

# Complete your Enrolment Checklist – Onshore

## 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.

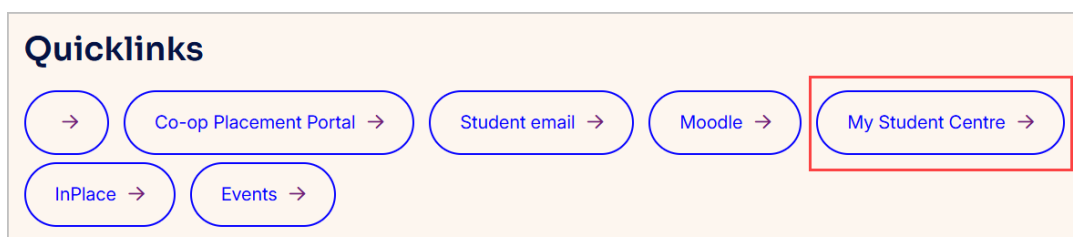
To begin, go to the Federation Homepage [www.federation.edu.au](http://www.federation.edu.au) and click on **Current students** from the top header menu.



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.

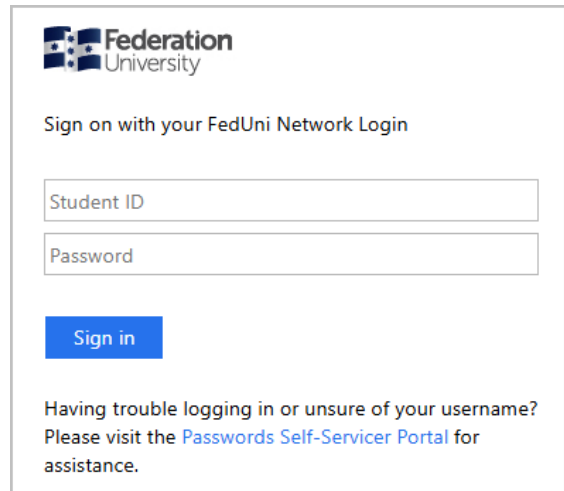
Your **Student ID** is your 8-digit student ID number.

