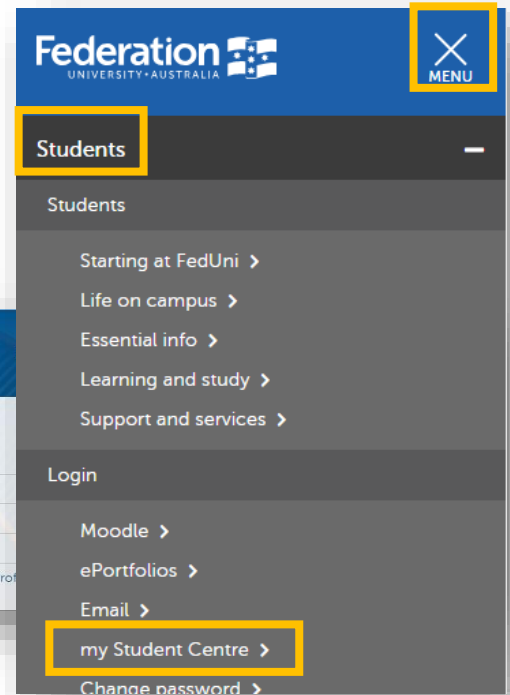
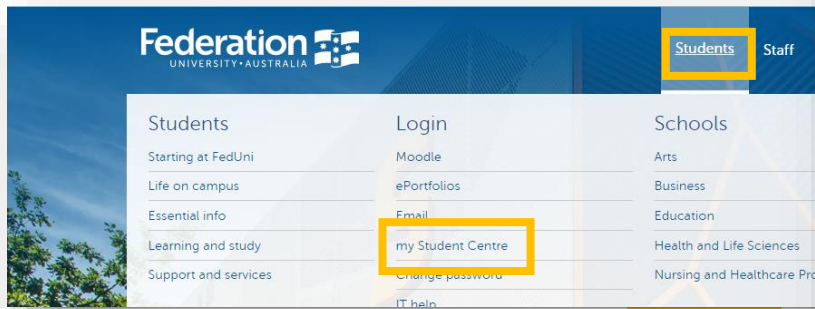


# Completing your Enrolment Checklist

## TAFE Continuing Student

To begin, go to the FedUni Homepage [www.federation.edu.au](http://www.federation.edu.au) hover on **Students**, then click on **my Student Centre**.

On a mobile device click on the **menu**, **Students** then **my Student Centre**.

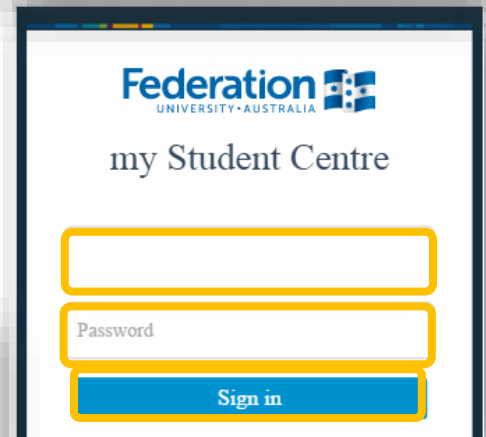
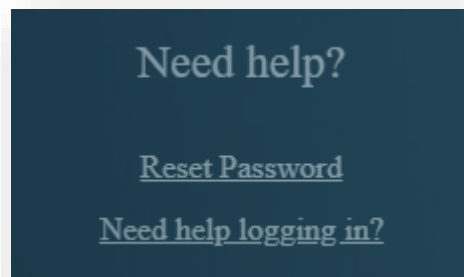


Log in using your Student ID number and password.

Your **User ID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.

