CIT SELF SERVICE instructions: **Step 1 - APPLY TO STUDY**

- When you have found a course on the CIT website www.cit.edu.au/courses, click **APPLY NOW.**

- On the **Apply Now** page, click on the **application method** under the course title - near the top of the page.

1. Create a secure login to begin your application.

CIT Self Service

New Users and Users without a CIT ID
If you are new to CIT create a login & PIN at the bottom of this screen.
If you have applied previously and can't login, create another login & PIN at the bottom of the screen.

Users who have previously been accepted into a course login here ⊘

*Existing students and staff sign in here: Click **Student Menu***

To enrol online you must be:
- Over 17 years of age.
- A permanent resident or citizen of Australia or New Zealand.
  If you do not meet the above conditions you will need to contact infoline@cit.edu.au.

Create a Login ID:		LOGIN ID can be a case sensitive mix of letters and numbers
Create a PIN:		PIN must be six (6) numbers e.g. 279643
Verify PIN:		For Help call 6207 3188

Login

If you are new to CIT and can't sign in create a single use login & PIN here

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2. The **'Application Type'** should be pre-filled, it should match the details on the course web page

🔍 Find a page... 🔒 Sign Out | ❓ Help

Select an Application Type

Click **Continue** if the Application Type matches your chosen course of study.
The Application Type will determine the list of courses available to study, you can find them here course information page

Australian Apprenticeship ▾
- Fee Free Training
- Full fee
- High Risk - Full Fee
- Nursing
- Portfolio - Full fee
- Portfolio - Standard
- Skills Training
- Special Admission
- Standard

Application Type:

Continue

*The **'Application Type'** should be pre-filled.*

*Click **Continue**.*

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CIT SELF SERVICE instructions: **Step 1 - APPLY TO STUDY**

3. Select a semester and enter your full name, this will be checked against your USI, do not use a nick name.

Apply for a course

Enter your **full name** as on your e.g. drivers licence, birth certificate or passport. Your name will be matched to the name used to obtain a Unique Student Identifier (USI)
The Admission Term is the Semester you wish to apply for.

* – indicates a required field.

Application Type:	Standard
Admission Term:*	Select...
First Name:*	
Middle Name:	
Last Name:*	

[Continue]

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> Select a **semester**.
>
> As per your identification
> Enter your **first name**
> Enter your **last name**
>
> Click **Continue**.

4. Application Checklist - All sections must be completed, click on Planned Course of Study to begin.

Application Checklist

* Complete all sections

* Planned Course of Study	* Mailing Address
* Australian Address and Phone	* Personal Information

[Submit]

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> Click on
> **'Planned Course of Study'**

5. Select course of study

Planned Course of Study (Checklist item 1 of 4)

Click continue if your course has been pre-selected.
OR
Choose the course you want to study from the drop down list.

* – indicates a required field.

Planned Course of Study:*	VISUAL ARTS, CERTIFICATE IV, C4-Cl23

[Continue]

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> Your course should be pre-filled.
> **OR**
> Click the drop down and use the scroll bar to find your course.
>
> Click **Continue**.

CIT SELF SERVICE instructions: **Step 1 - APPLY TO STUDY**

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6. Check your details or enter a residential address and validate an Australian phone number

Australian Address and Phone (Checklist item 2 of 4)

＊ - indicates a required field.

Address: [Start typing an address...]

[CIT 35 Vowels]

CIT Canberra Institute of Technology, 35 Vowels Crescent, BRUCE ACT 2617

CIT 35 Howelston Road, GOROKAN NSW 2263

Click here to enter address manually.

Residential Address

Unit Number:	[ ]
House Number:＊	35
Street Name:＊	Vowels Cres
Building/Property:	CIT
Post Code＊	2617
Suburb/Town＊	BRUCE ˅
Phone (10 digits)＊	[ ] Validate

[Continue]

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> **Check your details**
> **or**
> **Start typing a**
> Residential Address
>
> Click on it if it appears.

