

APPLYING and ENROLLING is a two (2) step process:

- 1. **APPLYING** is when you apply to study a course/program at CIT.
- 2. ENROLLING is registering and paying for your subjects.

Pre-enrolment checklist:

- Check you have a <u>Unique Student Identifier (USI)</u> this only needs to be verified once at CIT.
- Check you have Class reference numbers (CRNs) and or Block Code for your subjects these are on timetables issued at Information and Enrolment sessions or listed on the <u>course web page.</u>

1. After signing in to <u>CIT Self Service</u> the following screen will appear:

Γ		۵.	Click Student Menu t ENROL into classes
Student Menu	\$ My Account	Third Party Access	CIT Staff
Apply for a course Enrol into Classes Study & timetable info Academic Records View Holds	Invoices Pay fees Account Summary HELP Loans	Set up access for a parent, guardian or employer.	Attendance Class roster Grade Entry Teacher Contacts
	Apply for a course Enrol into Classes Study & timetable info Academic Records	Apply for a course Invoices Enrol into Classes Pay fees Study & timetable info Account Summary Academic Records HELP Loans	Student Menu \$ My Account Third Party Access Apply for a course Invoices Set up access for a Enrol into Classes Pay fees Pay fees Study & timetable info Account Summary HELP L oans

2. Click Step 2 – Enrol into Classes

Personal Details	Student Menu	\$ My Account	Third Party Acces	
itep 1 - Apply to study	Step 2 - Enrol into Classes	Study Info -	Academic Records 🔹	AVETMISS
Apply for a course View your courses	 Enrol into classes Withdraw from classes 	 Timetable Information Enrolment History Enrolment Status 	 Unofficial Record of Results Apprenticeship Summary, Enrolment & Progression Report 	AVETMISS information is collected for the purpose of national reporting and CIT planning

Click

3. The next two (2) screens are the Australian Vocational Education & Training Management Information Statistical Standard (AVETMISS) and must be updated each time you enrol.

Personal Details Student Menu S My Account	National Reporting Data This information affected for the purposes of National Reporting well Parenty For 50 accord video september dick here. Now your complete and the file here purposes of the following califactions?	Personal Details Student Menu \$ My Account Dard Party Access	National Reporting Data	
Third Party Access	Confidence Confi		holds gree day seemine is to avoid of the series of the s	Continuing students should find most data pre-filled
	Are your fill is according your board of the second of the your of the second of the your of the your of the your completes that schedule read? Image: Second of the your of the you		00	Update your details and click continue.



4. To enrol online new students need to verify their USI once at CIT.

🔊 Personal Details	Unique Student Identifie Home > Personal Details > Unique Student Identifier		
🕥 Student Menu	The USI system saves a complete record of your vocational education and train can be accessed by you from a single online source. If you don't have a USI, app		
S My Account Third Party Access	Your USI needs to be verified once at CIT to enable enrolments. Your USI needs to be verified once at CIT to enable enrolments. Your first name must match the USI system Your summare must match the USI system	ny to one using the link to the Ool website, www.usi.gov.au	
	 Your date of birth must match the USI system Your date of birth must match the USI system 		
	First Name: Last Name:	New Student	
	Date of Birth:	03 Mar, 1988	If you are new to CIT
	Unique Student Identifier:	enter your USI and	
	Continue Cancel	click Continue to verify it.	
	CRICOS Provider 00001K RTO Code 0101		

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

Personal Details		
🕥 Student Menu	Choose the semester you want to enrol in.	
🕥 \$ My Account	Select a Term: Semester 2 2020 V	Select a semester for
∑ Third Party Access	Submit	enrolment. Click SUBMIT
○ CIT Staff		
	CRICOS Provider 00001K RTO Code 0101	

7. A study path is a course that you have applied for. Personal Details **Select Study Paths** 💿 Student Menu Home > Select Study Paths S My Account A Study Path is the name of the course or program of study. Select the course for the subjects you are enrolling into. Select the Study Path O Third Party Access for the classes you wish Select a Study Path: 42: C3-BD25 CertIllBarbering ~ to enrol into click Submit. Submit CRICOS Provider 00001K | RTO Code 0101 Select the program level for the classes you want to enrol into e.g. Cert 4, Diploma, Advanced Diploma.



