Digital Enrolment
Parent/Carer Quick Reference Guide

Enrolling your child is quick and easy using your laptop or desktop

Before you begin

Google Chrome is the recommended browser

Use of a laptop or desktop is recommended

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 can't edit after submission

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

e.g. Birth certificate, Proof of Address, Proof of Residency

Finding 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. Click the following link: https://students.educationapps.vic.gov.au/s/
2. Scroll down and select **Register**
3. Read the acknowledgement and select **Continue**
4. Enter the requested details
5. A verification email will be sent to your inbox (check spam folder)
6. Click the link that has been emailed to you to complete registration
7. You will be prompted to set a new password
8. Select **Change Password**
9. You will land on the portal homepage

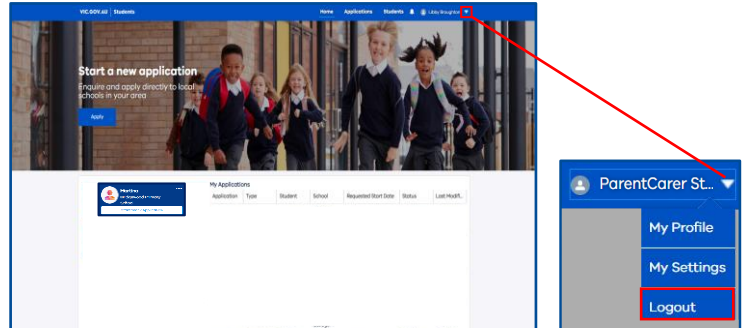**Create an account**

First Name

Last Name

Email

Mobile Number

Register

Have an account?

Log in

Ongoing access to the portal
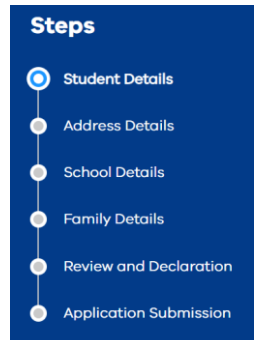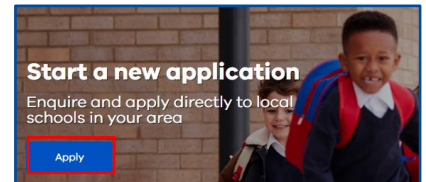
1. Select the following link: https://students.educationapps.vic.gov.au/s/
2. Enter your credential details
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
    -   check your email for the code
    -   enter code and select **Verify**
5. You will land on the portal homepage
6. To log out, navigate to the drop-down menu and select **Logout**

Submitting an application

1. From the portal homepage, select **Apply**
2. Enter new school application details
3. Read the **privacy notice** and 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

    Note: Once an enrolment enquiry is submitted, enrolment details cannot be edited via the Portal
6. Select **Submit**
7. The **Application Submission** screen will appear and then select **Close**
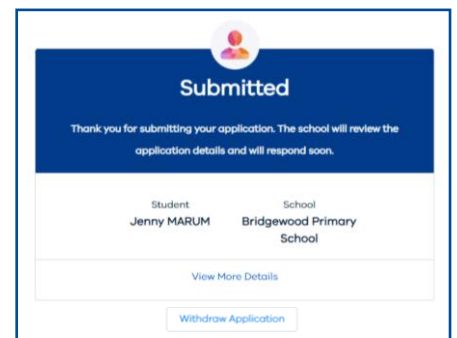8. You will be taken to your application list

Viewing, withdrawing or adding files to an application

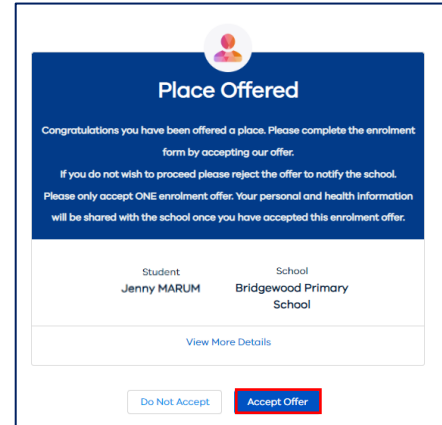1. In the portal, select **application number** to view details, including status

2. You can monitor the application status along the top status bar, view application details, withdraw the application or view and upload files

    -   **To withdraw:** select **Withdraw Application**, enter a reason and the application will be closed
    -   **To add files**: select **Add Files** at the bottom of the browser and follow instructions

Accepting or not accepting an enrolment offer

IMPORTANT NOTE: Please only accept ONE enrolment offer. All enrolments **must** be accepted via the portal.

1. When a school makes an offer of enrolment, you will be notified by email and the status in the portal will be updated

2. Select the link in the email, and you will be redirected to the portal

3. In the portal, **My Applications** will display **Place Offered**

4. Select **application number**

5. Select **Accept Offer** to accept the enrolment offer (only accept ONE) and you will be prompted to provide additional information

6. Read the **privacy notice** and select **Continue** to proceed

7. Enter details for each section (including documentation upload)

8. Click **Submit**

9. When the school finalises the application, you will be notified by email notification and the status in the portal will be updated

10. 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

NOTE: Your personal and health information will be shared with the school once you have accepted an enrolment offer.

We are here to support you

If you have any questions regarding your enrolment, please contact your school. For information about this process, visit https://www.vic.gov.au/how-choose-school-and-enrol.