

Complete your Enrolment Checklist – HE Domestic

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.

Logging In

After you've accepted your offer, you must complete your Student and Program checklists to be eligible to enrol in your classes. New students may complete their checklist at any time, even prior to your official enrolment date. Continuing students will need to wait until enrolments open.

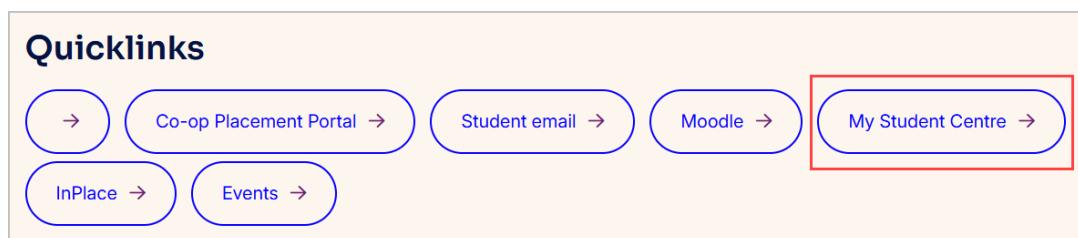
To begin, go to the Federation Homepage www.federation.edu.au and click on **Current students** from the top header menu.



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.

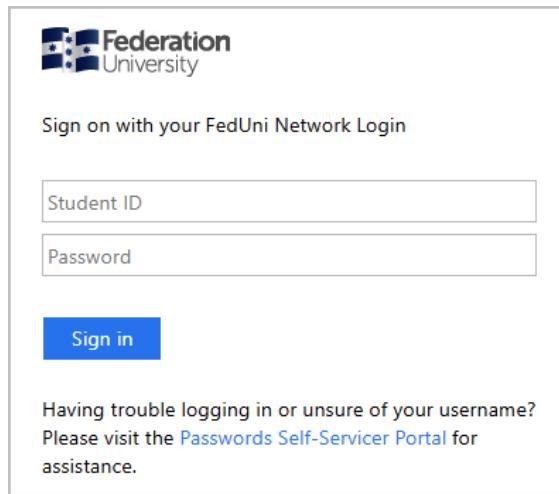
Your **Student ID** is your 8-digit student ID number.

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.

