![Unitec Institute of Technology logo]

Task 3-Acknowledging application decisions Online

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 manage your applications.
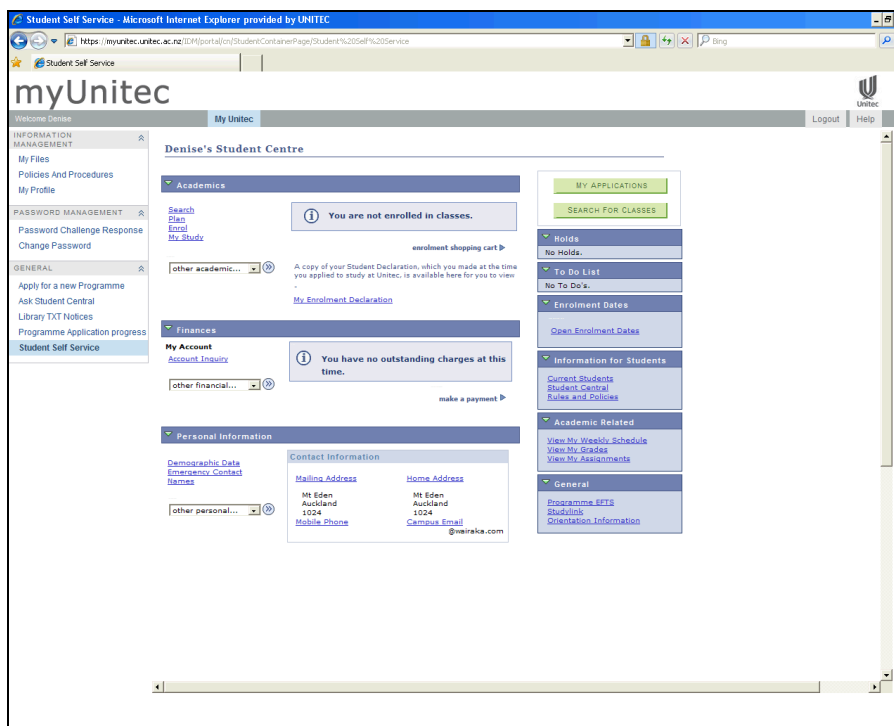
Step	Action
3.	Click the **My Applications** button.
	MY APPLICATIONS

Job Aid
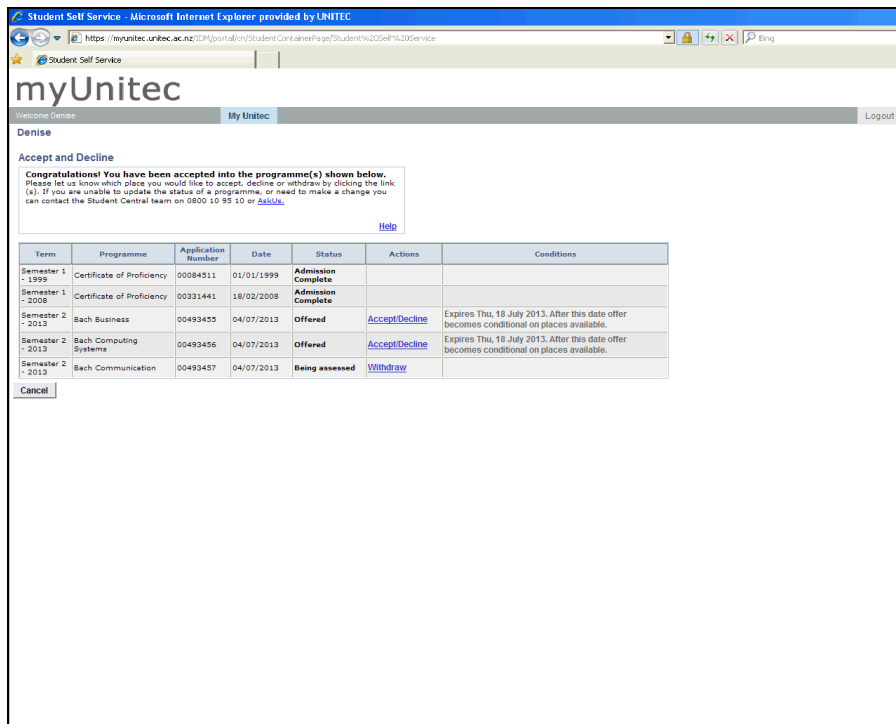
Step	Action
4.	The **Status** column will show the current status of your application/s.
5.	Use the **Help** link for more information regarding the **Status** options.
6.	Use the links in the **Actions** column to progress your application. **Note:** Applicants can accept only one programme offer per Term. Prior to accepting the desired offer, withdraw applications being assessed and/or decline all other offered programmes.
7.	You have successfully used the Student Self Service to view and progress your application/s. **End of Procedure.**