Enrolment Guide

Logging in

1. Enter your student ID and the password given to you by the staff member.

2. You will be asked to change your password – your new password must be eight alphabetic/numeric characters, including at least one number and one letter.

3. Next you will need to accept SIBT’s policies and procedures.

Your Personal Profile

4. Check and complete all the sections on this page.
   • If you are U18 you will need to meet with an advisor to change your details. Book a meeting at reception.
   • This page must be always kept up to date, check it often.
Important Messages from SIBT

- When you have an important message from SIBT you will see these.
- It is important not to ignore them!
- If you need help to understand speak with reception or an advisor.

Don’t ignore this…
If you don’t understand - ask someone to explain.

When you have this – you need to tick the box

Important!

This is a list of your enrolment conditions for this semester. Please read the following messages carefully your web enrolment.

<table>
<thead>
<tr>
<th>Condition Code</th>
<th>Linked Unit Code</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC ST</td>
<td>ACSTH 09</td>
<td>You are required to enrol in ACSTH 09 Academic Communication in Social Sciences and Humanities this semester.</td>
</tr>
<tr>
<td>CONZ</td>
<td></td>
<td>Due to unsatisfactory academic performance, or a high number of absences (or both) you have been placed on a conditional enrolment. Please meet all requirements of your enrolment. Once this form is submitted, you will be enrolled in the unit.</td>
</tr>
<tr>
<td>SBT1</td>
<td></td>
<td>You have been placed on a standard load (maximum 9 units) for this semester (you will be allowed to enrol in more than 9 units).</td>
</tr>
</tbody>
</table>

IMPORTANT NOTES: You have the enrolment conditions - (CONZ). Please click next button to submit form or showcase to SIBT administration office.
You will find unit guides.

Click here to find out what you need to pay.

To email your teachers.

Your test, exam and assignment marks.
Contacting your Teachers

• Here’s how to send messages to your teachers.

Step 1 - Click here

Step 2 - Click here

Step 3 – Subject and Message

Step 4 – Choose the Staff member
Choosing your units and building your timetable

Step 1 - Click here

Check your finance credit here.

Enrol in your green and yellow units first.

Click the down arrow to show all available classes.
If you wish to change classes you must unclick the box – but remember as soon as you deselect another student can take that place in the class.

Group 1 in the city on Monday at 8.30am has ‘0’ available seats. You will need to choose another group.

To choose the group, tick the box. It will now appear in your timetable.

Click the printer symbol to print your timetable.