

ENROLLING is a two (2) step process:

1. **Step 1** is when you apply to study a course/program at CIT.
2. **Step 2** is enrolling/ registering your subjects for your chosen course/program.

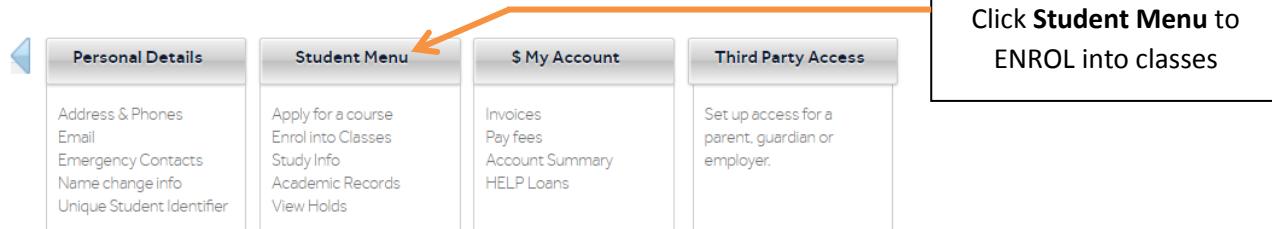
Before selecting subjects you will need to:

- Check you are in the correct program & correct program level. E.g. Cert 4, Diploma, Advanced Diploma.
- Get a Unique Student Identifier (USI) - only needs to be verified once at CIT.
- Get Class reference numbers (**CRNs**) and or **Block Code** for your subjects - these are on most timetables handed out at information and enrolment sessions or listed on the course web page.

1. After logging on to [CIT Self Service](#) with your CIT number and PIN the following screen will appear:



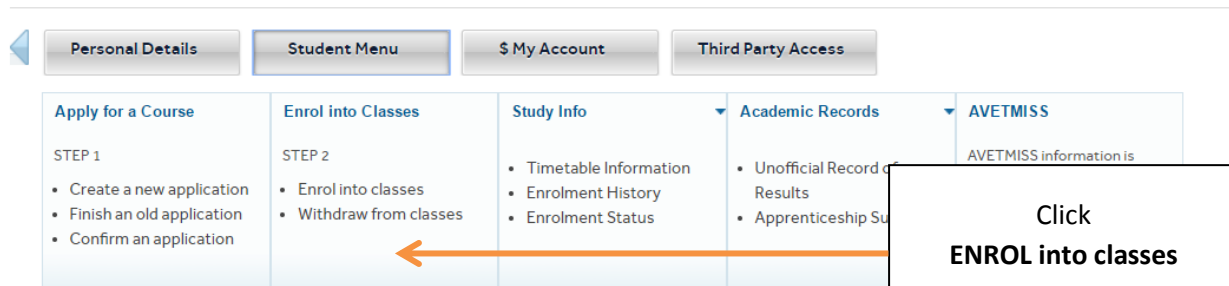
WELCOME NEW STUDENT, TO CIT SELF-SERVICE!



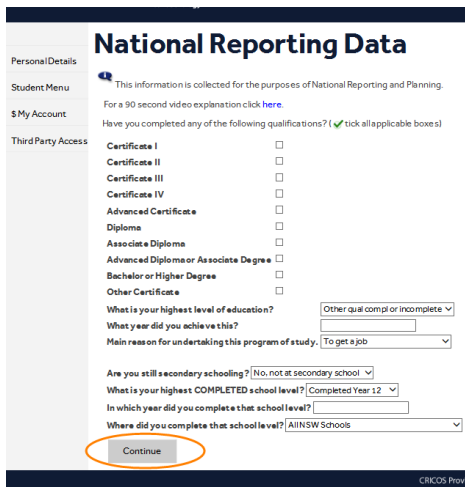
2.

WELCOME NEW STUDENT, TO CIT SELF-SERVICE!

Home > Student Menu



- The next two (2) screens are the Australian Vocational Education & Training Management Information Statistical Standard and must be updated for each enrolment to accurately reflect your current employment status and completed qualifications.



National Reporting Data

This information is collected for the purposes of National Reporting and Planning. For a 90 second video explanation click [here](#).

