



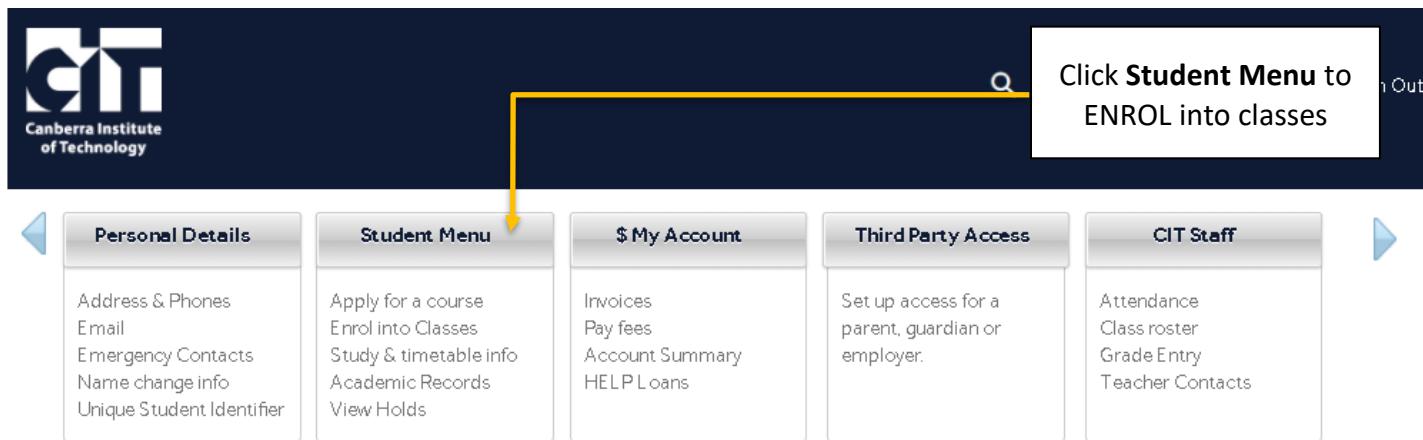
**APPLYING and ENROLLING** is a two (2) step process:

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 [Unique Student Identifier \(USI\)](#) - this only needs to be verified once at CIT.
- Check you have Class reference numbers (**CRNs**) and or a **Block Code** for your subjects - these are on timetables issued at Information and Enrolment sessions or by request from CIT Student Services.

1. After signing in to [CIT Self Service](#) the following screen will appear:



Click Student Menu to ENROL into classes

The screenshot shows the CIT Self Service interface. At the top left is the CIT logo and a search bar. Below is a navigation menu with five options: Personal Details, Student Menu, \$ My Account, Third Party Access, and CIT Staff. The 'Student Menu' button is highlighted with a yellow box and an arrow pointing to it. To the right of the menu, a callout box says 'Click Student Menu to ENROL into classes'. At the bottom of the screen, a dark bar displays 'CRICOS Provider 00001K | RTO Code 0101'.

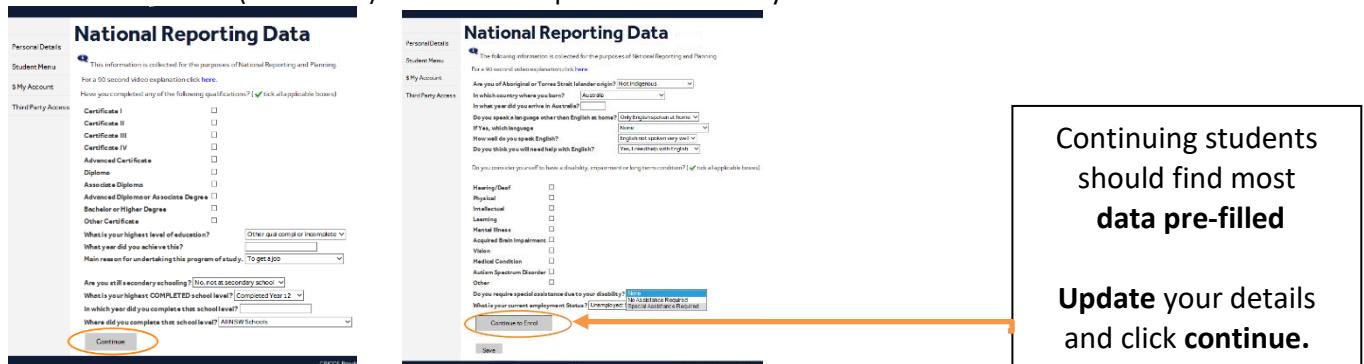
2. Click Step 2 – Enrol into Classes



Click ENROL into classes

The screenshot shows the CIT Self Service interface with the 'Student Menu' button highlighted with a yellow box and an arrow pointing to it. To the right of the menu, a callout box says 'Click ENROL into classes'. Below the menu, there are several tabs: Step 1 - Apply to study, Step 2 - Enrol into Classes, Study Info, Academic Records, and AVETMISS. The 'Step 2 - Enrol into Classes' tab is active. At the bottom of the screen, a dark bar displays 'CRICOS Provider 00001K | RTO Code 0101'.

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.



Continuing students should find most data pre-filled

Update your details and click continue.

