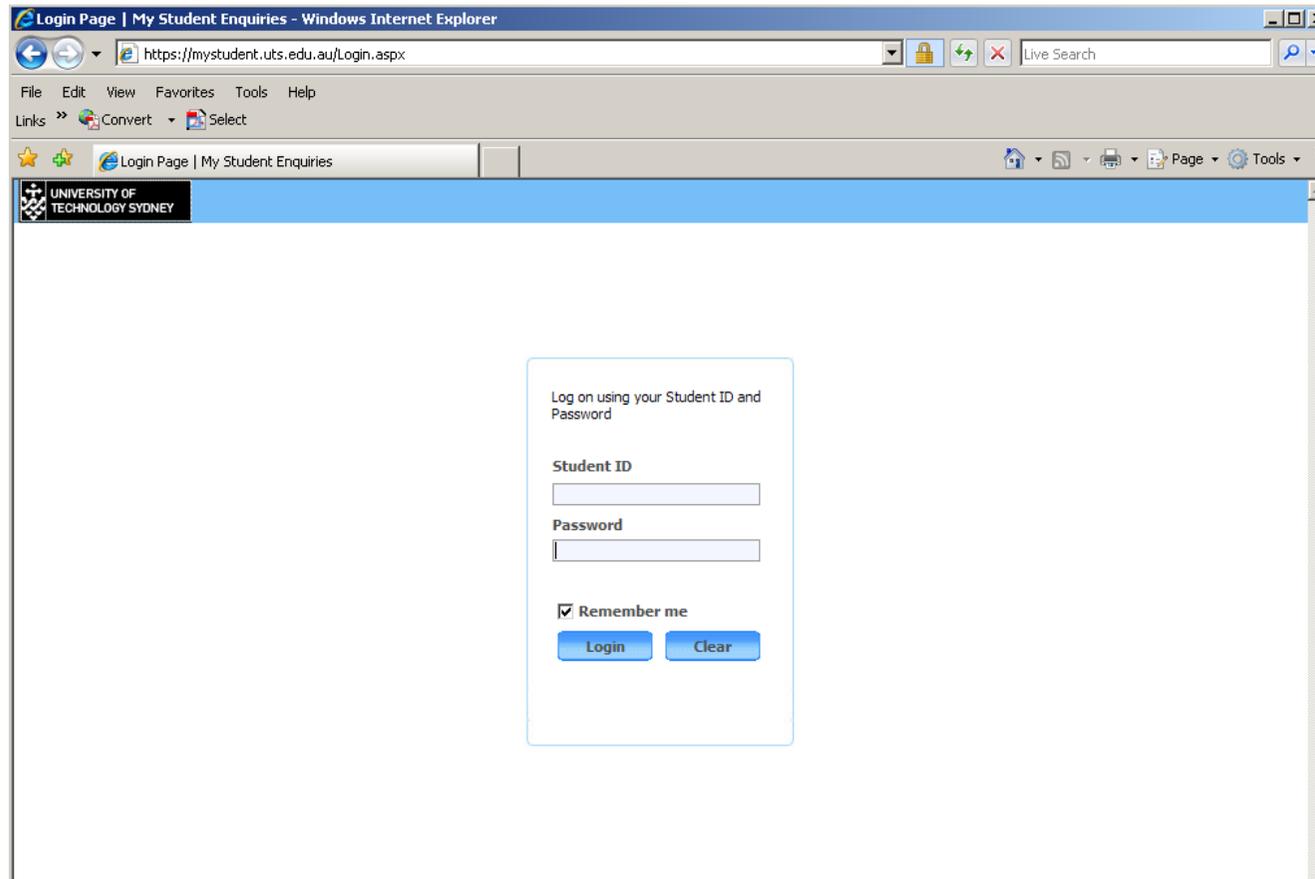


e-Request Student Portal

1. Login using their LDAP username and password at <https://mystudent.uts.edu.au>



The screenshot shows a Windows Internet Explorer browser window displaying the login page for the University of Technology Sydney. The browser's address bar shows the URL <https://mystudent.uts.edu.au/Login.aspx>. The page features a blue header with the university's logo and name. The main content area contains a login form with the following elements:

- Instruction: "Log on using your Student ID and Password"
- Input field for "Student ID"
- Input field for "Password"
- Checkbox labeled "Remember me" which is checked.
- Two buttons: "Login" and "Clear".

2. **My Applications** page opens. This page contains the details of all previously submitted Special Consideration and e-Request applications. (This page will be blank on first use)

You can track the progress of applications via the status and outcome properties displayed on the summary page.

