

STUDENT ORIENTATION

Important Procedures Trimester 3, 2026

A very warm welcome to our New
Students from the GCA Staff

Today's Topics

- ◆ GCA Mobile App
- ◆ myGCA Connect
- ◆ Credit & Recognition of Prior Learning
- ◆ Subject Selection
- ◆ Paying Your Tuition Fee
- ◆ Academic Documents
- ◆ Support Services
- ◆ Moodle Support
- ◆ Mark Your Attendance
- ◆ Request Support from Lecturer/Tutor
- ◆ Questions & Answers

1. GCA Mobile App

1. Download – GCA Mobile App

Under Development – Download When Ready !!

Via the GCA App students are able to:

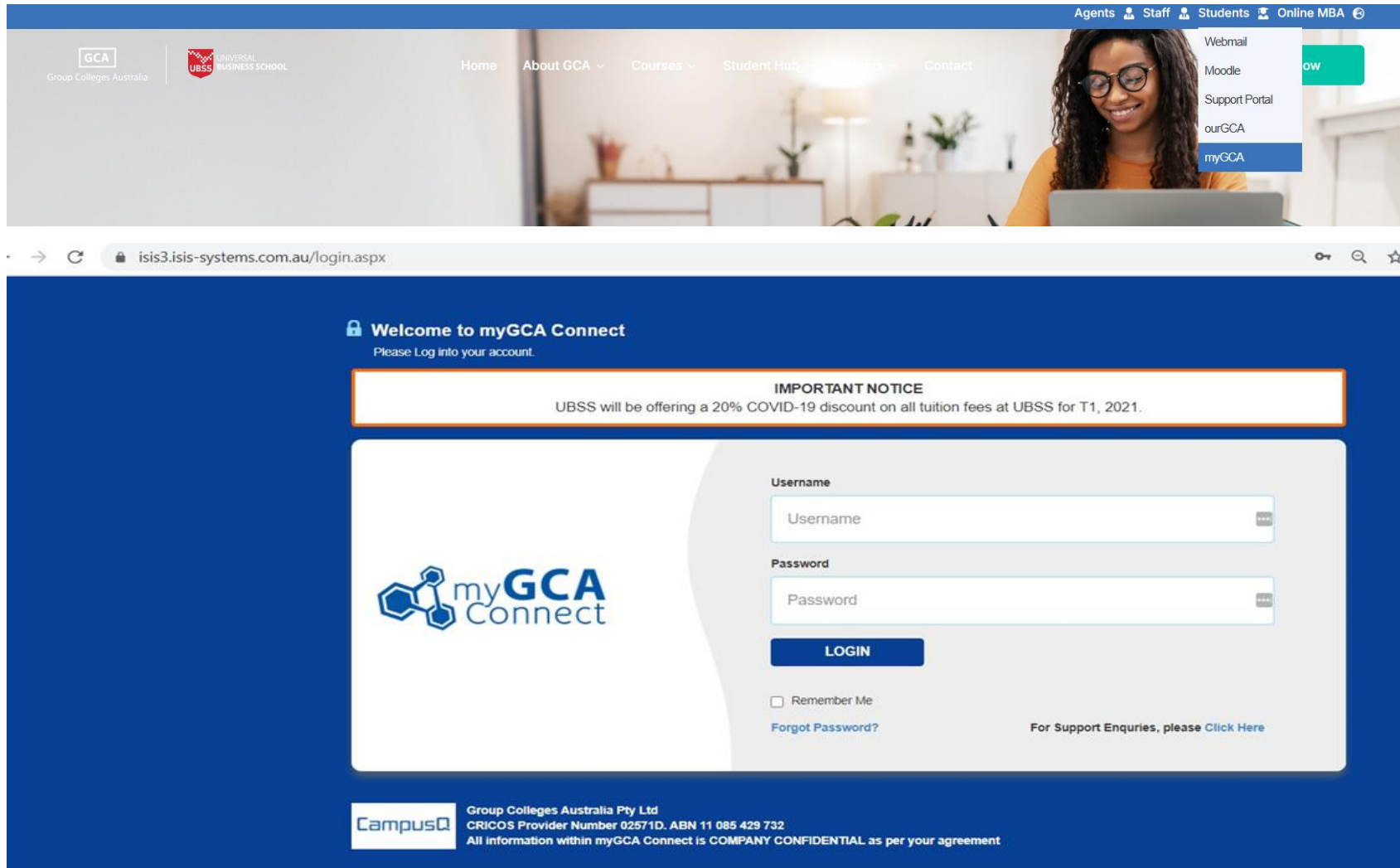
- Access to myGCA Connect
- Digital student card
- Check their timetables and schedule
- Book appointments with UBSS staff
- Live chat
- Follow GCA upcoming events
- Check available courses
- Gain access to the “Student Central”
- View Frequently Asked Questions (FAQs)
- View Policies and Procedures



2. myGCA Connect

2. Login to myGCA

MyGCA can be accessed through our website: <https://www.gca.edu.au/>



Agents Staff Students Online MBA

GCA Group Colleges Australia UBSS UNIVERSAL BUSINESS SCHOOL

Home About GCA Courses Student Hub Contact

Webmail Moodle Support Portal ourGCA myGCA

isis3.isis-systems.com.au/login.aspx

Welcome to myGCA Connect
Please Log into your account.

