



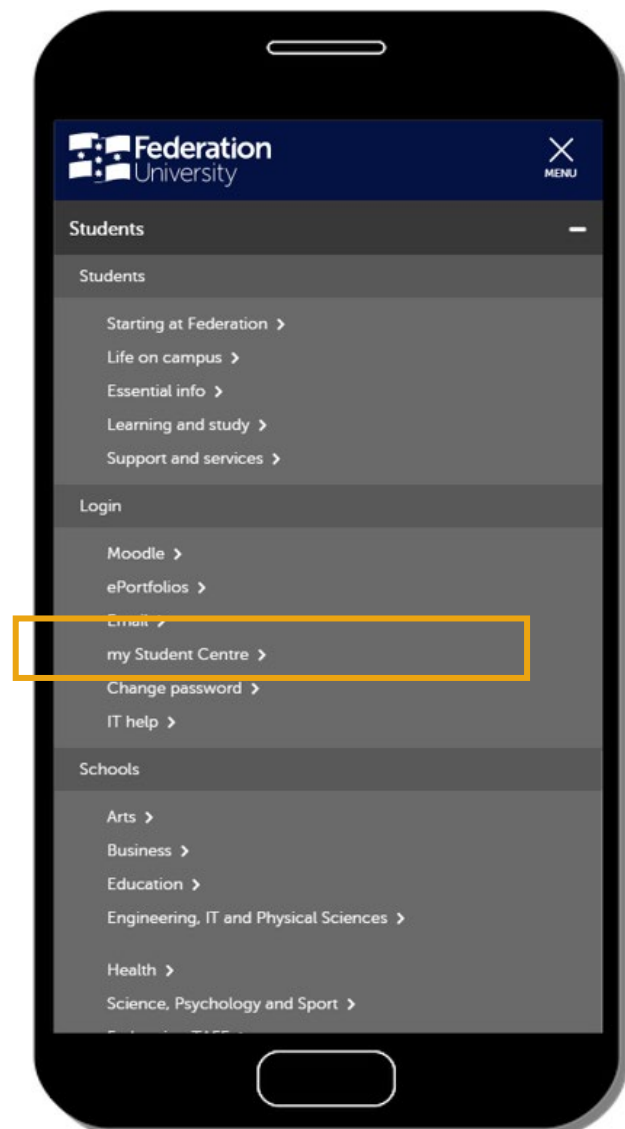
Enrolling into Higher Education courses

Before you can complete your enrolment in my Student Centre, you are required to complete any outstanding holds and tasks, such as your HE Student Details and HE Program Details enrolment checklist.

For information on how to complete your enrolment checklist, please refer to the Enrol page – www.federation.edu.au/enrol.

To begin, go to the Federation homepage www.federation.edu.au

In the menu, select the '**Students**' section, and then the login menu option '**my Student Centre**'.



