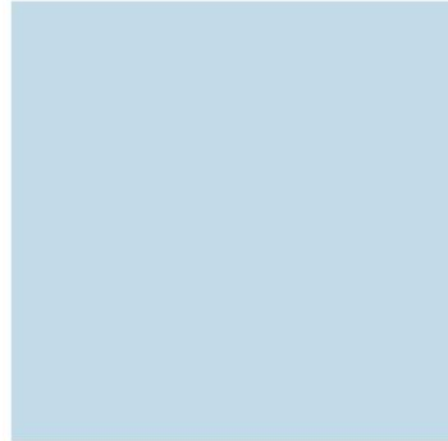


# HOW TO ENROL IN YOUR SUBJECTS



William  
**Angliss**  
Institute



# eStudent Online Enrolment

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- Log in to eStudent using this [link](#)
- Your Student ID is on your offer letter/email
- Your password was initially set to your date of birth ddmmyyyy



## eStudent

Enter your log in information below, then select Log In.  
All fields are required.

Student ID (numbers only)\*

Password\*  [Reset Password](#)

# eStudent Online Enrolment

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## Before enrolling online have you:

- Accepted your offer?
  - Click [here](#) for instructions on how to accept your offer.
- Provided your Unique Student Identifier?
  - Apply for or retrieve your USI details at <http://www.usi.gov.au>
  - Then email your USI details to [information@angliss.edu.au](mailto:information@angliss.edu.au)
- Verified your personal details?
  - Click [here](#) for instructions on how to verify your personal details
- Had confirmation from us about credits for any prior studies undertaken at another training provider? If in doubt email [information@angliss.edu.au](mailto:information@angliss.edu.au)

# eStudent Online Enrolment

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William Angliss Institute  
Specialist centre for foods, tourism, hospitality & events

My Details My Courses My Class Timetable My Finances My Agreements My Results and Graduation My Commonwealth Assistance Forms

	Parent Study Package	Title	Stage	Status	Scheduled Hours
Select	SIT50416	Diploma of Hospitality Management	Admitted	Admitted	1320.0

- To complete the online enrolment, you will need to click the 'My Courses' tab along the top of the screen
- Select the course you are enrolling into
- The stage should be **Admitted**
- If you have not yet accepted your offer the stage will be **Offered**. Click [here](#) for instructions to accept your offer first.

# eStudent Online Enrolment

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## SIT50416 Diploma of Hospitality Management - Study Plan Details

### Error

You have a hold 'Prevent Enrolment' imposed by sanction 'USX Missing / Invalid USI' effective 09-Dec-2017.

Once you have selected your course, if you see this message either:

- You have not yet provided your Unique Student Identifier (USI) OR
- We have not been able to validate the USI provided

Apply for or retrieve your USI details at <http://www.usi.gov.au>

Then email your USI details to [information@angliss.edu.au](mailto:information@angliss.edu.au)

Or attend an on-campus enrolment session

# eStudent Online Enrolment

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## SIT50416 Diploma of Hospitality Management - Study Plan Details

### Before enrolling you need to ...

[View](#) the Institution Terms and Conditions

[Provide](#) your Study Reason.

- Once you have selected your course, you should get a yellow box at the top instructing you to View the Institute Terms and Conditions
- There may be other information to provide if not already entered when you checked your personal details
- You will need to complete these before you can enrol
- To view the Institute Terms and Conditions, click the **blue word** 'View' which will take you to the Terms and Conditions
- Read through and accept the terms and conditions by ticking the box and then click 'Save'

# eStudent Online Enrolment

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## SIT50416 Diploma of Hospitality Management - Study Plan Details

### Before enrolling you need to ...

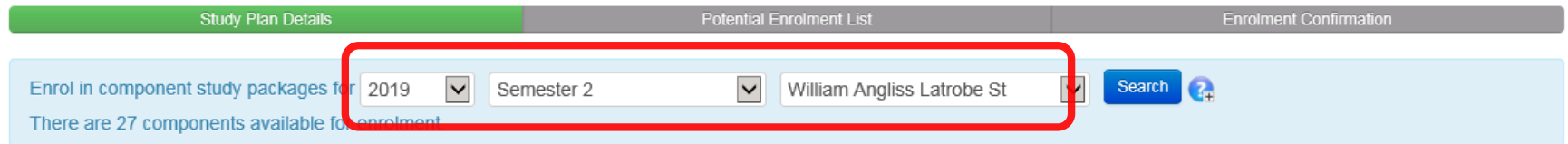
[Provide](#) your Parent / Guardian Highest Educational Attainment details.