IMPORTANT NOTICE
UBSS will be offering a 20% COVID-19 discount on all tuition fees at UBSS for T1, 2021.

myGCA Connect

Username
Username

Password
Password

LOGIN

☐ Remember Me

[Forgot Password?](#)

[For Support Enquiries, please Click Here](#)

CampusQ Group Colleges Australia Pty Ltd
CRICOS Provider Number 02571D. ABN 11 085 429 732
All information within myGCA Connect is COMPANY CONFIDENTIAL as per your agreement

myGCA

myGCA Connect enhances the entire student experience with user-friendly online educational tools that streamline and automate everyday tasks and provides a collaborative ecosystem for students.

myGCA will give you access to:

- Your student information (please make sure your contact details are up-to-date)
- Academic Transcripts and academic progress
- Support Services (leave, deferment and study load applications among other services)
- Financial Status (make tuition fee payments online)
- Subject selection and timetables and much more.



How to Change Password?

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on Change Password

Change Password

Password Reset Procedure

MyGCA passwords must be at least 8 characters long and

- contain at least one uppercase character
- contain at least one lowercase character
- contain at least one of the following symbols: ! @ # \$ % ^ & * () . , < > ? : ; ' "

To update your myGCA password, enter your old password and your new password and click 'Change Password'.

Change the myGCA Password for: Jiya Sachdeva

Change Your Password

Password:

New Password:

Confirm New Password:

3. Credit and Recognition of Prior Learning

How to apply for Recognition of Prior Learning?

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on Support Services and then “Credit and Recognition of Prior Learning”.

Credit is granted for students on an individual basis; based on the GCA Credit and Recognition of Prior Learning Policy

found here: <https://www.gca.edu.au/policies-and-procedures/>

Recognition of Prior Learning

Recognition of Prior Learning is where you receive recognition for previous study where that study is the same as the course you are going to be doing.

To be eligible for Recognition of Prior Learning (RPL), some conditions need to be met. The previous study must have:

1. Same/similar content
2. Same/similar duration
3. Same/similar level of institution, i.e. higher education/university or vocational education at an appropriate level of study.
4. Application must be made by end of Census Day of the beginning of your first trimester of study.
5. Granting credit for courses that are unrelated to the course for which you are enrolled will not receive the same amount of credit as a related course.

4. Subject Selection

How to Select Subjects?

Step 1: Log into your myGCA student account



Step 2: On your Student Home Page, click on Student Services Online



Step 3: Click on Subject Selection & select your units



Step 4: Click on View my Personal Timetable to confirm your selections

Log into your myGCA account today and select your subjects.

Visit the GCA website for more information on Units and Courses: <https://www.gca.edu.au/policies-and-procedures/>

Course Information

Agents  Staff  Students  Online MBA 

[Home](#)

[About GCA](#) 

[Courses](#) 

[Student Hub](#) 

[Agents](#) 

[Contact](#)

[Apply Now](#)

Undergraduate Accounting Programs

Diploma of Accounting
Associate Degree of Accounting
Bachelor of Accounting (BAcc)

Undergraduate Business Programs

Diploma of Business
Associate Degree of Business
Bachelor of Business (BBus)
BBus (Business Management)
BBus (Project Management)
BBus (Hospitality Management)

Postgraduate Programs

Graduate Certificate in Business
Graduate Diploma in Business
Master of Business Administration (MBA)
MBA (IT Management)
MBA (Entrepreneurship)
MBA (Accounting)
MBA (Marketing)

Online Programs

Online MBA



5. Paying your Tuition Fee

Preferred Payment Method

BPAY – GCA's preferred payment method



Step 1:



1

Find the BPAY logo
on your email or paper bill



Biller Code: 1234
Ref: 1234 1234 1234

(Sample only)

Payment Summary

Course Fee:	\$10,550.00 AUD
On Behalf of:	JOHN Citizen (Jack) -999999
Invoice(s):	1330594, 1330595, 1330596, 1335899

Payment Details

When making payment please use the following biller reference 121376 and your Customer Reference number 0999 9999 3597.



