

Online Enrolment Instructions

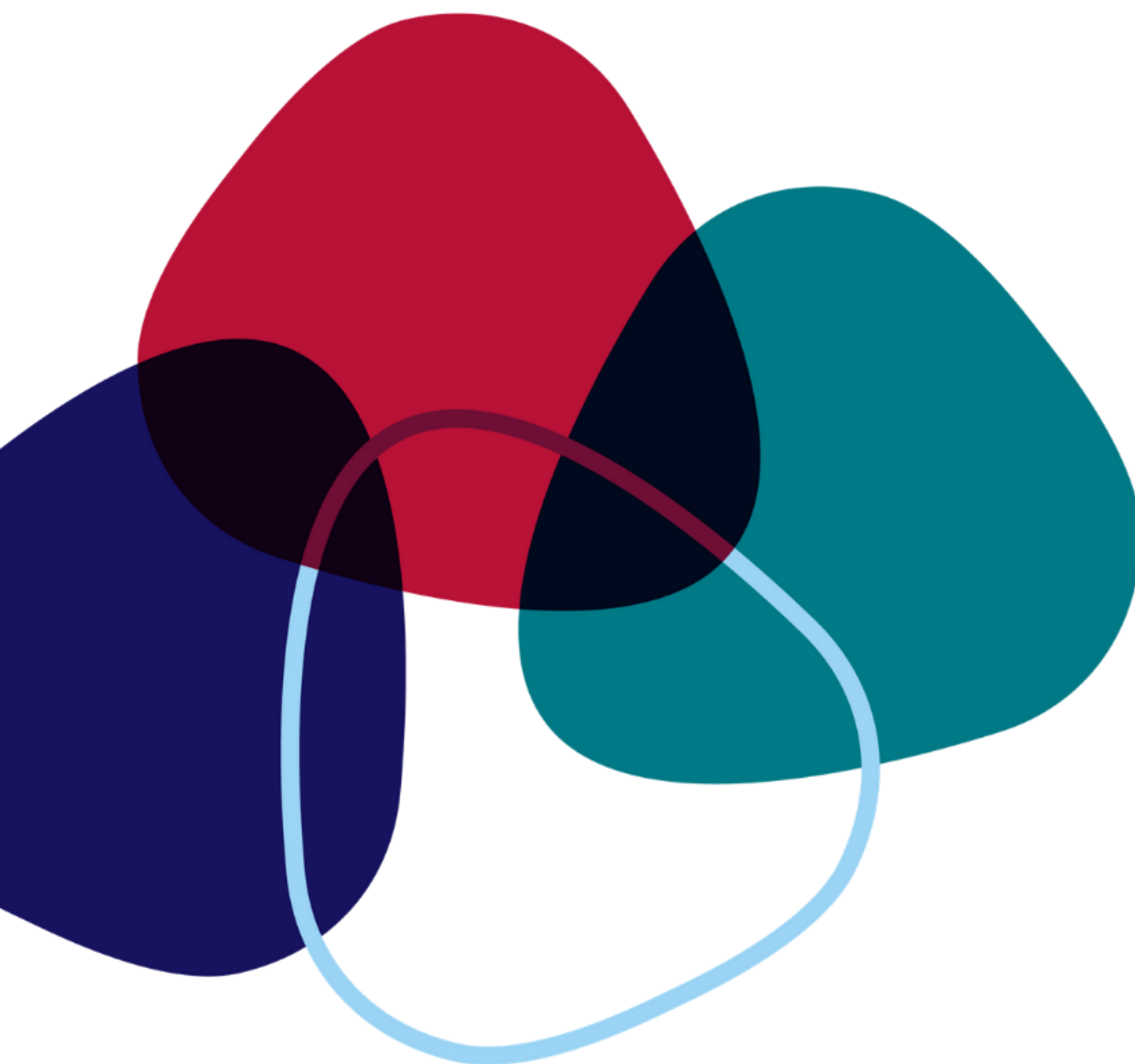
New commencing international students

PART I: ACTIVATING YOUR ACCOUNT

PART II: ENROLING IN UNITS

PART III: TIMETABLE

PART IV: STUDENT CARDS



W: cdu.edu.au/international

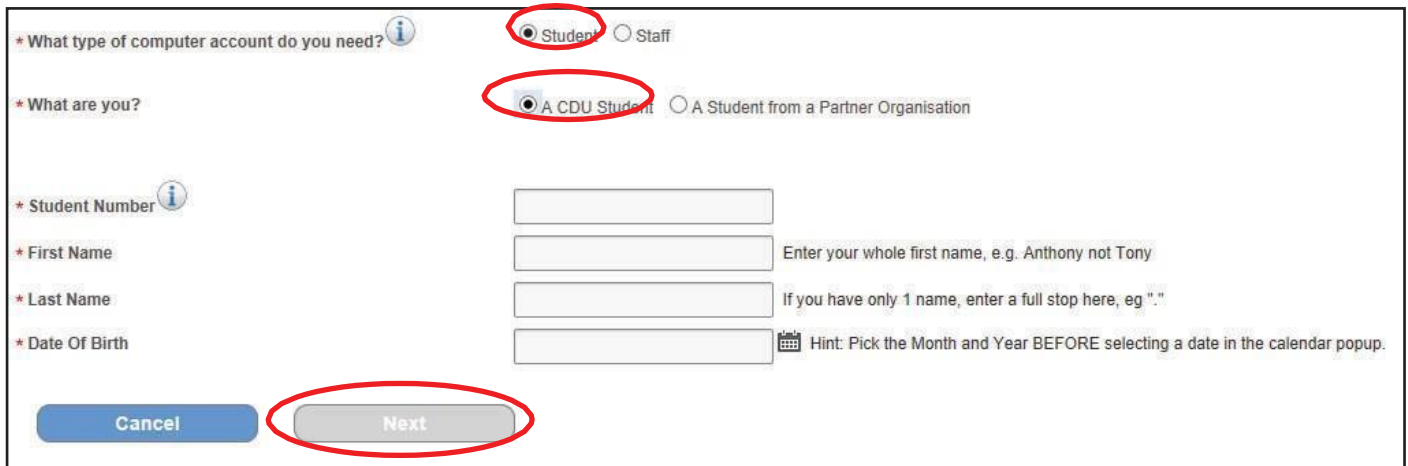
E: international@cdu.edu.au


T: +61 8 8946 7215

CRICOS Provider No. 00300K (NT/VIC) | 03286A (NSW) | RTO Provider Number: 0373
Updated June 2020 – Version 1


Part I: Activating your account

1. Go to activation.cdu.edu.au
2. A new window will appear. Select “Student” and “CDU Student”. Enter your personal details and select “NEXT”




* What type of computer account do you need?  ☒ Student ☐ Staff

* What are you? ☒ A CDU Student ☐ A Student from a Partner Organisation

* Student Number 

* First Name Enter your whole first name, e.g. Anthony not Tony

* Last Name If you have only 1 name, enter a full stop here, eg "."

* Date Of Birth  Hint: Pick the Month and Year BEFORE selecting a date in the calendar popup.

Part II: Enrolling in units

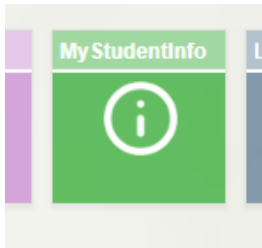
3. Log in to your CDU Portal by going to portal.cdu.edu.au or click on this icon on any CDU Webpage



