

TAFE Students - How do I accept my offer?

my Student Centre | mysc.federation.edu.au | 1800 FED UNI

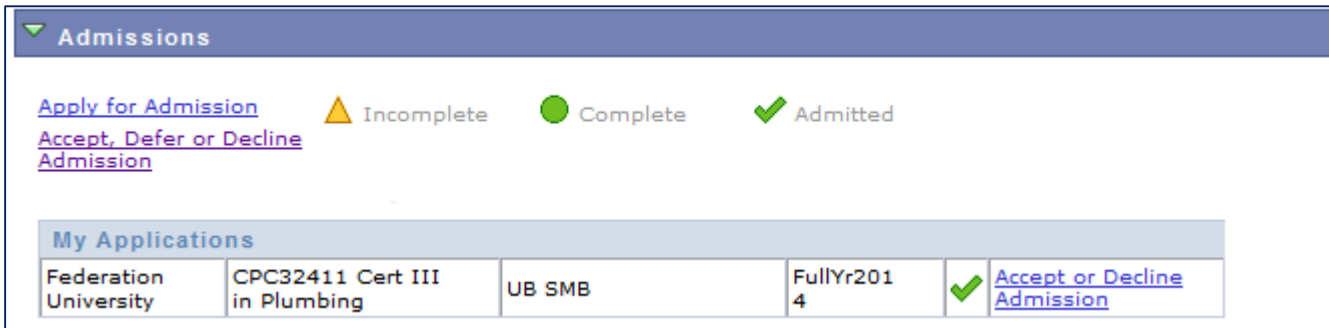
How to accept an offer

Important:

The offer letter you received from Federation University invites you to log on to my Student Centre and accept or decline the offer. Within the letters contents you will find your User ID, your Password and the Program you have been offered a place in. To accept your offer, follow the instructions as demonstrated below.

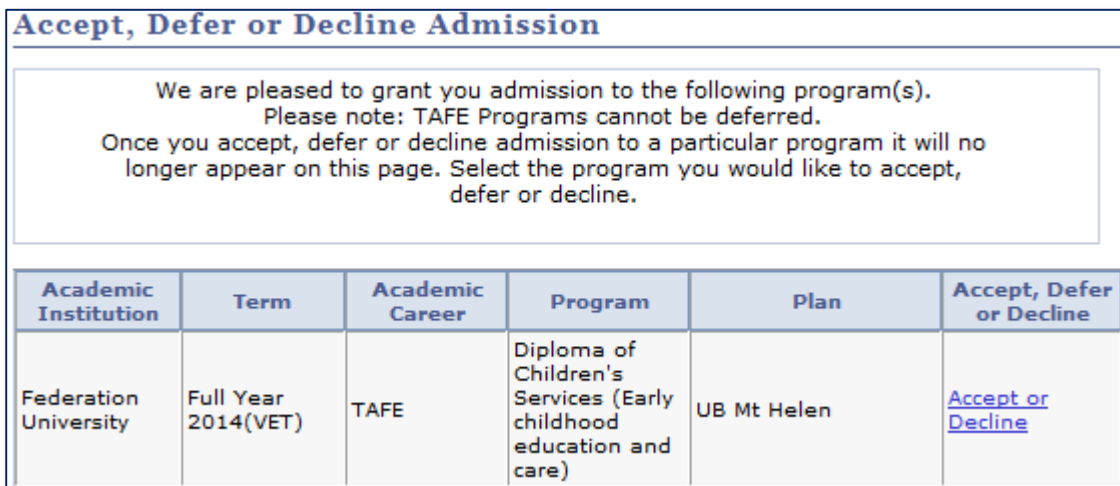
Steps: Login to my Student Centre by going to mySC.federation.edu.au

1. Enter your **User ID** number (student ID) and **Password**, then select the **Sign In** button.
If you are having trouble logging into my Student Centre please contact the Service Desk on servicedesk@ballarat.edu.au or 53279999
2. On the lower right hand side of your screen you will see the Admissions section.
3. Locate and Click the [Accept or Decline Admission](#) hyperlink



Admissions					
Apply for Admission	Incomplete	Complete	Admitted		
Accept, Defer or Decline Admission					
My Applications					
Federation University	CPC32411 Cert III in Plumbing	UB SMB	FullYr2014		Accept or Decline Admission

4. The Accept, Decline Admission link will show any outstanding offers that have been made. For example, if you have been made an offer in multiple programs, each program would be listed here. Click the [Accept or Decline](#) button



Accept, Defer or Decline Admission

We are pleased to grant you admission to the following program(s).
Please note: TAFE Programs cannot be deferred.
Once you accept, defer or decline admission to a particular program it will no longer appear on this page. Select the program you would like to accept, defer or decline.

Academic Institution	Term	Academic Career	Program	Plan	Accept, Defer or Decline
Federation University	Full Year 2014(VET)	TAFE	Diploma of Children's Services (Early childhood education and care)	UB Mt Helen	Accept or Decline

5. Click on the **I ACCEPT ADMISSION** button

Accept or Decline

Institution	Federation University	Career	TAFE
Program	Diploma of Children's Services (Early childhood education and care)		
Plan	UB Mt Helen		
Admit Term	Full Year 2014(VET)	Application Number	00075344

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.

6. Click on the **CONFIRM ACCEPTANCE** button

Accept or Decline

Institution	Federation University	Career	TAFE
Program	Diploma of Children's Services (Early childhood education and care)		
Plan	UB Mt Helen		
Admit Term	Full Year 2014(VET)	Application Number	00075344

7. You will now see a statement welcoming you to the program. Once you have seen this statement, click the [Home](#) link

Accept or Decline

We are pleased you have accepted admission for this program, and look forward to welcoming you! Please contact the Office of Admissions should you need any further assistance.