Biller Code: 121376
Ref: 0999 9999 3597

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

Preferred Payment Method

BPAY – GCA's preferred payment method



Step 2:



Log on to online
banking

Choose the BPAY payment
option in Bill Payment.

Step 3:



Enter the payment
details

Enter the BPAY Biller code,
Customer Reference
Number (CRN), amount
and date from your bill.

Payment Summary

Course Fee:	\$10,550.00 AUD
On Behalf of:	JOHN Citizen (Jack) -999999
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Payment Details

When making payment please use the following biller reference 121376 and your Customer Reference number 0999 9999 3597.



Telephone & Internet Banking - BPAY
Contact your bank or financial institution to make the
payment from your cheque savings, debit, credit card
or transaction account. Visit bpay.com.au

Preferred Payment Method

BPAY – GCA's preferred payment method



Why pay bills with BPAY?

	BPAY	Direct debit	Credit card
Pay with confidence from the security of your online banking	✓ Ⓜ	✗	✗
More control with the option to pay straight away, or schedule a more suitable future date**	✓	✗	✗
Easy to record and track payments, as each receipt is time stamped^	✓	✗	✗

You have selected to make a payment.

See below for payment options.
[Click here](#) to view the invoice(s)

● Pay with BPAY	NO MERCHANT FEES - SAVE \$20+ PER SUBJECT	★ Preferred
Contact your bank or financial institution to make this telephone or internet banking payment from your cheque, savings, debit, credit card or transaction account.		
\$ No merchant surcharge fee Ⓜ Funds received in 1-2 business days		NO PROCESSING FEES Select
● Pay with Bank Transfer	NO MERCHANT FEES - SAVE \$20+ PER SUBJECT	
● Pay with PayPal Account	MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT	
● Pay with PayPal using a Credit Card	MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT	
● Pay with Credit/Debit Card	MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT	

5. Academic Documents

How to Access Academic Documents?

Step 1: Log into your myGCA student account

Step 2: On your Student Home Page, click on Student Services Online

Step 3: Click on the relevant document required and download it.

Statement of Completion

Statement of Course
Progress

Academic Results History

Academic Transcript

My Course Progress

Enrolment Confirmation

5. Support Services

How to apply for other Support Services?

Step 1: Log into your myGCA student account



Step 2: On your Student Home Page, click on Student Services Online



Step 3: Click on Support Services and choose the type of support you would like to apply for. Click Select & Apply, then wait for your application to be assessed and an outcome provided.

Support Services Available -

Appeal Application – Disciplinary Action

At times, you may not agree with a decision regarding your results. You have a right to let us know of concerns about the decision we make.

If you wish to apply for review or appeal of UBSS's decision, click the apply now button.

[Apply now](#)

Appeal Application - Academic Progression

If you do not agree with a decision regarding your UBSS academic warning notice and wish to apply for review or appeal click the "apply now" button.

[Apply now](#)

Approved Leave

If you wish to take time off from your current study period, you may be able to apply for a leave of absence for up to 20 working days. As this application is solely for 20 working days, you should not proceed further if applying for deferment. If you are an international student with a student visa, you will be subject to student visa conditions and ESOS requirements.

To lodge an application for approved leave, click the Apply Now button.

[Apply now](#)

Course Re-enrolment Request

If you wish to extend or re-enrol your course, you may be able to apply for course re-enrolment request. If you are an international student with a student visa, you will be subject to student visa conditions and ESOS requirements.

To lodge an application for course re-enrolment, click the Apply Now button.

[Apply now](#)

Support Services Available -

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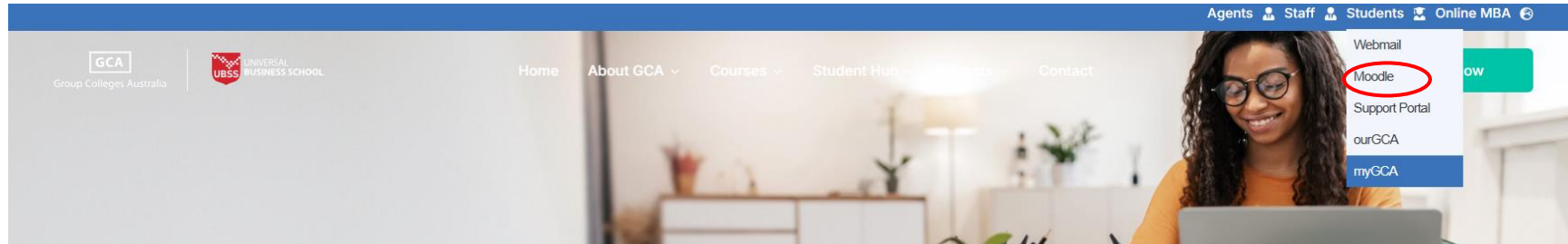
[Apply now](#)



