Digital Enrolment
Parent/Carer Quick Reference Guide

Enrolling your student is quick and easy using a device of your choice

Before you begin

Google Chrome is the recommended browser

VicStudents works on all browsers

The portal is accessible on laptops, mobiles and tablets

Use the **Save** button if you need to walk away

Ensure your listed emergency contact is someone **other than** Adult A or Adult B

Check your details are complete **before** submitting

You cannot edit after submission

Have all relevant digital documents ready as they **must be uploaded** to your application

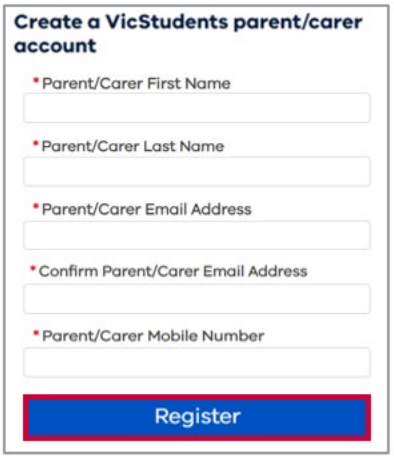
For example, Proof of Name and Date of Birth, Proof of Address, Proof of Residency

Find your designated neighbourhood school

Use Find my School to view a map of available government schools in your area, including your designated neighbourhood (local) school.

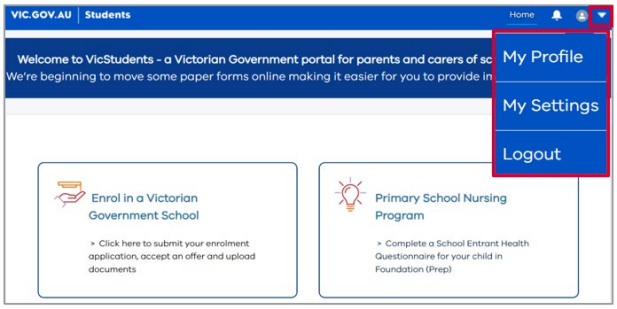
Register for an account

1. Select the following link: https://students.educationapps.vic.gov.au/s/
2. Select **Register**
3. Read the acknowledgement and select **Continue**
4. Enter the requested parent/carer details (not student details)
5. Check for verification email sent to your inbox (check spam folder)
6. Select the link emailed to you to complete registration
7. Set a new password when prompted
8. Select **Change Password**
9. You will land on the portal homepage



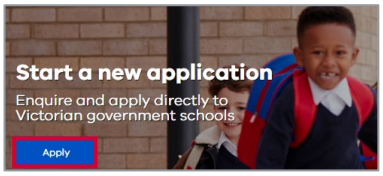
Ongoing access to the portal

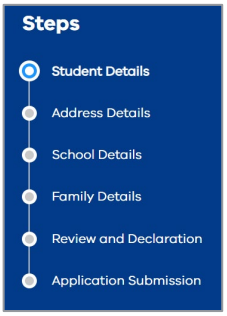
1. Select the following link: https://students.educationapps.vic.gov.au/s/
2. Enter your credential details
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
   - Check your email for the code
   - Enter code and select **Verify**
5. You will land on the portal homepage
6. Manage your **Profile**, **Settings** and **Logout** via the menu



Submit an application

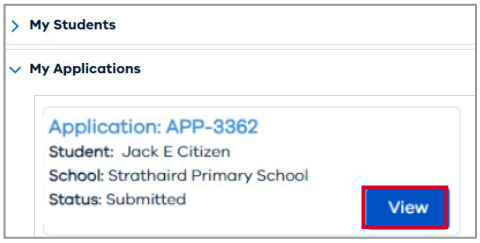
1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Select **Apply** from the portal homepage
4. Select **New Student** and enter details
3. Read the **Privacy Collection Notice** then select **Continue**
4. Enter details for each section (including documentation upload)
5. Read **Review and Declaration** and check all details have been provided and are correct, then tick the confirmation boxes
   Note: Once an enrolment enquiry is submitted, enrolment details cannot be edited via the portal
6. Select **Submit**
7. Read the review confirmation and select **Proceed with Submission**
8. Select **Close** in the **Application Submission** screen to return to the homepage



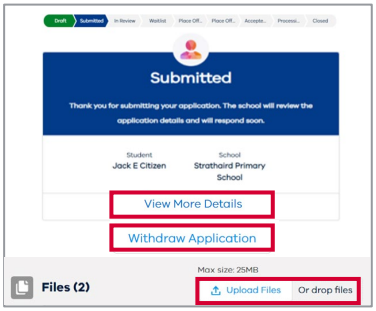


View, withdraw or add files to an application

1. Navigate to **My Applications** section on the enrolment homepage
2. Select **View** to monitor and manage the relevant application



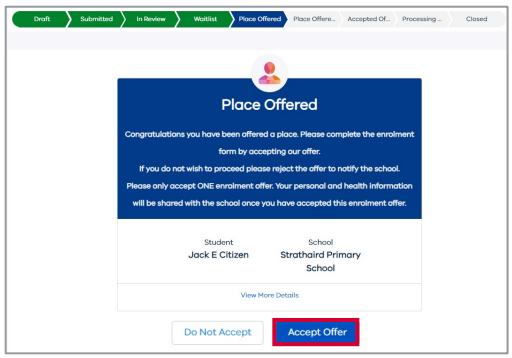
3. Monitor the application by viewing the application details and status bar, and manage the application if required:



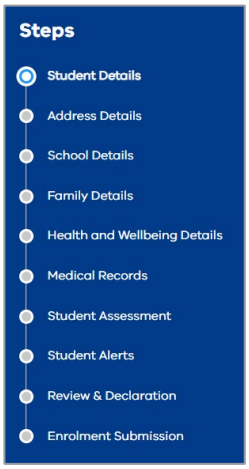
- Select **View More Details** to view application details
- Select **Upload Files** or **drop files** to add files to the application
- Select **Withdraw Application** and enter a reason, which will change the application status to **Closed**

Accept or do not accept an enrolment offer

IMPORTANT NOTE: Enrolments **must** be accepted via the portal.



1. A notification will be sent via the portal and email when a school makes an offer of enrolment
2. Navigate to the VicStudents Enrolment homepage
3. Navigate to the **application** section
4. Select **View** on application(s) with a 'Place Offered' status
5. Select **Accept Offer** to accept the enrolment offer, and you will be prompted to provide additional information
   Note: Any applications you may have submitted to other schools have been closed.



6. Read the **Privacy Collection Notice** and select **Continue** to proceed
7. Enter details for each section (including documentation upload)
8. Read the **Review and Declaration** and check all details have been provided and are correct, then tick the confirmation boxes
9. Read the confirmation of review and select Proceed with Submission
   NOTE: The student's personal and health information will be shared with the school once you have accepted and completed the full digital enrolment form
10. When the school finalises the application, you will be notified via email and the status in the portal will be updated
11. If you received multiple enrolment offers, or you no longer wish to proceed with your enrolment application:

- Select **Do Not Accept** (for each offer to be declined)
- Enter a reason and the application will be closed

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.

A video demonstration of the digital enrolment process in the VicStudents portal is available via this link.