

Guide to applying and enrolling

UTAS – CPEE Programs

Step 1 - Get Prepared Before You Start

Talk to CPEE about what you would like to do.

Information about the programs offered are available in the CPEE Handbook and on their website at <http://www.pavementeducation.edu.au>. Make sure you understand the costs involved, time required and census date obligations.

Choose your program and complete the online admission and enrolment form.

Have your Tax File Number ready if you have one.

You need to complete a **Commonwealth Assistance Form (CAF)**.

*You need to complete a CAF if you are a Domestic commonwealth supported student. CPEE will have CAFs available for you to complete. **Note:** if you are an international student you are **not** required to complete a CAF.*

Step 2 – Send your completed forms to CPEE.

CPEE will approve your eligibility

CPEE will need to see and approve your application and documentation.

This includes a completed CAF, citizenship documentation, Visas and other relevant documentation. CPEE will liaise with UTAS to approve and process your application and enrolment.





Step 3 - Wait for your application and documentation to be approved by UTAS. Once you are enrolled we will send you information about your enrolment and using your UTAS account.

Then you can check your enrolment and invoice through the **Current Details** page in eStudentCentre.

TIP: Your invoice is **only available online**. You must access eStudentCentre to find your invoice and payment options.



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You will receive your **UTAS Email Account Username and Password** by mail.

Your **UTAS Email Account Username and Password** is provided after you are enrolled. UTAS will communicate with you using your UTAS Email Account Username and Password. You use your Email Account Username and Password to access webmail and eStudentCentre.

Remember to check your UTAS email regularly: <https://webmail.utas.edu.au/>

You can log on to eStudentCentre.

[eStudentCentre](#) is where students confirm and view their enrolment, update personal details, retrieve an invoice and access results.

Your fees invoices are available only from your eStudentCentre account.

You can get your invoice from eStudentCentre if you are going to pay upfront.

Need more information?

[Ask Student Centre](#)

For more information about CPEE, including details of the academic programs offered:

Suite 6, 935 Station Street,
BOX Hill North, Victoria 3129

Tel: (03) 9890 5155 (international prefix + 61)

Fax: (03) 9890 5255 (international prefix + 61)

Email admin@pavementeducation.edu.au

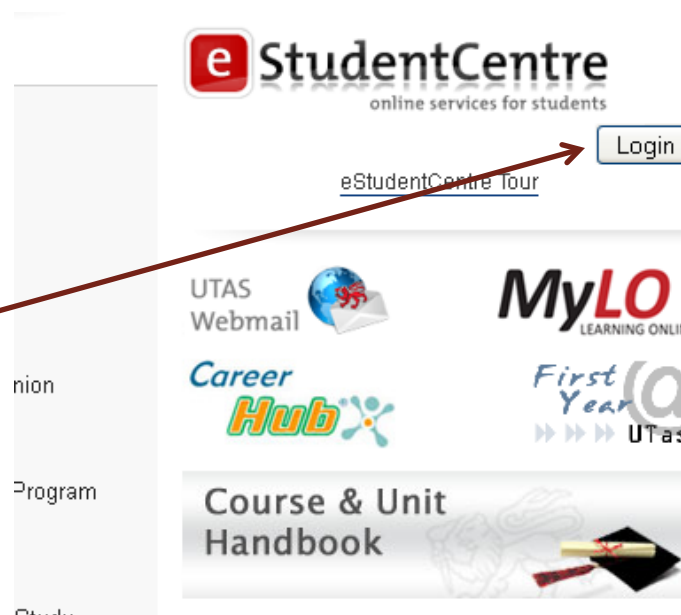


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Login to eStudentCentre

When you are ready to check and confirm your enrolment go to UTAS home page, select Current Students and login.