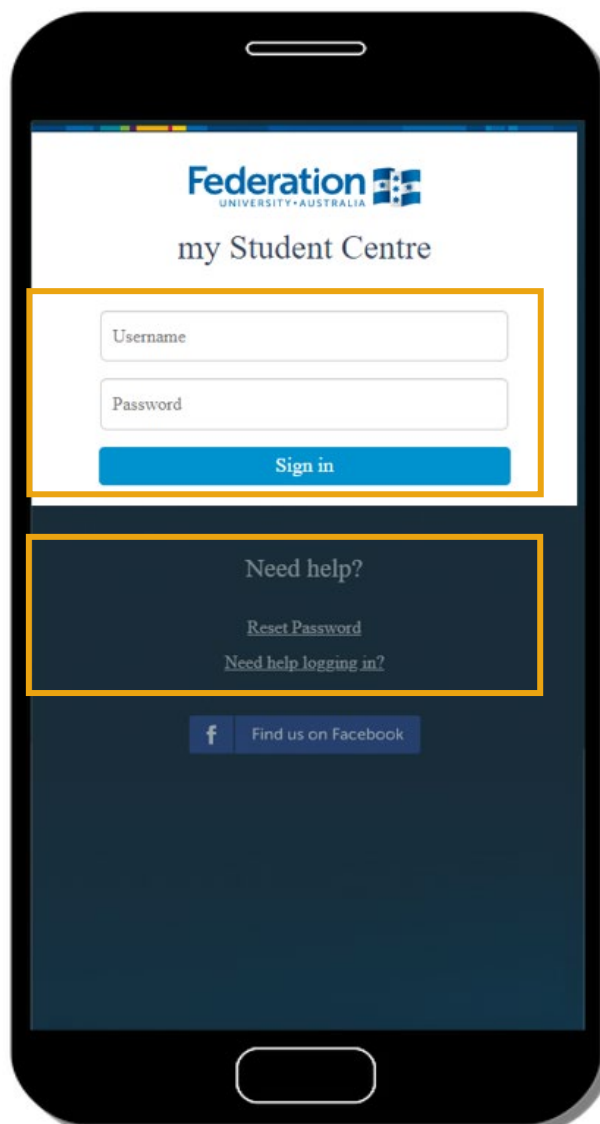
Log in to my Student Centre (mySC)

Your username is your eight digit student ID, starting with 3-0-xxxxxx

Enter your password

Click **'Sign in'**

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

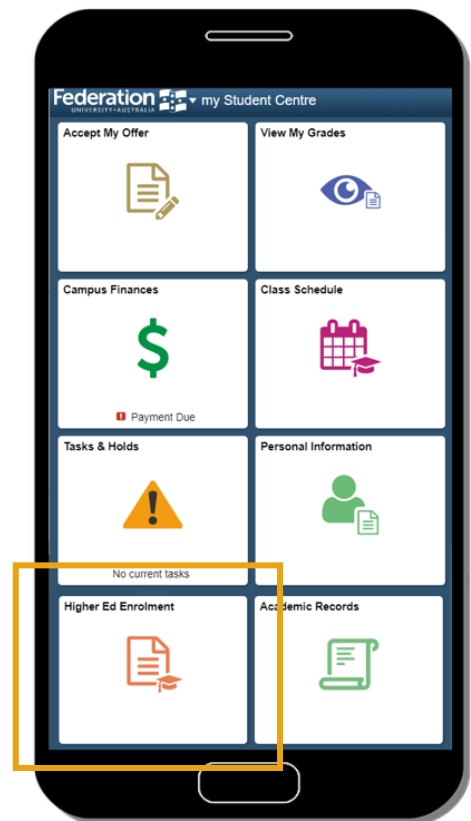


Help


If you are having difficulties with your enrolment, or simply would like a hand, we are here to help.

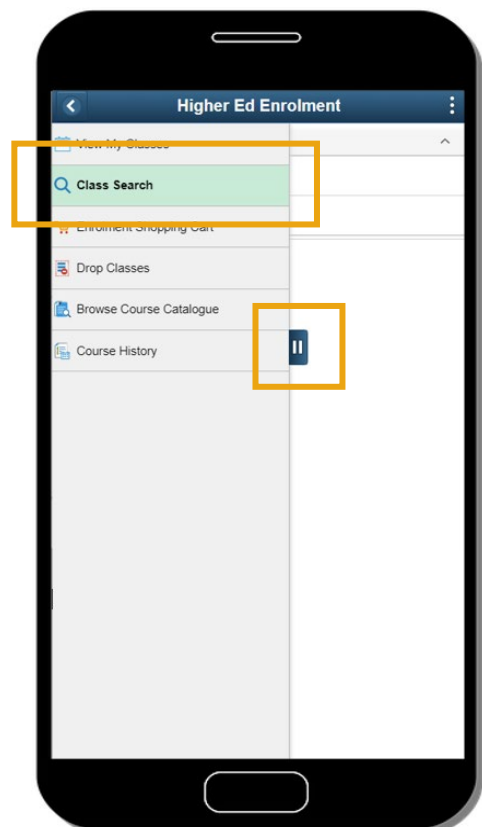
Call us on 1800 FED UNI (1800 333 864) or log an enquiry online via www.federation.edu.au/fred.

