New Student Account Activation and Enrolment

Step 1 - Account Activation

If already completed, skip to Step 2.

1. Navigate to the Account Management page (passwordreset.federation.edu.au or scan the QR code)
2. Select **"Reset Password"**
3. Enter your **Student ID** (starts with 3xxxxxxx)
4. Follow the prompts to reset your password:
    a. Choose how to receive your security code.
    b. Enter the security code, verify it, and create your own password.
    c. You will see a confirmation page once successful.

Step 2 – Set up Multi-Factor Authentication

If already completed, skip to Step 4. Visit ask.federation.edu.au/?articleId=KB0010644 for additional help.

1. Install the "**Microsoft Authenticator**" app on your mobile device
2. On your computer, open any Federation O365 online application (eg. outlook.office.com/mail/ or scan the QR code) and log in with your university credentials (Student ID and password)
3. Follow the prompts to set up MFA through the authenticator app:
    a. You will be prompted to add a new sign-in method (for first time login), select "**Next**" and the setup will present a new QR code on the screen.
    b. On your mobile, open the Microsoft Authenticator app → select "**Add account**", → choose "**Work or School Account**" → Scan the QR code displayed.
    c. Follow the on-screen prompts between both devices to complete the verification.

Step 3 - Connect to Campus Wi-Fi

You can only complete this step on campus. If you're not on campus, skip to Step 4. View the knowledge article for help with this process.

1. Download the 'geteduroam' app and connect to "**eduroam**" using your username and password.

Step 4 - Enrolment Checklist

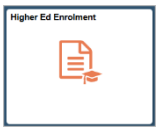
If already completed, skip to Step 5.

1. Log in to My Student Centre (MySC) using your Student ID and password (https://mysc.federation.edu.au/ or scan the QR code).
2. From mySC Homepage, select the "**Tasks & Holds**" tile.
3. Click "**Offshore International Student Checklist**" and complete all 8 steps. For help with this process, you can view the Enrolment Checklist guide.

Step 5 - Unit Enrolment

If already completed, skip to Step 6.

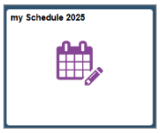
Tip: The earlier you complete the unit enrolment, the better chance you have of getting the timetable you want.



1. From the MySC Homepage, select the "**Higher Ed Enrolment**" tile.
2. Select Classes:
    a. Click **Search available units** → select semester of enrolment → enter unit code (e.g. ITECH 1001) under "search for units" field. **Tip:** You must include a space between letters and digits **Note:** Check your study plan for the scheduled units
    b. Select the relevant unit
    c. Click **Unit Selection** to view the class → click to select your class
    d. Confirm academic course and click **Accept**
    e. Review and click **Next** then click **Submit** to add the unit to Enrolment Shopping Cart.
    f. Repeat steps a to e above to select your other units.
3. To finalise your enrolments, click **Enrolment Shopping Cart**, tick the units, and click **Enrol**.

Step 6 - Timetable Class Allocations

If already completed, skip to Step 7.



1. From mySC Homepage, select the "**My Schedule**" tile for your enrolment year.
2. For your class schedule allocation:
    a. Select a class with a **red i** symbol → choose and click **Select** Select on your preferred available class time slot. The symbol changes to **Allocated** Allocated once successfully allocated.
    b. Go to the top banner and select "**Timetable**" to view your class schedule.

Step 7 - Student ID Card

1. Navigate to the CaptureMe Portal using your Student ID and password (federation.edu.au/student-id-cards or scan the QR code)
2. Complete all 5 steps to submit your ID card application.

Important: Use your Federation email address to complete the application.

☑ You're All Set!

You are now ready to begin your classes according to the schedule.