

Task 2-Student Self Service Overview

Step	Action
1.	Student Self Service is accessed via the myUnitec portal. Click the Student Self Service link. Student Self Service
2.	Use the Student Centre page to: <ul style="list-style-type: none"> •View your class timetable •Enrol online •View your Account Summary •Make a payment on your Account •Update Contact Details (Address, Phone, Email) •View Assignment Results •View Final Grades
3.	Use the weekly schedule to display a weekly view of your timetable.
4.	Click Enrol to access the Add Classes page.
5.	Use the drop down menu to view Assignment results and Grades .
6.	Use the Finances section to view your Account Summary .
7.	Use the make a payment link to access the online payment page.
8.	Scroll down the page to access the Personal Information section.
9.	Use the Personal Information section to update Contact Information (including Address, Phone Number and Email details).
10.	End of Procedure.