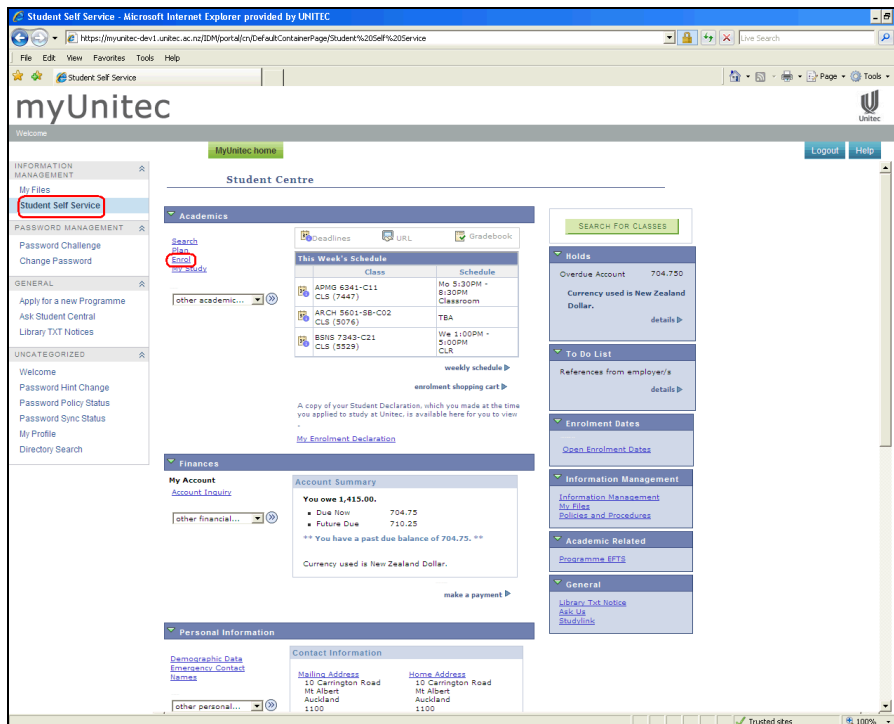
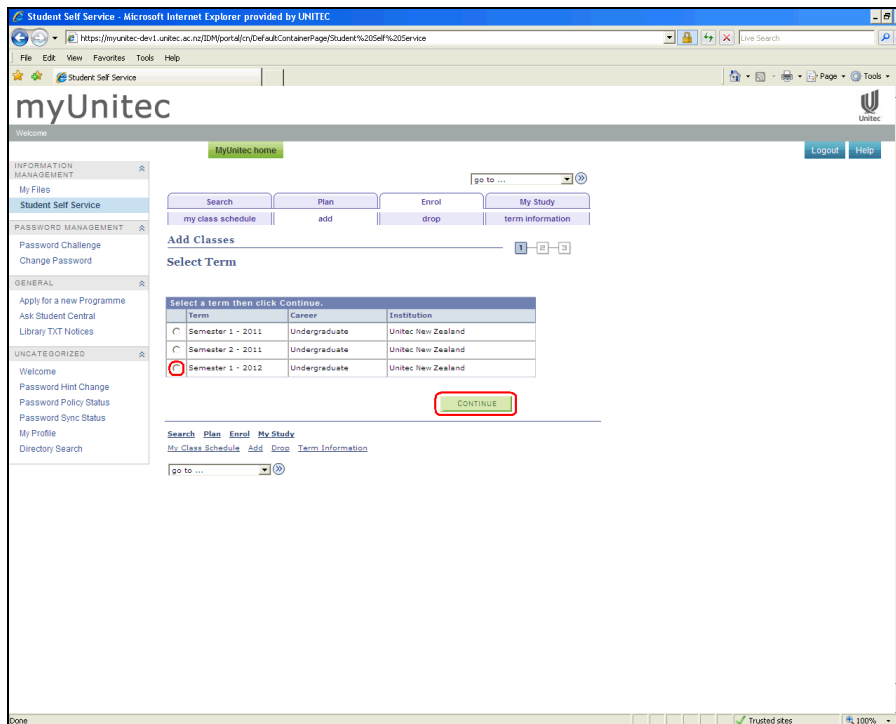



