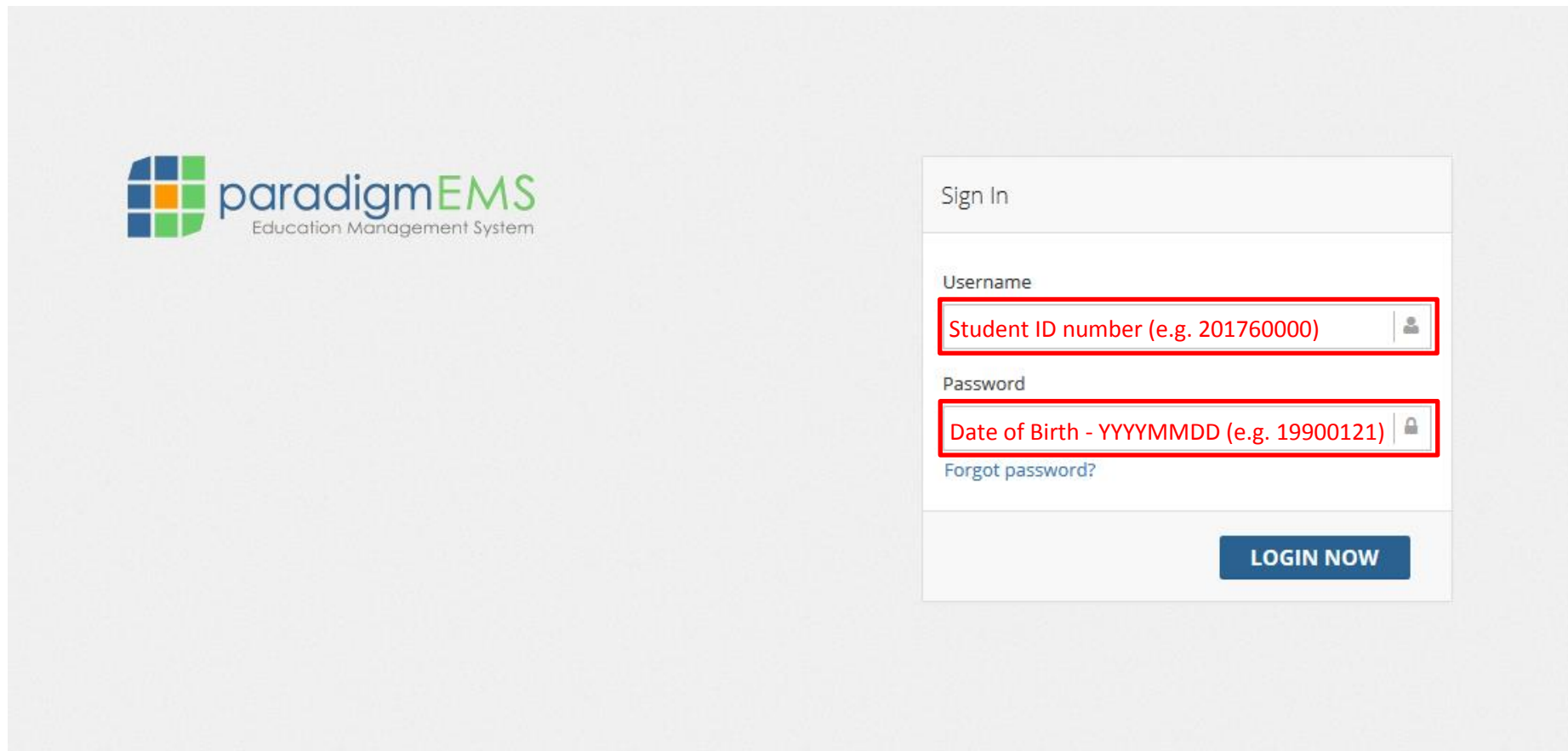


ONLINE ENROLMENT STEPS

Logon Page

1. Log on to Paradigm (Student Management System)
 - Web address: <https://aap.edu.net.au>
 - Username: **Student ID Number (e.g. 201760000)**
 - Password: **Date of Birth - YYYYMMDD (e.g. 21/01/1990, password: 19900121)**



paradigmEMS
Education Management System

Sign In

Username
Student ID number (e.g. 201760000)

Password
Date of Birth - YYYYMMDD (e.g. 19900121)

[Forgot password?](#)

