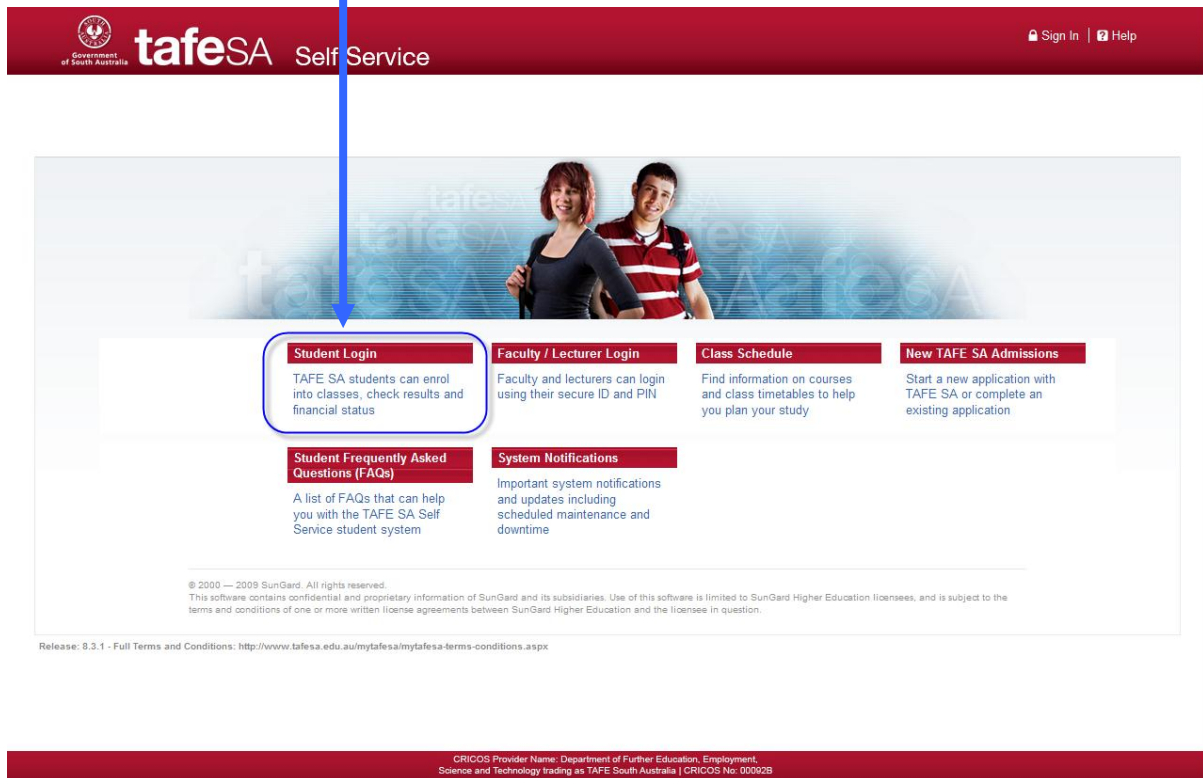


# How to Register into a Class (CRN)

## Step 1 – Login

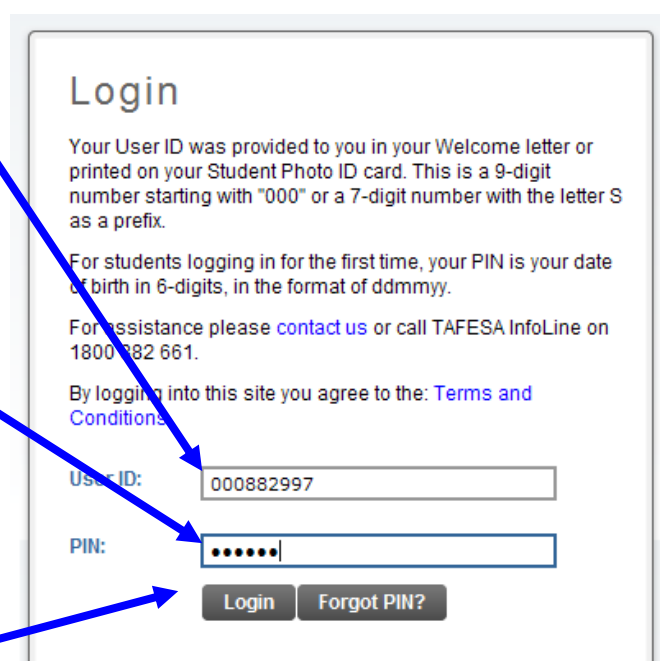
Click on the “Student Login” link.



Enter your Student ID

Enter your PIN Number  
(your PIN number is your  
date of birth in the format  
ddmmyy e.g. 210585)

Click on the Login Button

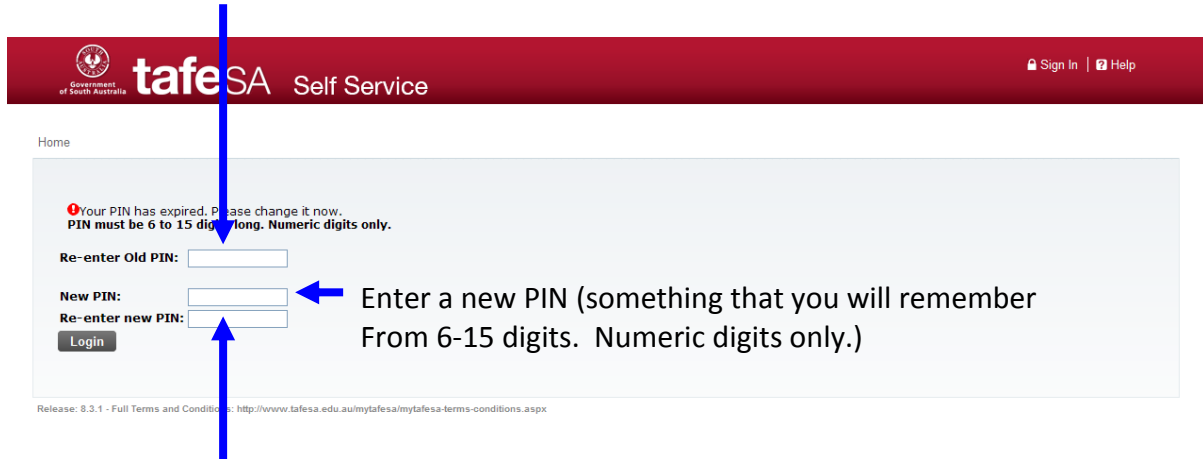


The screenshot shows the tafeSA Login page. It has a heading 'Login' and text explaining that the User ID is a 9-digit number starting with '000' or a 7-digit number with the letter S as a prefix. It also explains that for first-time login, the PIN is the date of birth in 6-digits (ddmmyy). Below this is a login form with two input fields: 'User ID:' and 'PIN:'. The 'User ID' field contains the text '000882997'. The 'PIN' field contains six dots. Below the input fields are two buttons: 'Login' and 'Forgot PIN?'.

# How to Register into a Class (CRN)

## Step 2 – Enter New Pin

Re-enter the PIN Number you have just entered on the main screen (your Date of Birth ddmmyy).

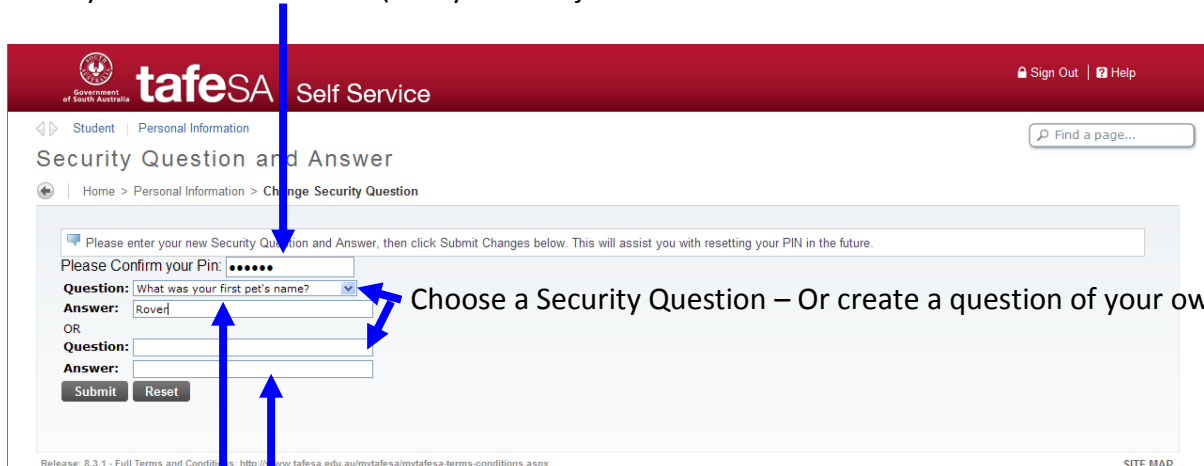


Re-Enter the new PIN

Click on the Login Button.

## Step 3 – Enter Security Question and Answer

Enter your New Pin Number (that you have just se



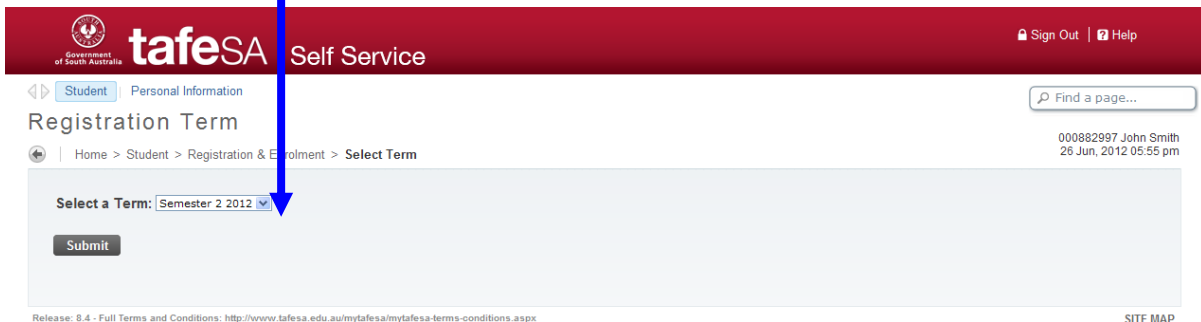
Enter the answer for the question.

