How to Enrol in OnTrack Sprint

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*Please note that the same online self-enrolment process is used for all courses, so some questions are not relevant (these have been clearly marked in the instructions below).
BEFORE YOU START

To self-enrol you will need to:

☐ Read your Offer Letter
  ☐ Have your **student number** ready
    *You will need this to accept your offer and self-enrol*

☐ Accept your offer
  *Use the ‘Respond to Your Offer’ guide to accept your offer*

☐ Enable pop-ups from the Murdoch University website.
  *(Pop-ups can be configured in your internet browser settings).*

WHERE TO GET HELP

If you experience any issues with completing your self-enrolment steps:

➤ Contact the Student Centre
  Level 2, Chancellery Building (Bush Court)
  South Street Campus
  1300 687 3624

➤ Contact the IT Service Desk
  08 9360 2000
  [itservicedesk@murdoch.edu.au](mailto:itservicedesk@murdoch.edu.au)
  *If you email the IT Service Desk, please ensure you include screen shots of any error messages / issues you are experiencing.*
Login in to MyInfo

Step 1: Go to www.murdoch.edu.au and click ‘Current Students’

Step 2: Select ‘MyInfo’

Step 3: Enter your Murdoch Username (Student number) and password and click ‘Login’
Step 4: Select ‘Self Enrolment Steps’

Complete your Self Enrolment steps

Part A: Select ‘Disclaimer’

Self Enrolment Steps

Course: N1080 - ONTRACK SPRINT
Status: INACTIVE
Academic Period: 2018

Please note: Check your majors and minors via Course and Unit Details > Unit Sets. If you wish to add to or change them, please submit a request via MyAnswers - Ask a Question.

Internet Explorer 8 and above supported, Firefox and Chrome recommended.

You need to go through each of these steps to complete your enrolment. Most courses will see the following steps:

- Disclaimer - so you agree with the conditions of use at Murdoch. You only need to do this once per year;
- Services - eg for selecting guild membership and student association activation;
- Government statistics;
- Course completion date (excluding Research, Non-Award);
- If appropriate, complete a Request for Commonwealth Assistance Form (HECS-HELP or FEE-HELP) (domestic students) or SA-HELP;
- Units - add, discontinue or change your enrolment in units (excluding Honours, Research and Non-Award);

To update your information in this course, select the link for each step, starting with the disclaimer.

If you need help, please visit MyAnswers.

⚠️ A step that must be completed.
✔️ A step that has been completed and requires no further action this year
 goede A step that has been completed but allows further changes

Disclaimer

Unit Sets

Check your majors and minors via Course and Unit Details > Unit Sets. If you wish to add to or change them, please submit a request via MyAnswers - Ask a Question
Click ‘I Accept’

Part B: Select ‘Services’

Self Enrolment Steps

Please note: Steps will display in a predetermined sequential order. The following step will appear only after the correct step has been completed.

Please note: Check your majors and minors via Course and Unit Details > Unit Sets. If you wish to add to or change them, please submit a request via MyAnswers - Ask a Question.

Internet Explorer 8 and above supported, Firefox and Chrome recommended.

You need to go through each of these steps to complete your enrolment. Most courses will see the following steps:

- Disclaimer - so you agree with the conditions of use at Murdoch. You only need to do this once per year;
- Services - eg for selecting guild membership and smartrider activation;
- Government statistics;
- Course completion date (excluding Research, Non-Award);
- if appropriate, complete a Request for Commonwealth Assistance Form (HECS-HELP or FEE-HELP) (domestic students) or SA-HELP;
- Units - add, discontinue or change your enrolment in units (excluding Honours, Research and Non-Award);

To update your information in this course, select the link for each step, starting with the disclaimer.

If you need help, please visit MyAnswers.

- A step that must be completed.
- A step that has been completed and requires no further action this year.
- A step that has been completed but allows further changes.
B1. Let us know if you want to be a member of the Murdoch Student Guild here

Student Services

Please answer the following questions (those marked with an asterisk are required)

Murdoch Student Guild Membership

All students become a member of the Murdoch University Guild of Students (GUILD) as an enrolment; you may, however, elect not to be a member of the Guild.

Your membership here entitles you to access the following Member-only Services:

- members only discounts
- student union representatives at a national and state level
- voting in elections for student representatives to the Guild Council

Regardless of your Guild membership status, you will still be liable to pay the student fees and amenities fee (SAF) and will have access to those non-academic related services that the University provides in line with the Student Services, Activities, Representation and Advocacy Guidelines.