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

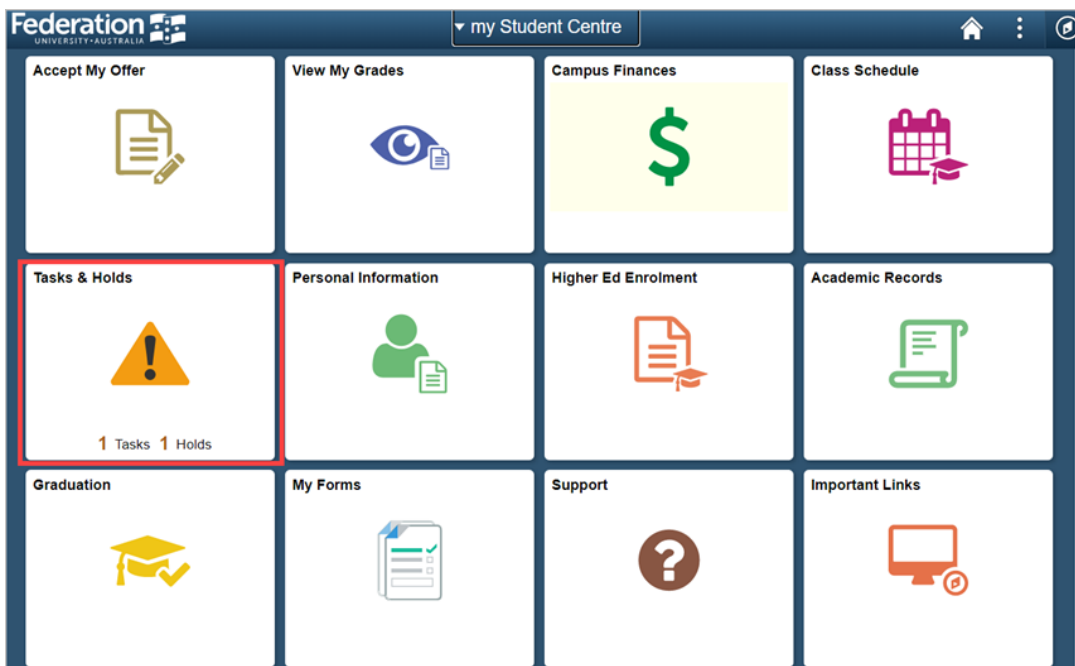
Password

Sign in

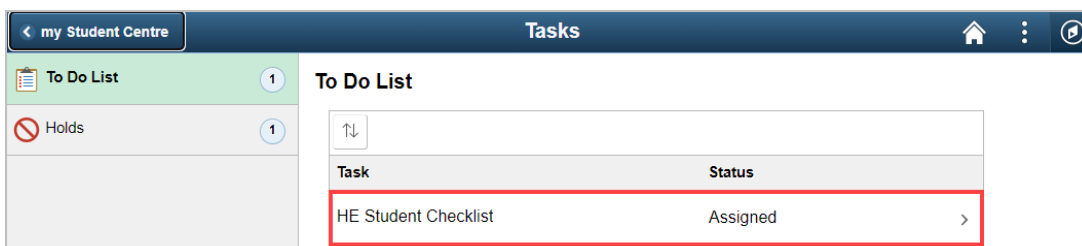
Having trouble logging in or unsure of your username? Please visit the [Passwords Self-Service Portal](#) for assistance.

## Complete the 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 eleven (11) steps to complete for this checklist, as outlined below.

