

E-STUDENT ENROLMENT STEP 1 AND STEP 2



William
Angliss
Institute



E-Student Personal Details Guide

Confirm, Edit and Add Personal Details

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eStudent

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

Student ID (numbers only)*

Password*

[Reset Password](#)

- Log into your eStudent account
- Your username is your William Angliss Student ID Number.
- Your initial enrolment password is your date of birth in the format DDMMYYYY. At the end of this process you will set up your initial password for all William Angliss systems.

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My Details My Courses My Class Timetable My Finances My Agreements My Results and Graduation My Commonwe

PERSONAL DETAILS

- Personal Details
- Contact Details
- Disability Details
- Citizenship and Residency Details
- Cultural Details
- Educational Background Details
- Parent / Guardian Education Details
- My Sanction Details
- Documents
- Terms and Conditions Agreement History

Personal

Information
Below are the details we have recorded about you.
If any of these are incorrect or have changed please contact Student Administration by clicking

Title

First Given Name

Other Given Names

Family Name

Preferred Given Name

Initials

Alias

Formal Name 1

Formal Name 2

Phonetic Name

Date of Birth

Gender

[Request a change to these details](#)

The first screen you will need to check is the 'Personal Details' screen. If you are unsure where this is, you can click the 'My Details' tab at the top of the screen and it will take you to this page.

You just need to check that these details are recorded correctly.

Please be aware that you **cannot** make any changes on this page, so if something is entered incorrectly, please contact international@angliss.edu.au to get this rectified.

Throughout this guide, we will be going down this list on the left hand side.

Confirm, Edit and Add Personal Details

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Once we have checked over our Personal Details, we need to check our contact details. This includes our address, phone number and email address. The first thing we need to check is our 'My Addresses'.



Contact

Information

Below are the various contact details we have recorded about you. To change any of these details, select the option in the relevant section.

My Addresses

Preferred	Address Type	Address			
	Mailing	[Redacted]	Edit	Copy	Make preferred
Address	Permanent Home	[Redacted]	Edit	Copy	
	Whilst Studying	[Redacted]	Edit	Copy	Make preferred

[Add New](#)

Here, we need to ensure we have **2** address types listed. 'Permanent Home' (which is your overseas address) and a 'Whilst Studying' (which is your address in Australia) if available. Please make the Australia address your preferred address.

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Once you have filled out your 'My Addresses' section, you will need to scroll down to the 'My Phone Numbers' on the same page.

My Phone Numbers

Preferred	Phone Type	Phone Number	Phone Comment			
	Mobile	[REDACTED]		Edit	Delete	

[Add New](#)

The number listed is the one you provided on your application. If this has since changed, simply click the blue 'Edit' button and it will allow you to make changes to the current number.

If you wish to enter another Australian mobile number (if available) or a home phone number in Melbourne (if available), simply click the blue 'Add New' button and that will allow you to enter another phone number in. If you wish to delete any numbers, click the red 'Delete' button.

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Once you've filled out 'My Phone Numbers' section, you will need to scroll down to the 'My Email Addresses' section. Again, this will have the email you provided on your application listed.

My Email Addresses

Preferred	Email Type	Email Address	Status	Email Comment			
Email	Personal		NA		Edit	Delete	

Add New

If you need to make any changes to your email address, please click the blue 'Edit' button. If you wish to add a new email address, click the blue 'Add New' button, which will take you to the email change details screen.

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My Other Contacts

There are currently no other contact details recorded for you.

Add New

The last section you need to complete in the 'Contact Details' screen is the 'My Other Contacts'.

This is where you will need to put a Next of Kin or Emergency Contact so that we have someone to contact in case of an emergency.

Click the blue 'Add New' button to enter these details. Once the details have been saved and you can see a green 'Success' message (below), you can then click the 'cancel' button, which will take you back to the previous screen.

