TAFE Students

How do I complete my enrolment checklists?

my Student Centre | mysc.federation.edu.au | 1800 FED UNI
Completing your Student Details and Program Details Enrolment Checklist

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](http://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.
Login to the my Student Centre using your Student ID number and password. Below is the login screen for desktop and mobile device.

Your **User ID**: is your student number starting with the numbers 30XXXXXX
Your **Password** is the same password you use to log on 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.

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**Tasks & Holds**

From your homepage click on the **Tasks & Holds** tile.
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
Click Confirm to continue.

Note on your phone, click the expand icon to view the menu.
Scroll down the page to view the TAFE Disclaimer.

Click Accept to continue to step 3.

Click Next to continue.

On the phone click
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 Confirm to continue.

Review and update your email and phone number.

Click Confirm to continue.
Review and add emergency contact details.

Click confirm to continue.

Complete the About You questions.

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

Click Confirm to continue.

Complete the **School Education** questions.

Click Confirm to continue.
Complete **Previous Qualifications Completed** questions.

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

Click Confirm to continue.

Complete **Employment Details**.
Click Confirm to continue.

If you do not already have one, enter your USI.

Click on the I icon to view the link to apply for an USI.
Complete the Victorian Student Number questions.

Click Submit to complete the checklist.
You will be taken to the next checklist to complete.
Click on the checklist to begin.

Click Confirm to continue.

Complete Program questions.
Confirm to continue

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

Click Confirm to continue.

Complete the questions.

You must complete the last question to continue.
Click Submit to complete your checklists and start enrolling.

You can now enrol into classes.

Click the **Enrol Now** to start.

If you have any further questions please contact Student HQ 1800 FED UNI 1800 333 864.