

# UTS College - New Student checklist

## 1. Activate your UTS email account

[Activate your UTS email account](#). UTS College will use this inbox to communicate with you, so make sure you check it regularly.

## 2. Login into Canvas, download the App & complete Welcome Module

Canvas is UTS College's Learning Management System (LMS). It's where you access your program material and where your teachers will contact you.

Log in to Canvas by entering your UTS email address and password. Once you're in, we recommend you complete some Canvas activities to help you prepare for your program.

Download the app for [iOS](#) or [Android](#).

## 3. Update your contact details

Check and/or update your contact details. Follow these [step by step instructions](#) and log in to [eStudent](#). It's important to keep this information up to date throughout your time at UTS College.

**Note:** if you're under 18, UTS College will do this for you.

## 4. Download Microsoft Office on your personal device

You will need [Microsoft Office](#) to work on your assignments throughout your program. Follow these [step-by-step instructions](#).

## 5. Upload your photo for your student ID card

CaptureME is used by all new students to [submit a photo](#) for their first UTS College Student Card. You can upload your photo using a computer, tablet or smart phone. See the [guidelines for uploading your photo](#).

You'll receive an email advising if your photo has been 'approved' or 'rejected'. After your photo has been approved, the Student Centre will notify when your ID card is ready for collection at the Student Centre (Building 5, Block C, Level 1).

## 6. Download your Student Handbook

Your student handbook can be download [here](#).

Step-by-Step instructions

All our how-to videos and guides are [here](#).