Follow the steps below to enrol in your course

☐ **STEP 1**
Register your arrival at La Trobe International Bendigo reception. Note: Study Abroad and Exchange students will enrol by filling in a form. Please have a password ready for when you activate your account. Your password must meet the following criteria:
1. Must be at least 8 characters long
2. Must not contain 3 or more consecutive letters from the start of your first given name, other given names, or family name – for example, if your name is ‘John Paul Smith’ you cannot use ‘joh’ or ‘pau’ or ‘smi’ in your password.

☐ **STEP 2**
Note your enrolment information session details (see Orientation). Date: / / Time: Venue:

☐ **STEP 3**
Find out your course details. Choose your subjects and create your preliminary timetable (check for clashes).

☐ **STEP 4**
Attend your enrolment information session in the relevant computer lab. Student Administration staff will help you activate your La Trobe account.

☐ **STEP 5**
Log on to StudentOnLine.

Follow these steps:

>> A Check your Personal Details.
>> B Confirm your Contact Details (left sidebar). Under ‘My addresses’, select ‘Add an address’. Add your Semester/Term address. If you do not know this, use your home address. You can change these details at a later date if necessary. Ensure you provide your mobile number.

☐ **STEP 6**
Log on to StudentOnLine to enrol.
In the MY ENROLMENT tab, select ‘Manage Enrolment’ (left-hand sidebar) to get started. Once you have accepted the terms and conditions you will be able to enrol in your chosen subjects.

Congratulations, you have successfully enrolled!

☐ **STEP 7**
Have your photograph taken and collect your student identification card.

☐ **STEP 8**
Design your timetable. You will be able to login to Allocate Plus the following day after enrolling in your subjects. You do not need your student ID Card to access Allocate Plus.