Click on the 'Higher Ed Enrolment' tile



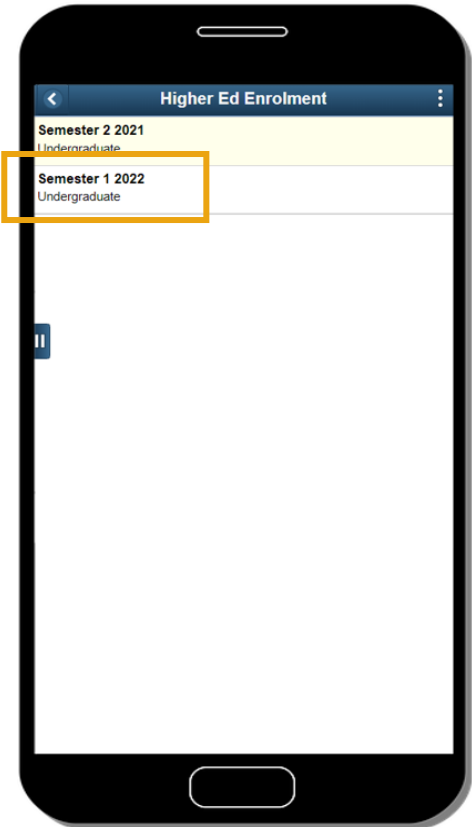
Click on **Class Search** to locate your classes.

TIP: Click the side menu button  to enable you to see all menu items, if using the mobile version of mySC.



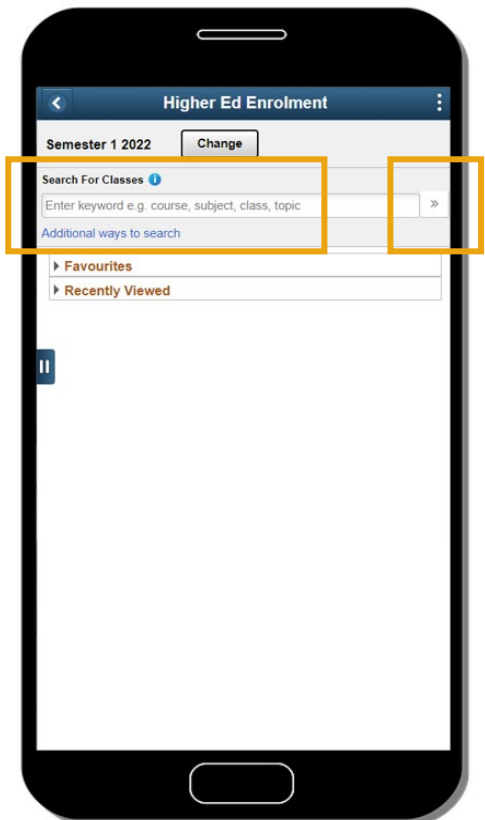
Select the correct **semester**.

Note: You must enrol for the whole year but will do this one semester at a time.



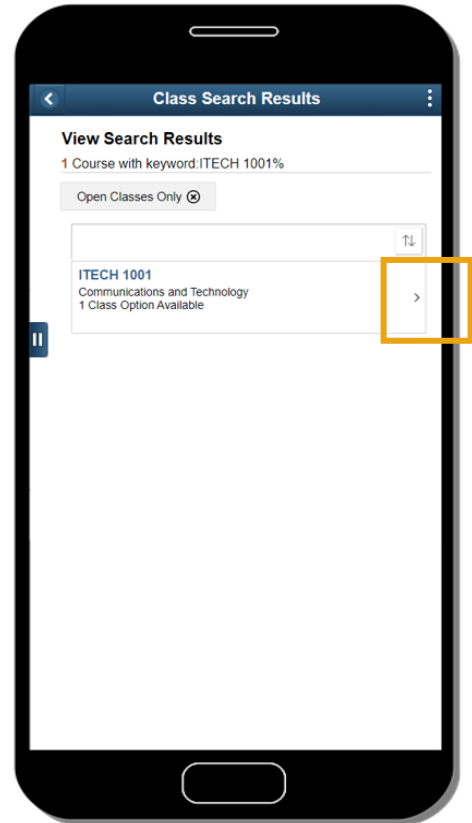
Search for your classes by **enter your search terms** and **pressing enter** or the **>> arrows** to the side.

