1. VTAC user accounts and passwords:
   a) obtaining your username and password
   b) if you are locked out of the VTAC Omega system
   c) second level passwords
   d) logging in

2. Round 0 (Early Round)
   a) offer work list ordering
   b) offer work lists
   c) worklist availability and simulations

3. Assistance

1. VTAC user accounts and passwords
   a) Obtaining your username and password
      By now you should have received an email confirming your username and password for access to
      the VTAC Omega system. The nominated Primary Selection Officer has been issued with 'write
      access' to the relevant program/s. Auxiliary Selection Officers and your College Admissions
      Manager have been issued with 'read access' to the screens.

   b) If you are locked out of the VTAC Omega system
      If you enter your password incorrectly twice, the VTAC Omega system will lock you out. In these
      situations, you need to send an email Laura Drysdale at laura.drysdale@rmit.edu.au and ask for
      your password to be reset.

      When emailing Laura, please ensure you include your VTAC Omega username (starts with VT…….)
      and the VTAC course code/s for which you are responsible.

   c) Second level passwords
      VTAC’s computer has a firewall that checks the identity of machines attempting to log onto the
      Omega system. The firewall will recognise all RMIT on campus computers, however, if you are
      connecting to the VTAC site from a machine it does not recognise e.g. from home, you will be
      prompted to enter the second level password.
      Please email Laura Drysdale should you need a second level password.

   d) Logging in
      - Go to www.omega.vtac.edu.au
      - Enter your username
      - Enter your password

      The first time you log in, you will be prompted to change your password.
      Your new password must be at least 8 characters long, and must include at least two digits.
2. Round 0 (Early Round)

a) Offer work list ordering

From Wednesday 10\textsuperscript{th} November work list ordering pages will be enabled for early round. Selection officers must make their work list ordering selections for early round by 5\textsuperscript{pm} Friday, 12 November. If ordering options are not chosen by this time, work lists will default to last year’s ordering option. New courses will default to alphabetical order by surname.

To access work list order options go to > Course Information Collection > Select/view work list ordering options. Once you have entered your ordering option, click submit.

For those programs which have type 4 course codes, you will notice an additional option next to the type 1 that allows you to collapse type 1 and 4 courses into a single work. If the collapse option is not chosen then the type 4 mirrors the type 1. It is recommended that you collapse your Type 1 and Type 4 lists.

There are two options available for Early Round selection:

\begin{itemize}
  \item alphabetical
  \item alphabetical within category (there may be a short delay of up to 30 minutes if you select this option)
\end{itemize}

Work lists will then be available in your chosen order from 9\textsuperscript{am} Monday 15\textsuperscript{th} November.

b) Offer work lists

Early Round offer work lists will be available from 9\textsuperscript{am} Monday 15 November. Only non-current Year 12 applicants who applied by 30 September (timely applicants) will appear on the offer work list.

Ranking is not applied for Early Round so you will need to insert a manual rank if you wish to make an offer to an applicant in this Round.

c) Work list availability and simulations times

\begin{itemize}
  \item Simulation 1, Thursday 18 November
  \item Simulation 2, Monday 22 November
  \item Simulation 3 (FINAL), Wednesday 24 November
\end{itemize}

Your College Admissions Manager will advise of the time you need to have your offer request submitted by.
3. Assistance

Please contact your College Admissions Manager/representative in the first instance

<table>
<thead>
<tr>
<th>BUS</th>
<th>Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vivienne Neufeld</td>
<td>Senior Coordinator, VTAC and Equity</td>
</tr>
<tr>
<td>Ph: 9925 1393</td>
<td>(VTAC Liaison Officer)</td>
</tr>
<tr>
<td>Email: <a href="mailto:vivienne.neufield@rmit.edu.au">vivienne.neufield@rmit.edu.au</a></td>
<td>Katherine van Loon</td>
</tr>
<tr>
<td></td>
<td>Ph: 9925 8769</td>
</tr>
<tr>
<td></td>
<td>Email: VTAC Admissions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DSC</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristy Capper</td>
<td></td>
</tr>
<tr>
<td>Ph: 9925 2186</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:fiona.clar@rmit.edu.au">fiona.clar@rmit.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Perrie</td>
<td></td>
</tr>
<tr>
<td>Ph: 9925 2049</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:jenny.perrie@rmit.edu.au">jenny.perrie@rmit.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>