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 **www.federation.edu.au** 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.
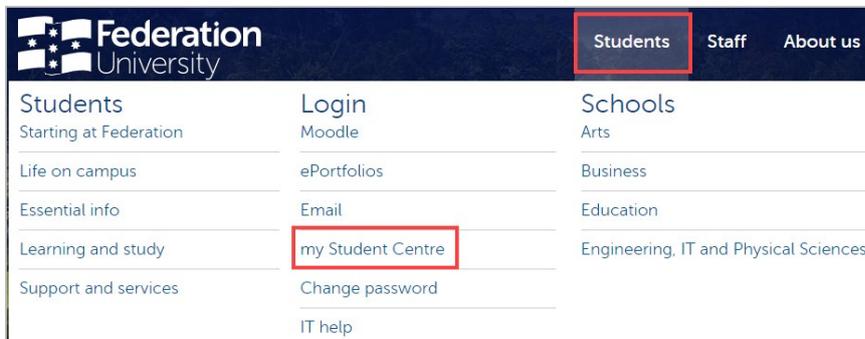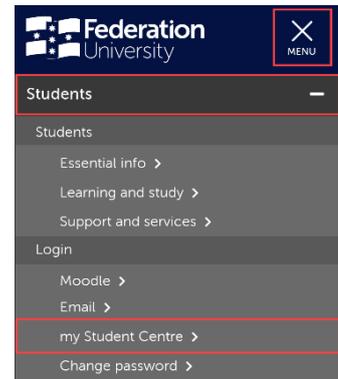

Figure 2: Mobile device view

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.
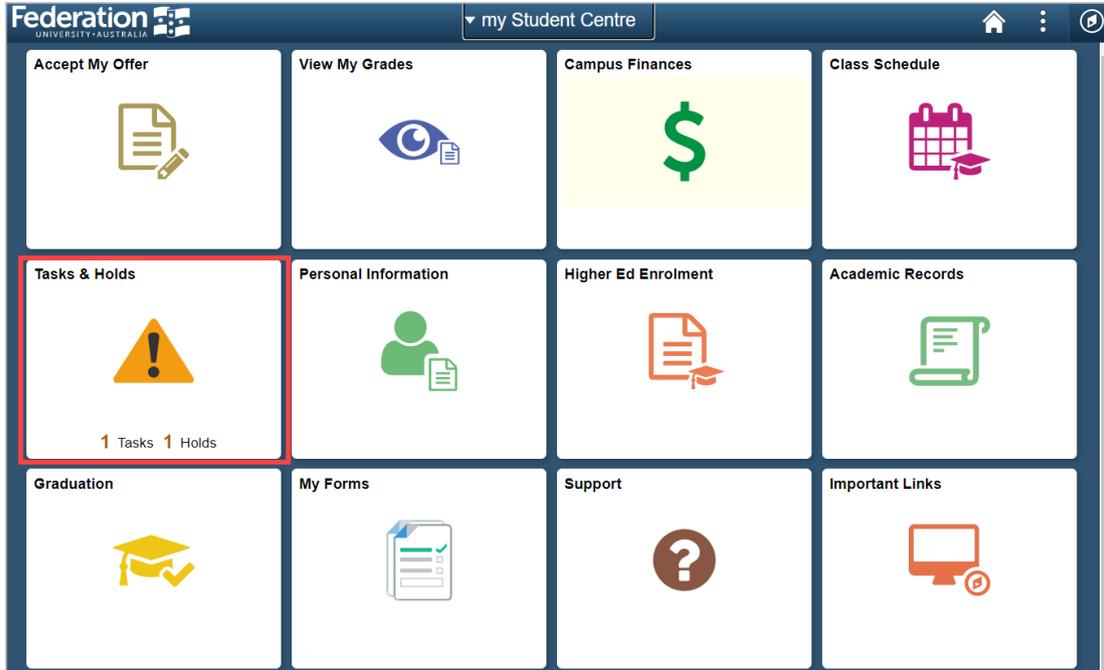

## Help

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:

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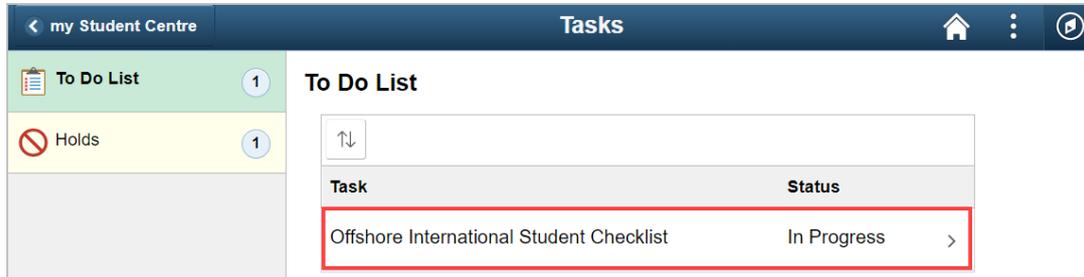
There are eight (8) steps to complete for this checklist, as outlined below.