Click the Submit Button.

# How to Register into a Class (CRN)

## Step 4 – Select the term

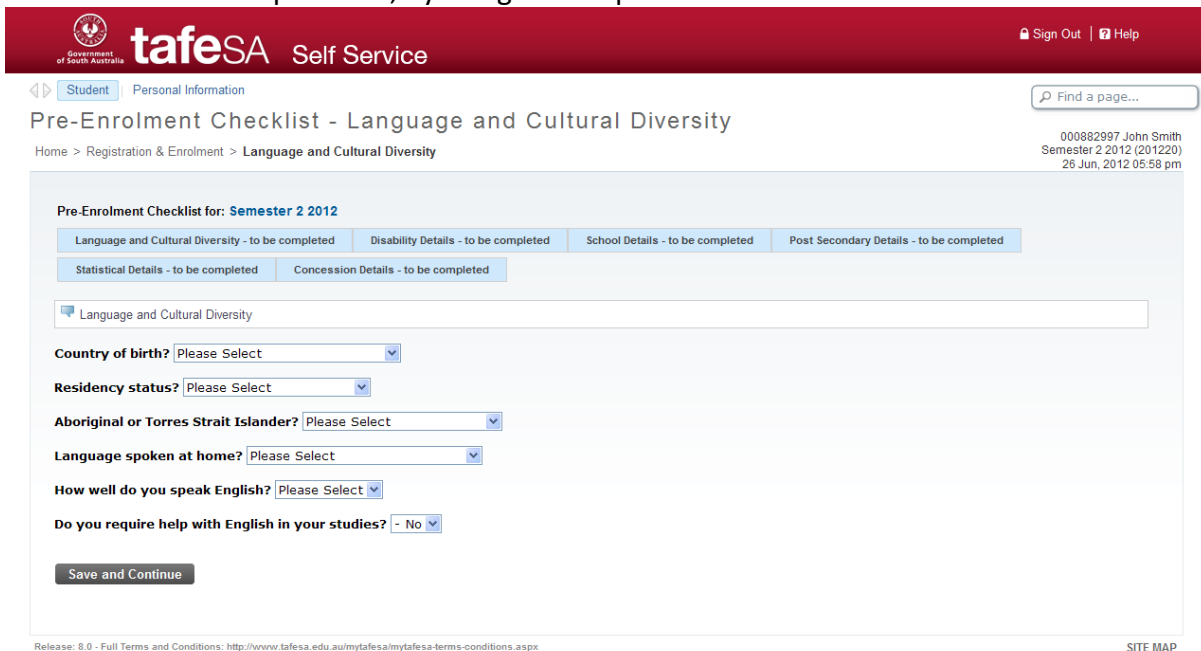
Select the term you wish to register into, from the drop down box.



Click the Submit Button.

## Step 5 – Complete the Pre-Registration Checklist

Answer each of the questions, by using the drop down boxes.



Click the Save and Continue Button.

# How to Register into a Class (CRN)

## Step 5 – Complete the Pre-Registration Checklist (cont)

If, when you click the Save and Continue Button, you do not move to the next screen, you will see error messages like these displayed below. Reach each error message and amend any entries you have made or not made.



Some errors have been met at the last data submit. Please see the details below.

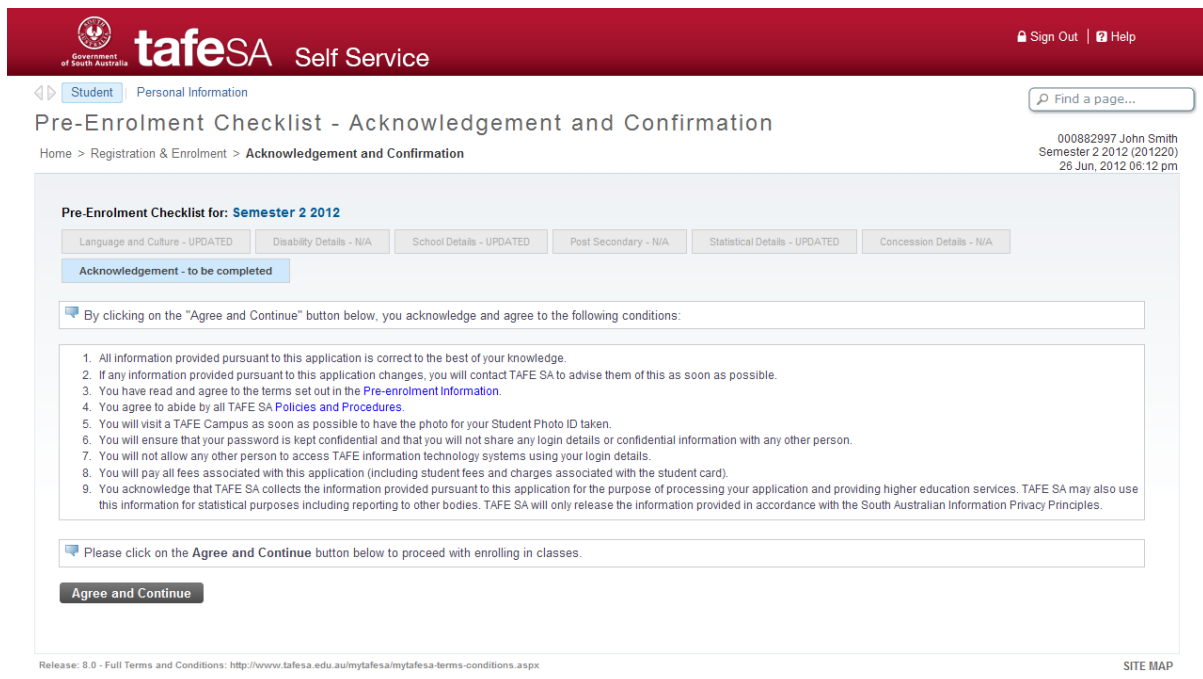


**PROCESSING ERROR:** Please add some disability types before saving or if this section does not apply to you, click the No button to go to the next section.

Click on the Save and Continue Button.

## Step 6 – Acknowledgement and Confirmation

By clicking on the Agree and Continue Button, you are acknowledging and agreeing to the conditions listed. Ensure that you read the Conditions and any links contained before clicking on the Agree and Continue Button.



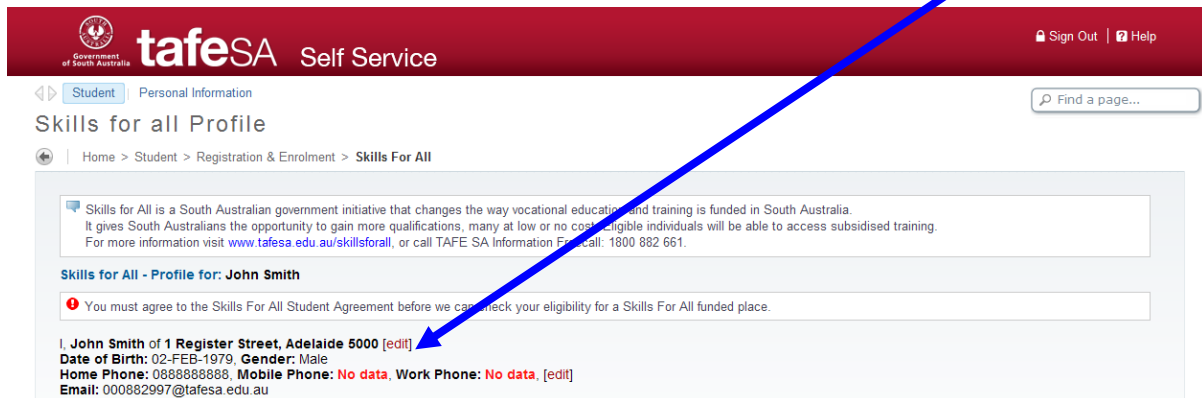
The screenshot shows the 'Pre-Enrolment Checklist - Acknowledgement and Confirmation' page in the tafeSA Self Service portal. The page header includes the tafeSA logo, 'Self Service', and links for 'Sign Out' and 'Help'. The breadcrumb trail is 'Home > Registration & Enrolment > Acknowledgement and Confirmation'. The page title is 'Pre-Enrolment Checklist - Acknowledgement and Confirmation'. The user is identified as '000882997 John Smith' for 'Semester 2 2012 (201220)' on '26 Jun, 2012 06:12 pm'. The checklist shows several sections: 'Language and Culture - UPDATED', 'Disability Details - N/A', 'School Details - UPDATED', 'Post Secondary - N/A', 'Statistical Details - UPDATED', and 'Concession Details - N/A'. The 'Acknowledgement - to be completed' section is highlighted. It contains a list of conditions that the user must agree to by clicking the 'Agree and Continue' button. The conditions include providing correct information, contacting TAFE SA for changes, agreeing to terms, abiding by policies, visiting campus for a photo, keeping login details confidential, not sharing login details, paying fees, and acknowledging data collection for statistical purposes. At the bottom of the conditions list is the 'Agree and Continue' button.

Click on the Agree and Continue Button.

# How to Register into a Class (CRN)

## Step 7 – Skills for All Profile

Check your details as they appear. You can edit details by clicking on the edit buttons.



**tafeSA Self Service** Sign Out | Help

Student | Personal Information Find a page...

Skills for all Profile

Home > Student > Registration & Enrolment > Skills For All

Skills for All is a South Australian government initiative that changes the way vocational education and training is funded in South Australia. It gives South Australians the opportunity to gain more qualifications, many at low or no cost. Eligible individuals will be able to access subsidised training. For more information visit [www.tafesa.edu.au/skillsforall](http://www.tafesa.edu.au/skillsforall), or call TAFE SA Information Freecall: 1800 882 661.