Services and activities provided through GUILD include representation on health, welfare, sporting and recreational, employment and career advice, and advocacy.

By electing not to become a member of the Guild, you will not have access to the Member-only Services listed above.

* I elect to become a member of the Guild

B2. If you use public transport you can apply for a student concession by entering your SmartRider number here

Transperth SmartRider Concession

To qualify for student concession fare on Transperth services, you need to maintain a full-time enrolment. To enable Transperth to verify your enrolment status, you must enter your SmartRider number (6 digits) in the boxes at the right.

Please state you have consented to Murdoch University releasing your personal details (name, address, phone, date of birth etc.) to Transperth for the Transperth SmartRider Validation. To do this, select the checkbox below.

[ ] I agree to Murdoch University releasing my personal details to Transperth to allow validation of my concession.

Please note that after submitting your application for a concession, your details will be activated if by tapping on your smartrider card.

Enter your SmartRider number: [ ]

B3. OnTrack Sprint students are not eligible for the Elite Athlete Program. All OnTrack Sprint students must leave this question blank or select ‘None’. If you play sport at a national or international level, you may be eligible for the program once you commence your degree.

Elite Athlete Program

Murdoch University provides a support program for students who compete at a national or international level in their sport.

You can check eligibility criteria on the Student Life site.

Are you an Elite Athlete or Coach within one of the following accredited sporting bodies?

- [ ] WAIIS - WA Institute of Sport / Australian Institute of Sport
- [ ] ACA - Australian Cricketers’ Association
- [ ] AFL - AFL Players’ Association
- [ ] RUGBY-U - Rugby Union Players’ Association
- [ ] RUGBY-L - Rugby League Professionals’ Association
- [ ] APFA - Australian Professional Footballers’ Association
- [ ] OTHER - Other State or National Sporting Body
- [ ] NONE - Not a member of a State or National Sporting Body
B4. If relevant, select the Australian Defence Force Program you are a member of:

**Australian Defence Forces Program**

Murdock University provides a support program for students who are members of the Australian Defence Forces (including Reserve personnel).

Are you a member of one of the following Australian Defence Force programs?

- [ ] AIR  
  Member of the Air Force
- [ ] AIR-RES  
  Member of the Air Force Reserve
- [ ] ARMY  
  Member of the Army
- [ ] ARMY-RES  
  Member of the Army Reserve
- [ ] NAVY  
  Member of the Navy
- [ ] NAVY-RES  
  Member of the Navy Reserve
- [ ] NONE  
  Not a member of the Australian Defence Forces

When you have answered all relevant questions, click ‘Submit’
Part C: Select ‘Government Statistics’

Self Enrolment Steps

Statistics: please make sure you read all questions carefully

C1:

If you have a disability, Murdoch University’s Equity and Social Inclusion Office may be able to offer support services, equipment or facilities to assist you in your studies. If you select ‘Please contact me’ someone from the Equity and Social Inclusion Office will contact you to make an appointment to discuss how they can assist you.
C2:

The Kulbardi Centre at Murdoch University provides academic and cultural support for Aboriginal and Torres Strait Islander students. For more information go to: http://kulbardi.murdoch.edu.au/

C3: This question relates to where you normally live.

3. In what country is your permanent home residence?
   Australian Postcode: _______________________
   or
   Overseas Country: _______________________
   List

C4: This question relates to where you will live this year (while you are a student at Murdoch University).

4. In what country is your residence during the year?
   Australian Postcode: _______________________
   or
   Overseas Country: _______________________
   List

C5: For your country of birth, select Australia or click ‘List’ and select from the options provided.

5. In what country were you born, and when did you arrive in Australia?
   [ ] Born in Australia
   OR
   Overseas Country: _______________________
   Year Of Arrival In Australia: _______________________
   OR
   [ ] Never arrived in Australia
   List

C6: For the language you speak at home, select English or click ‘List’ and select from the options provided.

6. What language do you speak at home?
   [ ] English
   OR
   Other Language: _______________________
   List

C7: If you did not complete Year 12, leave blank.
C8: Select ‘Not commencing a postgraduate course’.

C9: Please select the most relevant answer from the last 6 options on this list.

