

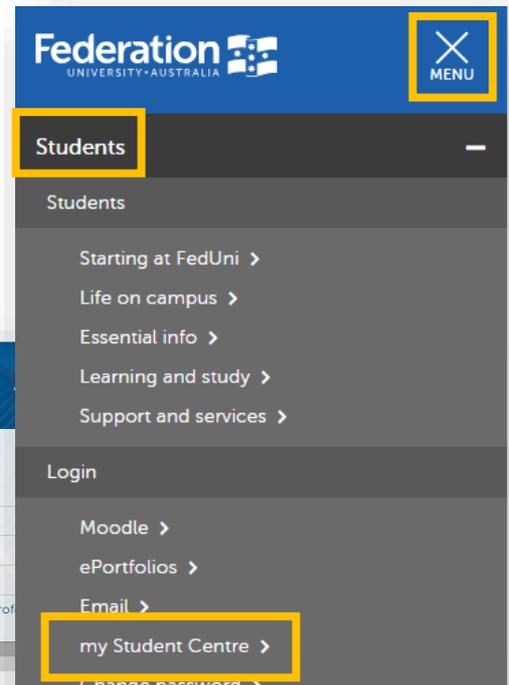
Completing your Enrolment Checklist

Higher Education Continuing Student

Note: after completing your Higher Education 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 hover on **Students**, then click on **my Student Centre**.

On a mobile device click on the **menu**, **Students** then **my Student Centre**.

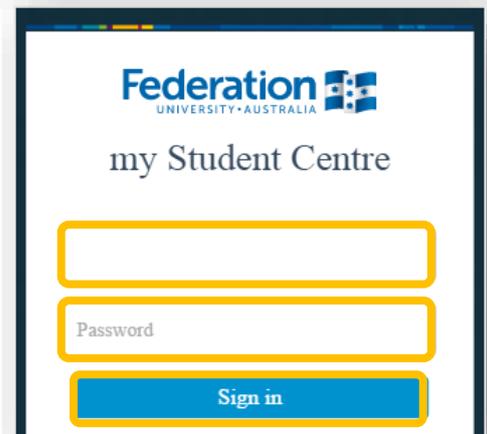
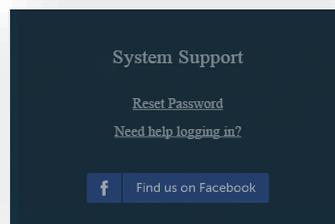


Log in using your Student ID number and password.

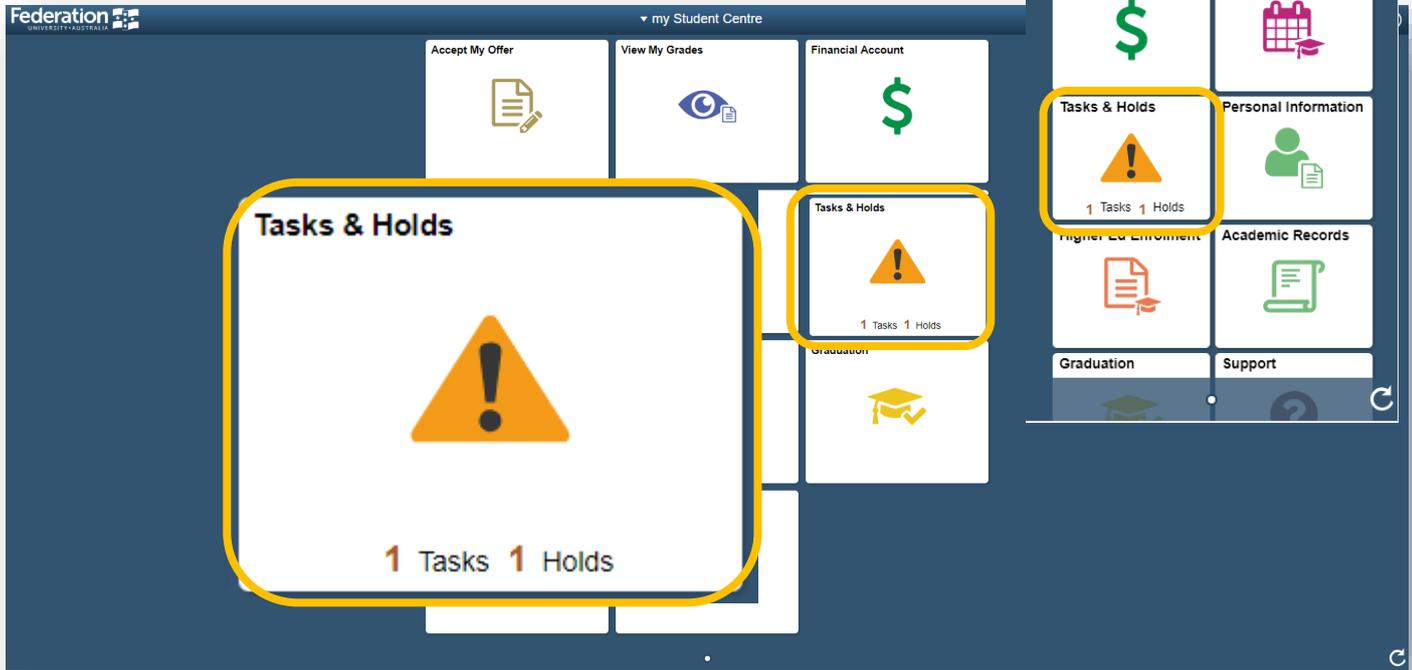
Your **User ID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

