Completing your Enrolment Checklists
HE Continuing Student

my Student Centre | mysc.federation.edu.au | 1800 FED UNI
Completing your Enrolment Checklists

Note: after completing your HE Continuing Student checklist you will need to wait until enrolments open to enrol in to classes.

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.

Login to my Student Centre using your Student ID number and password. Below is the log in 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 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.
Click on the **Tasks & Holds** tile from your homepage.

When completing your checklist on your phone, click on the **To Do List** to start the checklist.

**Complete the HE Continuing Student Checklist**

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

Click on the arrow to commence the checklist.
**Step 1 of 6 Continuing Student**

Click **Confirm** to continue.

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**Step 2 of 6 FedUni Disclaimer**

Scroll down to read through the FedUni Disclaimer.

Click **Accept** to continue.

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Once you have pressed **Accept**, click the arrow or **Next** button to continue.
Step 3 of 6 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 to continue.

Click + to add an address

Click on > to edit an address.

Click **Confirm** to continue.

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Step 4 of 6 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 6 Emergency Contacts
Add Emergency Contact(s) by clicking on Add Contact.
You must add an emergency contact to continue.
Click Confirm to continue.

Step 6 of 6 Complete Task
At your last stage, you can go back to check your details and questions by clicking the back < or Previous button.

When you are ready to complete your HE Continuing Student checklist click Submit.
You have now completed your HE Continuing Student checklist.

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

Help
If you are having issues with enrolling or need assistance contact

Student HQ

on 1800 FED UNI (1800 333 864)

or go to federation.edu.au/askfeduni