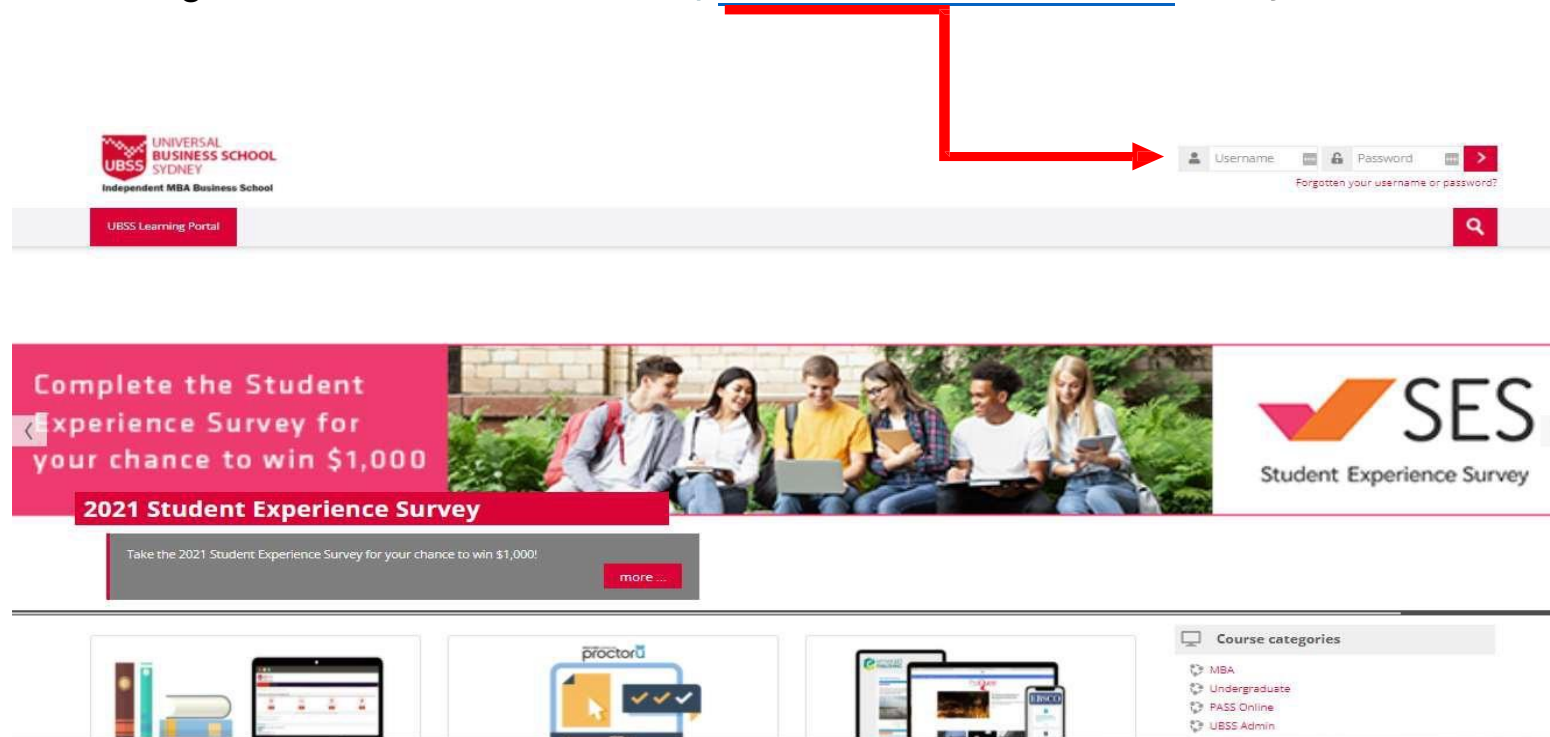
6. Moodle Support

How to Join your class via Moodle

Login to your Learning Portal UBSS Moodle : via GCA website with your Student ID and password