TIP: It is easiest to enrol with your course code – be sure to include the space between the letters and numbers in your course code, eg ITECH 1001



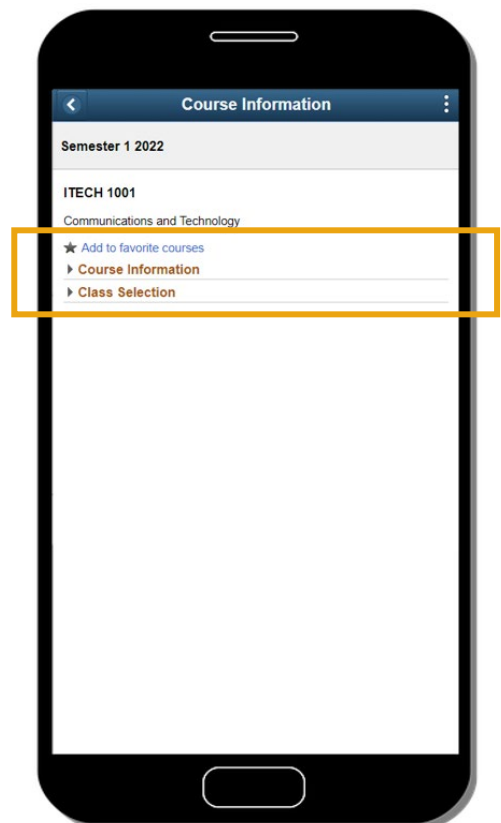
You should now be able to see your course.

Click on the arrow beside the course to view class options.



Click on **course information** to expand this section and learn more about the course.

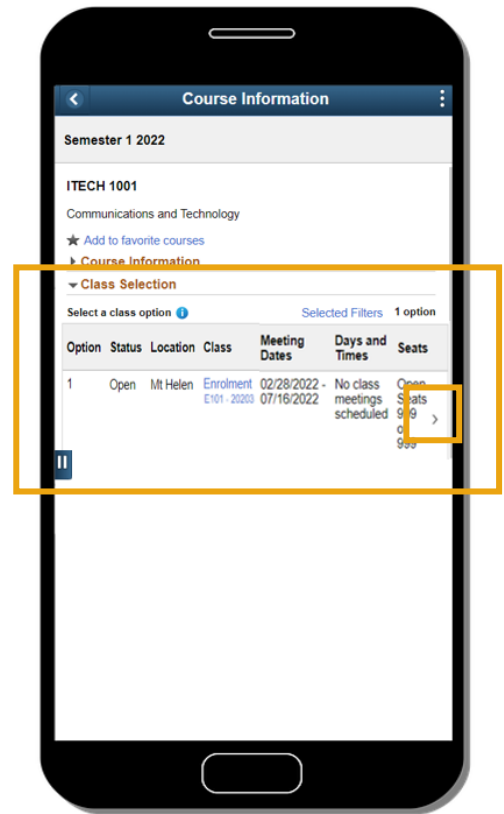
Click again to close this section.



