How to Sign Up As a Student

Note: Before signing up for tutorials, please have a variety of times available to choose from, as some time slots fill up very quickly and you may not receive your first preference.

To complete the following process, you will need your UOW Username and Password.

Step 1. Log on to the Current Students page at www.uow.edu.au/student/ (or select Current Students from the UOW homepage).

Step 2. Enter your UOW Username and Password, then select Logon. Make sure you have your password set prior to tutor enrolment or creating new password means you can’t use site for 20mins.

NB: By default you will be logged in to SOLS at this point, however you may access your university email account by entering the same Username and Password, but selecting ‘Webmail’ before logging on.

The following screen (see Step 3) will appear once you log in to SOLS. Any important notices or SOLS messages will appear before this screen, and you will be required to read them before proceeding. It is worthwhile exploring all the links to familiarise yourself with SOLS and ensuring all your contact details are up to date.
Step 3. Select Tutorial Enrolment.

Step 4. Click on the Tutorial link next to your enrolled subjects to view all the tutorial times.

Subject Code
Check enrolment details for subject name.
Note: Take note of the ‘First Day to Enrol’ column, which specifies the date and time from which you can enrol in the tutorials for that subject. The tutorial enrolment times for subjects are staggered, so it is best to have a look at each of them beforehand and enrol in them in order.

Step 5. Select the available tutorial time of your preference.

NB: If the Tutorial Group is FULL, it will be highlighted in PINK on the Tutorial Enrolment Timetable. If you click on the link for a Tutorial that is full, you will receive a message ‘Warning: This Tutorial is Full’.

Step 6. The Tutorial Details will appear on the screen. Click Enrol Now to enrol in the tutorial.

Step 7. You will be returned to the Tutorial/Practical Enrolment screen (see Step 4) and a message will appear saying that ‘You have successfully enrolled in your Tutorial’. Repeat the process for your remaining subjects.

Step 8. If you do not receive your first preference, don’t give up! Enrol in your second/third preference and keep checking to see if the other tutorials are full. People may withdraw from your preferred timeslot and change to a different one that better suits their other subjects. You can keep checking throughout the week, with the option to Transfer between available tutorial groups, until the enrolment period closes.

Step 9. Show my Timetable – You may click on the Show My Timetable option that appears on the main Tutorial Enrolment screen (see Step 4) to view all the Tutorial Groups that you are currently enrolled in (only shows tutorial groups, does not include Lecture information).