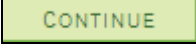
Task 7-Entering Enrol Request Online: Job Aid

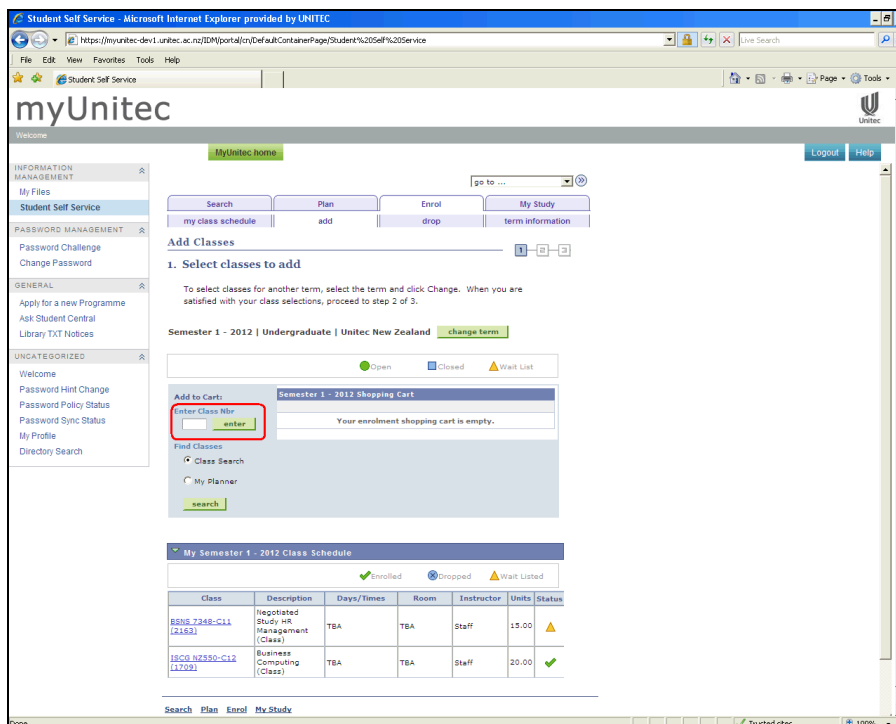
Step	Action
1.	<p>Student Self Service is accessed via the myUnitec portal.</p> <p>Click the Student Self Service link.</p> <p>Student Self Service</p>


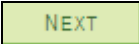
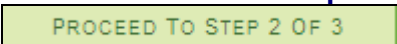


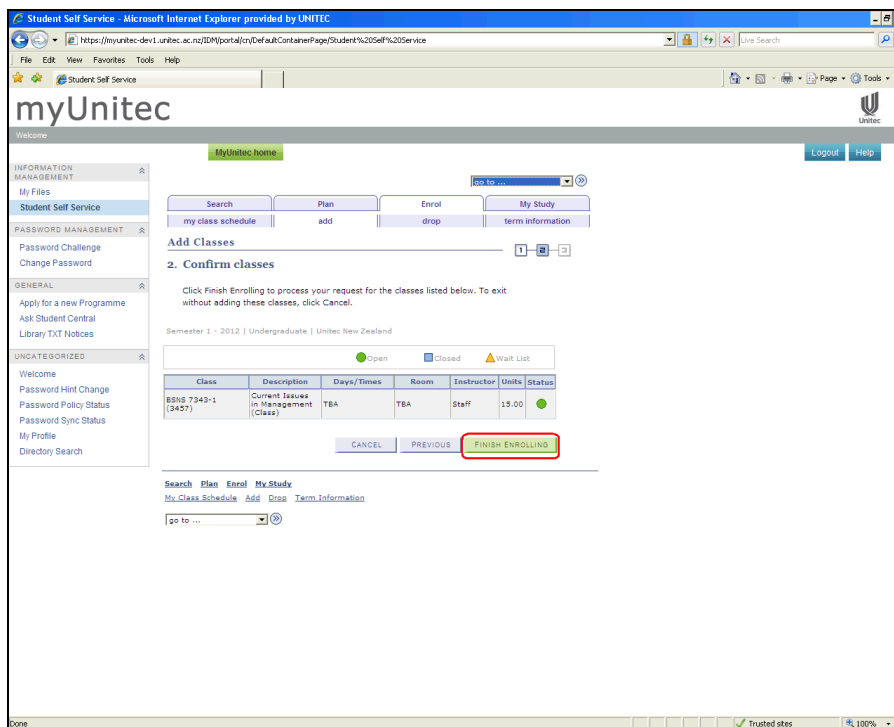
Step	Action
2.	Use the Student Centre page to enrol into classes.
3.	<p>Click the Enrol link.</p> <p>Enrol</p>

