ONLINE ENROLMENT GUIDE FOR STUDENTS

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Log in to MySSNT (Student Portal)

• Log in at student.ssnt.edu.au
• Log in using your student number and password.
  o First time logging in? Use your date of birth (YYYYMMDD) as your password.
  o Can’t log in? Contact Student Services.

Tip: You can also access My SSNT from the Fitzroy Hub - studenthub.torrens.edu.au/Fitzroy
There is a grey button link in the left column.
MySSNT : Enrol Online

- Under My SSNT Options click on 2019 Enrol Online

You will then need to complete and submit the DEEWR Survey. This needs to be done each time you enroll. If you have completed before, it should display your last submissions.

Click Submit when done.

Once the survey has been submitted, Select Click here to continue on to your enrolment.

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- You will then be prompted to agree to the SSNT Enrolment conditions. Check the “I agree..’ box and click **Continue**

**ENROLMENT AGREEMENT**

**PLEASE READ THIS CAREFULLY**

Your enrolment at the Southern School of Natural Therapies is conditional on adherence to the policies and procedures published at www.think.edu.au/policies/afom. If there is a change to a student policy during the year, you will be notified by email.

You are required to check your email regularly as the School uses email as the primary method of communication with the student body.

Agreement to accept responsibility for adhering to policies and procedures is a condition of enrolment in the course. The School will not accept familiarity with policies and procedures as an excuse for failing to comply with them.

**DECLARATION**

I have read the above and agree to familiarise myself with, and adhere to the Southern School of Natural Therapies student policies and procedures as a condition of my enrolment.

- [ ] I agree to the Southern School of Natural Therapies Enrolment conditions.

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**Course selection**

- The next screen will display the courses available to you, click on the course you wish to enrol in.
- If there are no eligible courses for you to enrol in online and error message, or no courses, will be displayed on the screen.
- Please check that enrolment has opened and if so, contact Student Services on 03 9415 3333
- Once you’ve selected your course, the class selection screen will be displayed and you need to click the “+” next to the year level to expand the list of classes available.

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Choosing your subject and class times

- Select the subject class time you wish to enrol in by either:
  - clicking on the SSNT direct dot beside the class if you are paying upfront
  - or if you are eligible for FEE HELP there will be an additional column and a Payment via FEE HELP dot will be displayed and can be selected.

- Be sure to select the right time for your class if there is more than one time slot allocated for that class.
- The total cost of all the classes selected will be displayed at the bottom of the page.
- Click on View Changes and Confirm

Finish your enrolment selection

- Once your selections are completed the next screen will re-display all the classes you have chosen and the amount owing. Click on Finish Enrolment which will take you to a summary page.
- This Finalise Payment summary page will confirm the total amount to be paid on FEE-HELP or the total amount to be paid direct (including any account credits and scholarship amounts if applicable).

Your enrolment will then be finalized by Student Services and a confirmation of enrolment will be sent to you within two working days.
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Paying for your subjects via FEE-HELP

• Enter your email address and select Confirm.
• Once this page is complete you have successfully completed your enrolment.
• Select Click Here to Finish and Logout
• Your enrolment will then be finalized by Student Services and a confirmation of enrolment will be sent to you within two working days.

SSNT Direct Pay – paying up front

• Enter you email address, payment details and select Confirm
• If paying direct, you will be directed to a secure payment gateway. Once payment has been confirmed, your enrolment will be submitted.
• If payment is successful, you will be directed to a confirmation screen.
• Select Click Here to Finish and Logout

Your enrolment will then be finalized by Student Services and a confirmation of enrolment will be sent to you within two working days.

If you have any issues contact Student Services on sservices@laureate.net.au or call 03 9415 3333.