## Step 1 of 11: 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.

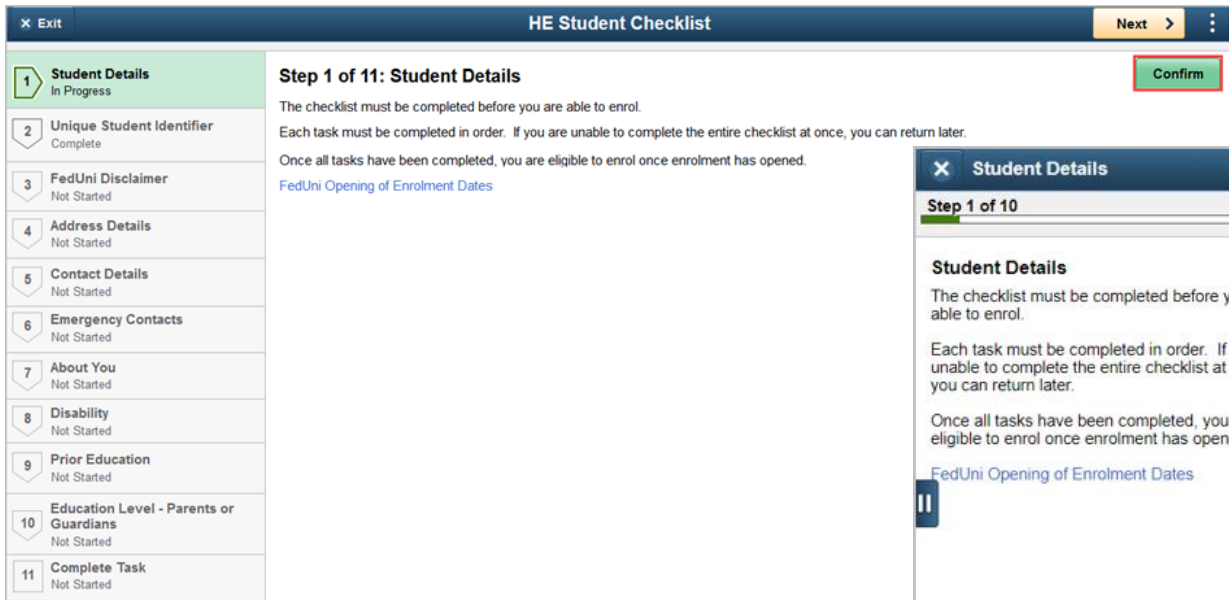


Figure 1: Desktop web browser view

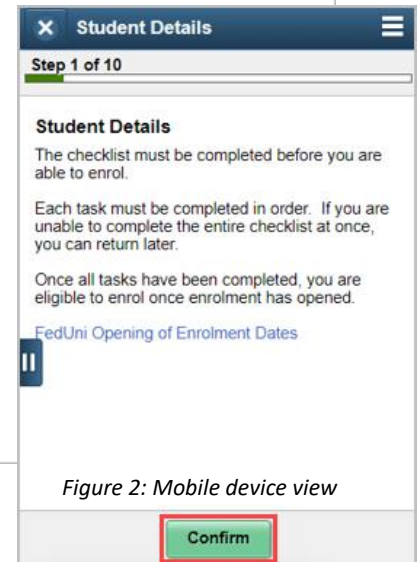
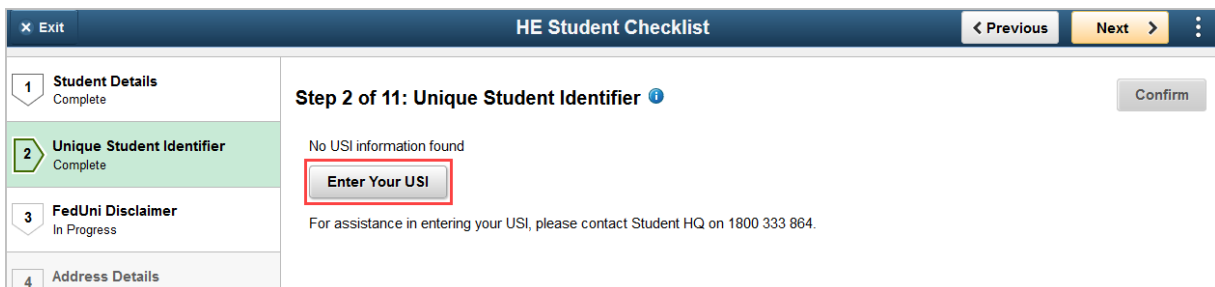


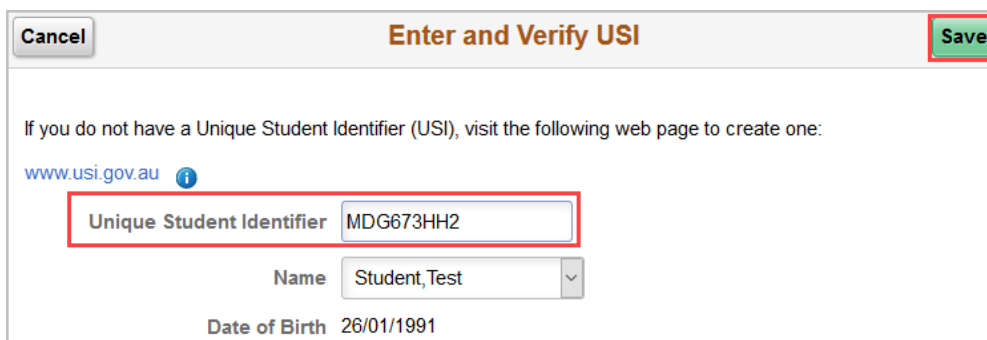
Figure 2: Mobile device view

## Step 2 of 11: Unique Student Identifier (USI)

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



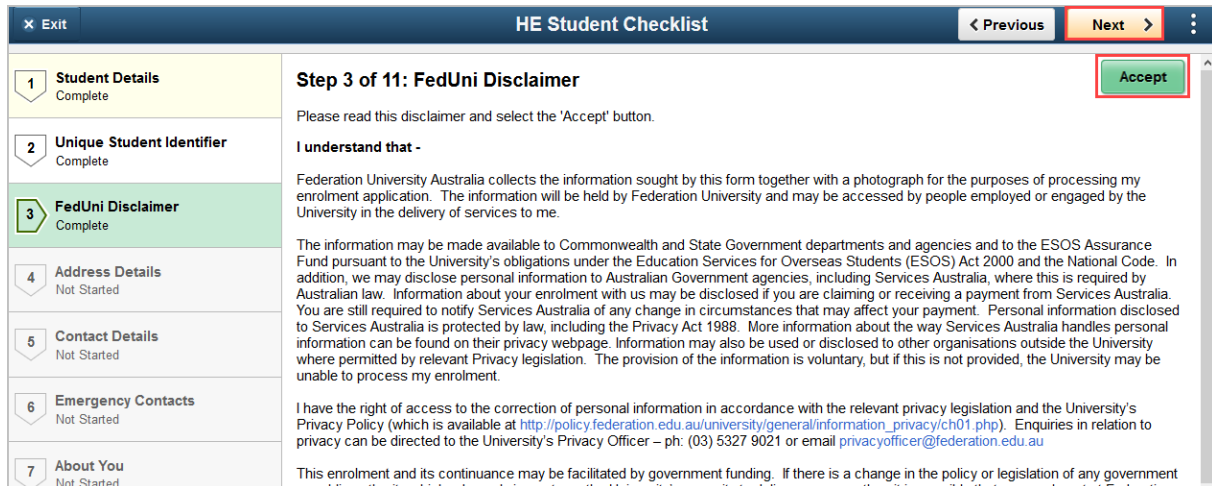
Type your USI in the box then click **Save**.