Have you completed any of the following qualifications? (✓ tick all applicable boxes)

- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Advanced Certificate
- Diploma
- Associate Diploma
- Advanced Diploma or Associate Degree
- Bachelor or Higher Degree
- Other Certificate

What is your highest level of education?

What year did you achieve this?

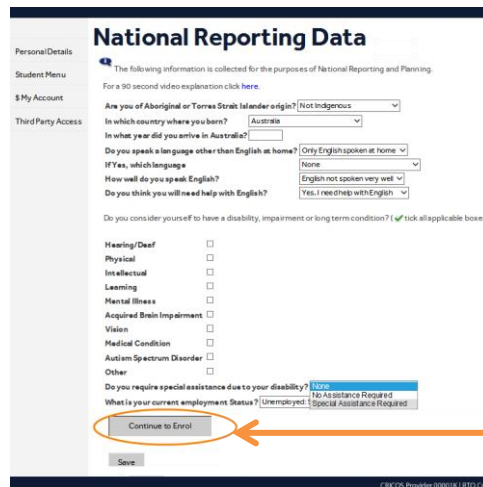
Main reason for undertaking this program of study?

Are you still secondary schooling?

What is your highest COMPLETED school level?

In which year did you complete that school level?

Where did you complete that school level?



National Reporting Data

The following information is collected for the purposes of National Reporting and Planning. For a 90 second video explanation click [here](#).

Are you of Aboriginal or Torres Strait Islander origin?

In which country were you born?

In what year did you arrive in Australia?

Do you speak a language other than English at home?

If Yes, which language?

How well do you speak English?

Do you think you will need help with English?

Do you consider yourself to have a disability, impairment or long term condition? (✓ tick all applicable boxes)

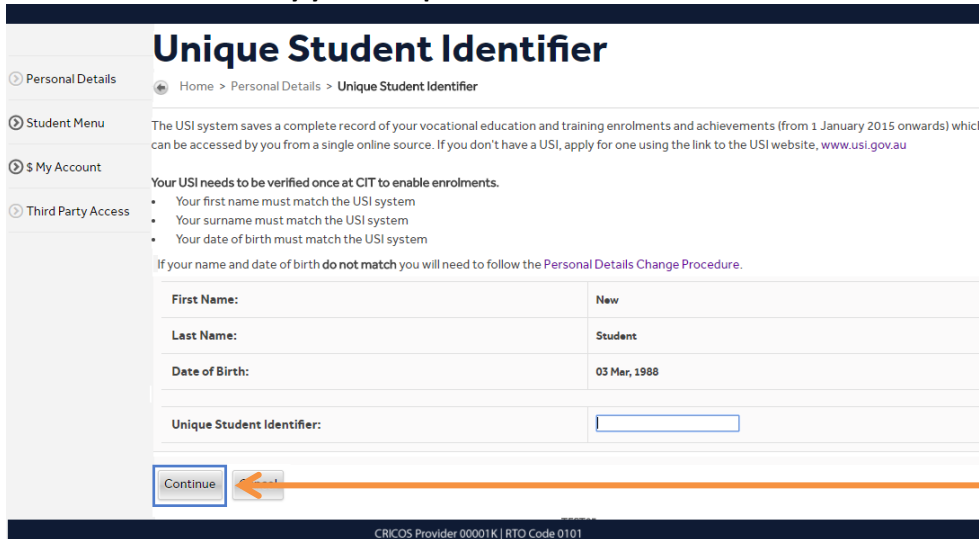
- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired Brain Impairment
- Vision
- Medical Condition
- Autism Spectrum Disorder
- Other

Do you require special assistance due to your disability?

What is your current employment status? (No Assistance Required / Special Assistance Required)

Continuing students should find most data pre-filled. Update your assistance details and click **continue**

- New students - verify your Unique Student Identifier once at CIT



Unique Student Identifier

Home > Personal Details > Unique Student Identifier

The USI system saves a complete record of your vocational education and training enrolments and achievements (from 1 January 2015 onwards) which can be accessed by you from a single online source. If you don't have a USI, apply for one using the link to the USI website, www.usi.gov.au

Your USI needs to be verified once at CIT to enable enrolments.