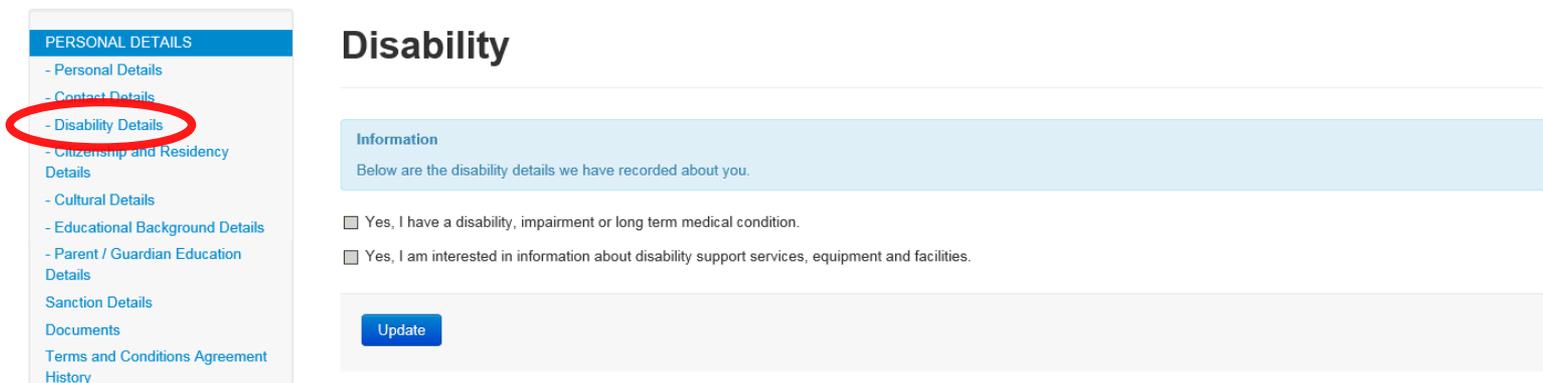
Other Contacts > Change Details Confirmation

Success

Your other contact details have been successfully saved.

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The screenshot shows a web interface for updating personal details. On the left is a sidebar menu with the following items: PERSONAL DETAILS (highlighted in blue), - Personal Details, - Contact Details, - Disability Details (circled in red), - Citizenship and Residency Details, - Cultural Details, - Educational Background Details, - Parent / Guardian Education Details, Sanction Details, Documents, Terms and Conditions Agreement, and History. The main content area is titled 'Disability' and contains an 'Information' section with the text 'Below are the disability details we have recorded about you.' Below this are two checkboxes: Yes, I have a disability, impairment or long term medical condition. and Yes, I am interested in information about disability support services, equipment and facilities. At the bottom of the form is a blue 'Update' button.

The next section you need to complete is the ‘Disability Details’.

When you first click onto this link, it presents you with two yes options **only**.

To edit these details, click the blue ‘Update’ button which will take you to a screen with a drop down box where you can select either yes or no. If you select yes, you may be asked to provide further information, but you are in no way obligated to disclose any information that you do not want to. Click ‘Save’.

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Specialist centre
for foods, tourism,
hospitality & event

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

PERSONAL DETAILS

- Personal Details
- Contact Details
- Disability Details
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Citizenship and Residency

Information

Below are the current citizenship and residency details we have recorded about you.
If any of these are incorrect or have changed please contact Student Administration.

Citizenship	Australian Citizen
Permanent Resident of Australia	No
Date Residency Granted	
Residency requirements for citizenship met over a year ago	
Last date Citizenship and Residency data was confirmed	
Residing in Australia during the study period	
Residing outside of Australia due to a course requirement	
Country of Citizenship	Australia
Country of Birth	Australia
Year of Entry into Australia	

Request a modification to my citizenship and residency details

Citizenship & Residency:

Check the current citizenship & residency information we have recorded for you. You **cannot** make any changes on this screen.

If any changes need to be made please email international@angliss.edu.au

Please Check:

- Citizenship
- Country of Citizenship
- Country of Birth
- If applicable check year of entry into Australia



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PERSONAL DETAILS

- Personal Details
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Cultural

Information

Below are the cultural details we have recorded about you.