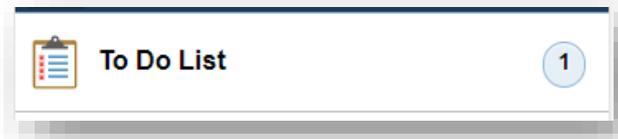
If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.



Click on the **Tasks & Holds** tile from your homepage.



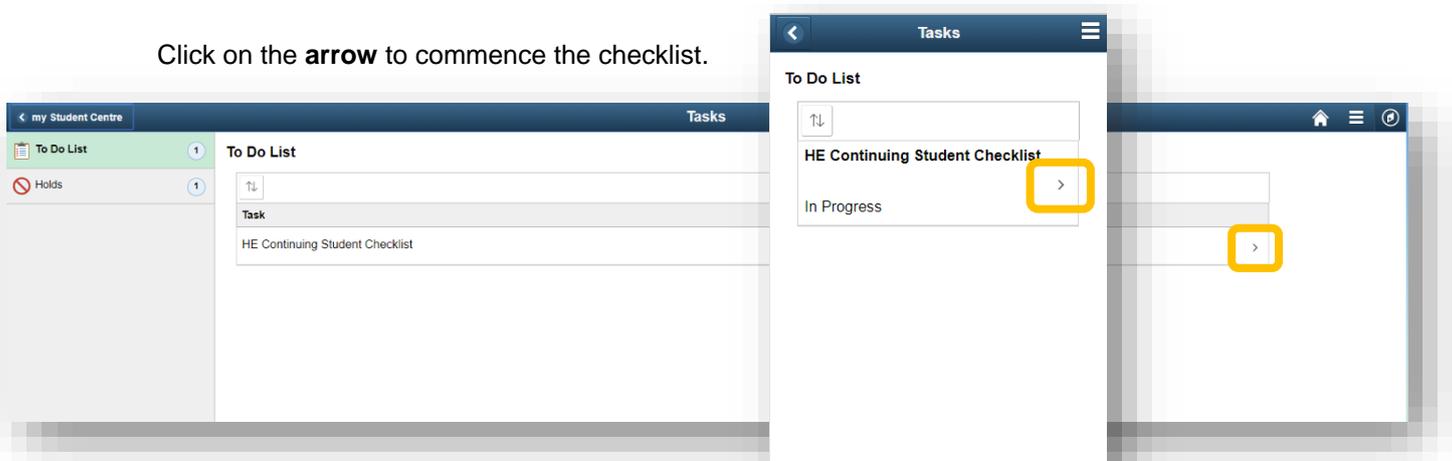
When completing your checklist on your phone, click on the **To Do List** to start the checklist.