My Applications Ask:UTS Enquiries ▾

	Application ID	Application submission date	Application type	Application sub type	Subject Number	Application status	Application outcome
<input type="radio"/>	112330	4/07/2011 5:18 PM	SCA	Exam	GSF123654	In progress	
<input type="radio"/>	112329	4/07/2011 5:17 PM	e-Request	Withdraw	GSF123654	Referred	
<input type="radio"/>	112328	4/07/2011 5:08 PM	SCA	Assessment	GSF123654	Referred	
<input type="radio"/>	112326	4/07/2011 4:58 PM	SCA	Assessment	GSF123654	Resolved	Not approved
<input type="radio"/>	112324	4/07/2011 4:35 PM	SCA	Assessment	GSF123654	Resolved	Approved
<input type="radio"/>	112322	4/07/2011 4:20 PM	SCA	Exam	GSF123654	In progress	
<input type="radio"/>	112320	4/07/2011 4:03 PM	SCA	Assessment	GSF123654	In progress	
<input type="radio"/>	112316	4/07/2011 12:14 PM	SCA	Exam	GSF123654	In progress	

Showing 1 - 8 of 72

[Next](#)

Create New Application

3. To create an e-Request select **Create New Application**

4. At the Application Selection page select e-Request and then **Next**.

Application Selection

Special Consideration

Special Consideration is the exercise of academic discretion to provide equitable treatment to students whose performance in an assessment item or items is affected by illness, misadventure or work related circumstances beyond their control.

e-Request

e-Request allows you to request enrolment in subjects and other changes to your study plan that you are not able to do via Web Enrolment <http://www.onestopadmin.uts.edu.au/>

Application Type

Please select the type of application you want to create*

Special Consideration
 e-Request

Next

5. At the e-Request Application page select the e-Request reason and then **Next**.

e-Request Application

Before lodging an e-Request

Please do the following before submitting an e-Request:

1. Try to make changes via Web Enrolment <http://www.onestopadmin.uts.edu.au/>. Web enrolment is open from 8am to 10pm Monday to Friday.
2. Research your options in the [UTS Handbook](#) including the subject access conditions to ensure that you meet the criteria listed.
3. Ensure that you have an electronic copy of any written approval from your subject coordinator or program advisor to upload as supporting documentation with your application.

Type of e-Request

e-Request reason*

I want to enrol in a subject
 I want to withdraw from a subject
 I want to make changes to my study plan

Previous Next

6. At the Request to Enrol page select the **MOST** relevant statement and then **Next**.

Request to Enrol

Which MOST describes your current situation?*

- I have a sanction
- I want to enrol in an additional subject
- I have a problem with requisites
- I want to swap a subject for another (substitution)
- The subject is full
- I have a timetable clash
- I am unable to log in/system error
- I am unable to see the subject/option
- I am on leave of absence

Full Subjects

Use if the full subject is a CORE subject in your program. This does not guarantee your enrolment can be approved, however it does help UTS monitor subject offerings, availability and demand. If the subject is an elective you will need to choose something else.

Timetable Clashes

Use if you have a timetable clash for CORE subjects in a **standard** course pathway that you can't avoid by choosing another subject. This option helps the University monitor standard pathway timetabling issues.

Requisites

Requisites can be academic, admission or other. Requisites will prevent you from enrolling into a subject if you do not meet the subject's [requisite requirements](#). If you have written approval for a requisite waiver from a subject coordinator, please attach it to your request.

Additional Subjects

To gain approval to exceed the credit point limit for the semester you must have demonstrated a strong academic record in full time study in the previous two semesters.

Subject Substitution

Use if you have exceptional circumstances to allow a subject substitution, you must upload supporting documentation from your program advisor with your application.

Leave of Absence

Use if you wish to cancel your leave of absence and enrol in subjects.

Previous

Next

7. Complete the **Request to Enrol** form following the instructions as you scroll down through the sections. Ensure you complete all mandatory and other relevant fields, scroll to the bottom, read the student declaration and if accepted, select **Submit**. Mandatory fields are marked with an asterix.

Create Application

Request to Enrol

My Details
Please select your course by clicking on the magnifying glass.

Student ID	<input type="text" value="m0016573"/>
Name	<input type="text" value="Gareth Francis"/>
Email	<input type="text" value="student.name@student.uts.edu.au"/>
Select your course*	<input type="text" value="Gareth Test Course"/> <input type="button" value="Q"/>

Useful links
To search the list of subjects in the UTS handbook [click here](#).
To search the subject requisite database [click here](#).
To search the current timetable for subject availability [click here](#).

