On-line Enrolment and Student Account Instructions

Your Student Account
To enrol online, you will have to first activate your student account. If you are a returning student and have activated your student account previously, go to the Enrol On-line instructions below.

Activating Your Student Account

You can activate your student account from any computer with internet access. If you don’t have access to a computer at home - see below for locations to activate your student account on campus.

<table>
<thead>
<tr>
<th>Casuarina Campus</th>
<th>Palmerston Campus</th>
<th>Alice Springs Campus</th>
<th>Darwin Waterfront</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Central – Orange</td>
<td>Library – Building</td>
<td>Library – Building</td>
<td></td>
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<tr>
<td>1</td>
<td>C</td>
<td>8</td>
<td>Level 3</td>
</tr>
<tr>
<td>Library – Red 8</td>
<td>Administration –</td>
<td>Building A</td>
<td></td>
</tr>
</tbody>
</table>

Computer access is available in other campuses; please enquire with your Team’s Customer Service Officer.

To activate your student account, go to the CDU homepage: www.cdu.edu.au

Then click:

**Current Students**  
**My Computer Account (activate)**  
**Activate My Computer Account via Identity Manager**

Follow the instructions to activate your account.

Official CDU email addresses

CDU provides two official email addresses to each student as follows:

- Using your Student ID; eg: s007007@students.cdu.edu.au (where 007007 is your Student ID)
- Using your given name and surname; eg: James.Bond@students.cdu.edu.au (where James Bond is your name)

Note: if you happen to be the second student with James Bond as your name, then a number will be added to your surname; example: James.Bond2@students.cdu.edu.au

Enrol On-line

To enrol on-line, you will need to know your Student ID number and have a copy of your Study Plan or Timetable. Your Study Plan should have the units to be enrolled, the Teaching Period and Campus. If you don’t have your Study Plan / Timetable, please contact your lecturer.

Open CDU’s home page: www.cdu.edu.au

Select Current Students
Select **My Student Info**

Login using your User ID (student number, e.g. s007007) and password (created when your student account was activated)

- Select **My Enrolment for 2016**

Select the course you are enrolled in (if more than one option) and complete the enrolment steps in the order they appear:

- Select **Enrolment Declaration** (must be the first step completed) – read the declaration and select Confirm/Accept
- Select **Next Step: Update My Email Address** – add or update
- Select **Next Step: Change My Contact Details** – add or update your postal and/or home address
- Select **Next Step: USI Verification** – enter your USI number - you can apply for this at [www.usi.gov.au](http://www.usi.gov.au)
- Select **Next Step: VET Statistical Information** – all questions are mandatory and click the Submit button. Q9 needs to be answered only if you have completed a qualification.
- Select **Next Step: My Commonwealth Assistance Form** – this step will only appear if you are enrolling in a Diploma or higher level course, and are eligible to apply for a VET FEE-HELP loan. For more information on VET FEE-HELP go to: [www.studyassist.gov.au](http://www.studyassist.gov.au)
- Select **Next Step: Study Reason** – choose a reason and Submit
- Select **Next Step: Add/Withdraw Units**
  - In the **Search for a Unit Code field** enter the Unit Code from your Study Plan and Search. From the Unit Offering Option Select List, select the Unit Code with the correct Teaching Period (e.g. 2016/T1) and Campus as per your Study Plan.
  - Click the Add to Selection button. Continue the process until all units in the study plan are added.
- You MUST click **CONFIRM** (check your unit selection before confirming your Unit Addition) and **FINALISE ENROLMENT** to complete the enrolment process.

Once you have added all your units and finalised your enrolment, you can view your Fees by clicking on the **My Fees Balance** in the left hand menu bar. Your Enrolment and Fee Advice Invoice will be sent to your student email address.

**Important Additional Information**

If you have added a unit by mistake or wish to withdraw from a unit, you can delete the unit if the Delete option is available under Action column. If the Delete option is not available, you will have to contact your VET team and submit a VET Change of Enrolment/Withdrawal from Course Form.

If you receive a Breach notification, it may be because you’ve selected the wrong unit - check the unit code and remove the unit that has Breach noted against it (unit will be highlighted). You can then select the correct unit and then click ‘Confirm’ and ‘Finalise Enrolment’.

If you have any other issues with enrolment, please contact your VET team Customer Service Officer, or lecturer.