

## Curriculum Choice Enrolment Assistance

Updated 31 October 2017

In order to enrol students from your school in subjects at Open Access College (OAC) you will need to complete a Curriculum Choice enrolment form for each student.

To do this click **Enrolment Form** under the Curriculum Choice section on the OAC website:  
[openaccess.edu.au/schools/curriculum-choice](http://openaccess.edu.au/schools/curriculum-choice)

Initially every school will need to register to be able to complete enrolment forms for their students. Click on the **Register** link and follow the prompts.

Each school will have one login so please ensure it is provided to any staff who will need to process enrolments for your students.

The email address provided is what will be recorded in EDSAS for OAC to contact your school.

***Please ensure that all details entered in this section are correct as they will be automatically added to each student's enrolment form.***

### School Enrolment Form

Curriculum Choice Enrolment form is accessible to registered Schools only.

If you haven't registered yet, please [register](#). Otherwise, log in to access the form.

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**LOGIN**

**Username**

**Password**

## Enrolling Students

When you are ready to enrol a student follow the link provided and login.

At the completion of each student's enrolment form, an email will be automatically sent to the registered school email address confirming receipt of the student's enrolment form.

## Forgotten Password

If you have forgotten your password:

- click on the Forgot Password link at the bottom of the login screen. This will send a link to create a new password via email.
- Your username will be the school name

## Changing school contact details

If you need to change any of the school information details:

- login and click on the **School** icon at the top left of the screen. This will open the school profile screen. Update any details and click the blue **Update Profile** button at the end of the profile.
- You can also change your password in this screen by clicking on the **Generate Password** button – once the new password is displayed *please make a note of it as it will not be emailed to you*

## Changing subjects for students already enrolled

If you have enrolled a student for 2018 and need to add or change a subject please email [client.services@openaccess.edu.au](mailto:client.services@openaccess.edu.au) with the following details:

- full student name and date of birth
- School name
- subject to be added or removed

## VET Enrolments

VET enrolments cannot be processed until the enrolling students Unique Student Identifier (USI) number and a signed USI Privacy Form have been received by Open Access College. As well as any additional paperwork required for TGSS enrolments.