

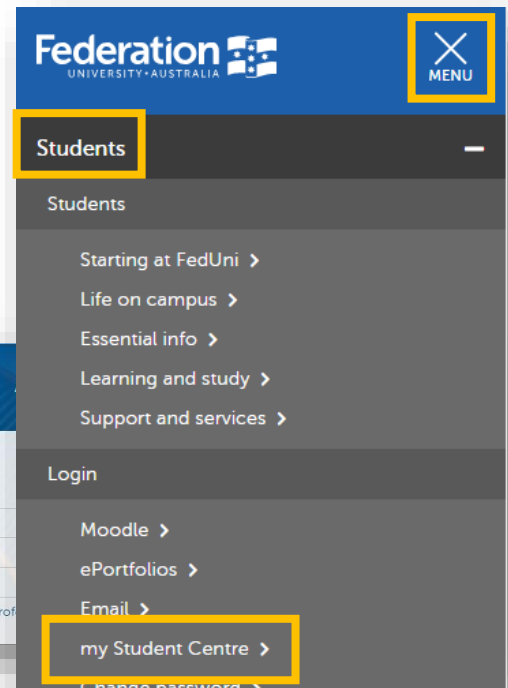
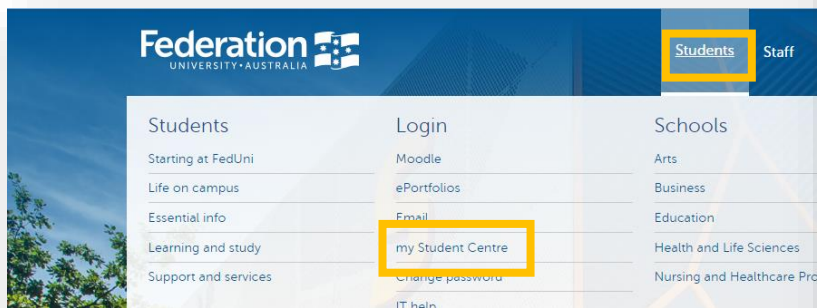
# Completing your Enrolment Checklist

## 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](http://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**.

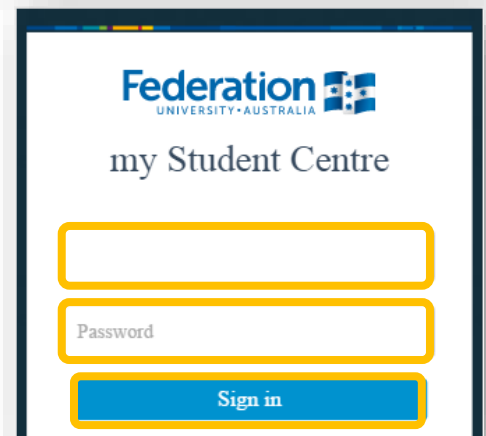
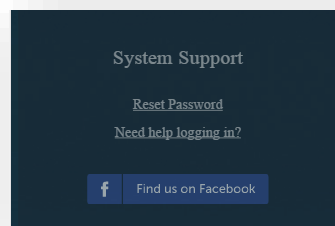


Log in using your Student ID number and password.