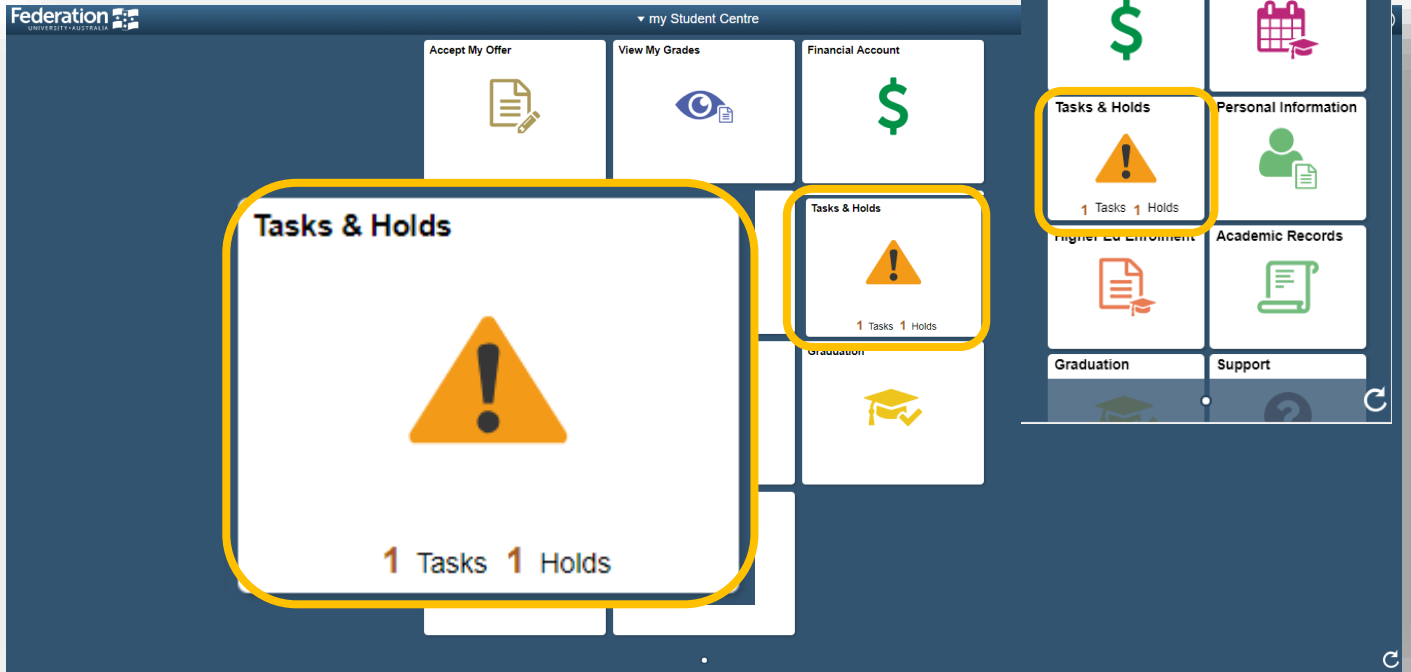


## Help

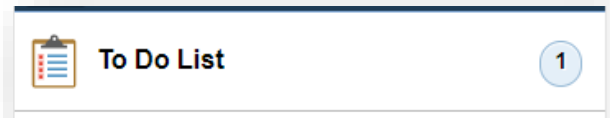
If you are having issues with your checklist or need assistance contact

Student HQ on 1800 FED UNI (1800 333 864) or go to [federation.edu.au/askfeduni](http://federation.edu.au/askfeduni)

Click on the **Tasks & Holds** tile from your homepage.



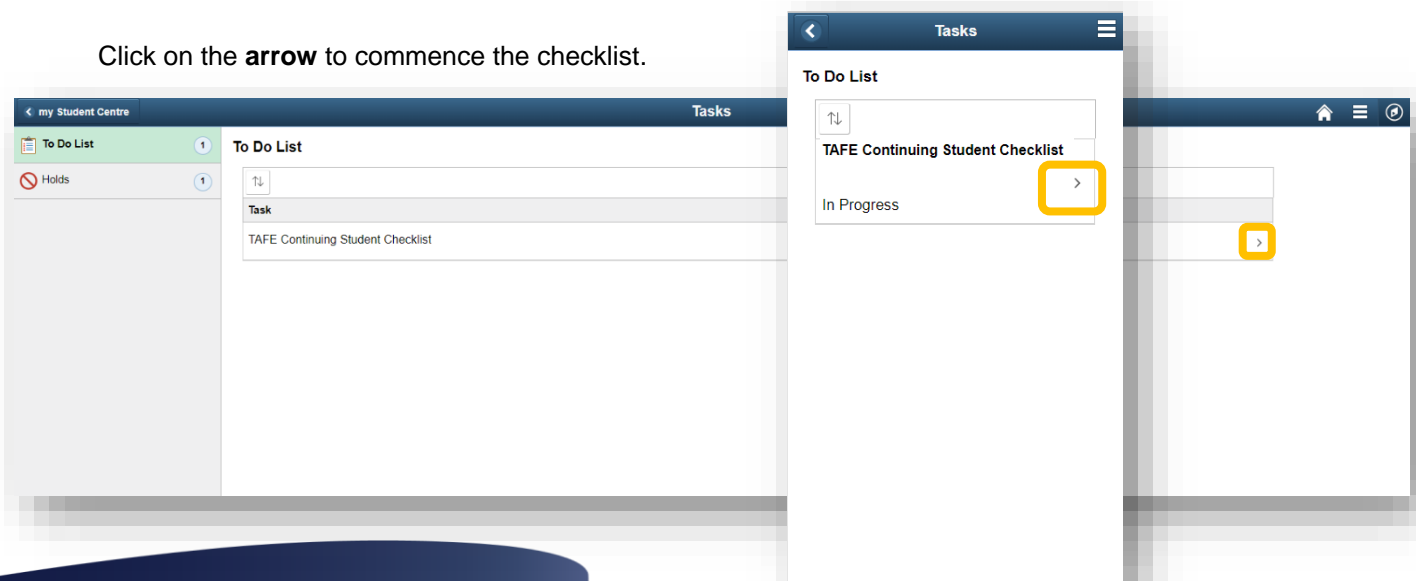
When completing your checklist on your phone, click on the **To Do List** to start the checklist.



