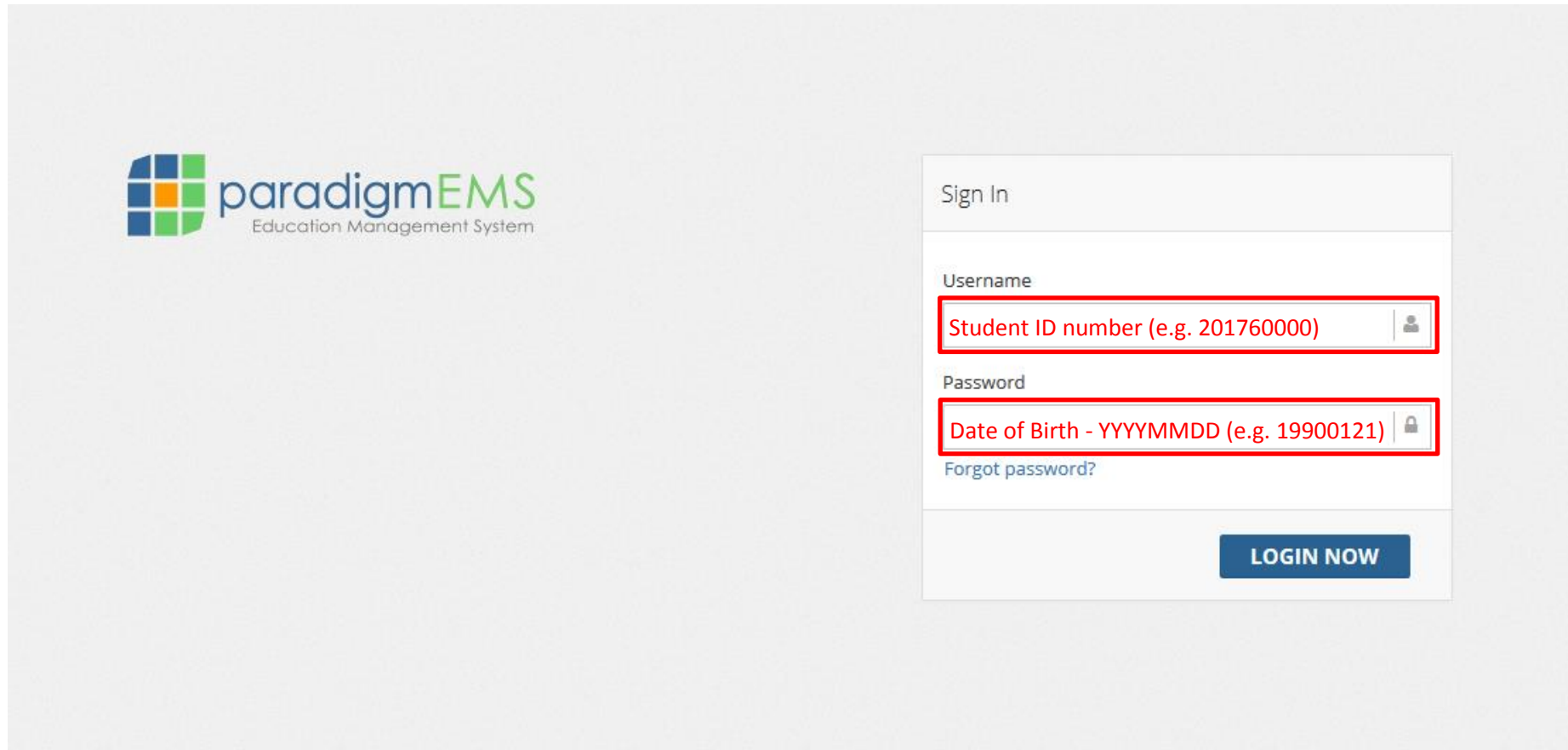


ONLINE ENROLMENT STEPS

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

2. Update your **Local Address**, **Home Country Address**, and **Emergency/Parent/Guardian Address** contact details on the Contact Details page and click "I CONFIRM MY DETAILS ABOVE"

Property Name:

Flat / Unit No:

Street Number:
 ✘
 Street Number can not be empty

Street Name:
 ✘
 Street Name can not be empty

Postal Box:

City:
 ✘
 City can not be empty

Post Code:
 ✘
 Post Code can not be empty

State:
 ✘
 State can not be empty

or:

Country:

Mobile:
 ✔

Home:

Provider Email:
 ✘
 Email can not be empty

Mobile phone number format

4digits Space 3digits Space 3digits

e.g. 0400 000 000 (XXXX XXX XXX)

Student Summary page

3. Go to "Course Plan" page

Test McTesterson ▾

086727E : 08/01/2017

Dashboard

Student

Summary

Edit Address

Course Plan

Units

View Timetable

My Login


Student / Summary

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.

