

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.

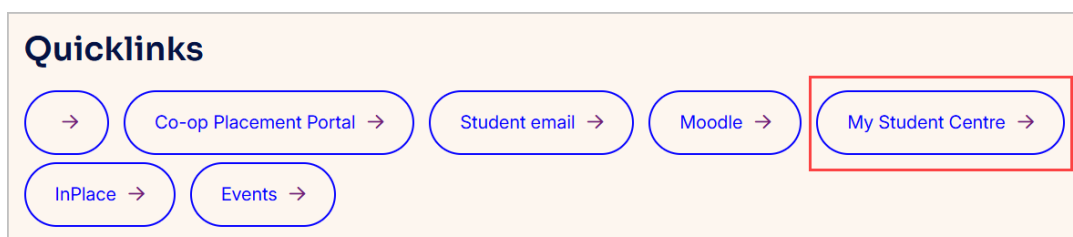
To begin, go to the Federation Homepage www.federation.edu.au and click on **Current students** from the top header menu.



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.



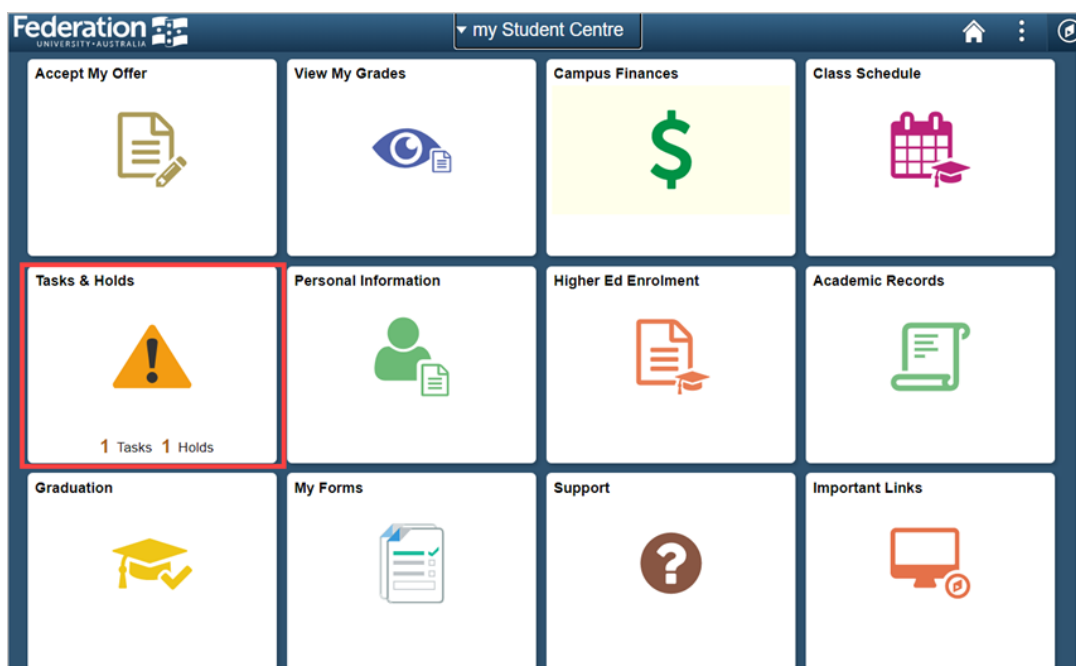
Sign on with your FedUni Network Login

Sign in

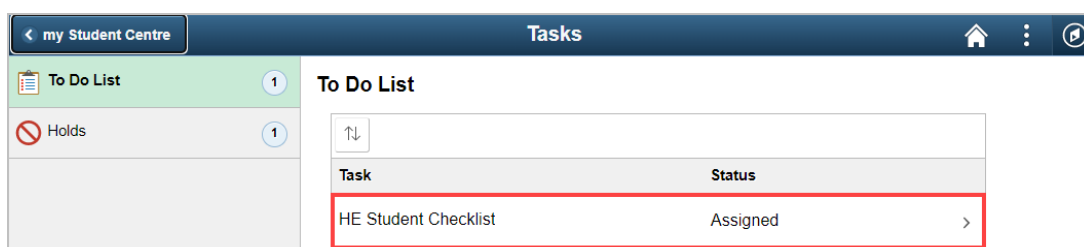
Having trouble logging in or unsure of your username? Please visit the [Passwords Self-Servicer Portal](#) for assistance.