If you did not complete Year 12, attend TAFE, or complete any other qualification / certificate, please select ‘No prior education attainment’. You will not be able to enter the last year you attended high school.

C10: This question relates to completion of Year 12 (or equivalent) only.

- If you completed Year 12, click ‘Yes’ and enter the last year enrolled.
- If you did not complete Year 12, click ‘No’. You will not be able to enter the last year you were enrolled.

C11: Select the most appropriate answer from the drop down menu

When you have answered all questions click ‘Submit and return to enrolment steps’
Your citizenship details have been pre-filled using the information provided in your online application and cannot be changed here. If this information is incorrect or has changed, follow the MyAnswers link to update your details.

Select your citizenship status:

Part D: Click the ‘Commonwealth Assistance Form’ link

Self Enrolment Steps

Course: N1080 - ONTRACK SPRINT
Status: INACTIVE
Academic Period: 2018

Disclaimer
Services
Government Statistics
Commonwealth Assistance Form
Unit-Set

Check your minors and minors via Course and Unit Details > Unit Sets. If you wish to add to or change them, please submit a request via MyAnswers - Ask a Question.
**IMPORTANT INFORMATION ABOUT UNIVERSITY FEES**

**OnTrack Sprint is FREE**

However, ALL university study after OnTrack Sprint will incur...

Please START THINKING ABOUT how you will DEFER or PAY your fees once you successfully complete OnTrack Sprint.

**ACT NOW**

<table>
<thead>
<tr>
<th><strong>ALL STUDENTS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete your HECS-HELP form for OnTrack Sprint</td>
<td></td>
</tr>
<tr>
<td>All students MUST submit this HECS-HELP form for enrolment in OnTrack Sprint.</td>
<td></td>
</tr>
<tr>
<td>This ensures that OnTrack Sprint is eligible to receive federal funding for your place in the program.</td>
<td></td>
</tr>
<tr>
<td>OnTrack Sprint is FREE, so you will not incur any fees.</td>
<td></td>
</tr>
</tbody>
</table>

**BE PREPARED**

Please read the below information carefully and take steps to prepare for university fees when you commence your degree. Please direct all FEE ENQUIRIES to the Student Centre: 1300 687 3624

<table>
<thead>
<tr>
<th>Australian Citizens and Humanitarian Visa Holders</th>
<th>NZ Citizens and Australian Permanent Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will be eligible for fee deferral (HECS-HELP) when you commence your degree.</td>
<td>You will not be eligible for fee deferral (HECS-HELP) when you commence your degree.</td>
</tr>
<tr>
<td><strong>You will need to submit a HECS-HELP form with your (TFN) when you enrol in your degree (after OnTrack Sprint).</strong></td>
<td><strong>You will need to pay your university fees UP-FRONT at the beginning of each semester (after OnTrack Sprint).</strong></td>
</tr>
<tr>
<td><strong>Consider:</strong> Do you have a Tax File Number (TFN)?</td>
<td><strong>Consider:</strong></td>
</tr>
<tr>
<td>• Yes – you are prepared</td>
<td>• Part-time study (reduce the number of units you study per semester to limit the associated fees payable).</td>
</tr>
<tr>
<td>• No – please apply for one now, as it can take the Australian Taxation Office (ATO) up to 8 weeks to issue. Contact the ATO to find out more: 13 28 61 / <a href="http://www.ato.gov.au">www.ato.gov.au</a></td>
<td>• Becoming an Australian Citizen (you will then be eligible for HECS).</td>
</tr>
</tbody>
</table>
PLEASE NOTE:

ALL* OnTrack Sprint students must submit a Commonwealth Assistance (HECS-HELP) form to complete their self-enrolment steps.

*Exception: Students who have previously completed a HECS-HELP form for OnTrack Sprint do not need to complete the form again – these students will not be able to access the form online.

WHERE TO GET HELP

If you experience any issues with accessing or completing your HECS-HELP form:

1. Try opening the form in a different browser
   Eg. Internet Explorer, Google Chrome or Firefox

2. Contact the IT Service Desk
   9360 2000
   itservicedesk@murdoch.edu.au
   If you email the IT Service Desk, please ensure you include screen shots of any error messages / issues you are experiencing.
Before completing this form, you must read the information booklet available at www.studyassist.gov.au

Request for a Commonwealth supported place and HECS-HELP loan

You must use this form to accept your enrolment in a subsidised Commonwealth supported place (CSP) and to apply for a HECS-HELP loan. A student enrolled in a CSP is called a Commonwealth supported student.

