



## **Curriculum Choice Enrolments with Open Access College**

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 on 'The online web enrolment form' under the Curriculum Choice section on the OAC website (<http://www.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 log in 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 log in

At the completion of each student's the 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 log in screen. This will send a link to create a new password via email.
- Your user name will be the school name

## ***Changing school contact details***

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

- log in 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 2017 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.