- There may be other information to provide if it has not already been entered when you checked your personal details
- In the example, click the **blue word** 'Provide'. This will take you to the appropriate screen to enter additional details
- Click [here](#) for instructions on how to verify your personal details if you still need to complete this process

# eStudent Online Enrolment

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## SIT50416 Diploma of Hospitality Management - Study Plan Details



The screenshot shows the 'Study Plan Details' tab selected. Below the tabs, there is a search bar with three dropdown menus. The first dropdown is set to '2019', the second to 'Semester 2', and the third to 'William Angliss Latrobe St'. These three dropdowns are circled in red. To the right of the dropdowns is a blue 'Search' button with a help icon. Below the search bar, there is a message: 'Enrol in component study packages for 2019. There are 27 components available for enrolment.'

- Your screen should now look like this, with no error messages at the top.
- If there is still a yellow box preventing you from enrolling, you have missed a step.

To populate the above fields (circled in red):

- First drop down – Year (eg. 2019)
- Middle drop down – Semester 1 (February), Term 2 (April), Semester 2 (July) or Term 4 (September)
- Last drop down – William Angliss Latrobe St



# eStudent Online Enrolment

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- To enrol into your subjects, you will need your Tick Sheet (which will have been provided). New students will only be enrolling into **Stage 1** subjects.

S	Enrol?
<b>B-WHDNAPPCLS1 - Stage 1 WAI Non Apprentice CI Dip Hos</b>	<input type="checkbox"/>
<a href="#">More Details</a>	
<b>E</b> SITHIND004 - Work effectively in hospitality service	<input type="checkbox"/>
<a href="#">More Details</a> Unavailable?	
<b>E</b> SITHIND002 - Source and use information on the hospitality industry	<input type="checkbox"/>
Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 1, HOS- SIT50416 - SIT60316 - SIT40416 - Term You are unable to change the availability from the default selected for you.	
<a href="#">More Details</a>	
<b>E</b> SITXFSA001 - Use hygienic practices for food safety	<input type="checkbox"/>
Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 9, HOS- SIT30616 - SIT50416 - SIT60316 - SIT40416- Term You are unable to change the availability from the default selected for you.	
<a href="#">More Details</a>	
<b>E</b> SITHFAB002 - Provide responsible service of alcohol	<input type="checkbox"/>
Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 2, HOS- SIT30616 - SIT50416 - SIT60316 - SIT40416 - Term You are unable to change the availability from the default selected for you.	
<a href="#">More Details</a>	
<b>E</b> SITHFAB005 - Prepare and serve espresso coffee	<input type="checkbox"/>
Planned <input type="text"/>	

# eStudent Online Enrolment

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- Only subjects with a blue background can be selected
- To select the subjects for enrolment, you will need to tick the box on the right hand side of the unit
- If there is a dropdown box, you will need to refer to your Tick Sheet for the correct option

<input type="checkbox"/> <b>SITHIND002 - Source and use information on the hospitality industry</b>
Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 1, HOS- SIT50416 - SIT60316 - SIT40416 - Term
You are unable to change the availability from the default selected for you. <input type="checkbox"/>
<a href="#">More Details</a>
<input type="checkbox"/> <b>SITXFSA001 - Use hygienic practices for food safety</b>
Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 9, HOS- SIT30616 - SIT50416 - SIT60316 - SIT40416- Terr
You are unable to change the availability from the default selected for you. <input type="checkbox"/>
<a href="#">More Details</a>
<input type="checkbox"/> <b>SITHFAB002 - Provide responsible service of alcohol</b>
Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 2, HOS- SIT30616 - SIT50416 - SIT60316 - SIT40416 - Terr
You are unable to change the availability from the default selected for you. <input type="checkbox"/>
<a href="#">More Details</a>
<input type="checkbox"/> <b>SITHFAB005 - Prepare and serve espresso coffee</b>
Planned <input type="text"/>
<input type="checkbox"/>

Once ticked the background will turn from blue to green.

# eStudent Online Enrolment

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- Once you have ticked all subjects you need to enrol into as listed on your Tick Sheet, click the blue 'Enrol' button at the bottom of the screen.

The screenshot displays a list of subjects for enrolment. Each subject entry includes a subject code and title, a 'Planned' section with details like year, semester, location, and mode, and a 'More Details' link. A red box highlights the right side of the screen, where each subject has a checkbox. The first three subjects (BSBDIV501, SITXMG002, and BSBSUS501) have their checkboxes checked, while the fourth (B-WHDNAPPSCLS2) is unchecked. At the bottom left, a blue 'Enrol' button and a grey 'Reselect' button are also highlighted with red boxes.