## Complete the TAFE Student Checklist

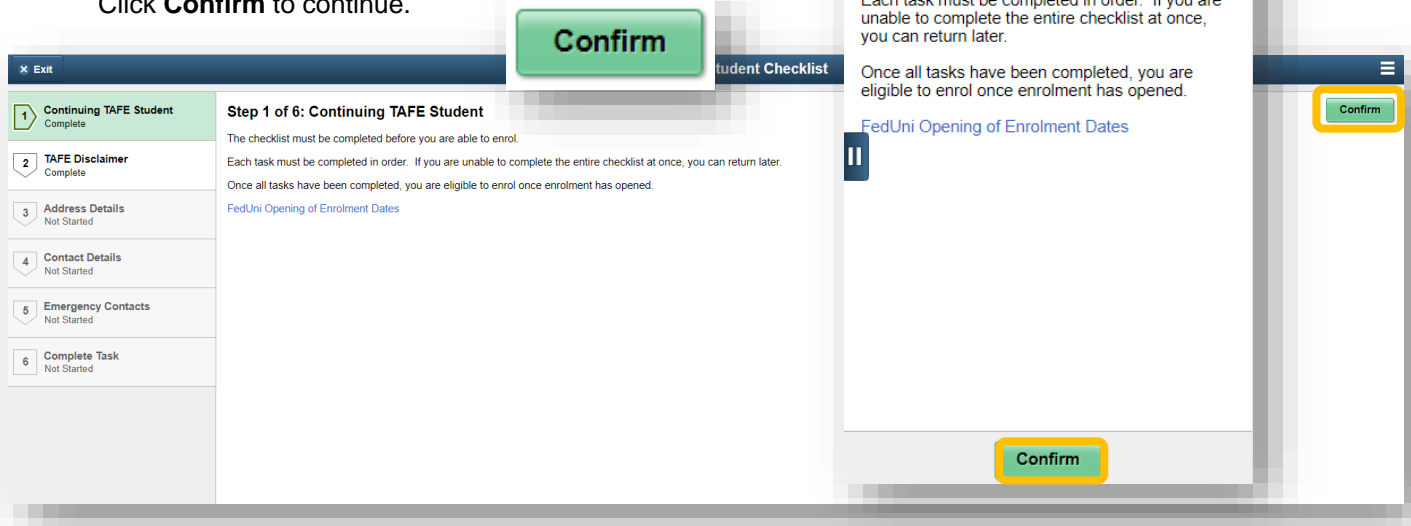
Note, if you have applied for more than one program, select the relevant program you are enrolling into.

Click on the **arrow** to commence the checklist.



## Step 1 of 6 Continuing TAFE Student

Click **Confirm** to continue.



**Step 1 of 6: Continuing TAFE Student**

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.

