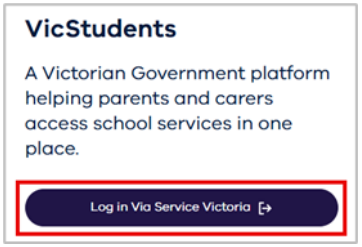
VicStudents Online Enrolment Parent/Carer Guide

Enrolling your student is quick and easy using the device of your choice.

To log in to the VicStudents portal, all users must use a Service Victoria (Service Vic) account.

Select the following link: https://students.educationapps.vic.gov.au/s/. Then select **Log in Via Service Victoria**



- **If you already have a Service Vic account:** Sign in using your existing account details.
- **If you do not have a Service Vic account:** Follow the prompts to create your Service Vic account. Then return to the VicStudents portal and log in using those details.
- **If you have used the VicStudents portal previously:** You will now need to log in using a Service Vic account. Previous login methods are no longer supported.

If you experience any access issues, follow the Service Victoria account recovery options .

Submit an enrolment application

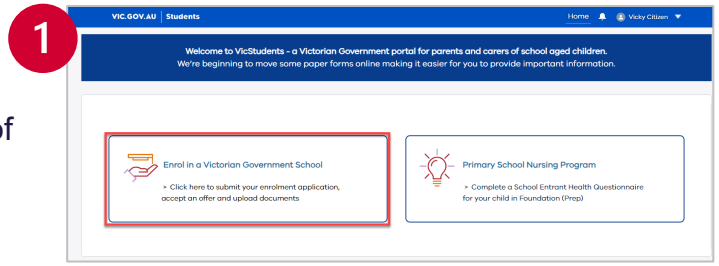
Before starting, have relevant digital documents ready to upload to your application eg. proof of address, proof of name and date of birth

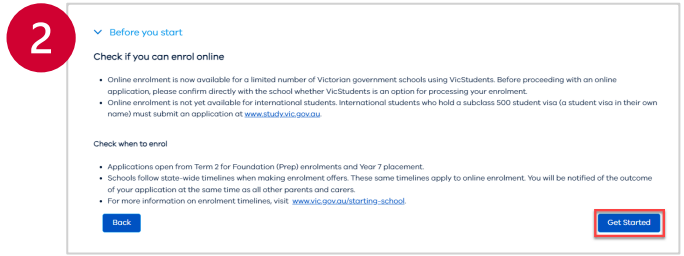
1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Select **Apply** from the Enrolment homepage
4. Select **New Student** and answer the mandatory questions related to your student
5. Read the **Privacy Notice** then select **Continue**
6. Complete details for student, address, school and family sections
7. Select one to three school preferences

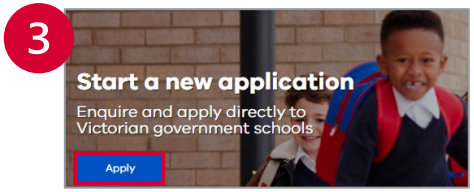
   Note: Only some schools are available for online application
8. Select **I understand** to acknowledge that only one school offer can be accepted

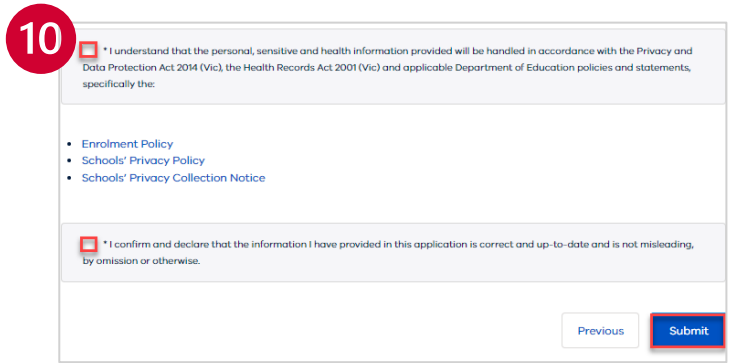
   Note: Use the **save** button to save a draft and return later to complete and submit the application
9. Upload relevant requested documents
10. Read **Review and Declaration** and check all details are complete and correct. Then tick the acknowledgements

    Note: Once submitted enrolment application details cannot be changed
11. Select **Submit**
12. Read the review confirmation and select **Proceed with Submission**
13. Select **Close** in the **Application Submission** screen to return to the VicStudents homepage



