

# Building Construction Orientation Workshop 1

2024 – Semester 1



Students

Under 25s

International

Māori



Login



Search



Menu

# Search the Unitec Website

Use the 'Search' function in the top right corner of the Unitec website to find information.

[www.unitec.ac.nz](http://www.unitec.ac.nz)

Find your thing

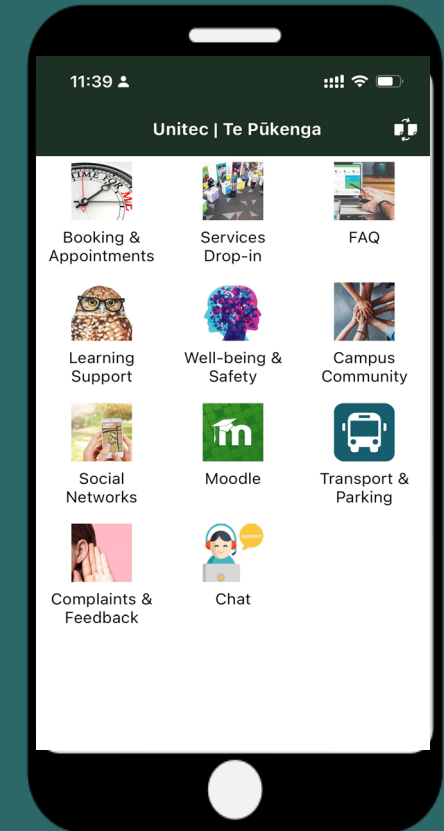
Rapua tō ara



# Unitec App (iCent)

An app developed for Unitec students, it contains useful information to help both domestic and international students become more familiar with Unitec.

[www.unitec.ac.nz/icent](http://www.unitec.ac.nz/icent)





Unitec



Te Pūkenga

# Welcome to the Unitec MyPortal

Hello! Unitec Student Portal will connect you to all the important services and support you need to succeed here at Unitec.

Login now to discover the latest news, events and study updates using your Unitec email address e.g.

smithj07@myunitec.ac.nz and password.

## Student Portal

Your Student Portal (MyPortal) provides you with access to essential information that you will need throughout your studies.

[www.unitec.ac.nz/current-students/technology-support/student-portal](http://www.unitec.ac.nz/current-students/technology-support/student-portal)

A screenshot of a student portal interface. The interface is divided into several sections. On the left, there is a vertical menu with icons and text: a graduation cap for 'Learning Success', a classical building for 'Services and Facilities', a heart for 'Student Life', a rocket for 'Career Centre', a computer monitor for 'Computer Support', and a hand holding a coin for 'Financial Support'. In the center, there is a grid of six colored buttons: a purple button with a credit card icon labeled 'Make a payment', a dark purple button with a location pin icon labeled 'Campus map', a green button with a document icon labeled 'Useful Forms', a brown button with a question mark icon labeled 'Contact Us', a blue button with a megaphone icon, and a yellow-green button with a folder icon. On the right, there is a vertical list of menu items: 'Update Contact Details', 'Student Self Service' (highlighted with an orange bar), 'Programme Application Progress', 'Short Course Online Enrolment', and 'Short Course Enrolment Summary'.

Learning Success

Services and Facilities

Student Life

Career Centre

Computer Support

Financial Support

Make a payment

Campus map

Useful Forms

Contact Us

Update Contact Details

Student Self Service

Programme Application Progress

Short Course Online Enrolment

Short Course Enrolment Summary

# Student Self Service

Through the Student Self Service you can access your timetable and grades, and check and change your contact details.

See this link to see how to access it through the Student Portal:

<https://www.unitec.ac.nz/current-students/study-support/how-to-find-your-timetable>

# SEAtS

How to log your class attendance.

[www.unitec.ac.nz/current-students/study-support/class-attendance](http://www.unitec.ac.nz/current-students/study-support/class-attendance)

## Log your attendance by:

- Tagging in at the card readers with your ID card
- Use the SEAtS app on your phone to log in and monitor your attendance





# Learning Advisors

The Learning Advisors provide free support and advice to help you succeed in your academic studies.

<https://www.unitec.ac.nz/current-students/study-support/learning-advisors>



# Student Services

There are a number of people on campus who offer support or can point you in the right direction.

<https://www.unitec.ac.nz/current-students/student-services>





## International Student Support Advisors

There is a team of dedicated Student Support Advisors who support our international students while they study.

<https://www.unitec.ac.nz/international/international-student-life/student-advisors>

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# Reach out for help

If you are having difficulties, talk to us!

- Your lecturers – your first port of call
- The APM  
(Academic Programme Manager)
- Learning Advisors
- International Support Advisors
- Counselling

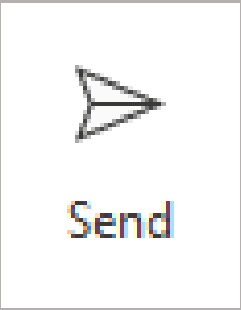
**NOTE:**

Email staff to make appointments, don't assume it is always okay to just drop-in / turn up



# Communication – Email

When emailing, put this information in the subject line:

 Send	To	stsai@unitec.ac.nz
	Cc	
	Bcc	
Subject		CONS5001TP: J Bloggs (123456) – Course Material Enquiry

The Course Code      Your Name      Your Student ID No.      What the email relates to



All the best  
with your  
studies!