

First Day Information

E te ringa kua toro mai ki ngā kete o te wānanga tēnei a Ara e mihi ana.

Kia ora. Welcome to Ara. Our staff are looking forward to meeting you and working with you throughout your programme, ensuring your experience within the faculty is challenging, rewarding and enjoyable.

Here is some important information about your programme. We advise that you keep this information in a safe place, as you may need to refer to it later.

Study Information

NZ2452V2 NZ Certificate in Business (Administration & Technology) (Dual Enrolment)

Level: 3, Duration: Part-Time 1 Year, Total Credits: 60)

Study location: City Campus, Christchurch

Enrolment period: 13 February – 6 November 2026

Two days per week – Friday, 9.00am to 3.00pm

 Semester 1 13 February – 3 July	Term break 3 April -17-April
Semester break:	6 July – 17 July
Semester 2 23 July – 6 November	Term break 28 September – 9 October

Orientation

Orientation is compulsory for all learners. You will meet staff and receive important information relevant to your studies, including logging into the Ara network.

Please feel free to contact us if you have any queries related to the programme prior to this first session.

When and where?

 Programme orientation 9.00am, Friday 13 February 2026 City Campus – Madras Street

What we'll cover

- Welcome
- Programme overview
- Course details
- Campus familiarisation
- Policies and procedures
- ICT access
- Timetable

What to wear/bring

- Sensible, work appropriate clothing and sturdy lace up shoes
- Pen, paper and highlighters

Logins

If you need assistance with logins etc, contact ICT ictservicedesk@ara.ac.nz or call 03 940 8800.

MyAra

With MyAra you can access everything you need in one place and with notifications to keep you updated. To access MyAra (from 21 days prior to your course beginning), you must have a current Ara network login and password (you can use [Ara Self-Service Password Reset](#) to activate your network account). When you first login to MyAra, it will prompt you to change your password. After that, it will ask you to enter more information such as your mobile phone number, personal email address or security questions. This information will be used to reset your password if you forget it.

Key information can be found on the MyAra app and website [MyAra](#), including:

- Learner email
- Your timetable, calendar, and attendance
- Your learner portal
- Moodle (from 14 days prior to your course beginning and you cannot login to Moodle until you have changed your password)

If you do not intend to study with us, let us know as soon as possible so you can be withdrawn and avoid any impact on future study.

Contact Us

To contact the Admissions and Enrolments staff, visit 'Admissions and Enrolments' on campus:

Monday – Friday, 8am – 4.30pm
0800 24 24 76 | info@ara.ac.nz