LOGIN NOW

Contact Details page

- Update your contact details on the Contact Details page and click “I CONFIRM MY DETAILS ABOVE”

STUDENT DETAILS

Title ⓘ **Suffix:** **Given Names** ⓘ

Preferred Name: **Family Name** ⓘ

To:

Attn Name:

Property Name:

Flat / Unit No: **Street Number:** **Street Name:** **Postal Box:**

Suburb: **Post Code:** **State:** ⓘ **or:** **Country:**

Mobile: **Home:** **Day Phone:** **Fax:** **Email:**

Web Address: **IM Protocol:** **IM Address:**

[I CONFIRM MY DETAILS ABOVE](#)

Student Summary page

3. Go to "Course Plan" page

Test McTesterson ▾
Student / Summary


086727E : 08/01/2017

STUDENT: 201760000 [] Test McTesterson [] OVERSEAS(Malaysia), Current / Active
COURSE ENROLMENT: 086727E [AAPoly] 08/01/2017, Attending(HOURS NOT SET), Up-Front Fees(International Fee), First Fee Amount: 0.0

✓ **Success:** Student loaded. Course Enrolment information loaded. X

- Dashboard
- Student
- Summary
- Edit Address
- Course Plan
- Units
- View Timetable
- My Login

STUDENT IMAGE - ↗



STUDENT DETAILS - ↗

Name:	Test McTesterson
DOB:	26/02/1985
Gender ⓘ	M
Phone:	H: 0400440404 W: +61414386537 M: 0400440404
Address:	14 Street , CARNEGIE, Victoria, 3163, AUS
Permanent Address: ⓘ	Village Barani Post Office Samana Bahu, TEHSIL NILOKHERI, Karnal, 132117, IND
Email: ⓘ	s.han@aapoly.edu.au
Billing Email Address:	s.han@aapoly.edu.au
Status:	Current / Active
Home College:	AAPoly

Course Plan page 1

4. Scroll down to see units list in "MY COURSE PLAN"

Test McTesterson

086727E : 08/01/2017

Dashboard

Student

Summary

Edit Address

Course Plan

Units

View Timetable

My Login

Student / Course Plan

STUDENT: 201760000 [] Test McTesterson [] OVERSEAS(Malaysia), Current / Active
 COURSE ENROLMENT: 086727E [AAPoly] 08/01/2017, Attending(HOURS NOT SET), Up-Front Fees(International Fee

Start Year	Enrolled Course	End Date	Enrolment
06/07/2015	079530K - (BSB40812) Certificate IV in Frontline Management	18/12/2015	Never commenced
11/01/2016	047391C - Certificate III in Information Technology (General)	16/12/2016	Never commenced
08/01/2017	086727E - ICT60115 Advanced Diploma of Information Technology	30/03/2018	Enrolled

MY COURSE REQUIREMENTS

LEGEND

Previously Completed Currently Enrolled Allowed to Enrol Disallowed by Prerequisite Unit Not Scheduled

MY COURSE PLAN



Course Plan page 2

- See subjects you are going to enrol from your timetable and select all units on this page

ACADEMIES AUSTRALASIA POLYTECHNIC | paradigmEMS Education Management System

Student / Course Plan

MY COURSE PLAN

086727E	Subject 1
	<p>Integrate sustainability in ICT planning and design projects</p> <p>ICTSUS601 <input type="checkbox"/> </p> <p>Assessment Preparation and Presentation</p> <p>VMT1001 <input type="checkbox"/> </p>
	<p>Interact with clients on a business level</p> <p>ICTICT608 <input type="checkbox"/> </p>

Click

Course Plan page 3

6. Once select all units in your timetable, click "PROCEED WITH ENROLMENT IN SELECTED UNITS"

The screenshot shows the 'Student / Course Plan' interface. At the top, there are logos for 'ACADEMIES AUSTRALASIA POLYTECHNIC' and 'paradigmEMS Education Management System'. Below the logos is a navigation bar with 'Student / Course Plan'. The main area contains a table with two rows of unit information:

	Manage the development of technical solutions from business specifications ICTPRG602 <input checked="" type="checkbox"/>
	Manage the use of appropriate development met ICTICT603 <input type="checkbox"/>

At the bottom of the interface, a blue button with white text reads "PROCEED WITH ENROLMENT IN SELECTED UNITS". A red box highlights this button. A blue starburst with the word "Click" and a red arrow points to the button.

