**myRMIT Guide**

(text only version)

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# myRMIT Login and Navigation

myRMIT is the self-service platform for you to easily manage your student-related activities from enrolment, through to graduation. myRMIT is accessible on laptops, desktops and mobile devices.

## myRMIT Login Instructions

Complete the following 5 steps.

1. You can find the link to myRMIT from www.rmit.edu.vn/students/my-studies/myrmit
2. The **myRMIT** login page displays. This shows the following message:

Welcome to the myRMIT login page. Simply add your details and you will be logged in as normal. If you have trouble logging in try resetting your password. If you still can’t log in, please call the Service & Support Centre.

This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.

1. Enter your RMIT Student number in the field labelled **RMITID or email address** (eg. S123456).
2. Enter password in the **Password** field.
3. Click the **Sign In** button.

# MyRMIT Home Page

The myRMIT Home Page displays information logically grouped by your key tasks using tiles and visuals. The page contains 12 tiles:

1: **Tasks** Tile: Lists any pending actions or holds assigned to your account. This tile will be used to complete the Pre-Enrolment Checklist prior to enrolling and shows any holds on your account such as overdue debt, visa expiring etc. The number of pending actions is displayed at the bottom of the tile. Selecting this tile takes you to a new page within myRMIT.

2: **Personal Details** tile: Allows you to view, verify and update your personal information including preferred name, address, phone number and emergency contact details. Selecting this tile takes you to a new page within myRMIT.

3: **Enrolment** tile: Allows you to enrol/drop courses, update majors, minors, view enrolment history and download statement of enrolment. Selecting this tile takes you to a new page within myRMIT.

4: **myTimetable** tile: Selecting this tile opens the **Class timetables** page on the RMIT web-site in a new window. From there you can plan, select and view your class schedule.

5: **Academic Records** tile: Where you can view your Enrolment History, Course Results, Academic History and Statement of Enrolment. Selecting this tile takes you to a new page within myRMIT.

6: **Financial Account** tile: Allows you to view tuition charges and fees, provide bank account details, make payments, and view payment history along with invoices. Selecting this tile takes you to a new page within myRMIT.

7: **Scholarships** tile: Allows you to apply for Scholarshipsapplications along with supporting documents and view, accept or decline offered scholarships. You can also communicate with the Scholarship team for further eligibility and application related assessments. Selecting this tile takes you to a new page within myRMIT.

8: **Graduations** tile: Allows you to view the status of your graduation applications, apply to graduate and change your graduation options including graduation ceremonies. Selecting this tile takes you to a new page within myRMIT.

9: **Important Dates** tile: Selecting this tile opens the **Important dates and academic calendar** page on the RMIT web-site in a new window. There you can easily find all key academic dates including semester breaks, last day to drop classes, assessment periods, results release and census dates.

10: **Canvas** tile: Selecting this tile opens the **Canvas** login page in a new window. You will remain logged in to myRMIT.

11: **Submit Request** tile: You can submit requests online and review the history of all submitted requests, including its approval statuses and date stamps. Selecting this tile takes you to a new page within myRMIT.

12: **FAQ** tile: Selecting this tile launches a new window showing information on how to use myRMIT.

# Tasks tile

The **Tasks** tile contains 3 pages accessed by vertical tabs on the left-hand side of the screen:

1. **To Do list** (this page may not appear if there are no pending tasks)
2. **Holds** (this page will not appear if there are no Holds on your account)
3. **Completed Agreements** (this page will appear once you have completed any agreement as part of an action item, eg. the RMIT Privacy Statement)

## To Do list – Select Pre-Enrolment Checklist

The **To Do List** is displayed as a table with three columns: **Task**, **Due Date** and **Status**. Each pending action is shown on a separate row. If you are a new student, you might observe that there is one pending action requiring your attention to complete the **Pre-enrolment Checklist**.

From the **To Do List** section, click the **Pre-Enrolment Checklist** row to open the checklist.

## Read the Introduction

A quick introduction is provided. Once you have read it, click the **Next** button on the top right-hand side of the screen to continue.

## Accept the RMIT Privacy Statement

Complete the following 2 steps:

1. Read the **Student Privacy Statement** displayed on the screen and click the **Accept** buttonto declare agreement to RMIT’s Privacy Statement. This will add a stamped record of agreement to the ‘Completed Agreements’ section under the Tasks tile.
2. Click the **Next** button to continue.

## Check and Edit Student Information

The Student Information step allows you to confirm or update your personal and contact details. This step consists of 4 sections: Personal Details (ie. Name), Contact Details (email addresses and phone numbers), Addresses and Emergency Contact Details.

### Check and Edit Personal Details (Name)

The different name types (eg. Primary Name, Preferred Name) are displayed in a list.

Above the list is an information button. Click on this button to view a pop-up with further information about the page.