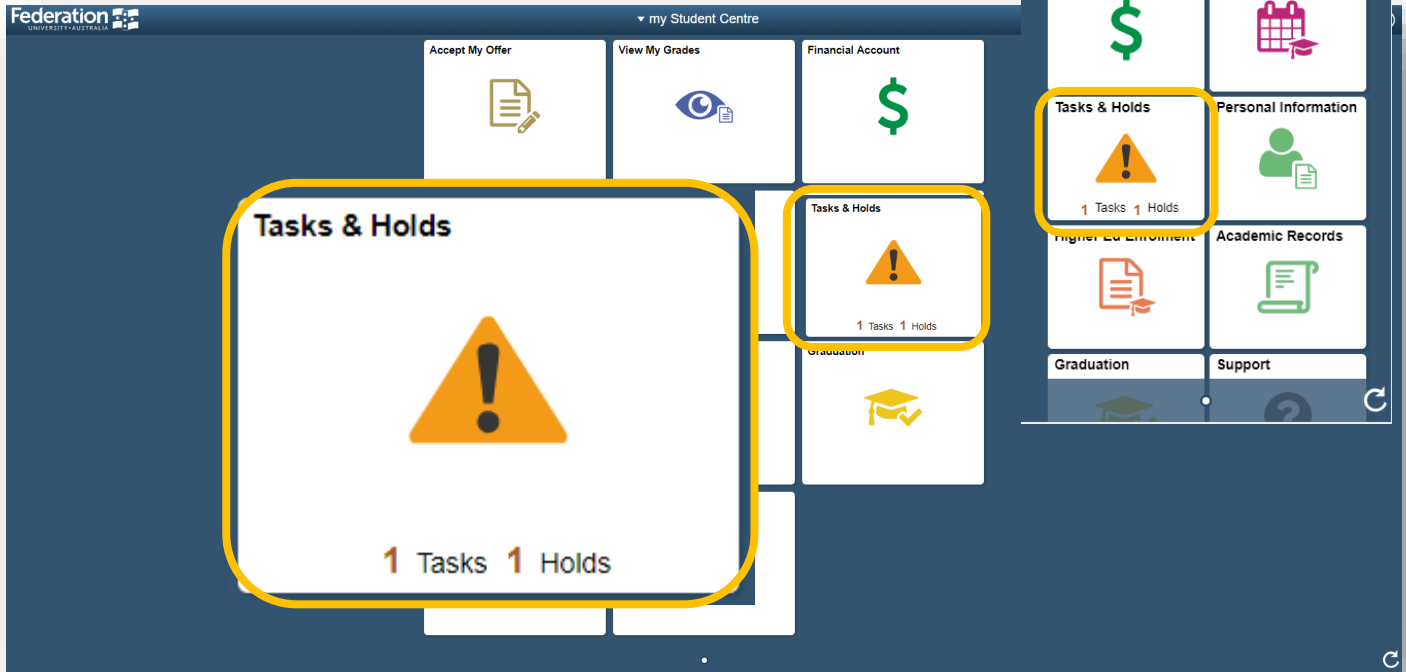
Your **User ID**: is your student number starting with the numbers 30XXXXXX

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

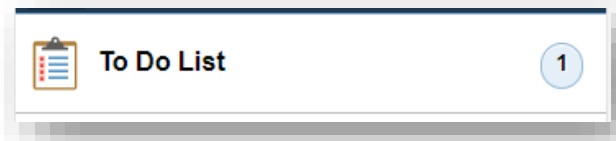
If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.



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



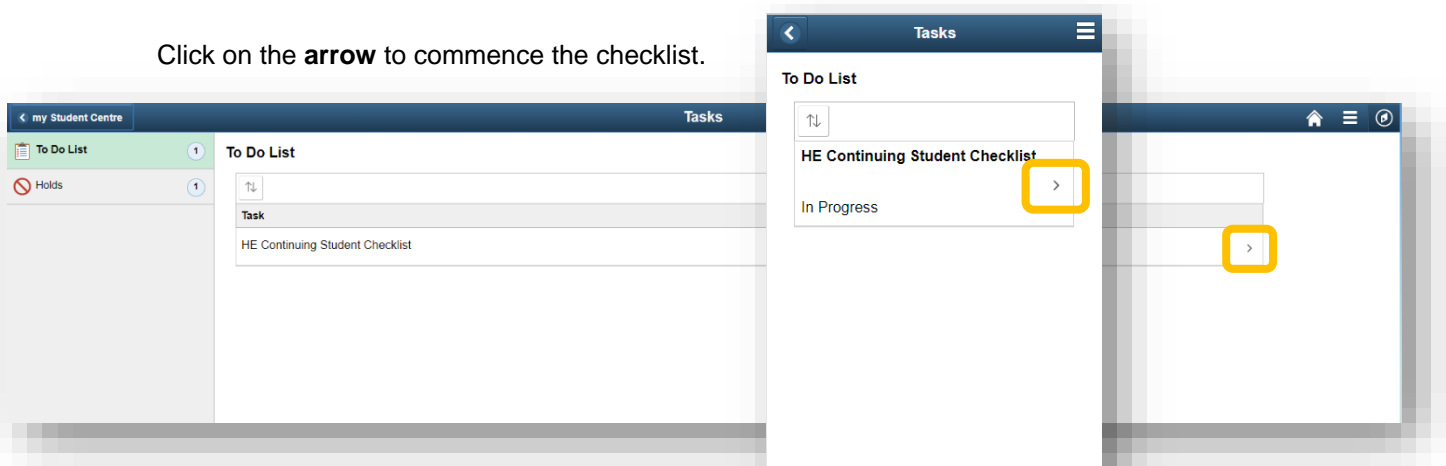
When completing your checklist on your phone, click on the **To Do List** to start the checklist.