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

## Step 3 of 11: 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** [Previous] [Next]

**1 Student Details** Complete

**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

**Step 3 of 11: 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](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](mailto: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 11: Address Details

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

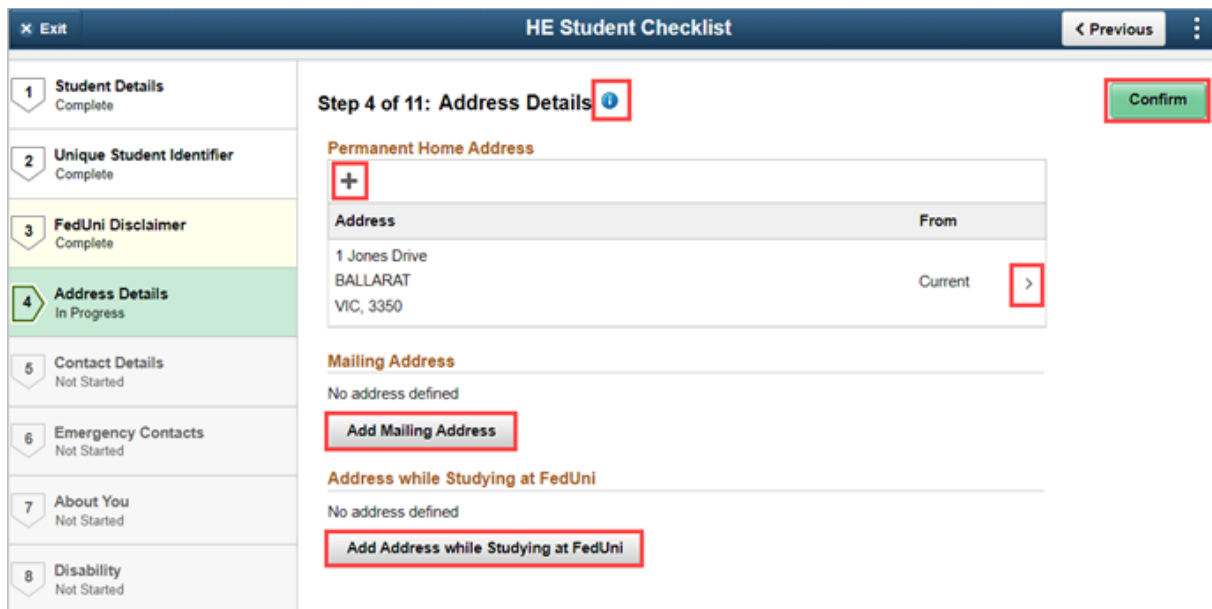
If you have previously supplied any address, you may see it listed on this page already for review. If no address is recorded, you will see a button to add an address.