You can view your Primary Name but not edit it. You can edit your Preferred Name. To view and/or edit your names, complete the following 8 steps:

1. Click anywhere on the **Primary Name** row to view your legal name. RMIT policy requires you to enrol under your verified full legal name.
2. The following fields are displayed in a pop-up window: **Type** (ie. Primary Name), **Name Format** (eg. English), **Title**, **First Name**, **Middle Name**, **Last Name**. Check that these details are correct.
3. Click the **Cancel** button in the top right of the pop-up to close the pop-up window.
4. Click anywhere on the **Preferred Name** row to edit or provide your preferred name.
5. The following fields are displayed in a pop-up window: **Type** (ie. Preferred Name – this is read-only), **Name Format** (eg. English), **Title**, **First Name**, **Middle Name**, **Last Name**. Edit the fields. Name Format, First Name and Last Name are mandatory. You can enter a Preferred Name and Name Order that is different from your legal/primary name. The Preferred name must not contain diacritics. The Preferred name provided on this page will also be used by Canvas and myTimetable.
6. Click the **Save** button.
7. Click the **Confirm** button to verify personal details.
8. Click the **Next** button to continue.

### Check and Edit Contact Details

Email addresses are displayed in table with columns **Email** (the address), **Type** (eg. Campus Email, Personal Email) and **Preferred**. The **Preferred Email** (tick) icon in the Preferred column against an email address indicates the preferred contact email. The RMIT email address (Campus Email) is always set to Preferred. This indicates that all official communications from RMIT will be sent to this email address by default.

**Campus email** cannot be edited and is provided by RMIT for all official RMIT communications.

**Personal Email** can be edited here and must be provided by students for important communications about graduation and to access digital academic statements.

To edit **Personal Email**, complete the following 3 steps:

1. Click anywhere on the **Personal Email** row.
2. Edit the email address in the **Email** field.
3. Click the **Save** button.

Phone numbers are displayed in table with columns **Type** (eg. Mobile Phone), **Country Code**, **Phone Number** and **Preferred**. The **Preferred Phone** (tick) icon in the Preferred column against a phone number the preferred contact number. **Phone Numbers** can be edited. You must provide at least one phone number.

To add a **Phone Number**, complete the following 6 steps:

1. Click the **Add Phone** (+) icon from the **Phone** section.
2. The fields **Type**, **Country Code** and **Phone Number** are displayed. Enter details in these fields.
3. Check the **Preferred** checkbox to mark this number as preferred.
4. Click the **Save** button.
5. Click the **Confirm** button to verify contact details.
6. Click the **Next** button to continue.

### Check and Edit Addresses

Home Address and Mailing Address are displayed and can be edited. Above the list of addresses is an information button. Click on this button to view a pop-up with further information about the page.

To Edit an **Address**, complete the following 5 steps:

1. Click the **Add Home Address** or **Add Mailing Address** (+) icon above the **Address** details in the **Home** or **Mailing** Address section.
2. The following fields are displayed in the **Edit Address** pop-up window: **Type** (eg. Mailing Address – this is read-only), **Country**, **Province**, **District**, **Ward**, **Address 1**, **Address 2**, **Postal Code, From** (date). Enter details in the fields. Country, Province, District and Ward are mandatory fields and have Look Up icons to enable values to be selected. Address 1 is also mandatory. You can add an address that is applicable from a future date by selecting a future date from the **From** calendar option.
3. Click the **Save** button.
4. Click the **Confirm** button to verify addresses are correct.
5. Click the **Next** button to continue.

### Add Emergency Contact Details

You can add multiple **emergency contact** details here and select the preferred contact. Emergency contact information is mandatory. You must add at least one Emergency contact to move forward.

To Add an **Emergency Contact**, complete the following 5 steps:

1. Click the **Add contact** button.
2. The following fields are displayed in a pop-up window: **Name, Relationship, Preferred**. There is a **Primary Phone Number** section displaying the fields **Country Code** and **Phone Number.** Enter information in the fields. All fields are mandatory. Select appropriate relationship with the contact person from the **Relationship** drop-down menu. Check the **Preferred** checkbox to mark a contact as preferred.
3. Click the **Save** button.
4. Click the **Confirm** button to verify Emergency Contact details are correct.
5. Click the **Next** button to continue.

## Enter Statistical Data

Statistical Data questions are a requirement of the Australian government and apply to students studying in both Australia and Vietnam. The questions are arranged under the following headings: **Programs of Study**, **Employment Status**, **Spoken Language**, **Residence** and **Parents/Guardians**. All the questions have drop-down lists or slider buttons for the answers.

To enter **Statistical Data**, complete the following 3 steps:

1. Select information for all fields.
2. Click the **Submit** button to finalise provided answers.
3. Click the **Next** button to continue.

## Complete Privacy Release

This page allows you to give consent to release your information to others (such as a parent or guardian) in relation to your personal, academic or financial data. The full Privacy Release statement is displayed on the screen.

A list of names of the people who can access your information is displayed. Above the list is an information button. Click on this button to view a pop-up with further information about the page.

To add consent for another person to access your information, complete the following 7 steps:

1. Click the **Add Name** button.
2. The **Add Release Details** pop-up window is displayed with the following fields: **Name**, **Relationship, Phone (Country Code), Phone (Phone Number)** and **Email.** Enter information in the fields. All fields except **Email** are mandatory.
3. Select **Yes** from the **Ongoing access?** slider button if the privacy release agreement should not have an end date, or select **No** and select an end date from the **Expiry Date** calendar.
4. Select **Yes** or **No** from the **Personal Information** slider button to allow the nominated contact access to your personal information.
5. Select **Yes** or **No** from the **Academic Information** slider button to allow the nominated contact access to your academic information.
6. Select **Yes** or **No** from the **Financial Information** slider button to allow the nominated contact access to your financial information.
7. Click the **Save** button.