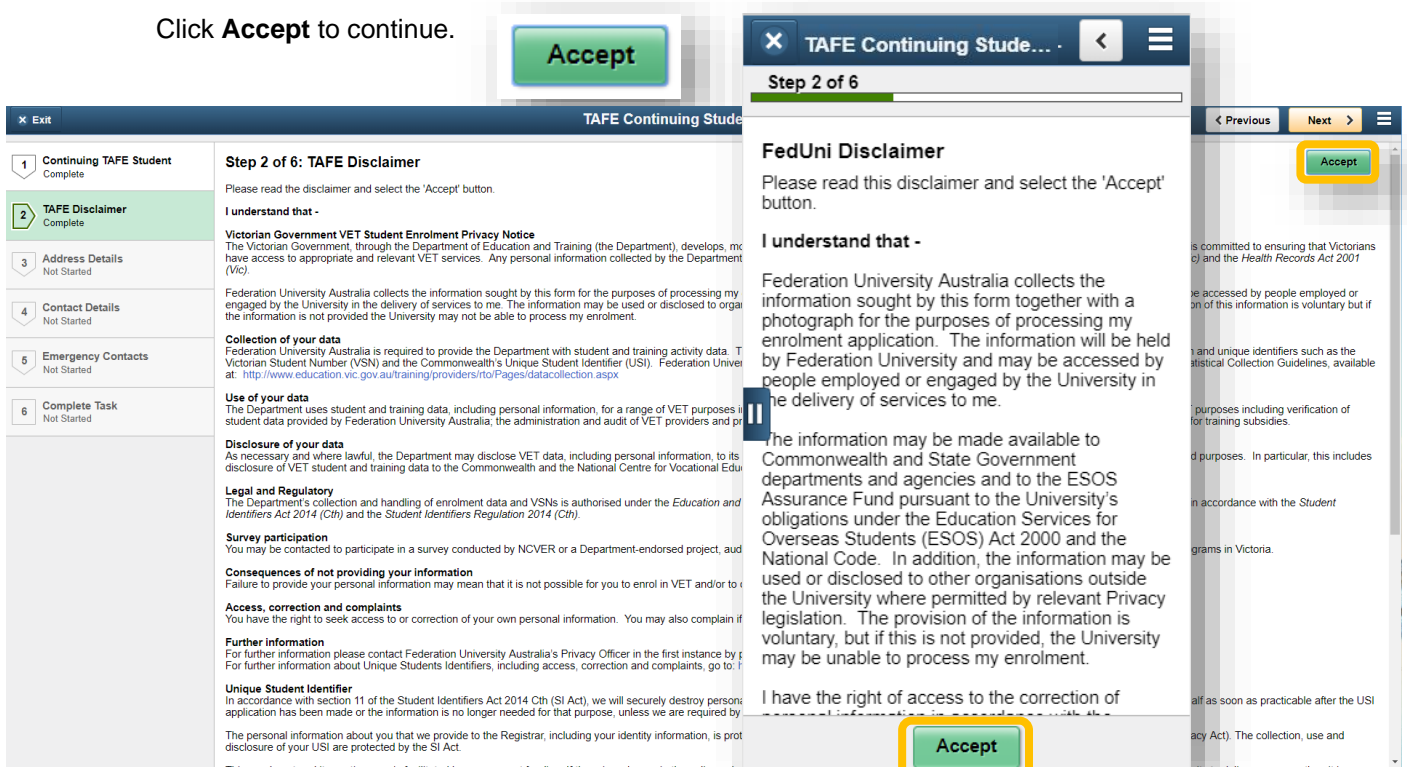
[FedUni Opening of Enrolment Dates](#)

**Confirm**

## Step 2 of 6 TAFE Disclaimer

Scroll down to read through the FedUni Disclaimer.

Click **Accept** to continue.



**Step 2 of 6: TAFE Disclaimer**

Please read the disclaimer and select the 'Accept' button.

**I understand that -**

**Victorian Government VET Student Enrolment Privacy Notice**  
The Victorian Government, through the Department of Education and Training (the Department), develops, manages and provides access to appropriate and relevant VET services. Any personal information collected by the Department (Vic).

Federation University Australia collects the information sought by this form for the purposes of processing my enrolment application.

**Collection of your data**  
Federation University Australia is required to provide the Department with student and training activity data. The Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Federation University Australia will collect your information at: <http://www.education.vic.gov.au/training/providers/ito/Pages/datacollection.aspx>

**Use of your data**  
The Department uses student and training data, including personal information, for a range of VET purposes including the administration and audit of VET providers and programs.

