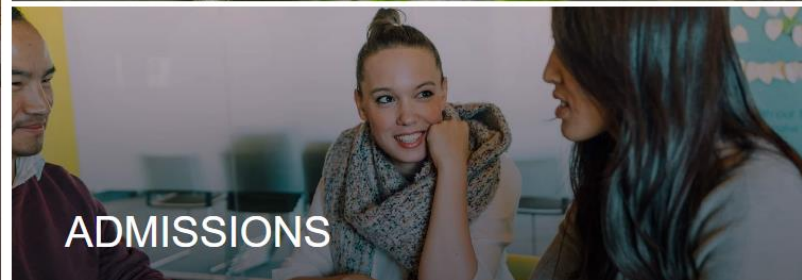


Accessing the Student Portal

You can access the NTI Student portal by visiting the [NTI Website](#), and click Current students at the top right-hand corner.



Current Students



Nan Tien Institute (NTI) provides an environment for students based on our organisational values of: compassion, wisdom, committed service and practice.

Students are encouraged to contact Student Services if they have any questions or concerns about their studies at Nan Tien Institute (NTI). Student feedback is extremely important to us, as it helps us enhance the student experience at NTI. Please contact the Student Services Office with any questions, concerns or feedback via email: enquiry@nantien.edu.au or phone: (02) 4258 0740.



Semester Dates



Subject Timetable



Getting to Campus



Student Guides

Domestic | International



IT Support Guides

Student Portal Guide | NTiLearn Guide



Student Handbook

Student Handbook 2025



Student Policy Library



Statement of Tuition Fee
Exemption



Student Mental Health
Strategy

- A) By clicking here, you can easily access the **student portal**
- B) This will provide you with all the important dates regarding start and end of semesters
- C) See what subjects are coming up or check a subject's census date by clicking on the **subject timetable** icon
- D) Information regarding attending campus, accommodation and things to do in Wollongong
- E) You can access the **student guides**, as sent to you alongside your letter of offer. Student guides contain information such as student rights and responsibilities, Services and Facilities and Subject Structure
- F) These guides provide useful downloadable documents to help you access the student portal and navigate your way around the NTiLearn portal
- G) You can access and download the **student handbook** by clicking this link. The student handbook contains more detailed information regarding subjects, programs and course structures as well as NTI services

- H) **Student Policy Library** is where you can find all policies relevant to your studies such as the Student Academic Consideration Policy, or the Academic Integrity Policy
- I) This link will provide domestic students with important information on **Tuition Assurance**
- J) The link outlines the **NTI Mental Health Strategy** for students

Subject Timetable

When choosing your subjects for an upcoming semester, you can visit the [subject timetable](#).

Subjects

Program

- Mental Health (Flexible Pathway)
- Applied Mindfulness
- Mental Health (Specialisation)
- Humanistic Buddhism
- Health and Social Wellbeing
- Applied Buddhist Studies

Semester

 | v

Subject Code

 🔍

Sort By

 | v

▸ ABS802 Mindfulness: Theory and Practice

▸ HSW905 Compassion at Work

▸ NTI800 Critical and Contemplative Inquiry

The timetable allows you to filter both by program, semester or to look up a specific subject using the subject code. You can also sort the subjects by start date.

By clicking the arrow symbol next to a subject's name, a drop down for that subject will appear. Subjects that have an **intensive week** (ABS, HB, HSW, AM subjects) will appear on the timetable like this:

▼ **ABS802 Mindfulness: Theory and Practice**

Dates: 30 March – 07 June

Class Week: 16-17 & 20-22 April


Subject Code: [ABS802](#)

Lecturer: [Dr Toby Mendelson](#)

Census Date: 19 April

Duration: 10 weeks

Delivery: [On campus, live OR Online, live](#)