Complete the HE Student Checklist

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



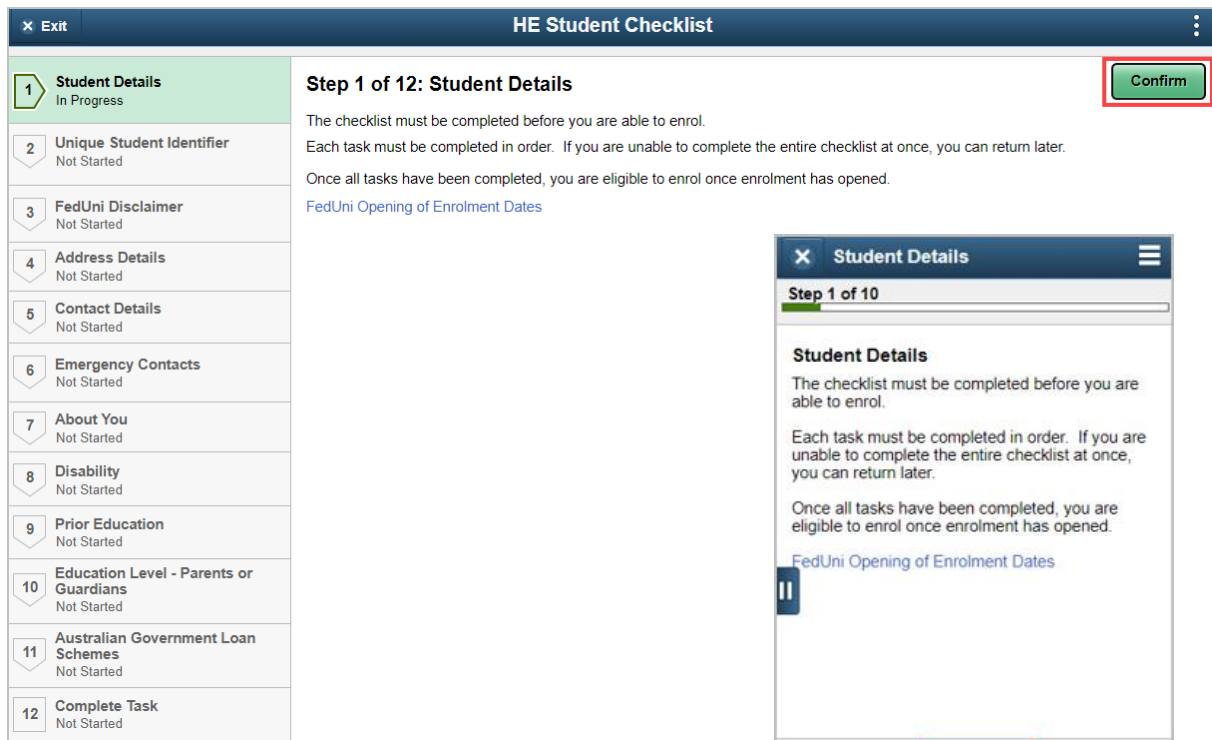
Select the **HE Student Checklist** from the list. **NOTE:** The Status of your checklist will show as 'Assigned' initially, then change to 'In Progress' once started.



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

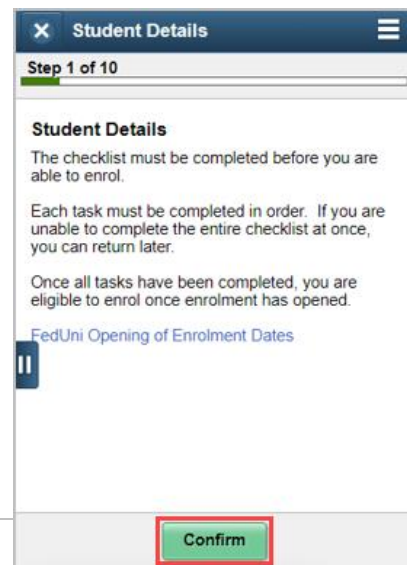
Step 1 of 12: Student Details

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.



The screenshot shows the 'HE Student Checklist' interface in a desktop browser. On the left is a sidebar with 12 steps. Step 1, 'Student Details', is highlighted with a green background and labeled 'In Progress'. Steps 2 through 12 are listed below it, all labeled 'Not Started'. The main content area is titled 'Step 1 of 12: Student Details'. It contains instructions: '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.' Below this is a link for 'FedUni Opening of Enrolment Dates'. In the top right corner, a green 'Confirm' button is highlighted with a red rectangle.