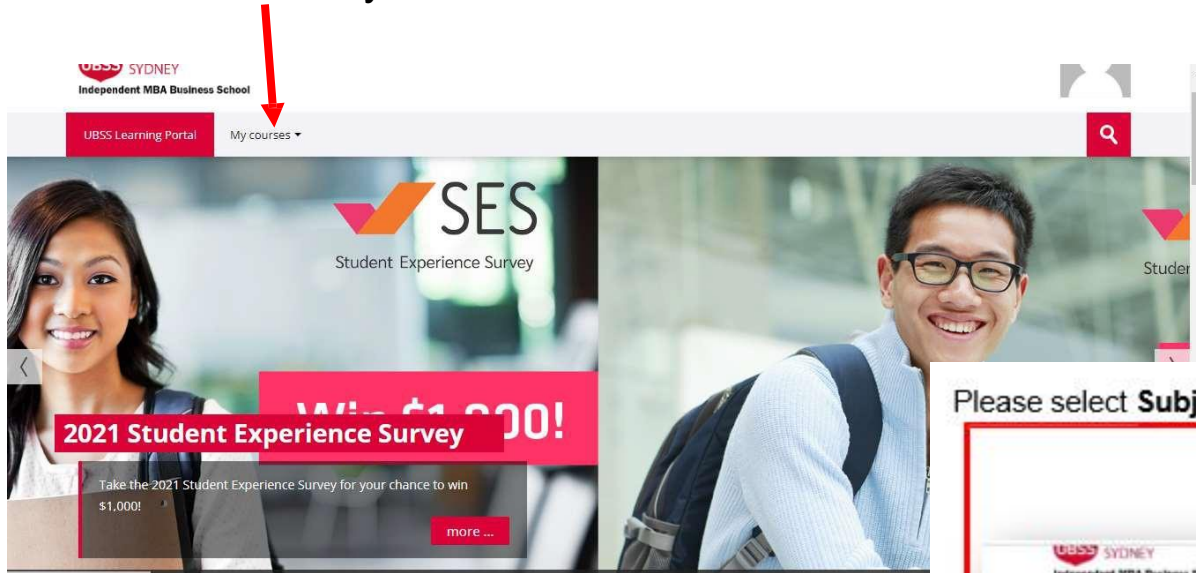


Login to your Learning Portal UBSS Moodle : <https://moodle.ubss.edu.au/> with your Student ID and password

