

ENROLLING FOR SEM 2 2012

STEPS FOR ONLINE ENROLMENT

ACCOUNTING – CAMPBELLTOWN STUDENTS

1. Go to www.tafensw.edu.au
2. On the right side of screen click “Find a course” and type the number of the course you are enrolling in (Course numbers available are listed below):

Accounting

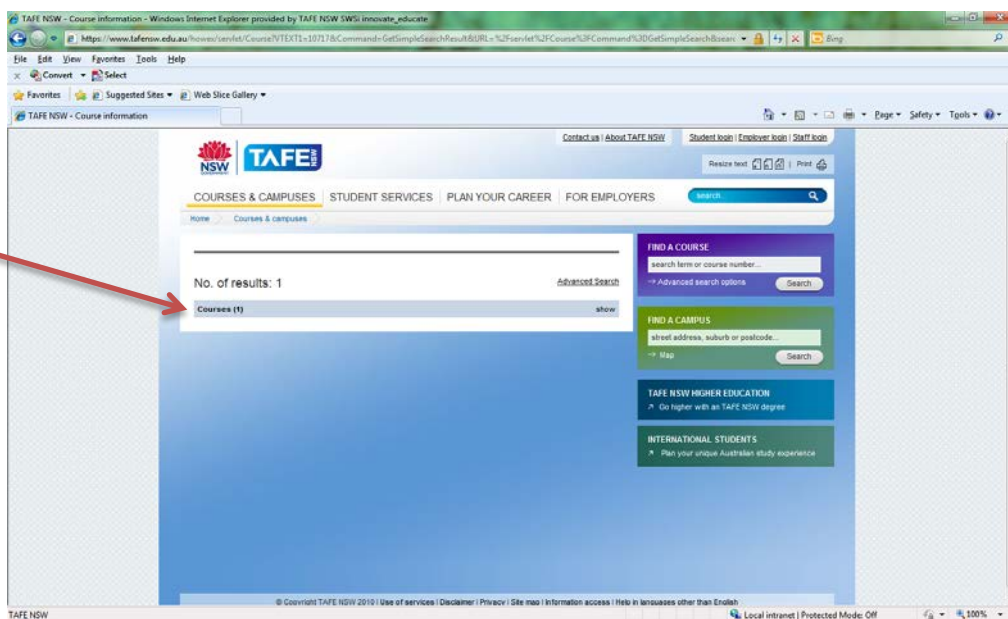
[10717](#) for Certificate III Accounts Administration

[10722](#) for Certificate IV Accounting

[11362](#) for Diploma of Accounting

[11379](#) for Advanced Diploma

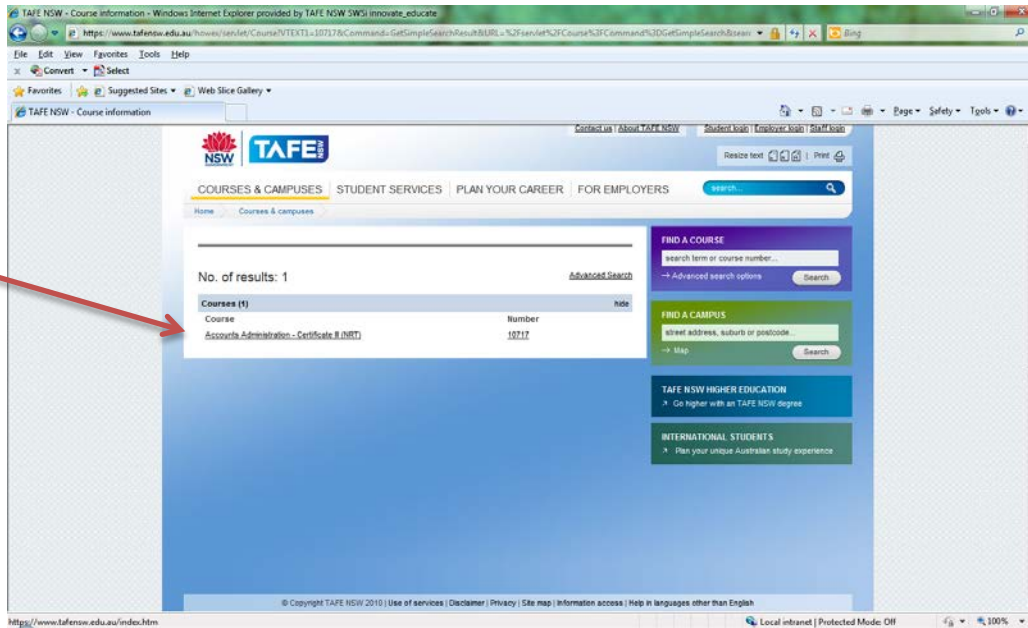
3. Click the “**Search**” button
4. On the next screen click on Courses (1) to expand the selection



