

# Re-enrolment steps

## Time to re-enroll!

### Step 1

Find your study plan. Your Academic Leader may have sent it to you, or you can access it via this [link](#). If you've got a major or specialisation, select that document.

### Step 2

Download your study plan and find the 4-digit numbers of the classes you want to enrol in. If you want a refresher on how to read your study plan and how to find the right class numbers, read '[How to read your study plan](#)'.



#### Kura Pō Free\*\* Te Reo Māori Evening Short Courses

##### Reo Rua (intermediate)

This course offers an extension to Reo Tahi or for learners with a basic understanding of language knowledge with punctuation, syntax, past and present and future tense, pepeha, whakapapa and much more.

##### Semester 2 - 2018

Code	Course	Class Number	Campus	Start Date	End Date	Day of Week	Start Time	End Time
MAOR S102	Te Reo Maori Rua	5830	Mt Albert	08/10/2018	10/12/2018	Monday	6pm	9pm
		5831	Mt Albert	09/10/2018	11/12/2018	Tuesday	6pm	9pm
		5832	Mt Albert	10/10/2018	12/12/2018	Wednesday	6pm	9pm
		5840	Waitakere	09/10/2018	11/12/2018	Tuesday	6pm	9pm

For us to complete your enrolment please note the correct **class number**, this stipulates the night and dates you wish to attend. Choose **ONE** class number only.

NOTE: Holidays observed during each term are public holidays -there will be no classes held on those evenings and your term will be reduced accordingly. Unitec as a policy of 80% attendance, failure to meet these requirements to attend 8 or more classes will result in an automatic withdrawal.

\*\*FREE TUITION - Is available to domestic students only. To be eligible for the free tuition you must provide a verified copy of your birth certificate, NZ or overseas with residency documents or citizenship certificate. A COURSE FEE OF - \$245.34 applies to international students - This fee is subject to change without notice.

##### Semester 1 - 2019

Code	Course	Class Number	Campus	Start Date	End Date	Day of Week	Start Time	End Time
MAOR S102	Te Reo Maori Rua	2758	Mt Albert	11/02/2019	15/04/2019	Monday	6pm	9pm
		2759	Mt Albert	12/02/2019	16/04/2019	Tuesday	6pm	9pm
		2760	Mt Albert	13/02/2019	17/04/2019	Wednesday	6pm	9pm
		2761	Waitakere	12/02/2019	16/04/2019	Tuesday	6pm	9pm
		2782	Mt Albert	06/05/2019	08/07/2019	Monday	6pm	9pm
		2783	Mt Albert	07/05/2019	09/07/2019	Tuesday	6pm	9pm
		2784	Mt Albert	08/05/2019	10/07/2019	Wednesday	6pm	9pm
		2785	Waitakere	07/05/2019	09/07/2019	Tuesday	6pm	9pm

For more information please contact:

### Step 3

Got your class numbers? Let's go! Hit the student logins page, which you can find via [unitec.ac.nz](http://unitec.ac.nz)



## Step 4

Scroll down the webpage until you find the 'Re-enrol for your programme' button.

The screenshot shows the Unitec website's Student Login page. At the top, there is a navigation bar with the Unitec logo and links for Study, Current students, International, and Māori. Below the navigation bar, there is a large blue banner with the text "Student Login" and "Access your Student Portal, Moodle and your applications." To the right of the banner are several buttons: "Career and study options", "Why choose Unitec", "Application and funding", "Research and Enterprise", "Contact us", and "FAQs". Below the banner, there is a breadcrumb trail: "Home > Student Login". The main content area is divided into two columns. The left column contains the following sections: "Student Portal (MyPortal)" with a "Login to The Student Portal (MyPortal)" button; "Moodle" with a "Login to Moodle" button; "Continue your application" with a "Continue your application" button; "Login to re-enrol" with a "Re-enrol for your programme" button (highlighted by a red arrow); and "Changing your enrolment" with a "Change your enrolment" button. The right column is currently empty. At the bottom of the page, there is a footer with contact information and a "Staff Logins" button.

Unitec  
Institute of Technology  
Te Whare Wānanga o Ūnitemā

Study Current students International Māori

Student Login  
Access your Student Portal, Moodle and your applications.

Career and study options  
Why choose Unitec  
Application and funding  
Research and Enterprise  
Contact us  
FAQs

Home > Student Login

In the Student Portal you can enrol in courses, pay fees, update contact details, view course timetables, get results and more. In Moodle you can access your course content.

### Student Portal (MyPortal)

The student portal has been created as the one location where as a student you can enrol in courses, pay fees, update contact details, view course timetables, get results, find useful links and more.

Login to The Student Portal (MyPortal)

HELP logging in to the Student Portal

### Moodle

Moodle is your online learning platform used to house all your course content.

Login to Moodle

### Continue your application

If you have applied for a programme you can login to the application dashboard to continue or view the status of your application.