Federation University logo

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.
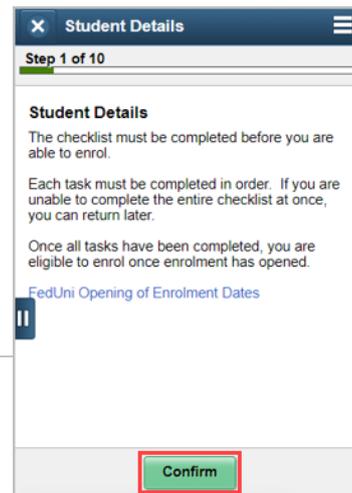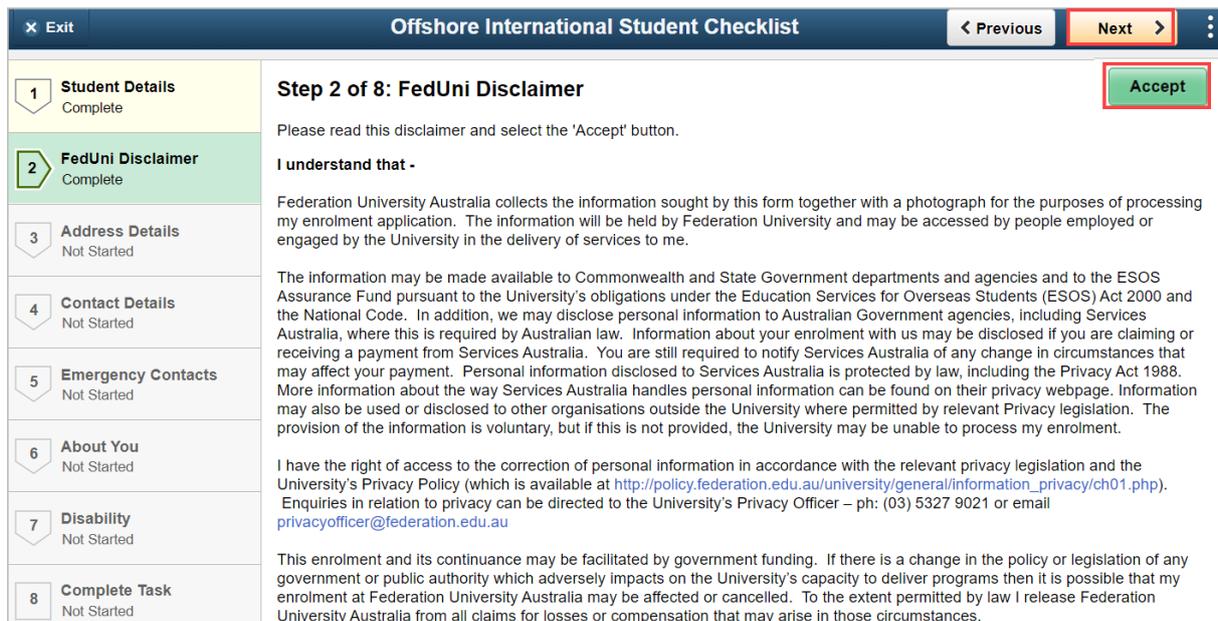