Figure 1: Desktop web browser view

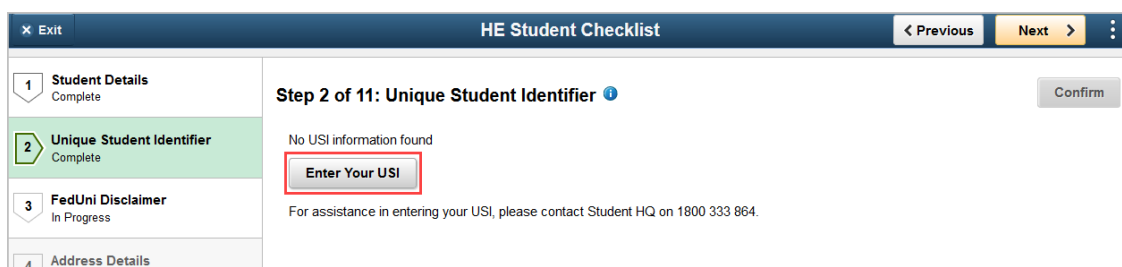


The screenshot shows the 'HE Student Checklist' interface on a mobile device. The title bar says 'Student Details' and 'Step 1 of 10'. The content area is titled 'Student Details' and contains the same instructions as the desktop view. At the bottom of the screen, a green 'Confirm' button is highlighted with a red rectangle.

Figure 2: Mobile device view

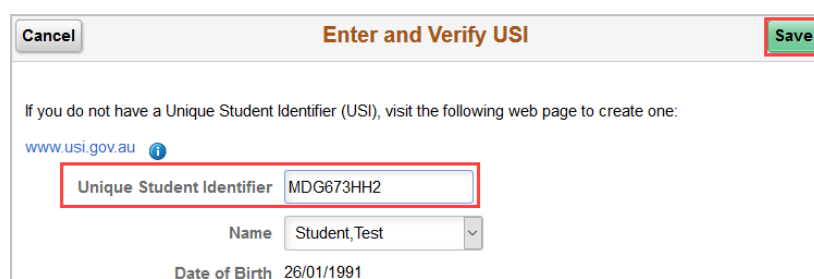
Step 2 of 12: Unique Student Identifier (USI)

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



The screenshot shows the 'HE Student Checklist' interface in a desktop browser. The sidebar shows Step 1 as 'Complete' and Step 2, 'Unique Student Identifier', as 'Complete'. Step 3, 'FedUni Disclaimer', is 'In Progress'. The main content area is titled 'Step 2 of 12: Unique Student Identifier'. It contains the text: 'No USI information found'. Below this is a button labeled 'Enter Your USI', which is highlighted with a red rectangle. Further down, it says: 'For assistance in entering your USI, please contact Student HQ on 1800 333 864.' In the top right corner, there is a 'Confirm' button.