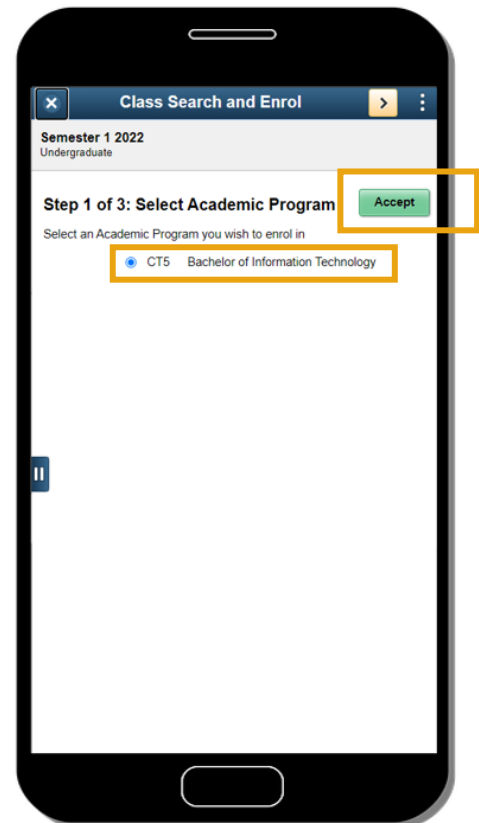
Click on **class selection**.

This will expand this section and allow you to select the class.

Which you will do by clicking on the **arrow**.



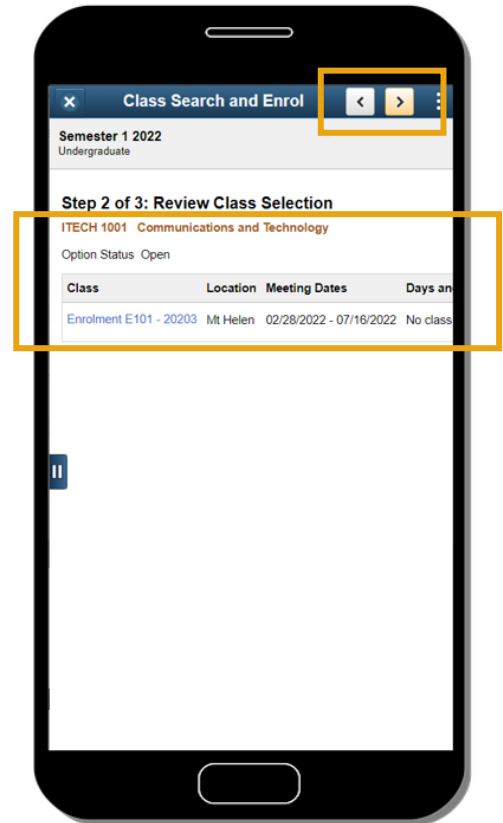
Select the academic program that this course relates to and click **accept** to move to Step 2 of 3.



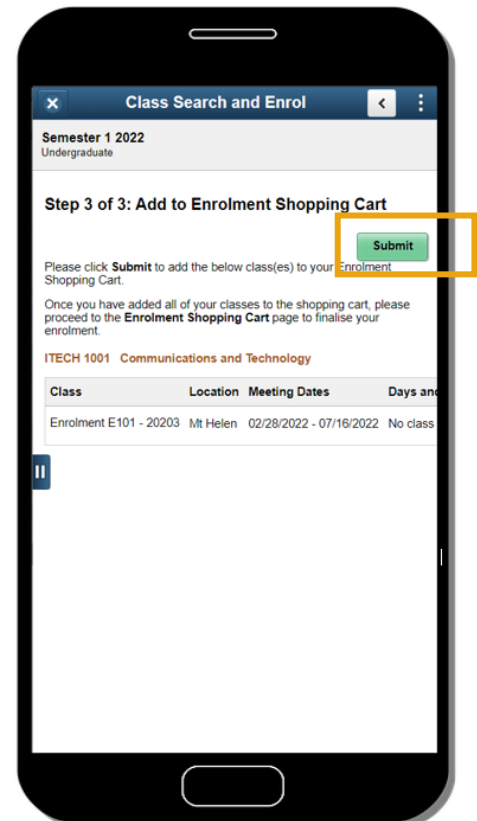
You must now review your class selection and confirm that you selected the correct course.