## Complete the Higher Education Student Checklist

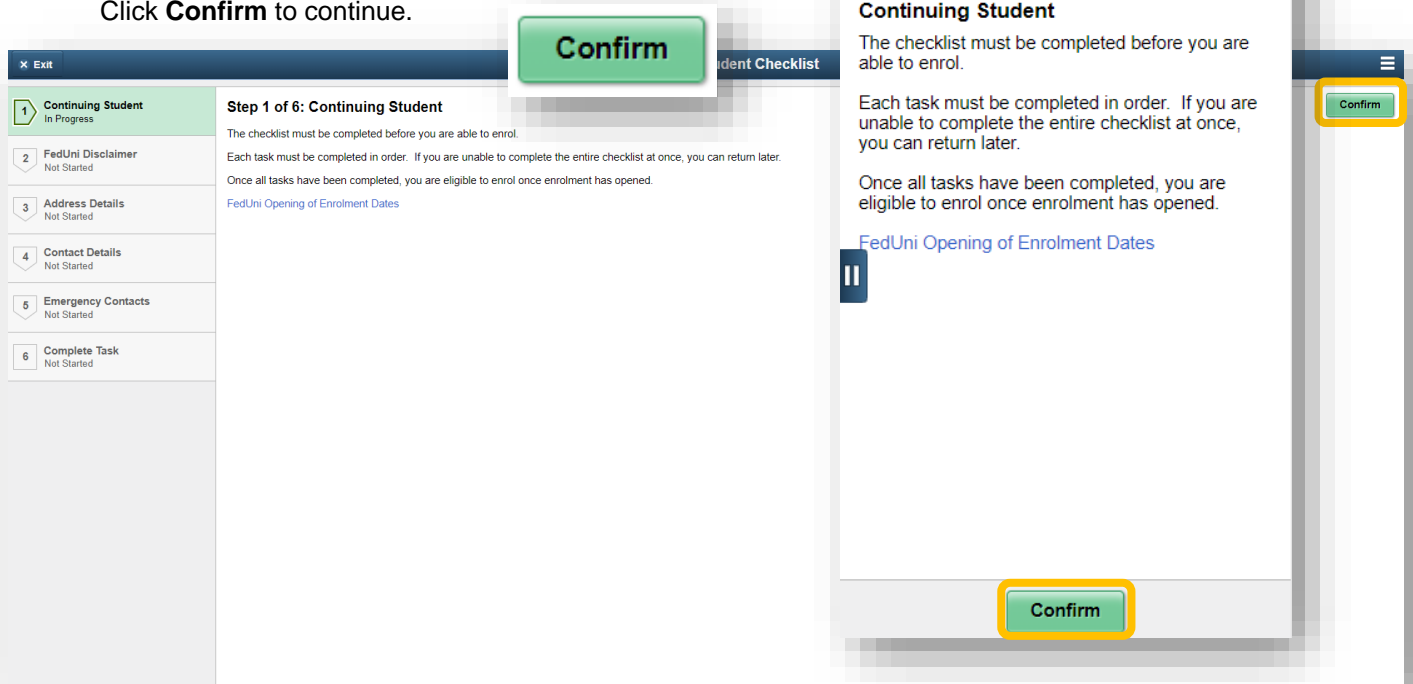
Note, if you have applied for more than one program, select the relevant program you are enrolling into.