7. Click "OK", once the message below pops up

The screenshot shows a confirmation dialog box. The text inside reads "I have read and understood the terms and requirements listed above." At the bottom of the dialog, there are two buttons: "OK" and "Cancel". A red box highlights the "OK" button. A blue starburst with the word "Click" and a red arrow points to the "OK" button.

- 8.

Enrolment page 1

9. If units on your timetable are matched with units on the page, click “SHOW TIMES”

DATES FOR UNIT: BSBWHS201 - Contribute to health and safety of self and others									
Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
24/09/2018	BSBWHS201	Contribute to health and safety of self and others	1000	AAPoly		On Campus	2018 T4	SHOW TIMES	

DATES FOR UNIT: BSBWOR203 - Work effectively with others									
Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
24/09/2018	BSBWOR203	Work effectively with others	1000	AAPoly		On Campus	2018 T4	SHOW TIMES	



10. Click “Enrol In” for all units, then click “CHECK CLASS TIMES”

DATES FOR UNIT: BSBWHS201 - Contribute to health and safety of self and others

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
24/09/2018	BSBWHS201	Contribute to health and safety of self and others	1000	AAPoly		On Campus	2018 T4	HIDE TIMES	

Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select
You must enrol in one of the following classes:								
			CLASS				1	<input checked="" type="checkbox"/> Enrol In)

Click

DATES FOR UNIT: BSBWOR203 - Work effectively with others

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
24/09/2018	BSBWOR203	Work effectively with others	1000	AAPoly		On Campus	2018 T4	HIDE TIMES	

Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select
You must enrol in one of the following classes:								
			CLASS				1	<input checked="" type="checkbox"/> Enrol In)

Click

CHANGE UNITS
CHECK CLASS TIMES

Enrolment page 2

11. Click the check box if you agree to the requirements, then click “ENROL NOW”

DATES FOR UNIT: BSBWOR203 - Work effectively with others

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
24/09/2018	BSBWOR203	Work effectively with others	1000	AAPoly		On Campus	2018 T4	SHOW TIMES	<input type="radio"/>

Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select Class
Select one of the following classes:								
			CLASS				1	<input checked="" type="checkbox"/> Enrol In)

I understand the following requirements to enrol in the unit/subject:

- I acknowledge AAPoly's Student Policies, particularly policies on academic misconduct, code of conduct and student progress monitoring;
- I will ensure that my contact details (phone and email address) are updated, to receive notifications from AAPoly about my studies;
- I will attend classes regularly and keep up to date with the unit/subject's lessons, lectures and tutorials;
- I must attempt all assessment tasks, submit them on or before the due dates, according to the unit/subject's requirements, to pass the unit/subject;
- Late submission of assessments will not be accepted unless I had special permission to submit late;
- I must submit my own original work and I understand the consequences of academic misconduct;
- I must maintain satisfactory course progress, as required by my student visa conditions;
- If I have outstanding and overdue fees
 - o my access to learning resources will be blocked;
 - o I will not be eligible for any services or academic transcripts;
 - o my COE may be cancelled.

I agree to the terms for enrolment

Send Email?

[ENROL NOW](#)

[CHANGE UNIT SELECTIONS](#)

Enrolment page 3

12. You will see the successful message and your online enrolment is complete

DATES FOR UNIT: BSBWHS201 - Contribute to health and safety of self and others									
Start Date	Code	Name	Places Available	Institution	Teacher	Mode of Delivery	Class	Enrolment Status	Enrolment Message
24/09/2018	BSBWHS201	Contribute to health and safety of self and others	999	AAPoly		On Campus	2018 T4	SUCCESS	Unit Enrolment successful.The fee was obtained matching on 2 criteria.
Day	Start Time	End Time	Session	Subject	Teacher	Class	Enrolment Status	Enrolment Message	
			CLASS			1	SUCCESS	Scheduled Session successfully loaded.	

DATES FOR UNIT: BSBWOR203 - Work effectively with others									
Start Date	Code	Name	Places Available	Institution	Teacher	Mode of Delivery	Class	Enrolment Status	Enrolment Message
24/09/2018	BSBWOR203	Work effectively with others	999	AAPoly		On Campus	2018 T4	SUCCESS	Unit Enrolment successful.The fee was obtained matching on 2 criteria.
Day	Start Time	End Time	Session	Subject	Teacher	Class	Enrolment Status	Enrolment Message	
			CLASS			1	SUCCESS	Scheduled Session successfully loaded.	