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

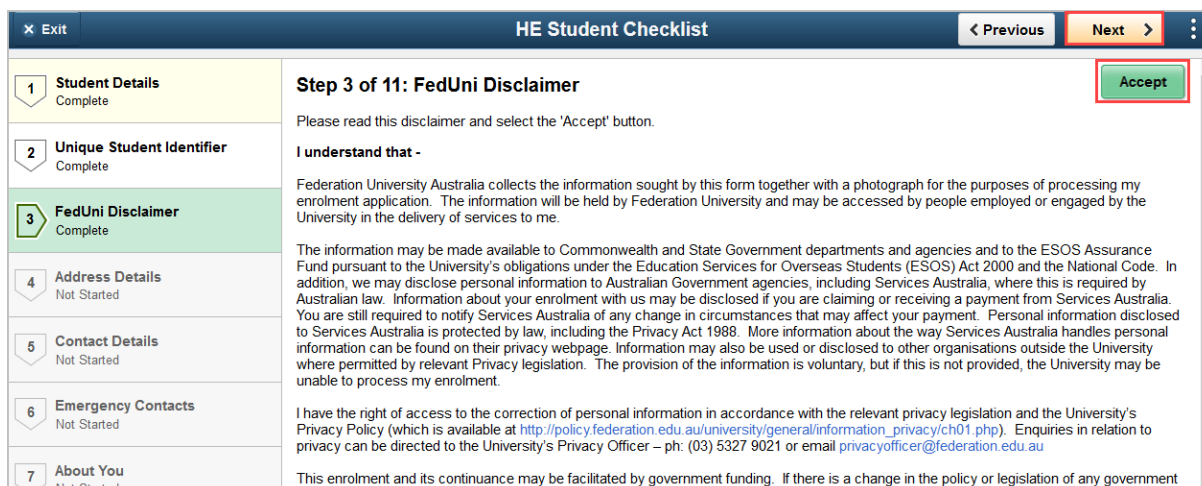


The screenshot shows a form titled 'Enter and Verify USI'. At the top left is a 'Cancel' button, and at the top right is a green 'Save' button highlighted with a red rectangle. The form contains the text: 'If you do not have a Unique Student Identifier (USI), visit the following web page to create one:'. Below this is a link to 'www.usi.gov.au'. There is a text input field labeled 'Unique Student Identifier' containing the value 'MDG673HH2', which is highlighted with a red rectangle. Below this is a dropdown menu labeled 'Name' with the value 'Student, Test'. At the bottom, it shows 'Date of Birth' as '26/01/1991'.

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.



The screenshot shows the 'HE Student Checklist' interface. On the left, a sidebar lists steps 1 through 7. Step 3, 'FedUni Disclaimer', is highlighted in green and marked as 'Complete'. The main content area is titled 'Step 3 of 11: FedUni Disclaimer' and contains a disclaimer text. A red box highlights the 'Accept' button in the top right corner. The disclaimer text states: '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.

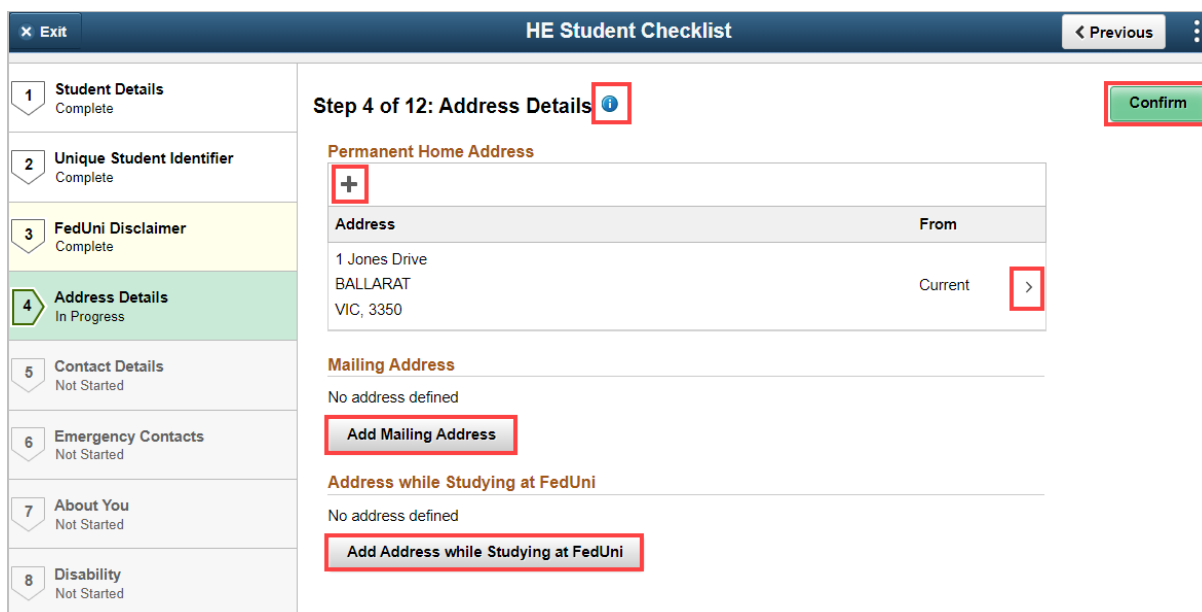
If you have previously supplied any address, you may see it listed on this page already for review. If no address is record, you will see a button to add an address.

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.