If this is correct, click the **forward arrow** or **next** to move to Step 3 of 3.

If you have selected an incorrect class, click the **back arrow** or **previous** to return to your previous step.



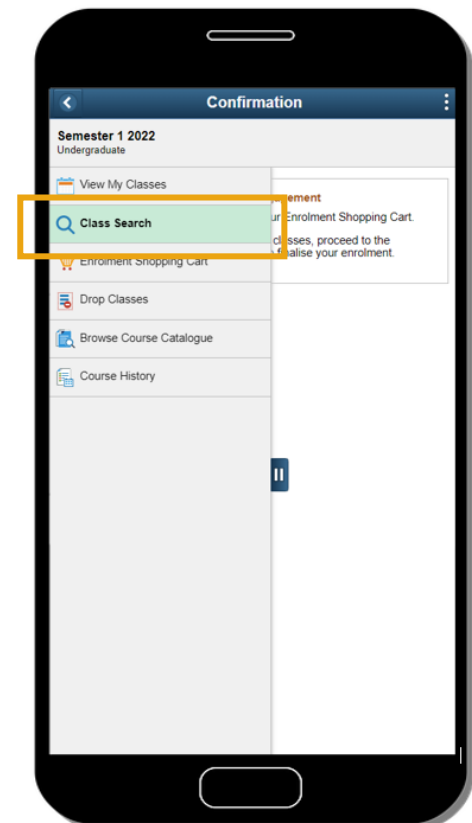
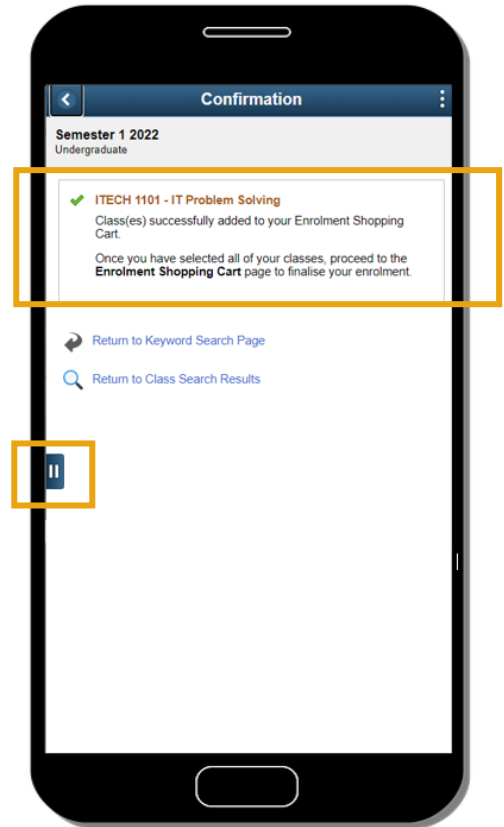
Add the course to your Enrolment Shopping Cart by hitting **Submit**.



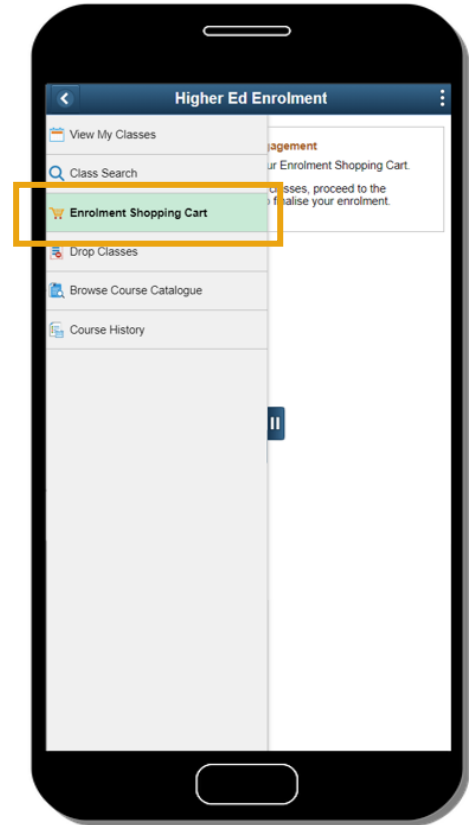
The green tick **confirms** that you have successfully added the course to your Enrolment Shopping Cart.