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 course code/name/stage list in "MY COURSE PLAN"

086727E : 08/01/2017

Dashboard

Student

Summary

Edit Address

Course Plan

Units

View Timetable

My Login

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

MY COURSE ENROLMENTS			
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

5. See the highlighted text below in your timetable to see your course code/name/stage and click to select the exact name in the subject list on this page



COURSE & PROGRAM DETAILS

COURSE CODE	BSB42015	COURSE TITLE	Certificate IV Leadership and Management	STAGE	Stage 1 – Stage 2
TERM DELIVERY	1	TERM DATES	14 th January 2019 to 22 nd March 2019	CLASS	CIVLM
NO. OF WEEKS	10	STUDY DAYS	Three (3): Thursday, Friday & blended	TRAINER & ASSESSORS	Day 1: Sydgi Zannetos Day 2: Eleanor Layton

MY COURSE PLAN

091401G	Subject 1
	BSB42015 Certificate IV in Leadership and Management (Stage 1-2) BSB42015 (Stage 1-2) <input type="checkbox"/>

PROCEED WITH ENROLMENT IN SELECTED UNITS

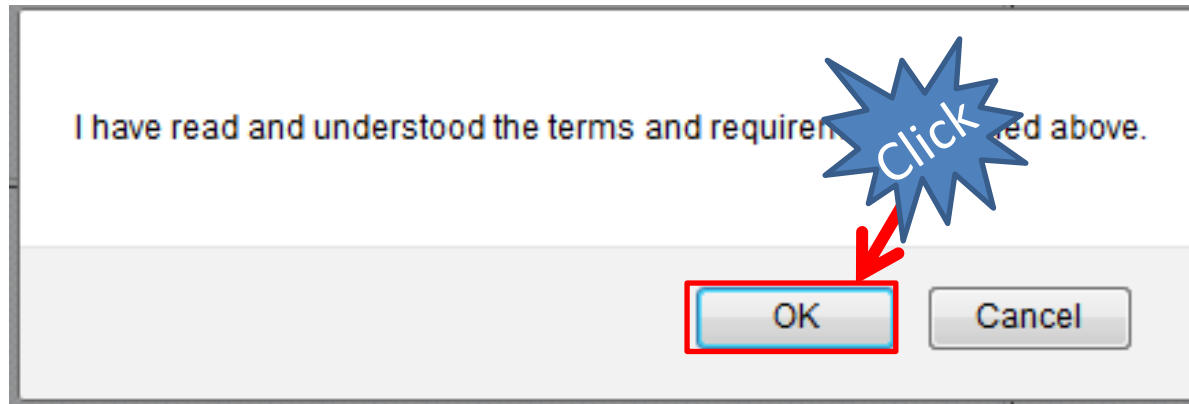


Course Plan page 3

6. Once select a course code/name/stage, click "PROCEED WITH ENROLMENT IN SELECTED UNITS"



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




Enrolment page 1

8. If course code/name/stage on your timetable is matched with course code/name/stage on the page, click "SHOW TIMES"

DATES FOR UNIT: BSB42015 ...

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Unit
14/01/2019	BSB42015 (Stage 1-2)	BSB42015 Certificate IV in Leadership and Management (Stage 1-2)	1000	AAPoly		On Campus	2019 T1	SHOW TIMES	



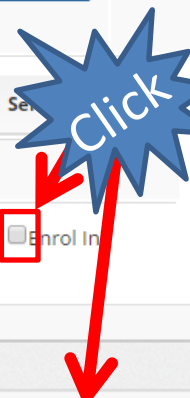
9. Click “Enrol In” for course code/name/stage, then click “CHECK CLASS TIMES”

DATES FOR UNIT: BSB42015 ...