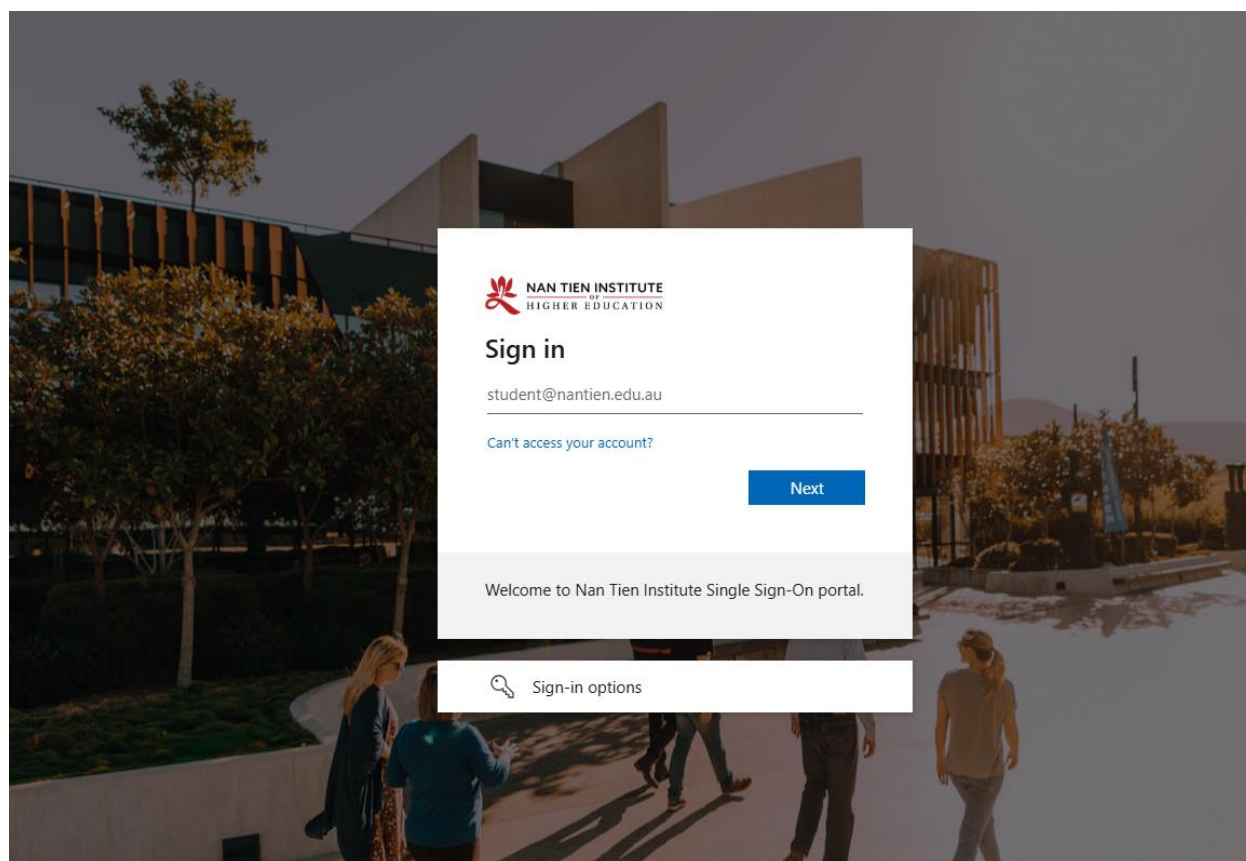
- **Date** – These dates are the start and end date of the subject
- **Class Week** – These dates will outline the class week/ date when lectures will take place
- **Census date** – refers to the last date a student can withdraw from the subject without academic or financial penalty
- **Delivery** – refers to how a subject will be delivered – **Online, Live** means that classes will be delivered via zoom and **On campus, live** refers to classes that are being delivered on campus simultaneously

Please note – Subjects that do not have a class week/ days listed will be delivered online only

