

Completing your Enrolment Checklist - Higher Education

Enrolment Checklist Information

Enrolment checklists are used to collect information required for Australian government reporting. They also help us to ensure that we have your correct contact details and the name that you would like to appear on your certificate on graduation.

Logging In

After you've accepted your offer, you must complete your Student and Program checklists to be eligible to enrol in your classes. New students may complete their checklist at any time, even prior to your official enrolment date. Continuing students will need to wait until enrolments open.

To begin, go to the Fed Homepage **<u>www.federation.edu.au</u>** click on Students, then my Student Centre.

On a mobile device, from the Fed homepage click on **Menu**, then on **Students** and select **my Student Centre** from the login list.

Federatio University	n	Students Staff About us
Students	Login	Schools
Starting at Federation	Moodle	Arts
Life on campus	ePortfolios	Business
Essential info	Email	Education
Learning and study	my Student Centre	Engineering, IT and Physical Sciences
Support and services	Change password	
	IT help	



Figure 1: Desktop web browser view

Log in using your Student ID number and password.

Your User ID: is your 8-digit student ID number

Your Password is the same password you use to logon to all Federation University platforms

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.

Federation UNIVERSITY AUSTRALIA my Student Centre	Need help?
Username	<u>Reset Password</u> <u>Need help logging in?</u>
Password	f Find us on Facebook
Sign in	

Help

If you are having issues with your checklist or need assistance, please contact the institution where you are studying.



Complete the Offshore International Student Checklist

From the homepage of my Student Centre, select the Tasks & Holds tile:

	▼ my Stud	ent Centre	^ : Ø
Accept My Offer	View My Grades	Campus Finances	Class Schedule
Tasks & Holds	Personal Information	Higher Ed Enrolment	Academic Records
Graduation	My Forms	Support	Important Links

Select the **Offshore International Student Checklist** from the list. **NOTE**: The Status of your checklist will show as Assigned initially, then change to In Progress once started.

My Student Centre		Tasks	Â	:	۲
To Do List	1	To Do List			
N Holds	1	11			
		Task	Status		
		Offshore International Student Checklist	In Progress		

There are eight (8) steps to complete for this checklist, as outlined below.



Step 1 of 8: Student Details

Read through the information and click **Confirm** to move to the next step. If using a mobile device to complete your checklist, the **Confirm** button is located at the bottom of your screen.

×	Exit	Offshore International Student Checklist	:
1	Student Details In Progress	Step 1 of 8: Student Details	firm
2	FedUni Disclaimer Not Started	Each task must be completed before you are able to enrol. Each task must be completed in order. If you are unable to complete the entire checklist at once, you can return	later.
3	Address Details Not Started	Once all tasks have been completed, you are eligible to enrol once enrolment has opened. FedUni Opening of Enrolment Dates Student Details	
4	Contact Details Not Started	Step 1 of 10	
5	Emergency Contacts Not Started	Student Details The checklist must be completed before you are able to enrol.	
6	About You Not Started	Each task must be completed in order. If you are unable to complete the entire checklist at once, you can return later.	
7	Disability Not Started	Once all tasks have been completed, you are eligible to enrol once enrolment has opened.	
8	Complete Task Not Started		
	Figure	2: Desktop web browser view	
		Confirm	

Figure 2: Mobile device view

Step 2 of 8: FedUni Disclaimer

Scroll down to read through the FedUni Disclaimer and click **Accept** to continue. After accepting click **Next** to move to the next step.

×	Exit	Offshore International Student Checklist	Previous	Next >
1	Student Details Complete	Step 2 of 8: FedUni Disclaimer		Accept
2	FedUni Disclaimer Complete	Please read this disclaimer and select the Accept button. I understand that - Enderstion University Australia collects the information courset by this form together with a photo	graph for the purp	
3	Address Details Not Started	my enrolment application. The information will be held by Federation University and may be acc engaged by the University in the delivery of services to me.	essed by people e	employed or
4	Contact Details Not Started	The information may be made available to Commonwealth and State Government departments a Assurance Fund pursuant to the University's obligations under the Education Services for Overs the National Code. In addition, we may disclose personal information to Australian Government Australia, where this is required by Australian law. Information about your enrolment with us may	and agencies and eas Students (ES) agencies, includir y be disclosed if y	to the ESOS OS) Act 2000 and ng Services rou are claiming or
5	Emergency Contacts Not Started	receiving a payment from Services Australia. You are still required to notify Services Australia of may affect your payment. Personal information disclosed to Services Australia is protected by la More information about the way Services Australia handles personal information can be found or may also be used or disclosed to other organisations outside the University where permitted by n	any change in cir w, including the P n their privacy wet relevant Privacy le	cumstances that Privacy Act 1988. bpage. Information egislation. The
6	About You Not Started	provision of the information is voluntary, but if this is not provided, the University may be unable t I have the right of access to the correction of personal information in accordance with the relevan University's Privacy Policy (which is available at http://policy.federation.edu.au/university/general	o process my enr nt privacy legislatio //information_prive	on and the acy/ch01.php).
7	Disability Not Started	Enquiries in relation to privacy can be directed to the University's Privacy Officer – ph: (03) 5327 privacyofficer@federation.edu.au This enrolment and its continuance may be facilitated by government funding. If there is a change	9021 or email	legislation of any
8	Complete Task Not Started	government or public authority which adversely impacts on the University's capacity to deliver pr enrolment at Federation University Australia may be affected or cancelled. To the extent permittu University Australia from all claims for losses or compensation that may arise in those circumstar	ograms then it is p ad by law I release nces.	possible that my e Federation



