

**UNIVERSITY OF  
WOLLONGONG  
IN DUBAI**



# **MyUOWD Website Guidelines for Students**



**University of Wollongong in Dubai  
ITTS Department**

**UOWD  ITTS**

*In this tutorial, you'll find step-by-step instructions and screenshots, all to help you get the most out of the MyUOWD Website*



## About the MyUOWD Website

MyUOWD is the student Intranet Website developed by the ITTS department of UOWD.

The MyUOWD website is a rich information resource that provides students with up-to-the-minute updates on what is happening in and around university.

It also gives convenient access to subject files such as lecture slides, assignments etc. that have been uploaded by lecturers so that you have the best learning experience.

In this tutorial, you'll find step-by-step instructions and screenshots, all to help you get the most out of the MyUOWD Website.

The tutorial is divided into four parts:

- New Students: Activate MyUOWD account
- Current Students: Login
- Overview of the main home page
- My Subjects

## New Students: Activate MyUOWD account

The MyUOWD website is available in the following URL.

- 1) In order to access the site, type the above URL in your internet browser such as Mozilla Firefox or Microsoft Internet Explorer. The following page will appear.

The screenshot shows the MyUOWD website interface. At the top, there is a navigation menu with links for ABOUT UOWD, PROGRAMS AND COURSES, STUDENT LIFE, INTERNATIONAL STUDENTS, ALUMNI, RESEARCH, and BUSINESS AND COMMUNITY. Below this is a secondary menu with links for CONTACT US, CURRENT STUDENTS, and STAFF INTRANET. The main content area is titled 'CURRENT STUDENTS' and features a grid of icons for Transportation, Library, Academic Calendar, UOW Mail, Facebook, and Alumni. A large image shows students working at computers. Below the icons are two login sections: 'MYUOWD' with fields for STUDENT ID and PASSWORD, and 'SOLS LOGIN' with fields for USERNAME and PASSWORD. There are also links for 'Sign Up', 'Forgot your password?', and 'New Students: Activate MyUOWD Account'. At the bottom, there are sections for 'ITTS Services' and 'Tips for managing SOLS'.



2) Click on the “New Students” link in the MyUOWD login box.

**MYUOWD**

STUDENT ID:

PASSWORD:

**Login**

- [Sign Up](#)
- [Forgot your password?](#)
- [New Students: Activate MyUOWD Account](#)

3) The following page will be shown:

[Home](#) / [User Profile](#) /

**i** Please enter your information to verify your details.

Student ID Number\*

Barcode\*

Date of Birth\*

**Verify Student Information >>**



### Important

- Please ensure that you have a valid UOWD ID card.
- If you don't have these requirements please visit the Registrar's office located in KV15 ground floor.
- If you are a student in **Language Studies Centre (LSC)**, please visit LSC admin located in KV15.


Enter your Student ID Number (7 digit number) and Barcode number as printed on your student ID card.



Enter your date of birth as written in your passport.

If you do not have your Student ID card, please contact the Registrar's office. They will be able to issue you a Student ID card.

An example of a completed form will look like this:

 Please enter your information to verify your details.

Student ID Number\*

Barcode \*


Date of Birth \*



### Important

- Please ensure that you have a valid UOWD ID card.
- If you don't have these requirements please visit the Registrar's office located in KV15 ground floor.
- If you are a student in **Language Studies Centre (LSC)**, please visit LSC admin located in KV15.

After you click "Sign Up", the following form will appear:

 Create your password

UOWD Password \*

Confirm Password \*



### Instructions:

- The password should be at least 8 characters.
- The password should contain at least one character, one number and one special character (e.g.: #, ~, !, \$, ...).
- The password should not contain any white spaces.




Now you will be able to create your password, however, please keep in mind the following points:

- The password should contain 8 characters.
- The password should contain at least one character, one number and one special character (e.g: #,~,!,\$,...).
- The password should not contain any white spaces.

Enter your password in the box for 'UOWD Password' and retype the same password for the box for 'Confirm Password' and click "Sign Up".

If you have successfully created an account the following notice will be shown:



**Notice**

Student ID Number: 1672082 password has been updated successfully.

You can use your student ID number and password to access UOWD online services "MyUOWD" and the computers in the labs.

[Back to Login Page](#)

Now you can use your Student ID number and password to access the MyUOWD website wherever you are and log in to the PCs available in the computer lab on campus.

You are now registered as a current student and can login by clicking on the "Back to Login Page" link which will take you back to the first page.

Please refer to the next section for details on how to login as a current student.



## Current Student: Login

The MyUOWD website is available in the following URL.