Useful links open in a new browser window.

Subject Selection

Please complete the fields below. If you are requesting a language subject scroll down to complete the additional fields at the bottom of the form.

You are able to enter a second subject preference in case your first is not approved. If you wish to enter a second preference please indicate this with the radio button.

Subject Number - 1st Preference*



I wish to nominate a second preference

Yes

No

Subject Number - 2nd Preference



Semester required*

Is the subject core or an elective?

Is the subject on your study plan?

Attendance Mode*

Supporting Statement*

Supporting Documentation

Name	Modified On	Comments



Upload Document

This icon indicates help. Click on it to reveal help text.

Language Subject Details

If you are requesting enrolment in a language subject you must complete the following fields.

Do you have previous knowledge of the language you wish to study?

Did you study this language at High School?

Have you studied this language at University level?

Enter the number of years if you answered Yes above

Which UTS language level do you think best reflects your skills?



Supporting statement for language subjects

In the **supporting statement** section please ensure you address the following **where they apply**; significant time spent in a country where this language is the official language, exposure to this language at home or through relationships, or other languages spoken by you.

Application Outcome - Summary View

Summary information will only display in the fields below after your application has been reviewed and has a final outcome. A full explanation of the outcome is emailed to your UTS email account.

Outcome

Outcome comments

Student Declaration

In selecting to **Submit** this request I understand the following:

- Changes to my enrolment can affect my fee liability.
- It is my responsibility to confirm and check my enrolment via My Student Admin.
- It is my responsibility to register in classes using My Subject Activities.
- The Univeristy has the right to refuse this request.

[Back to My Applications List.](#)

Submit

Click Submit to finalise submission of application.

The subject withdrawal workflow (followed on from Step 4 in previous steps)

1. Select I want to withdraw from a subject and then **Next**.

e-Request Application

Before lodging an e-Request

Please do the following before submitting an e-Request:

1. Try to make changes via Web Enrolment <http://www.onestopadmin.uts.edu.au/>. Web enrolment is open from 8am to 10pm Monday to Friday.
2. Research your options in the [UTS Handbook](#) including the subject access conditions to ensure that you meet the criteria listed.
3. Ensure that you have an electronic copy of any written approval from your subject coordinator or program advisor to upload as supporting documentation with your application.

Type of e-Request

e-Request reason*

- I want to enrol in a subject
- I want to withdraw from a subject
- I want to make changes to my study plan

Previous

Next

2. At the Request to Withdraw page select the **MOST** relevant statement and then **Next**.

Request to withdraw

Which MOST describes your current situation?*

- I have a sanction
- I am unable to log in/system error
- My Student Admin will not allow subject withdrawal
- It is past the census date

Census Date

The Census date is the **last** date you can withdraw from a subject without financial liability and academic penalty. If you have documentation to demonstrate exceptional circumstances preventing you from withdrawing prior to the Census date please attach this to your request.

[Previous](#)

[Next](#)

3. Complete the **Request to Withdraw** form following the instructions as you scroll down through the sections. Ensure you complete all mandatory and other relevant fields, scroll to the bottom, read the student declaration and if accepted, select **Submit**. Mandatory fields are marked with an asterix.

Create Application

Request to Withdraw

My Details
Please select your course by clicking on the magnifying glass.

Student ID

Name

Email

Select your course*

Subject Details

Select the subject you want to withdraw from*

Supporting Statement*

Supporting Documentation

Name	Modified On	Comments

The study plan change workflow (followed on from Step 4 in the enrol steps)

1. Select I want to make changes to my study plan and then **Next**.

e-Request Application

Before lodging an e-Request
Please do the following before submitting an e-Request:

1. Try to make changes via Web Enrolment <http://www.onestopadmin.uts.edu.au/>. Web enrolment is open from 8am to 10pm Monday to Friday.
2. Research your options in the [UTS Handbook](#) including the subject access conditions to ensure that you meet the criteria listed.
3. Ensure that you have an electronic copy of any written approval from your subject coordinator or program advisor to upload as supporting documentation with your application.

Type of e-Request

e-Request reason*

I want to enrol in a subject

I want to withdraw from a subject

I want to make changes to my study plan

PreviousNext

2. At the Request to make Study Plan Changes page select the **MOST** relevant statement and then **Next**.

Request to make Study Plan Changes

Which MOST describes your current situation?*

Swap a subject for another (substitution)

Move a subject within my study plan

Blocked from choosing a major, sub-major, or stream

I am unable to log in/system error

Completed subjects not showing on my plan

Subject Substitution
Use if you have exceptional circumstances to allow a subject substitution, you must upload supporting documentation from your program advisor with your application.