Complete the Higher Education Student Checklist

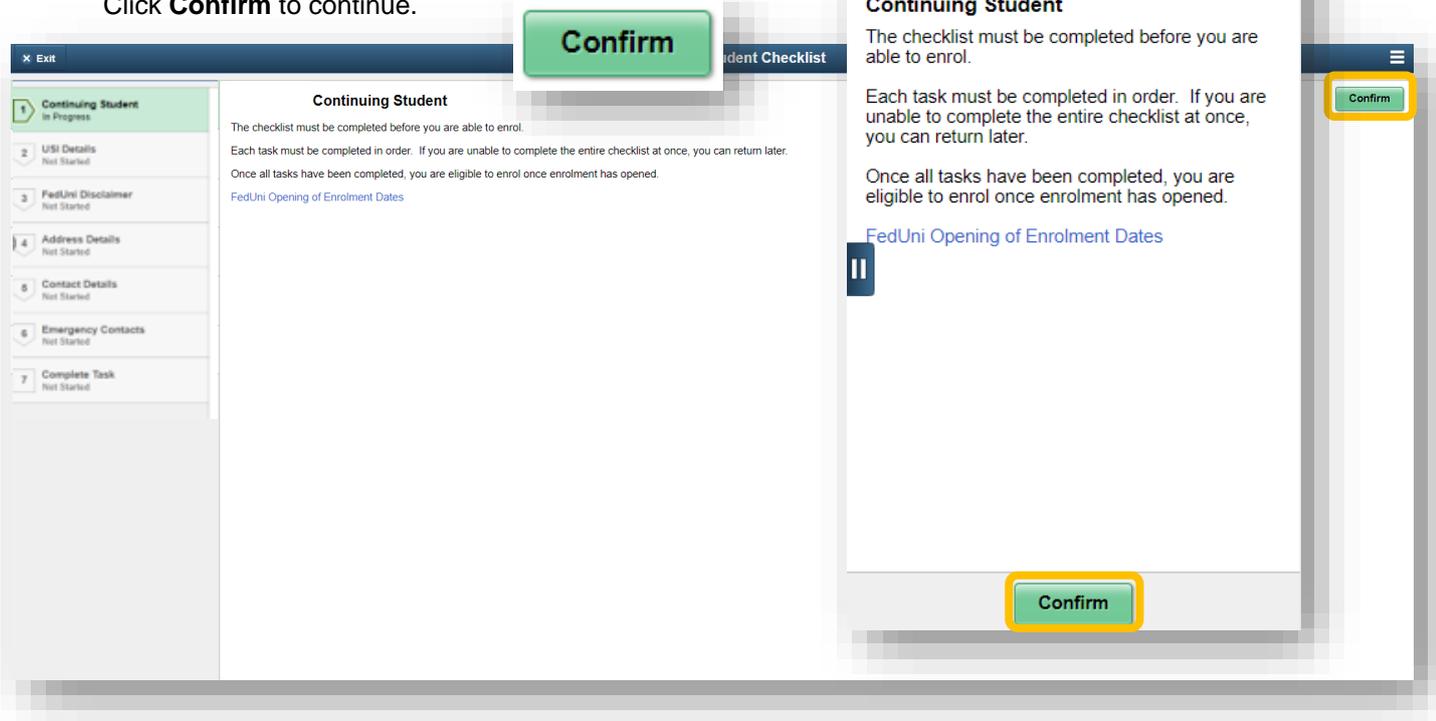
Note, if you have applied for more than one program, select the relevant program you are enrolling into.

Click on the **arrow** to commence the checklist.