<http://my.uowdubai.ac.ae>

In order to access the site, type the above URL in your internet browser such as Mozilla Firefox or Microsoft Internet Explorer. The following page will appear.

The screenshot displays the MyUOWD website interface. At the top, there is a navigation bar with links for 'Contact us', 'Current Students', and 'Staff Intranet'. Below this is a main menu with categories: ABOUT UOWD, PROGRAMS AND COURSES, STUDENT LIFE, INTERNATIONAL STUDENTS, ALUMNI, RESEARCH, and BUSINESS AND COMMUNITY. A secondary menu includes 'ELTS', 'MEDIA', and 'WORK AT UOWD'. The 'CURRENT STUDENTS' section is highlighted in blue and contains several service tiles: Transportation, Library, Academic Calendar, UOW Mail, UOWD Facebook, @UOWD, My Desktop, and Alumni. A large image shows students working at computers. Below the image are two login sections: 'MYUOWD' with fields for 'STUDENT ID:' and 'PASSWORD:', and 'SOLS LOGIN' with fields for 'USERNAME:' and 'PASSWORD:'. Both sections have a 'Login' button. To the right of the MYUOWD login are links for 'Sign Up', 'Forgot your password?', and 'New Students: Activate MyUOWD Account'. To the right of the SOLS LOGIN are links for 'New Students: Enrol Here', 'Change SOLS password', 'New Password Management SELF-Service', and 'Get Help with SOLS'. On the left side, there is a 'SOLS/MyUOWD Video Tutorial' section and contact information for the Registrar, Library, and ITTS. At the bottom, there are sections for 'ITTS Services' and 'Tips for managing SOLS'.



There will be a MyUOWD login prompt. Enter the student ID number and password that you created when activating your MyUOWD account, which is the same password you use to access the PCs in the computer labs on campus.

**MYUOWD**

STUDENT ID:

PASSWORD:

[Login](#)

- [Sign Up](#)
- [Forgot your password?](#)
- [New Students: Activate MyUOWD Account](#)





If you have successfully logged in, you will see the following page.

Welcome [User Name]

[My Profile](#) | [Logout](#)

Contact us

Current Students

Staff Intranet

ABOUT UOWD

PROGRAMS AND COURSES

STUDENT LIFE

INTERNATIONAL STUDENTS

ALUMNI

RESEARCH

BUSINESS AND COMMUNITY

ELTS

MEDIA

WORK AT UOWD

WELCOME TO MYUOWD

- [Home](#)
- [Notice Board](#)
- [My Subjects](#)
- [Timetables](#)
- [Consultation Hours](#)
- [Academic Calendar](#)
- [Calendar of Events](#)
- [Subjects on Offer](#)
- [Forms](#)
- [Cover Sheet](#)
- [Policies](#)
- [Staff Directory](#)
- [Related Links](#)
- [Subject Outlines](#)
- [Degree Planners](#)
- [Student Conduct](#)
- [Academic Integrity](#)
- [University Services](#)

- [Student Life](#)
- [Library](#)
- [Registrar](#)
- [SRC](#)
- [Transportation](#)
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- [LSC](#)

Home /

**Electronic Enrolment Request**

The Electronic Online Enrolments for the upcoming Spring 2014 semester will begin on **Sunday, 19 January 2014**

Students submitting their enrolment forms electronically from their myUOWD account will be notified of the status on their university email account. Please [click here](#) to access the [Electronic Enrolment Request](#)

**Am I eligible to graduate?**

If Autumn 2013 is your last semester, then please [click here](#) to apply.

**Notices**

- Today, 11:34 AM **ECON111 - Additional Tutorial Batches**: Since a number of new students have enrolled in ECON111 there will be TWO MORE tutorials opening for the... *Posted by: Ivan Di Souza*
- Last Tuesday, 08:08 AM **Tutorial enrolment opens at 1300hrs on 5/2/14**: Please note that tutorial enrolment will open at 1300hrs on Wednesday, 5 February 2014. Students will be able to... *Posted by: Saad Hilal*
- PHYS142: Yesterday, 02:34 PM Quiz-1 chapter 23**: *Posted by: Dr. Tchan Latif*
- PHYS142: Yesterday, 02:08 PM Lab Sessions**: Dear All, This is to inform you that I, Ayesha Wasim would be taking care of the Phys142 lab... *Posted by: Ms. Ayesha Wasim*

[more...](#)

**My Subjects**

Subject Code	Subject Name	Subject Lecturer(s)	Subject Tutor(s)
MARK202	Applied Marketing Research B	Dr. Greg Kerr	
PHYS142	Fundamentals of Physics B	Dr. Tchan Latif	Ms. Ayesha Wasim