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



## Step 1 of 6 Continuing Student

Click **Confirm** to continue.



**Continuing Student**  
In Progress

**Step 1 of 6: Continuing Student**

The checklist must be completed before you are able to enrol.

Each task must be completed in order. If you are unable to complete the entire checklist at once, you can return later. Once all tasks have been completed, you are eligible to enrol once enrolment has opened.

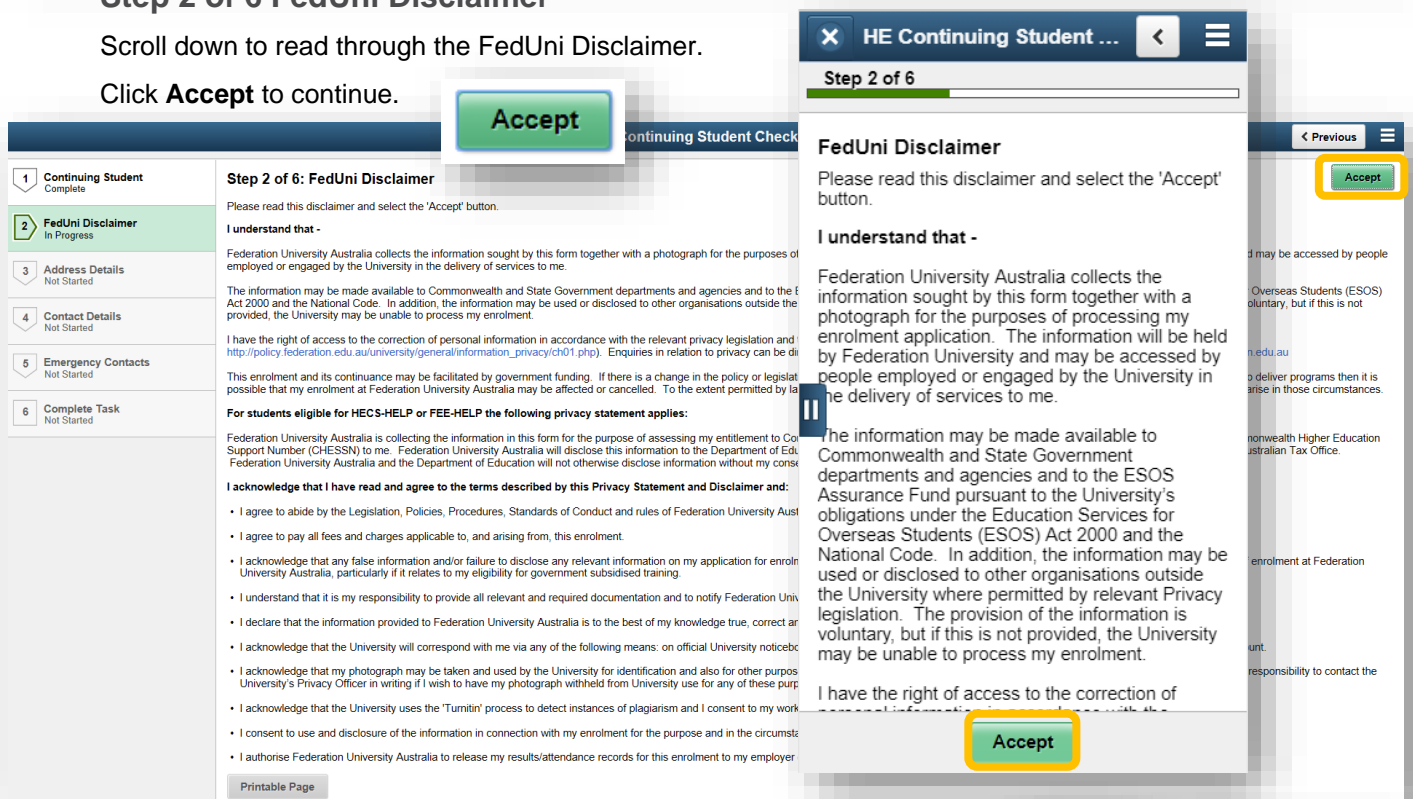
[FedUni Opening of Enrolment Dates](#)

**Confirm**

## Step 2 of 6 FedUni Disclaimer

Scroll down to read through the FedUni Disclaimer.