**Disclosure of your data**  
As necessary and where lawful, the Department may disclose VET data, including personal information, to its 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, the information may 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.

**Legal and Regulatory**  
The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2014 (Cth)* and the *Student Identifiers Regulation 2014 (Cth)*.

**Survey participation**  
You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, and you may choose to participate or not.

**Consequences of not providing your information**  
Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to access VET services.

**Access, correction and complaints**  
You have the right to seek access to or correction of your own personal information. You may also complain if you believe your personal information is being handled in an inappropriate way.

**Further information**  
For further information please contact Federation University Australia's Privacy Officer in the first instance by email at [privacy@federation.edu.au](mailto:privacy@federation.edu.au). For further information about Unique Student Identifiers, including access, correction and complaints, go to [www.usi.gov.au](http://www.usi.gov.au)

**Unique Student Identifier**  
In accordance with section 11 of the Student Identifiers Act 2014 (Cth) (SI Act), we will securely destroy personal information that is no longer needed for that purpose, unless we are required by law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the SI Act.

**Accept**

Once you have pressed **Accept**, click the arrow or **Next** button to continue.




## Step 3 of 6 Address Details

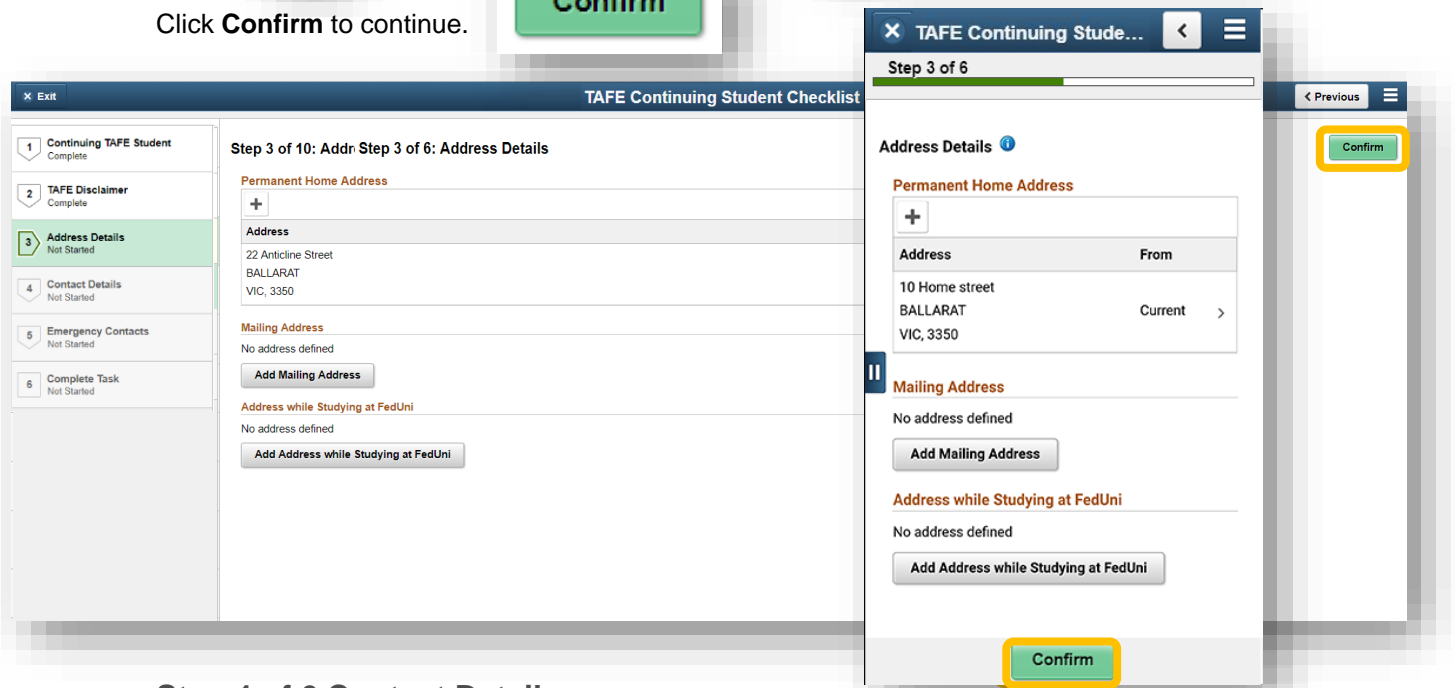
Check your Addresses, add, edit or update.