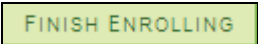


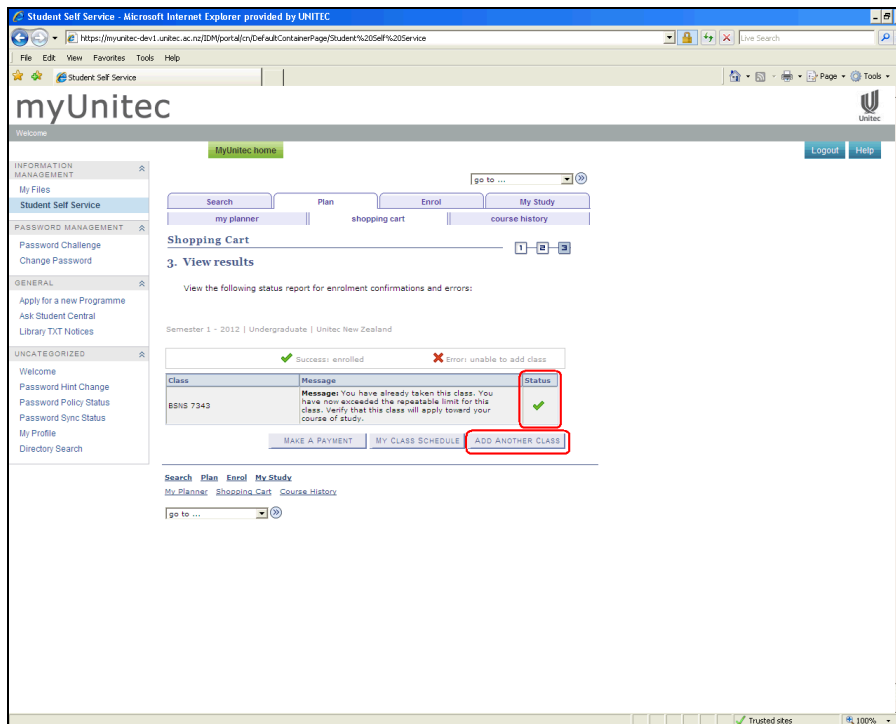
Step	Action
4.	Use the Add Classes page to enrol into classes for a specific semester.
5.	Click the required semester from the list. 
6.	Click the Continue button. 



Step	Action
7.	Enter the desired information into the Enter Class Nbr field. <input type="text"/>
8.	Click the Enter button. 
9.	Details of the selected course are displayed. Progress the enrolment request. Click the Next button. 
10.	The selected class has been added to your Shopping Cart. Complete your enrolment request. Click the Proceed to Step 2 of 3 button. 



Step	Action
11.	Click the Finish Enrolling button. 



Step	Action
12.	The status of the enrolment request will be displayed. Please take note of any information included in the Message section.
13.	Use the Add Another Class button to enrol into another class.
14.	End of Procedure.