**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** [Previous] [Confirm]

**1 Student Details** Complete

**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

**Step 4 of 11: Address Details** [Info]

**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**

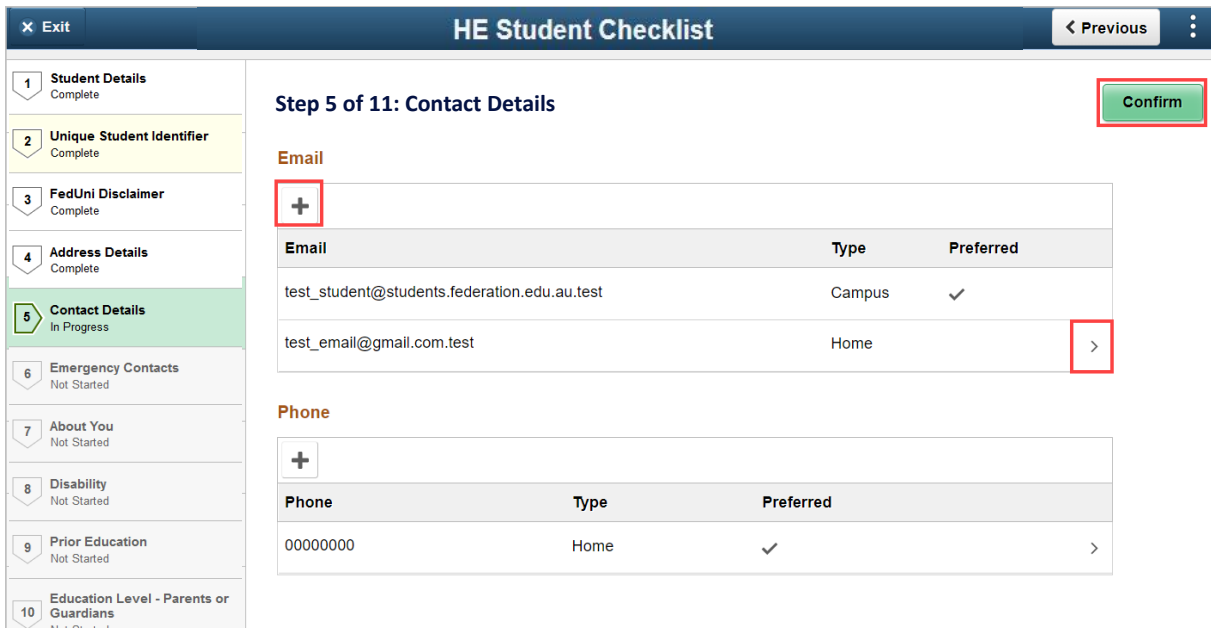
No address defined

**Add Address while Studying at FedUni**

## Step 5 of 11: 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.

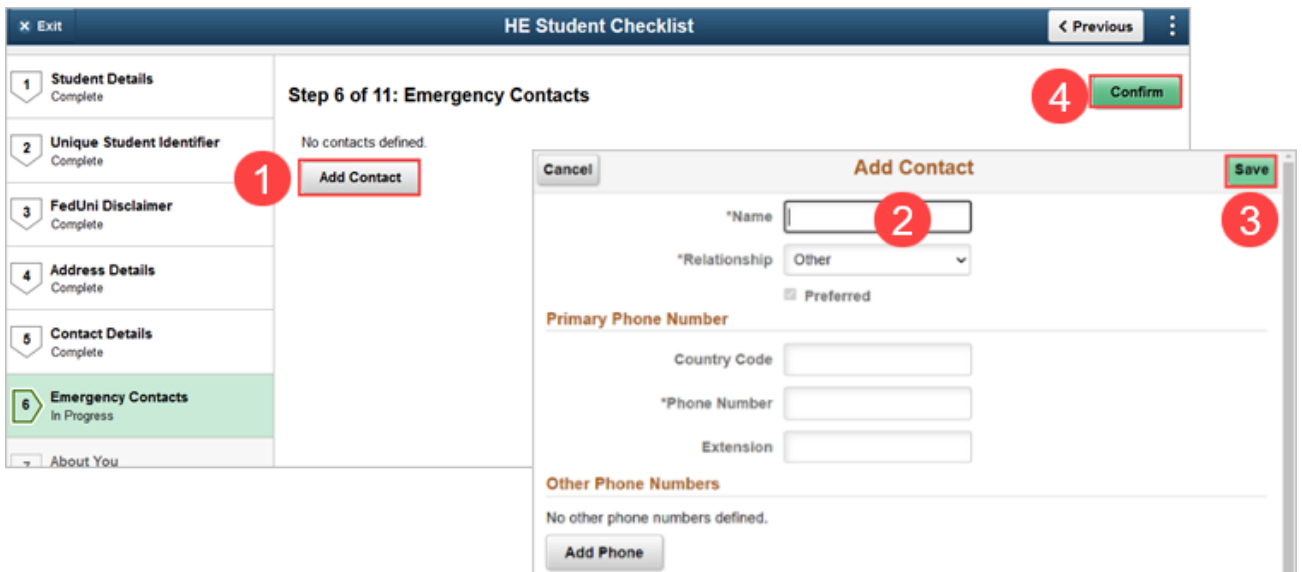


The screenshot shows the 'HE Student Checklist' interface. On the left, a sidebar lists 10 steps: 1. Student Details (Complete), 2. Unique Student Identifier (Complete), 3. FedUni Disclaimer (Complete), 4. Address Details (Complete), 5. Contact Details (In Progress), 6. Emergency Contacts (Not Started), 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 5 of 11: Contact Details' and features a 'Confirm' button in the top right. Under the 'Email' section, there is a '+' button to add a new email. Below it is a table with columns for 'Email', 'Type', and 'Preferred'. The first row contains 'test\_student@students.federation.edu.au.test', 'Campus', and a checkmark. The second row contains 'test\_email@gmail.com.test', 'Home', and a right-pointing chevron '>'. Under the 'Phone' section, there is another '+' button. Below it is a table with columns for 'Phone', 'Type', and 'Preferred'. The first row contains '00000000', 'Home', and a checkmark. A right-pointing chevron '>' is visible at the end of the row.