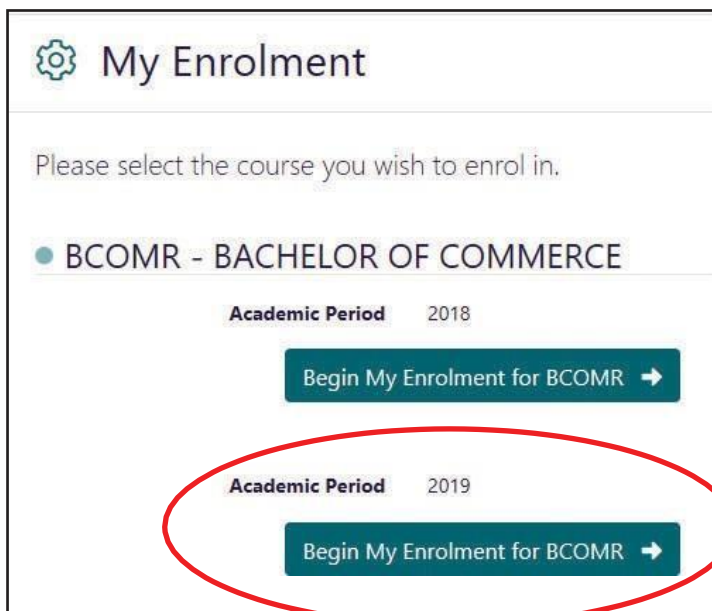
The Portal contains all of your valuable CDU systems access including

- your student email (Outlook)
- Learnline, the online classroom and
- My Student Info - this is where you will enrol in your units and manage all of your personal information.
-

Click on the My Student info icon to start your enrolment.



4. Select "Begin My Enrolment" under the Academic Period (year) you wish to enrol in;




5. Ensure you respond as followings to the below questions;

☐ Step 4. My Personal Statistics

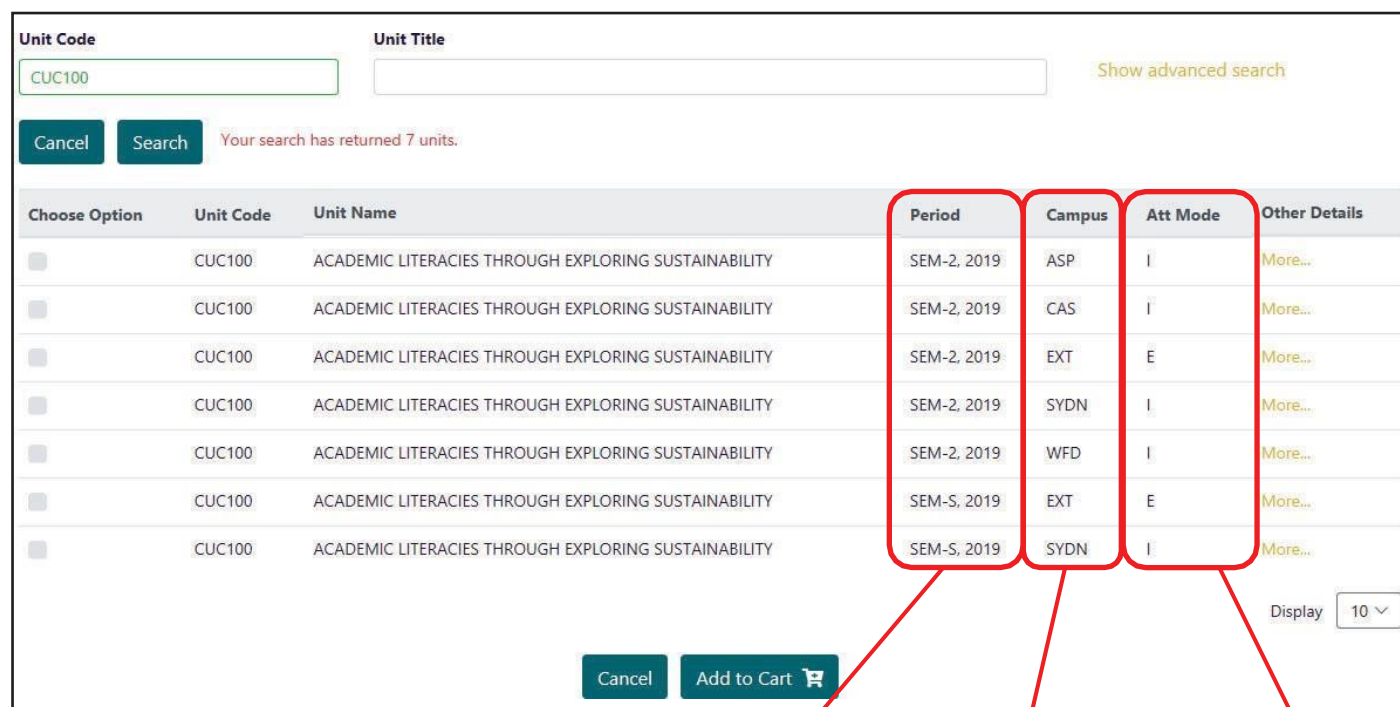
- Question 2 - option (d) if you are holding a Student Visa
- Question 3 - option (a) if you are holding a Student Visa
- Question 8 – do not answer if you completed high school overseas

