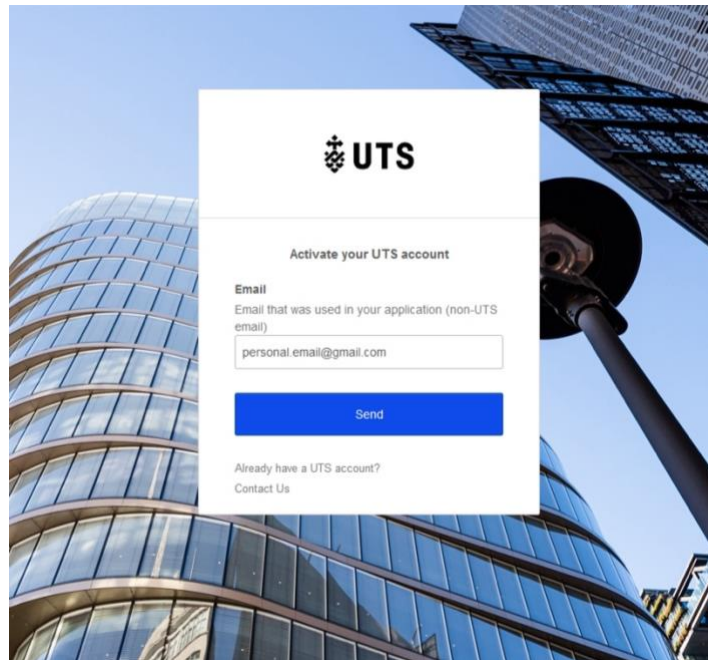
1. If you are in <https://start.uts.edu.au> page, click on the **“Activate your UTS account”** blue button, which will open a new browser and navigates to UTS sign-in page.



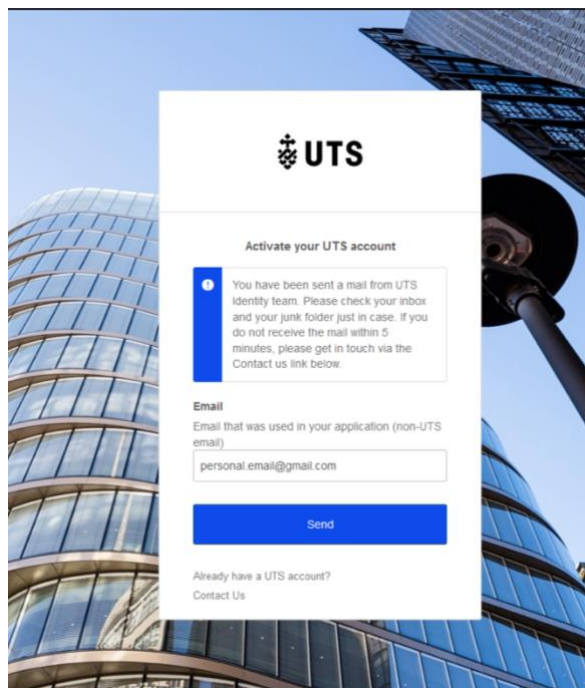
2. In the UTS Sign in page (as shown below),
  - If you are new to UTS, click on **‘Activate your UTS Account’** as pointed below.
  - If you are a current or former student or an Alumni of UTS or UTS College, enter your UTS student email or UTS Alumni email and click **“Next”** to proceed. Follow on-screen prompts. If you haven't set up MFA (Multifactor Authentication) already, you will be prompted to set up one. You will need your mobile phone to complete the MFA set up. To continue after MFA set up, proceed to **Step 9**.