## Step 6 of 11: 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 at 'Step 6 of 11: Emergency Contacts'. The sidebar on the left shows steps 1-6, with 'Emergency Contacts' (In Progress) highlighted. The main content area shows 'No contacts defined.' and an 'Add Contact' button. A modal window titled 'Add Contact' is open, showing fields for: '\*Name' (with a red circle 2), '\*Relationship' (set to 'Other'), a 'Preferred' checkbox, 'Primary Phone Number' section with 'Country Code', '\*Phone Number', and 'Extension' fields, and an 'Other Phone Numbers' section with 'No other phone numbers defined.' and an 'Add Phone' button. The modal has 'Cancel' and 'Save' buttons. A red circle 1 is next to the 'Add Contact' button in the main interface, and a red circle 4 is next to the 'Confirm' button in the main interface.

## Step 7 of 11: About You

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

✕ Exit
HE Student Checklist
← Previous

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">1 <b>Student Details</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">2 <b>Unique Student Identifier</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">3 <b>FedUni Disclaimer</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">4 <b>Address Details</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">5 <b>Contact Details</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">6 <b>Emergency Contacts</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #d9ead3;">7 <b>About You</b> In Progress</div> <div style="border: 1px solid #ccc; padding: 2px;">8 <b>Disability</b></div>	<div style="text-align: right; margin-bottom: 10px;"><span style="border: 2px solid red; padding: 2px 5px; color: white; background-color: #5cb85c;">Confirm</span></div> <p><b>Step 7 of 11: About You</b></p> <p>Citizenship/Residency <span style="float: right;">Overseas Resident ⓘ</span></p> <p>Australian Aboriginal or Torres Strait Islander <input type="text" value="Non indigenous - not Aborig nor Torres Strait Islnd"/></p> <p>Country of Birth <input type="text" value="India"/></p> <p>Language Spoken at Home <input type="text" value="Hindi"/></p> <p>Have you ever spent time in formal out-of-home care? <input type="radio"/> No ⓘ</p>
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## Step 8 of 11: Disability

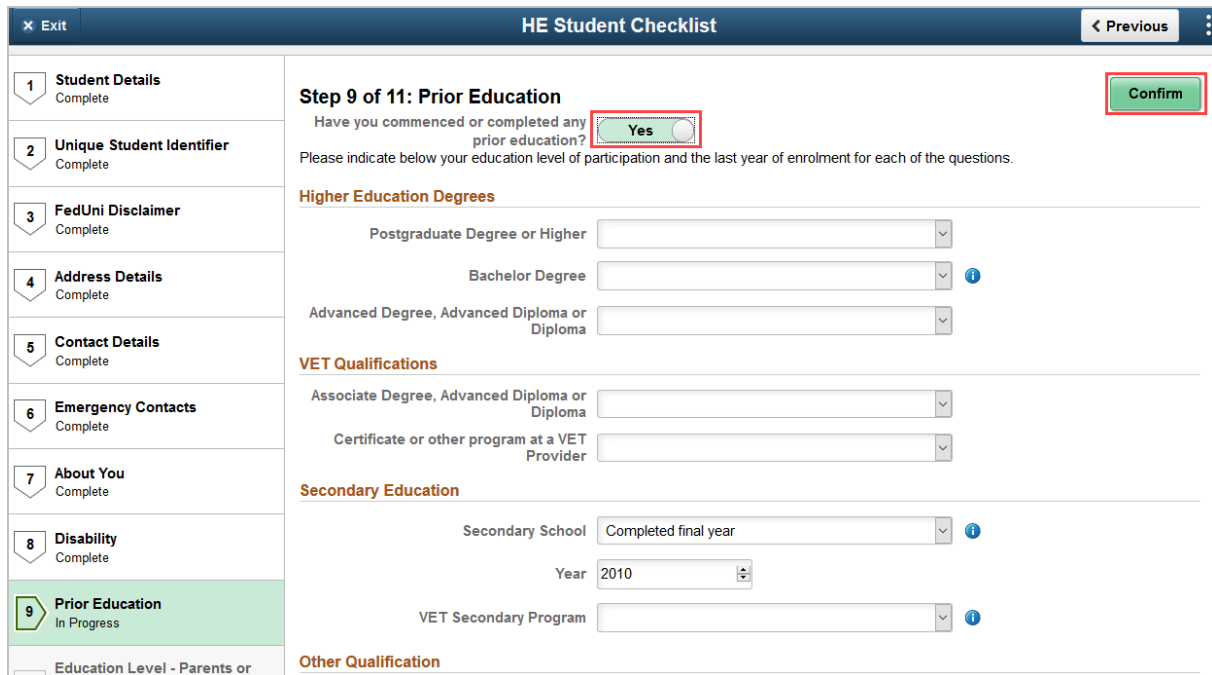
Read the disability question – click the **toggle** to change the answer from No to Yes if applicable. When finished, click **Confirm** to continue.