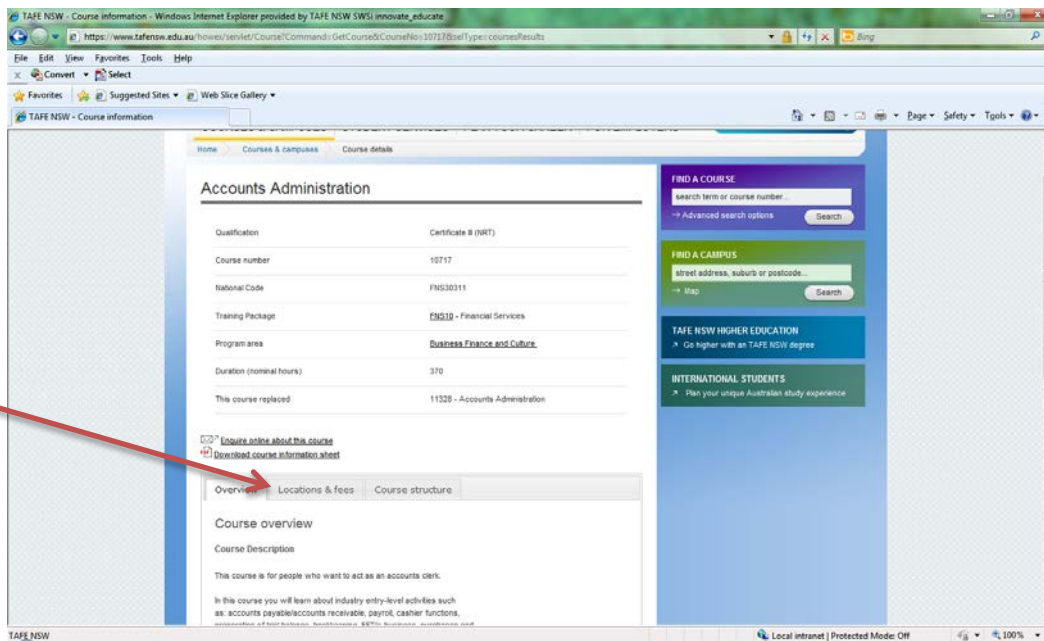
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- Click on the course name to open up the course information screen



- The next screen displays information about the course you selected. Scroll down the page and click on the tab for "Location & Fees"



- Scroll down the list of locations to "Granville", select your attendance pattern- Either Full-time or Part Time Evening.
Note: Part-time study is available during the day = select Full-Time attendance pattern.
- Click on the "Enrol Now" link at the end of the line of the selected course

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9. The next screen presents further information about the course and the enrolment.
Scroll down the page and click on **“Enrol Now”** button to commence the enrolment process.
10. You will now be taken to TAFE’s e-services web page where you will need to log on and follow the instructions.
 - a. If you are a current TAFE student you will log onto e-Services using your current Username and password.
 - b. If you are new to TAFE use the drop down box to change the answer to **“NO”** and continue with the enrolment.

The screenshot shows a web browser window displaying the TAFE NSW online registration page. The page title is "Welcome to TAFE NSW online registration". The browser address bar shows "https://www.det.nsw.edu.au/ees/registrationRequest.do". The page has a navigation menu with options like "Home", "Log On", "Help On This Page", and "Print This Page". The main content area includes a welcome message, a privacy policy link, and a registration form. The form has a dropdown menu for "Are you a previous student of TAFE NSW?" with "Yes" selected. There are also fields for "Username" and "Password", and a "Log On" button. A red arrow points to the dropdown menu.

11. In step 7 of the enrolment process various selections are available for payment of the course fee and associated charges online, as well as an option for payment at the college.
Concessional students will be advised to come in to the college and finalise their enrolment at the college administration office before coming in to select subjects.
12. All students who have finalised their enrolment will need to come into Room HG6 at Campbelltown College on **Tuesday 26th June 2012 from 10am to 7pm** to discuss their enrolment and select their timetable.
13. **We suggest you finalise your enrolment well before 26th June, as the queues leading up to enrolment week are always very long and this may delay your selection of timetables.**
14. We look forward to seeing you next semester and welcome those who are returning to studies at TAFE after a break.