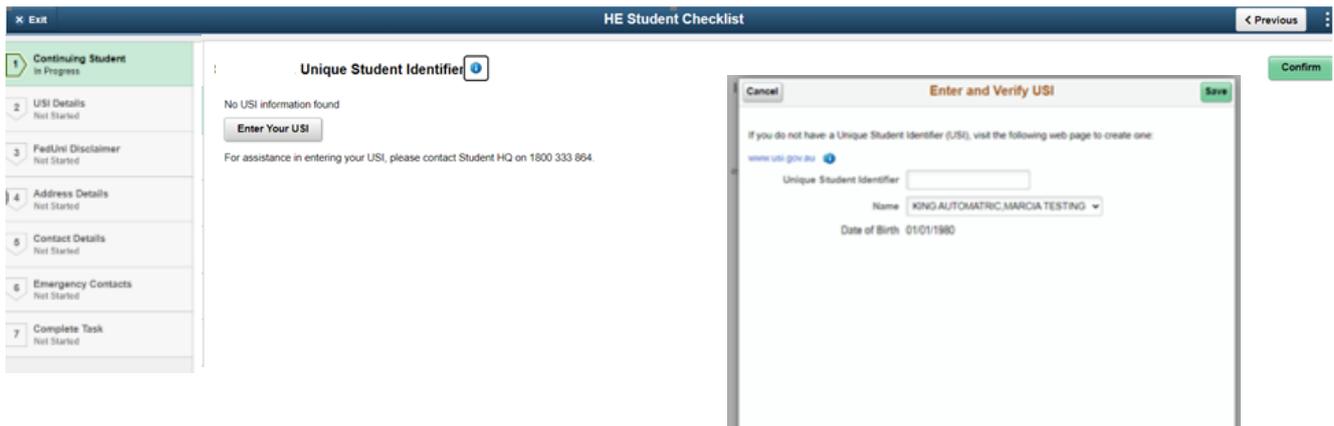
Step 1 of 7 Continuing Student

Click **Confirm** to continue.



Step 2 of 7 Unique Student Identifier

See screen shots below



Step 3 of 7 FedUni Disclaimer

Scroll down to read through the FedUni Disclaimer.

Click **Accept** to continue.

The screenshot shows a web browser window titled "HE Continuing Student Checklis". The page content includes a sidebar on the left with a progress indicator for seven steps: 1. Continuing Student (In Progress), 2. USI Details (Not Started), 3. FedUni Disclaimer (Not Started), 4. Address Details (Not Started), 5. Contact Details (Not Started), 6. Emergency Contacts (Not Started), and 7. Complete Task (Not Started). The main content area is titled "FedUni Disclaimer" and contains the following text:

Please read this disclaimer and select the 'Accept' button.

I understand that -

Federation University Australia collects the information sought by this form together with a photograph for the purposes of people employed or engaged by the University in the delivery of services to me.

The information may be made available to Commonwealth and State Government departments and agencies and to the ESOS Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside the University provided, the University may be unable to process my enrolment.

I have the right of access to the correction of personal information in accordance with the relevant privacy legislation and the http://policy.federation.edu.au/university/general/information_privacy/ch01.php. Enquiries in relation to privacy can be directed to the University's Privacy Officer.

This enrolment and its continuance may be facilitated by government funding. If there is a change in the policy or legislation possible that my enrolment at Federation University Australia may be affected or cancelled. To the extent permitted by law.

For students eligible for HECS-HELP or FEE-HELP the following privacy statement applies:

Federation University Australia is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth Support Number (CHESSN) to me. Federation University Australia will disclose this information to the Department of Education, Skills and Training, Commonwealth Government and the Department of Education will not otherwise disclose information without my consent.

I acknowledge that I have read and agree to the terms described by this Privacy Statement and Disclaimer and:

- I agree to abide by the Legislation, Policies, Procedures, Standards of Conduct and rules of Federation University Australia.
- I agree to pay all fees and charges applicable to, and arising from, this enrolment.
- I acknowledge that any false information and/or failure to disclose any relevant information on my application for enrolment at Federation University Australia, particularly if it relates to my eligibility for government subsidised training.
- I understand that it is my responsibility to provide all relevant and required documentation and to notify Federation University Australia if the information provided to Federation University Australia is to the best of my knowledge true, correct and complete.
- I acknowledge that the University will correspond with me via any of the following means: on official University noticeboard, email, telephone, or in person.
- I acknowledge that my photograph may be taken and used by the University for identification and also for other purposes. I consent to the University's Privacy Officer in writing if I wish to have my photograph withheld from University use for any of these purposes.
- I acknowledge that the University uses the 'Turnitin' process to detect instances of plagiarism and I consent to my work being checked for plagiarism.
- I consent to use and disclosure of the information in connection with my enrolment for the purpose and in the circumstances stated.
- I authorise Federation University Australia to release my results/attendance records for this enrolment to my employer or other relevant organisations.

Printable Page

The "Accept" button is highlighted with a yellow box. A yellow box also highlights the "Next" button in the bottom right corner of the page.

