

Complete your Enrolment Checklist – HE Continuing

Enrolment Checklist Information

Enrolment checklists are used to collect information required for Australian government reporting. They also help us to ensure that we have your correct contact details and the name that you would like to appear on your certificate on graduation.

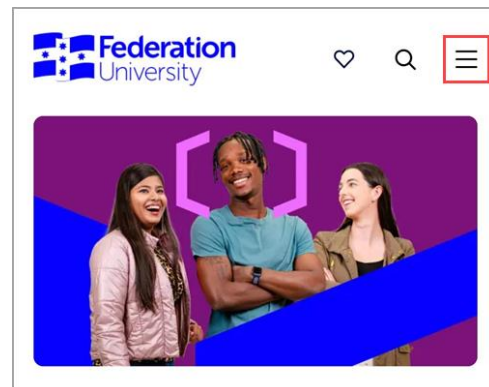
Continuing students must complete their checklists to be eligible to enrol in your classes but will need to wait until enrolments open before they can complete their checklist.

Logging In

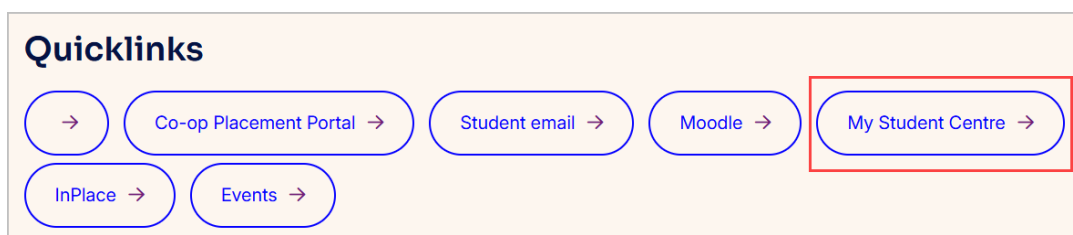
To begin, go to the Federation Homepage www.federation.edu.au and click on **Current students** from the top header menu.



On a mobile device, from the Fed homepage click on the **hamburger menu** (top right).



On the Current students page, scroll down to the **Quicklinks** section to find and select **My Student Centre**.



Log in using your Student ID number and password.

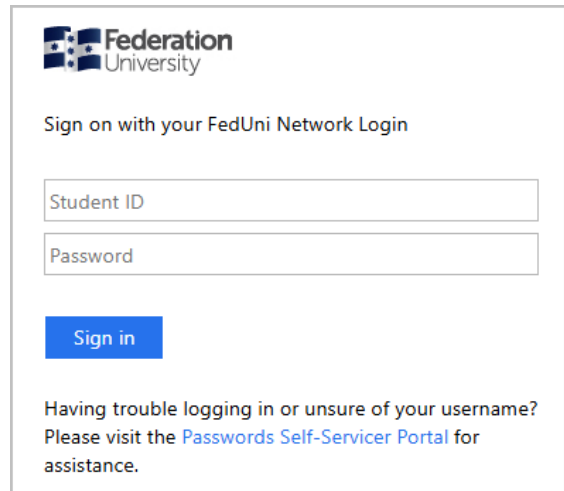
Your **Student ID** is your 8-digit student ID number.

Your **Password** is the same password you use to log in to all Federation University platforms.

Help

If you are having trouble logging into My Student Centre, with either your password or MFA, you can visit the [password reset portal](#).

For assistance with completing your checklist, please contact the institution where you are studying.