What is a CSP and what is a HECS-HELP loan?

The total cost of a CSP is split into two parts: the Australian Government (Government) pays one part - this is a subsidy, and you pay the other part - this is called your student contribution amount.

You will either pay your student contributions upfront, or you can use a HECS-HELP loan. If you do not pay your student contributions (either upfront or with a HECS-HELP loan) by the census date, then your provider will cancel your enrolment in the CSP.

How to complete this form

You must:

- read the Commonwealth supported places and HECS-HELP information booklet before completing the eCAF. You can download your copy from www.studyassist.gov.au. This booklet contains detailed information about:
  - who can get a CSP and how it works;
  - who can get a HECS-HELP loan and how it works;
  - the terms and conditions of the loan, and
  - an explanation of the words and terms used on the eCAF.

- complete each question. Your form will not be valid unless each question is completed correctly; and

- submit the eCAF on or before the census date for your unit(s) of study. Note that your institution may set an earlier administrative date for the submission of the form - check with your institution.

Check all information carefully. Some of the information on this form is supplied by your provider. You should thoroughly check these details and if any of the information on this form is incorrect, do not submit. Please notify your provider of any incorrect information.

You must:

- complete this form if you are a Commonwealth supported student;

- complete each question that is relevant to you. Your form will not be valid unless each question is completed correctly; and

- submit the completed form to the student administration/enrolments office at your institution (Institution) on or before the census date for your unit(s) of study. Note that your institution may set an earlier due date for the submission of the form - check with your institution.

You will be given a copy of this form for your records.

IMPORTANT:

- The government-issued duplicate form is the only valid paper version of this form. PDF printouts are not valid and you will not be eligible for Commonwealth assistance if you submit a PDF printout of this form.
D1-3: Enter your personal details

SECTION A: STUDENT DETAILS

1. Family name:
   
   Given names:
   
2. Date of birth:
   
3. Gender:
   - Female
   - Male
   - X - Indeterminate/Intersex/Unspecified

D4-6: Enter below information

SECTION B: PROVIDER

4. Name of provider:
   
   Campus:
   
5. Student identification number:
   
6. Name of course:
   
   Murdoch University
   
   Refer to your offer letter

D7: Citizenship details

SECTION C: CITIZENSHIP/visa status

7. What is your citizenship status:
   - Australian citizen
   - Permanent humanitarian visa holder
   - Permanent non-humanitarian visa holder
   - New Zealand citizen
   
   If you need help confirming the visa subclass visit the Visa Entitlement Verification Online (VEVO) site.

   Will you be studying at least part of your course of study in Australia?
   - Yes
   - No
D8: ALL ONTRACK SPRINT STUDENTS

SECTION D: TAX FILE NUMBER (TFN)

8. Tax file number (TFN):

   OR
   - I have a Certificate of application for a TFN (you will need to supply this to your institution on or before the census date).
   - OR
   - I do not want a HECS-HELP loan. I am applying for a CSP only and will pay my student contribution amounts upfront and in full.

To be eligible for a HECS-HELP loan, you MUST supply your valid TFN or your Certificate of application for a TFN in this section. By providing your TFN on this page, you are requesting a loan from the Government for the student contribution amount for the unit(s) in your course outstanding at the census date.

Declining to quote your TFN is not an offence. However, you will not be able to get a HECS-HELP loan for the amount of your student contributions that remain unpaid on the census date unless you give your provider, on or before the census date, either your TFN or the certificate from the Australian Taxation Office (ATO) stating you have applied for a TFN.

The Department and your provider are authorised under the Higher Education Support Act 2003 (the Act) to collect and retain your TFN only for the purpose of reporting the details of your HECS-HELP loan to the ATO. Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken. If you want to use a HECS-HELP loan to pay for your study, you must meet the TFN requirements. This is because repayments on your HELP debt are made through the Australian taxation system.

Notes: TFNs are usually provided within 20 days of application. It is essential that you apply early to make sure you have your TFN on or before the census date. For more information on requesting a TFN, visit www.ato.gov.au.

D9: Please complete this section as detailed below.
While OnTrack Sprint is FREE for students, the program receives government funding so this section MUST be completed.