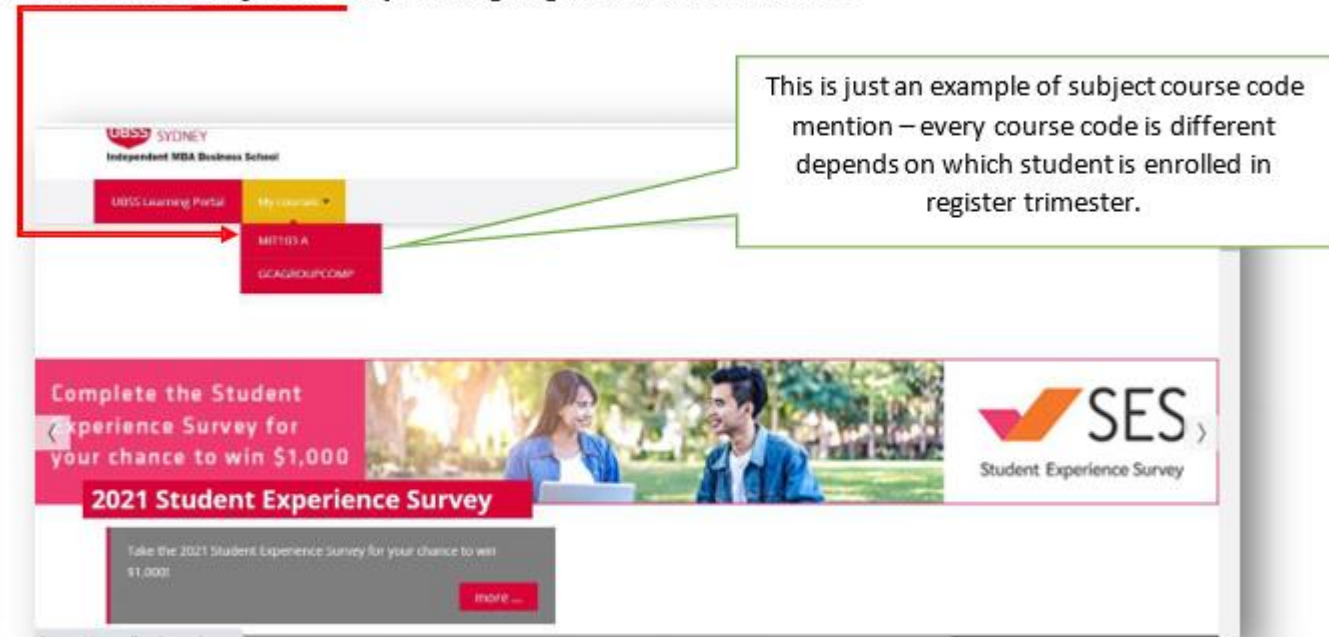


How to Join your class via Moodle

Please click on my courses



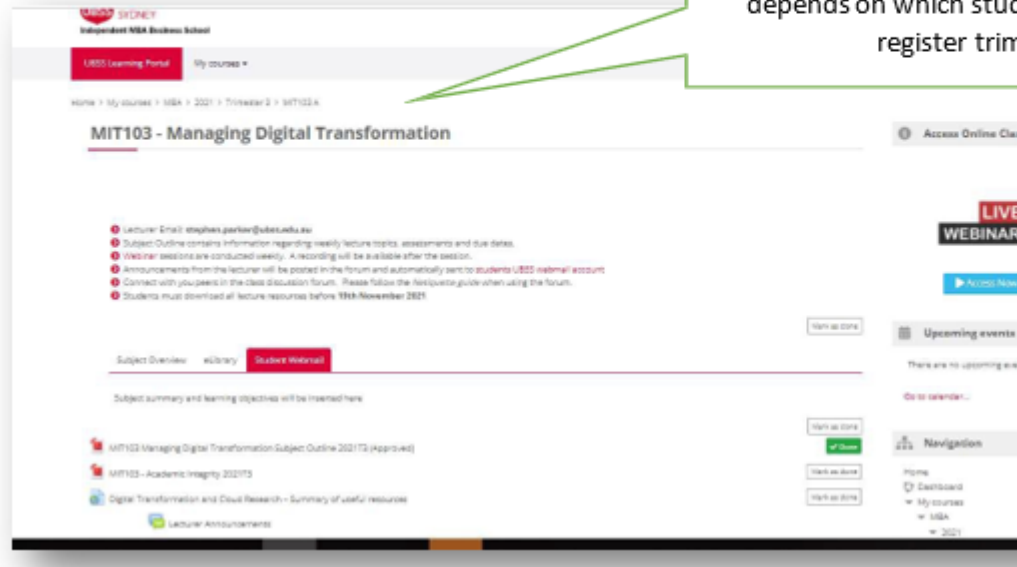
Please select **Subject Code** you are going to attend the class for:



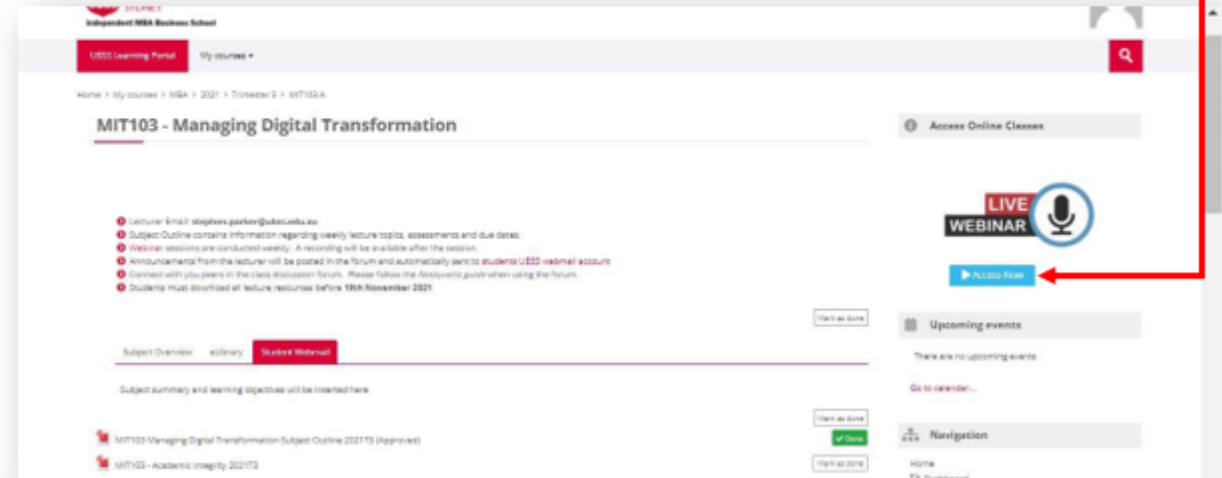
How to Join your class via Moodle

On the next page you will view your **Course Subject details**: Subject Name with the course code

This is just an example of subject course code mention – every course code is different depends on which student is enrolled in register trimester.