Signing in to the student portal- First time

Click on the NTI Student portal icon

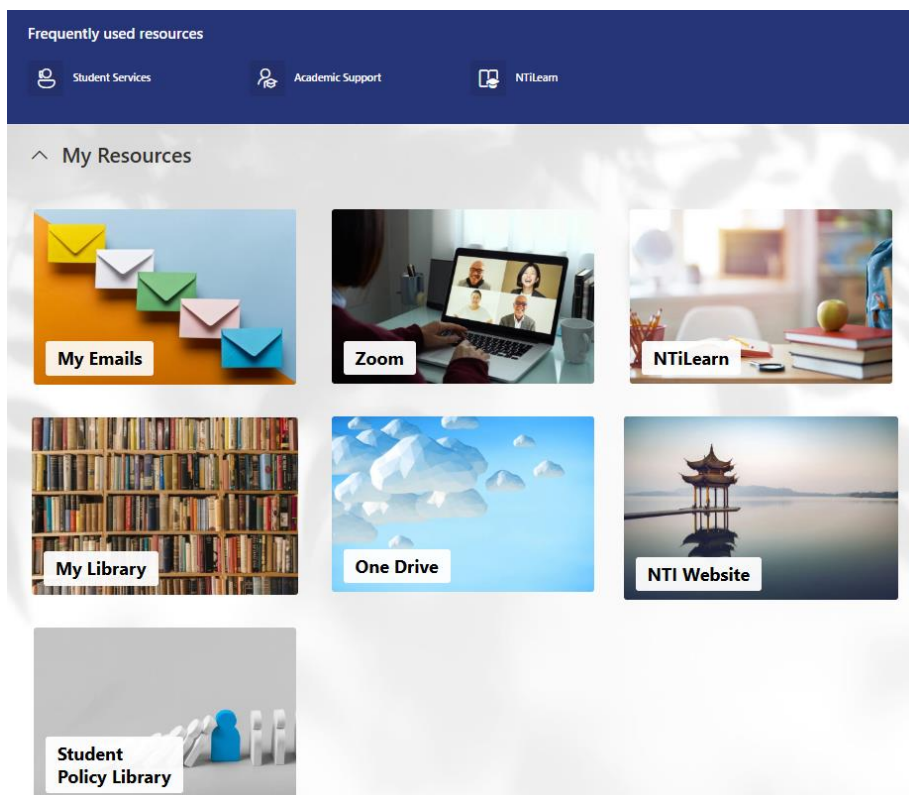
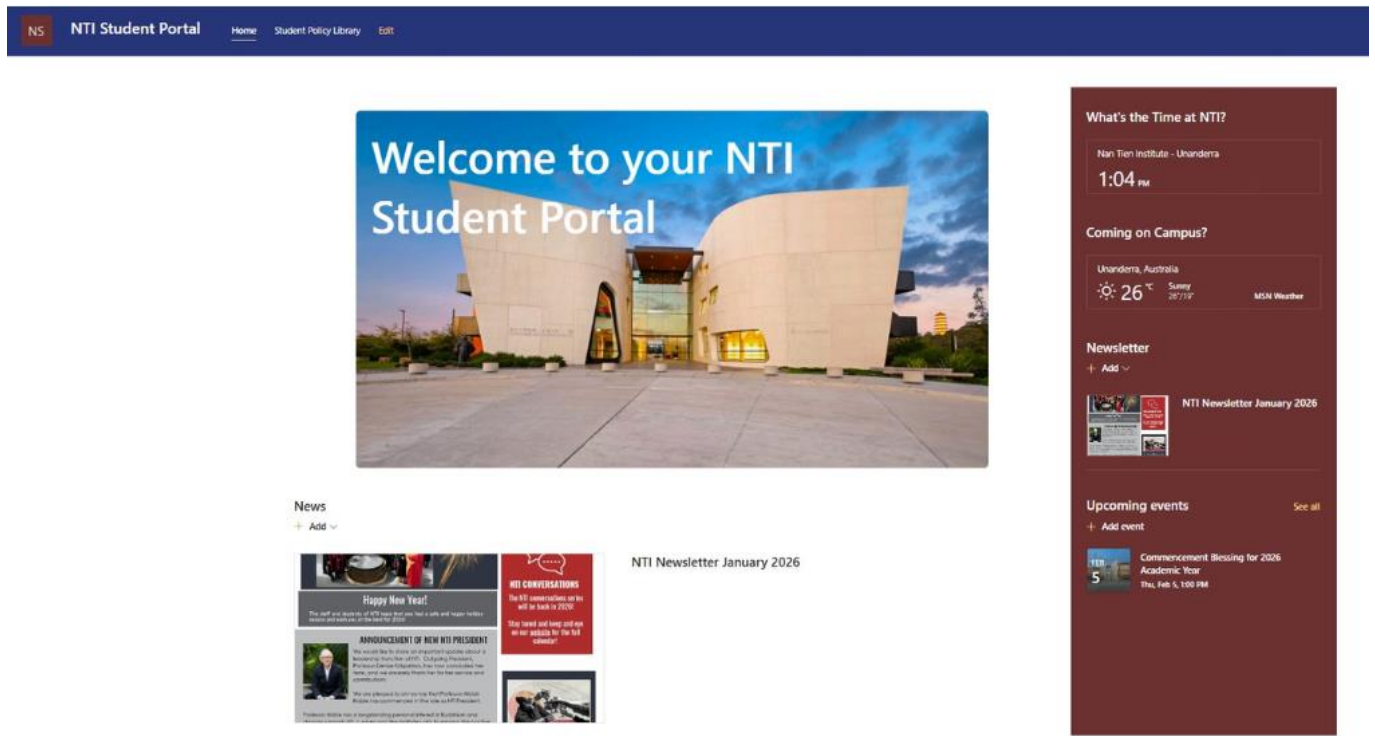
A prompt screen will appear asking you to sign in with your NTI student email address. These details will be sent to you after your acceptance form has been processed