**Important** you must add a **Permanent Home Address**, **Mailing address** and **Address while Studying at FedUni** to continue.

Click +  to add an address

Click >  to edit an address.

Click **Confirm** to continue.

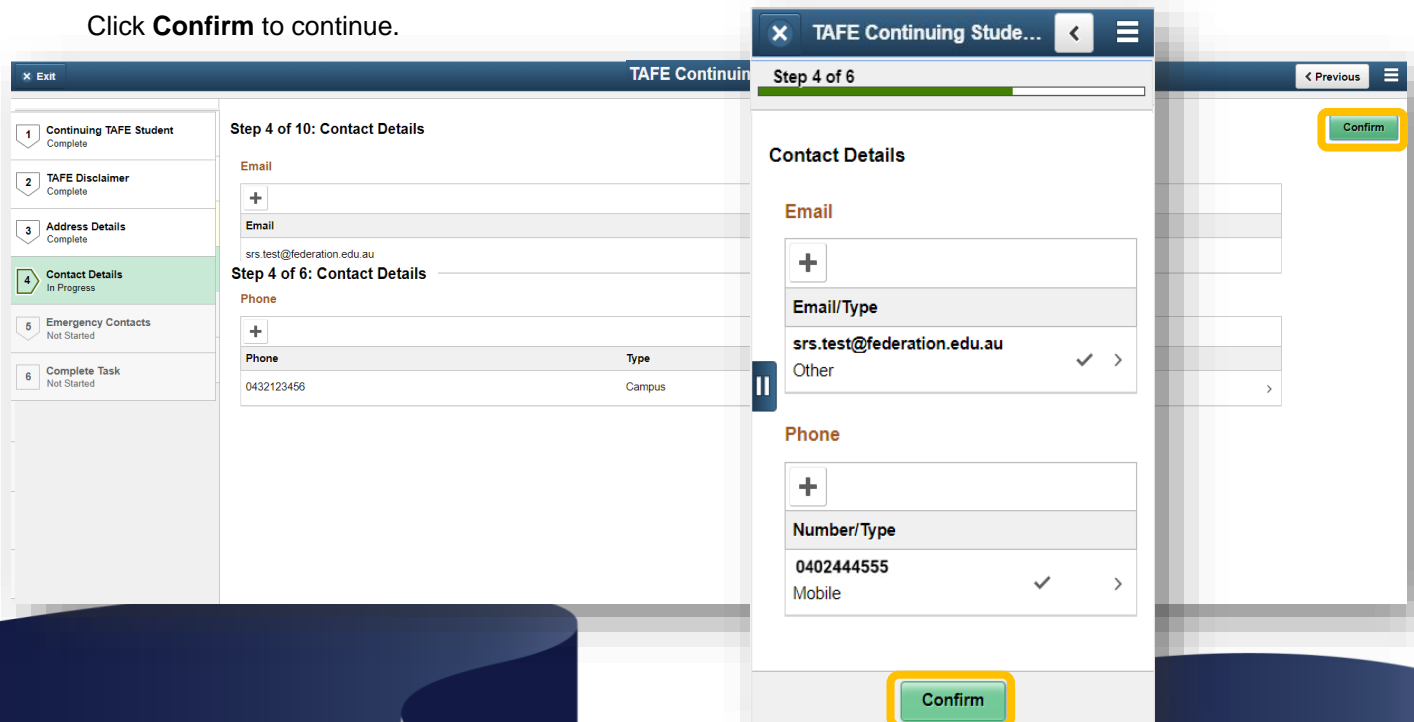
The screenshot shows the 'TAFE Continuing Student Checklist' with 'Address Details' as the current step. The checklist on the left shows steps 1-6, with 'Address Details' highlighted. The main form area is titled 'Step 3 of 10: Address Details' and contains three sections: 'Permanent Home Address' (with a plus icon and a sample address: 22 Anticline Street, BALLARAT, VIC, 3350), 'Mailing Address' (with 'No address defined' and an 'Add Mailing Address' button), and 'Address while Studying at FedUni' (with 'No address defined' and an 'Add Address while Studying at FedUni' button). A modal window titled 'TAFE Continuing Stude...' is open, showing 'Step 3 of 6' and 'Address Details'. It has the same three sections as the main form, with a 'Confirm' button highlighted in yellow at the bottom right.