### To edit third party information

Third parties who have been given access are displayed in a table with columns **Name**, **Status** (eg. Active), **Release Options Selected**. To edit their information, complete the following 5 steps:

1. Click anywhere on the row showing the name of the third party.
2. Edit the fields – these are the same fields as in the previous section.
3. Click the **Save** button.

Where a release has already been provided the **Names** are listed, the **Status** column indicates if the release is active or not. The privacy release can be set to expire after a certain date by providing an end date.

1. Click the **Confirm** button to verify addresses.
2. Click the **Next** button to continue.

## National Medical Insurance Registration

All Vietnamese students are required to obtain Medical Insurance whilst studying. This can be purchased on your behalf by RMIT or by yourself. International students will not see this step.

The registration information can be submitted ONLY once.

* If you have NOT purchased your own medical insurance, complete the following 4 steps:

1. Select **No** using the slider button against the question **I have purchased my own Medical Insurance** to indicate that you have NOT purchased medical insurance.
2. A pop-up window is displayed with fields including **National ID Card** and **Preferred Hospital Information**. Enter or select information in all fields.
3. Click the *Confirm* button to finalise medical insurance registration.
4. Click the **Next** button to continue.

* If you have purchased your own medical insurance you must submit a waiver form. To do this, complete the following 6 steps:

1. Select **Yes** using the slider button against the question **I have purchased my own Medical Insurance** and click **Confirm** to proceed to the NMI Waiver Form.
2. A pop-up window is displayed with the following sections: **Personal Details** (already completed and read-only), **Waiver Details**, **Student Declaration**. Select **Yes** using the slider button against the question **Do you have valid National Medical Insurance**? Read the Student Declaration and select **Yes** using the slider button against the statement **I have read and consented to the above statements**.
3. Click the **Save** button.
4. Attach required supporting documentation.
5. Click **Submit** to submit the Waiver Form.
6. Click the **Next** button to continue.

## Provide Photography/Film Consent

This step provides you an opportunity to provide consent as well as be aware that you may be filmed or photographed for RMIT VN’s publicity/promotional purposes.

To provide consent, complete the following 2 steps:

1. Read the statement given and click the **Yes** button to agree or the **No** button to decline. **Agreement Date** and **Agreement Status** (ie. Approved or Declined) are displayed.
2. Click the **Next** button to continue.

## Complete Career Survey

Information selected by you in this step is used to provide career planning and employability guidance. RMIT’s Job Shop and Careers services use this information to support and assist you in your career development. You cannot change the answer once you click the **Save Answers** button.

A list of statements describing different career positions is given (eg. I am not ready to start thinking about my career yet).

To complete the survey, complete the following 3 steps:

1. Select the statement which best represents your career position using the radio button against the most appropriate statement. Only one can be selected.
2. Click the button **Save** **Answers** to finalise selection.
3. Click the **Next** button to continue.

## Complete Task

The Pre-enrolment Checklist is successfully completed. Click the **Submit** button.

# Personal Details Tile

The Personal Details tile contains 5 pages accessed by vertical tabs on the left-hand side of the screen:

1. **Personal Details**
2. **Contact Details**
3. **Addresses**
4. **Emergency Contacts**
5. **Privacy Release**

## Personal Details

On this page you can view your Primary Name and edit your Preferred Name if required. The different name types (eg. Primary Name, Preferred Name) are displayed in a list.

**Primary Name**: Primary name cannot be edited here as it is used for identity verification and official statements. If your Primary Name requires changes, use the **Change of Primary Name** Form in the **Submit Request** tile.

**Preferred Name:** You have the option to customize your preferred name. The preferred name can be different from your primary name and the order can also be adjusted. The Preferred name provided on this page will also be used by Canvas and myTimetable.

Please note that the preferred name cannot include any diacritics. If you accidentally enter diacritics, they will be automatically removed when you save the changes.

### Edit Preferred Name

To edit your Preferred Name, complete the following 3 steps:

1. Click the **Preferred Name** row.
2. The following fields are displayed in a pop-up window: **Type** (ie. Preferred Name – this is read-only), **Name Format** (eg. English), **Title**, **First Name**, **Middle Name**, **Last Name**. Edit the fields. Name Format, First Name and Last Name are mandatory.
3. Click the **Save** button.

## Contact Details

Click the Contact Details page from the side navigation to view/edit email and phone details.

### Email Address

Email addresses are displayed in table with columns **Email** (the address), **Type** (eg. Campus Email, Personal Email) and **Preferred**. The **Preferred email** (tick) icon in the Preferred column against an email address indicates the preferred contact email.

**Campus Email** is the RMIT email address which cannot be edited and is provided by RMIT for all official communications from the University. This email address is always set to Preferred by default.