Click **Accept** to continue.



**Continuing Student**  
Complete

**FedUni Disclaimer**  
In Progress

**Step 2 of 6: FedUni Disclaimer**

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 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 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 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, the University will not be liable for any such change.

**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 Co-Operative Support Number (CHESSN) to me. Federation University Australia will disclose this information to the Department of Education, Skills and Training, Commonwealth Higher Education Support Office and the Australian Tax Office.

**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 I am unable to provide any of the required documentation.
- I declare that 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, text message, social media or other means.
- I acknowledge that my photograph may be taken and used by the University for identification and also for other purposes of 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 submitted to Turnitin.
- I consent to use and disclosure of the information in connection with my enrolment for the purpose and in the circumstances set out in this form.
- I authorise Federation University Australia to release my results/attendance records for this enrolment to my employer or other relevant organisations.

**Accept**

Printable Page

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



## Step 3 of 6 Address Details

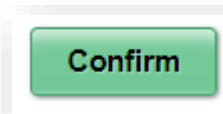
Check your Addresses, add, edit or update.

Important 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.



## Step 4 of 6 Contact Details

Check your email addresses and phone numbers.

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

Click **Confirm** to continue.

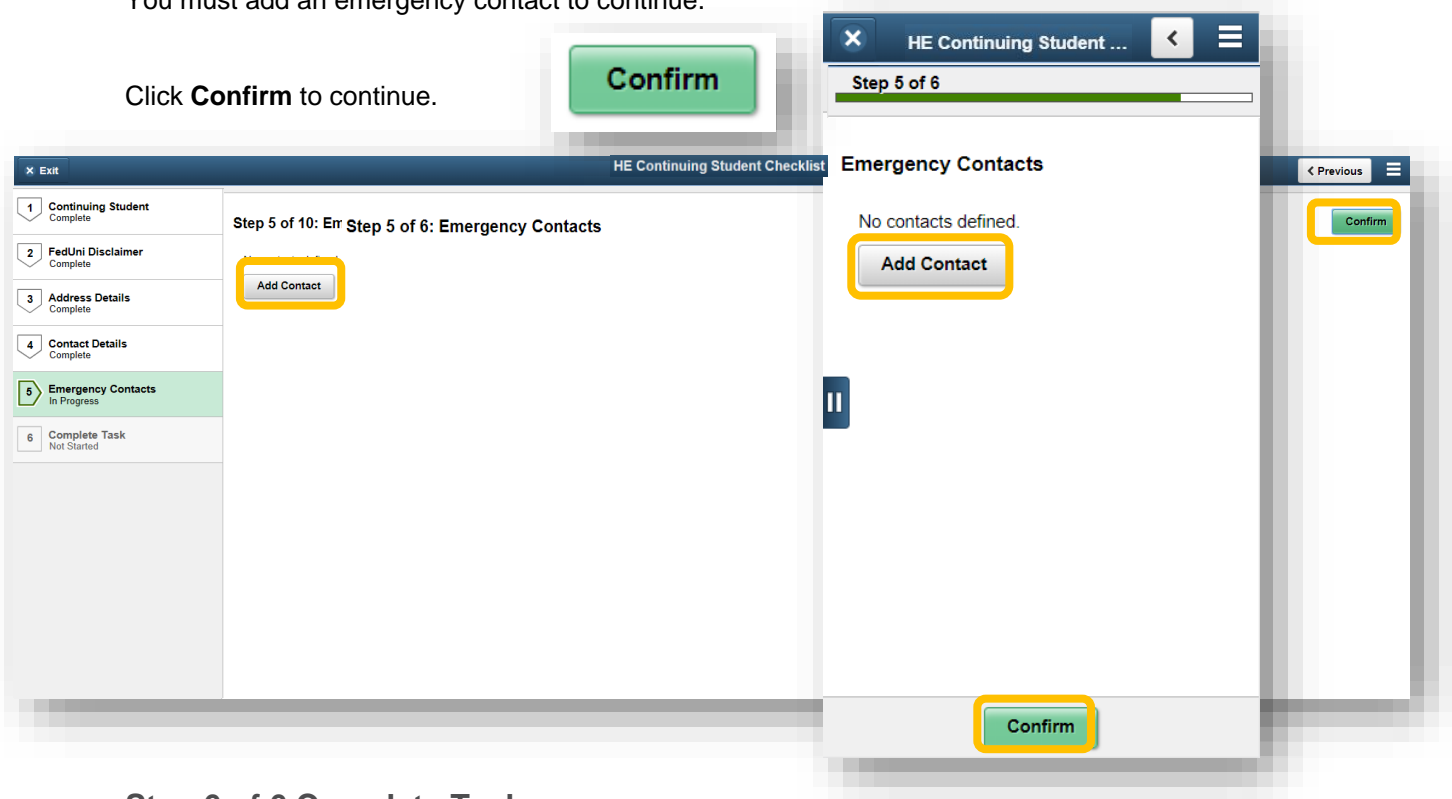
## Step 5 of 6 Emergency Contacts

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

You must add an emergency contact to continue.

Click **Confirm** to continue.

**Confirm**

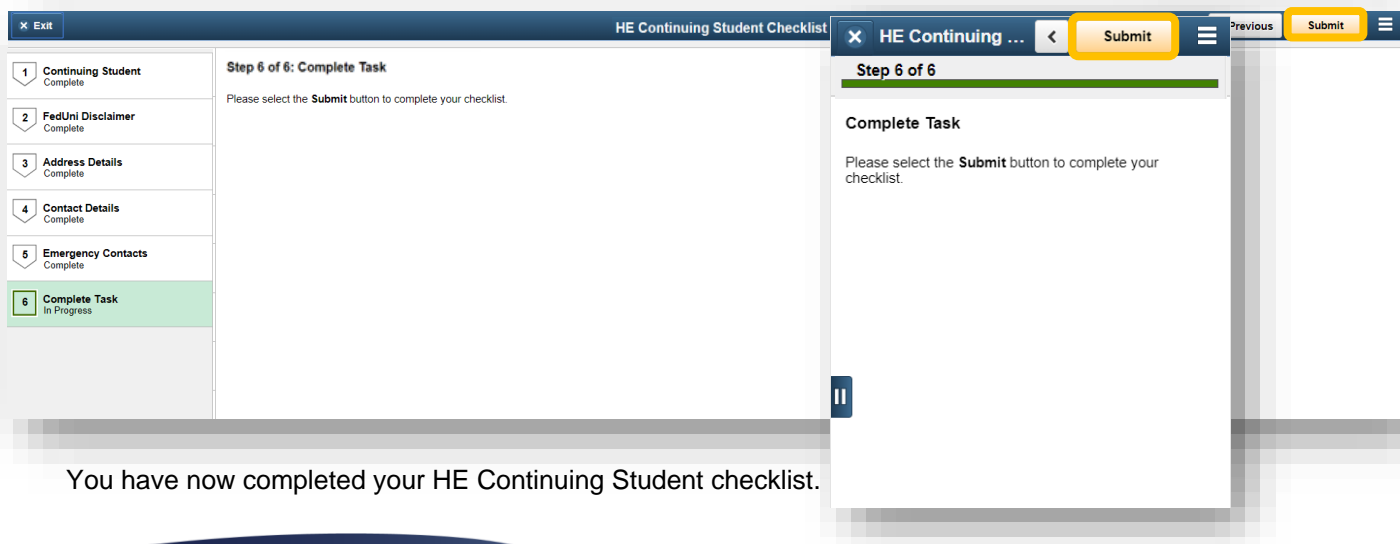


## Step 6 of 6 Complete Task

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**

**Submit**



You have now completed your HE Continuing Student checklist.

## Enrolling 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](https://federation.edu.au/askfeduni)