Federation University

Sign on with your FedUni Network Login

Student ID

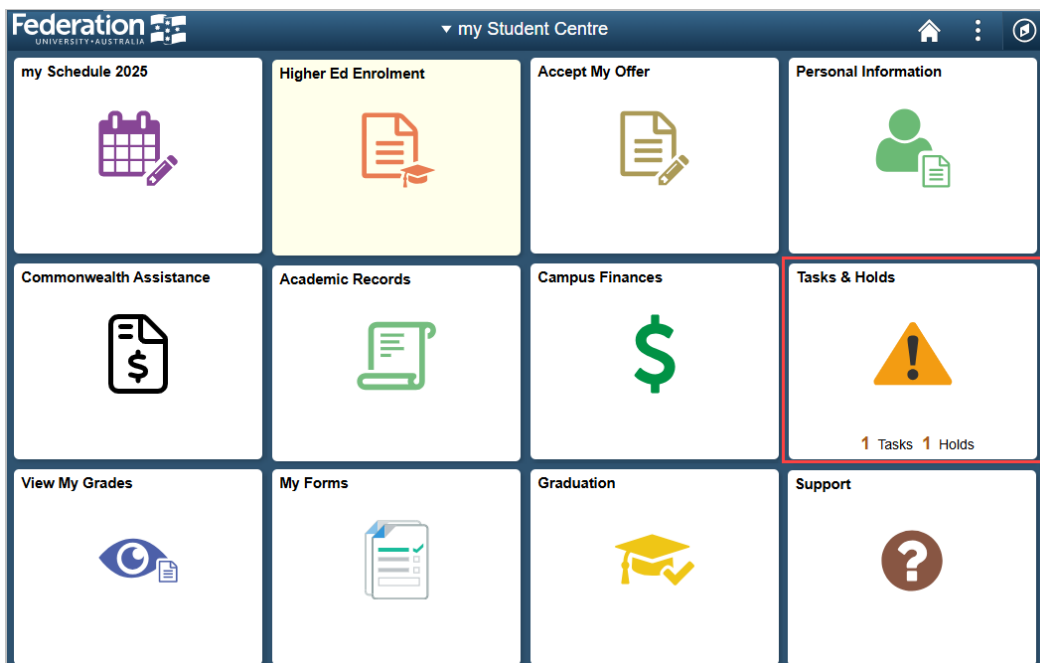
Password

Sign in

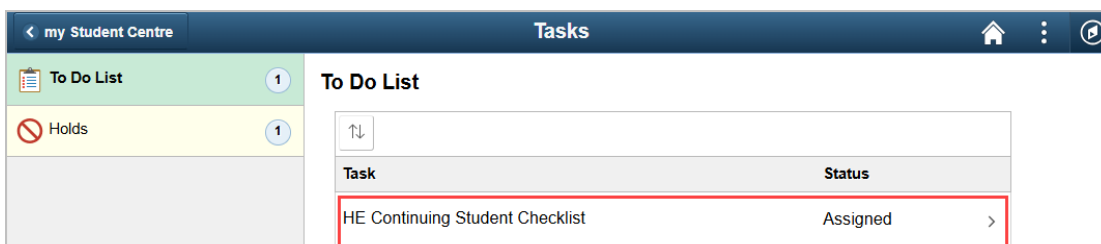
Having trouble logging in or unsure of your username? Please visit the [Passwords Self-Service Portal](#) for assistance.

Complete the HE Student Checklist

From the homepage of my Student Centre, select the **Tasks & Holds** tile:



Select the **HE Continuing Checklist** from the list. **NOTE:** The Status of your checklist will show as 'Assigned' initially, then change to 'In Progress' once started.



There are seven (7) steps to complete for this checklist, as outlined below.

Step 1 of 7: Continuing Student

Read through the information and click **Confirm** to move to the next step. If using a mobile device to complete your checklist, the **Confirm** button is located at the bottom of your screen.