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
14/01/2019	BSB42015 (Stage 1-2)	BSB42015 Certificate IV in Leadership and Management (Stage 1-2)	1000	AAPoly		On Campus	2019 T1	HIDE TIMES	

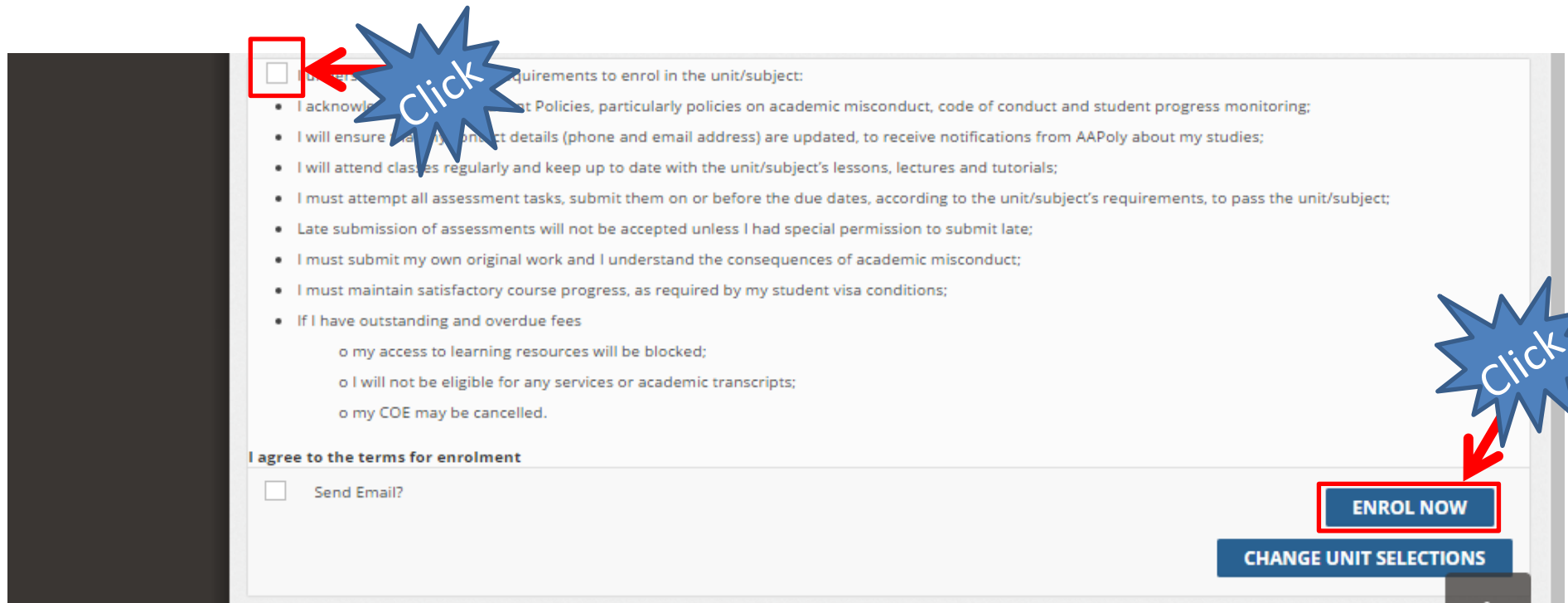
Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Session	
You must enrol in one of the following classes:									
			CLASS	BSB42015 (Stage 1-2)			1	<input type="checkbox"/> Enrol In	

CHANGE UNITS **CHECK CLASS TIMES**



Enrolment page 2

10. Click the check box appeared on the bottom of the page if you agree to the requirements, then click “ENROL NOW”



I agree to the requirements to enrol in the unit/subject:

- I acknowledge and accept the University's Policies, particularly policies on academic misconduct, code of conduct and student progress monitoring;
- I will ensure 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

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

DATES FOR UNIT: BSB42015 ...									
Start Date	Code	Name	Places Available	Institution	Teacher	Mode of Delivery	Class	Enrolment Status	Enrolment Message
14/01/2019	BSB42015 (Stage 1-2)	BSB42015 Certificate IV in Leadership and Management (Stage 1-2)	999	AAPoly		On Campus	2019 T1	SUCCESS	Unit Enrolment successful.

Day	Start Time	End Time	Session	Subject	Teacher	Class	Enrolment Status	Enrolment Message
			CLASS	BSB42015 (Stage 1-2)		1	SUCCESS	Scheduled Session successfully loaded.