Main Language

How well do you speak English?

Aboriginal or Torres Strait Islander

[Update](#)

These are the cultural details we have recorded for you based on the information you provided on your application.

There needs to be an answer in all three boxes.

To make any changes to this screen, click the blue 'Update' button at the bottom of the screen.

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PERSONAL DETAILS

- Personal Details
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- Educational Background Details
- **Parent / Guardian Education Details**
- Sanction Details
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Educational Background

Information
Below are your Educational Background Details.

Australian (or equivalent) Study Details

Highest School Level Completed	<input type="text" value="Completed year"/>
Are you currently attending school?	<input type="text" value="No"/>
Year	<input type="text" value="2012"/>
Student Id	<input type="text"/>
School	<input type="text"/>
State	<input type="text"/>
Year 12 Result Type	<input type="text"/>

[Request a modification to My Study Details](#)

The next section you need to complete is your Educational Background. There are multiple fields on this screen that are required to be filled out.

The first section, 'Australian (or equivalent) Study Details' **does not** need to be completed. You cannot make any changes in this field – so if you the information is incorrect, please contact the enrolments team.

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Study Reason Details

Study Reason

NA

Update

Highest Level of Participation Details

There are currently no details recorded about your Highest Level of Participation.

Add New

Highest Level of Completion Details

There are currently no details recorded about your Highest Level of Completion.

Add New

Further down on the same screen, you will see 'Study Reason Details'. You do not need to complete this yet as it will capture this when you go to enrol into your units.

The two sections we need to complete (if they have not been pre-populated) are the 'Highest Level of Participation Details' and 'Highest Level of Completion Details'.

To edit/enter information into these fields, click the blue 'Add New' button.

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Educational Background > Change

Information

Please provide the details of the highest level of participation that you have achieved in further studies, including

Level

Year

- Postgraduate
- Bachelor
- Certificate/Diploma
- Incomplete Course
- Secondary Education
- Other Qualification
- Complete VET Award
- Incomplete VET Award

Your Highest Level of Participation refers to any studies you have commenced/enrolled in, but did not complete. If you have not studied anything other than Secondary Education, there is an option in the drop down for Secondary Education. When it asks you for the Year, you will need to put the year you finished (i.e. 2017 not year 12). Once you have clicked save, you can click cancel to take you back to the Education Background screen.

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Education Background > Add Highest Level of Completion

Information
Please specify your Highest Level of Completion details.

Highest Level of Completion

Powered by TechnologyOne

Your Highest Level of Completion.

- Certificate I
- Cert I Australian
- Cert I Equivalent
- Cert I International
- Certificate II
- Cert II Australian
- Cert II Equivalent
- Cert II International
- Certificate III
- Cert III Aust
- Cert III Equiv
- Cert III Internat
- Certificate IV

Your Highest Level of Completion refers to the highest qualification you currently hold. Again, if you have not commenced any studies after Secondary Education, then there is an option at the very bottom of the list called 'Other'. You can then add the title (Senior High School etc.) and the year you completed (i.e. 2017).

Once you have clicked save, you can click cancel which will take you back to the previous screen. We **do not** need to complete the 'Previous Study' section at the bottom of the Educational Background screen.

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PERSONAL DETAILS

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Parent / Guardian Education Details > Change

Information

Please make appropriate corrections to any inaccurate details, then select save to continue.

If you have more than two parents / guardians you are only required to enter details for two of your parents / guardians.

How many parents / guardians do you have?

One

Parent / Guardian Details

Highest Educational Attainment *

The last section you need to complete is the 'Parent/Guardian Education Details'. Click the blue 'Update' button to enter in this information. If you are unsure of these details, there is an option for 'Don't Know'.

Then click 'Save the changes to my Parent/Guardian Education Details'.

Once you have completed this section, you are finished filling out your Personal Details.