VicStudents Digital Enrolment Parent/Carer Guide

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

Register for a VicStudents account

1. Select the following link:

   https://students.educationapps.vic.gov.au/s/

2. Select **Register**

3. Read the acknowledgement and select **Continue**

4. Enter your details (parent/carer details, not student details)

5. Check your inbox for verification email (check spam folder)

6. Select the link emailed to you to complete registration

7. Set a new secure password when prompted

8. Select **Change Password**

9. You will land on the VicStudents portal homepage

Ongoing access to the VicStudents portal

1. Select the following link:

   https://students.educationapps.vic.gov.au/s/

2. Enter your email address and password

3. Select **Log in**

4. When logging in on a new device, you will be prompted for a verification code

   - Check your email for the code

   - Enter code and select **Verify**

5. You will land on the VicStudents portal homepage

6. Manage your **Profile** and **Logout** via the menu
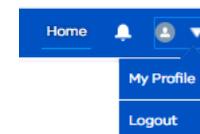
Submit an enrolment application

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 up to three school preferences

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

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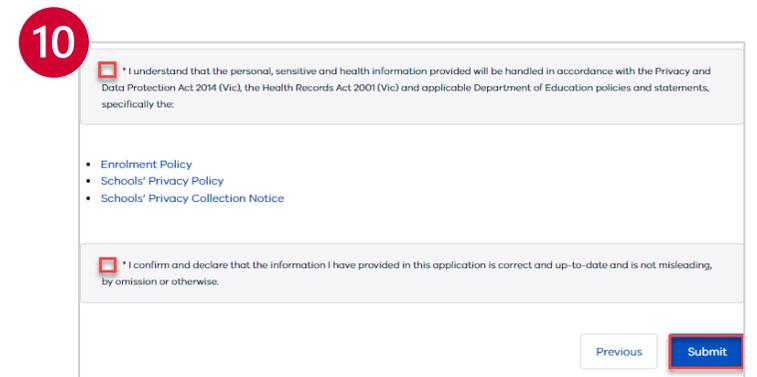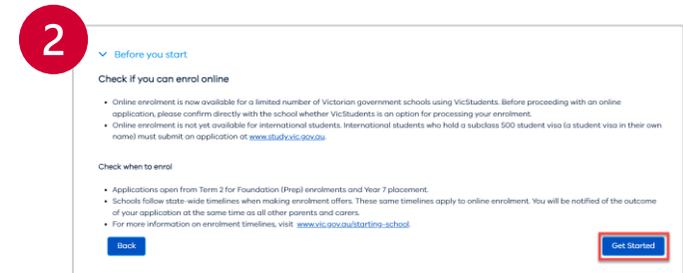
View an application

1. Select **Enrol in a Victorian Government School** from the homepage then select **Get Started**

2. Navigate to **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 **Upload Files** or **drop files** to add files to the application

   - Select **Withdraw Application** and enter a reason, which will change the status to **Closed**
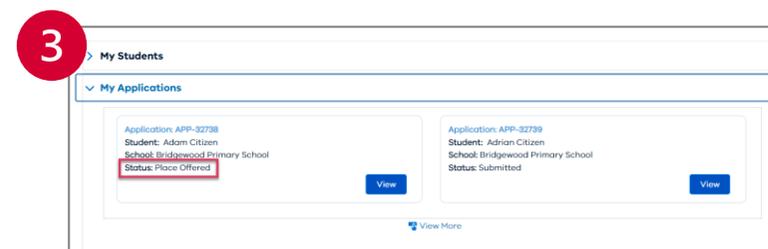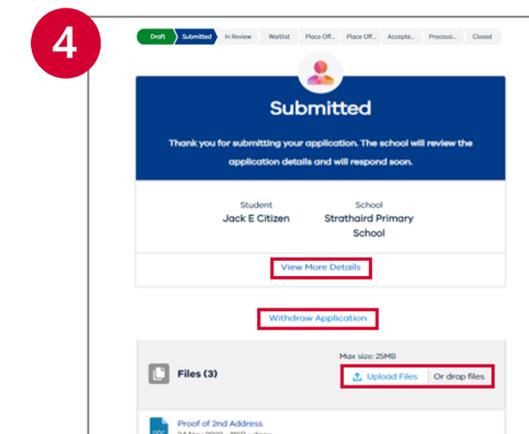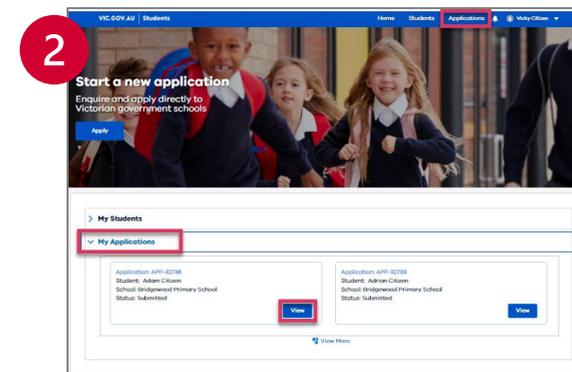
Accept or do not accept an offer

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 the to the VicStudents portal.

1. Navigate to the Enrolments homepage

2. Navigate to the **My applications** section

3. Select **View** on an application with status 'Place Offered'

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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 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 offer. Select **I understand** to confirm and proceed.
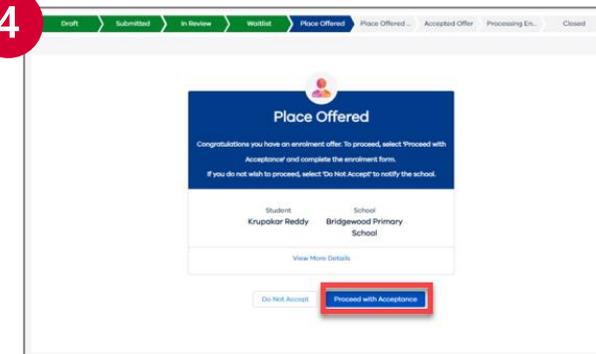
5. Read the **Privacy Collection Notice** and select **Continue** to complete the online enrolment form.

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 application.
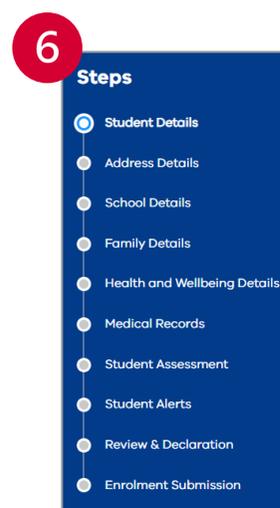
We are here to support you

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

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