3. All new UTS students, in the 'Activate your UTS Account screen' enter your **personal email address** and click Send.



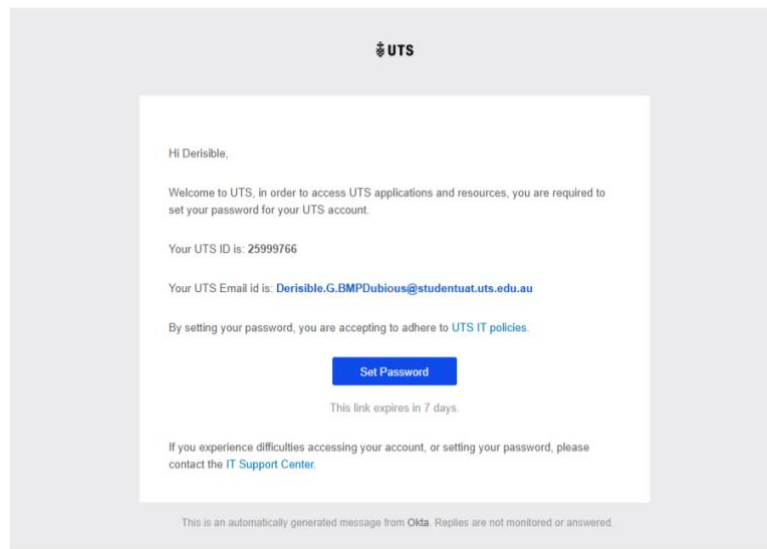
4. Check your personal email address for the **Activation email**.



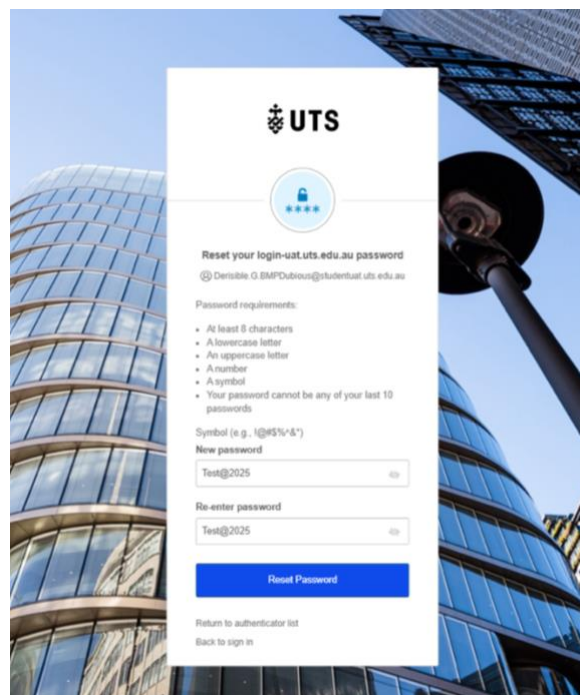
- If the personal email address you've entered is same as the one you've provided to UTS, you will receive an **Activation email** as shown here. Click on "**Set Password**" button to proceed.

**Note:**

- The Set Password link expires after 7 days. You can generate this *Activation email* again if the need be, by following the steps above.
- If you haven't received the *Activation email*, contact IT Support.

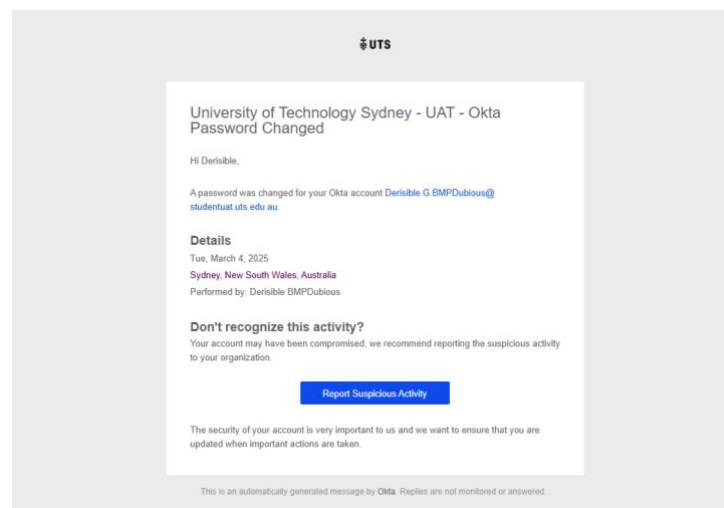


- Create a password as per instructions provided on-screen and then click on "**Reset Password**". You will be prompted to set up MFA (Multifactor Authentication) for which you will need your mobile phone.