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



Step 4 of 7 Address Details

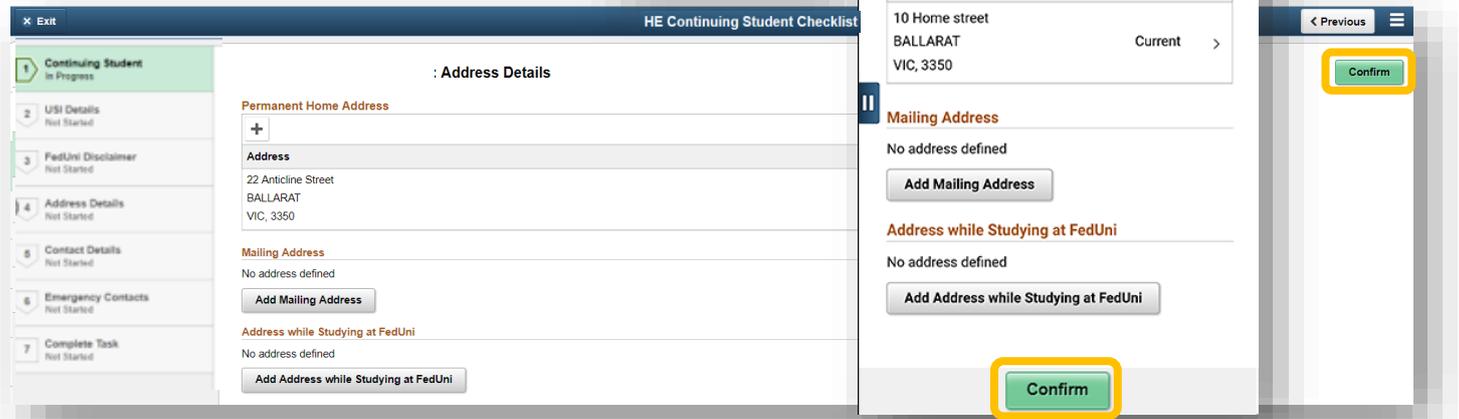
Check your Addresses, add, edit or update.

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

Click +  to add an address

Click on >  to edit an address.

Click **Confirm** to continue.

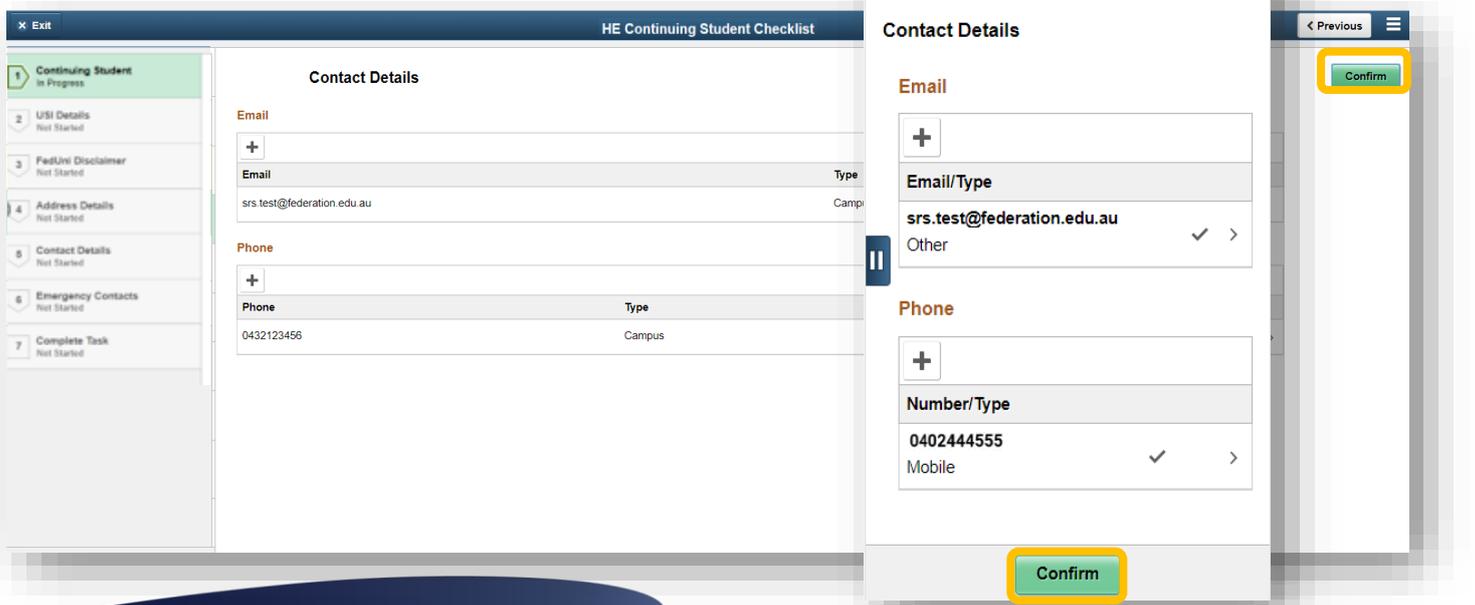
The screenshot shows the 'HE Continuing Student Checklist' with 'Address Details' selected. The checklist items are: 1. Continuing Student (In Progress), 2. USI Details (Not Started), 3. FedUni Disclaimer (Not Started), 4. Address Details (Not Started), 5. Contact Details (Not Started), 6. Emergency Contacts (Not Started), 7. Complete Task (Not Started). The 'Address Details' section includes: Permanent Home Address (with a '+' icon), Address (22 Anticline Street, BALLARAT, VIC, 3350), Mailing Address (No address defined, with 'Add Mailing Address' button), and Address while Studying at FedUni (No address defined, with 'Add Address while Studying at FedUni' button). A modal view on the right shows the 'Address Details' form with a 'Confirm' button highlighted in yellow.