If this is your first time logging onto the student portal, you will be prompted to update your password. Please ensure that you remember this password for the future.

If you need your password reset, please contact student services (enquiry@nantien.edu.au) and a new temporary password will be sent.

The Student Portal



My Mail – You will be able to access your NTI Student email through here. Please ensure to check your student email regularly as your Subject Coordinator will contact you through this email address.

Zoom – You will have access to a student zoom account. All lectures and workshops will have

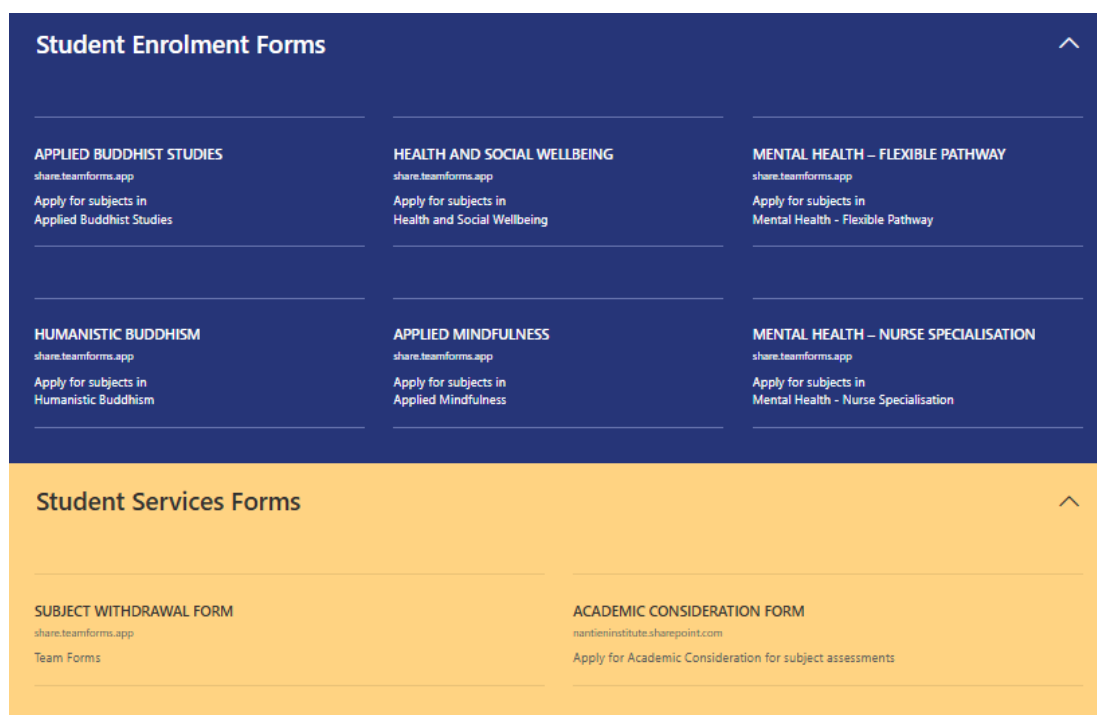
zoom links located in Nti Learn.