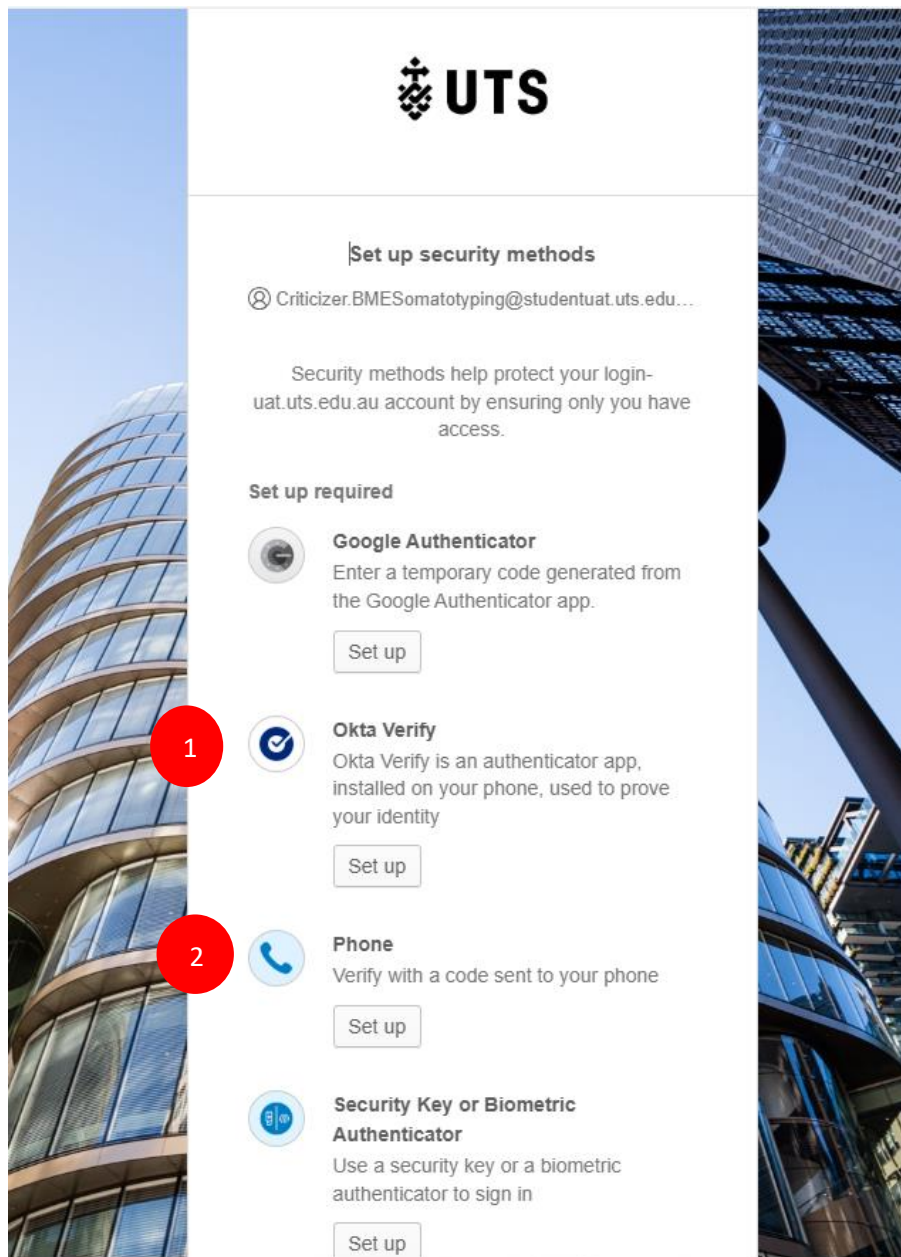
- An email confirmation will be sent to your personal email address confirming the password reset and **advising your UTS Student email** (A sample email is shown here). **This will complete your UTS student email activation.** To proceed to accept your *Offer* continue to next steps. If you are a domestic student, you may also have the option to defer your Offer.