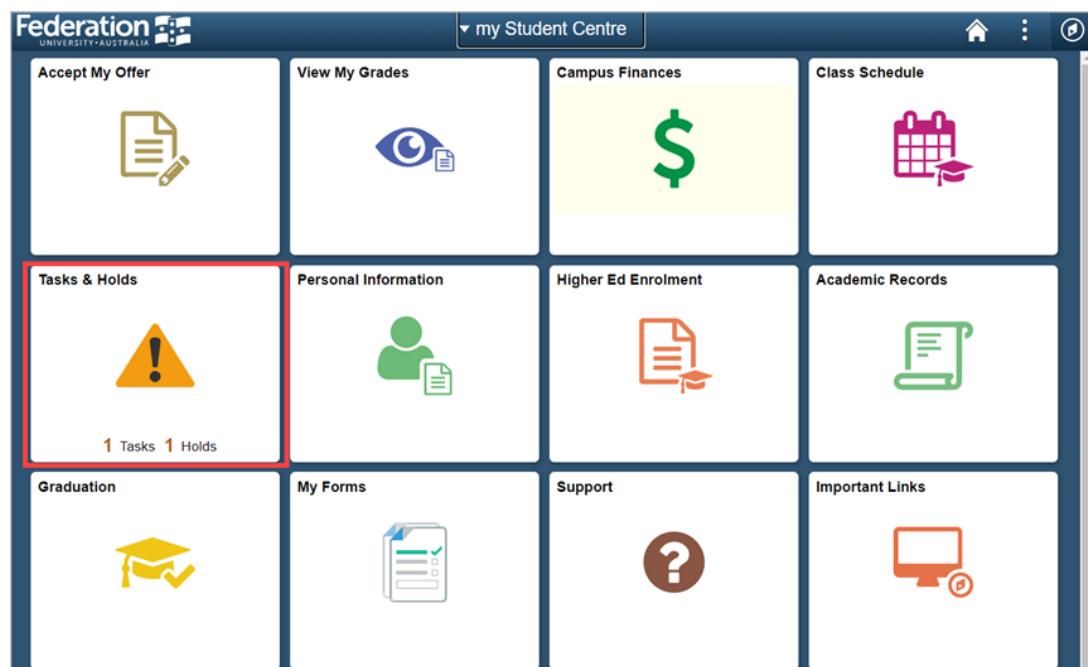


The screenshot shows the 'Sign on with your FedUni Network Login' page. It features the Federation University logo at the top, followed by two input fields for 'Student ID' and 'Password', and a 'Sign in' button below them. A note at the bottom right provides assistance for users having trouble logging in.

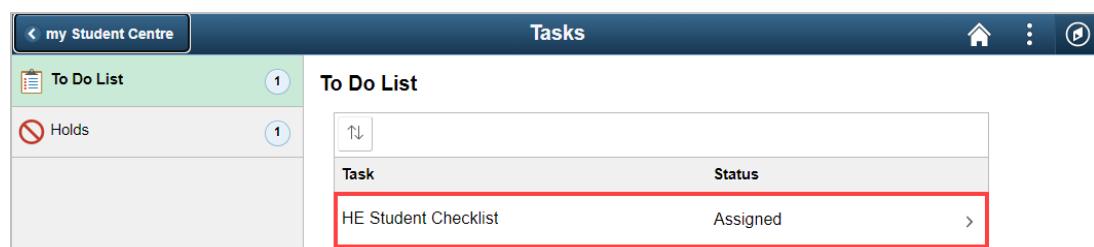
Having trouble logging in or unsure of your username? Please visit the [Passwords Self-Servicer Portal](#) for assistance.

Complete the HE Student Checklist

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



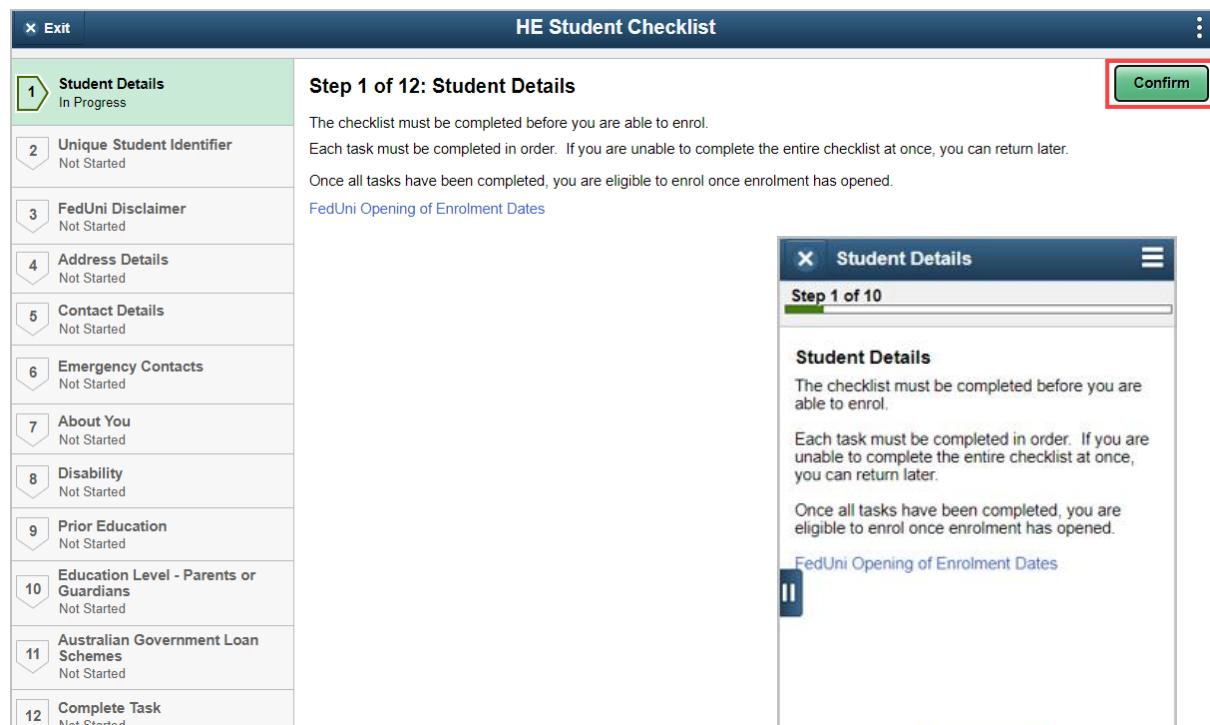
Select the **HE Student Checklist** from the list. **NOTE:** The Status of your checklist will show as 'Assigned' initially, then change to 'In Progress' once started.



