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 6 Continuing Student
Click Confirm to continue.

Step 2 of 6 FedUni Disclaimer
Scroll down to read through the FedUni Disclaimer.
Click Accept to continue.

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.

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 enroling 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