HE Students –
How do I enrol?

my Student Centre | mysc.federation.edu.au | 1800 FED UNI
How to enrol in my Student Centre

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.

Enter your User ID number (Student ID) and Password, the click Sign in.

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.
From your homepage click on the HE Enrolment tile.

Click on **Class Search** to locate your classes.

Select the semester.
Search for your class by typing in course code, title or using the Additional ways to search link.

Note when searching by course code, include a space between the letters and numbers eg ITECH 1000 NOT ITECH1000

Once you have input your search term press >>

By default all courses will display at the teaching location Scroll to view all courses.

If you need to search for an online course or a course at a different location, select the Location from the filter option. On a phone use the expand button to filter to a location.

When you have located the course click > to view available classes.
Click **Course Information** to minimise/expand course information.

Scroll to view all the classes available.

Click `>` to select the class.

Click on the blue link to view further information.
View further details on the class/laboratory/tutorial or lecture.

Review the class you have selected.

Click > on your phone or Next > on your desktop to continue.
Click **Submit** to add the class to your Shopping Cart.

Click **Return to Keyword Search Page** to continue searching for and adding classes.

Once you have added your classes for the semester click on **Enrolment Shopping Cart**.
Tick all check boxes against each class.

Click on Validate to ensure no classes clash.

If there are error messages you can Swap Classes or search for classes to add to your Enrolment Shopping Cart.

Use the expand icon on your phone to Swap Classes or Class Search.
Swap classes

There are three methods to swap a class.
First select the class from your schedule to swap.
1. Click Search to locate another class
or
2. Select a class from your shopping cart
or
3. Enter the Class Number

Once you have validated all your classes successfully click Enrolment Shopping Cart to continue to enroll.

Click Enrol.
Unsuccessful message will provide details on why you have been unable to enroll. If you have any issues please contact Student HQ on 1800 FED UNI (1800 333 864)

Success message
You are now enrolled and can view your classes.

Click on View My Classes to view your schedule and further information on classes.
By default your classes will display by date. Click on **By Class**

This will display further class details and **Enrolment Deadlines**.

**Enrolment difficulties?**

If you are having issues with enrolling contact Student HQ on 1800 FED UNI (1800 333 864)