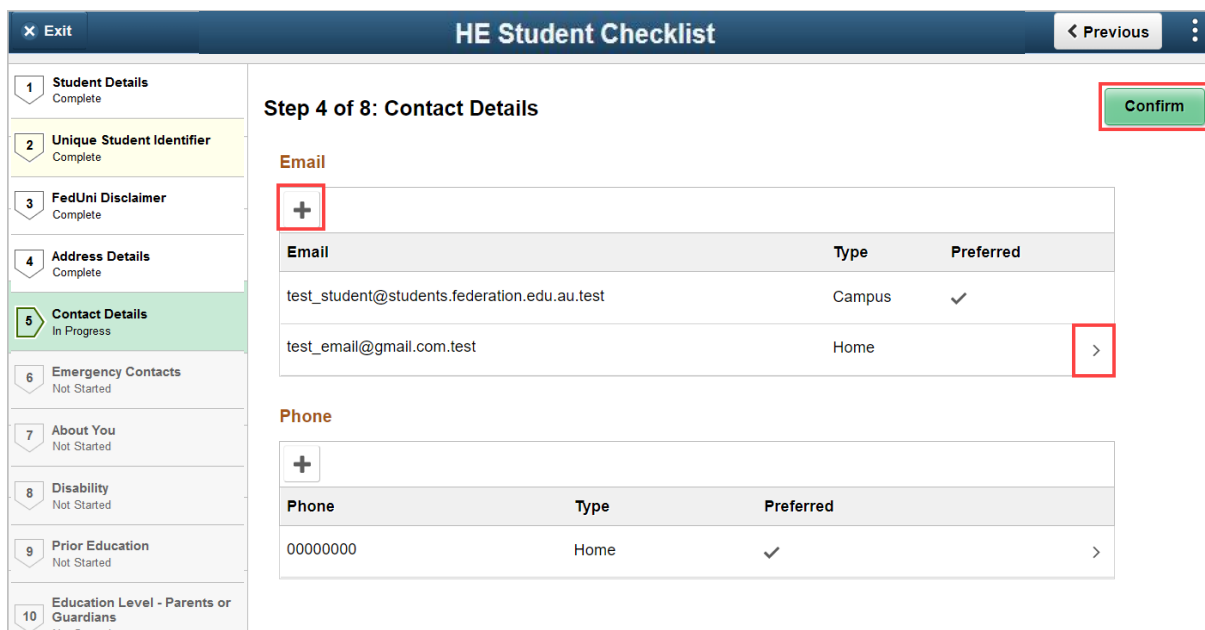


The screenshot shows the 'HE Student Checklist' interface. On the left, a sidebar lists steps 1 through 8. Step 4, 'Address Details', is highlighted in green and marked as 'In Progress'. The main content area is titled 'Step 4 of 12: Address Details' and contains three sections: 'Permanent Home Address', 'Mailing Address', and 'Address while Studying at FedUni'. Each section has a red box highlighting a '+' button to add an address. The 'Permanent Home Address' section shows a table with one entry: '1 Jones Drive, BALLARAT, VIC, 3350' with a 'From' column set to 'Current'. A red box highlights the '>' button next to this entry. The 'Mailing Address' section shows 'No address defined' and a red box highlights the 'Add Mailing Address' button. The 'Address while Studying at FedUni' section shows 'No address defined' and a red box highlights the 'Add Address while Studying at FedUni' button. A red box highlights the 'Confirm' button in the top right corner.

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.



The screenshot shows the 'HE Student Checklist' interface. On the left, a sidebar lists 10 steps: 1. Student Details (Complete), 2. Unique Student Identifier (Complete), 3. FedUni Disclaimer (Complete), 4. Address Details (Complete), 5. Contact Details (In Progress), 6. Emergency Contacts (Not Started), 7. About You (Not Started), 8. Disability (Not Started), 9. Prior Education (Not Started), and 10. Education Level - Parents or Guardians (Not Started). The main content area is titled 'Step 4 of 8: Contact Details'. It features a 'Confirm' button in the top right. Below the title, there are two sections: 'Email' and 'Phone'. The 'Email' section has a '+' button to add a new email. Below it, a table lists existing emails:

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

The 'Phone' section has a '+' button to add a new phone number. Below it, a table lists existing phone numbers:

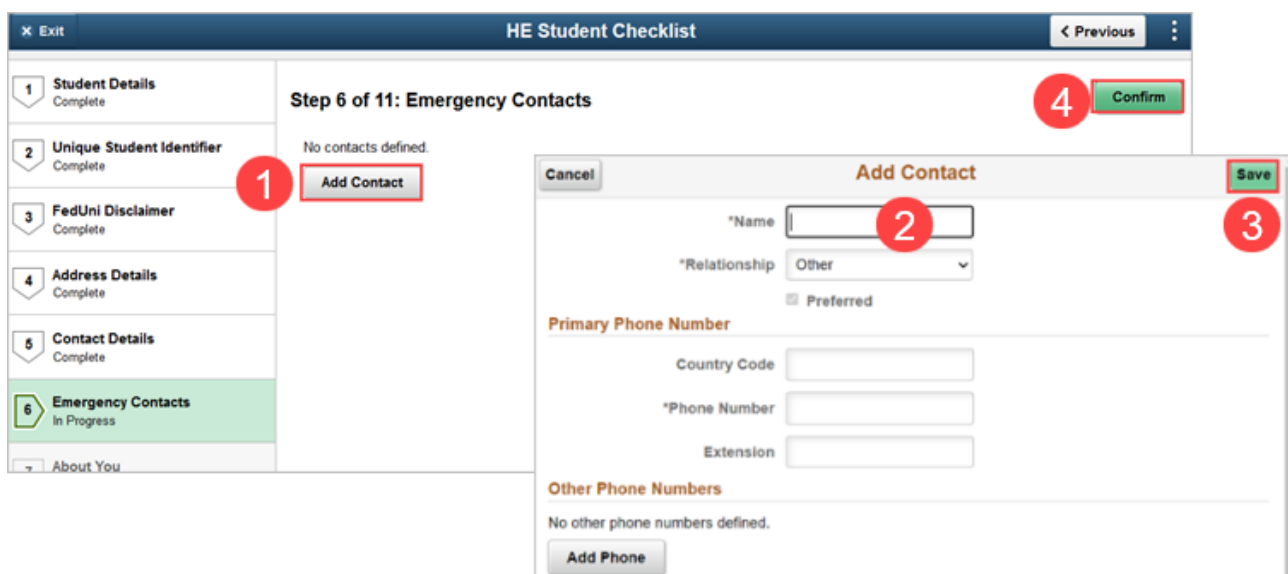
Phone	Type	Preferred
00000000	Home	✓

Each row in the tables has a '>' button to edit the entry.

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.



The screenshot shows the 'HE Student Checklist' interface. On the left, a sidebar lists 10 steps: 1. Student Details (Complete), 2. Unique Student Identifier (Complete), 3. FedUni Disclaimer (Complete), 4. Address Details (Complete), 5. Contact Details (Complete), 6. Emergency Contacts (In Progress), and 7. About You (Not Started). The main content area is titled 'Step 6 of 11: Emergency Contacts'. It features a 'Confirm' button in the top right. Below the title, there is a message 'No contacts defined.' and an 'Add Contact' button. A modal window titled 'Add Contact' is open, showing fields for: *Name, *Relationship (dropdown menu), Preferred (checkbox), Primary Phone Number (Country Code, *Phone Number, Extension), and Other Phone Numbers (No other phone numbers defined., Add Phone button). The modal window has 'Cancel' and 'Save' buttons.

Step 7 of 12: About You

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

Exit

HE Student Checklist

Previous

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

In Progress

8 Disability

Step 7 of 11: About You

Citizenship/Residency

Overseas Resident

Australian Aboriginal or Torres Strait Islander

Non indigenous - not Aborig nor Torres Strait Isld

Country of Birth

India

Language Spoken at Home

Hindi

Have you ever spent time in formal out-of-home care?

No

Confirm

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.