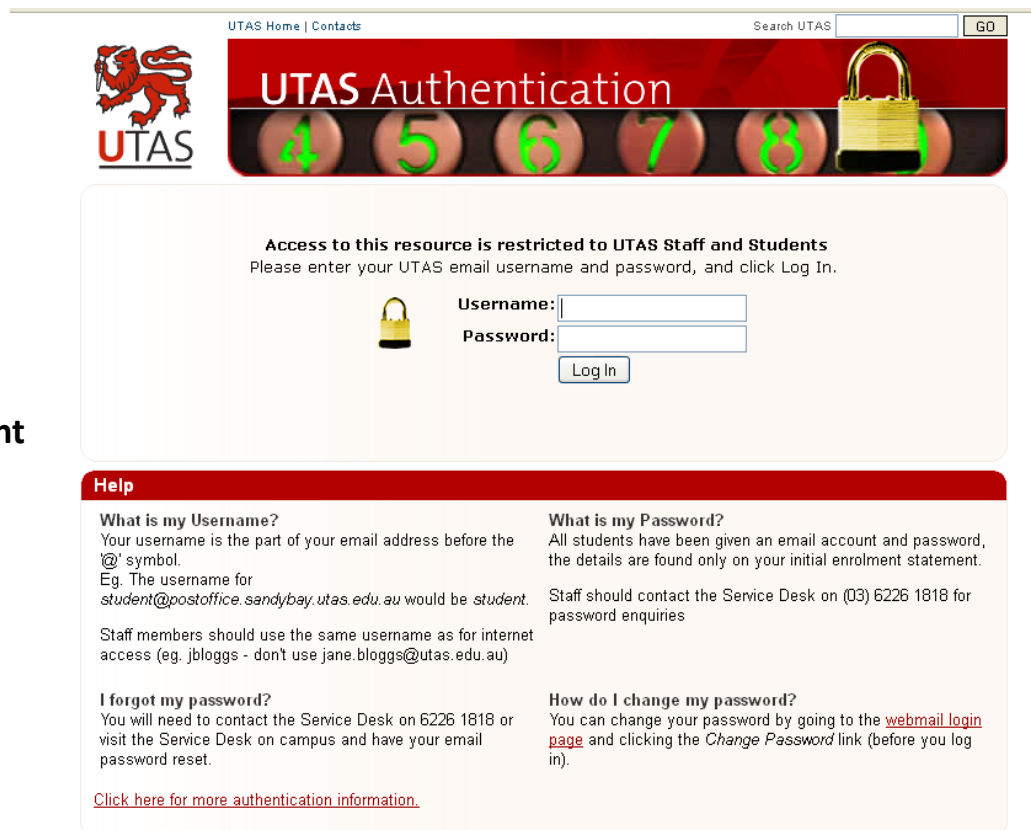


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Login to eStudentCentre

This is the login page. Login using your **UTAS Email Account Username and Password**



The screenshot shows the UTAS Authentication login page. At the top, there is a navigation bar with "UTAS Home | Contacts" on the left and a search bar with "Search UTAS" and a "GO" button on the right. Below the navigation bar is a red banner with the UTAS logo on the left, the text "UTAS Authentication" in the center, and a padlock icon on the right. Below the banner is a white box with the text "Access to this resource is restricted to UTAS Staff and Students" and "Please enter your UTAS email username and password, and click Log In." Below this text are two input fields: "Username:" and "Password:", each with a small padlock icon to its left. Below the "Password:" field is a "Log In" button. Below the white box is a red banner with the word "Help" in white. Below the "Help" banner are two columns of text. The left column contains the following text: "What is my Username? Your username is the part of your email address before the '@' symbol. Eg. The username for student@postoffice.sandybay.utas.edu.au would be student. Staff members should use the same username as for internet access (eg. jbloggs - don't use jane.bloggs@utas.edu.au) I forgot my password? You will need to contact the Service Desk on 6226 1818 or visit the Service Desk on campus and have your email password reset. Click here for more authentication information." The right column contains the following text: "What is my Password? All students have been given an email account and password, the details are found only on your initial enrolment statement. Staff should contact the Service Desk on (03) 6226 1818 for password enquiries How do I change my password? You can change your password by going to the [webmail login page](#) and clicking the *Change Password* link (before you log in).

When you first login to eStudentCentre you will see the **Home** page.

eStudentCentre
www.studentcentre.utas.edu.au

Home
Enrolments
Current Details
Manage Enrolment
Disability Details
Leave of Absence
Documents
Class Timetable
Change Address
Change Majors
Fees
Invoices
Receipts
eCAF
Scholarships
Archive
Exams
Exam Timetable
Latest Results
Academic Record
Forms
Graduation
Year
Details
Online Payments

Welcome to the eStudentCentre

i The eStudentCentre is the online student administration portal for students studying at the University of Tasmania. Use this service to manage your enrolment, maintain personal details and access a range of administrative information such as your timetable, fee invoice or exam results.

Messages
New Students for 2012

Welcome to the eStudentCentre! Before you start, we suggest you visit the [eStudentCentre Tour](#) to get familiar with our online services.

From there, you can

- complete your [eCAF Online](#) if required and
- enrol in your course using the [manage your enrolment](#) function.

Selecting your units

If you have not decided which units you would like to study, visit the [Course and Unit Handbook](#). If you have not used the handbook before we recommend you view the [Course and Unit Handbook Tour](#).

Semester 1 2012 Commonwealth Assistance Notices

Your Commonwealth Assistance Notice (CAN) for Sem 1 2012 is now available on eStudentCentre. Please ensure that you check the information on the Commonwealth Assistance Notice (CAN). If you feel the information on the CAN is incorrect, you must request a correction within 14 days. If you have been advised that you have been granted a scholarship and the information is not included on the CAN, please contact us to investigate further for you. We will not add scholarships to your enrolment record for previous semesters. Details for requesting a correction are on the CAN and accompanying email.

Timetable

You will be able to view your personal timetable after your first enrolment has been processed. If you wish you can view the timetable for a unit prior to enrolling using the [Class Timetable](#) facility.

Current Students

Have you enrolled for next semester? You can enrol online using the [Manage your Enrolment](#) facility.

Quick Links

- [Webmail](#)
- [MyLo Learning Online](#)
- [Course and Unit Handbook](#)

Feedback

We are keen to hear your feedback about eStudentCentre.
[Submit your feedback and suggestions here.](#)

This page provides news and information as well as frequently used links.

Home

Enrolments

- Current Details
- Manage Enrolment
- Disability Details
- Leave of Absence
- Documents
- Class Timetable
- Change Address
- Change Majors

Fees

- Invoices
- Receipts
- eCAF
- Scholarships
- Archive

Exams

- Exam Timetable
- Latest Results
- Academic Record
- Forms

Graduation

- Year
- Details

Online Payments

The menu at the side of the screen provides access to your enrolment , fees, exams and graduation details.

Simply click on the heading to access the area you want.

Further information on navigating and using eStudentCentre is available from the [eTours page](#)

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TIP: If you need to complete a CAF and want to do this online you can select **eCAF** from the left hand menu. You must complete the CAF before you start your study.

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