

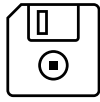





# Digital Enrolment Parent/Carer Quick Reference Guide

Enrolling your child is quick and easy using your laptop or desktop

## Before you begin

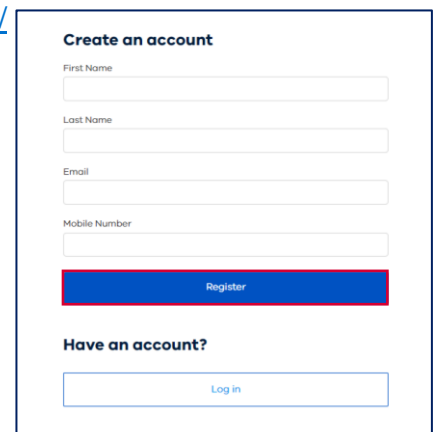
 <p>Google Chrome is the recommended browser</p>	 <p>Use of a laptop or desktop is recommended</p>	 <p>Use the <b>Save</b> button if you need to walk away</p>
 <p>Ensure your listed Emergency contact is someone <b>other than</b> Adult A or Adult B</p>	 <p>Check your details are complete <b>before</b> submitting <i>You can't edit after submission</i></p>	 <p>Have all your digital documents ready as they <b>must be uploaded</b> to your application <i>e.g. Birth certificate, Proof of Address, Proof of Residency</i></p>

## Finding your designated neighbourhood school

Use [Find My School](#) to view a map of available government schools in your area, including your designated neighbourhood (local) school.

## Register for an account

1. Click the following link: <https://students.educationapps.vic.gov.au/s/>
2. Scroll down and select **Register**
3. Read the acknowledgement and select **Continue**
4. Enter the requested details
5. A verification email will be sent to your inbox (check spam folder)
6. Click the link that has been emailed to you to complete registration
7. You will be prompted to set a new password
8. Select **Change Password**
9. You will land on the portal homepage

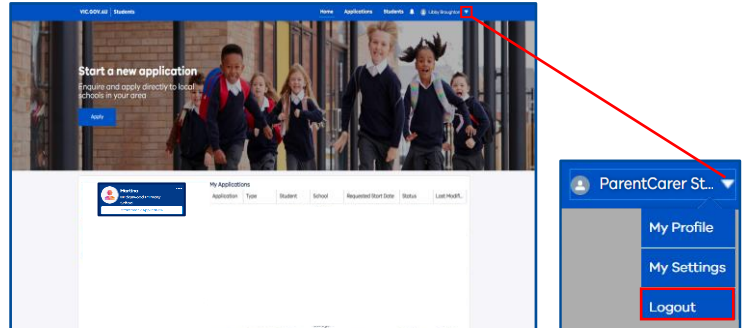


The screenshot shows a registration form with the following fields and elements:

- Create an account** header
- First Name input field
- Last Name input field
- Email input field
- Mobile Number input field
- A blue **Register** button
- Have an account?** section with a **Log in** button

## Ongoing access to the portal

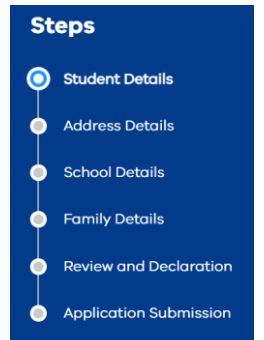
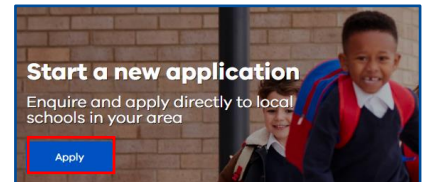
1. Select the following link: <https://students.educationapps.vic.gov.au/s/>
2. Enter your credential details
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
  - check your email for the code
  - enter code and select **Verify**
5. You will land on the portal homepage
6. To log out, navigate to the drop-down menu and select **Logout**



## Submitting an application

1. From the portal homepage, select **Apply**
2. Enter new school application details
3. Read the **privacy notice** and then select **Continue**
4. Enter details for each section (including documentation upload)
5. Read **Review and Declaration** and check all details have been provided and are correct
 

**Note:** Once an enrolment enquiry is submitted, enrolment details cannot be edited via the Portal
6. Select **Submit**
7. The **Application Submission** screen will appear and then select **Close**
8. You will be taken to your application list

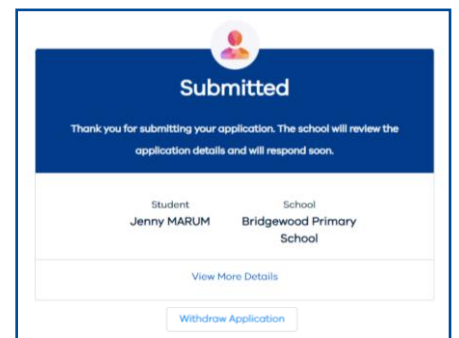


## Viewing, withdrawing or adding files to an application

1. In the portal, select **application number** to view details, including status

My Applications					
Application	Type	Student	School	Requested Start Date	Status
APP-0777	New Enrolment	Jenny MARUM	Bridgewood Primary School	2023 Term 2	Submitted

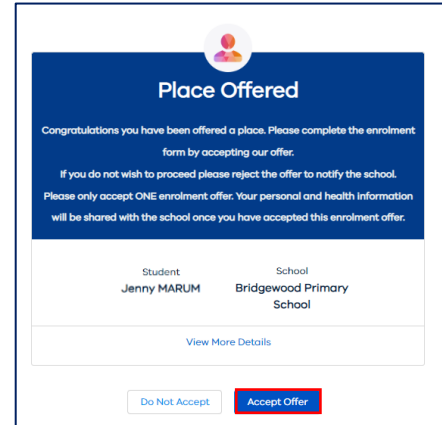
2. You can monitor the application status along the top status bar, view application details, withdraw the application or view and upload files
  - **To withdraw:** select **Withdraw Application**, enter a reason and the application will be closed
  - **To add files:** select **Add Files** at the bottom of the browser and follow instructions



## Accepting or not accepting an enrolment offer

**IMPORTANT NOTE:** Please only accept ONE enrolment offer. All enrolments **must** be accepted via the portal.

1. When a school makes an offer of enrolment, you will be notified by email and the status in the portal will be updated
2. Select the link in the email, and you will be redirected to the portal
3. In the portal, **My Applications** will display **Place Offered**
4. Select **application number**
5. Select **Accept Offer** to accept the enrolment offer (only accept ONE) and you will be prompted to provide additional information
6. Read the **privacy notice** and select **Continue** to proceed
7. Enter details for each section (including documentation upload)
8. Click **Submit**
9. When the school finalises the application, you will be notified by email notification and the status in the portal will be updated
10. If you received multiple enrolment offers, or you no longer wish to proceed with your enrolment application:
  - select **Do Not Accept** (for each offer to be declined)
  - enter a reason and the application will be closed



### Steps

- Student Details
- Address Details
- School Details
- Family Details
- Health and Wellbeing Details
- Medical Records
- Student Assessment
- Student Alerts
- Review & Declaration
- Enrolment Submission

**NOTE:** Your personal and health information will be shared with the school once you have accepted an enrolment offer.

## We are here to support you

If you have any questions regarding your enrolment, please contact your school. For information about this process, visit <https://www.vic.gov.au/how-choose-school-and-enrol>.