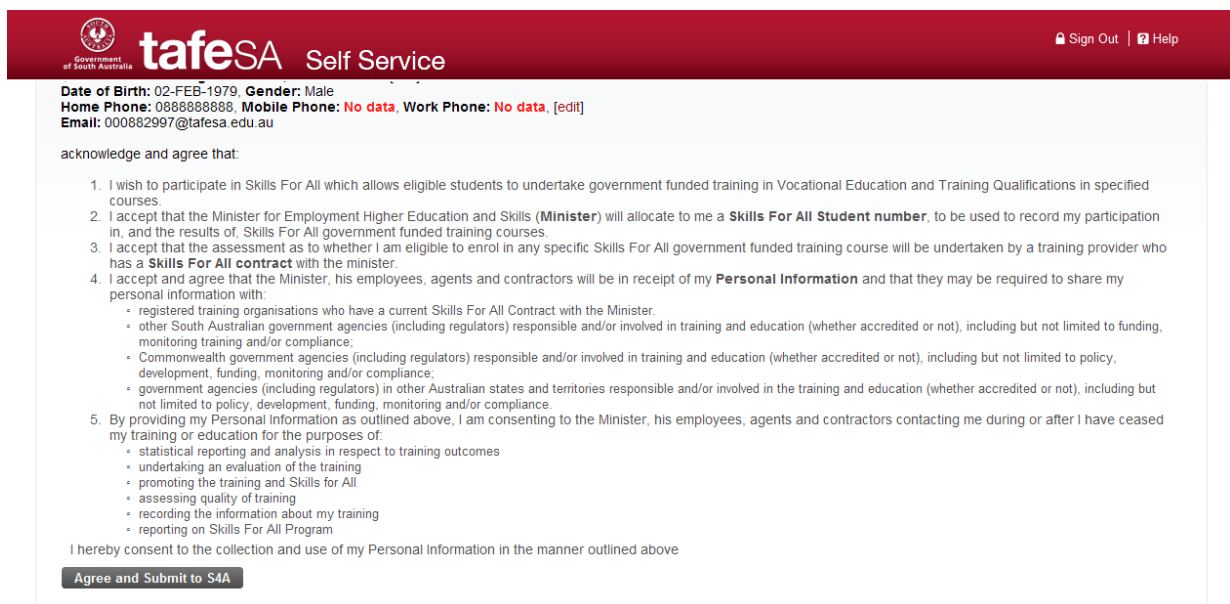
**Skills for All - Profile for: John Smith**

You must agree to the Skills For All Student Agreement before we can check your eligibility for a Skills For All funded place.

I, **John Smith of 1 Register Street, Adelaide 5000** [edit]  
**Date of Birth:** 02-FEB-1979, **Gender:** Male  
**Home Phone:** 0888888888, **Mobile Phone:** No data, **Work Phone:** No data, [edit]  
**Email:** 000882997@tafesa.edu.au

Some details are unable to be edited on-line (for example, Date Of Birth and Gender) you will need to contact the campus to have these details updated. However not all details are required in order to continue with Registration.

By clicking on the Agree and Submit to S4A button (as shown below), you are acknowledging and agreeing to the conditions listed. Ensure that you read the Conditions and any links contained before clicking on the Agree and Submit to S4A button.



**tafeSA Self Service** Sign Out | Help

Date of Birth: 02-FEB-1979, Gender: Male  
Home Phone: 0888888888, Mobile Phone: No data, Work Phone: No data, [edit]  
Email: 000882997@tafesa.edu.au

acknowledge and agree that:

- I wish to participate in Skills For All which allows eligible students to undertake government funded training in Vocational Education and Training Qualifications in specified courses.
- I accept that the Minister for Employment Higher Education and Skills (**Minister**) will allocate to me a **Skills For All Student number**, to be used to record my participation in, and the results of, Skills For All government funded training courses.
- I accept that the assessment as to whether I am eligible to enrol in any specific Skills For All government funded training course will be undertaken by a training provider who has a **Skills For All contract** with the minister.
- I accept and agree that the Minister, his employees, agents and contractors will be in receipt of my **Personal Information** and that they may be required to share my personal information with:
  - registered training organisations who have a current Skills For All Contract with the Minister.
  - other South Australian government agencies (including regulators) responsible and/or involved in training and education (whether accredited or not), including but not limited to funding, monitoring training and/or compliance;
  - Commonwealth government agencies (including regulators) responsible and/or involved in training and education (whether accredited or not), including but not limited to policy, development, funding, monitoring and/or compliance;
  - government agencies (including regulators) in other Australian states and territories responsible and/or involved in the training and education (whether accredited or not), including but not limited to policy, development, funding, monitoring and/or compliance.
- By providing my Personal Information as outlined above, I am consenting to the Minister, his employees, agents and contractors contacting me during or after I have ceased my training or education for the purposes of:
  - statistical reporting and analysis in respect to training outcomes
  - undertaking an evaluation of the training
  - promoting the training and Skills for All
  - assessing quality of training
  - recording the information about my training
  - reporting on Skills For All Program

I hereby consent to the collection and use of my Personal Information in the manner outlined above

**Agree and Submit to S4A**

Click on the Agree and Submit to S4A Button.

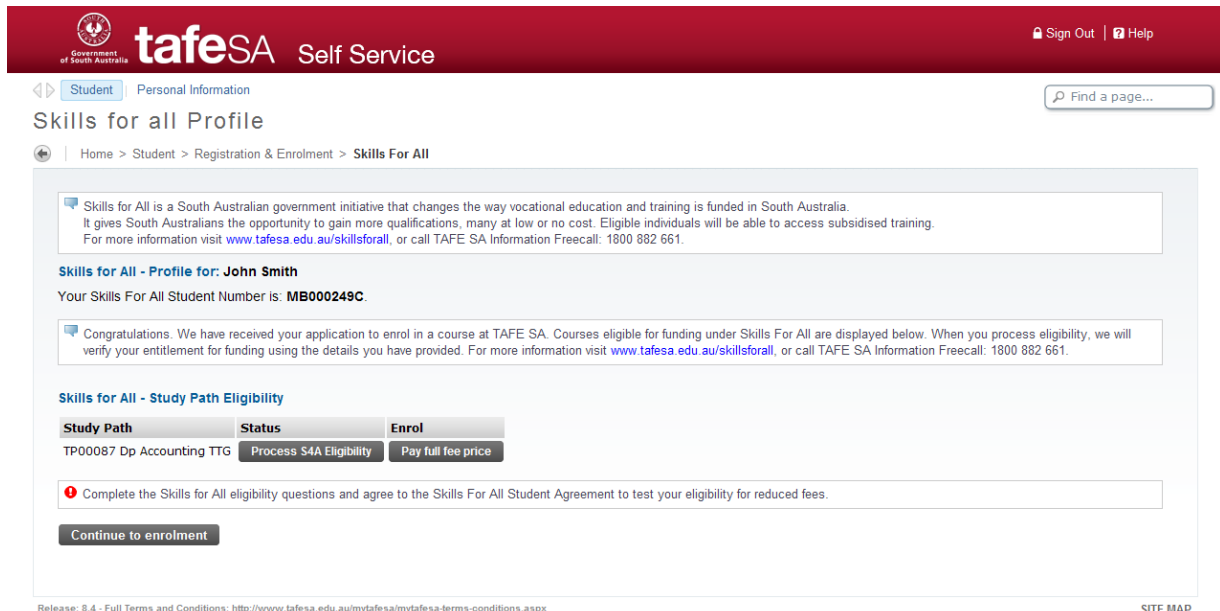
# How to Register into a Class (CRN)

## Step 8 – Check for S4A Eligibility

The Study path you have been admitted to will be listed. You must select either the “Process S4A Eligibility” or “Pay Full Fee Price” button, before continuing to Register.

By clicking on the “Process S4A” Eligibility button, your eligibility for subsidised training will be checked and returned so that you can continue with Registration.

If you do not see either of these buttons you can select the “Enrol” button or “Continue to Enrolment” button.



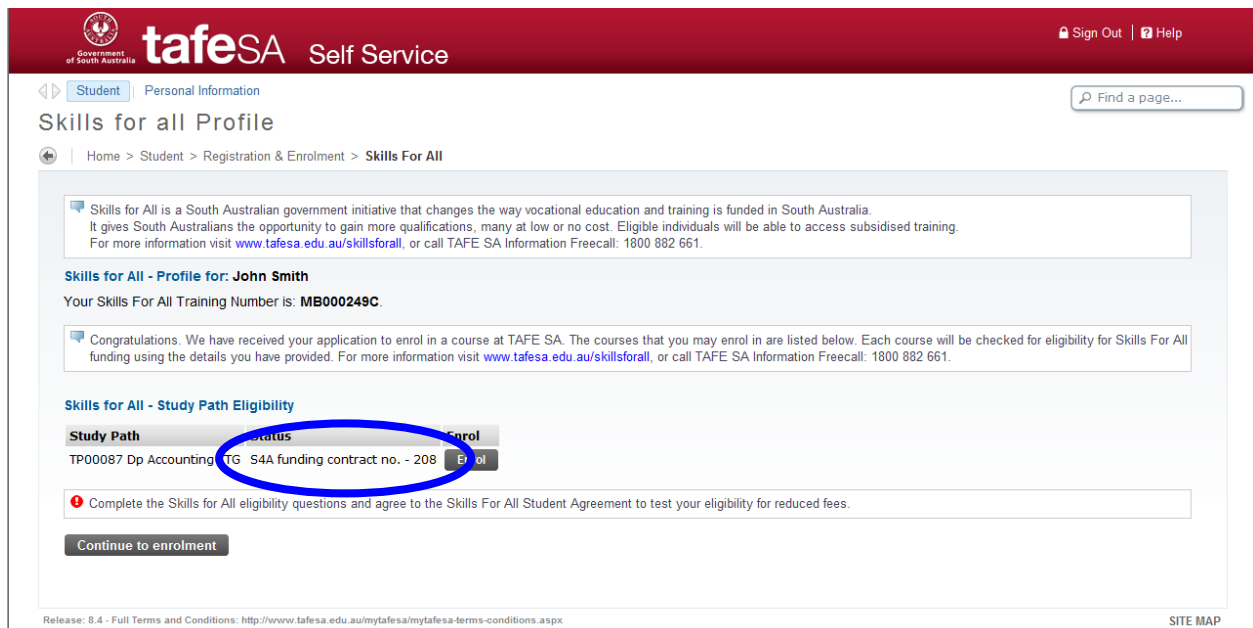
The screenshot shows the tafeSA Self Service portal. The header includes the tafeSA logo and 'Self Service' text. A navigation bar shows 'Student' and 'Personal Information' tabs. The main content area is titled 'Skills for all Profile' and shows a breadcrumb trail: Home > Student > Registration & Enrolment > Skills For All. A message box explains the Skills for All initiative. Below, it shows the user's profile for John Smith with Skills For All Student Number MB000249C. A congratulatory message states that the application to enrol has been received. A table titled 'Skills for All - Study Path Eligibility' shows the study path 'TP00087 Dp Accounting TTG' with buttons for 'Process S4A Eligibility' and 'Pay full fee price'. A red error message indicates that the user must complete eligibility questions and agree to the Student Agreement. A 'Continue to enrolment' button is at the bottom.