**Calendar**

<< Prev							February 2014							Next >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1														
2	3	4	5	6	7	8														
9	10	11	12	13	14	15														
16	17	18	19	20	21	22														
23	24	25	26	27	28															

**Student's Health Insurance Benefits**

**Tutorial Enrolment**

To enrol in your tutorials [click here](#)

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**Student Handbook**

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**UAE XCHANGE**

PRACTICE YOUR ENGLISH SPEAKING SKILLS IN A FUN ENVIRONMENT

<p><b>CONTACT US</b></p> <p>University of Wollongong in Dubai Block 5, 14 &amp; 15 Dubai Knowledge Village P.O. Box 20183 Dubai, UAE</p> <p>Telephone: +971 4 3672400 Email: <a href="mailto:info@uowdubai.ac.ae">info@uowdubai.ac.ae</a></p>	<p><b>STUDENT LIFE</b></p> <p>Academic Resources Student Services Careers and Skills Development Recreation</p>	<p><b>LINKS</b></p> <p>Library Undergraduate Programs Postgraduate Programs Language Studies Centre Work at UOWD UOW Australia</p>	<p><b>ACCREDITATION</b> &gt;</p> <p><b>LOCATION MAP</b> &gt;</p> <p><b>@UOWDITTS</b> &gt;</p>
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## Overview of the main Homepage

The main page is organized as follows:

**My Profile:** On the top right hand corner of the page is the My Profile link which enables you to view your profile and change your password.

**Logout:** On the top right hand corner is the Logout link, which enables you to exit the system. Always logout and close the browser after you are done, so as to maintain the security of your personal information.

**Calendar:** The 'Calendar' section is found on the right hand side of the page just below 'My Profile' and 'Logout'. The Calendar is a repository of all events being held in the university, both past and future. The main page will display the current month of events. The days marked grey have an event. To find out what events are scheduled on that day, click on the date and a message will appear with event names. To move from month to month use the 'Next' and 'Prev' links in the top corners of the calendar.

**Notices:** The Notices section is found on the central section of the page. This is automatically updated with the latest two notices. To view an archive of notices, click 'more..'

**My Subjects:** The My Subjects link is found on the central section of the page just below the Notices section. It lists the subjects that you have enrolled in the current semester. Further details will be available in a later section.

**Banners:** It contains ads about ad hoc events and announcements about UOWD or UOW.



My Profile Logout

Welcome | My Profile | Logout

Contact us | Current Students | Staff Intranet

WELCOME TO MYUOWD

- Home
- Notice Board
- My Subjects
- Timetables
- Consultation Hours
- Academic Calendar
- Calendar of Events
- Subjects on Offer
- Forms
- Cover Sheet
- Policies
- Staff Directory
- Related Links
- Subject Outlines
- Degree Planners
- Student Conduct
- Academic Integrity
- Library Services
- Library
- Registrar
- SRC
- Transportation
- Scholarships
- Residences
- Graduation
- All Prints
- Visa
- Finance
- LSC

Notices

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Calendar of Events

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**Calendar**

<< Prev February 2014 Next >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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My Subjects

**My Subjects**

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**Student's Health Insurance Benefits**

**Banners**

**Tutorial Enrolment**  
 To enrol in your tutorials [click here](#)

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**PRACTICE YOUR ENGLISH SPEAKING SKILLS IN A FUN ENVIRONMENT**

The left hand side bar contains a list of menu links. Following is their names and purpose.

**Home:** This will take you to the main Home page.

**Noticeboard:** This will show you a list of important notices.

**My Subjects:** This will take you to a list of subjects that you have enrolled in for the current semester.



**Timetables:** This will list course schedules, exam timetables, exam clash matrix and other important timetables.

**Consultation Hours:** This section contains the consultation schedule for the UOWD lecturers and tutors.


**Academic Calendar:** This shows the dates and time limits of university events.

**Calendar of Events:** This will take you to a large version of the 'Calendar' seen on the main Home page.

**Subjects on Offer:** This lists the subject on offer for the current semester.

**Forms:** This will list all Forms currently used by the university. You can search for a form using the search bar at the top and/or filter the list based on the department. To download the form, click on the .pdf file type icon () or the word template icon () .

