

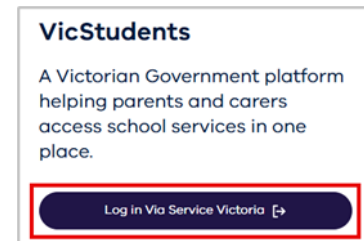
## VicStudents Online Enrolment Parent/Carer Guide

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

To log in to the VicStudents portal, all users must use a Service Victoria (Service Vic) account.

Select the following link: <https://students.educationapps.vic.gov.au/s/> and select **Log in Via Service Victoria**

- **If you already have a Service Vic account:** Sign in using your existing Service Vic account details.
- **If you do not have a Service Vic account:** Follow the prompts to create your Service Vic account, then return to the VicStudents portal and log in using those details.
- **If you have used the VicStudents portal previously:** You will now need to log in using a Service Vic account. Previous login methods are no longer supported.



If you experience any issues accessing your account, please follow the account recovery options provided on the Service Vic login page.

## 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 one to three school preferences

**Note:** Only some schools are available for online application

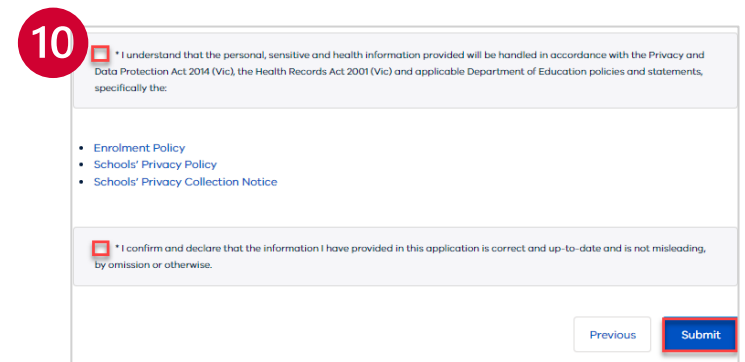
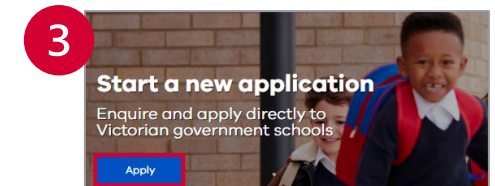
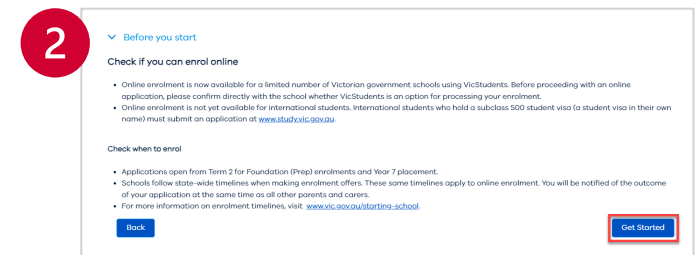
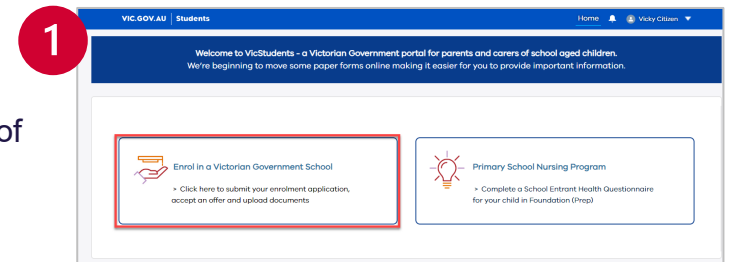
8. Select **I understand** to acknowledge that only one school offer can be accepted

**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



## View an application

1. Select **Enrol in a Victorian Government School** from the homepage then select **Get Started**
2. Scroll down to the **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 **Add Files** to add files to the application
  - Select **Withdraw Application** and enter a reason, which will change the status to **Closed**

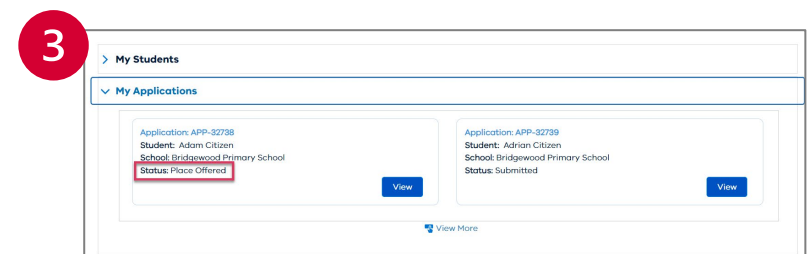
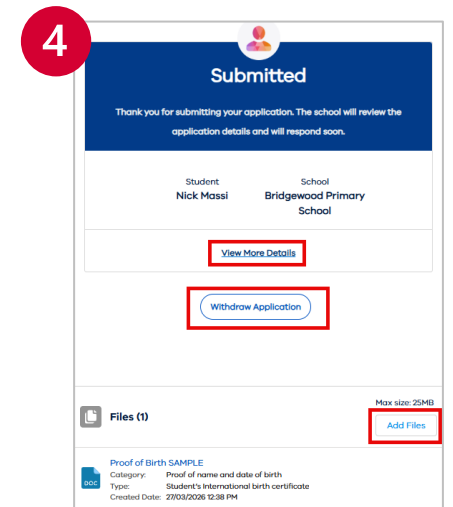
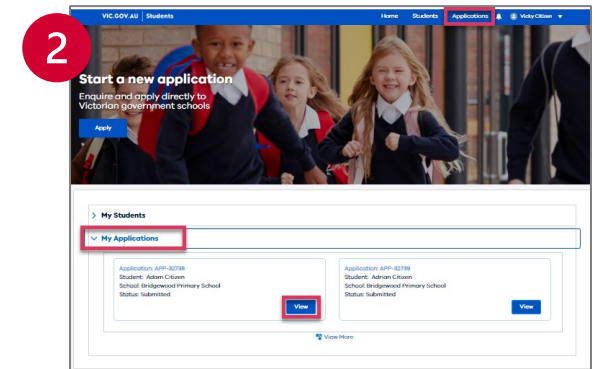
## Accept or do not accept an offer

**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 to log in to the VicStudents portal.

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



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 school 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 school 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 enrolment 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>