NTiLearn – You can access your online learning platform including readings, subject materials, Learning and Assessment Guides and upload your assessments

My Library – Click here to access library resources

One Drive – Online storage facility for students to use during their studies at NTI

Student Policy Library – You can access all policies related to your studies



The screenshot shows a digital interface with two main sections. The top section, titled "Student Enrolment Forms", has a dark blue background and contains six cards for different programs: Applied Buddhist Studies, Health and Social Wellbeing, Mental Health – Flexible Pathway, Humanistic Buddhism, Applied Mindfulness, and Mental Health – Nurse Specialisation. Each card includes a "share.teamforms.app" link and a brief description of the application process. The bottom section, titled "Student Services Forms", has a yellow background and contains two cards: "Subject Withdrawal Form" and "Academic Consideration Form", both with "share.teamforms.app" links and brief descriptions.

Library Databases



This section displays four database logos in a row: ProQuest (green square), JSTOR (red square with white logo), Perlego* (white square with black text), and Ebook Central (blue square with white logo). Below each logo is its name in a small box.

*Perlego - Follow these instructions to create your account and begin using Perlego: [Getting Started](#)

Subject enrolment forms – Each program has its own subject enrolment form.

Subject withdrawal form -for students who wish to withdraw from a subject

Academic Consideration – students can use this form to apply for an academic consideration on an upcoming assessment. Please view the [Student Academic Consideration Policy](#) for more information.


Online databases – Students can access further learning resources, journal articles, books etc. For more information on using databases, please contact the NTI Library (library@nantien.edu.au)

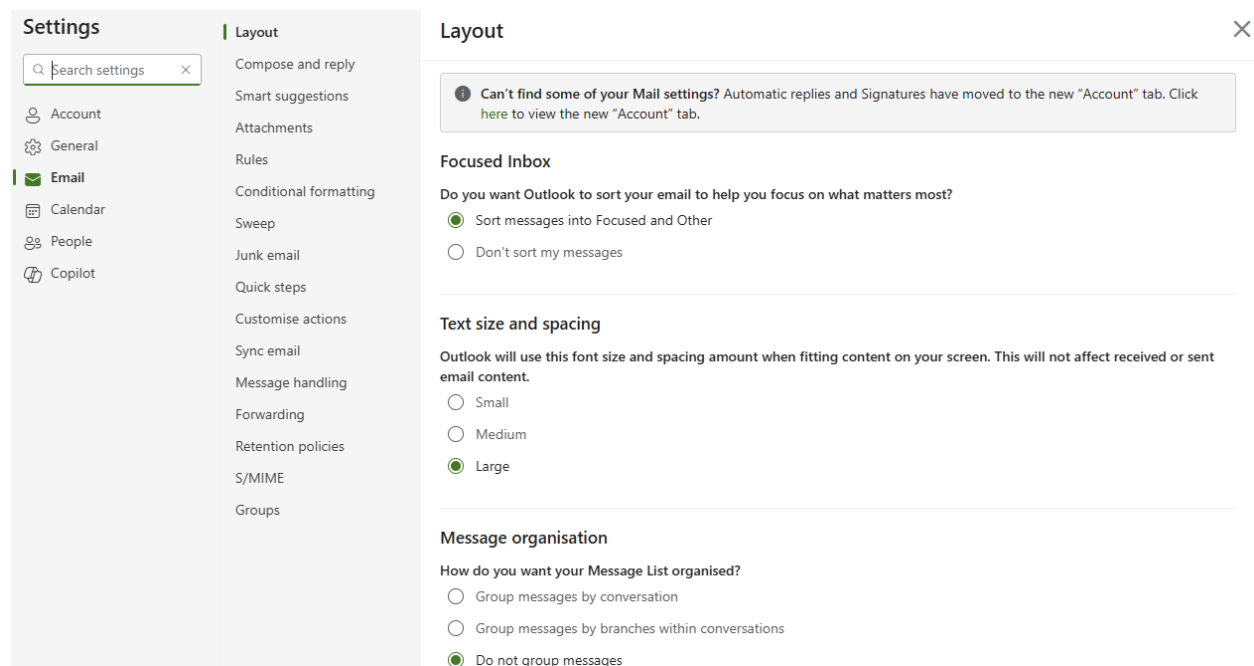
Your NTI Email Account (My Mail)