There are twelve (12) steps to complete for this checklist, as outlined below.

Step 1 of 12: Student Details

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.



Step 1 of 12: Student Details

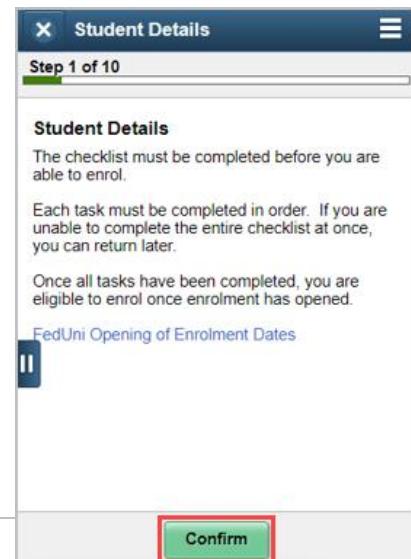
The checklist must be completed before you are able to enrol.

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](#)

Figure 1: Desktop web browser view



Step 1 of 10

Student Details

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.

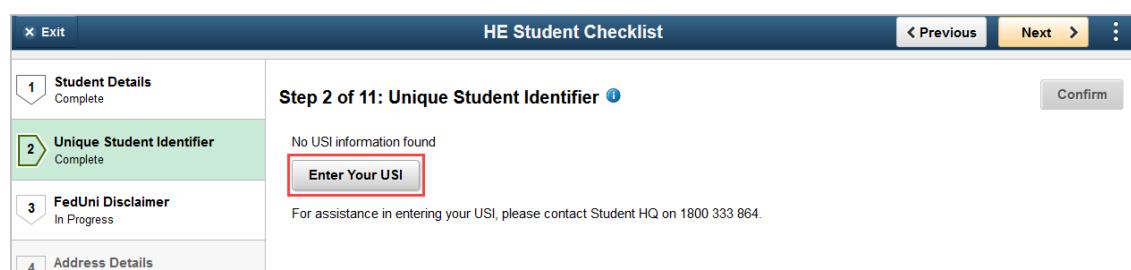
Once all tasks have been completed, you are eligible to enrol once enrolment has opened.

[FedUni Opening of Enrolment Dates](#)

Figure 2: Mobile device view

Step 2 of 12: Unique Student Identifier (USI)

Click **Enter Your USI** to submit your number.

