



Curtin University



STUDENT CENTRAL  
**YOUR OASIS**  
REFERENCE  
GUIDE

Student  
Essentials



# WHAT IS OASIS?

OASIS stands for Online Access to Student Information Services – a secure web portal provided to all Curtin students. OASIS provides you with a central access point to more than 30 different services, including:

- core Curtin services, such as the Official Communication Channel, eStudent, Blackboard and student email
- EnrolNow! (step-by-step online enrolment for new students)
- your personalised examination timetable
- your booklist
- library systems, including your current loans and requests
- graduation registration and regalia hire or purchase
- quick forms (including online document requests and payment extension forms)
- AskCurtin (Curtin's FAQ database)
- SmartRider concession registration.

Logout / Contact Us

my email

reminders

official communications channel

From	Subject	Date
Student Central - Graduations	Graduation Registration Confirmation	Tue 10/07/2012 2:24 PM
Student Central - Graduations	Graduation Registration Confirmation	Fri 15/06/2012 2:16 PM

important links

account management

## OASIS SERVICES

### Official Communications Channel

Not to be confused with email, the OCC is a separate system that replaces official letters sent by post. It is a condition of enrolment that all students read their OCC at least weekly. Curtin monitors if and when students read their Official Communications.

### Student Email

Your student email account (yourname@student.curtin.edu.au) is for your own private use. Your lecturers, and tutors may communicate with you through your student email address, and some areas of the University for example, Student Central, will only accept emails from this email account.

Your student email account is a hosted email service provided by Microsoft in cooperation with Curtin University.

### eStudent

eStudent is an online view of your details that are kept on the Curtin student database. You can use eStudent to update your personal details, accept your offer, complete an eCAF (Commonwealth Assistance Form), enrol and withdraw from units, and class register if your faculty permits it. You can also download your invoice and eCAN (Commonwealth Assistance Notice), your academic eRecord (a full statement of your academic results), and your enrolment advice (a statement of the units in which you are currently enrolled).

### Blackboard

Blackboard is Curtin's learning management system. In Blackboard you can access online unit materials and communicate with academic staff members and fellow students. Your units will be available in Blackboard six days before the enrolled study period begins.

### PERSONALISED OASIS

To improve your OASIS experience, Curtin automatically personalises OASIS based on your enrolment. For example, students studying at Curtin Sydney will see Sydney-specific information, links and functionality.

## ALERTS AND REMINDERS

When you're busy, it's easy to forget important information and due dates. Sometimes missing this information can have serious consequences (for example, the cancellation of your enrolment or incurring late fees), so OASIS provides students with alerts and reminders to try to prevent this from happening.

Both alerts and reminders appear on the **Welcome** tab and are automatically triggered and personalised based on your enrolment. You will never receive an alert or reminder that's not relevant to you. Alerts are for serious issues that require your action – such as paying your tuition fees or notification of sanctions. Reminders are still personalised, but don't necessarily require your action. Reminders include notification of the key administration dates and results release. Unlike an alert, a reminder can be closed. An alert will remain on your OASIS screen until action is taken, when it will then be automatically removed.

## LOGGING OUT OF OASIS

You can log out of OASIS by clicking **Logout** in the top right corner of OASIS. Remember, you're responsible for the security of your OASIS session. Never leave your computer unattended and accessible to others while you're logged in to OASIS.