<input checked="" type="checkbox"/>	<b>C</b> BSBDIV501 - Manage diversity in the workplace	Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 11, HOS- SIT50416 - SIT60316 - SIT40416 - Sen	You are unable to change the availability from the default selected for you.	<input checked="" type="checkbox"/>
	<a href="#">More Details</a>			
<input checked="" type="checkbox"/>	<b>C</b> SITXMG002 - Establish and conduct business relationships	Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 5, HOS- SIT50416 - SIT60316 - Sem	You are unable to change the availability from the default selected for you.	<input checked="" type="checkbox"/>
	<a href="#">More Details</a>			
<input checked="" type="checkbox"/>	<b>E</b> BSBSUS501 - Develop workplace policy and procedures for sustainability	Planned 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 2, HOS- SIT50416 - SIT60316 - Sem	You are unable to change the availability from the default selected for you.	<input checked="" type="checkbox"/>
	<a href="#">More Details</a>			
<input type="checkbox"/>	<b>S</b> B-WHDNAPPSCLS2 - Stage 2 WAI Non Apprentice CI Dip Hos	Approved		<input type="checkbox"/>
	<a href="#">More Details</a>			

# eStudent Online Enrolment

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- This will take you to your enrolment confirmation screen which lists the units you have selected and the fees
- Check the list against your Tick Sheet
- At the bottom of the screen, either click 'Confirm Enrolment' or 'Go Back/Change'

## SIT50416 Diploma of Hospitality Management - Potential Enrolment List

### Information

Listed below are all the Component Study Packages currently in your Potential Enrolment list.

You can enrol in these Component Study Packages by selecting the action below, or change any Component Study Package by selecting the 'Go Back/Change' action

Study Plan Details

Potential Enrolment List

Enrolment Confirmation

Enrol?

**E** SITHIND002 - Source and use information on the hospitality industry

Planned

Period: 2019

2019, Semester 2, William Angliss Latrobe St, Classroom Based, 1, HOS- SIT50416 - SIT60316 - SIT40416 - Term 3

[More Details](#)

### Enrolment Quote

Course Code	Title	Fee Name	Amount	Tax Amount	Fee Amount Per Study Measure
SITHIND002	Source and use information on the hospitality industry	Student Services	\$12.50	\$0.00	\$0.50/Scheduled Hour
SITHIND002	Source and use information on the hospitality industry	Tuition - Dip & Above - GSP	\$246.25	\$0.00	\$9.85/Scheduled Hour

Confirm Enrolment

Go Back/Change

# eStudent Online Enrolment

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Class Timetable **My Finances** My Agreements My Results and Graduation

## SIT50416 Diploma of Hospitality Management - Enrolment Confirmation

### Success

12 component(s) have been successfully enrolled out of a total of 12 selected component(s).

Study Plan Details

Potential Enrolment List

Enrolment Confirmation

#### **E** SITHIND002 - Source and use information on the hospitality industry

Enrolled 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 1, HOS- SIT50416 - SIT60316 - SIT40416 - Term 3

[More Details](#)

#### **E** SITXFS001 - Use hygienic practices for food safety

Enrolled 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 9, HOS- SIT30616 - SIT50416 - SIT60316 - SIT40416- Term 3

[More Details](#)



Selecting 'Confirm Enrolment' displays a screen with big green ticks. You are now officially enrolled!

Go to the My Finances tab to see fee due dates and pay by credit card

More information on payment options can be found [here](#)

# eStudent Online Enrolment

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Class Timetable **My Finances** My Agreements My Results and Graduation

## SIT50416 Diploma of Hospitality Management - Enrolment Confirmation

### Success

12 component(s) have been successfully enrolled out of a total of 12 selected component(s).

Study Plan Details

Potential Enrolment List

Enrolment Confirmation

#### **E** SITHIND002 - Source and use information on the hospitality industry

Enrolled 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 1, HOS- SIT50416 - SIT60316 - SIT40416 - Term 3

[More Details](#)

#### **E** SITXFS001 - Use hygienic practices for food safety

Enrolled 2019, Semester 2, William Angliss Latrobe St, Classroom Based, 9, HOS- SIT30616 - SIT50416 - SIT60316 - SIT40416- Term 3

[More Details](#)



Selecting 'Confirm Enrolment' displays a screen with big green ticks. You are now officially enrolled!

Go to the My Finances tab to see fee due dates and pay by credit card

More information on payment options can be found [here](#)

# eStudent Online Enrolment

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- You have now finished step 3.
- Find details of your orientation session in the link below.

