







# Digital Enrolment Parent/Carer Quick Reference Guide

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

## Before you begin

 <p>Google Chrome is the recommended browser</p> <p><i>VicStudents works on all browsers</i></p>	 <p>The portal is accessible on laptops, mobiles and tablets</p>	 <p>Use the <b>Save</b> button if you need to walk away</p>
 <p>Ensure your listed emergency contact is someone <b>other than</b> Adult A or Adult B</p>	 <p>Check your details are complete <b>before</b> submitting</p> <p><i>You cannot edit after submission</i></p>	 <p>Have all relevant digital documents ready as they <b>must be uploaded</b> to your application</p> <p><i>For example, Proof of Name and Date of Birth, Proof of Address, Proof of Residency</i></p>

## 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/carers 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

**Create a VicStudents parent/carers account**

\* Parent/Carer First Name

\* Parent/Carer Last Name

\* Parent/Carer Email Address

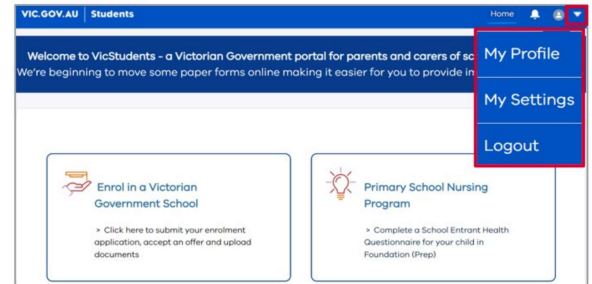
\* Confirm Parent/Carer Email Address

\* Parent/Carer Mobile Number

**Register**

## Ongoing access to the portal

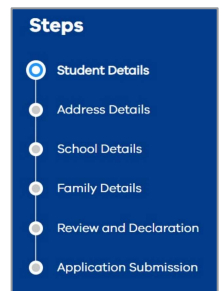
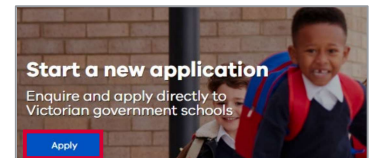
1. Select the following link: <https://students.educationapps.vic.gov.au/s/>
2. Enter your credential details
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
  - Check your email for the code
  - Enter code and select **Verify**
5. You will land on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



## Submit an application

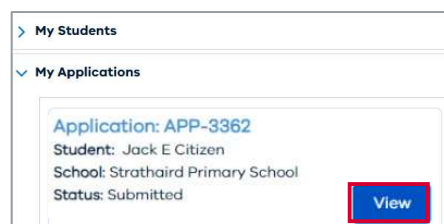
1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Select **Apply** from the portal homepage
4. Select **New Student** and enter details
3. Read the **Privacy Collection Notice** then select **Continue**
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

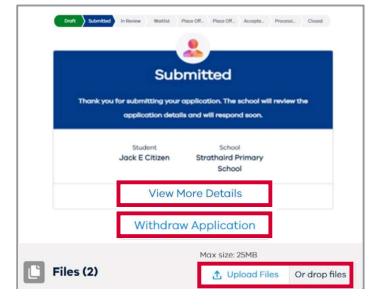


## View, withdraw or add files to an application

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



- 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**



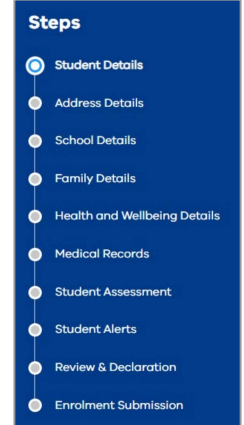
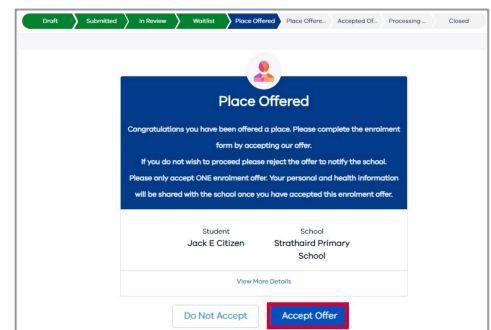
## Accept or do not accept an enrolment offer

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

- A notification will be sent via the portal and email when a school makes an offer of enrolment
- Navigate to the VicStudents Enrolment homepage
- Navigate to the **application** section
- Select **View** on application(s) with a 'Place Offered' status
- 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.
- Read the **Privacy Collection Notice** and select **Continue** to proceed
- Enter details for each section (including documentation upload)
- Read the **Review and Declaration** and check all details have been provided and are correct, then tick the confirmation boxes
- 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
- When the school finalises the application, you will be notified via email and the status in the portal will be updated
- 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](#).