6. Add/Withdraw Units allows you to enrol in units. Select “Add Units +” and search for a unit by the unitcode, as outlined in your online recommended study plan (e.g. CUC100).



The Unit Search form has a title 'Unit Search' with a magnifying glass icon. It contains two input fields: 'Unit Code' and 'Unit Title'. The 'Unit Code' field is highlighted with a red circle. Below the input fields are two buttons: 'Cancel' and 'Search'.

7. The search will return various unit offering options. You need to choose the correct teaching period, campus and mode in which you wish to study. Click under the “Choose Option” at the start of the line to select a unit it should appear as a tick. When you have checked your selection click on ‘Add to Cart’ on the bottom of the page.



The search results page shows a table of unit offerings for 'CUC100'. The table has columns: 'Choose Option', 'Unit Code', 'Unit Name', 'Period', 'Campus', 'Att Mode', and 'Other Details'. The 'Period', 'Campus', and 'Att Mode' columns are highlighted with red boxes. Below the table are buttons for 'Cancel' and 'Add to Cart'. A 'Display' dropdown is set to '10'.

Choose Option	Unit Code	Unit Name	Period	Campus	Att Mode	Other Details
<input type="checkbox"/>	CUC100	ACADEMIC LITERACIES THROUGH EXPLORING SUSTAINABILITY	SEM-2, 2019	ASP	I	More...
<input type="checkbox"/>	CUC100	ACADEMIC LITERACIES THROUGH EXPLORING SUSTAINABILITY	SEM-2, 2019	CAS	I	More...
<input type="checkbox"/>	CUC100	ACADEMIC LITERACIES THROUGH EXPLORING SUSTAINABILITY	SEM-2, 2019	EXT	E	More...
<input type="checkbox"/>	CUC100	ACADEMIC LITERACIES THROUGH EXPLORING SUSTAINABILITY	SEM-2, 2019	SYDN	I	More...
<input type="checkbox"/>	CUC100	ACADEMIC LITERACIES THROUGH EXPLORING SUSTAINABILITY	SEM-2, 2019	WFD	I	More...
<input type="checkbox"/>	CUC100	ACADEMIC LITERACIES THROUGH EXPLORING SUSTAINABILITY	SEM-S, 2019	EXT	E	More...
<input type="checkbox"/>	CUC100	ACADEMIC LITERACIES THROUGH EXPLORING SUSTAINABILITY	SEM-S, 2019	SYDN	I	More...

“Period” lists the semester, followed by the year (i.e. SEM-1, 2020)

NOTE:

Sem 1 = Semester 1
Sem 2 = Semester 2

“Campus” lists where you will study the unit

ASP = Alice Springs
BAT = Batchelor
CAS = Casuarina
EXT – Externally
SYDN – Sydney
WFD – CDU Waterfront Darwin

“Att Mode” is how you will study the unit

I = Internally
E = Externally

8. Once you have added your units you can click “Save My Changes”

Add/Withdraw Units i

Use this page to make changes to your units. Once you are happy with your changes please click the Proceed to Checkout button.