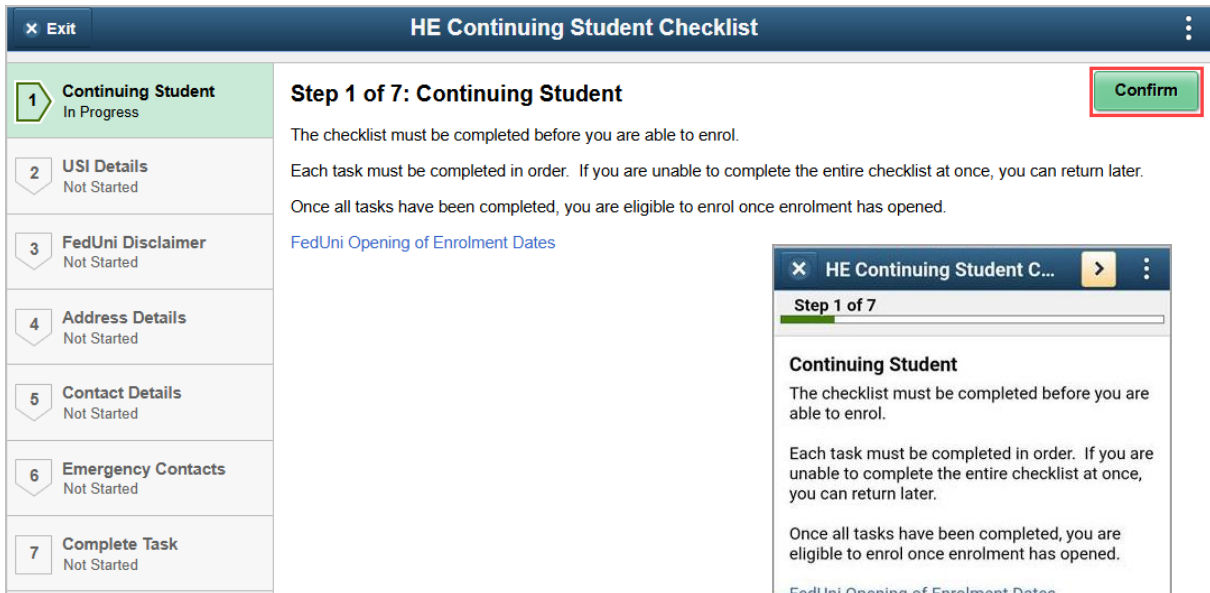


Figure 1: Desktop web browser view

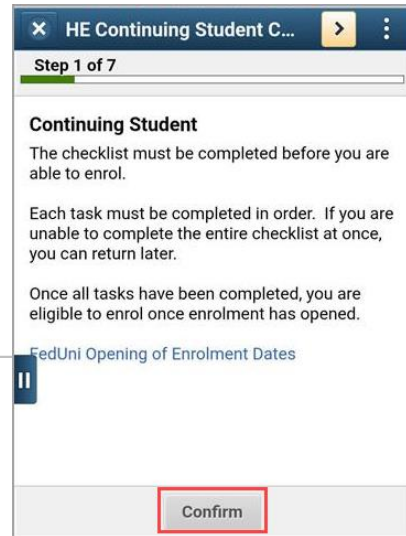
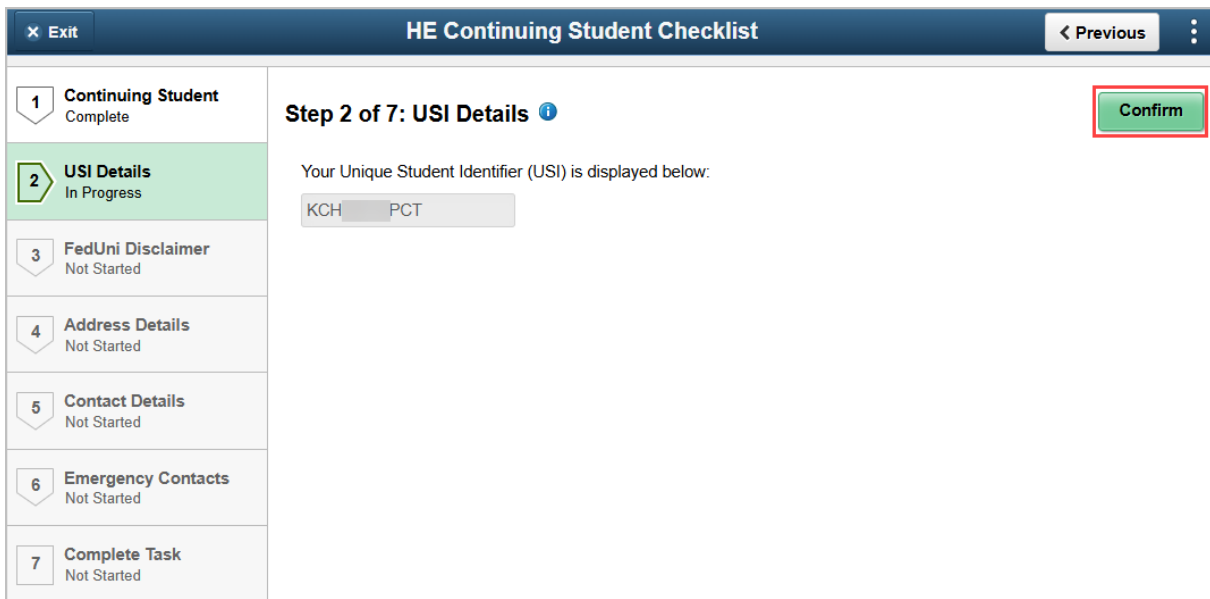


Figure 2: Mobile device view

Step 2 of 7: USI Details

Your USI will be displayed on the screen. Click **Confirm** to move to the next step. After accepting click **Next** to move to the next step.



Step 3 of 7: FedUni Disclaimer

Scroll down to read through the FedUni Disclaimer and click **Accept** to continue. After accepting click **Next** to move to the next step.