8. Enrolling – Add 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.

Add or Drop Classes

TO ADD CLASSES	
1. Check CRNs/Block Code from the timetable.	
2. Enter CRNs/Block Code into the table under Add Classes Worksheet	
3. Click Submit Classes.	
Click Finish, you will be directed to \$ My Account.	
TO DROP CLASSES	
Select Web Drop from the action column. Selected Study Path is C3-BD25 CertillBarbering	
Click Submit Classes.	
Web drop is not available for all enrolments.	
Invoices will be emailed to you within 1 hour of enrolment.	Enter 1 x CRN per box.
	TAB or click into the next
	box to enter more CRNs.
CRNs	
	OR
Block Code	
	Select a BLOCK CODE
Your timetable will clearly show a block code. See HELP for more information	from the drop down list.
New	
None 🗸	
Selected Study Path is C3-BD25 Cert III Barbering	
	Click SUBMIT CLASSES
Submit Classes Reset	
CRICOS Provider 00001K RTO Code 0101	

9. Entering a start date for Open Learning CRNs.

Open learning CRNs 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	
50044	ADMN 199	Participate in environmentally sustainable work practices	10 WEEK	06/09/2020	22/07/2020 to 06/12/2020	······
50045	BEAU 127	Conduct salon financial transactions	10 WEEK		22/07/2020 to 06/12/2020	If required enter a start date
50046	BEAU 128	Provide salon services to clients	10WEEK		22/07/2020to 06/12/2020	dd/mm/yyyy
50047	HAIR 193	Shave heads and faces	10WEEK		22/07/2020 to 06/12/2020	
Submit	: Changes	«	Click Submit changes.			



10 . Enrolment – Check your classes



11. Check your classes and FINISH

Canberra Institute of Technology					Q Find a page	a Sign Out 12 Help	
Add or Drop C	lasse	S					
TO ADD CLASSES 1. Check CRNs/Block Code from the tim 2. Enter CRNs/Block Code into the table 3. Click Submit Classes 4. Click Finish, you will be directed to \$ N TO DROP CLASSES 5. Select Web Drop from the action column 5. Click Submit Classes. Web drop is not available for all enrolments Invoices will be emailed to you within 1 hour	unde r Add Classe 1y Account. 1.	is Workshe	et.				
Current Schedule		0011		6			
Status **Web Registered** on 27 Aug, 2020	Action	<u>CRN</u> 50044	.Subj ADMN	<u>Crse</u> 199	Title Participate in environmentally sustainable work practices	Study Path C3-BD25 CertIIIBarbering	
Web Registered on 27 Aug, 2020	None V	50045	BEAU	199	Conduct salon financial transactions	C3-BD25 CertIIIBarbering	
Web Registered on 27 Aug, 2020	None V	50046	BEAU	128	Provide salon services to clients	C3-BD25 CertIIIBarbering	Check your subjects.
**Web Registered* on 27 Aug, 2020 None V 50047 HAIR 193 Shave heads and faces C3-BD25 CertIIIBarbering							
Add Classes Worksheet Selected Study Path is C3-BD25 CertiliBari CRNs Block Code Your timetable will clearly show a block code							
Submit Classes Reset							Click FINISH If your classes are
							correct.
					Finish		
			CRICO	S Provide	r 00001K RTO Code 0101		
							\$ My Account

Users can view invoices

and make payments.

Notes:

- Users cannot withdraw online when the Invoice Due Date has occurred.
- Users cannot withdraw online when the Census Date has occurred.
- Users cannot withdraw online from some programs e.g. White Card.

If your classes are incorrect or you need assistance contact CIT Infoline on (02) 6207 3188.