Completed Subjects
Use if you have recently transferred from another UTS course and previously completed subjects are not showing on your study plan.

PreviousNext

3. Complete the **Request to make Study Plan Changes** form following the instructions as you scroll down through the sections. Ensure you complete all mandatory and other relevant fields, scroll to the bottom, read the student declaration and if accepted, select **Submit**.

Mandatory fields are marked with an asterix.

Create Application

Request to make Study Plan Changes

My Details

Please select your course by clicking on the magnifying glass.

Student ID

Name

Email

Select your course*

Useful links

To search the list of subjects in the UTS handbook [click here](#).

To search the subject requisite database [click here](#).

To search the current timetable for subject availability [click here](#).

Study Plan changes

Please list the Subject, Major, Sub-major or Stream your request relates to. Three fields are provided for you to enter one only in each field. You may not require all of the fields provided.

Please leave those fields not required blank.

Subject/Major/Sub Major 1

Subject/Major/Sub Major 2

Subject/Major/Sub Major 3

Explain your change request*

Supporting Documentation

Name	Modified On	Comments	<input style="float: right;" type="button" value="?"/>

Application Outcome - Summary View

Summary information will only display in the fields below after your application has been reviewed and has a final outcome. A full explanation of the outcome is emailed to your UTS email account.

Outcome

Outcome comments

Student Declaration

In selecting to **Submit** this request I understand the following:

- Changes to my enrolment can affect my fee liability.
- It is my responsibility to confirm and check my enrolment via My Student Admin.
- It is my responsibility to register in classes using My Subject Activities.
- The University has the right to refuse this request.

[Back to My Applications List.](#)

Submit

On-screen messages and what they mean.

Mandatory fields are incomplete

Information for you

You are unable to submit your application until you have completed all mandatory fields. These are marked with an asterisk.

OK

There is text in the Subject Number field/s and there should only be numbers.

Information for you

Please enter the Subject Number only in the Subject Number-1st Preference and Subject Number-2nd Preference fields. Use the Useful Links at the top of the form to search for the correct subject number.

OK

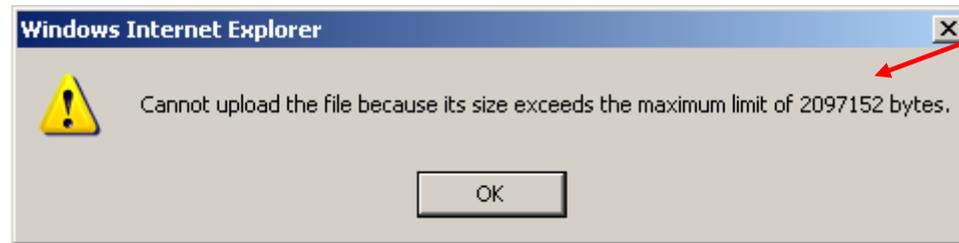
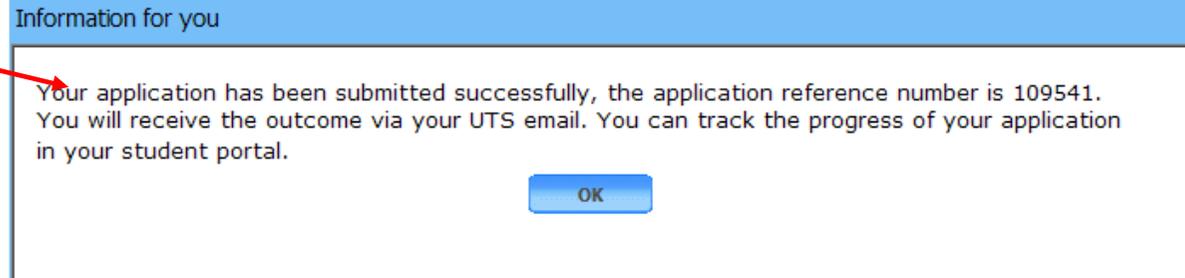
You have already submitted the maximum number of e-Requests allowed at one time

Information for you

You have previously submitted applications that are under review and you cannot submit another. You will be able to submit a new request once these applications have been resolved.

OK

The application is submitted successfully



You are trying to attach a document greater than the individual size limit of 2MB