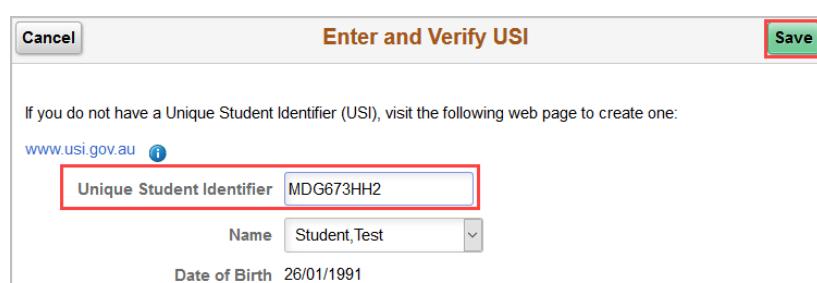


Step 2 of 11: Unique Student Identifier

No USI information found

For assistance in entering your USI, please contact Student HQ on 1800 333 864.

Type your USI in the box then click **Save**.



Enter and Verify USI

If you do not have a Unique Student Identifier (USI), visit the following web page to create one:

www.usi.gov.au

Unique Student Identifier

Name

Date of Birth

Once saved, click the **Confirm** button in the top right corner.

Step 3 of 12: 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.

HE Student Checklist

Step 3 of 11: FedUni Disclaimer	
1 Student Details Complete	Accept
2 Unique Student Identifier Complete	
3 FedUni Disclaimer Complete	
4 Address Details Not Started	
5 Contact Details Not Started	
6 Emergency Contacts Not Started	
7 About You Not Started	

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

Step 4 of 12: Address Details

Check and/or your address details. Click on the blue  symbol for address type information.

If you have previously supplied any address, you may see it listed on this page already for review. If no address is record, you will see a button to add an address.

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

Click +  to add an additional address in any section

Click on >  to edit an address.

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

HE Student Checklist

Step 4 of 12: Address Details 	
1 Student Details Complete	Confirm
2 Unique Student Identifier Complete	
3 FedUni Disclaimer Complete	
4 Address Details In Progress	
5 Contact Details Not Started	
6 Emergency Contacts Not Started	
7 About You Not Started	
8 Disability Not Started	

Permanent Home Address

+ 

Address	From
1 Jones Drive BALLARAT VIC, 3350	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 12: Contact Details

Check your email addresses and phone numbers. Click + to add or click on > to edit these. 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 Student Checklist

Step 4 of 8: Contact Details

Email

Email	Type	Preferred
test_student@students.federation.edu.au.test	Campus	✓
test_email@gmail.com.test	Home	>

Phone

Phone	Type	Preferred
00000000	Home	✓

Student Details Complete

Unique Student Identifier Complete

FedUni Disclaimer Complete

Address Details Complete

Contact Details In Progress

Emergency Contacts Not Started

About You Not Started

Disability Not Started

Prior Education Not Started

Education Level - Parents or Guardians Not Started

Confirm

Step 6 of 12: Emergency Contacts

Add Emergency Contact(s) by clicking on **Add Contact**. Complete the relevant details and click **Save**. When finished, click **Confirm** to continue.

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

HE Student Checklist

Step 6 of 11: Emergency Contacts

No contacts defined.

Add Contact

1

2

3

4

Cancel

Add Contact

Name **2**

Relationship Other **3**

Preferred

Primary Phone Number

Country Code

***Phone Number**

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

Confirm

Student Details Complete

Unique Student Identifier Complete

FedUni Disclaimer Complete

Address Details Complete

Contact Details Complete

Emergency Contacts In Progress

About You

Step 7 of 12: About You

Complete the questions shown on the screen. When finished, click **Confirm** to continue.

HE Student Checklist

1 Student Details Complete	Step 7 of 11: About You	Confirm
2 Unique Student Identifier Complete	Citizenship/Residency: Overseas Resident i	
3 FedUni Disclaimer Complete	Australian Aboriginal or Torres Strait Islander: Non indigenous - not Aborig nor Torres Strait Isld i	
4 Address Details Complete	Country of Birth: India i	
5 Contact Details Complete	Language Spoken at Home: Hindi i	
6 Emergency Contacts Complete	Have you ever spent time in formal out-of-home care? i	
7 About You In Progress	<input checked="" type="radio"/> No	
8 Disability		

Step 8 of 12: Disability

Read the disability question – click the **toggle** to change the answer from No to Yes if applicable. When finished, click **Confirm** to continue.

