Completing your Enrolment Checklist Higher Education

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 30XXXXXXX

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.

Note when you first enrol you must complete two checklists or you will not be able to enrol into classes.

In this example we are completing the HE Student Details Enrolment Checklist first.

**Complete the HE Student Details Enrolment Checklist**

Note, if you have applied for more than one program select the relevant program you are enrolling into.

Click on the Student Details checklist
Step 1 of 10 Student Details
Read through
Click Confirm to continue.

Step 2 of 10 FedUni Disclaimer
Scroll down to read through the FedUni Disclaimer.
Click Accept to continue.
Step 3 of 10 Address Details

Check your Addresses, add, edit or update.

**Important note** you must add a Permanent Home Address, Mailing address and Address while Studying at FedUni address before you can continue.

Click + to add an address Click on > to edit an address.

Click **Confirm** to continue.

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Step 4 of 10 Contact Details

Check your email addresses and phone numbers.

Click + to add an address or click on > to edit your address.

Click **Confirm** to continue.
Step 5 of 10 Emergency Contacts

Add Emergency Contact(s) by clicking on Add Contact.
You must provide an Emergency contact to continue.
Click Confirm to continue.

Step 6 of 10 About You (Citizenship/Residency)

Complete the questions. Click Confirm to continue.
Step 7 of 10 Disability
Complete the Disability questions.
Click Confirm to continue.

Step 8 of 10 Prior Education
Complete all Prior Education questions.
Click Confirm to Continue.
Step 9 of 10 Education level – Parents or Guardians

Complete Education level Parents or Guardians questions. Click Confirm to continue.

Step 10 of 10 Complete Task

At your last stage, you can go back to check your details and questions by clicking < button or by selecting the expand icon on the phone. Note you are unable to change any of your details, if you need to change your details please contact Student HQ 1800 FED UNI (1800 333 864)

When you are ready to complete your student details click Submit
Program Details Checklist

Once you have submitted your first checklist, you will be taken back to your To Do List to continue to complete your other checklist.

In this example I completed the Student Details first, so I will now need to complete the Program Details next.

Click on the arrow to continue.

Step 1 of 4 Program Details

On a desktop click Confirm to continue.
On a phone click the > button to continue.
Step 2 of 4 Commonwealth Assistance Form (CAF)

Click on the > to select your program. Note if you have applied for more than one program, you need to complete both CAF's.

Scroll down to read information on requesting a Commonwealth Supported Place and a HECS-HELP Loan.

Complete Section C Citizenship/Visa Status, Section D Tax File Number (TFN), Section E Repaying Your Loan and Declarations.

Click Confirm to continue.

If any details are incorrect contact Student HQ on 1800 FED UNI (1800 333 864)

Note on a phone each section will display as a separate page. See screenshots below.
Section A Student Details  Phone view student details.

If details are incorrect contact Student HQ 1800 FED UNI (1800 333 864)

Section B Provider

Section C Citizenship/Visa Status

Section D Tax File Number continued

You must select one of the answers to continue.

Section E Repaying your loan

Declarations
Click on **Return to eCAF Summary** to continue.

Note you can view the completed CAF form and print a copy.
Step 3 of 4: Student Services and Amenities (SA HELP)

Click on the > to complete your SA-HELP.

Scroll down to complete Section C Citizenship/Visa Status, Section D Tax File Number (TFN), Section E Repaying Your Loan and Declarations.

Click Confirm to continue.

If any details are incorrect contact Student HQ on 1800 FED UNI (1800 333 864)

Note when using a phone to complete your SAF each section will display as a separate page. See screenshots below.
Section A Student Details

Section B Provider

Section C Citizenship/Visa Status

Section D Tax File Number

Section E Repaying Your Loan

Declarations
Click on the **Return to SA-HELP Summary** to continue the checklist.

Click **Confirm** to continue.
Step 4 of 4: Complete Task

At your last stage, you can go back to check your details and questions by clicking < Previous button or by selecting the < button or expand icon on your phone. Note you are unable to change any of your details, if you need to change your details please contact Student HQ 1800 FED UNI (1800 333 864)

When you are ready to complete your student details click Submit

You have now completed your checklists.

Enroling into Classes

You can enrol into classes once enrolment has opened. View the FedUni Opening of Enrolment dates on the Enrolment webpage.

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

For more help on enrolling into classes view the PDF help guide How to Enrol into Classes' guide (Higher education students) (PDF, 1.4KB) or Higher Education Enrolling into Classes on your mobile device video on how to enrol webpage:

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