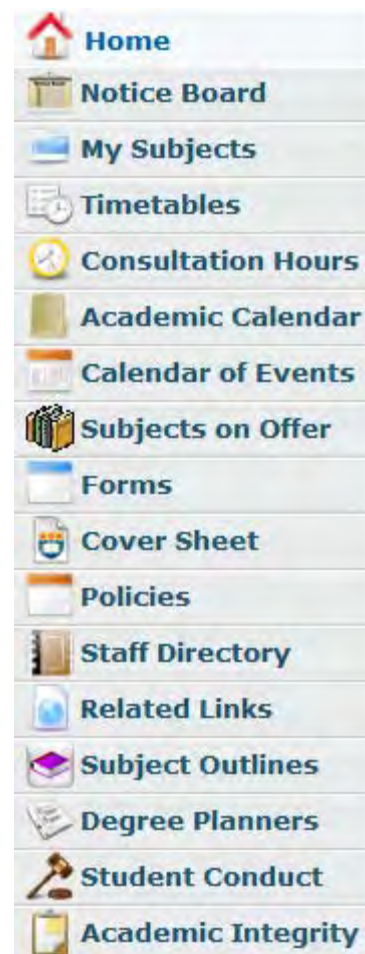
**Coversheet:** This will enable you to generate a coversheet which has to be attached as a front page for any assignment you submit in hard copy to your lecturer.

**Policies:** This will list all Policies currently used by the university. You can search for a policy using the search bar at the top and/or filter the list based on the department. To download the policy, click on the .pdf file type icon () .

**Staff Directory:** This is the university telephone directory. You can search for a staff member using the search bar at the top and filter the list by department.

**Related Links:** This will list links to important websites such as UOWD Main website, UOW website, WebCT etc.

**Subject Outlines:** This lists the subject outlines for each semester.





**Degree Planners:** This lists the required courses for students to complete the Core Curriculum, and all of the requirements that are specific to each major.

**Student Conduct:** This outlines the required conduct of students of UOWD, and directs staff and students to University Rules, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct

**Academic Integrity:** This provides guidelines on the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework or research.

**University Services Menu:** This menu section contains the information about UOWD departments that students need to know.

 <b>University Services</b>
<b>Activate Subjects</b>
<b>Student Life</b>
<b>Library</b>
<b>SRC</b>
<b>Transportation</b>
<b>Scholarships</b>
<b>Residences</b>
<b>Graduation</b>
<b>All Prints</b>
<b>Visa</b>
<b>Finance</b>
<b>LSC</b>

## My Subjects

The 'My Subjects' section enables you to access materials for the subjects that you have enrolled in.

This section is available on the main page when you login or can alternatively be accessed on the left hand side bar.

It will list all the subjects that you have enrolled in for the current semester as well as the lecturer and tutor for the subject. An example is shown below.

If you cannot find the subject that you are enrolled in, please contact Technical Support.

### My Subjects

Subject Code	Subject Name	Subject Lecturer(s)	Subject Tutor(s)
ISIT301	Professional Practice & Ethics	Mrs. Zeenath Reza Khan	
LAW101	Law, Business and Society	Dr. Jawahitha Sarabdeen	Dr. Jawahitha Sarabdeen

### How Do I Access my Subject Files?

To access the files for a subject, click the subject code of the subject that you are interested in.

### My Subjects

Subject Code	Subject Name	Subject Lecturer(s)	Subject Tutor(s)
ISIT301	Professional Practice & Ethics	Mrs. Zeenath Reza Khan	
LAW101	Law, Business and Society	Dr. Jawahitha Sarabdeen	Dr. Jawahitha Sarabdeen

On clicking the link, you will be able to view a list of files that have been uploaded by your lecturer/tutor. These files may be categorized into sub-headings for easy access.

To download the file, click on the file name and a pop-up will appear asking you to open or save the file.



You will also be able to view notices that are specific to this subject. For example: “Classes have been cancelled this week” etc.

### Subject Information

Subject Name LAW101 - Law, Business and Society

Semester Spring 2014

Lecturer [Dr. Jawahitha Sarabdeen](#)

Tutor [Dr. Jawahitha Sarabdeen](#)

### Subject Notices



There are no notices.

### Subject Files

#### Assignments

	Description	Last updated	File Size
	Assignment Topics	Yesterday, 01:36 PM	15.3 KB

#### Lectures

	Description	Last updated	File Size
	Lecture 1	Last Wednesday, 06:11 PM	200.5 KB
	Subject Outline	02 Feb 2014, 01:38 PM	242.4 KB

### Need Help?

If you need any help with any aspect of the MyUOWD website or have any suggestions, please don't hesitate to contact us at [TechnicalSupport@uowdubai.ac.ae](mailto:TechnicalSupport@uowdubai.ac.ae)