Click on the Process S4A Eligibility Button

# How to Register into a Class (CRN)

## Step 9 – Eligibility

If you are eligible for S4A funding the status field will display a message as below re your contract no. Click on the Enrol button and go to step 10 – Registration.



**Skills for all Profile**

Home > Student > Registration & Enrolment > Skills For All

Skills for All is a South Australian government initiative that changes the way vocational education and training is funded in South Australia. It gives South Australians the opportunity to gain more qualifications, many at low or no cost. Eligible individuals will be able to access subsidised training. For more information visit [www.tafesa.edu.au/skillsforall](http://www.tafesa.edu.au/skillsforall), or call TAFE SA Information Freecall: 1800 882 661.

**Skills for All - Profile for: John Smith**  
Your Skills For All Training Number is: **MB000249C**.

Congratulations. We have received your application to enrol in a course at TAFE SA. The courses that you may enrol in are listed below. Each course will be checked for eligibility for Skills For All funding using the details you have provided. For more information visit [www.tafesa.edu.au/skillsforall](http://www.tafesa.edu.au/skillsforall), or call TAFE SA Information Freecall: 1800 882 661.

**Skills for All - Study Path Eligibility**

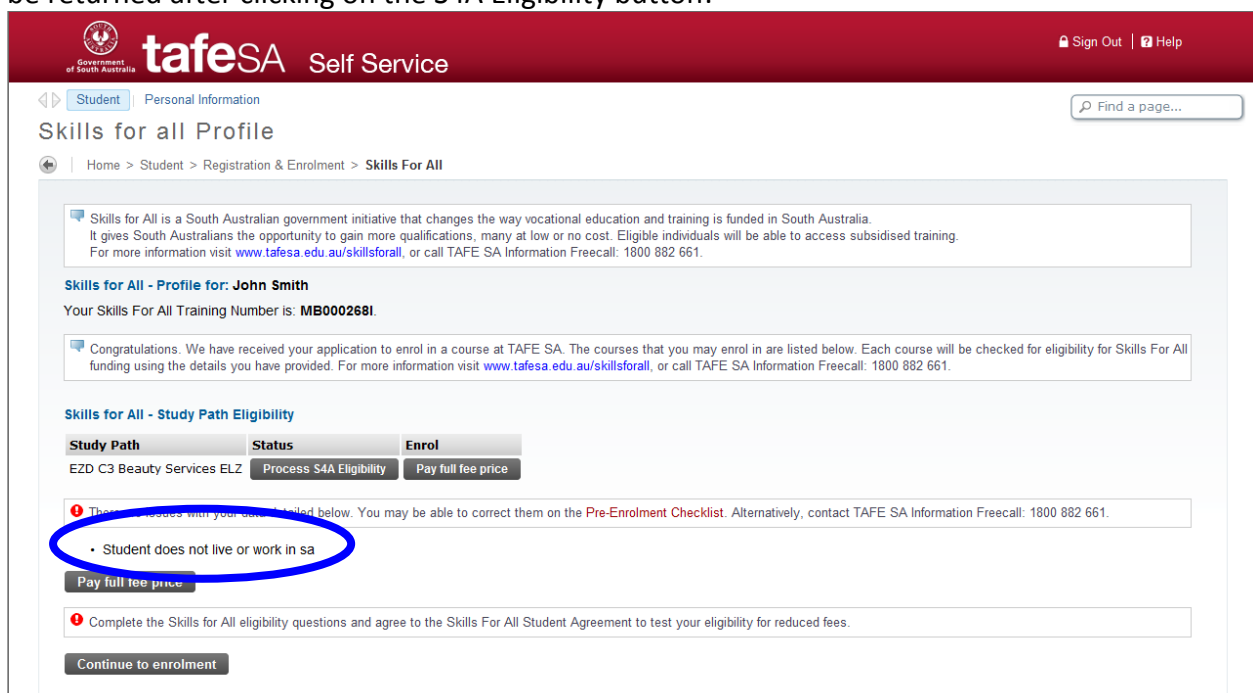
Study Path	Status	Enrol
TP00087 Dp Accounting TG	S4A funding contract no. - 208	Enrol

Complete the Skills for All eligibility questions and agree to the Skills For All Student Agreement to test your eligibility for reduced fees.

[Continue to enrolment](#)

Release: 8.4 - Full Terms and Conditions: <http://www.tafesa.edu.au/mytafesa/mytafesa-terms-conditions.aspx> [SITE MAP](#)

If you are not eligible due to your details or previous study a message similar to below will be returned after clicking on the S4A Eligibility button:



**Skills for all Profile**

Home > Student > Registration & Enrolment > Skills For All

Skills for All is a South Australian government initiative that changes the way vocational education and training is funded in South Australia. It gives South Australians the opportunity to gain more qualifications, many at low or no cost. Eligible individuals will be able to access subsidised training. For more information visit [www.tafesa.edu.au/skillsforall](http://www.tafesa.edu.au/skillsforall), or call TAFE SA Information Freecall: 1800 882 661.

**Skills for All - Profile for: John Smith**  
Your Skills For All Training Number is: **MB000268I**.

Congratulations. We have received your application to enrol in a course at TAFE SA. The courses that you may enrol in are listed below. Each course will be checked for eligibility for Skills For All funding using the details you have provided. For more information visit [www.tafesa.edu.au/skillsforall](http://www.tafesa.edu.au/skillsforall), or call TAFE SA Information Freecall: 1800 882 661.

**Skills for All - Study Path Eligibility**

Study Path	Status	Enrol
EZD C3 Beauty Services ELZ	Process S4A Eligibility	Pay full fee price

There are issues with your details listed below. You may be able to correct them on the [Pre-Enrolment Checklist](#). Alternatively, contact TAFE SA Information Freecall: 1800 882 661.

- Student does not live or work in sa

[Pay full fee price](#)

Complete the Skills for All eligibility questions and agree to the Skills For All Student Agreement to test your eligibility for reduced fees.

[Continue to enrolment](#)



# How to Register into a Class (CRN)

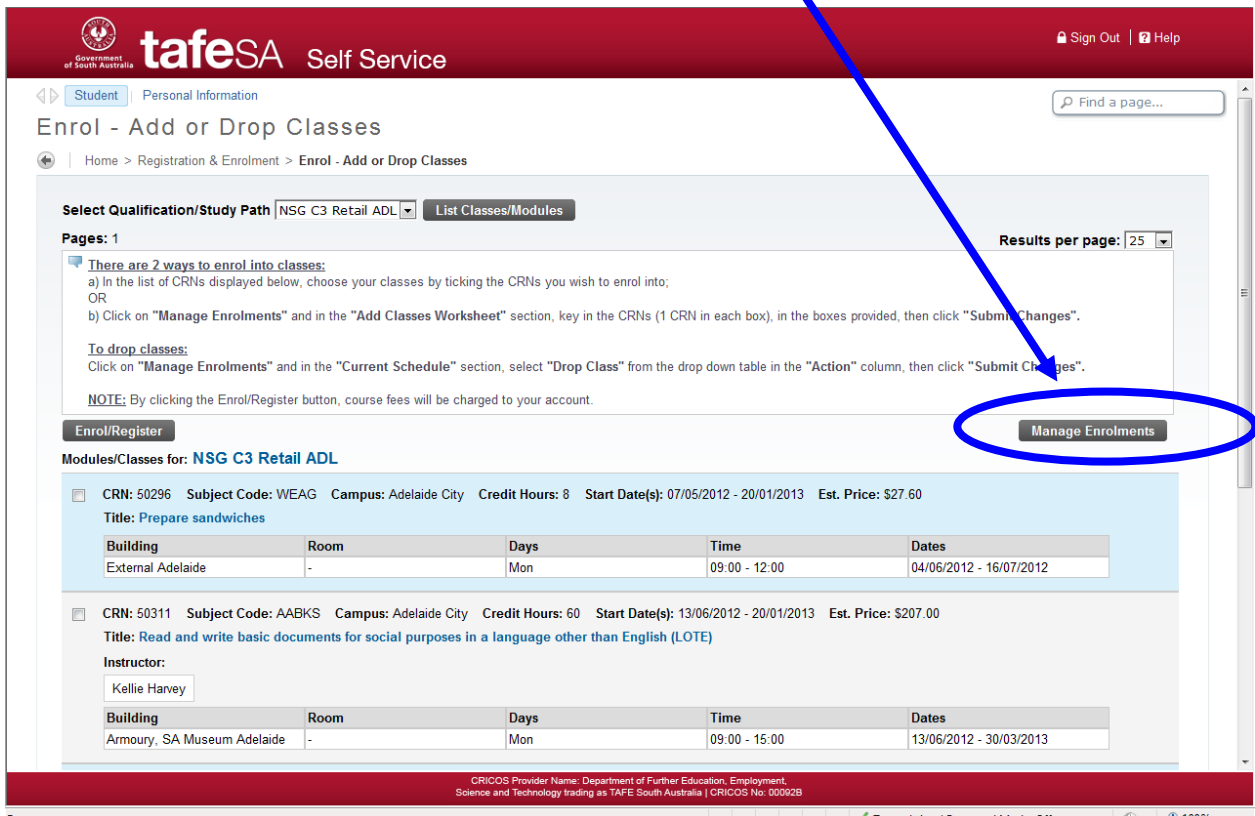
## Step 9 – Eligibility (cont)

It may be that there are details that are incorrect in your application. If you feel that you should be eligible for funding, please contact the TAFE SA Information Freecall 1800 882 661 or the campus directly for further information.