**Personal Email**: This email can be edited here and must be provided by you for important communications about graduation and to access digital academic statements online. You will be prompted to enter or confirm this email address when you apply to graduate.

### Edit Personal Email

To edit **Personal Email**, complete the following 3 steps:

1. Click anywhere on the **Personal Email** row.
2. Edit the email address in the **Email** field.
3. Click the **Save** button.

### Phone Number(s)

Phone Numbers can be edited/added on this page. At least one phone number MUST be provided.

### Add a new Phone Number

Phone numbers are displayed in table with columns **Type** (eg. Mobile Phone), **Country Code**, **Phone Number** and **Preferred**. The **Preferred Phone** (tick) icon in the Preferred column against a phone number indicates the preferred contact number. **Phone Numbers** can be edited. You must provide at least one phone number.

To add a **Phone Number**, complete the following 4 steps:

1. Click the **Add Phone** (+) icon from the **Phone** section.
2. The fields **Type**, **Country Code** and **Phone Number** are displayed. Enter details in these fields.
3. Check the **Preferred** checkbox to mark this number as preferred.
4. Click the **Save** button.

## Addresses

Click the Addresses page from the side navigation to view/edit home and mailing address details. Students must provide both a Home Address and Mailing Address.

### Edit Addresses

To Edit an **Address**, complete the following 3 steps:

1. Click the **Add Home Address** or **Add Mailing Address** (+) icon above the **Address** details in the **Home** or **Mailing** Address section.
2. The following fields are displayed in the **Edit Address** pop-up window: **Type** (eg. Mailing Address – this is read-only), **Country**, **Province**, **District**, **Ward**, **Address 1**, **Address 2**, **Postal Code, From** (date). Enter details in the fields. Country, Province, District and Ward are mandatory fields and have Look Up icons to enable values to be selected. Address 1 is also mandatory. You can add an address that is applicable from a future date by selecting a future date from the **From** calendar option.
3. Click the **Save** button.

Where you have the same Home and Mailing Address you can copy the details from another address type without having to enter this again. To do this, click the **Copy From** link.

While entering keywords in a Search field, use one of the following ways:

For example, if you want to search for a province:

* Type 'Tinh' and then the province name. For example, Tinh Dong Nai, or;
* Type '%' and then the province name. For example, %Dong Nai.

Use same format for District and Ward.

## Emergency Contact

Click the Emergency Contact page from the side navigation to view, add and edit emergency contact details.

You can add multiple emergency contacts here and select the preferred contact. Emergency contact information is mandatory.

### Add an Emergency Contact

To Add an **Emergency Contact**, complete the following 3 steps:

1. Click the **Add contact** button.
2. The following fields are displayed in a pop-up window: **Name, Relationship, Preferred**. There is a **Primary Phone Number** section displaying the fields **Country Code** and **Phone Number.** Enter information in the fields. All fields are mandatory. Select appropriate relationship with the contact person from the **Relationship** drop-down menu. Check the **Preferred** checkbox to mark a contact as preferred.
3. Click the **Save** button.

## Privacy Release

Click the Privacy Release page from the side navigation to share your information with another person. This page allows you to give consent to release your personal, academic, or financial information to this person (such as a parent).

Where a release has already been provided, the third parties who have been given access are displayed in a table with columns **Name**, **Status**, **Release Options Selected**. The Status column indicates if the release is active or not. The privacy release can be set to expire after a certain date by providing an end date.

For more information about privacy and the protection of personal information, visit the [RMIT Privacy webpage](https://www.rmit.edu.au/utilities/privacy)

### Add contact information

To add the contact information for a third party, complete the following 7 steps:

1. Click the **Add Name** (+) icon from the Names section.
2. The **Add Release Details** pop-up window is displayed with the following fields: **Name**, **Relationship, Phone (Country Code), Phone (Phone Number)** and **Email.** Enter information in the fields. All fields except **Email** are mandatory.
3. Select **Yes** from the **Ongoing access?** slider button if the privacy release agreement should not have an end date, or select **No** and select an end date from the **Expiry Date** calendar.
4. Select **Yes** or **No** from the **Personal Information** slider button to allow the nominated contact access to your personal information.
5. Select **Yes** or **No** from the **Academic Information** slider button to allow the nominated contact access to your academic information.
6. Select **Yes** or **No** from the **Financial Information** slider button to allow the nominated contact access to your financial information.
7. Click the **Save** button.

### Edit information

To edit the information for someone who has already been given access, complete the following 3 steps:

1. Click anywhere on the row showing the name of the third party.
2. Edit the fields – these are the same fields as in the previous section.
3. Click the **Save** button.

# Enrolment Tile

The Enrolment tile in myRMIT contains 5 pages accessed by vertical tabs on the left-hand side of the screen:

1. **Enrol in my Program**
2. **Plan my Program**
3. **Drop Courses**
4. **Enrolment History**
5. **Update your Majors or Minors**

Note: You must complete the Pre-Enrolment Checklist from the **Tasks** tile before you can complete any activities in the enrolment tile. If this is not completed, 1 Pending Action displays on the **Tasks** tile as a reminder. You will also get a notification with a link to direct you to the Pre-Enrolment Checklist when you access the Enrolment tile.