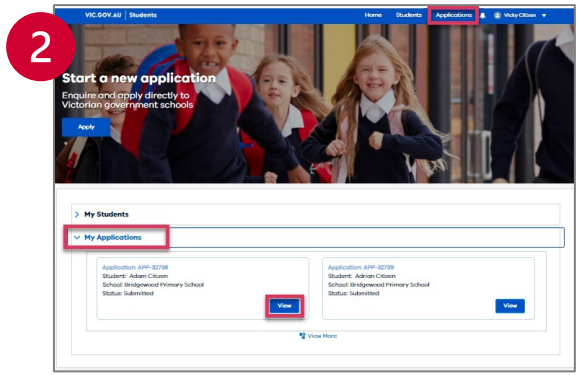


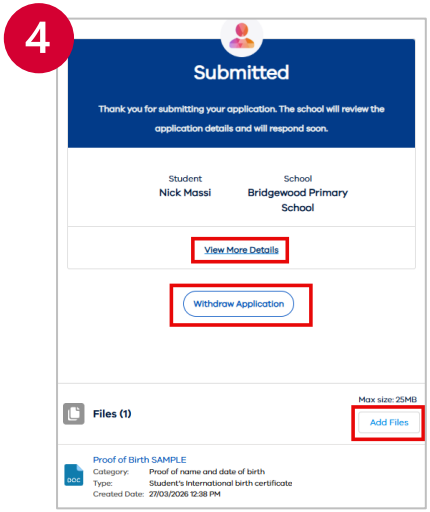




View an application

1. Select **Enrol in a Victorian Government School** from the homepage. Then select **Get Started**
2. Scroll down to the **My Applications** section, or click on **Applications** on top menu bar
3. Select **View** to monitor and manage the relevant application
4. Monitor the application by viewing the application details and status bar
    - Select **View More Details** to view application details
    - Select **Add Files** to add files to the application
    - Select **Withdraw Application** and enter a reason. This will change the status to **Closed**





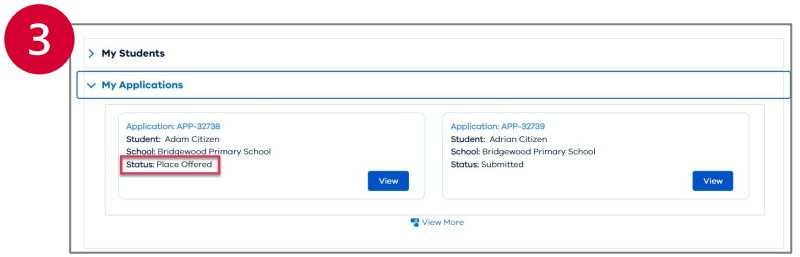
Accept or do not accept an offer

IMPORTANT NOTE: All offers **must** be accepted via the portal.

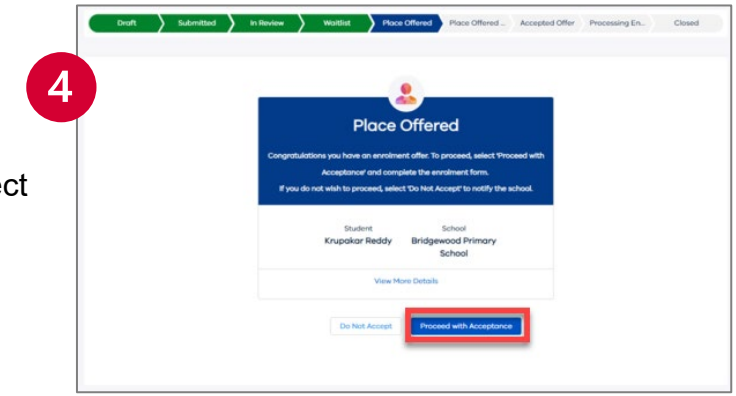
When a school makes an offer, you will be notified via the VicStudents portal and by email.

Note: Your email will include a link to log in to the VicStudents portal.

1. Navigate to the Enrolments homepage
2. Scroll down to the **My applications** section
3. Select **View** on an application with status ‘Place Offered’

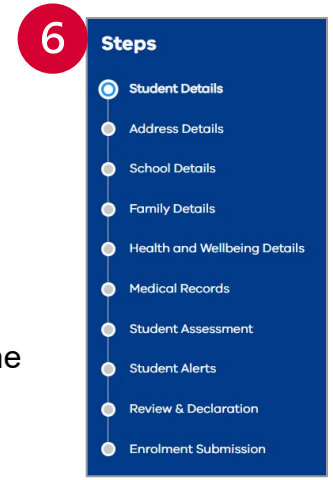


4. Select **Proceed with Acceptance** to accept the enrolment offer. Or select **Do Not Accept** to decline the offer. (You will only be able to accept one school offer)
   - If selecting **Do Not Accept**, enter a reason and the application will be closed
   - If selecting **Proceed with Acceptance** you can only accept one school offer. Select **I understand** to confirm and proceed



5. Read the **Privacy Collection Notice.** Then select **Continue** to complete the online enrolment form
6. Enter details for each section of the enrolment form

   NOTE: Use the save button to save a draft and return later to complete and submit the enrolment form



7. Upload relevant requested documents
8. Read **Review and Declaration** and check all details are complete and correct
9. Tick the confirmation boxes and select **Submit**
10. Read the confirmation of review and select **Accept Offer**

    NOTE: The student's personal and health information will be shared with the school
11. An email will be sent once the school finalises the enrolment application. You will also receive a notification via the VicStudents portal.

We are here to support you

If you have any questions regarding your student's enrolment, contact the school. For information about this process, visit https://www.vic.gov.au/how-to-enrol-your-student-in-a-school