> **Check your phone number**
> **or**
> **Enter a 10 digit phone.**
> e.g. 0412345678
> e.g. 0262073188
> (landline with area code)
> **Click Validate.**

> **Click CONTINUE.**

---

7. Check your details or enter an optional mailing address

Mailing Address (Checklist item 3 of 4)

Enter a mailing address.

For mail box or mail bags; enter all details e.g. **PO Box 456** or **GPO Box 789 Canberra**

Address: [Start typing an address...]

[gpo box 826 ca]

GPO Box 826, CANBERRA ACT 2601

Click here to enter address manually.

Mail box/bag type & number - e.g. PO Box 123:	[ ]
Post Code	[ ]
Suburb/Town	[˅]
State	[ ]

[Continue]

CRICOS Provider 00001K | RTO Code 0101

> Optional
> Check your details or
> start to type
> a mailing address.
> Click on it if it appears.
>
> Click **CONTINUE.**

CIT SELF SERVICE instructions: **Step 1 - APPLY TO STUDY**

8. Check your details or enter your personal infromation and validate your email address

Personal Information (Checklist item 4 of 4)

To apply for a course or enrol into subjects online you must:
- Be a citizen or permanent resident of Australia or New Zealand
- Enter and **validate** your email address
- Be over 17 years of age

For all other applications you will need to complete an enrolment form.

For assistance contact CIT Student Services (02) 6207 3188 or infoline@cit.edu.au

* - indicates a required field.

Citizen/Permanent Resident of Aust/NZ:*	None
Email:*	[ ] Validate
Gender:*	○ Male ● Female
Birth Date:*	Day None Month None Year (YYYY) [ ]

Continue

CRICOS Provider 00001K | RTO Code 0101

> Check your details
> or
> **Enter your personal info**
>
> For email address
> **enter and click Validate**
> wait for green validation.
>
> When all fields are
> complete click **CONTINUE**.

9. Submit your course application.

Application Checklist

* Complete all sections

| ✓ Planned Course of Study | ✓ Mailing Address |
| ✓ Australian Address and Phone | ✓ Personal Information |

Submit

CRICOS Provider 00001K | RTO Code 0101

> When all sections appear
> with a tick ✓ click
> **'Submit'**

10. Read the information carefully on the **Receipt of Application** page.

Before enrolling into classes all students will need to get a Unique Student Identifier.

Receipt of Application

STEP 1: COMPLETED. Your application has been accepted for:
ASBESTOS, STATEMENT OF ATTAINMENT, SA-BD39

STEP 2: You need to enrol into classes using Class Reference Numbers (CRNs) or Block Codes.
- Some courses have timetables with CRNs and Block Codes listed on the course page of the CIT website.
- CIT will contact you within 5 - 10 business days with class enrolment information.
- If you have not heard from us or need assistance please contact infoline@cit.edu.au or call 02 6207 3188.

CIT165369 is your CIT ID and your PIN is initially set to your date of birth in DDMMYY format to enrol:
- First time users will need to login securely with your CIT ID and PIN.
- Students without a Microsoft 365 account can login with CIT ID and PIN or click continue.
- Students with a Microsoft 365 account can login with CIT ID and M365 password or click continue.

Click the CONTINUE button to be emailed steps for how to enrol.

Continue

Return to Application Menu

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> Click **Continue.**
>
> An email will be sent with
> your CIT number and
> enrolment instructions.

Receipt of Application

Dear

Thank you for applying to study the **NETWORKING & CYBER SECURITY, GRADUATE CERTIFICATE, GC-BD17** at the Canberra Institute of Technology.

You will be contacted by the Information Technology department regarding the next step in the enrolment process.

Please note: Only applicants who meet all Entry Requirements will be eligible for consideration for entry into the program.

Applications are considered in the following order:
- Date and time of receipt at CIT
- Availability of places (noting places are limited)

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> For Application Types of:
> **Fee Free Training**
> **Nursing**
> **Portfolio – Standard**
> **Portfolio – Full fee**
> **High Risk – Full fee**
>
> Please wait for CIT to
> contact you.

> **Application completed.**
>
> New users will need to
> sign in securely to enrol
> in classes.
>
> For assistance contact:
> infoline@cit.edu.au