Exit

HE Student Checklist

Previous

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

In Progress

9 Prior Education

Step 8 of 11: Disability

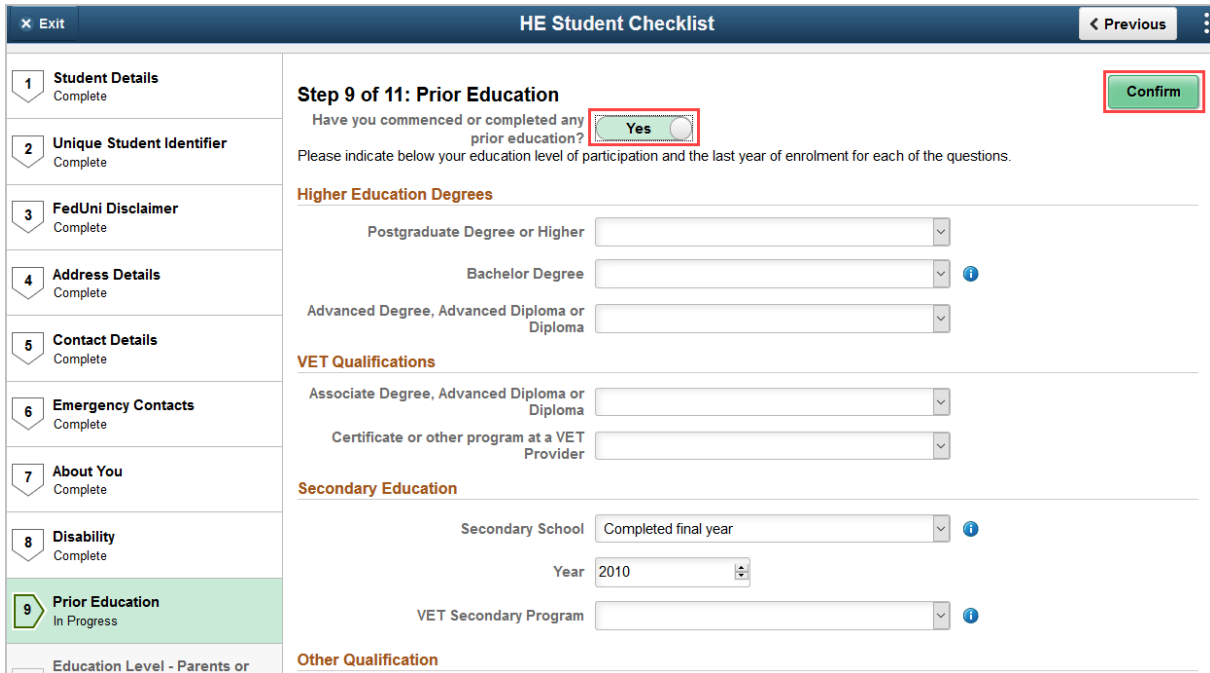
Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies?

No

Confirm

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

Step 9 of 11: Prior Education Confirm

Have you commenced or completed any prior education? **Yes**

Please indicate below your education level of participation and the last year of enrolment for each of the questions.