TIP: If using a mobile device, click your side menu button now to continue.

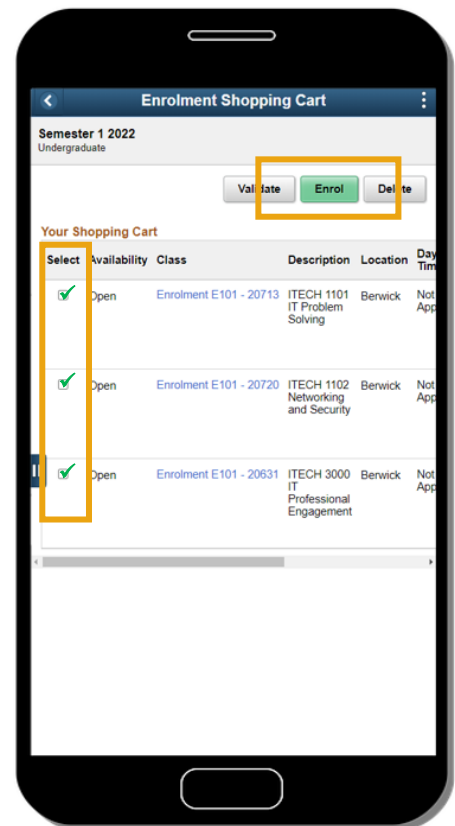
To add another course, click **Class Search** and repeat the process.



To finalise your enrolment, click the **Enrolment Shopping Cart**.

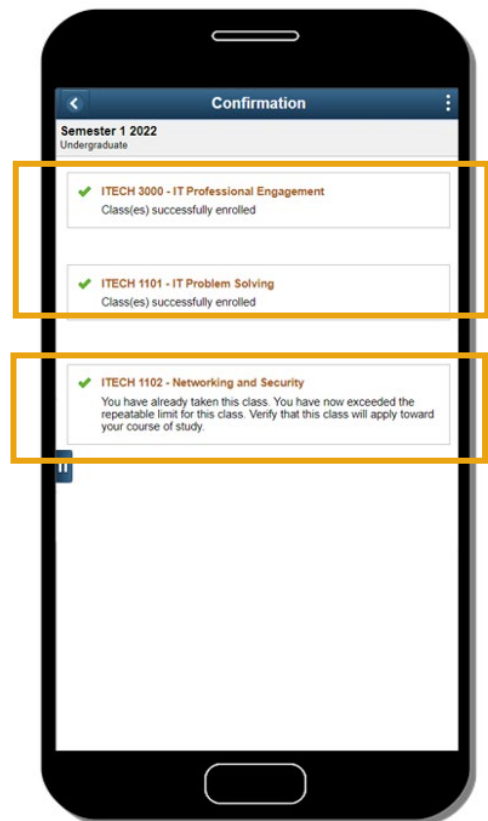


Select each course by ticking the box to the left and **click 'enrol'**.



Your enrolments will be confirmed with a green tick, and the advice that your class(es) have been successfully enrolled.

TIP: Be sure to confirm that you do not have any alerts that require further action.



Congratulations – you have now enrolled!

Remember that you must **enrol for the calendar year**. Once you have completed your enrolment for Semester One, please repeat the process for Semester Two.

You will be able to complete your Semester One schedule once the timetable is published. This will be done using **'mySchedule'**, typically 4-6 weeks prior to the beginning of semester.

Keep your contact details up to date in my Student Centre, so you can be notified when mySchedule opens.