Virtual Information Pack
How to guide
Vice Chancellor's Message

Congratulations on receiving your offer from ECU. We strive to be a friendly University with staff who are deeply committed to helping our students do well.

We hope that you will accept our offer and enjoy a high-quality experience with us that will give you a terrific preparation for the many career opportunities in the diverse communities we serve.

Professor Steve Chapman
Vice-Chancellor

Introduction

The Virtual Information Pack (VIP) http://www.ecu.edu.au/new-students/virtual-information-pack will take you step by step through the information and actions needed to respond to your offer and ensure you are able to complete your enrolment. You will need your Offer Notification letter on hand for this process.

Steps you need to follow are:

- Respond to your offer
- Activate your accounts
- Course information and enrolling
- Checklist

We recommend you read all the information on the Virtual Information Pack (VIP) carefully. This process will take approximately 10-15 minutes to complete. Should you require assistance with the VIP process, we have included problem solving tips and/or contact numbers at each step.

Offer Notification Letter

After you have applied for a course at Edith Cowan University, you will receive the Offer Letter with information of your Course Code, Attendance Type (full time/part time), Campus and Student Number.

Key details of your course include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>G95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Type</td>
<td>Full Time</td>
</tr>
<tr>
<td>Campus</td>
<td>Joondalup</td>
</tr>
<tr>
<td>Your Student Number</td>
<td>10010651</td>
</tr>
</tbody>
</table>
Step 1 - Respond to your offer

There are three possible responses you can make to your offer: accept, defer or reject.

**Accept** - means that you intend to enrol in the course offered and commence study.

**Defer** - means you wish to hold your place for 6 to 12 months before you commence study.

**Reject** - means you do not intend to commence study in the course offered.

1.1 Accepting your offer

If you intend to enrol in the course offered and commence study you will need to select which enrolment group you belong to.

- **For International students relocating to Australia to study**
  Refers to Onshore International Students

- **For all other students**
  Includes Domestic & Offshore International Students

**If you are a Domestic or Offshore International Student**

Selecting this option will present you with the following screen.

![Image of the acceptance form for Onshore International Students]

**Onshore International Student**

Selecting this option will present you with the following screen.

![Image of the acceptance form for Onshore International Students]
1.2 Deferring your offer
If you intend on deferring your offer please be aware that the maximum period for deferral (for all courses) of an offer is 2 consecutive teaching periods, provided the same course is being offered during that intake.

International students (onshore & offshore) and students who are enrolled in Postgraduate, Honours or WAAPA courses cannot choose to defer their courses. You must re-apply next semester.

To defer your offer complete the form with required information.

1.3 Rejecting your offer
If you intend on rejecting your offer complete the form with required information.
Step 2 - Activate your accounts

Your ECU Login ID will enable you to access the ECU Student Portal, on-campus computing resources, study-related software, networks and systems. Your student email address (@our.ecu.edu.au) will be the major channel through which we will keep you informed and must be checked on a regular basis.

You will need your ECU Login ID and new password to complete the enrolment process (Step 3). You will receive this information upon activation of your account, which you can do now by entering your student number and date of birth in the form below.

2.1 Details

Once you click submit you will be required to set a password for your account.

2.2 Confirm password

Once your password has been set you will receive confirmation of your account details.

2.3 Account confirmation

Move on to Step 3.
Step 3 - Course and enrolment information

Enter the course code (the 3 characters before the course name) shown at the top of your Offer Notification in the box below to view your course and enrolment information. This document will provide you with all the information you need to complete your enrolment and provide you with a link to our Student Information Management Online (SIMO) system.

When you click submit you will be taken to a page with the course details. Please read through the instructions. The page is divided into the following sections (please note some sections may not appear for certain courses):

- **Essential Requirements**
  Information regarding certification or documents for practical placements

- **Enrolment Information**
  General course information will be provided here

- **Advanced Standing**
  Information on advanced standing (recognition of prior learning) and how to obtain it will be provided here

- **Assistance Sessions**
  Sessions which you can attend and obtain assistance enrolling in units

- **Induction Sessions**
  Sessions which you can attend and obtain course information

- **Additional Information**
  Usually will have contact details of the school that owns the course

Step 4 - Checklists

**Well done!**

By now you should have:

- Responded to your offer, by either accepting, rejecting or deferring (Step 1)
- Activated your accounts (ECU Login ID) (Step 2)
- Read your course and enrolment information, and accessed our Student Information Management Online System (SIMO) and enrolled in your units and activities (Step 3)

If you were unable to logon to our Student Information Management Online System (SIMO) this may be because your access has not been set up yet. This can take up to half an hour so we recommend that you access SIMO later through the Student Portal link on our main ECU homepage.

If you have any queries regarding the Virtual Information Pack that you have been unable to resolve with the information provided you may like to contact us on 134 ECU (134 328).