Continue your application

### Login to re-enrol

If you're a current student make sure you confirm your place for next semester by re-enrolling for your programme. If you need help on re-enrolling, [view our re-enrolment page](#).

Re-enrol for your programme

### Changing your enrolment

You can change your enrolment such as swap a class, drop a course or add a new course online. For more help on changing your enrolment, [visit our change enrolment page](#).

Change your enrolment

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Check out our [How to page](#) or our [Online FAQs](#) or phone the askIMS Help desk 815 4321 ext. 8484.  
For Terms and Conditions, please see Unitec's [Terms of Use](#) and [Privacy Policy](#).

Are you Unitec Staff?

Staff Logins

## Step 5

Here we go - log in again!



### Secure Logon for Unitec

Username

Password

Logon

Your username is the name part only of  
your Unitec supplied email address.

[Forgot Password?](#)

study@unitec.ac.nz

0800 10 95 10

## Step 6

Seriously? One more log in...



## Step 7

Okay, okay, it's really you. You're in for real this time. Select the semester you're re-enrolling for:

Search	Plan	Enroll	My Study
my class schedule	add	drop	term information

### Add Classes



### Select Term

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Semester 2 - 2018	Continuing Education	Unitec Institute of Technology
<input checked="" type="radio"/>	Semester 1 - 2019	Continuing Education	Unitec Institute of Technology
<input type="radio"/>	Semester 2 - 2019	Continuing Education	Unitec Institute of Technology

CONTINUE

[Search](#) [Plan](#) [Enroll](#) [My Study](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

go to ...

## Step 8

Enter the 4-digit class numbers from your study plan (remember those?) in the class number box and click 'enter':

Search	Plan	Enroll	My Study
my class schedule	add	drop	term information

### Add Classes

1 2 3

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Semester 1 - 2019 | Continuing Education | Unitec Institute of Technology

[change term](#)

Open  Closed  Wait List

**Add to Cart:**  
Enter Class Nbr  
 [enter](#)

**Find Classes**  
 Class Search  
 My Planner  
[search](#)

**Semester 1 - 2019 Shopping Cart**  
Your enrollment shopping cart is empty.

**My Semester 1 - 2019 Class Schedule**  
You are not registered for classes in this term.

[Search](#) [Plan](#) [Enroll](#) [My Study](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

go to ... [»»](#)

# Step 9

Repeat to add all necessary classes:

Search	Plan	Enroll	My Study
my class schedule	add	drop	term information

## Add Classes



### 1. Select classes to add - Enrollment Preferences

Semester 1 - 2019 | Continuing Education | Unitec Institute of Technology

**MAOR S102 - Maori Language & Culture Rua**



#### Class Preferences

<b>MAOR S102-C81</b> Class	<input checked="" type="radio"/> Open	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full
<b>Session</b> Dynamic Dated Regular		<b>Permission Nbr</b>	<input type="text"/>
<b>Career</b> Continuing Education		<b>Grading</b>	No Grade Associated
		<b>Units</b>	5.40



Section	Component	Days & Times	Room	Instructor	Start/End Date
C81	Class	TBA	TBA	Staff	

[Search](#) [Plan](#) [Enroll](#) [My Study](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

go to ...

## Step 10

Got them all? Check the timetable works for you and there are no clashes. Click 'proceed to step 2 of 3'

Search	Plan	Enroll	My Study
my class schedule	add	drop	term information

### Add Classes

1 2 3

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ MAOR S102 has been added to your Shopping Cart.



Semester 1 - 2019 | Continuing Education | Unitec Institute of Technology

change term

● Open

■ Closed

▲ Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

My Planner

search

#### Semester 1 - 2019 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">MAOR S102-C81 (2758)</a>	TBA	TBA	Staff	5.40	●



PROCEED TO STEP 2 OF 3

#### My Semester 1 - 2019 Class Schedule

You are not registered for classes in this term.

[Search](#) [Plan](#) [Enroll](#) [My Study](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

go to ...

## Step 11

Click on 'my class schedule', and look at the 'Weekly Calendar View'. Click finish enrolling when you'

Navigation tabs: Search, Plan, Enroll, My Study

Sub-tabs: my class schedule, add, drop, term information

### Add Classes 1 2 3

#### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Semester 1 - 2019 | Continuing Education | Unitec Institute of Technology

Legend: ● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MAOR S102-C81 (2758)	Maori Language & Culture Rua (Class)	TBA	TBA	Staff	5.40	●

Buttons: CANCEL, PREVIOUS, FINISH ENROLLING

[Search](#) [Plan](#) [Enroll](#) [My Study](#)  
[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)



go to ...



## Step 12

If you have any changes you need to make, you can use the 'drop' and 'add' tabs to make changes as necessary.

go to ...

Search	Plan	Enroll	My Study
my class schedule	 add	 drop	term information

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### My Class Schedule

Select Display Option  List View  Weekly Calendar View