## Step 4 of 6 Contact Details

Check your email addresses and phone numbers.

Click + to add an address or click on > to edit address.

Click **Confirm** to continue.



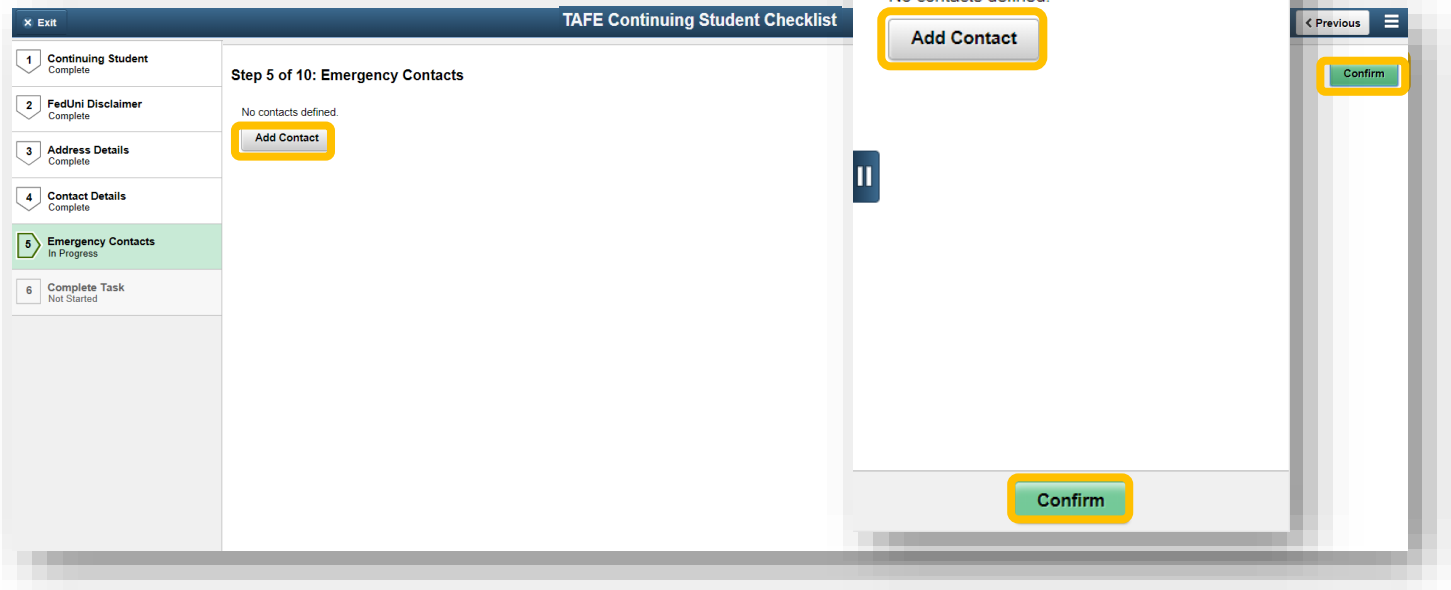
The screenshot shows the 'TAFE Continuing Student Checklist' with 'Contact Details' as the current step. The checklist on the left shows steps 1-6, with 'Contact Details' highlighted. The main form area is titled 'Step 4 of 10: Contact Details' and contains two sections: 'Email' (with a plus icon and a sample email: srs.test@federation.edu.au) and 'Phone' (with a plus icon and a sample number: 0432123456, with a 'Type' dropdown set to 'Campus'). A modal window titled 'TAFE Continuing Stude...' is open, showing 'Step 4 of 6' and 'Contact Details'. It has the same two sections as the main form, with a 'Confirm' button highlighted in yellow at the bottom right.

## Step 5 of 6 Emergency Contacts

Add Emergency Contact(s) by clicking on Add Contact.

You must add an emergency contact to continue.

Click **Confirm** to continue.