Figure 2: Desktop web browser view

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.
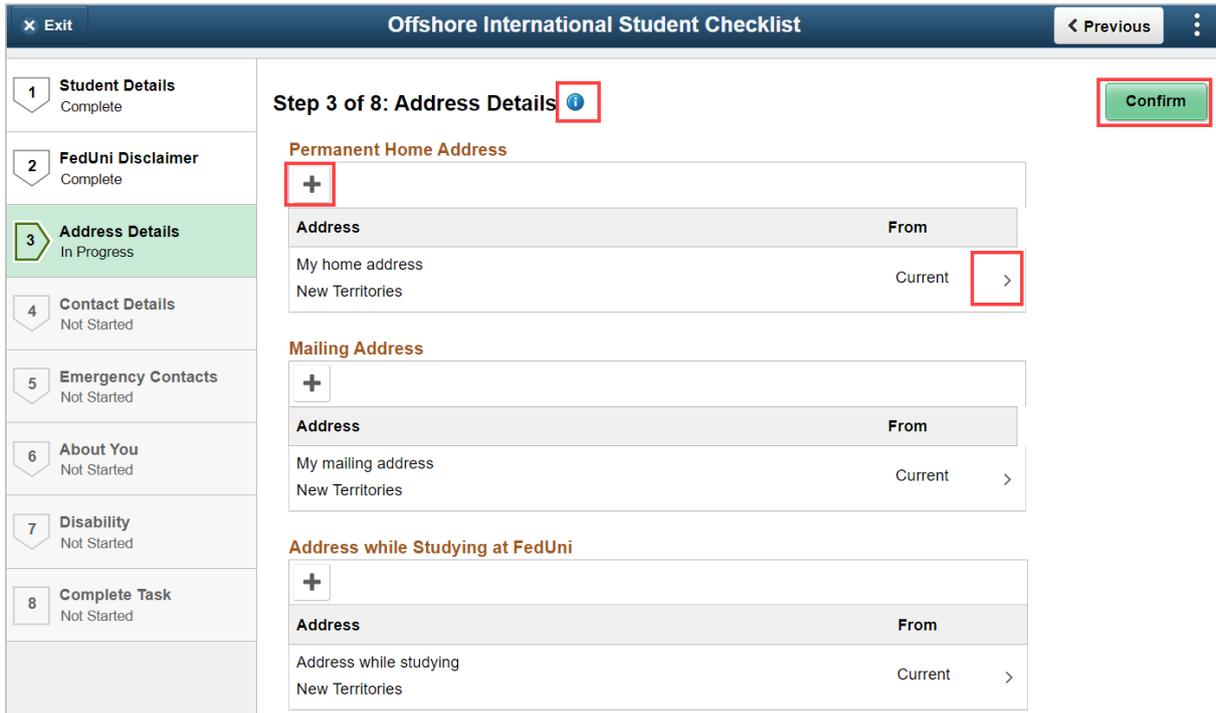
Step 3 of 8: Address Details

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.

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.
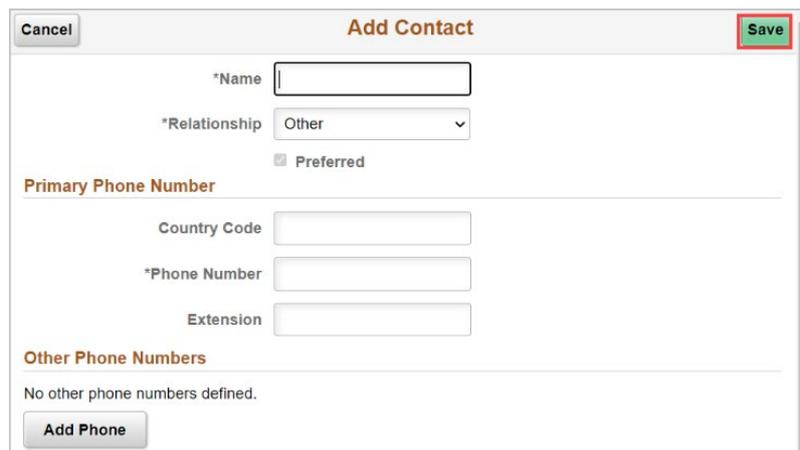
Step 5 of 8: Emergency Contacts

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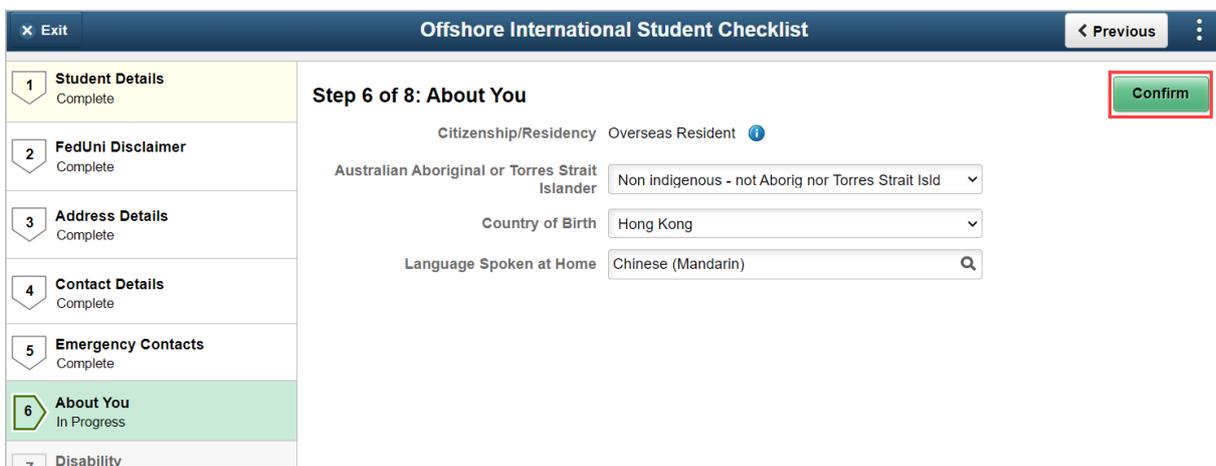

Complete the relevant details and click **Save**.

