

ONLINE ENROLMENT INSTRUCTIONS – PREPARATION FOR TERTIARY SUCCESS

Student ID or Number

This is on the top left hand corner of the offer letter

Step 1. Account Activation

<http://www.cdu.edu.au/current-students/computeraccount>

Click on the link “Activate my computer account via Identity Manager” and follow the instructions

Record your Password as you will need it to enrol and to access your units

Step 2. Study Plan and Timetable

Work out which units to enrol in by reading the Study Plan and the Timetable. These are on the website: <http://www.cdu.edu.au/acike/pts/information>

If you need help with Unit Selection email the PTS team PTS@batchelor.edu.au

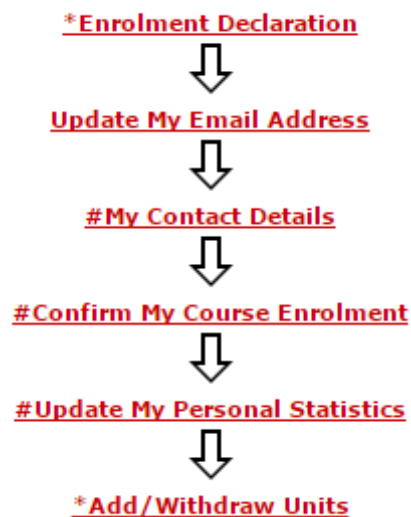
Step 3. Online Enrolment

Login to My Student Info using your Student Number (this is your User ID) and Password

<https://mystudentinfo.cdu.edu.au>

Select ‘My Enrolment for 2019’ (on the left hand side in red)

In the middle of the page you will see a list of headings. You need to complete each of these steps before you will have completed enrolment



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Enrolment Declaration

Read through the information, click on the 'Accept' button at the bottom of the page.

Next Step – Update My Email Address

Check the email address and update if you have a new email address

Next Step – My Contact Details

Check the details and update if your address or phone number has changed

Next Step – Confirm My Course Enrolment

Check the 'Enrol in Course' box and click on the 'Submit' button.

Next Step – Update My Personal Statistics

Answer all questions in this section. Some helpful hints when completing this section:

Question 2. You are most likely an Australian citizen – Click (a)

Question 3. You are most likely an Australian citizen – Click the first button

Question 6. If you tick 'Born in Australia', the system will automatically tick 'Never Arrived in Australia' which is correct

Question 9. Tick YES to having completed final year of Secondary Education and write the year that you were last enrolled in School

Question 10. Choose 1 and write the year that you last were enrolled in any course

Once you have answered all questions click 'Submit' at the bottom of the page. If everything is entered correctly you will receive a message saying the Statistics have been successfully updated. You will not be able to go to the next step until all the questions are answered.

Next Step – Add/Withdraw Units

Type PTS001 into the 'Search for a Unit Code' box and click 'Search'

You will see two entries for the Unit PTS001 Learning Identity. You need to select the one that is for the campus you are studying at – check your Offer Letter if you are not sure.

CAS – is the Casuarina campus of CDU in Darwin

DPC – is the Desert Peoples Centre campus of Batchelor in Alice Springs

Now click the 'Add to Selection' button. You can then search for additional units using the same process.

Once you have listed all the units (up to 4 units), check that they are the correct units (check the study plan) and at the correct campus. Once you are happy your enrolment is correct click on 'CONFIRM'. Now it will ask you to 'FINALISE ENROLMENT' so click on that button.

You will then see a receipt page which you can print out for your records. This is your confirmation that your enrolment has been successful.

If you do not get to the receipt page, your enrolment is not finalised. Please ring 1800 061 963 and ask to be put through to Geoff Reid in the Customer Service Team.



Courses are delivered via a partnership between Charles Darwin University and Batchelor Institute of Indigenous Tertiary Education