

VicStudents Digital Enrolment Parent/Carer Guide

Enrolling your student is quick and easy using the device of your choice.

Register for a VicStudents account

- 1. Select the following link: <u>https://students.educationapps.vic.gov.au/s/</u>
- 2. Select Register
- 3. Read the acknowledgement and select Continue
- 4. Enter your details (parent/carer details, not student details)
- 5. Check your inbox for verification email (check spam folder)
- 6. Select the link emailed to you to complete registration
- 7. Set a new secure password when prompted
- 8. Select Change Password
- 9. You will land on the VicStudents portal homepage

Ongoing access to the VicStudents portal

- 1. Select the following link: <u>https://students.educationapps.vic.gov.au/s/</u>
- 2. Enter your email address and password
- 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 VicStudents portal homepage
- 6. Manage your **Profile** and **Logout** via the menu





Submit an enrolment application

Before starting, have relevant digital documents ready to upload to your application eg. proof of address, proof of name and date of birth

- 1. Select Enrol in a Victorian Government School from the homepage
- 2. Read Before you start to check eligibility then select Get Started
- 3. Select Apply from the Enrolment homepage
- 4. Select New Student and answer the mandatory questions related to your student
- 5. Read the Privacy Notice then select Continue
- 6. Complete details for student, address, school and family sections
- 7. Select up to three school preferences
- 8. Select I understand to acknowledge that only one school offer can be accepted
- Note: Use the save button to save a draft and return later to complete and submit the application
- 9. Upload relevant requested documents
- 10. Read Review and Declaration and check all details are complete and correct, then tick the acknowledgements

Note: Once submitted enrolment application details cannot be changed

- 11. Select Submit
- 12. Read the review confirmation and select Proceed with Submission
- 13. Select **Close** in the **Application Submission** screen to return to the VicStudents homepage

Welcome to VicStudents - a Victorian Government portal for parents and carers of school aged children. We're beginning to move some paper forms online making it easier for you to provide important information.					
Enrol in a Victorian Go	overnment School	-ŏ-	Primary School Nursing	Program	
 Click here to submit you accept an offer and uploa 	ur enrolment application, ad documents	Ϋ́Υ	 Complete a School Entra for your child in Foundation 	nt Health Qu (Prep)	estionnaire

~	Before you start
с	heck if you can enrol online
	Online envolment is now available for a limited number of Victorian government schools using VicStudents. Before proceeding with an online application, please confirm directly with the school whether VicStudents is an option for processing your enrolment. Online envolvement is not very available for international students. International students who hold a subclass 500 student visa in the nome must submit an application of <u>www.students.processing</u> .
CI	heck when to enrol
	Applications open from Term 2 for Foundation (Prep) enrolments and Year 7 placement.
	 Schools follow state-wide timelines when making enrolment offers. These same timelines apply to online enrolment. You will be notified of the out of your application at the same time as all other parents and capter.
	For more information on enrolment timelines, visit <u>www.vic.gov.au/starting-school</u> .
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Data Protec specifically	on Act 2014 (Vic), the Health Records Act 2001 (Vic) and applicable Department of Education policies and statem er:
Enrolment	Policy
Schools' Pr	vacy Policy
Schools' Pr	vacy Collection Notice
by omission	n and declare that the information I have provided in this application is correct and up-to-date and is not misk or otherwise.

View an application

- 1. Select Enrol in a Victorian Government School from the homepage then select Get Started
- 2. Navigate to My Applications section, or click on Applications on top menu bar
- 3. Select View to monitor and manage the relevant application
- 4. Monitor the application by viewing the application details and status bar
 - Select View More Details to view application details
 - Select Upload Files or drop files to add files to the application
 - Select Withdraw Application and enter a reason, which will change the status to Closed

Accept or do not accept an offer

IMPORTANT NOTE: All offers **must** be accepted via the portal.

When a school makes an offer, you will be notified via the portal and by email.

Note: Your email will include a link the to the VicStudents portal.

- 1. Navigate to the Enrolments homepage
- 2. Navigate to the My applications section
- 3. Select View on an application with status 'Place Offered'





✓ м	✓ My Applications				
	Application: APP-32738 Student: Adam Citizen School: Bridgewood Primary School Status: Place Offered	Ap Str Sc Str	plication: APP-32739 adent: Adrian Citizen hoot Bridgewood Primary School atus: Submitted	View	

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Digital Enrolment

- 4. Select **Proceed with Acceptance** to accept the enrolment offer, or **Do Not Accept** to decline the offer. (You will only be able to accept one offer)
 - If selecting **Do Not Accept**, enter a reason and the application will be closed.
 - If selecting Proceed with Acceptance you can only accept one offer. Select I understand to confirm and proceed.
- 5. Read the Privacy Collection Notice and select Continue to complete the online enrolment form.
- 6. Enter details for each section of the enrolment form
- NOTE: Use the save button to save a draft and return later to complete and submit the enrolment form
- 7. Upload relevant requested documents
- 8. Read Review and Declaration and check all details are complete and correct
- 9. Tick the confirmation boxes and select Submit
- 10. Read the confirmation of review and select Accept Offer
 - **NOTE:** The student's personal and health information will be shared with the school
- 11. A notification will be sent via the portal and by email when the school finalises the application.

We are here to support you

If you have any questions regarding your student's enrolment, please contact the school. For information about this process, visit https://www.vic.gov.au/how-to-enrol-your-student-in-a-school

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