✕ Exit
HE Student Checklist
← Previous

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">1 <b>Student Details</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">2 <b>Unique Student Identifier</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">3 <b>FedUni Disclaimer</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">4 <b>Address Details</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">5 <b>Contact Details</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">6 <b>Emergency Contacts</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">7 <b>About You</b> Complete</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #d9ead3;">8 <b>Disability</b> In Progress</div> <div style="border: 1px solid #ccc; padding: 2px;">9 <b>Prior Education</b></div>	<div style="text-align: right; margin-bottom: 10px;"><span style="border: 2px solid red; padding: 2px 5px; color: white; background-color: #5cb85c;">Confirm</span></div> <p><b>Step 8 of 11: Disability</b></p> <p>Do you consider yourself to have a disability, impairment or a long term medical condition which may affect your studies? <input checked="" type="radio"/> No</p>
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## Step 9 of 11: Prior Education

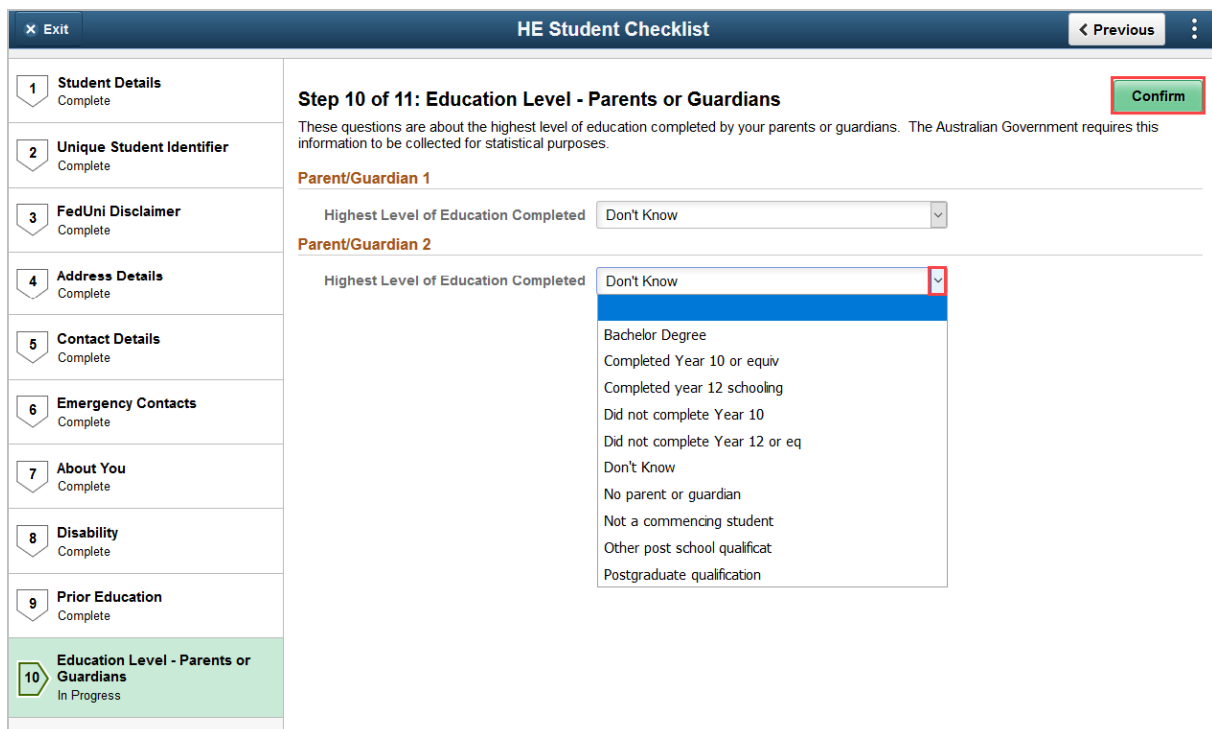
If you have commenced or completed any prior education, select **Yes** in the toggle at the top of the screen. This will populate additional fields – work through and answer all questions. When finished, click **Confirm** to continue.



The screenshot shows the 'HE Student Checklist' interface. On the left is a navigation menu with steps 1 through 9, where '9 Prior Education' is highlighted as 'In Progress'. The main content area is titled 'Step 9 of 11: Prior Education' and includes a 'Confirm' button in the top right. A toggle switch for 'Have you commenced or completed any prior education?' is set to 'Yes'. Below this, there are sections for 'Higher Education Degrees', 'VET Qualifications', 'Secondary Education', and 'Other Qualification'. Each section contains dropdown menus for selecting the highest level of education completed. A 'Confirm' button is highlighted with a red box in the top right corner.