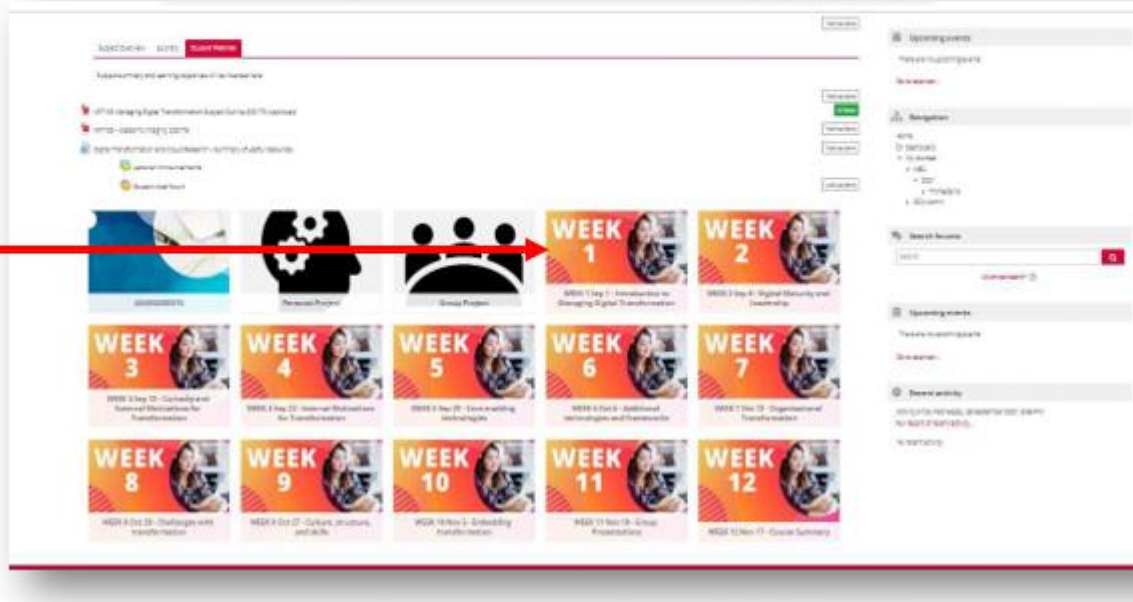


To attend Blackboard, Collaborate live class, please click on **"Live Webinar Access Now"** at the schedule time and you'll be directed to Blackboard Collaborate then connected to your Blackboard Collaborate Live lecture or tutorial.



How to Join your class via Moodle

To attend "Blackboard Collaborate Recorded Session of Online Classes" please click on **"WEEK you wish to listen recording"** and you'll be directed to Blackboard Collaborate then connected to your Blackboard Collaborate recorded lecture.



Once you select **WEEK** e.g. **WEEK 1**, you will view the prompt page and just Click on

Webinar

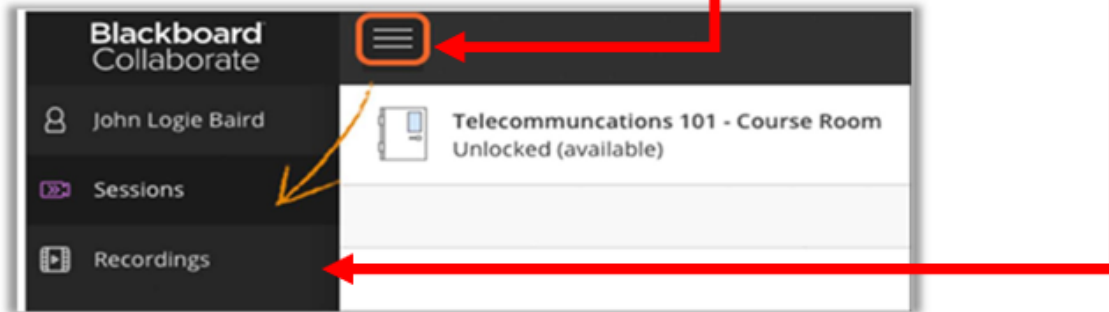


You will be prompted to the **Blackboard Collaborate**:



How to Join your class via Moodle

In the Blackboard Collaborate Ultra tool, you can select the 'Tool Menu Bar'.
Select 'Recordings' for the list of all recordings.



In the Blackboard Collaborate tool, **Recordings** are listed as per the course room. Select '**Recording**' of the 'Sessions **Name**' as per '**Subject Course Code**' to view recording. These recordings can be viewed from any device as often as wanted. There are no view limits.

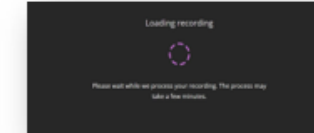
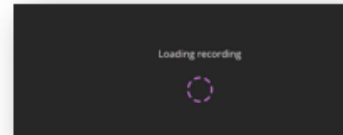
Recordings need to be converted into a playable format before viewing. The first time a recording is accessed the conversion begins. It may take a few minutes but once it has been done the recording can be viewed.