✕ Exit
HE Continuing Student Checklist
◀ Previous
Next ▶
⋮

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #f4a460; color: white; padding: 2px; border-radius: 3px; display: inline-block;">1</div> Continuing Student Complete </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #f4a460; color: white; padding: 2px; border-radius: 3px; display: inline-block;">2</div> USI Details Complete </div> <div style="background-color: #4CAF50; color: white; padding: 2px; border-radius: 3px; display: inline-block;">3</div> FedUni Disclaimer Complete
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4

Address Details
Not Started

5

Contact Details
Not Started

6

Emergency Contacts
Not Started

7

Complete Task
Not Started

Step 3 of 7: FedUni Disclaimer

Accept

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 processing my enrolment application. The information will be held by Federation University and may be accessed by 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 Assurance Fund pursuant to the University's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. In addition, we may disclose personal information to Australian Government agencies, including Services Australia, where this is required by Australian law. Information about your enrolment with us may be disclosed if you are claiming or receiving a payment from Services Australia. You are still required to notify Services Australia of any change in circumstances that may affect your payment. Personal information disclosed to Services Australia is protected by law, including the Privacy Act 1988. More information about the way Services Australia handles personal information can be found on their privacy webpage. Information may also be used or disclosed to other organisations outside the University where permitted by relevant Privacy legislation. The provision of the information is voluntary, but if this is not 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 University's Privacy Policy (which is available at 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 – ph: (03) 5327 9021 or email privacyofficer@federation.edu.au

This enrolment and its continuance may be facilitated by government funding. If there is a change in the policy or legislation of any government or public authority which adversely impacts on the University's capacity to deliver programs

Step 4 of 7: Address Details

Review your address details. Click on the blue  symbol for address type information.

If you have previously supplied any address, you will see it listed on this page already for review. Click **Current** on a record to edit the details if it needs to be changed.

If no address is recorded for any category, click to **Add** an address.

NOTE: You must add a Permanent Home Address, Mailing Address and Address while Studying at FedUni before you can continue.

When finished, click **Confirm** to continue.

✕ Exit
HE Continuing Student Checklist
◀ Previous
⋮

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #f4a460; color: white; padding: 2px; border-radius: 3px; display: inline-block;">1</div> Continuing Student Complete </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #f4a460; color: white; padding: 2px; border-radius: 3px; display: inline-block;">2</div> USI Details Complete </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #f4a460; color: white; padding: 2px; border-radius: 3px; display: inline-block;">3</div> FedUni Disclaimer Complete </div> <div style="background-color: #4CAF50; color: white; padding: 2px; border-radius: 3px; display: inline-block;">4</div> Address Details In Progress

