

Copyright © Student Management Services – Systems, The University of Melbourne. All rights reserved.

**DOCUMENT CONTROL**

**Responsible Authority**

Training and Support Manager, Student Management Services – Systems, The University of Melbourne.

**Author(s)**

Susan Weikert, Senior Project Officer, Student Management Services – Systems, The University of Melbourne.

Catherine Miller, Enrolment Officer, Student Management Services – Enrolments, The University of Melbourne.

**File Location**

\<is-fs1b\ssp\go-live\03_Training_&_Documentation\04 Documentation\15 Student Experience

**Revision History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Version</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/10/2010</td>
<td>S. Weikert, C. Miller</td>
<td>0-1</td>
<td>No previous version, not yet released.</td>
</tr>
<tr>
<td>25 October 2010</td>
<td>S. Weikert, C. Miller</td>
<td>1-0</td>
<td>First release version.</td>
</tr>
</tbody>
</table>

**Note:** Information and screen shots contained within this documentation are accurate as at the date of publication and subject to change.
# TABLE OF CONTENTS

1. **Introduction** .......................................................................................................................... 4  
   1.1 Purpose and Scope .............................................................................................................. 4  
   1.2 General Information About All ISIS Functions for Students ........................................... 4  
2. **Online Re-enrolment** ............................................................................................................ 5  
   2.1 Process Overview ................................................................................................................ 5  
   2.2 Standard Process .................................................................................................................. 6
1. INTRODUCTION

1.1 Purpose and Scope

This documentation is designed to assist staff in understanding what students experience when they view information and perform transactions through the ISIS student interface. In particular, this documentation describes the experience of students using the student portal and ISIS to re-enrol online. This is done by accessing one of the Study Plan functions.

This document does not describe the re-enrolment process that applies to a small number of students (those with TEB / BOE sanctions) who complete a ‘partial manual’ re-enrolment process. These students submit their Enrolment Declaration online but they enrol in subjects by submitting a paper-based form to their student centres, and staff enrol the student in their subjects.

Note: Information and screen shots contained within this documentation are accurate as at the date of publication and subject to change.

1.2 General Information About All ISIS Functions for Students

The following points are common to all ISIS functions for students, including the candidature variation applications.

Current students access ISIS functions via their Student Portal.

When a student accesses an ISIS function, they will first see general instructions and links to relevant information, such as policy and process information, relevant forms, FAQs, student help videos, etc.

Instructions for completing specific fields are provided close to that field or via hover help (information that displays when you hover a mouse over a field or other element).

The ISIS Student Help telephone number is displayed at the bottom of the screen for every ISIS function.

An * (asterisk) means a field is mandatory.

Some ISIS functions are designed to be completed in essentially one stage only, whereby the student is presented with all fields to complete, the student completes these fields and clicks ‘submit’, and the system performs some checks. Other ISIS functions are designed to be completed in multiple stages, with system checks occurring at more than one stage.
2. ONLINE RE-ENROLMENT

2.1 Process Overview

The following provides an overview of the end-to-end process for on-line re-enrolment, from the point where a student is notified they are required to re-enrol.

1. Student logs in to the Student Portal.
2. From the home page, student clicks on the Important Information about Re-enrolment link: http://cms.unimelb.edu.au/re-enrolment. A new window pops up and student reviews comprehensive re-enrolment information.
3. From the home page, student clicks on the Re-enrol Here button. Student is taken to Study Plan to complete Steps 1 and 2 of re-enrolment. (For full details about this step, see the next chapter of this document.)
4. Step 1 of re-enrolment: Student submits their Enrolment Declaration. (For full details about this step, see the next chapter of this document.)
5. Step 2 of re-enrolment: Student enrols in subjects for the upcoming year. (For full details about this step, refer to the student help video ‘How to enrol in subjects’ http://www.isis.unimelb.edu.au/isis_and_students/videos_students)
6. Step 3 of re-enrolment: Student navigates to Admin tab, under the heading ‘Personal Details’, student clicks on the ‘Update my contact details, phone details or emergency contact’ link and updates these details, then clicks on ‘Update other personal details’ link and updates these details where appropriate.
7. Step 4 of re-enrolment: Student completes any additional re-enrolment requirements as specified by their faculty. N.B. completion of this step is done entirely off line (not using the student portal or ISIS).
2.2 Standard Process

Note: Information and screen shots contained within this documentation are accurate as at the date of publication and subject to change.

1. Student logs in to the Student Portal and views the home page.

   ![Image of Student Portal with Watch This Space portlet](image)

   Re-enrolment details / links display in the Watch This Space portlet.


   ![Image of Student Portal with Important Information about Re-enrolment link](image)
A new browser window / tab pops up and displays the re-enrolment website.

3. Student reviews the comprehensive re-enrolment information, then closes the window.

4. Student clicks on the **Re-enrol Here** button.

The Choose a Study Plan function displays when student clicks on the button.
5. Student selects the course they need to re-enrol for from the list, and clicks the **Continue** button. (The list displays all of the student’s current and previous courses).

![Image of course selection](Image 1)

The Study Plan function displays for the selected course.

6. Student reads the messages/prompts that display for re-enrolling students, and then clicks on the **View Enrolment Declaration** button.

![Image of enrolment declaration](Image 2)

The Enrolment Declaration displays for the course.
7. Student reads their Enrolment Declaration (they can also print a copy at this point). Student ticks the box to accept the conditions of this Enrolment Declaration, and then clicks the **Submit Enrolment Declaration** button.

The Study Plan screen displays with a message indicating the Enrolment Declaration has been successfully submitted.
8. The student proceeds to select and enrol in subjects for the upcoming year via their Study Plan.

![Study Plan: Study Plan Details](image)