**Note:** You will need your mobile phone to set up MFA (Multifactor Authentication) to continue from here. Should you decide not to proceed further at this stage, you can sign in to <https://login.uts.edu.au> using your **UTS student email** anytime you want to continue. Your UTS student account will remain active until your Offer is valid.



## 8. Setting up MFA:

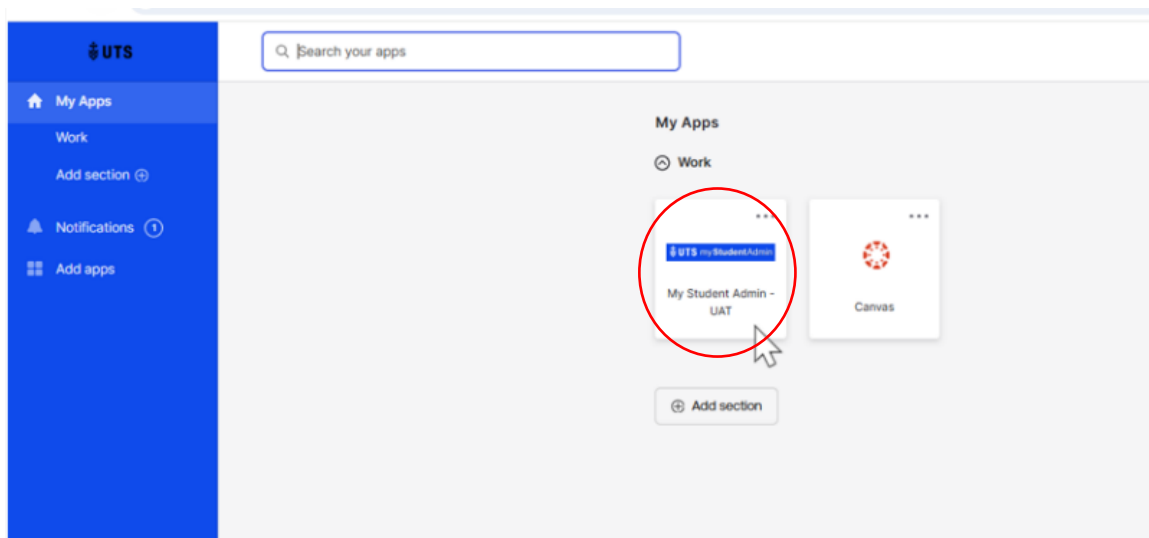
8.1 Click on **“Set up”** against either the **Okta Verify**, or the **Phone** option as shown on screen.