If you believe that you are ineligible and you know the information you have provided is correct (for example the message above shows that the student does not live in SA), you can choose to click on the “Pay Full Fee price” button to continue your registration.

## Step 10 - Registration

You will see the screen below appear. Click on the “Manage Enrolments” button.



**tafeSA Self Service** Sign Out | Help

Student | Personal Information

Enrol - Add or Drop Classes

Home > Registration & Enrolment > Enrol - Add or Drop Classes

Select Qualification/Study Path: NSG C3 Retail ADL | List Classes/Modules

Pages: 1 Results per page: 25

There are 2 ways to enrol into classes:  
 a) In the list of CRNs displayed below, choose your classes by ticking the CRNs you wish to enrol into;  
 OR  
 b) Click on “Manage Enrolments” and in the “Add Classes Worksheet” section, key in the CRNs (1 CRN in each box), in the boxes provided, then click “Submit Changes”.  
 To drop classes:  
 Click on “Manage Enrolments” and in the “Current Schedule” section, select “Drop Class” from the drop down table in the “Action” column, then click “Submit Changes”.  
 NOTE: By clicking the Enrol/Register button, course fees will be charged to your account.

Enrol/Register

Modules/Classes for: NSG C3 Retail ADL

CRN	Subject Code	Campus	Credit Hours	Start Date(s)	Est. Price
50296	WEAG	Adelaide City	8	07/05/2012 - 20/01/2013	\$27.60
Title: Prepare sandwiches					
Building	Room	Days	Time	Dates	
External Adelaide	-	Mon	09:00 - 12:00	04/06/2012 - 16/07/2012	
50311	AABKS	Adelaide City	60	13/06/2012 - 20/01/2013	\$207.00
Title: Read and write basic documents for social purposes in a language other than English (LOTE)					
Instructor: Kellie Harvey					
Building	Room	Days	Time	Dates	
Armoury, SA Museum Adelaide	-	Mon	09:00 - 15:00	13/06/2012 - 30/03/2013	

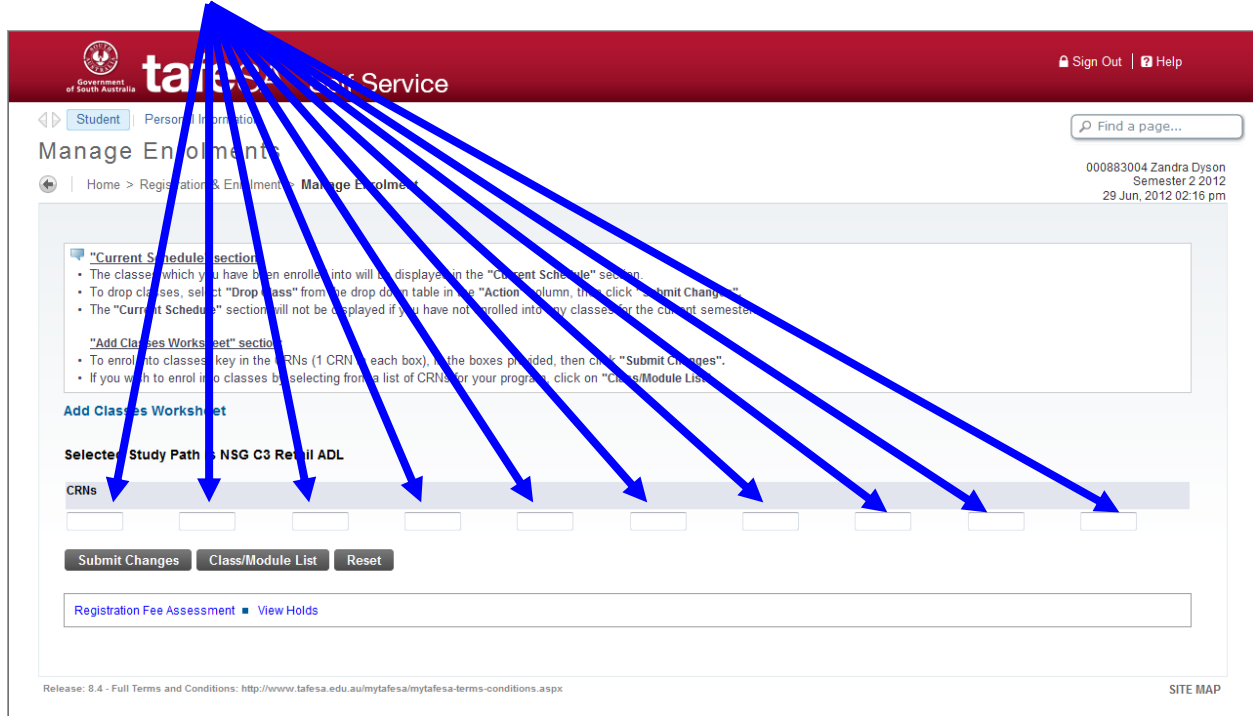
CRICOS Provider Name: Department of Further Education, Employment, Science and Technology trading as TAFE South Australia | CRICOS No: 00092B



# How to Register into a Class (CRN)

## Step 10 – Registration (cont)

Enter your CRNs (Roll Numbers) into the fields provided.



**tafeSA Self Service** Sign Out Help

Student Personal Information Find a page...

**Manage Enrolments** 000883004 Zandra Dyson  
Semester 2 2012  
29 Jun, 2012 02:16 pm

Home > Registration & Enrolment > Manage Enrolment

**"Current Schedule" section**

- The classes which you have been enrolled into will be displayed in the "Current Schedule" section.
- To drop classes, select "Drop Class" from the drop down table in the "Action" column, then click "Submit Changes".
- The "Current Schedule" section will not be displayed if you have not enrolled into any classes for the current semester.

**"Add Classes Worksheet" section**

- To enrol into classes, key in the CRNs (1 CRN in each box), in the boxes provided, then click "Submit Changes".
- If you wish to enrol into classes by selecting from a list of CRNs for your program, click on "Class/Module List".

**Add Classes Worksheet**

Select Study Path: NSG C3 Revell ADL

**CRNs**

Submit Changes Class/Module List Reset

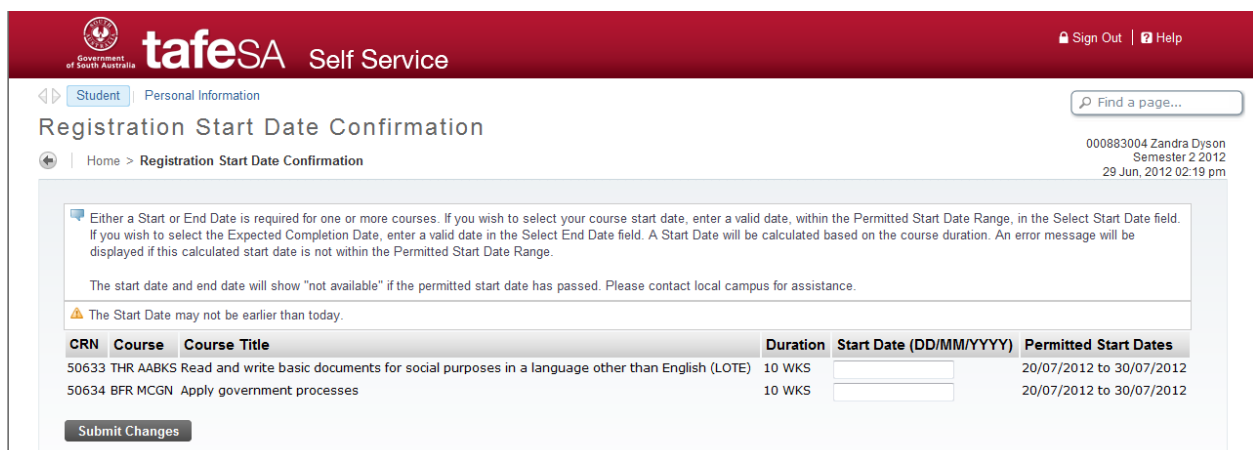
Registration Fee Assessment View Holds

Release: 8.4 - Full Terms and Conditions: <http://www.tafesa.edu.au/mytafesa/mytafesa-terms-conditions.aspx> SITE MAP

If you have more than 10 CRNs (Roll Numbers) to enter, you will have another opportunity to enter more CRN's once you have submitted the first 10.

Double check the CRNs (Roll Numbers) you have entered to ensure they are correct.

Click the "Submit Changes" button. The following screen will appear



**tafeSA Self Service** Sign Out Help

Student Personal Information Find a page...

**Registration Start Date Confirmation** 000883004 Zandra Dyson  
Semester 2 2012  
29 Jun, 2012 02:19 pm

Home > Registration Start Date Confirmation

Either a Start or End Date is required for one or more courses. If you wish to select your course start date, enter a valid date, within the Permitted Start Date Range, in the Select Start Date field. If you wish to select the Expected Completion Date, enter a valid date in the Select End Date field. A Start Date will be calculated based on the course duration. An error message will be displayed if this calculated start date is not within the Permitted Start Date Range.

The start date and end date will show "not available" if the permitted start date has passed. Please contact local campus for assistance.

The Start Date may not be earlier than today.

