Completing your Enrolment Checklists TAFE

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 FedUni Homepage www.federation.edu.au on a desktop click on Students, then 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 User ID: 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
Select the **Task & Holds** tile from your homepage.

On your phone click **To Do List**.

Click on the **TAFE Program Details** or **TAFE Student Details**

In this example I am starting with the TAFE Student Details

Note on your phone you can click the expand icon to view the menu.
Step 3 of 13 Address Details
Review and update your Address Details.
NOTE you are required to have a Permanent Home Address, Mailing Address and Address while Studying at FedUni.

Use + to add an Address and ⇨ to edit listed addresses. Click to continue.

Step 4 of 13 Contact Details
Review and update your email and phone number.
Click Confirm to continue.
Step 5 of 13 Emergency Contacts
Review and add emergency contact details.
Click confirm to continue.

Step 6 of 13 About You
Complete the About You questions.
Click Confirm to continue.
Step 7 of 13 Disability

Complete Disability question(s).
Click **Confirm** to continue.

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Step 8 of 13 School Education

Complete the **School Education** questions.
Click **Confirm** to continue.
Step 9 of 13 Previous Qualifications Completed

Complete **Previous Qualifications Completed** questions.

If these have been prefilled complete the last question to confirm these details are correct.

Click **Confirm** to continue.

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Step 10 of 13 Employment Details

Complete **Employment Details**.

Click **Confirm** to continue.
Step 11 of 13 Unique Student Identifier
If you do not already have one, **enter your USI**. Click on the icon to view the link to apply for an USI. Click Confirm to continue.

Step 12 of 13 Victorian Student Number
Complete the Victorian Student Number questions. Click **Confirm** to continue.
TAFE Program Details

You will be taken to the Program Details checklist to complete.
Click on the checklist > to begin.
Step 1 of 4 TAFE Program Details
Click **Confirm** to continue.

Step 2 of 4 Program
Complete Program questions.
Click **Confirm** to continue.
Step 3 of 4 Student Declaration

Scroll to view the Student Declaration. You must complete the last question to continue.

You must complete the last question to continue.

Click Confirm to continue.

Step 4 of 4 Complete Task

Click Submit to complete your checklists.

You have now completed your checklists and can enrol into classes.

Go to the Enrol webpage to view steps on how to enrol.

https://federation.edu.au/current-students/starting-at-feduni/enrolment/new-students