

Digital Enrolment Parent/Carer Quick Reference Guide

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

Before you begin

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| 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 |
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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 a n 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

Ongoing access to the portal

1. Select the following link: <https://students.educationapps.vic.gov.au/s/>

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

- x Select View More Details to view application details
- x Select Upload Files or drop files to add files to the application
- x 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 (and text) to the enrolment offer holder.