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

NOTE: You must provide at least one (1) emergency contact.
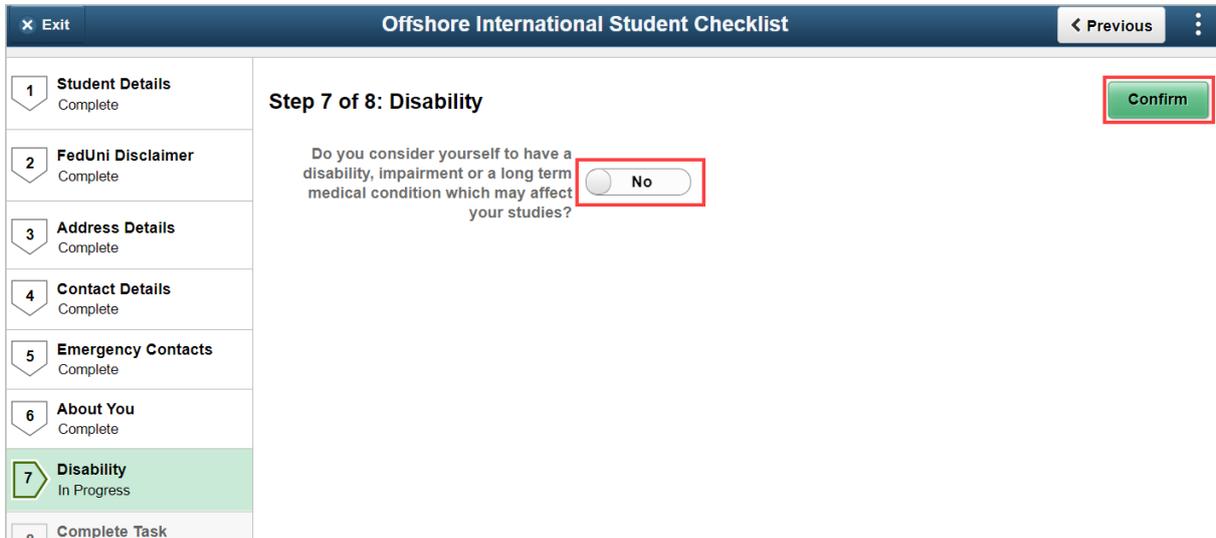
Step 6 of 8: About You

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

Step 7 of 8: Disability

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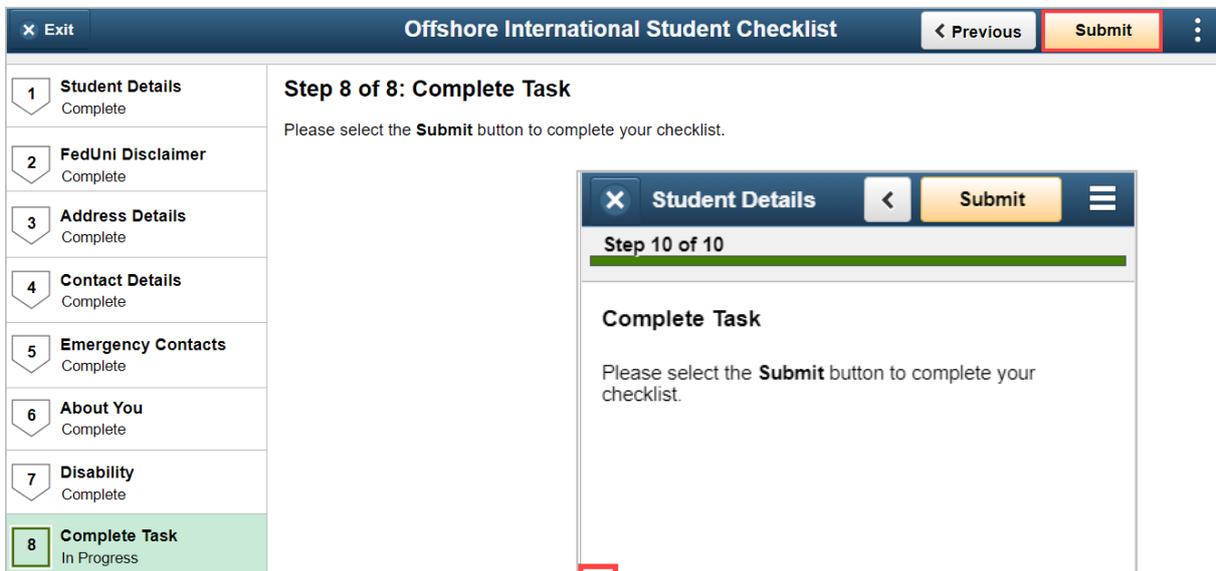

Step 8 of 8: Complete Task

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 3: Desktop web browser view

Figure 2: Mobile device view

Class Enrolment

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