All changes to your enrolment including enrolling in courses, dropping courses and updating a major or minor will need to be completed by 8/9pm (Vietnam time) on the designated deadline dates. For more details, visit [Important dates and academic calendar - RMIT University](https://www.rmit.edu.vn/students/my-studies/important-dates-and-academic-calendar)

## How to Enrol

### Enrol in my Program

The **Enrol in my Program** page provides the full program structure for you to review the program requirements and enrolment options for each academic year/term.

From the **Program Heading** section at the top, you can view the summary of your program requirement, including credit points required, credit points taken & the remaining credit points needed to complete your program.

Note: To return to an original page, click on the side navigation menu on the left. Do not use the back button in your web browser.

Under the Program Heading are sections for each year program, with sub-sections for Core Courses and Option courses for each year.

To access more course information, click on the line for the year and courses you want to access, for example **Year One Core Courses**. This displays the relevant courses under that heading. Click on the course hyperlink to open the program guide website for additional information.

### How to Enrol

In this example, a student enrols into courses in **Year Two Core Courses** by completing the following 12 steps:

# Click Year Two Core Courses heading from the Enrol in my Program page.

# A table of the courses that may be used to satisfy the requirement is displayed, with the following columns: Course, Description, Credit Points, Enrolment Semester, Delivery and Status. Click the drop-down under enrolment Semester to choose semester for a course. You can choose multiple courses for a semester that suit your schedule.

# Click the Look Up icon to look for delivery options eg., Face-to-Face, Online, Workplace (Internship). Repeat steps 2 and 3 for all courses in the list.

# Click the Add Courses button to proceed. Remember to enrol for all courses in year 2.

# Note: specific information about class timetable or lecturers will be available for you to choose via the myTimetable tile.

# A pop-up is displayed asking if you want to finalise your enrolment. Click the Yes button to add the selected courses to the pending list. Currently, you have not enrolled yet. Navigate to other courses in the year headings to choose additional courses for your entire year.

# The Review and Enrol page is displayed which provides a summary of all courses that you have added. If needed, make adjustments to the list before submitting your enrolment. Courses can be removed by clicking the Delete icon against the course. Click the Submit Enrolment button to proceed.

# A confirmation pop-up window is displayed. Select the Yes button to confirm your submission.

# Review the Enrolment Confirmation page.

* + A Green tick next to a course confirms that this class has been added to your schedule.
  + If there is a Red cross next to the course, further action is required. Follow the instructions to complete your enrolment.

# Repeat the above steps (1-8) to complete your enrolment for the entire program.

# Click Enrolment History page from the side navigation to confirm the courses have been added in the Enrolment History with Enrolled status. If a course does not appear in that list, you have not been enrolled successfully into that course.

# Important note: At this step, ensure that you have completed your enrolment for the entire year.

# If the courses are NOT enrolled as shown in Enrolment History, return to the Enrol in my Program page, revise and repeat the above steps to ensure each course is successfully enrolled.

# Click the Finalise Enrolment button in the top right corner of the page to complete the enrolment.

## How to Drop Courses

The Enrolment tile in myRMIT allows students to drop courses that they already enrolled into.

To ensure that you are active in a program, you are required to have minimum of one course enrolled per semester. If you wish to drop the last course, you will be directed to the **Submit Request** tile to fill out a **Form** and provide a reason for dropping the last course, for example, **Leave of Absence** or **Program Cancellation** forms.

### How to Drop a Course

To drop a course, complete the following 6 steps:

1. Click the **Enrolment** tile to access the Enrolments section of myRMIT.
2. Click **Drop Courses** page from the side navigation. The Drop Courses page displays. Enrolled courses are shown in a table with columns: **Select**, **Description**, **Last Date To Drop**, **Credit Points** and **Status**.
3. Select courses to drop by checking the Select checkbox against the courses you wish to drop. Click the **Next** button to proceed.
4. The Review Courses and Penalties screen displays. Review the list of selected courses.
5. Click the **Tuition and fee penalties** link at the top of the screen to view financial penalties (if any). If a penalty grade is applicable, it will be shown here before you confirm to drop the course.
6. Click the **Drop Courses** button to complete the process. Courses are successfully dropped. Once courses are dropped, your access to the corresponding Canvas Courses will also be removed.

## Statement of Enrolment

You can view and download a PDF of all your finalised enrolments in the form of Statement of Enrolment. A PDF version of this document can be accessed from the Academic Records tile in myRMIT.

Before you begin complete the following 2 steps:

1. Login to **myRMIT** using your student ID number.
2. Enrol and finalise courses for at least one Program/Semester.

Your Statement of Enrolment is an official statement that confirms your program and class enrolments for the academic year. A new Statement of Enrolment is generated overnight after any changes are made to your enrolment.

### View, Print Statement of Enrolment

To view and print a PDF version of your Statement of Enrolment, complete the following 4 steps:

1. From the myRMIT Home Page, click the **Academic Records** tile. The **Academic Records** tile page displays the Enrolment History page by default.
2. Click **Statement of Enrolment** from the side navigation to view all available Statements of Enrolment.
3. Statements are displayed in a table with columns: **Issue Date**, **Semester**, **Academic Program**.
4. Click the row based on **Semester** and **Academic Program** to view a PDF version of the Statement of Enrolment. The **Statement of Enrolment** document displays in PDF format in a new window. You can download the PDF version of your Statement of Enrolment.

