# Student On Line

Hello and welcome to a series of short video tutorials which will take you step by step through the enrolment process.

In this video I will demonstrate how to log on to StudentOnLine to confirm or update your personal details and to accept, defer or decline your offer.

To log on to StudentOnLine you must use your La Trobe University Student ID as your Username and the password you created when you activated your account.

Select Log In. Your personal details are displayed along with a menu panel on the left side of the screen.

Check that the details provided are correct then select My Contact Details. If you need to make a change to your personal details, select the appropriate hyperlink at the bottom of the screen.

You can request a modification to your preferred given name by selecting the Request a modification to my preferred given name hyperlink. This will initiate an email to the Student Centre from your email account.

All other changes to personal details must be done by completing an Amendment to Personal Details form and by submitting it along with certified copies of evidence of the change. Select Request a modification to my personal details to open the form. You need to complete this and subject it to the Student Centre with any documentary evidence.

Now select My Contact Details. From the My Contact Details screen, check that the details provided are correct. To change an address click Change Address next to the address to be changed.

You will also need to add a Semester/Term Address. To do this click Add an Address. If your Semester/Term Address is the same as one of the addresses previously provided you may use the Copy Address function instead.

To add an address, first select the address type from the drop-down list. In this instance it’s the Semester/Term Address. Enter the address details in the fields provided including the Suburb State and Postcode.

If you wish for this to be the address we use when corresponding with you, select the ‘I want to make this my Preferred Mailing address’ check box.

Now select Save my Changes.

This screen will display weather my address has been verified in an Australia Post database by indicating a 100% match. If your address is not found you will need to select the Search for Address hyperlink to locate your address.

When your address has been matched, select Save the selected address and continue.

Select My Contact Details again, to add an Emergency Contact.

At the bottom of the screen, select Add an emergency contact.

Complete the relevant fields then select Save my Changes.

Once again, verify the address by selecting Search for Address if you do not receive a match. Otherwise select Save the selected address and continue.

Now select My Citizenship and Residency Details. Check the information provided is correct then select Confirm the displayed details. If you need to make changes to your citizenship and residency details you will need to contact the Student Centre after enrolment to complete the appropriate paperwork.

Now select My Cultural Details. Once again, select Confirm the displayed details.

Next is My Disability Details. Now select Confirm the displayed details. If you need to update this information simply select Change my disability details. Then change the No to a Yes at the drop-down list. Then select Save my disability details.

In the next screen you are prompted to indicate a disability type. You may also like to be contacted by the university in relation to its services and support. If you would like this service, select the drop-down list and change to yes. Then select Save these disability details.

Now select My Educational Background Details. If everything is correct, you can proceed directly to Parent Guardian Education Details.

Once again, checking that everything is correct then Confirm the displayed details.

You have now completed the personal details section of this enrolment. You can now proceed to MY OFFERS.

Select the MY OFFERS tab at the top of your screen. This is where you indicate your intentions to the university.

Ensure the radio button is selected beside your course then select Accept, Decline or Defer with the Selected Offer. Your offer details are displayed. You need to select one of the options pertaining to your offer.

If you chose to defer your offer you will need to complete the online deferral and submit it for consideration.

In this case I’m going to accept this offer.

If you accept your offer, you will need to complete the relevant eCAF or electronic Commonwealth Assistance Form. If you are unsure which form to complete, please refer back to the Enrol landing page where you will find a number of links to further information.

Now select MYECAFS. Ensure the radio button is selected next to your course then click enter new form for the selected course.

Select the desired eCAF and then click Complete the Selected Form.

Once you have completed this form you can select, Submit this form.

Thank you for taking the time to watch this video.