5

Contact Details
Not Started

6

Emergency Contacts
Not Started

7

Complete Task
Not Started

Step 4 of 7: Address Details

Confirm

Permanent Home Address

+

Address	From
1 University Drive BORONIA VIC, 3155	Current >

Mailing Address

No address defined

Add Mailing Address

Address while Studying at FedUni

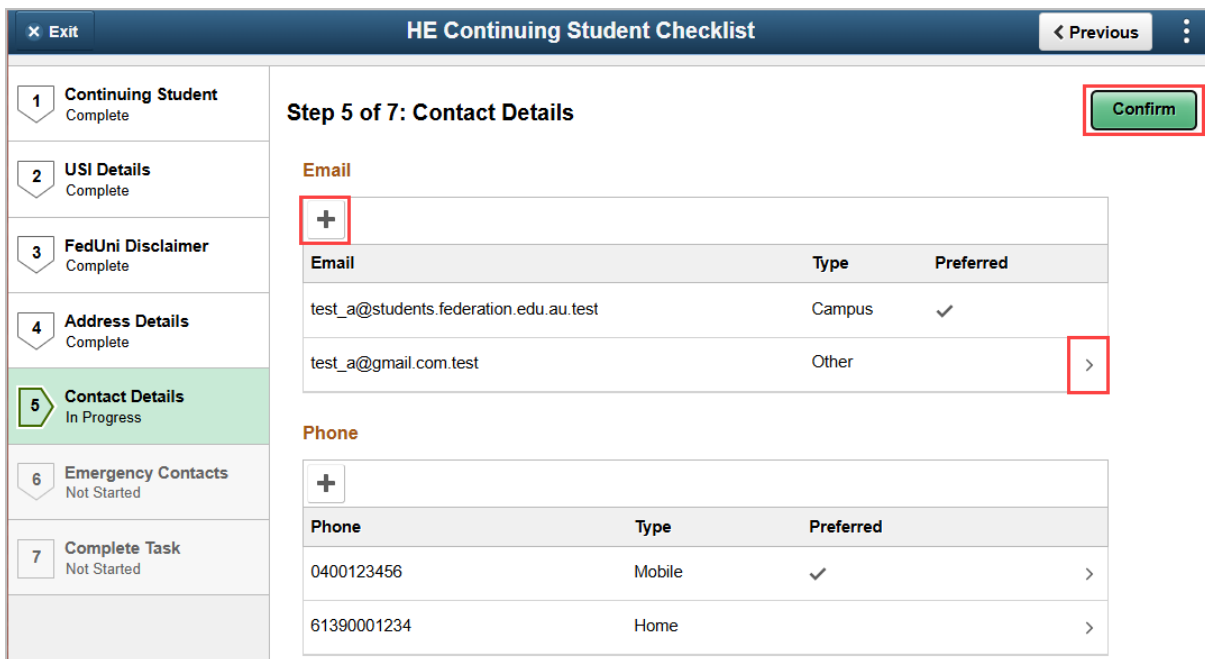
No address defined

Add Address while Studying at FedUni

Step 5 of 7: Contact Details

Check your email addresses and phone numbers. Click + to add or click on **any existing row** to edit. Ensure that you have a secondary email listed here in addition to your federation student email address. This secondary email is required and used when you're ready to graduate.

When finished, click **Confirm** to continue.



HE Continuing Student Checklist

Step 5 of 7: Contact Details

Email

Email	Type	Preferred
test_a@students.federation.edu.au.test	Campus	✓
test_a@gmail.com.test	Other	

Phone

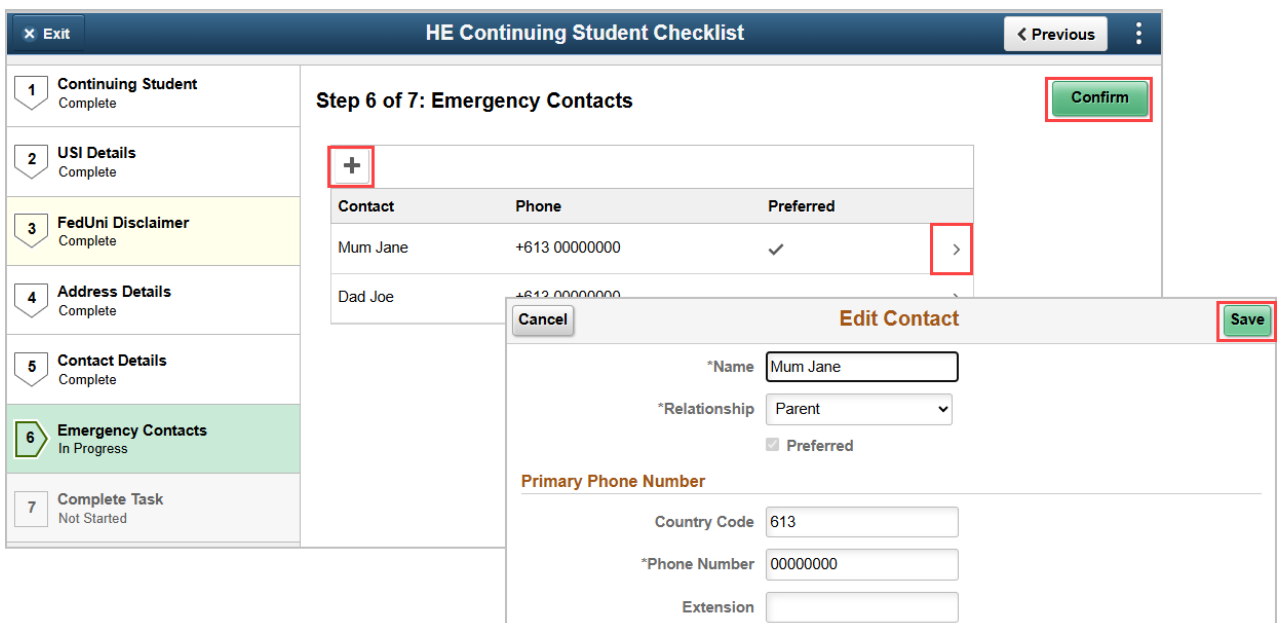
Phone	Type	Preferred
0400123456	Mobile	✓
61390001234	Home	

Confirm

Step 6 of 7: Emergency Contacts

Check your emergency contact details. Click + to add or click on **any existing row** to edit. Click **Save** to finalise a record change. When finished, click **Confirm** to continue.