Note: If the statement does not automatically open, ensure that pop-up blockers are disabled in the browser settings.

## Update Major or Minor

You can update Majors or Minors for your Program using myRMIT. Consult a Senior Student Advisor at Student Connect prior to updating your program.

### How to update your Majors or Minors

To update your Major or Minors, complete the following 8 steps:

1. Click the **Enrolment** tile to access the Enrolments section of myRMIT.
2. Click **Update your Majors or Minors** from the side navigation.
3. Programs with Majors or Minors are displayed in a table with columns **Program Code** and **Program Name**. Click the Program row you would like to update.

Note: Click **Plan my Program** from the side navigation to view all the available majors and minors for your program. You can also use this page to assess the academic impact of changing your major or minor by viewing which courses apply to each major/minor and whether you have completed them previously. To return to the original page, click on the side navigation on the left.

**Do not use the Back button in your web browser.**

All program requirements including credits required, course names, Major/Minor combination options and currently assigned Majors and Minors etc. are explained on this page. Click the **Program Map** link for an overview of your program. Scroll down to view all information.

1. The **Edit your Majors and Minors** page is displayed. Majors and Minors are listed on separate rows. Each row has a **Remove** icon to remove the major or minor, and there are **Add Major** and **Add Minor** buttons at the bottom of the screen. The page is tailored to the requirements of your program. For example, the **Add Major** button is greyed out if there are no majors available for this program. Click **Add Major** or **Add Minor** to add more Majors or Minors or click the **Remove** icon to remove a listed Major or Minors.
2. Click the **Confirm** button to validate your selected majors or minors against the program requirements.
3. Click the **Next** button at the top of the page.
4. The Review Updates page is displayed. This page lists the changes selected above and has a **Student Declaration** section where you can confirm that you have understood the implications of your changes. Review the information displayed on this page. Ensure you are aware of all academic impacts before proceeding. Set the slider button to **Yes** to confirm the student declaration.
5. Click the **Confirm** buttonto complete the updates. A confirmation message is displayed.

# Financial Account tile

The **Financial Account** tile contains 5 pages accessed by vertical tabs on the left-hand side of the screen:

1. **Account Balance**
2. **Charges Due**
3. **Payment History**
4. **Bank Account Details**
5. **Invoices**

## Account Balance

The **Account Balance** page displays a summary of the amount that you are due to pay, by Semester. You can only view information here. There is a table with two columns: **Semester** and **Charges**. Each row displays the name of a semester, eg. Vietnam Semester 1 2024, and **t**he **Charges** column displays the total fees and charges for that Semester. At the bottom of the table is a **Total** row, which displays the total amount due for all semesters. If a credit balance is shown here, this indicates the amount of money that is held in your account.

## Charges Due

The **Charges Due** page shows details of the charges due. The page has two tabs: **Summary by Due Date** and **Detail of Charges Due**. The page opens displaying the **Summary by Due Date** tab. This tab shows a table with two columns, **Due Date** and **Amount Due**. Each row shows an amount that must be paid, with its corresponding due date. At the bottom of the table is a **Total Amount Due** row, which displays the total of the amounts due for all rows.

Click the **Details of Charges Due** tab to view a breakdown of each course fee and other charges. This tab has a table with seven columns: **Due Date**, **Description**, **Semester**, **Campus**, **Charge Date**, **Charge Amount** and **Amount Due**. The **Charge Amount** column displays the full amount of each fee or charge. The **Amount Due** column displays how much is outstanding for each fee or charge. At the bottom of the table is a **Total Charges Due** row, which displays the total of the amounts due for all rows.

## Payment History

The **Payment History** page shows all payments which have been made towards your account. There is a table with a row for each payment, and three columns: **Date Posted**, **Description** and **Amount**. You can use the filter in the header row to display only payments within a specific date range.

Click anywhere on a payment row to view more detail about that payment. The detail page has three columns: **Payment Breakdown**, **Term** and **Applied Payment Amount**. Payment Breakdown is what the payment was for, eg. Medical insurance domestic. Term is the semester, eg. Vietnam Semester 1 2024. At the bottom of the screen is a **Total Payment Amount Due** row, which displays the total of the amounts paid for all rows.

## Bank Account Details

Select the **Bank Account Details** page to view and edit your bank account details. The bank account you provide here is used if you apply for a refund.

To view/edit your bank account details, complete the following 3 steps:

1. Enter details in all fields. The fields are: **Bank**, **Account Holder Name**, **Account Number**, **Confirm Account Number**, **Branch** and **Branch Address**. Account Number and Confirm Account Number must match. All the fields are mandatory.
2. The statement **I confirm that a correct bank account has been entered** has a Yes/No slider button next to it. Select **Yes** to confirm details.
3. Click the **Submit** button to save and submit the information entered.