## Step 10 of 11: 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.



The screenshot shows the 'HE Student Checklist' interface for Step 10. The navigation menu on the left shows '10 Education Level - Parents or Guardians' as 'In Progress'. The main content area is titled 'Step 10 of 11: Education Level - Parents or Guardians' and includes a 'Confirm' button in the top right. A note states: '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.' There are two sections, 'Parent/Guardian 1' and 'Parent/Guardian 2', each with a dropdown menu for 'Highest Level of Education Completed'. The dropdown for 'Parent/Guardian 2' is open, showing a list of options including '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', and 'Postgraduate qualification'. A 'Confirm' button is highlighted with a red box in the top right corner.

## Step 11 of 11: 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.

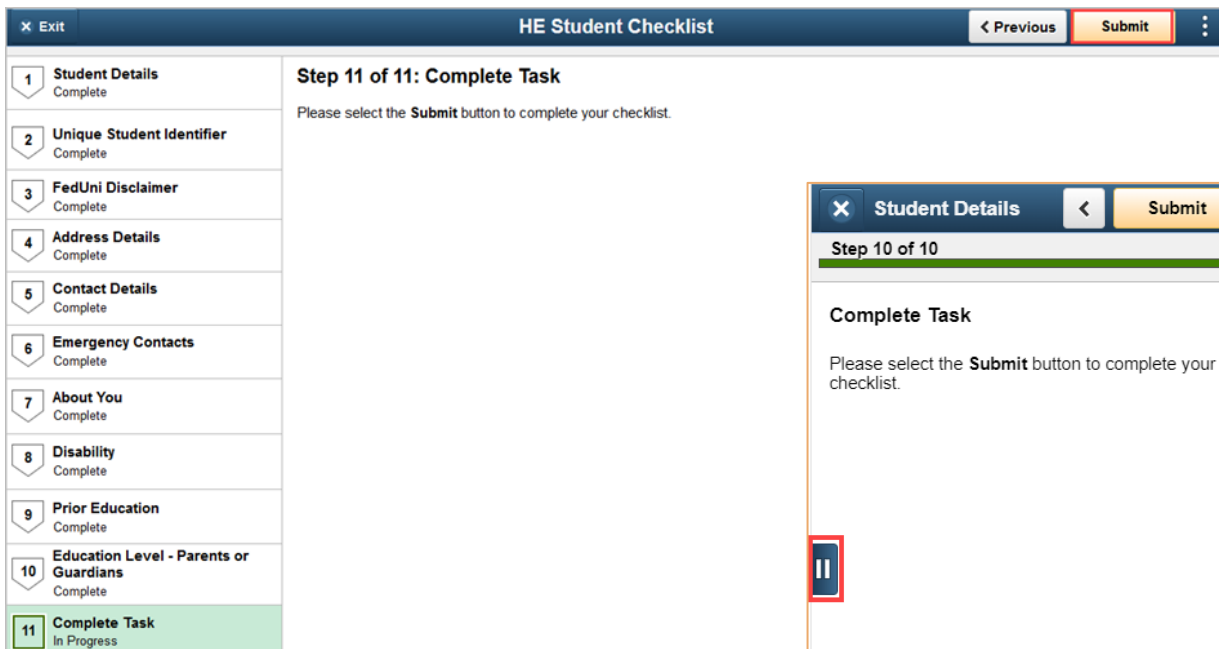


Figure 2: Desktop web browser view

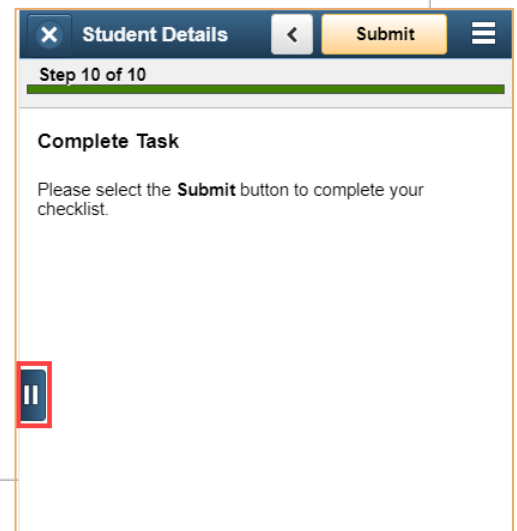


Figure 2: Mobile device view

## Class Enrolment

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