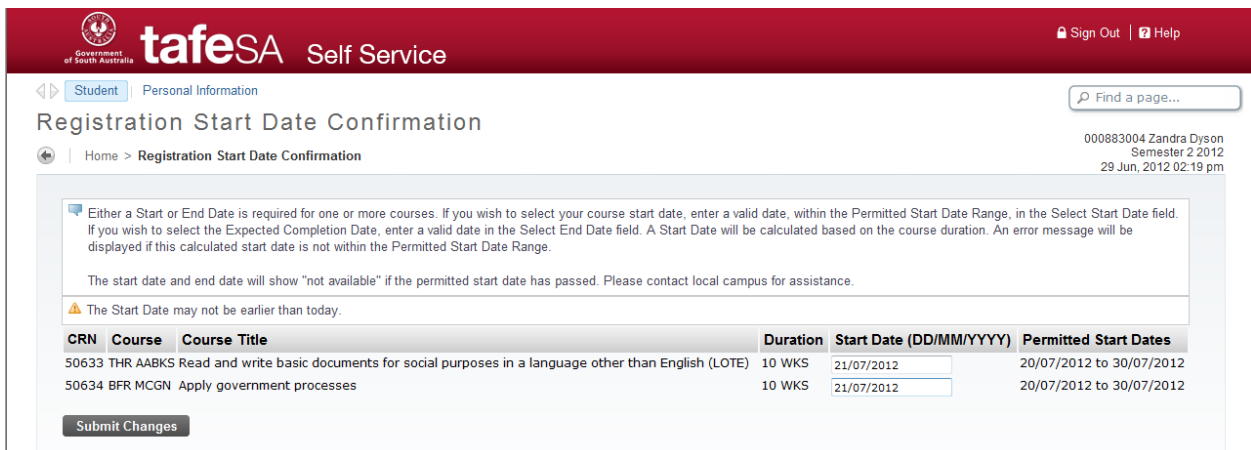
CRN	Course	Course Title	Duration	Start Date (DD/MM/YYYY)	Permitted Start Dates
50633	THR AABKS	Read and write basic documents for social purposes in a language other than English (LOTE)	10 WKS		20/07/2012 to 30/07/2012
50634	BFR MCGN	Apply government processes	10 WKS		20/07/2012 to 30/07/2012

Submit Changes

# How to Register into a Class (CRN)

## Step 10 – Registration (cont)

If the CRNs have a set start date, a date will already appear in the start date field. If however there is a range of permitted start dates as in the example above, you will need to enter the date you will start this CRN in the format dd/mm/yyyy. See example below.



**Registration Start Date Confirmation**

000883004 Zandra Dyson  
Semester 2 2012  
29 Jun, 2012 02:19 pm

Either a Start or End Date is required for one or more courses. If you wish to select your course start date, enter a valid date, within the Permitted Start Date Range, in the Select Start Date field. If you wish to select the Expected Completion Date, enter a valid date in the Select End Date field. A Start Date will be calculated based on the course duration. An error message will be displayed if this calculated start date is not within the Permitted Start Date Range.

The start date and end date will show "not available" if the permitted start date has passed. Please contact local campus for assistance.

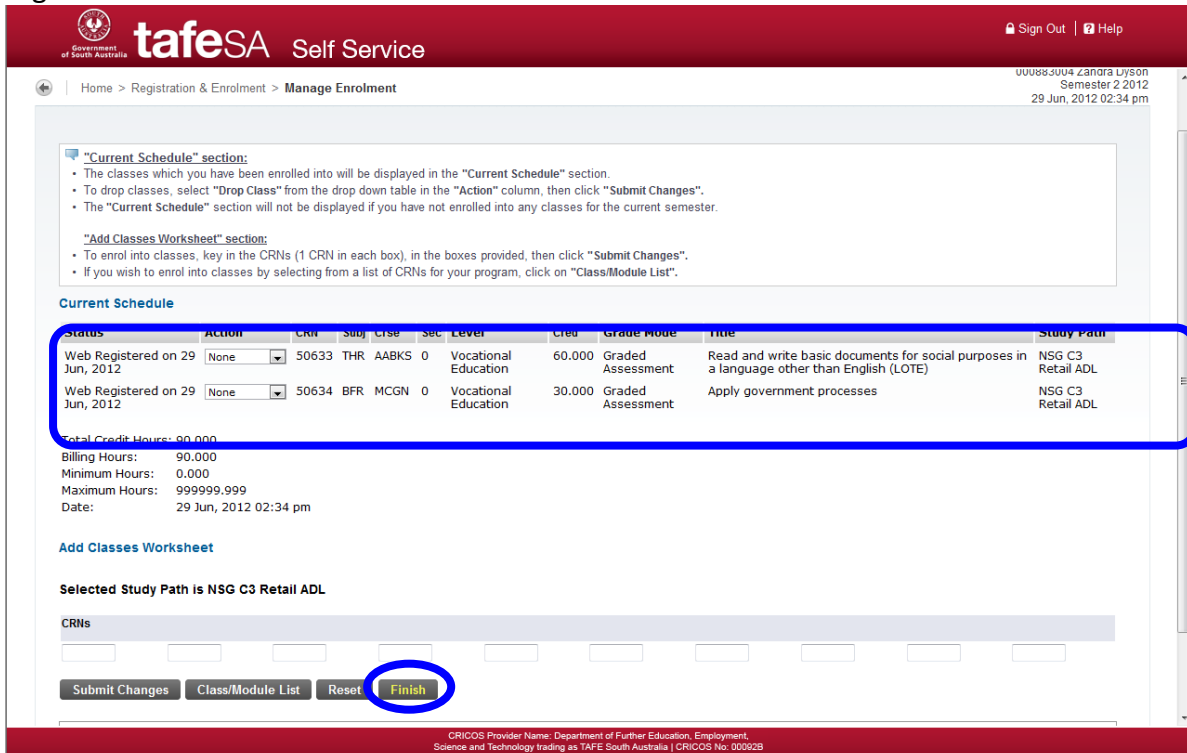
The Start Date may not be earlier than today.

CRN	Course	Course Title	Duration	Start Date (DD/MM/YYYY)	Permitted Start Dates
50633	THR AABKS	Read and write basic documents for social purposes in a language other than English (LOTE)	10 WKS	21/07/2012	20/07/2012 to 30/07/2012
50634	BFR MCGN	Apply government processes	10 WKS	21/07/2012	20/07/2012 to 30/07/2012

[Submit Changes](#)

Click on the "Submit Changes" Button.

If you enrol successfully you will see the following screen appear, showing your registrations.



**Manage Enrolment**

000883004 Zandra Dyson  
Semester 2 2012  
29 Jun, 2012 02:34 pm

**"Current Schedule" section:**

- The classes which you have been enrolled into will be displayed in the "Current Schedule" section.
- To drop classes, select "Drop Class" from the drop down table in the "Action" column, then click "Submit Changes".
- The "Current Schedule" section will not be displayed if you have not enrolled into any classes for the current semester.

**"Add Classes Worksheet" section:**

- To enrol into classes, key in the CRNs (1 CRN in each box), in the boxes provided, then click "Submit Changes".
- If you wish to enrol into classes by selecting from a list of CRNs for your program, click on "Class/Module List".

Status	Action	CRN	Subj	Cise	Sec	Level	Cred	Grade Mode	Title	Study Path
Web Registered on 29 Jun, 2012	None	50633	THR	AABKS	0	Vocational Education	60.000	Graded Assessment	Read and write basic documents for social purposes in a language other than English (LOTE)	NSG C3 Retail ADL
Web Registered on 29 Jun, 2012	None	50634	BFR	MCGN	0	Vocational Education	30.000	Graded Assessment	Apply government processes	NSG C3 Retail ADL

Total Credit Hours: 90.000

Billing Hours: 90.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: 29 Jun, 2012 02:34 pm

**Add Classes Worksheet**

Selected Study Path is NSG C3 Retail ADL

CRNs

[Submit Changes](#) [Class/Module List](#) [Reset](#) [Finish](#)

# How to Register into a Class (CRN)

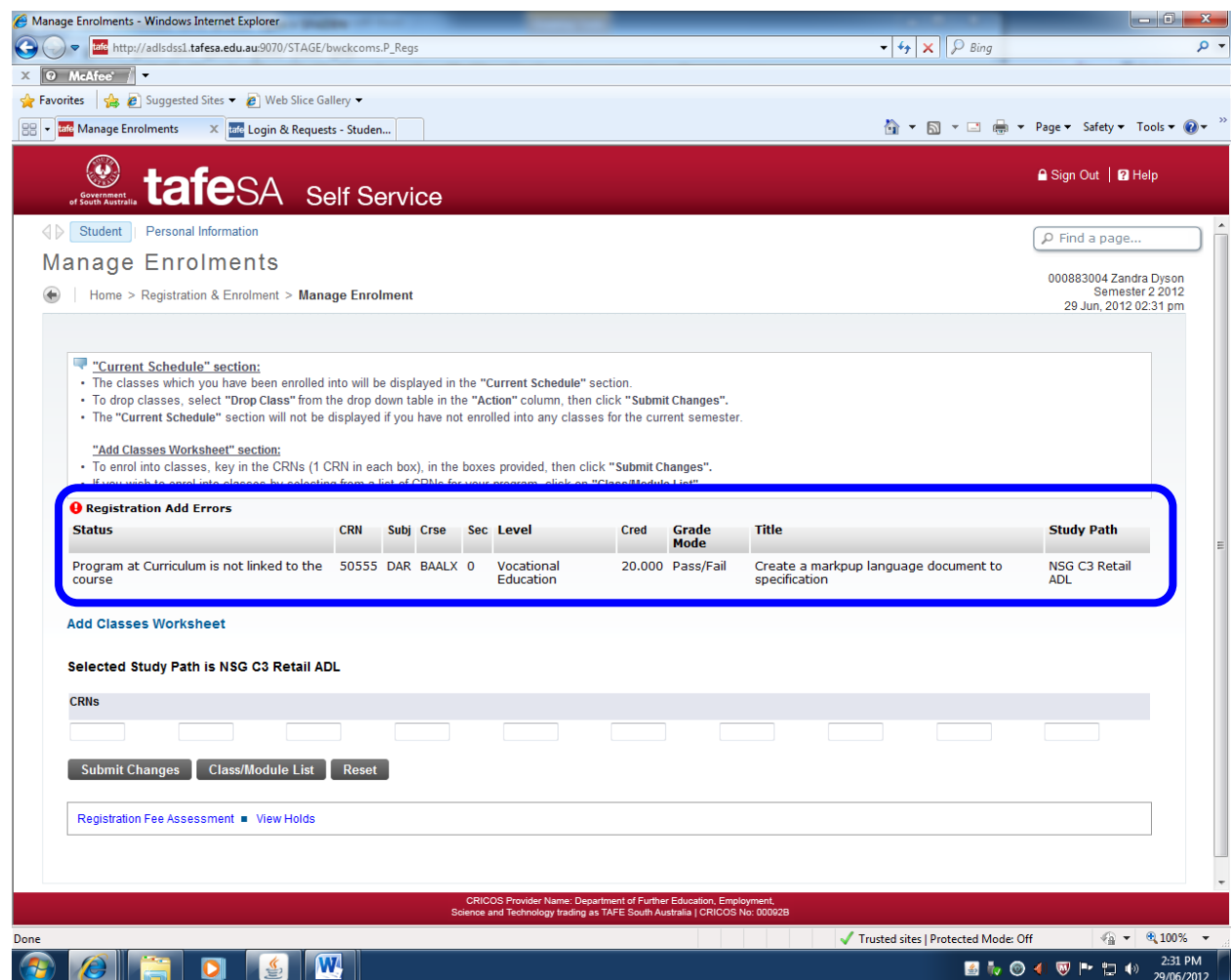
## Step 10 – Registration (cont)

If you wish to enter further CRNs (roll Numbers enter them in the CRN fields below and click "Submit Changes".

