Completing your Enrolment Checklist

TAFE Continuing Student

To begin, go to the FedUni Homepage www.federation.edu.au hover on Students, then click on my Student Centre.

On a mobile device click on the menu, Students then my Student Centre.

Log in using your Student ID number and password.

Your **UserID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

If you are having trouble logging into my Student Centre click ‘Need help logging in?’ or to reset your password click on the Reset Password link.

Help

If you are having issues with your checklist or need assistance contact Student HQ on 1800 FED UNI (1800 333 864) or go to federation.edu.au/askfeduni
Click on the **Tasks & Holds** tile from your homepage.

When completing your checklist on your phone, click on the **To Do List** to start the checklist.

**Complete the TAFE Student Checklist**

Note, if you have applied for more than one program, select the relevant program you are enrolling into.

Click on the **arrow** to commence the checklist.
**Step 1 of 6 Continuing TAFE Student**
Click **Confirm** to continue.

**Step 2 of 6 TAFE Disclaimer**
Scroll down to read through the FedUni Disclaimer.
Click **Accept** to continue.

Once you have pressed **Accept**, click the arrow or **Next** button to continue.
Step 3 of 6 Address Details
Check your Addresses, add, edit or update.

**Important** you must add a **Permanent Home Address, Mailing address** and **Address while Studying at FedUni** to continue.

Click + to add an address Click > to edit an address.

Click **Confirm** to continue.

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Step 4 of 6 Contact Details
Check your email addresses and phone numbers.

Click + to add an address or click on > to edit address.

Click **Confirm** to continue.
Step 5 of 6 Emergency Contacts
Add Emergency Contact(s) by clicking on Add Contact. You must add an emergency contact to continue.

Click Confirm to continue.

Step 6 of 6 Complete Task
At your last stage, you can go back to check your details and questions by clicking the back < or Previous button.

When you are ready to complete your HE Continuing Student checklist click Submit.

You have now completed your TAFE Continuing Student checklist.