Postgraduate Student Checklist

This section indicates what a postgraduate student should expect to have access to in the duration of their studies. If you are unsure about any aspect of these, feel free to contact the FMHS-PGSA at fmhspgsa@auckland.ac.nz

Essential:

- ☐ I have a University-issued desktop / laptop. (Even if I am an off-campus student, I can expect the University to courier this to me). [Link to IT Request QuickGuide].
- ☐ I have access to a desk on campus if I want one. [Ask your Supervisor / Lab Manager].
- ☐ I have access and I know how to access secured storage on University servers. [Link to IT Request QuickGuide].
- ☐ I know how to access my University licence's Microsoft 365 software (e.g. Word, Powerpoint, Excel, Outlook, etc.). https://uoa.custhelp.com/app/answers/detail/a_id/13986/~/signing-in-and-out-of-office-365
- ☐ I know how to access my Staff Email (e.g. john.smith@auckland.ac.nz). http://outlook.com/owa/auckland.ac.nz
- ☐ I know how to access my Student Email (e.g. jsmi123@aucklanduni.ac.nz). https://mail.aucklanduni.ac.nz
- ☐ I have a campus card. https://www.auckland.ac.nz/en/students/newstudents/campus-card.html
- ☐ My campus card allows me to access my desk location / supervisor's office / laboratory location (if applicable) at University.
- ☐ My University email has been added to all the relevant mailing lists (e.g. FMHS Announcements, FMHS Research List, FMHS Junkmail, and my Departmental Graduate Student mailing list). [Link to IT Requests Quick Guide].
- ☐ I know how to spend University-managed funds (e.g. my PReSS account). [Link to Finances QuickGuide].
- ☐ I know how to request IT support. [Link to IT Requests Quick Guide].
- ☐ If I am a scholarship recipient, I know how to request proof-of-income in case I need this information for any financial applications (e.g. rental agreement, credit cards, loans, etc.).
- ☐ I know how to print documents via University-owned printers. https://www.library.auckland.ac.nz/services/it-essentials/copying-and-printing
- ☐ If I am in financial hardship, I know where I can apply for urgent financial aid.
- ☐ I know how to obtain my AT Hop public transport tertiary concession.
- ☐ I know where the Philson Library is.
- ☐ I know where University Health and Counselling Services are and how to access their services.
- ☐ I know how to access "Student Services Online". https://student.auckland.ac.nz
- ☐ [For Doctoral Students]: I know how to access Wahapu. https://wahapu.auckland.ac.nz
- ☐ I know how to connect to University WiFi. https://www.library.auckland.ac.nz/services/it-essentials/internet-and-wireless#instruction
- ☐ I know how to login to my University work station with Remote Desktop Connection. https://uoa-eresearch.github.io/vmhandbook/doc/remote-desktop.html

Other potentially useful things:

- ☐ I receive FMHS-PGSA emails.

- ☐ (If applicable): I am aware of the support offered by Student Disability Services for students with visible and invisible impairments.
- ☐ I know when and where I can access Justice of the Peace (JP) services (e.g. document certification)
- ☐ I know about the Career Development and Employability Services (CDES). https://www.auckland.ac.nz/en/students/student-support/career-development-and-employability-services.html
- ☐ I know about the Library and Learning Services workshops. https://www.library.auckland.ac.nz/study-skills/postgraduate