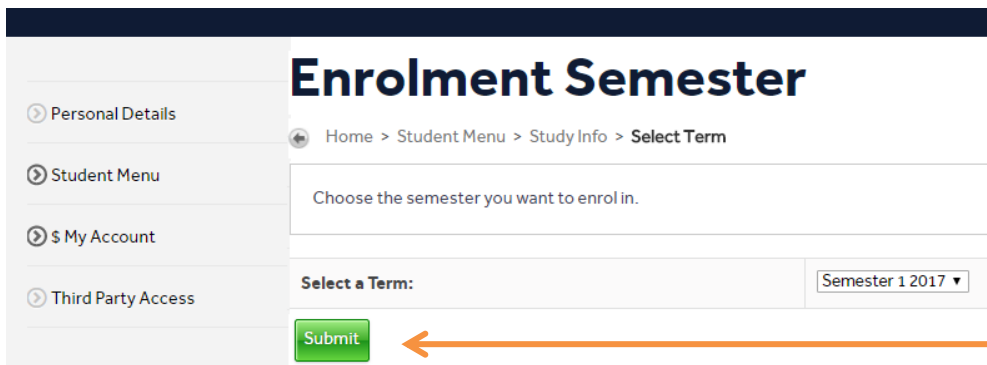
- Your first name must match the USI system
- Your surname must match the USI system
- Your date of birth must match the USI system

If your name and date of birth **do not match** you will need to follow the [Personal Details Change Procedure](#).

First Name:	New
Last Name:	Student
Date of Birth:	03 Mar, 1988
Unique Student Identifier:	<input type="text"/>

Enter your USI Click to **continue** to verify your USI once with CIT

- Read and **Accept the Terms and Conditions for Enrolment**
- Select the Semester you want to use for subject enrolment.



Enrolment Semester

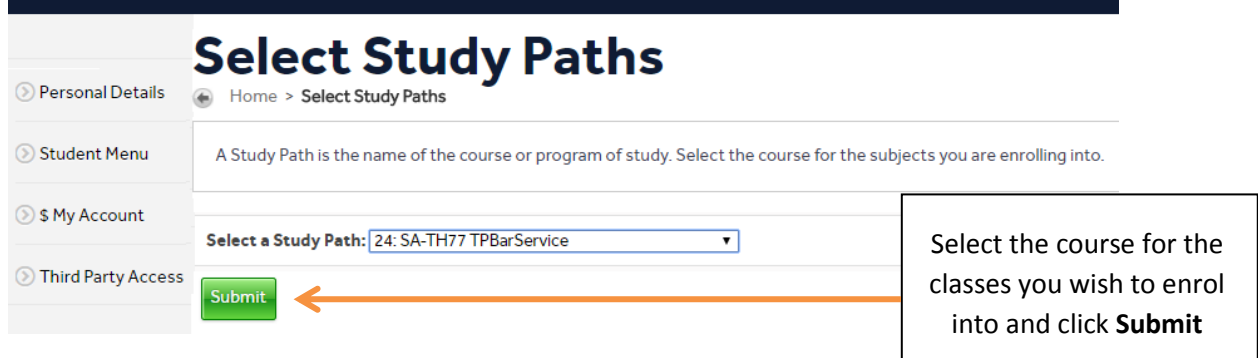
Home > Student Menu > Study Info > Select Term

Choose the semester you want to enrol in.

Select a Term:

Select a semester for enrolment. Click **SUBMIT**

7. Select a Study Path. A study path is a course that you have applied for and confirmed.



Select Study Paths

Home > Select Study Paths

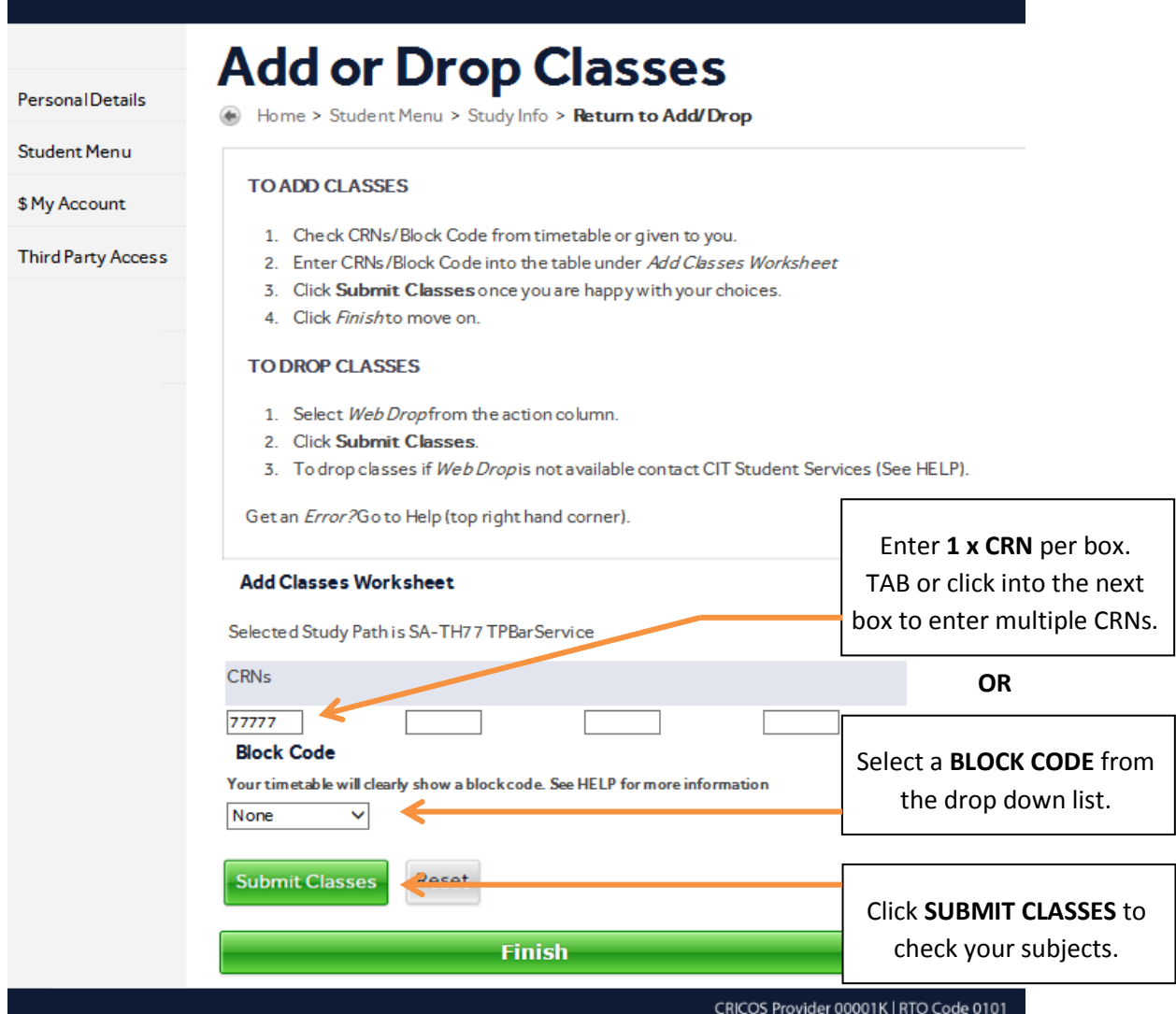
A Study Path is the name of the course or program of study. Select the course for the subjects you are enrolling into.

Select a Study Path:

Select the course for the classes you wish to enrol into and click **Submit**

8. Enrolling – Adding classes

Depending on your timetable you can enter a Class reference number (CRN) 1 per box
Or
Select a Block code from the drop down list.
Click **'Submit Classes'** to check your subjects and in some cases enter a start date.



Add or Drop Classes

Home > Student Menu > Study Info > **Return to Add/Drop**

TO ADD CLASSES

1. Check CRNs/Block Code from timetable or given to you.
2. Enter CRNs/Block Code into the table under *Add Classes Worksheet*
3. Click **Submit Classes** once you are happy with your choices.
4. Click *Finish* to move on.

TO DROP CLASSES

1. Select *Web Drop* from the action column.
2. Click **Submit Classes**.
3. To drop classes if *Web Drop* is not available contact CIT Student Services (See HELP).