## Invoices

Select the **Invoices** page to view and download PDFs of any invoices that have been raised for you. Invoices are displayed in a table with a row for each invoice and three columns: **Invoice Date**, **Invoice Number** and **Invoice Amount**. Click anywhere on an invoice row to view and download that invoice.

The downloaded invoice has a **Debit Note** section, which comprises a **Fee & Charge Summary** and **Ways to Pay**, and an **Account Statement**. The Account Statement has three sections: **Summary of Charges by Future Due Dates**, **Charge Details** and **Summary Payments and Credits Received**.

# Graduation Tile

The Graduation tile in myRMIT lists all graduation applications that you are eligible for and graduation applications that you have initiated application for.

Note: The Graduation tile will remain empty until you are eligible to apply.

## Applying for Graduation

Before you begin, ensure that you are eligible to apply for graduation. Refer to [RMIT graduation ceremonies - RMIT University](https://www.rmit.edu.au/students/my-course/graduation/options-ceremonies#:%7E:text=When%20you%20apply%20to%20graduate,depending%20on%20when%20you%20graduate.) for more information.

### Graduation Applications page

From the Graduation tile, the **Graduation Applications** page is displayed by default. This page displays a table of graduation applications with the following columns: **Application Status**, **Academic Program**, **Graduation Option**, **Ceremony Name**, **Ceremony Date**. The available graduation application will show **Can Apply** as the **Application Status**.

To start a Graduation application, complete the following 3 steps:

1. Click the **Apply to Graduate** button for the relevant **Academic Program**.
2. The **Application to Graduate** page for the relevant **Academic Program** displays.
3. Click the **Next** button to progress.

### Graduation Options

The Graduation Options page displays. Complete the following 5 steps on this page:

1. Select **In absentia** or **Ceremony** based on preference. For example, select Ceremony to attend the graduation ceremony in person.
2. If Ceremony is selected, click the **Look Up** icon to select the ceremony venue.
3. A list of ceremonies is displayed with columns **Ceremony Code**, **Ceremony Name** and **Ceremony Date.** Select a ceremony from the list of available options by clicking on the relevant row.
4. Click the **Confirm** button.
5. Click the **Next** button to progress.

### Name Order

This step allows you to confirm the way your name appears on the Testamur. Testamur is the student’s graduation certificate.

The **Name Order** page is displayed. The default order of your names is shown at the top of this page. The names are listed underneath, numbered in order, eg. 1, 2, 3 if you have 3 names.

To change the name order complete the following 4 steps:

* 1. Select name against the given rows, eg. 1, 2 and 3.
  2. Click the **Submit** button.
  3. Click the **Confirm** if the name order shown at the top of the screen is correct.
  4. Click the **Next** button to progress.

### Confirm Contact Details

This step allows you to confirm your contact details. RMIT will send official graduation communications to your personal email address and/or current mailing address.

The Confirm Contact Details page is displayed. This lists email addresses in a table with columns **Email Address**, **Email Type** (eg. Personal, Campus) and **Preferred**.

To edit your personal email address complete the following 3 steps:

* 1. Click the contact row to edit. Enter the new email address, if required.
  2. Click the **Confirm** button.
  3. Click the **Next** button to progress.

### Career Status Survey

Your response helps RMIT to understand and plan for the careers and employability needs of its students.

The Career Status Survey page is displayed. A list of statements describing different career statuses is given (eg. I am looking to undertake further study).

Complete the following 2 steps:

* 1. Select the statement which best represents your career position using the radio button against the most appropriate statement. Only one can be selected. Click the **Save Answers** button. Answers cannot be changed once the page is saved.
  2. Click the **Next** button to progress.

### Verify and Submit

Complete the following 2 steps:

* 1. Click **Accept** to verify all details provided and acknowledge the note mentioned in this step.
  2. The **Graduation Application** page displays. **Application Status** is now changed to Applied. You have successfully submitted the Graduation application on myRMIT.

# Submit Request tile

You can submit requests online and review the history of all submitted requests, including its approval statuses and date stamps.

## My Forms

**My Forms** page displays.

The side menu on the left provides options to:

1. Fill out a new form.
2. View all existing forms or view groups of forms by status. The Forms area displays the list of previously submitted forms in a table with columns: **Form**, **Approved Status**, **Created Date/Time** and **Submitted Date/Time**.

## Fill out a new form

To fill out a new form, complete the following 2 steps:

1. Click the **Fill out a new form** button. A pop-up window displays listing the available forms. Select the relevant form by clicking on the name, for example, click **Student Card Photo**.
2. The selected form displays with your personal details pre-populated. You are required to:
   * 2.1 Click the submission instructions link which has specific instructions relevant to each form and read carefully before completing the form.
   * 2.2 Complete any additional questions on the form.
   * 2.3 If supporting documentation is required, Click the **Save** button and then the **Add Attachment** button to upload.
   * 2.4 Click the **Submit** button (top right corner) to complete submitting your request.

# Scholarships tile

The **Scholarships** tile allows current and prospective students to submit Scholarship applications along with supporting documents, view offered scholarship details and accept or decline the offer. The tile also provides opportunities to communicate with the Scholarship team for further eligibility and application related assessments.