If you wish to Drop Crns. Use the Drop down box next to each Registration and Select Drop Class. Then Click the "Submit" Changes Button.

Otherwise, click on the "Finish" button and go to Step 11 – Payment.

You may receive an error message as shown below. If so, please contact the campus you are studying with to resolve the issue. You are not registered into the CRN at this time and will be unable to register into the CRN online until you resolve the issue.



The screenshot shows the 'Manage Enrolments' page in a Windows Internet Explorer browser. The page has a red header with the 'tafeSA Self Service' logo and navigation links. The main content area is titled 'Manage Enrolments' and includes a breadcrumb trail: Home > Registration & Enrolment > Manage Enrolment. A user profile box in the top right corner identifies the user as 000883004 Zandra Dyson, Semester 2 2012, with a login time of 29 Jun, 2012 02:31 pm.

Below the header, there are instructions for the 'Current Schedule' and 'Add Classes Worksheet' sections. The 'Add Classes Worksheet' section is highlighted with a blue box and contains a red error message: 'Registration Add Errors'. The error message states: 'Program at Curriculum is not linked to the course'. Below the error message is a table with the following data:

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path
Program at Curriculum is not linked to the course	50555	DAR	BAALX	0	Vocational Education	20.000	Pass/Fail	Create a markup language document to specification	NSG C3 Retail ADL

Below the table, there is a section titled 'Add Classes Worksheet' with the text 'Selected Study Path is NSG C3 Retail ADL'. This section contains a row of input fields for CRNs, a 'Submit Changes' button, a 'Class/Module List' button, and a 'Reset' button. At the bottom of the page, there is a footer with the text: 'CRICOS Provider Name: Department of Further Education, Employment, Science and Technology trading as TAFE South Australia | CRICOS No: 00092B'.

# How to Register into a Class (CRN)

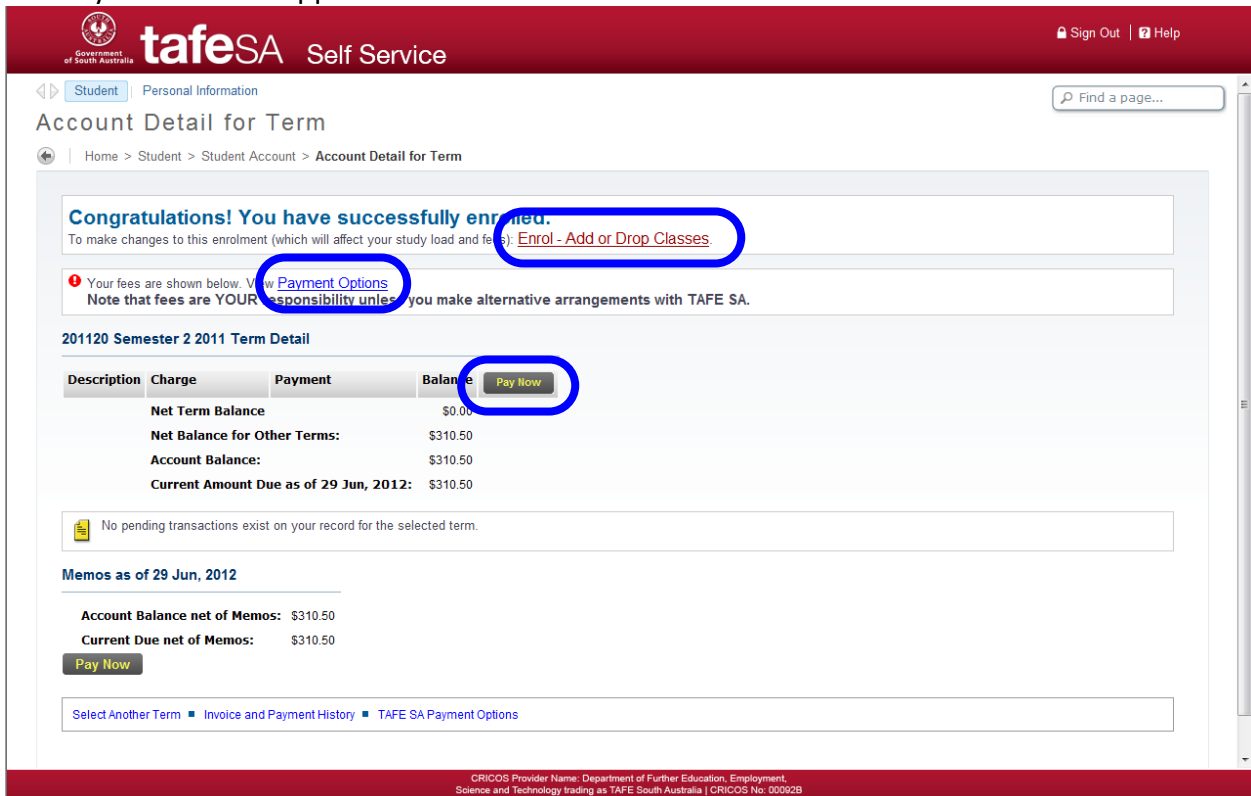
## Step 11 – Payment

You will see the following screen appear:



Select the term you have registered for and click the “Submit” button.

The Payment Screen Appears:



Description	Charge	Payment	Balance
Net Term Balance			\$0.00
Net Balance for Other Terms:			\$310.50
Account Balance:			\$310.50
Current Amount Due as of 29 Jun, 2012:			\$310.50

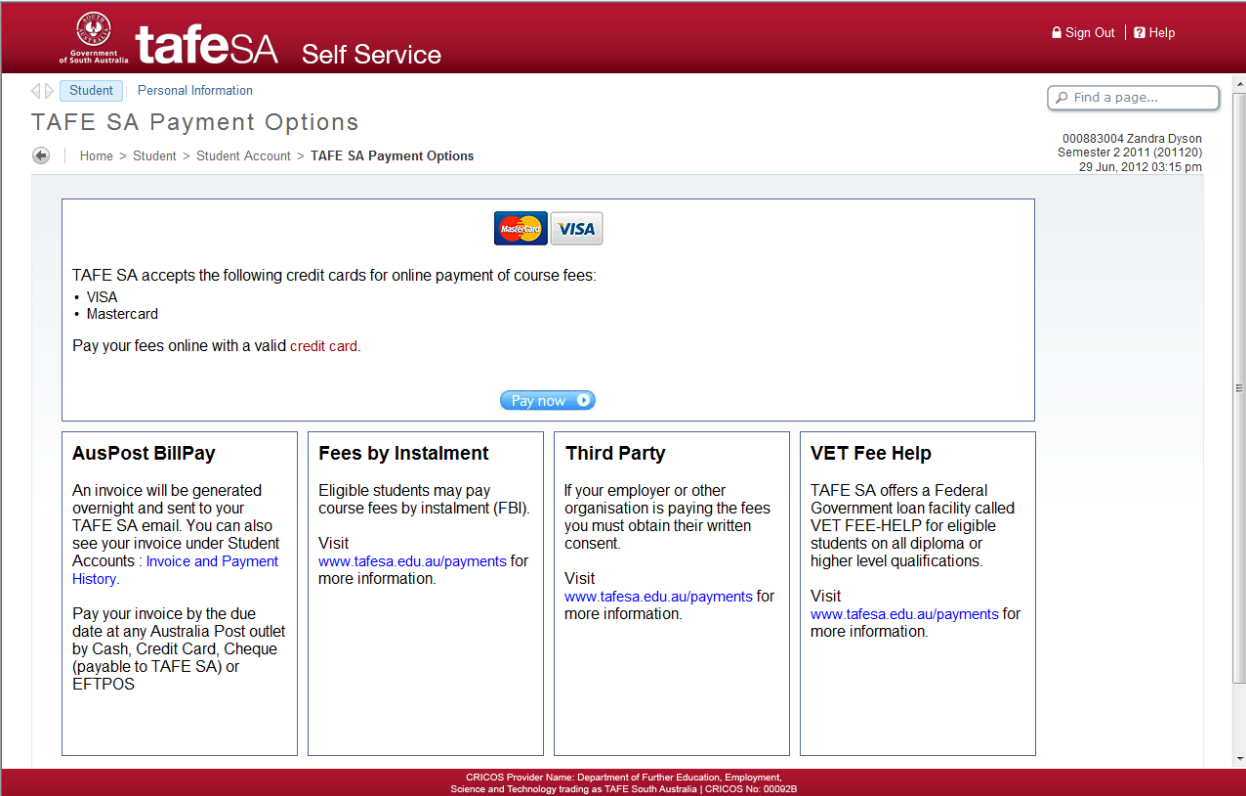
You have several options:

1. View Payment Options. Click on the “View Payment Options” Links then Go to Step 12 – Review Payment Options.
2. Pay Now (by Credit Card.) Click the “Pay Now” Button then Go to Step 13 – Pay Now By Credit Card.
3. Return to your Registration and Add or Drop further CRNs. Click the Enrol – Add or Drop Classes” link then go back to step 8 and continue.