Step 3 of 8: Address Details

Check your address details. Click on the blue i symbol for address type information.

NOTE: You must add a Permanent Home Address, Mailing address and Address while Studying at FedUni before you can continue.

Click + + to add an address

Click on > > to edit an address.

When finished, click **Confirm** to continue.

× Exi	it	Offshore International Student Checklist		< Previous
	Student Details Complete	Step 3 of 8: Address Details		Confirm
2 F	edUni Disclaimer Complete	Permanent Home Address		
3 A	Address Details	Address	From	
Ir	n Progress	My home address	Current >	
4 C	Contact Details Not Started	Mailing Address		
5 E	Emergency Contacts Not Started	+		
		Address	From	
6 A	Not Started	My mailing address New Territories	Current >	
7 D	Disability Not Started	Address while Studying at FedUni		
8 0	Complete Task	+		
	Not Started	Address	From	
		Address while studying New Territories	Current >	

Step 4 of 8: Contact Details

Check your email addresses and phone numbers. Click + to add or click on > to edit these.

When finished, click **Confirm** to continue.

× E	xit	Offshor	e International Student (Checklist			< Prev	ious	
1	Student Details Complete	Step 4 of 8: Contac	t Details					Confirm	
2	FedUni Disclaimer Complete	Email							
3	Address Details Complete	Email			Туре	Preferred			
4	Contact Details	test_student@students.t	ederation.edu.au.test		Campus	~			
	In Progress	test_email@gmail.com.t	est		Home		>		
5	Emergency Contacts Not Started	Phone							
6	About You Not Started	+							
7	Disability	Phone	Туре	Preferre	d				
\bigcirc	Not Started	0000000	Home	\checkmark			>		
8	Complete Task Not Started								



Step 5 of 8: Emergency Contacts

Add Emergency Contact(s) by clicking on Add Contact.

× Exit	Offshore International Student Checklist	Previous
1 Student Details Complete	Step 5 of 8: Emergency Contacts	Confirm
2 FedUni Disclaimer Complete	No contacts defined.	
3 Address Details Complete		
4 Contact Details Complete		
5 Emergency Contacts In Progress		
6 About You		

Complete the relevant details and click **Save**.

Cancel	Add Contact	Sa
*Name	[
*Relationship	Other 🗸	
Primary Phone Number	Preferred	
Country Code		
*Phone Number		
Extension		
Other Phone Numbers		
Other Phone Numbers No other phone numbers defined.		

When finished, click **Confirm** to continue.

NOTE: You must provide at least one (1) emergency contact.

Step 6 of 8: About You

Complete the questions shown on the screen. When finished, click **Confirm** to continue.

× Exit	Offshore Internatio	nal Student Checklist		< Previous
1 Student Details Complete	Step 6 of 8: About You			Confirm
2 FedUni Disclaimer	Citizenship/Residency	Overseas Resident 👔		
Complete	Australian Aboriginal or Torres Strait Islander	Non indigenous - not Aborig nor Torres Strait Isld	~	
3 Address Details Complete	Country of Birth	Hong Kong	~	
4 Contact Details Complete	Language Spoken at Home	Chinese (Mandarin)	Q	
5 Emergency Contacts Complete				
6 About You In Progress				
7 Disability				



Step 7 of 8: Disability

Read the disability question - click the toggle to change the answer from No to Yes if applicable.

× Ex	it	Offshore International Student Checklist	< Previous	:
1	Student Details Complete	Step 7 of 8: Disability	Confir	m
2	FedUni Disclaimer Complete	Do you consider yourself to have a disability, impairment or a long term medical condition which may affect		
3	Address Details Complete	your studies?		
4	Contact Details Complete			
5	Emergency Contacts Complete			
6	About You Complete			
7	Disability In Progress			
0	Complete Task			

Step 8 of 8: Complete Task

At your last stage, you can go back to check your details and questions by clicking **< Previous**.

If using a mobile device, select the expand icon on the left.

NOTE: If you are unable to change any of your details, or need assistance please contact the institution where you are studying.

When you are ready to finalise your checklist, click **Submit**.



Figure 2: Mobile device view

Class Enrolment

Once your enrolment checklist is complete, your enrolment for the semester can be finalised.