The **Scholarships** tile contains 3 pages accessed by vertical tabs on the left-hand side of the screen:

1. **Scholarship Applications**
2. **Upload More Documents**
3. **Scholarship Offer**

## Apply for Scholarship (Prospective Students)

To start a new Scholarship application as a prospective student, click the **New Application** button then complete the following 14 steps:

1. Read the Terms and Conditions and gather necessary documents. Click the **Next** button.
2. Personal Details – **Name**, **Date of Birth**, **Gender** and **Nationality** are displayed. Verify your personal details and click the **Next** button**.** Use the **Next** or **Previous** buttons to navigate between steps.
3. Contact Details – **Phone** and **Email** – are displayed. Verify your contact details and click the **Next** button.
4. Enter details of program for which scholarship is intended for. The following fields are required: **RMIT VN Admissions Application ID**, **Intended level of Study**, **Intended Campus**, **Intended Program**, **Intended Intake**. The details should be the same as provided in your application to study. Click the **Next** button. The list of eligible and available scholarships in next step is based on the **Intended Program** and **Intended Intake** selected here.
5. A list of available scholarships is displayed, with columns: **Scholarship Preferences** and **Scholarship Code**. Select up to three scholarships from the available list by checking the Scholarship Preferences checkbox against each scholarship. Click the **Next** button.
6. Enter your grade point average (GPA) values of previous education, for each field listed, eg. Year 10 GPA, Year 11 GPA. Click the **Next** button.
7. Upload all supporting documents to validate provided information in previous steps. On the **Upload Documents** page you can search for a document type, then upload a document against that type. Use the **Look Up** icon in the **Document Type** field to search for a type.
8. Click the **Attach** icon to browse for document. This opens a pop-up window.
9. Browse and select the file to be uploaded. Click the **Upload** button.
10. Click the **Done** button. The uploaded document will be displayed in a list on the **Upload Documents** page. Use the **Delete** or **Add** icons to remove or add uploaded documents.
11. Click the **Next** button.
12. Scroll through the **Review Application** page to review all information provided. Click the **Edit** button if information requires correction, otherwise click the **Next** button.
13. Read the **Declaration** and **Privacy Statements** and check the acceptance checkbox.
14. Click the **Submit** button. The Scholarship application is successfully submitted. A system-generated email will be automatically sent to applicants with the Scholarship Preference selections.

## Apply for Scholarship (Current Students)

To start a new Scholarship application as a current student, click **New Application** then complete the following 5 steps:

1. In the **Introduction** section, read the scholarship eligibility details and gather necessary documents. Click the **Next** button.
2. Personal Details – **Name**, **Date of Birth**, **Gender** and **Nationality** are displayed. Verify your personal details and click the **Next** button**.** Use the **Next** or **Previous** buttons to navigate between steps.
3. Current Program Details – **Current Program**, **Credit points completed** and **GPA** are displayed. Verify your current program details and click the **Next** button.
4. Read the **Declaration** and **Privacy Statements** and check the acceptance checkbox.
5. Click the **Submit** button. The Scholarship application is successfully submitted. You will receive an email about your scholarship application from the system.

## Upload More Documents

Scholarship applicants will be notified if the status of their Scholarship application is changed to **Additional Documents Required**.

To upload additional documents, select the **Upload More Documents** tab from the left-hand side of the screen. The **Upload More Documents** page displays. This page lists submitted applications in a table with columns: **Scholarship Name**, **Closing Date**, **Status** and **Upload attachment**. Notice that only the applications with Status as **Additional Documents Required** have the **Edit** option available under **Upload attachment.**

To upload more documents, complete the following 5 steps:

1. Click the **Edit** icon under the **Upload Attachment** column.
2. Click the **Add Attachment** button.
3. Browse and select the file to be uploaded. Click the **Upload** button.
4. Click the **Done** button to add the file.
5. The uploaded file is displayed on the **Upload Additional Documents** page. Click the **Done** button to complete the upload. The document is successfully uploaded. Notice that the **Application Status** is now changed to **Document Received**. The updated status is visible to the Scholarship Coordinator, who will now continue with assessing the scholarship application.

## Accept or Decline Scholarship Offer

Scholarship applicants will receive an automatic communication when the status of their scholarship application changes to **Offered**. The status of the Scholarship Application changes to **Offered** when the **Scholarship Assessment Outcome** file indicates the Scholarship Status as **OFF**. You can view, accept or decline the offered Scholarship from the **Scholarship Offer** page. An applicant will not be able to accept the offer if it passes the offer response deadline.

To accept or decline an offer, complete the following 4 steps:

1. Click the **Scholarship Offer** tab on the left-hand side of the screen to go the **Scholarship Applications** page where all offered scholarships can be found. Scholarships are listed in a table with columns: **Academic Program**, **Offer Year / Semester**, **Scholarship Status, Offer Response Deadline** and **Details**.
2. Click the right arrow under **Details** to view more details about the offered Scholarship. This brings up the **Scholarship Offer** pop-up, which displays details of the offer and includes a **Scholarship Terms and Conditions** link.
3. Click the **Scholarship Terms & Conditions** link to review.
4. Click the **Accept Offer** or **Decline Offer** buttons as required on the **Scholarship Offer** pop-up.