Step 5 of 7 Contact Details

Check your email addresses and phone numbers.

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

Click **Confirm** to continue.



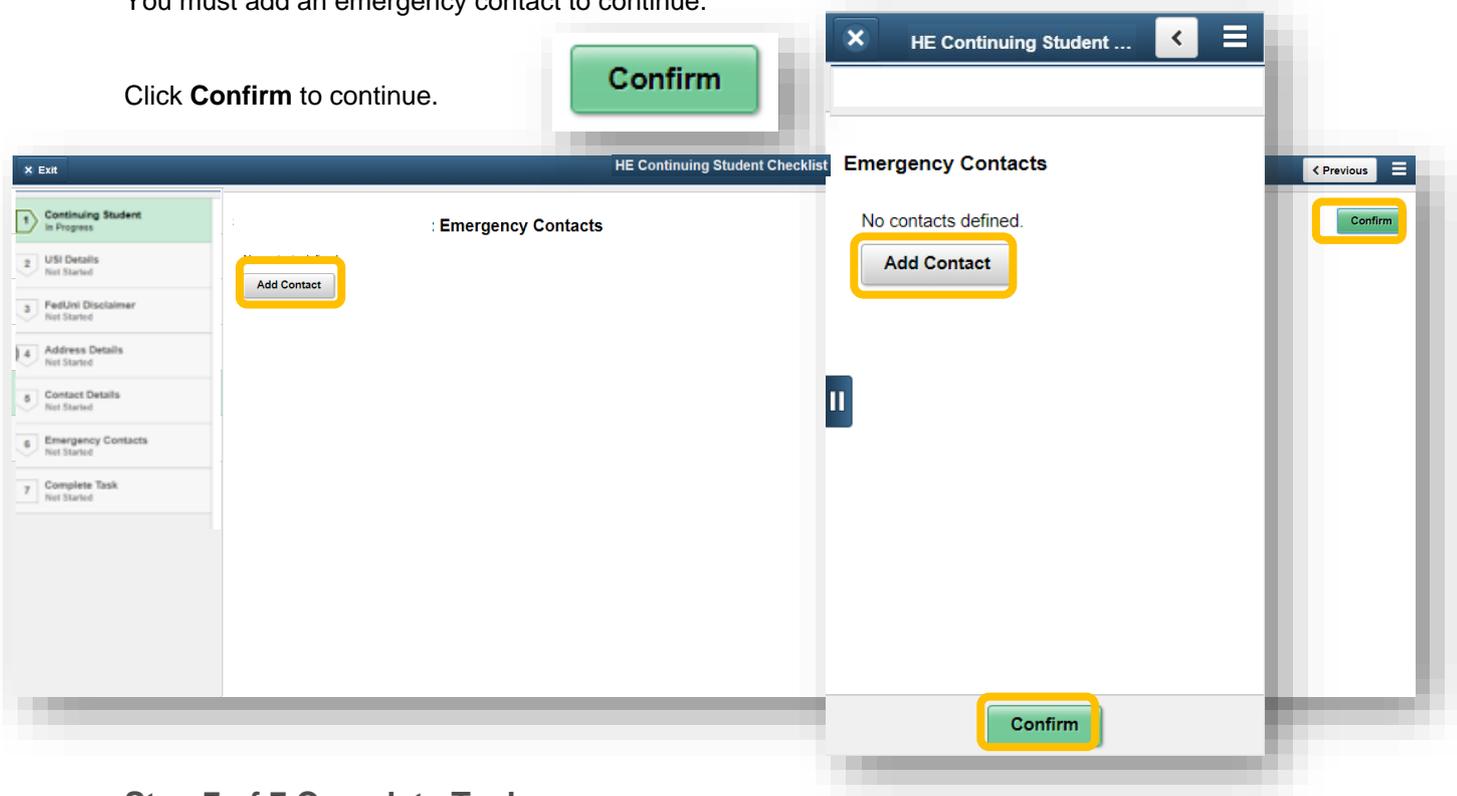
The screenshot shows the 'HE Continuing Student Checklist' with 'Contact Details' selected. The checklist items are: 1. Continuing Student (In Progress), 2. USI Details (Not Started), 3. FedUni Disclaimer (Not Started), 4. Address Details (Not Started), 5. Contact Details (Not Started), 6. Emergency Contacts (Not Started), 7. Complete Task (Not Started). The 'Contact Details' section includes: Email (srs.test@federation.edu.au, with '+' icon), and Phone (0432123456, with '+' icon). A modal view on the right shows the 'Contact Details' form with 'Email' (srs.test@federation.edu.au, Other) and 'Phone' (0402444555, Mobile) entries, and a 'Confirm' button highlighted in yellow.