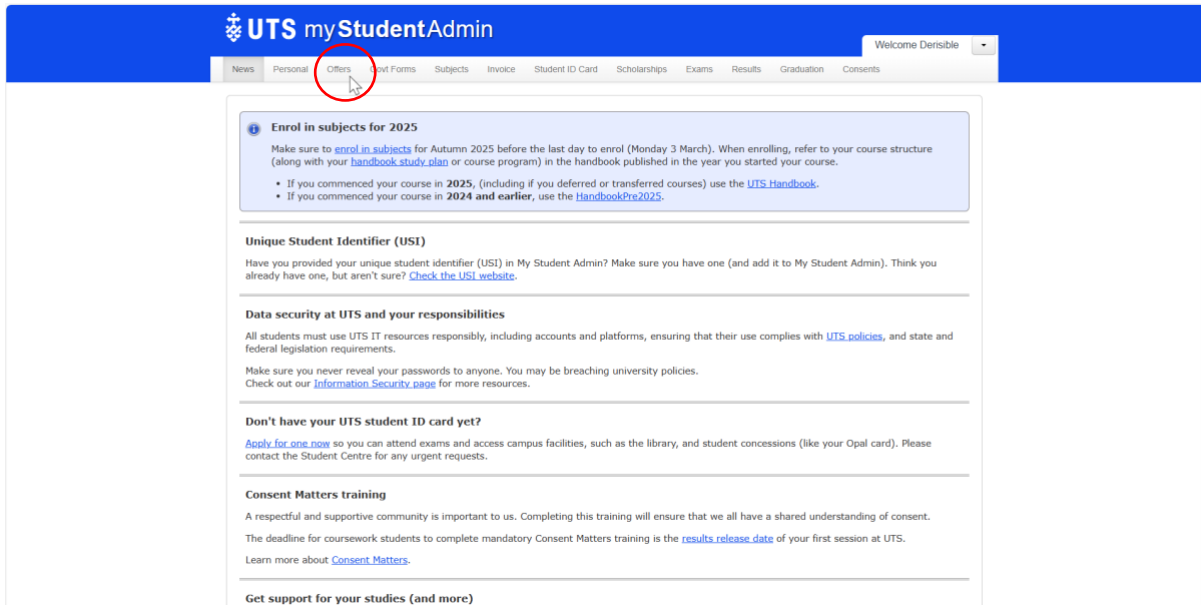


8.2 Follow the on-screen instructions to complete the MFA setup.

**Note:** The on-screen instructions will vary depending on your chosen MFA set up method. For detailed instructions on how to set up MFA, refer to the MFA Set Up guide [here](#).

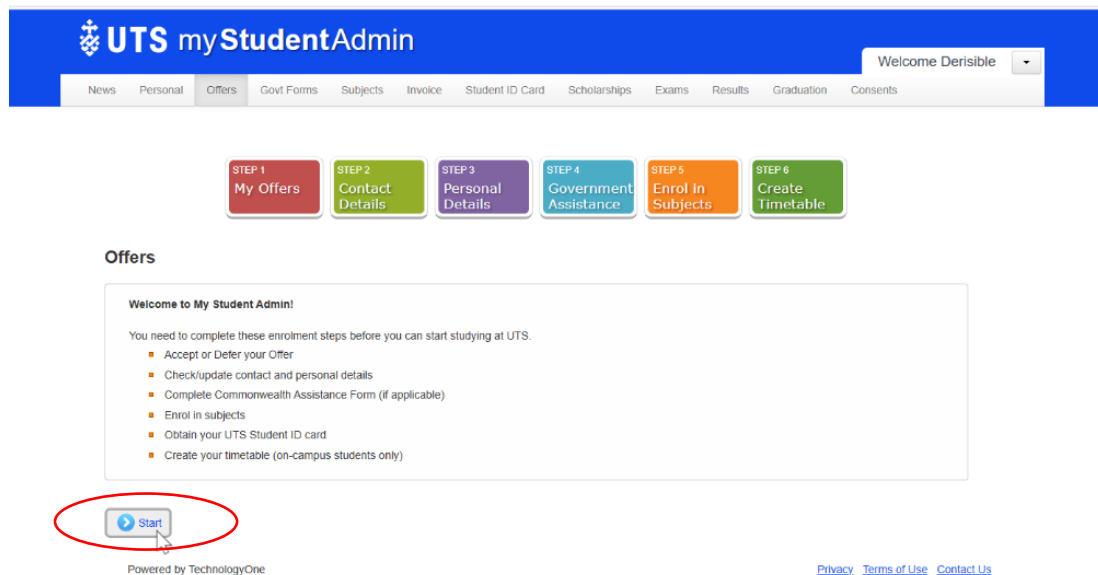
9. Once your MFA set up is complete, you will be directed to your **UTS student account dashboard** as shown here. Click on My Student Admin to proceed to accept your Offer. If you are a domestic student, you may also have the option to defer your Offer.



10. Click on **'Offers'** tab

The screenshot shows the UTS myStudentAdmin website. The navigation menu at the top includes: News, Personal, **Offers** (highlighted with a red circle), Govt Forms, Subjects, Invoice, Student ID Card, Scholarships, Exams, Results, Graduation, and Consents. The main content area contains several sections:

- Enrol in subjects for 2025**: A blue box with an information icon. Text: "Make sure to [enrol in subjects](#) for Autumn 2025 before the last day to enrol (Monday 3 March). When enrolling, refer to your course structure (along with your [handbook study plan](#) or course program) in the handbook published in the year you started your course."
  - If you commenced your course in **2025**, (including if you deferred or transferred courses) use the [UTS Handbook](#).
  - If you commenced your course in **2024 and earlier**, use the [HandbookPre2025](#).
- Unique Student Identifier (USI)**: Text: "Have you provided your unique student identifier (USI) in My Student Admin? Make sure you have one (and add it to My Student Admin). Think you already have one, but aren't sure? [Check the USI website](#)."
- Data security at UTS and your responsibilities**: Text: "All students must use UTS IT resources responsibly, including accounts and platforms, ensuring that their use complies with [UTS policies](#), and state and federal legislation requirements." "Make sure you never reveal your passwords to anyone. You may be breaching university policies. Check out our [Information Security page](#) for more resources."
- Don't have your UTS student ID card yet?**: Text: "[Apply for one now](#) so you can attend exams and access campus facilities, such as the library, and student concessions (like your Opal card). Please contact the Student Centre for any urgent requests."
- Consent Matters training**: Text: "A respectful and supportive community is important to us. Completing this training will ensure that we all have a shared understanding of consent. The deadline for coursework students to complete mandatory Consent Matters training is the [results release date](#) of your first session at UTS. Learn more about [Consent Matters](#)."
- Get support for your studies (and more)**

11. Click on **'Start'** to proceed.

The screenshot shows the UTS myStudentAdmin website with the 'Offers' tab selected. The navigation menu includes: News, Personal, **Offers**, Govt Forms, Subjects, Invoice, Student ID Card, Scholarships, Exams, Results, Graduation, and Consents. Below the navigation menu is a row of six colored buttons representing steps:

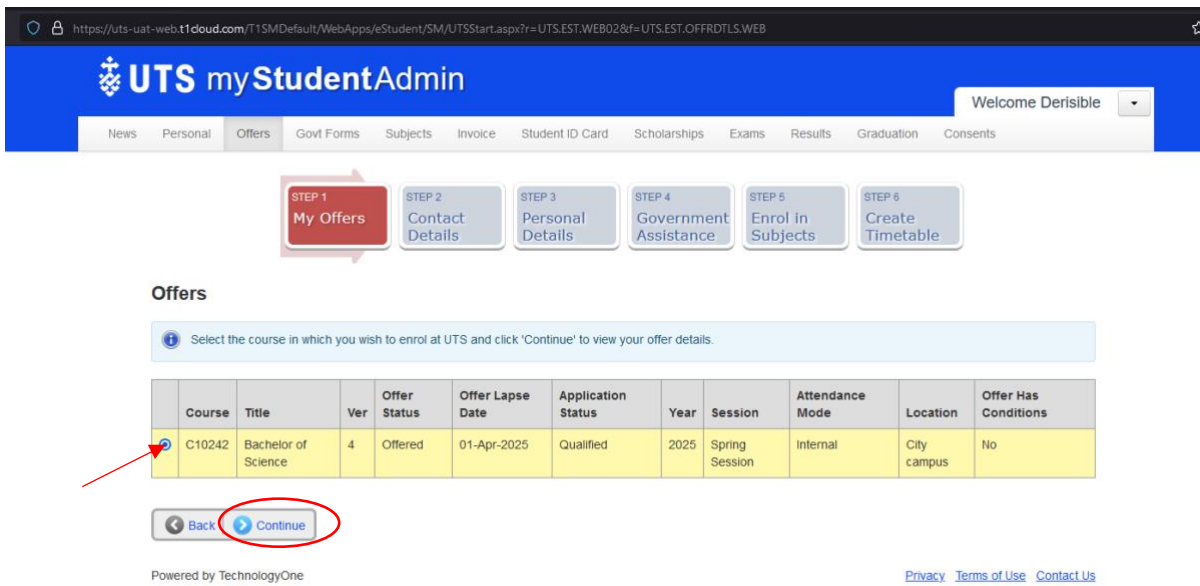
- STEP 1 My Offers (red)
- STEP 2 Contact Details (green)
- STEP 3 Personal Details (purple)
- STEP 4 Government Assistance (blue)
- STEP 5 Enrol In Subjects (orange)
- STEP 6 Create Timetable (green)