NOTE: You must provide at least one (1) emergency contact.



HE Continuing Student Checklist

Step 6 of 7: Emergency Contacts

Contact	Phone	Preferred
Mum Jane	+613 00000000	✓
Dad Joe	+613 00000000	

Edit Contact

*Name: Mum Jane

*Relationship: Parent

Preferred

Primary Phone Number

Country Code: 613

*Phone Number: 00000000

Extension:

Cancel **Save** **Confirm**

Step 7 of 7: Complete Task

At your last stage, you can go back to check your details and questions by clicking < **Previous**. If using a mobile device, select the **expand** icon on the left.

When you are ready to finalise your checklist, click **Submit**.

NOTE: If you are unable to change any of your details, or need assistance please contact the institution where you are studying.

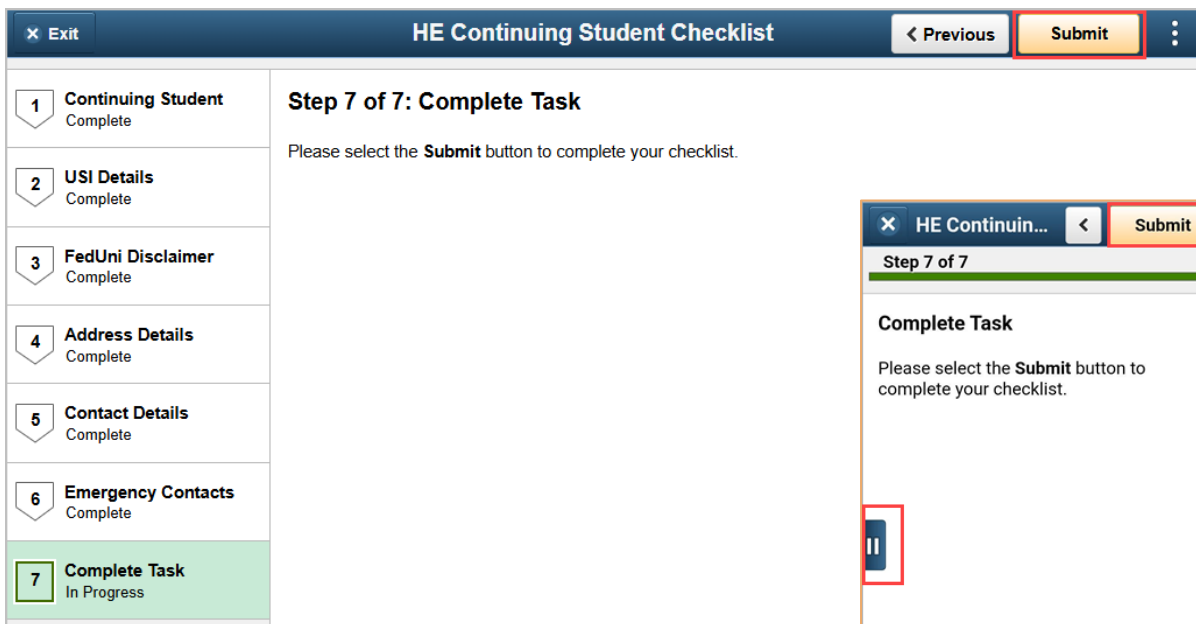


Figure 2: Desktop web browser view

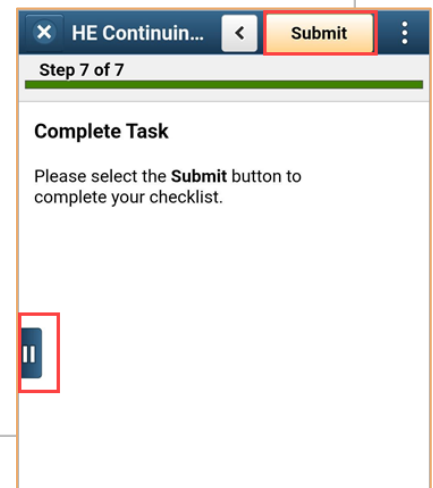


Figure 2: Mobile device view

Class Enrolment

Once your enrolment checklist is complete, your enrolment for the semester can be finalised.