After signing in to your student portal, you can now click on My Mail to access your NTI student email account.

Please remember to check this email account regularly, as this is how NTI Staff (Subject Coordinators and Heads of Program) will contact you throughout your studies at NTI.

If you wish to forward your NTI emails to your personal email address (Gmail, outlook, yahoo etc) Please follow the instructions below:

1. Sign in to the Student Portal, and click **My Mail**
2. In the top right-hand corner of the screen, select  . This will open a Settings window



The screenshot shows the Outlook Settings window with the 'Layout' tab selected. The left sidebar lists various settings categories, with 'Email' highlighted. The main content area shows the 'Layout' settings, including a notification about the 'Account' tab, 'Focused Inbox' options, 'Text size and spacing' options, and 'Message organisation' options.

Settings

Search settings

Account

General

Email

Calendar

People

Copilot

Layout

Compose and reply

Smart suggestions

Attachments

Rules

Conditional formatting

Sweep

Junk email

Quick steps

Customise actions

Sync email

Message handling

Forwarding

Retention policies

S/MIME

Groups

Layout

Can't find some of your Mail settings? Automatic replies and Signatures have moved to the new "Account" tab. Click [here](#) to view the new "Account" tab.

Focused Inbox

Do you want Outlook to sort your email to help you focus on what matters most?

Sort messages into Focused and Other

Don't sort my messages

Text size and spacing

Outlook will use this font size and spacing amount when fitting content on your screen. This will not affect received or sent email content.

Small

Medium

Large

Message organisation

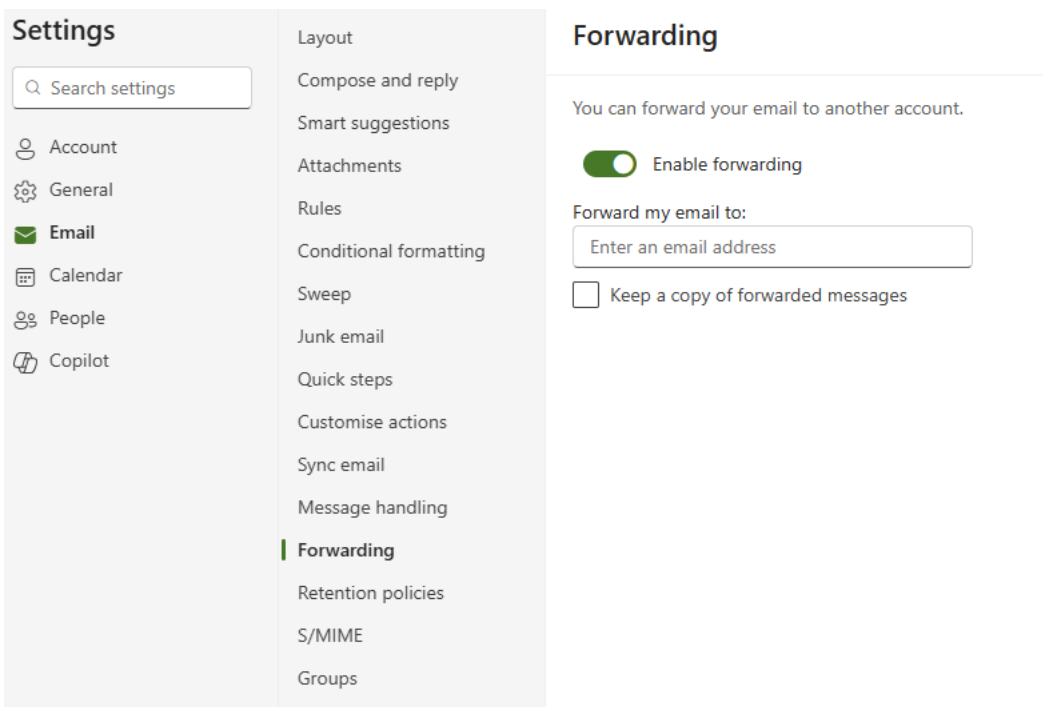
How do you want your Message List organised?