The 'Offers' section is titled "Offers" and contains a "Welcome to My Student Admin!" box. The text inside the box reads: "You need to complete these enrolment steps before you can start studying at UTS." followed by a list of steps:

- Accept or Defer your Offer
- Check/update contact and personal details
- Complete Commonwealth Assistance Form (if applicable)
- Enrol in subjects
- Obtain your UTS Student ID card
- Create your timetable (on-campus students only)

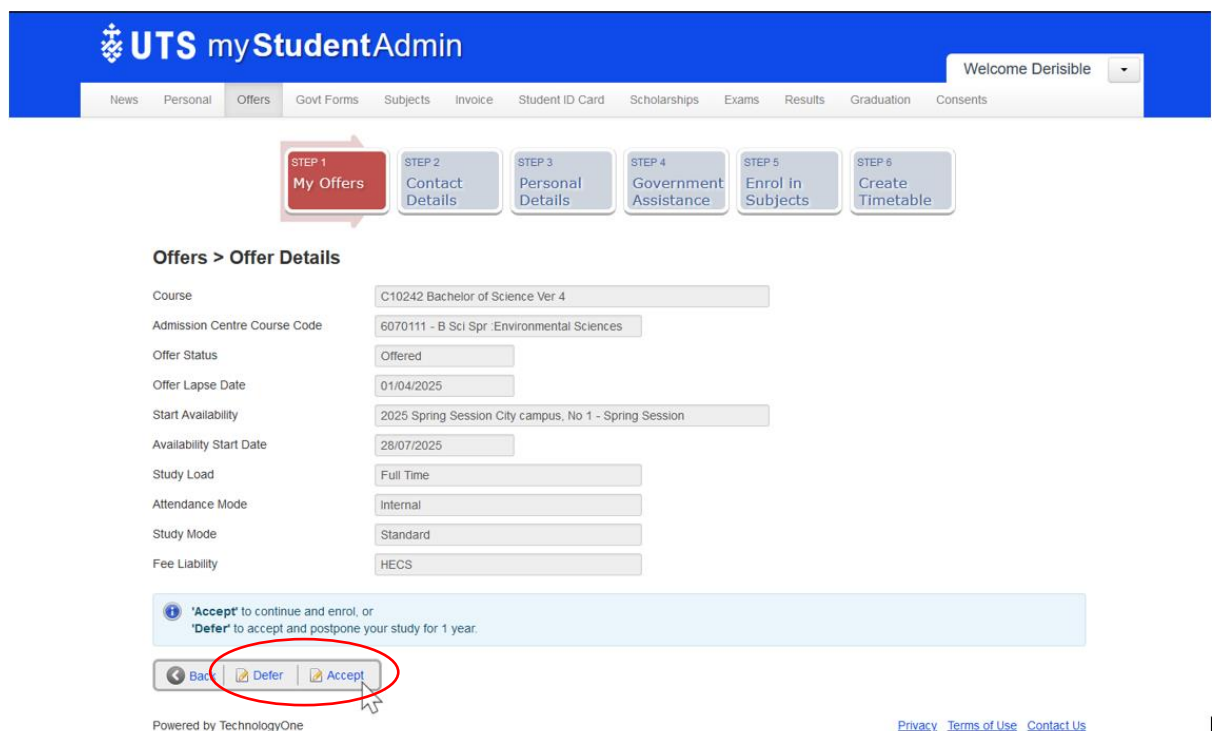
Below the list is a blue button with a right-pointing arrow and the text "Start", which is circled in red. At the bottom of the page, it says "Powered by TechnologyOne" and "Privacy Terms of Use Contact Us".

12. Select your Course and click on **Continue**.



13. Accept/Defer your Course Offer.

**Note:** if you are an international student, contact your Admissions office to defer the course.



14. You will receive an on- screen confirmation of your action. Below is a confirmation of an Offer being successfully accepted. If you've accepted your Offer, click on **Continue** to complete the **Steps 2 to 6** highlighted here, and follow the on-screen prompts. Congratulations! You are now officially a UTS student.