Higher Education Degrees

Postgraduate Degree or Higher

Bachelor Degree

Advanced Degree, Advanced Diploma or Diploma

VET Qualifications

Associate Degree, Advanced Diploma or Diploma

Certificate or other program at a VET Provider

Secondary Education

Secondary School Completed final year

Year 2010

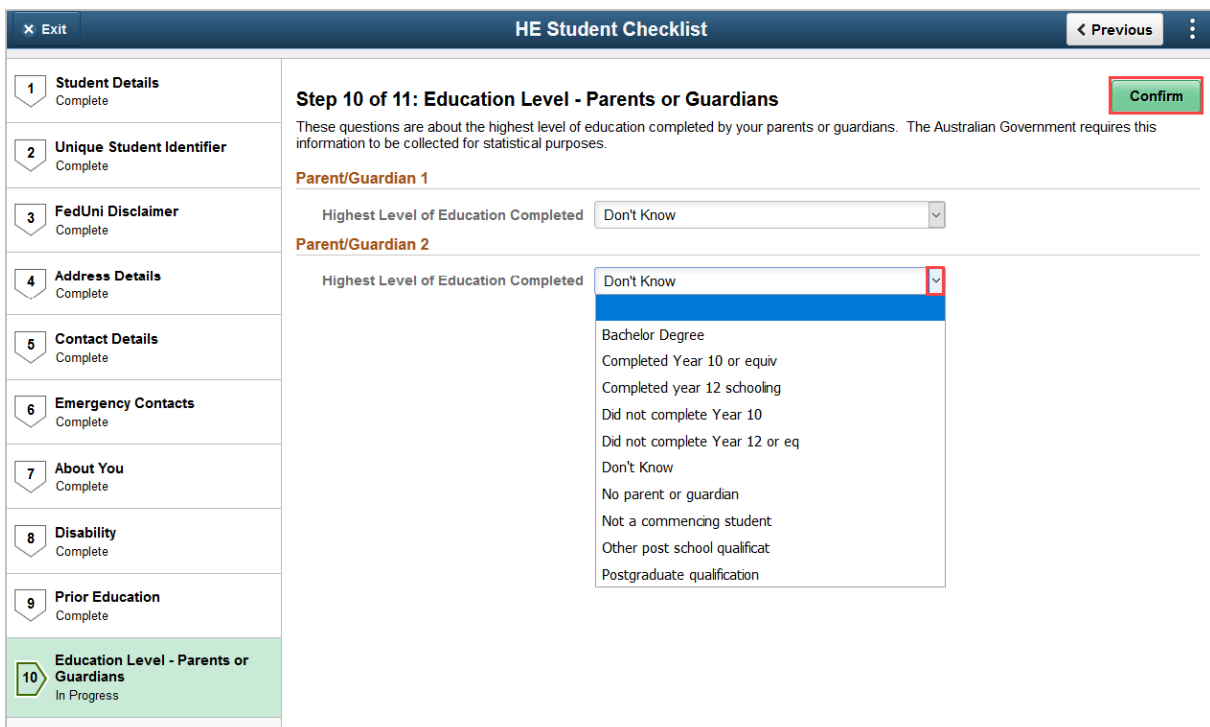
VET Secondary Program

Other Qualification

Education Level - Parents or

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

Step 10 of 11: Education Level - Parents or Guardians Confirm

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.

Parent/Guardian 1

Highest Level of Education Completed Don't Know

Parent/Guardian 2

Highest Level of Education Completed Don't Know

Bachelor Degree

Completed Year 10 or equiv

Completed year 12 schooling

Did not complete Year 10

Did not complete Year 12 or eq

Don't Know

No parent or guardian

Not a commencing student

Other post school qualificat

Postgraduate qualification

Education Level - Parents or Guardians

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 course of study: Yes

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.

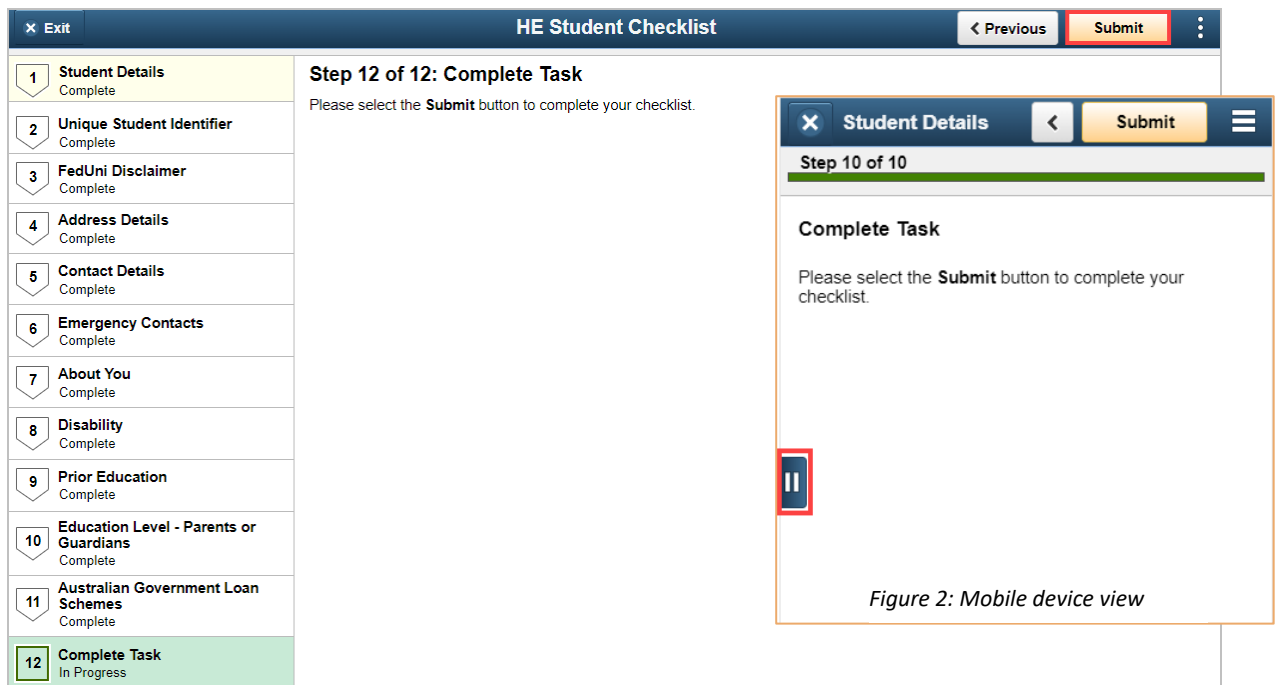
For information on eligibility, please refer to: studyassist.gov.au

Confirm

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

Figure 2: Mobile device view

Figure 2: Desktop web browser view

Class Enrolment

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