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 hyperlink

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

| 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](image)

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.

![I ACCEPT ADMISSION I DECLINE ADMISSION PREVIOUS](image)

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

![Accept or Decline](image)

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](image)

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.