HE Student Checklist

1 Student Details Complete	Step 8 of 11: Disability	Confirm
2 Unique Student Identifier Complete	Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies? i	
3 FedUni Disclaimer Complete	<input checked="" type="radio"/> No	
4 Address Details Complete		
5 Contact Details Complete		
6 Emergency Contacts Complete		
7 About You Complete		
8 Disability In Progress		
9 Prior Education		

Step 9 of 12: Prior Education

If you have commenced or completed any prior education, select **Yes** in the toggle at the top of the screen. This will populate additional fields – work through and answer all questions. When finished, click **Confirm** to continue.

HE Student Checklist

1 Student Details Complete	Step 9 of 11: Prior Education Have you commenced or completed any prior education? <input checked="" type="radio"/> Yes	Confirm
2 Unique Student Identifier Complete	Please indicate below your education level of participation and the last year of enrolment for each of the questions.	
3 FedUni Disclaimer Complete	Higher Education Degrees	
4 Address Details Complete	Postgraduate Degree or Higher	<input type="button" value="▼"/>
5 Contact Details Complete	Bachelor Degree	<input type="button" value="▼"/> ⓘ
6 Emergency Contacts Complete	Advanced Degree, Advanced Diploma or Diploma	<input type="button" value="▼"/>
7 About You Complete	VET Qualifications	
8 Disability Complete	Associate Degree, Advanced Diploma or Diploma	<input type="button" value="▼"/>
9 Prior Education In Progress	Certificate or other program at a VET Provider	<input type="button" value="▼"/>
Education Level - Parents or	Secondary Education	
	Secondary School	Completed final year <input type="button" value="▼"/> ⓘ
	Year	2010 <input type="button" value="▼"/>
	VET Secondary Program	<input type="button" value="▼"/> ⓘ
	Other Qualification	

Step 10 of 12: Education Level – Parents or Guardians

From the drop-down menus, select the highest level of education completed by your parents or guardians. When finished, click **Confirm** to continue.

HE Student Checklist

1 Student Details Complete	Step 10 of 11: Education Level - Parents or Guardians	Confirm
2 Unique Student Identifier Complete	These questions are about the highest level of education completed by your parents or guardians. The Australian Government requires this information to be collected for statistical purposes.	
3 FedUni Disclaimer Complete	Parent/Guardian 1	
4 Address Details Complete	Highest Level of Education Completed	Don't Know <input type="button" value="▼"/>
5 Contact Details Complete	Parent/Guardian 2	
6 Emergency Contacts Complete	Highest Level of Education Completed	Don't Know <input type="button" value="▼"/> ⓘ
7 About You Complete	Bachelor Degree	
8 Disability Complete	Completed Year 10 or equiv	
9 Prior Education Complete	Completed year 12 schooling	
Education Level - Parents or	Did not complete Year 10	
10 Guardians In Progress	Did not complete Year 12 or eq	
	Don't Know	
	No parent or guardian	
	Not a commencing student	
	Other post school qualifcat	
	Postgraduate qualification	

Step 11 of 12: Australian Government Loan Schemes

This question is read-only as it was answered at the time you accepted your offer to study. You can see here what your response was. Click **Confirm** to move to the final step.



HE Student Checklist

Step 11 of 12: Australian Government Loan Schemes

Citizenship: Australian Citizen [?](#)

I will be resident in Australia for at least one unit of study contributing to my Yes course of study

If you are eligible for a Commonwealth Supported Place and/or Commonwealth Assistance, you will receive an email from the Australian Government requesting that you complete an electronic Commonwealth Assistance Form (eCAF) via the Department of Education eCAF portal. To be eligible for the loan, the eCAF must be completed prior to your first Census Date.