# How to Register into a Class (CRN)

## Step 12 – View Payment Options

You will see the following screen appear:



**tafeSA Self Service** Sign Out | Help

Student | Personal Information

**TAFE SA Payment Options**

Home > Student > Student Account > TAFE SA Payment Options

000883004 Zandra Dyson  
Semester 2 2011 (201120)  
29 Jun, 2012 03:15 pm

TAFE SA accepts the following credit cards for online payment of course fees:

- VISA
- Mastercard

Pay your fees online with a valid **credit card**.

**Pay now**

**AusPost BillPay**

An invoice will be generated overnight and sent to your TAFE SA email. You can also see your invoice under Student Accounts : [Invoice and Payment History](#).

Pay your invoice by the due date at any Australia Post outlet by Cash, Credit Card, Cheque (payable to TAFE SA) or EFTPOS

**Fees by Instalment**

Eligible students may pay course fees by instalment (FBI).

Visit [www.tafesa.edu.au/payments](http://www.tafesa.edu.au/payments) for more information.

**Third Party**

If your employer or other organisation is paying the fees you must obtain their written consent.

Visit [www.tafesa.edu.au/payments](http://www.tafesa.edu.au/payments) for more information.

**VET Fee Help**

TAFE SA offers a Federal Government loan facility called VET FEE-HELP for eligible students on all diploma or higher level qualifications.

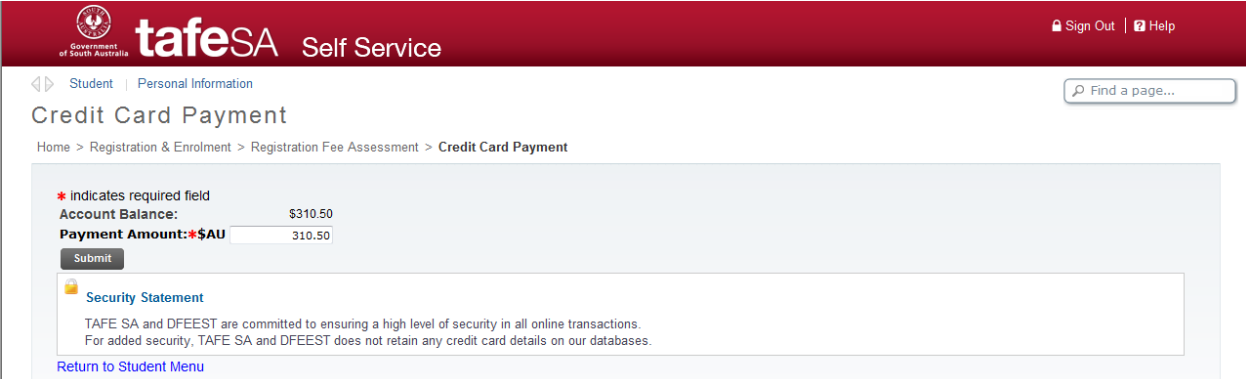
Visit [www.tafesa.edu.au/payments](http://www.tafesa.edu.au/payments) for more information.

CRICOS Provider Name: Department of Further Education, Employment, Science and Technology trading as TAFE South Australia | CRICOS No. 000028

This screen will explain the options for payment with links to relevant TAFE SA web pages.

## Step 13 – Pay Now by Credit Card

You will see the following screen appear:



**tafeSA Self Service** Sign Out | Help

Student | Personal Information

**Credit Card Payment**

Home > Registration & Enrolment > Registration Fee Assessment > Credit Card Payment

\* indicates required field

Account Balance: \$310.50

Payment Amount: \*\$AU 310.50

**Submit**

**Security Statement**

TAFE SA and DFEEST are committed to ensuring a high level of security in all online transactions. For added security, TAFE SA and DFEEST does not retain any credit card details on our databases.

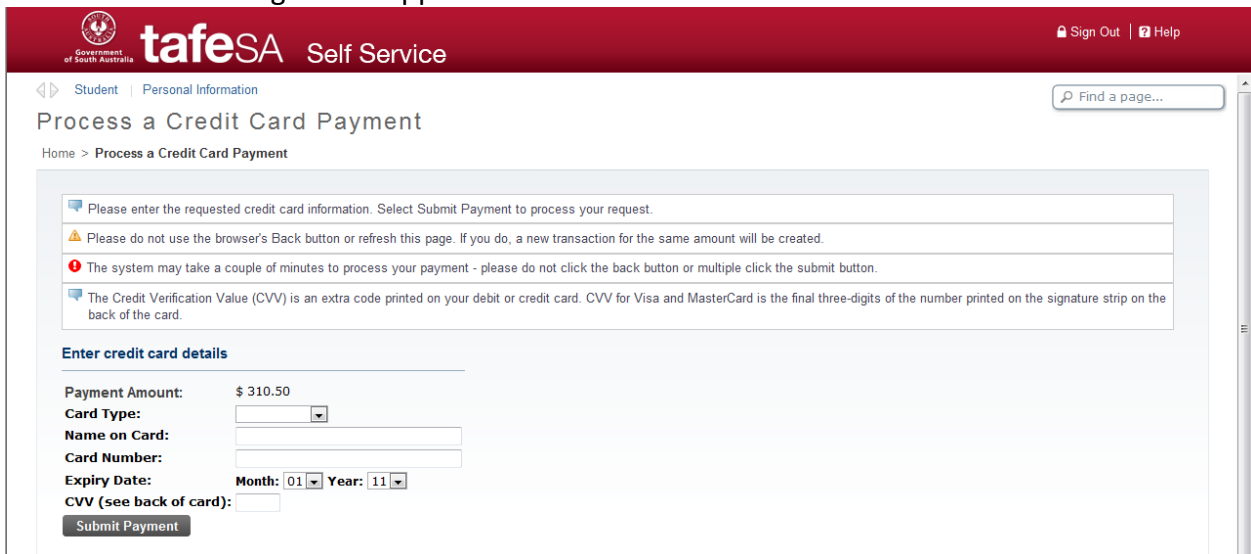
[Return to Student Menu](#)

## How to Register into a Class (CRN)

You can change the Payment Amount field if you wish to make a part payment, by deleting the current amount and re-typing the new amount.

Click the “Submit” Button.

You will see following screen appear:



Enter your Credit Card Details.

Click the “Submit” Button.

## Step 14 – Enrol – Add or Drop Classes

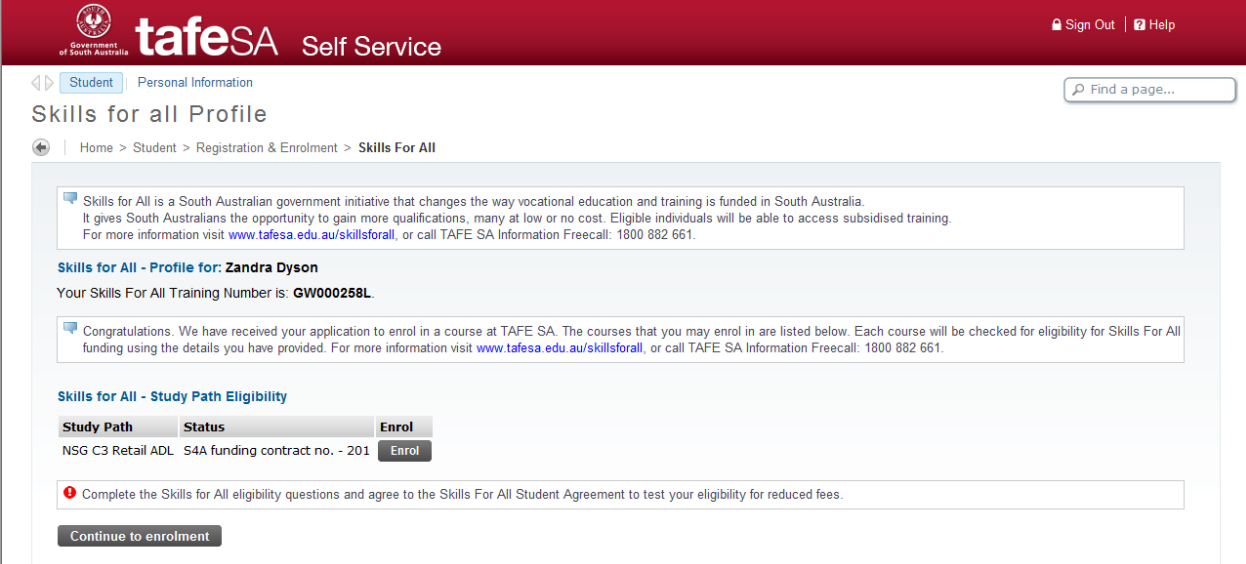
You will see the following screen appear:



Select the term you have registered for and click the “Submit” button.

## How to Register into a Class (CRN)

The following screen will appear:



The screenshot shows the 'Skills for all Profile' page in the tafeSA Self Service system. The page header includes the tafeSA logo, 'Self Service', and links for 'Sign Out' and 'Help'. The breadcrumb trail is: Home > Student > Registration & Enrolment > Skills For All. The page title is 'Skills for all Profile'. A search bar is located in the top right corner. The main content area contains several sections:

- Skills for All** - Profile for: Zandra Dyson
 

Your Skills For All Training Number is: **GW000258L**.
- Skills for All - Study Path Eligibility**

Study Path	Status	Enrol
NSG C3 Retail ADL S4A funding contract no. - 201		<b>Enrol</b>
- A message box stating: 'Complete the Skills for All eligibility questions and agree to the Skills For All Student Agreement to test your eligibility for reduced fees.'

At the bottom of the page, there is a 'Continue to enrolment' button.

Click on the “Enrol” button.

If you wish to enter more CRNs(Roll Numbers) Go back to step 10 of this instruction and continue from there.

### Step 15 – Sign Off

Make sure you Sign Out (top right of screen) before leaving the computer.