9. In what way do you intend to pay your student contribution?
   - Full upfront payment of my student contribution amount
   - Obtain a HECS-HELP loan for all or part of my student contribution amount (you must meet the TFN requirements by the census date to do so)

Australian Permanent Residents and NZ Citizens:
- Select ‘Full upfront payment of my student contribution amount’
  You will not be required to pay any fees for OnTrack Sprint

Australian Citizens and Humanitarian Visa holders:
- Select ‘Obtain a HECS-HELP loan for all or part of my student contribution amount’
  You will not accrue any HECS-HELP fees for OnTrack Sprint
- Select ‘No’
D9: Read your obligations, and submit.

Once you have submitted your form, you will receive the following warning.  

*Note: You do not need to submit your Tax File Number (TFN) by the census date.*
Part E: Select ‘Units’

Self Enrolment Steps

Please note: Steps will display in a pre-determined sequential order. The following step will appear only after the current step has been completed.

Please note: Check your majors and minors via Course and Unit Details > Unit Sets. If you wish to add to or change them, please submit a request via MyAnswers - Ask a Question.

Internet Explorer 8 and above supported; Firefox and Chrome recommended.

You need to go through each of these steps to complete your enrolment. Most courses will see the following steps:

» Disclaimer - so you agree with the conditions of use at Murdoch. You only need to do this once per year;
» Services - eg for selecting guild membership and smarterider activation;
» Government statistics;
» Course completion date (excluding Research, Non-Award);
» If appropriate, complete a Request for Commonwealth Assistance Form (HECS-HELP or FEE-HELP) (domestic students) or SA-HELP;
» Units - add, discontinue or change your enrolment in units (excluding Honours, Research and Non-Award);

To update your information in this course, select the link for each step, starting with the disclaimer.

If you need help, please visit MyAnswers.

⚠️ A step that must be completed.
✔️ A step that has been completed and requires no further action this year
✓ A step that has been completed but allows further changes

Check your majors and minors via Course and Unit Details > Unit Sets. If you wish to add to or change them, please submit a request via MyAnswers - Ask a Question.
E1. Enter: EQU070 and click ‘Search’

E2. Click Save Changes

Your Unit Enrolments - add or change units

Course: N100 - ONTRACK SPRINT
Status: INACTIVE

Search for a unit
enter all or part of a unit code (see Handbook for help)
EQU070
Advanced Unit Search

Search

When you have made your selections, you must click Save Changes. A receipt is displayed for successful changes.
Please ensure you have pop-ups enabled in your browser to receive messages if there is an enrolment problem.
Go to MyActions for information regarding enrolment changes you can make on this page.

This is not a Shopping Cart. Changes in these panels will immediately affect your enrolment on saving any changes.

Enrolled Units

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Campus</th>
<th>Class</th>
<th>Status</th>
<th>Enrolled CP</th>
<th>Change Status</th>
<th>Change Campus/Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No student unit attempts

Selected, Invalid and Discontinued Units

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Campus</th>
<th>Class</th>
<th>Status</th>
<th>Enrolled CP</th>
<th>Change Status</th>
<th>Change Campus/Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/SET</td>
<td>EQU070</td>
<td>OnTrack Sprint</td>
<td>MURDOCH</td>
<td>D</td>
<td></td>
<td>6.000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add More Units from Advanced Unit Search List

CLEAR UNSAVED CHANGES

SAVE CHANGES
E3. Select ‘Back to Enrolment Steps’

Your Unit Enrolments - Receipt

Course: N1080 - ONTRACK SPRINT
Status: INACTIVE
Date: 22/11/2017 09:48:13
Receipt Number: 934466

Go to MyActions for information regarding enrolment changes you can make on this page.

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Campus</th>
<th>Class</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/587</td>
<td>EQU070</td>
<td>OnTrack Sprint</td>
<td>MURDOCH</td>
<td>D</td>
<td>ENROLLED</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

Your unit enrolment changes have been updated.

PRINT
BACK TO UNIT ENROLMENT  BACK TO ENROLMENT STEPS
Part F. You do not need to select Unit-Sets for OnTrack Sprint.
You will be assigned to a tutorial group and be given your timetable for the semester on Day 1. Please note that this information cannot be released in advance and personal requests are not accepted.

Self Enrolment Steps

You have now completed your self-enrolment steps!