For information on eligibility, please refer to: studyassist.gov.au

Confirm

6 Emergency Contacts Complete

7 About You Complete

8 Disability Complete

9 Prior Education Complete

10 Education Level - Parents or Guardians Complete

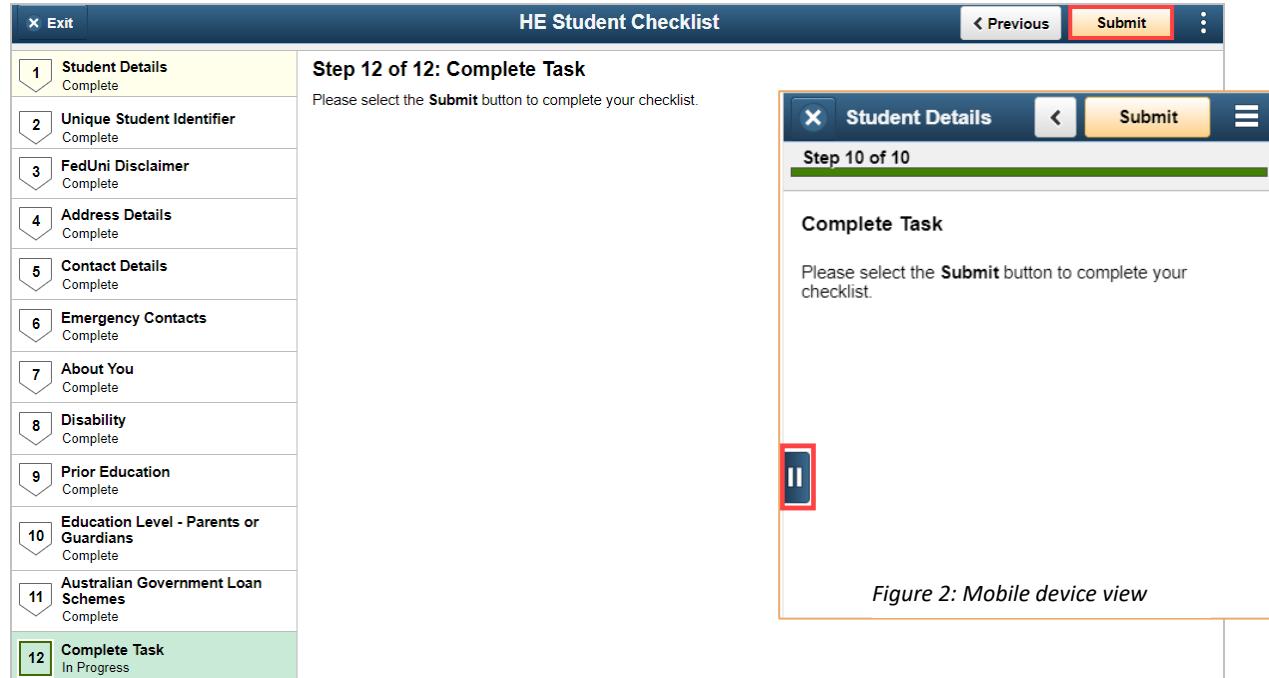
11 Australian Government Loan Schemes In Progress

12 Complete Task Not Started

Step 12 of 12: 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**.



HE Student Checklist

Step 12 of 12: Complete Task

Please select the **Submit** button to complete your checklist.

Submit

1 Student Details Complete

2 Unique Student Identifier Complete

3 FedUni Disclaimer Complete

4 Address Details Complete

5 Contact Details Complete

6 Emergency Contacts Complete

7 About You Complete

8 Disability Complete

9 Prior Education Complete

10 Education Level - Parents or Guardians Complete

11 Australian Government Loan Schemes Complete

12 Complete Task In Progress

Student Details **Submit**

Step 10 of 10

Complete Task

Please select the **Submit** button to complete your checklist.

Submit

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.