Select '**Recording**' from the list of all recordings you wish to play again:

Recordings					
Filter by Recent Recordings					
Session name / Recording name	Start date	Duration	Access	Closed Captions	
MIT103 Webinar / recording_5	9/29/21, 6:12 PM	02:49:07	Public	No captions	
MIT103 Webinar / recording_4	9/22/21, 6:11 PM	02:41:52	Public	No captions	
MIT103 Webinar / recording_3	9/15/21, 6:16 PM	02:41:54	Public	No captions	
MIT103 Webinar / recording_2	9/8/21, 7:45 PM	02:48:58	Public	No captions	
MIT103 Webinar / recording_1	9/1/21, 6:09 PM	02:53:39	Public	No captions	

How to Join your class via Moodle

Once you click **Link recording** it will be loaded in few minutes



Click on

▶ Watch now

Recordings					
			Filter by	Recent Recordings	
Session name / Recording name	Start date	Duration	Access	Closed Captions	
✓ MIT103 Webinar / recording_5	9/29/21, 6:12 PM	02:49:07	Public	No captions	
✓ MIT103 Webinar / recording_4	9/22/21, 6:11 PM	02:41:52	Public	No captions	
✓ MIT103 Webinar / recording_3	9/21, 6:16 PM	02:41:54	Public	No captions	
✓ MIT103 Webinar / recording_2	9/8/21, 7:45 PM	02:48:58	Public	No captions	

You will view bellow image when recording is ready to **Play**



Everyone can view the recordings from any device as often as they want. There are no view limits.

Recordings need to be converted into a playable format before viewing. The first time a recording is accessed the conversion begins. It may take a few minutes but once it has been done the recording can be viewed by everybody.

Further details to get assistance on these guidelines can be found at Black Board Collaborating site <https://help.blackboard.com/Collaborate>.

7. Mark Your Attendance

How to Mark your Attendance via Moodle

Login to your class on Moodle, click on the **Attendance** icon at the top of the page, and then on the **submit attendance** as indicated below:



Attendance

Mark as done



Attendance



Mark as done



Sam Green

Sessions completed 1
Present 1
Late 0
Excused 0
Absent 0

< [] >

All All past Months Weeks Day

#	Type	Date	Time	Description	Status	Remarks
1	Common	4/04/16 (Mon)	09:30 - 15:30	Regular class session	Present	
2	Common	5/04/16 (Tue)	09:55	Regular class session	Submit attendance	

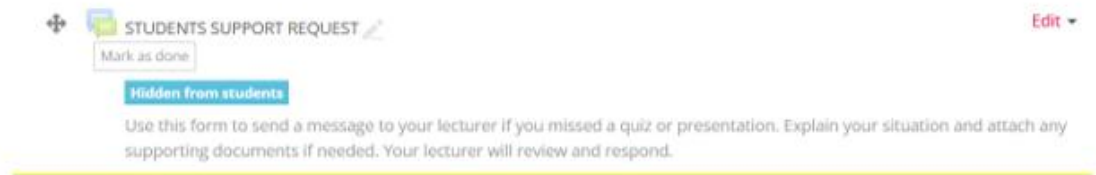




8. Student Support Request from Lecturer/Tutor

How to request support from your Lecturer/Tutor

Click on **Students support Request** on Moodle, then **Add a new discussion topic**.



STUDENTS SUPPORT REQUEST

Mark as done

Use this form to send a message to your lecturer if you missed a quiz or presentation. Explain your situation and attach any supporting documents if needed. Your lecturer will review and respond.

Separate groups All participants

Add a new discussion topic

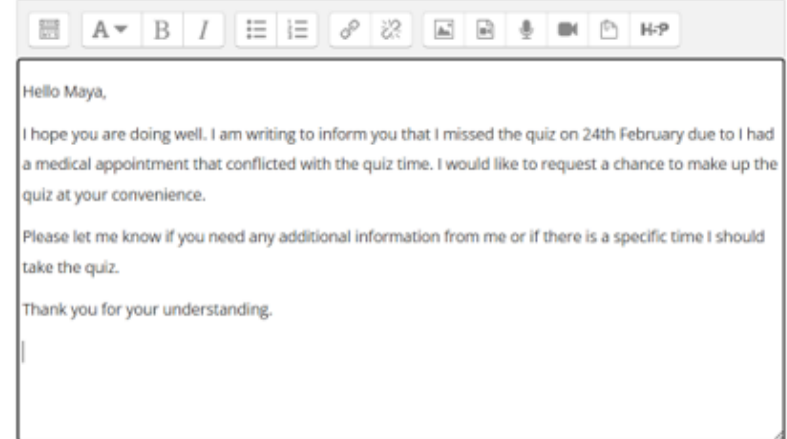
Then type the subject and fill in your message as indicated in the example below:

Add a new discussion topic

Subject

CAP301 Request to Make Up Missed Quiz T1

Message



Note that you can add an image, audio or even a video to your request. Once you have completed your request, click on **post to forum** to save your message. Your tutor will review and come back to you with an outcome for your request.

Post to forum

Cancel

Advanced

Any Questions?

A very warm welcome to our New
Students from the GCA Staff

THANK YOU!

Welcome to GCA !