The screenshot shows the 'National Reporting Data' form. It includes sections for Personal Details, Student Details, \$ My Account, and Third Party Access. The 'Student Details' section is highlighted with a yellow box and an arrow pointing to it. A callout box on the right says 'Continuing students should find most data pre-filled'. Another callout box on the right says 'Update your details and click continue.' At the bottom of the form, there is a 'Continue' button.

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

**Unique Student Identifier**

Personal Details      Home > Personal Details > Unique Student Identifier

Student Menu      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](http://www.usi.gov.au)

\$ My Account      Your USI needs to be verified once at CIT to enable enrolments.

Third Party Access      

- 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"/>

**Continue**      **Cancel**

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If you are new to CIT enter your USI and click **Continue** to verify it.

If your USI does not verify check the name you obtained your USI under is exactly the same as what you used when applying to CIT, this must be your legal name.

5. Read and Accept the Terms and Conditions for Enrolment

6. Select the Semester you want to use for subject enrolment.

**Enrolment Semester**

Personal Details      Student Menu      \$ My Account      Third Party Access      CIT Staff

Choose the semester you want to enrol in.

Select a Term: **Semester 2 2020**

**Submit**

CRICOS Provider 00001K | RTO Code 0101

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

7. A study path is a course that you have applied for.

**Select Study Paths**

Personal Details      Student Menu      \$ My Account      Third Party Access

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: **42: C3-BD25 CertIIIBarbering**

**Submit**

CRICOS Provider 00001K | RTO Code 0101

Select the **Study Path** for the classes you wish to enrol into click **Submit**.

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**.
4. 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 CertIIIBarbering**
- 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							
<input type="text"/>							

**Block Code**

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

**None**

**Selected Study Path is C3-BD25 Cert III Barbering**

**Submit Classes** **Reset** **Click SUBMIT CLASSES**

CRICOS Provider 00001K | RTO Code 0101

## 9. Entering a start date for Open Learning CRNs.

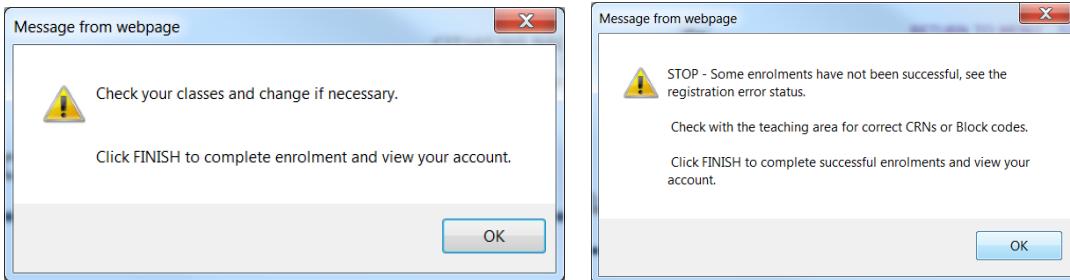
Open learning CRNs gives you the flexibility to enter a start date that suits you.

CRN	Course	Course Title	Duration	Start Date (DD/MM/YYYY)	Permitted Start Dates
50044	ADMIN 199	Participate in environmentally sustainable work practices	10 WEEK	<input type="text" value="06/09/2020"/>	22/07/2020 to 06/12/2020
50045	BEAU 127	Conduct salon financial transactions	10 WEEK	<input type="text"/>	22/07/2020 to 06/12/2020
50046	BEAU 128	Provide salon services to clients	10 WEEK	<input type="text"/>	22/07/2020 to 06/12/2020
50047	HAIR 193	Shave heads and faces	10 WEEK	<input type="text"/>	22/07/2020 to 06/12/2020

**Submit Changes** **Click Submit changes.**

If required enter a start date dd/mm/yyyy

## 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

#### 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**.
4. Click **Finish**, you will be directed to **My Account**.

#### TO DROP CLASSES

- Select **Web Drop** from the action column.
- Click **Submit Classes**.

Web drop is not available for all enrolments.

Invoices will be emailed to you within 1 hour of enrolment.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Title	Study Path
**Web Registered** on 27 Aug, 2020	<input type="button" value="None"/>	50044	ADMN	199	Participate in environmentally sustainable work practices	C3-BD25 CertIIIBarbering
**Web Registered** on 27 Aug, 2020	<input type="button" value="None"/>	50045	BEAU	127	Conduct salon financial transactions	C3-BD25 CertIIIBarbering
**Web Registered** on 27 Aug, 2020	<input type="button" value="None"/>	50046	BEAU	128	Provide salon services to clients	C3-BD25 CertIIIBarbering
**Web Registered** on 27 Aug, 2020	<input type="button" value="None"/>	50047	HAIR	193	Shave heads and faces	C3-BD25 CertIIIBarbering

Check your subjects.

#### Add Classes Worksheet

Selected Study Path is C3-BD25 CertIIIBarbering

CRNs

Block Code

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

Finish

Click **FINISH**  
If your classes are correct.

#### Notes:

- Users cannot withdraw online when the Invoice Due Date has passed.
- Users cannot withdraw online when the Census Date has passed.
- 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.

**\$ My Account**  
Users can view invoices and make payments.