Get an *Error*? Go to Help (top right hand corner).

Add Classes Worksheet

Selected Study Path is SA-TH77 TPBarService

CRNs

<input type="text" value="77777"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Block Code

Your timetable will clearly show a block code. See HELP for more information

Enter **1 x CRN** per box. TAB or click into the next box to enter multiple CRNs.

OR

Select a **BLOCK CODE** from the drop down list.

Click **SUBMIT CLASSES** to check your subjects.

CRICOS Provider 00001K | RTO Code 0101

9. Enrolment – Adding Classes for Open Learning CRNs

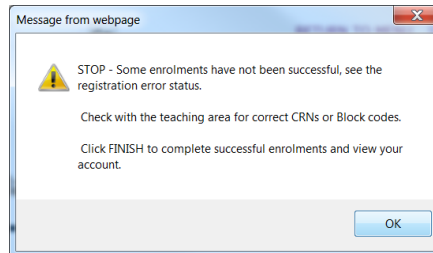
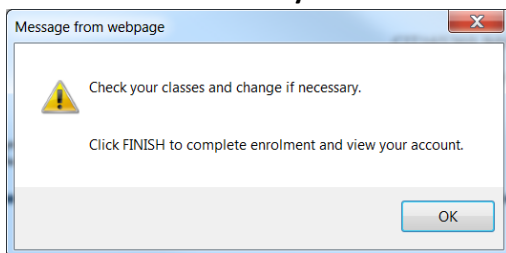
* Some classes use an Open learning CRN, this gives you the flexibility to enter a state date that suits you.

CRN	Course	Course Title	Duration	Start Date (DD/MM/YYYY)	Permitted Start Dates
74396	FBEV 113	Provide responsible service of alcohol	10 WEEK	<input type="text" value="02/05/2017"/>	06/02/2017 to 23/06/2017
74397	FBEV 154	Clean and tidy bar areas	10 WEEK	<input type="text" value="Enter a start date"/>	06/02/2017 to 23/06/2017
74398	FBEV 155	Operate a bar	10 WEEK	<input type="text"/>	06/02/2017 to 23/06/2017
74399	OHSS 457	Use hygienic practices for food safety	10 WEEK	<input type="text"/>	06/02/2017 to 23/06/2017

Submit Changes

If required enter a start date for your studies. Click **Submit changes**.

10. Enrolment – Check your classes



You will see one of these messages prompting you to check your classes.

Click **OK**

11. Check your classes and FINISH

Add or Drop Classes

Home > Student Menu > Study Info > Return to Add/Drop

TO ADD CLASSES

1. Check CRNs/Block Code from timetable or given to you.
2. Enter CRNs/Block Code into the table under *Add Classes Worksheet*
3. Click **Submit Classes** once you are happy with your choices.
4. Click *Finish* to move on.

TO DROP CLASSES

1. Select *Web Drop* from the action column.
2. Click **Submit Classes**.
3. To drop classes if *Web Drop* is not available contact CIT Student Services (See HELP).

Get an *Error*? Go to Help (top right hand corner).

Current Schedule

Status	Action	CRN	Subj	Crse	Title	Study Path
Web Registered on 03 May, 2017	<input type="text" value="None"/>	74396	FBEV	113	Provide responsible service of alcohol	SA-TH77 TPBarService
Web Registered on 03 May, 2017	<input type="text" value="None"/>	74397	FBEV	154	Clean and tidy bar areas	SA-TH77 TPBarService
Web Registered on 03 May, 2017	<input type="text" value="None"/>	74398	FBEV	155	Operate a bar	SA-TH77 TPBarService
Web Registered on 03 May, 2017	<input type="text" value="None"/>	74399	OHSS	457	Use hygienic practices for food safety	SA-TH77 TPBarService

Check your classes listed here.

Total Credit Hours: 4.000

Date: 03 May, 2017 10:02 am

Add Classes Worksheet

Selected Study Path is SA-TH77 TPBarService

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Block Code

Your timetable will clearly show a block code. See HELP for more information

If your classes are incorrect you can 'web drop' or call infoline (02) 6207 3188.

If your classes are correct click **FINISH**. Check/pay your invoice.