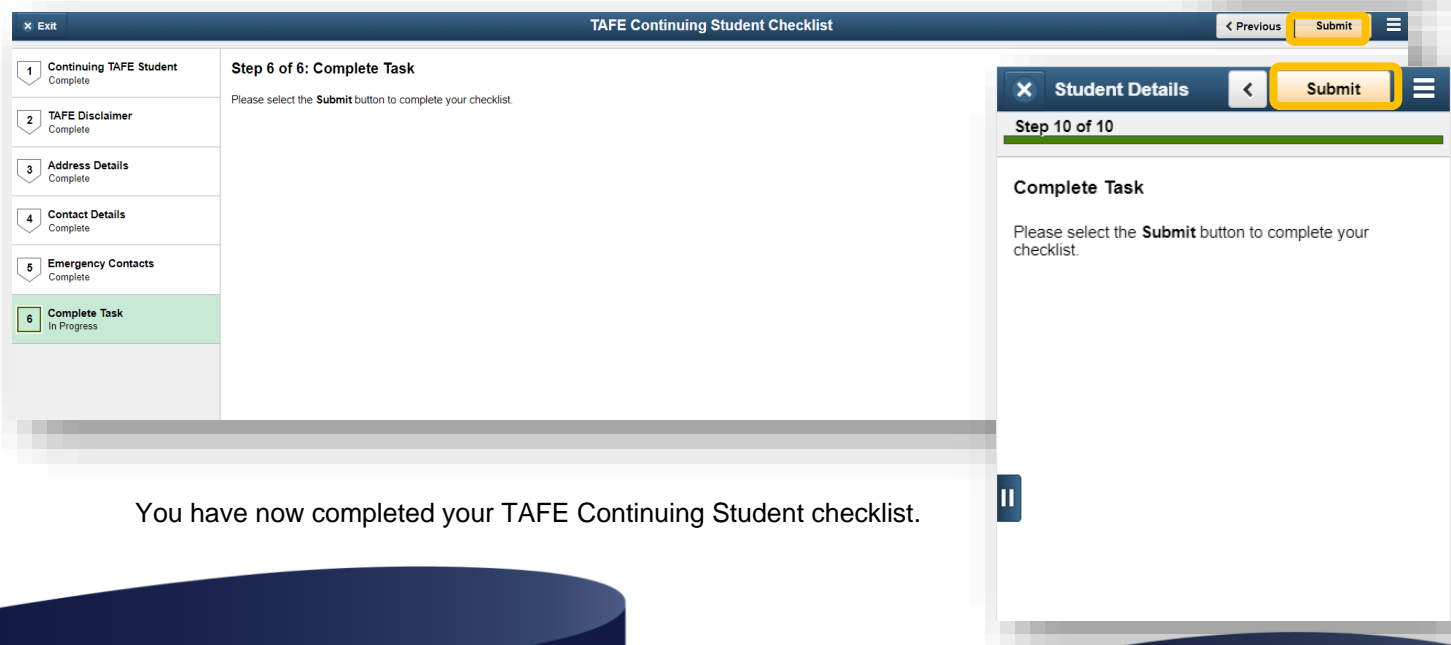


The screenshot displays the 'TAFE Continuing Student Checklist' interface. On the left, a progress bar shows six steps: 1. Continuing Student (Complete), 2. FedUni Disclaimer (Complete), 3. Address Details (Complete), 4. Contact Details (Complete), 5. Emergency Contacts (In Progress), and 6. Complete Task (Not Started). The main content area is titled 'Step 5 of 10: Emergency Contacts' and contains the text 'No contacts defined.' with an 'Add Contact' button highlighted in yellow. A mobile view inset on the right shows a similar screen with a 'Confirm' button highlighted in yellow.

## Step 6 of 6 Complete Task

At your last stage, you can go back to check your details and questions by clicking the back < or **Previous** button. .

When you are ready to complete your HE Continuing Student checklist click **Submit**



The screenshot displays the 'TAFE Continuing Student Checklist' interface. On the left, a progress bar shows six steps: 1. Continuing TAFE Student (Complete), 2. TAFE Disclaimer (Complete), 3. Address Details (Complete), 4. Contact Details (Complete), 5. Emergency Contacts (Complete), and 6. Complete Task (In Progress). The main content area is titled 'Step 6 of 6: Complete Task' and contains the text 'Please select the Submit button to complete your checklist.' A 'Submit' button is highlighted in yellow. A mobile view inset on the right shows a similar screen with a 'Submit' button highlighted in yellow.

You have now completed your TAFE Continuing Student checklist.