Group messages by conversation

Group messages by branches within conversations

Do not group messages

3. Click Forwarding



The screenshot shows the Microsoft 365 Settings application. On the left is a 'Settings' sidebar with a search bar and a list of categories: Account, General, Email (highlighted with a green checkmark), Calendar, People, and Copilot. The main area is titled 'Forwarding' and contains the following options:

- Layout
- Compose and reply
- Smart suggestions
- Attachments
- Rules
- Conditional formatting
- Sweep
- Junk email
- Quick steps
- Customise actions
- Sync email
- Message handling
- Forwarding** (highlighted with a green bar)
- Retention policies
- S/MIME
- Groups

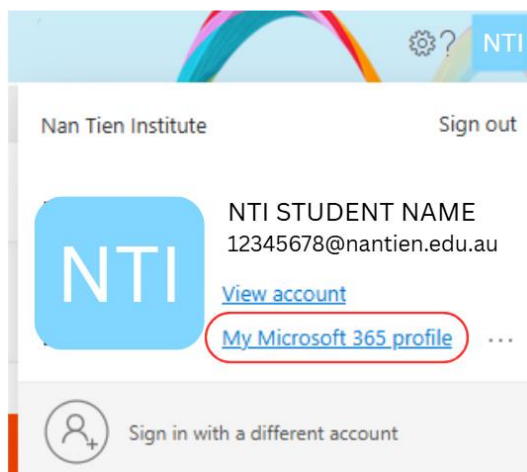
Under the 'Forwarding' section, the text reads: 'You can forward your email to another account.' Below this is a toggle switch labeled 'Enable forwarding', which is currently turned on. Underneath is a text input field labeled 'Forward my email to:' with the placeholder text 'Enter an email address'. At the bottom of the section is a checkbox labeled 'Keep a copy of forwarded messages', which is currently unchecked.

4. Click the **Enable Forwarding** button
5. This will open a drop-down prompt, where you can enter your personal email address
6. Click the option to **Keep a copy of forwarded messages** – If you do not tick this box, once the email is automatically forwarded, it will be deleted from your NTI Email Inbox
7. Select **Save**. Any emails that are sent to your NTI student email address will now be forwarded to the email address you have entered.

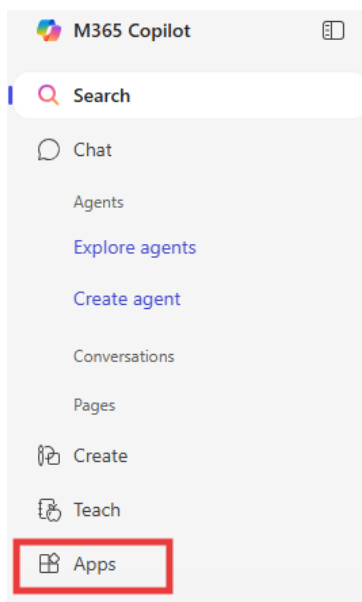
Accessing Microsoft Office 365

As an NTI student, you will have access to Microsoft Office apps which will assist you in your studies and assessments. You will have access to Word, Excel, PowerPoint, Teams and One Drive.

- To access these apps, go to the student portal.
- Click on your initials in the top right-hand corner and click My Microsoft 365 Profile



- Click Apps on the left-hand side menu



The apps you will have access to, will appear across the top of the webpage