Edit	Period	Unit Code	Delivery Location	Att Mode	Enrolled CP	Study Load	Status
***	2020/2	CUC100	EXT	I	10		To Be Added


[View Study Plan for WMIDW1](#) [Add Units +](#)

Your cart has 1 pending change. [Undo All Changes ↶](#)

[← Previous](#) [Save My Changes →](#)

9. Your enrolment is now complete. Take note of the receipt number or print a confirmation of your receipt. You will be emailed an official Enrolment and Fees advice in the following two working days.

Add/Withdraw Units - Receipt Step 5 Information

 Shopping Cart successfully saved.

Date 13/05/2019 12:33:22

Receipt Number 456238

My Unit Changes

Period	Unit Code	Unit Name	Delivery Location	Att Mode	Status
2019/2	ECO105	BUSINESS ECONOMICS	WFD	I	Enrolled

[← Back to Current Enrolment](#) [Print !\[\]\(c40fa8172681cefe80cc17176732a4ed_img.jpg\)](#)

[← Previous](#) [Next →](#)

Part III: Timetable

10. You can now retrieve your class timetable online. Go to cdu.edu.au/timetable.
11. Click “My Timetable”, and then input your login credentials.

CHARLES DARWIN UNIVERSITY
MYSTIC
My Student Timetable and Calendar

nobody@SPRO
Logout | About this Page

Menu Options
View 2018 Timetable ✓
My Timetable

Links
VET Timetables
Bookings by Venue
Important Dates
View Unit Catalogue
View Course Catalogue
2017 HE Year/Semester Week Conversion
2018 HE Year/Semester Week Conversion
Email Query/Feedback

The 2018 higher education class timetable is now available to view.
You are encouraged to check the timetable website regularly for any amendments that may occur.

Refine your search by selecting either a teaching location and/or teaching period or by entering a unit code or description. If you are enrolled, you can also view your timetable by selecting 'View Student Timetable' and entering your CDU username and password.

Search Options for 2018 Timetable

Location
☐ Casuarina ☐ External ☐ Alice Springs ☐ Darwin Waterfront ☐ Sydney

Teaching Period
☐ Semester 1 ☐ Semester 2 ☐ Semester 3 ☐ Study Period 2 ☐ Summer Semester 2018/2019
☐ Study Period 3

View
☒ List ☐ Calendar

Unit Code ?
Unit Title ?
Unit(s) ?

Student Authentication
Enter your login credentials which are your Student ID number preceded by the letter 'S' and your password
User ID e.g. s123456
Password
Close Login

Show Timetable New Search Go to CDU Website

12. Then you now can view the timetable of all your enrolled units.

March 2014

Back to Search Go to Date List View Print Today Day Week Month


Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29

Done Local intranet | Protected Mode: On 100%

Part IV: Student cards

13. You can obtain your student card by one of the following:

- In person at CDU Casuarina, CDU Darwin Waterfront or CDU Palmerston Student Central. You must present valid photographic ID (Australian Drivers Licence or Passport)
- Online by submitting an [Electronic Form](#). You will need to attach a photo of your face (top of head to tip of chin) and a photo of your ID. Find Electronic Forms at cdu.edu.au/eforms

 Student Card

Description

Your student card displays your photo and your student number. It is your CDU identification and you must have one to:

- sit for an examination
- gain access to CDU facilities such as computer labs and the library
- obtain discounts with businesses that offer Student Discount

Student cards are issued annually at NO COST.

Only the replacement of a lost card, within the same year of issue, incurs a fee of \$15.00. Stolen cards are reissued at no cost when accompanied by a police report incident number.

Instructions

To obtain your first student card you must complete and submit this online form attach a passport style photo and a current photo ID

PHOTO

- Full head shot (from above top of head to just below chin.)
- No shoulders
- Forward facing , straight head (no angles)
- In colour on a plain background with no shadowing

CURRENT PHOTO ID

- Australian Driver's Licence
- Australian Proof of Age Card
- Passport

If you have previously had a student card at CDU and wish to use your old photo you can is it was submitted within the last 3 years.
Renewal card requests do not require supporting documents.
Ensure your postal address is up to date in [My Student Info](#) > [My Personal Details](#)

Close