Step 6 of 7 Emergency Contacts

Add Emergency Contact(s) by clicking on Add Contact.

You must add an emergency contact to continue.

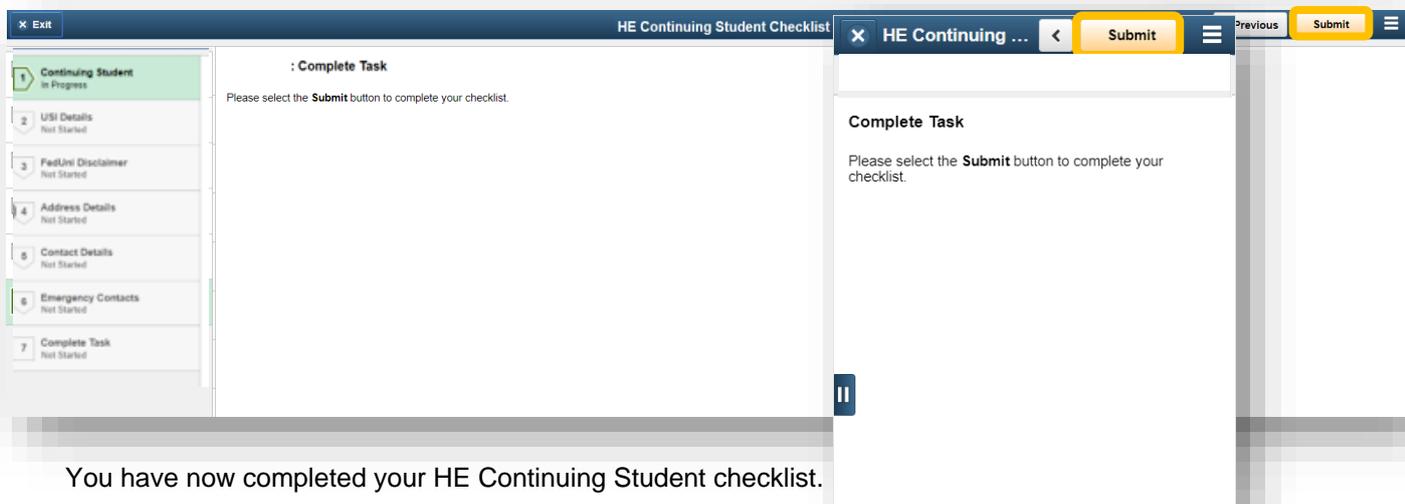
Click **Confirm** to continue.



Step 7 of 7 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.

Enrolling into Classes

We have simplified the way we enrol and schedule at Federation.

Enrol into your courses. We will then prepare the timetable, and you will build your schedule in January in our new class allocation system, [mySchedule](#).

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