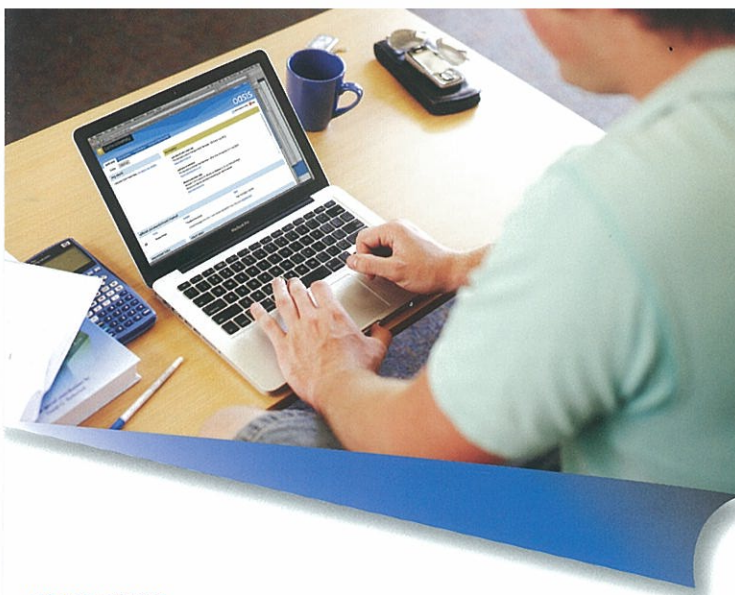
## PASSWORD MANAGEMENT

You can change your OASIS password at any time by clicking **Manage your password** in the Account Management channel on the **Welcome** tab. For security purposes, OASIS will prompt you to change your password every 75 days if you do not change it regularly yourself.

If you've forgotten your password, click **Forgot your password?** on the OASIS login page.

**DID YOU KNOW?** In 2011, students logged in to OASIS an average of five times every week – that's more than 220,000 logins per week and twelve million logins per year.





## USING OASIS

### Must I use OASIS?

Yes. It is a condition of your enrolment to access OASIS at least once a week to read your Official Communications, though you should preferably be accessing OASIS at least two or three times a week.

### Who can access OASIS?

Once you are offered a place in an award course at Curtin, you will automatically have access to OASIS. Once you enrol, you will receive access to additional services, including the Curtin network, the library, and Blackboard.

If you do not accept your offer before its lapse date, are terminated from your course, or withdraw or defer, you will lose access to OASIS.

After completing your course at Curtin, you can continue to access student email and Alumni information via OASIS.

### What do I need to access OASIS?

It is recommended you access OASIS using the latest version of a major web browser (e.g. Internet Explorer, Firefox, Chrome or Safari) with JavaScript enabled. Fully-supported browsers will automatically resize OASIS to suit any computer, smart phone or tablet. If you don't have a device yourself, you will have access to computer labs on campus after you enrol.

### What if I can't access OASIS regularly?

If you are unable to regularly access OASIS due to a medical condition, disability or other reason, you can apply for an exemption from using OASIS. To apply for an exemption, complete an Application for eExemption form available from Student Central or online at: [students.curtin.edu.au/administration/forms.html](http://students.curtin.edu.au/administration/forms.html)

## ACTIVATING OASIS

**Note:** Your OASIS login details (student number and OASIS password) are also used to log in to the Curtin network. Changing your OASIS password also changes your network password.

### On the internet

- go to [oasis.curtin.edu.au](http://oasis.curtin.edu.au)
- click **Activate your account** (on the left of the login button)
- follow the instructions on screen to activate your account.

### From a campus computer lab

- click the **Activate account** prompt on the computer login
- OASIS will automatically launch. Follow the instructions on screen to activate your account
- exit the system and then log back in to the computer. Type your student number in the **Username** field, and your new OASIS password in the **Password** field. You will now be able to access OASIS through your web browser.

## NEED HELP?

### Online

Access **Help** using the link beneath the OASIS logo on every screen.

### OASIS Central

If you have checked OASIS Help and are still experiencing difficulties, contact OASIS Central for assistance.

To log a call online, use the **Contact Us** link at the top right of any OASIS screen. For a full list of contact options, including face-to-face support in the Abacus labs, click **Contact OASIS Support in Help**.

**Make tomorrow better.**

### DISCLAIMER

Information in this publication is correct at the time of printing but may be subject to change. In particular, the University reserves the right to change the content and/or method of assessment, to change or alter tuition fees of any unit of study, to withdraw any unit of study or program which it offers, to impose limitations on enrolment in any unit or program, and/or to vary arrangements for any program.

### INTERNATIONAL STUDENTS

International students studying in Australia on a student visa can only study full-time and there are also specific entry requirements that must be met. Please refer to [international.curtin.edu.au](http://international.curtin.edu.au) or phone +61 8 9266 7331 for further information, as some information contained in this brochure may not be applicable to international students.

Australian citizens, permanent residents and international students studying outside Australia have the choice of full-time, part-time and external study.

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