

# How to Enrol in Unit?

Before enrolling in Units on OSIS you must have a **valid ID number** (eg. u1234567) **and password**. Also, if you are using a non- University computer you will need to **download a University Authority Certificate** from [www.canberra.edu.au/uc/security/](http://www.canberra.edu.au/uc/security/)

## Step One: Log onto OSIS (Online Student Information System)

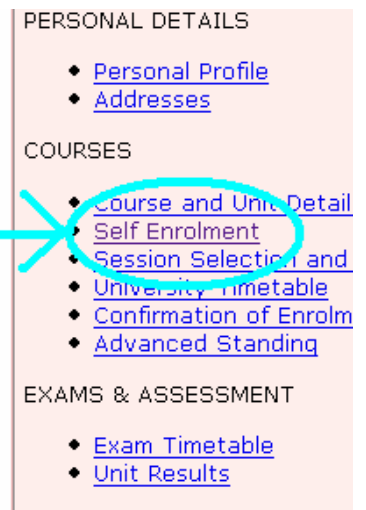
- Open [www.canberra.edu.au](http://www.canberra.edu.au) in an internet browser
- Select “Current Students” under **Quick Links**.
- Select the ‘**Login to OSIS**’ (see below)



- Enter username (eg. u123456) and password. If you experience trouble logging in check that you have:
  - A **valid ID number** (eg. u1234567) **and password**. Passwords can be obtained by visiting the Building 10 Service Desk, Calling (02) 6201 5500 or emailing [servicedesk@canberra.edu.au](mailto:servicedesk@canberra.edu.au)
  - A **University Authority Certificate** which you will need if you are not using a University computer. It can be downloaded at [www.canberra.edu.au/uc/security/](http://www.canberra.edu.au/uc/security/)


## Step Two: Under ‘My Studies’ click ‘Self Enrolment’

Once in OSIS, scroll down to the pink my studies section and under the courses heading click the [‘Self Enrolment’](#) link.



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### Step Three: Enrolment Steps

This screen shows the required steps of enrolment. On completing each step a tick will appear: 

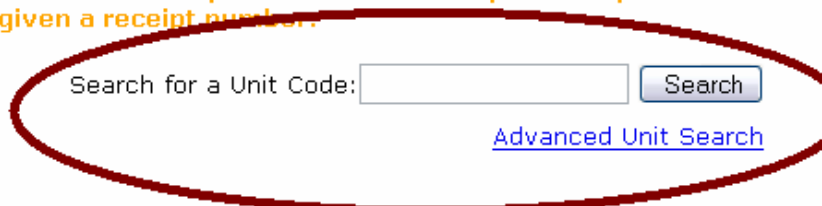
[Click the first \(top\) link/ step.](#)

For the steps [Course](#), [Disclaimer](#) and [Declaration](#) click the **Confirm** button. Each screen will update with the tick. To move to the next screen click the link to the **Next Step**.

### Step Four: Unit Enrolment

To add a unit, find the search box towards the bottom right of the page.

Have not amended your enrolment until you have proceeded to check and be given a receipt number.



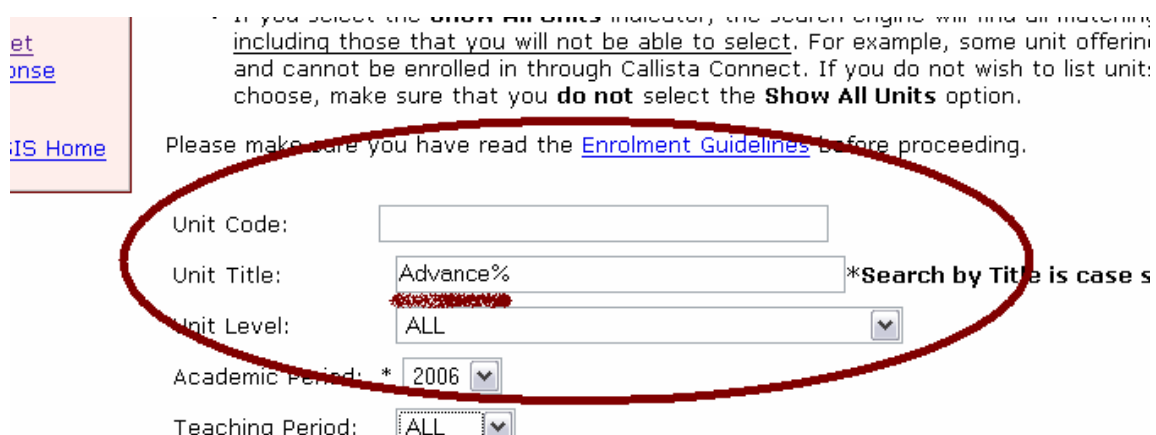
Search for a Unit Code:

[Advanced Unit Search](#)

You have two options – search by the **four digit code** eg. 7037 for Introduction to Taxation Law *OR* search by unit title (or other information) through the [Advanced Unit Search](#) option.

[Advance Unit Search](#) “9 out of 10 students recommend using **Wild cards ( % )**”

To search by Unit Title use capitals and **wild cards ( % )**. The example below will find all the units that titles begin with “Advance”. If you searched %Law% it would find all the units with “Law” in the title. Go Wild Cards%!%!!



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nse  
IS Home

Please make sure you have read the [Enrolment Guidelines](#) before proceeding.

Unit Code:

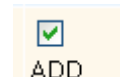
Unit Title:  \*Search by Title is case s

Unit Level:

Academic Period: \*

Teaching Period:

For each of the Units you wish to select, click the “ADD” tick box on the right. Then select the **Add to Cart** button towards the bottom of the screen.



ADD

## Step Five: Check Out

Once you are happy with the Units in your shopping cart click the **Proceed to Check Out** button.

**Please note:** You have not amended your enrolment until you have proceeded to check out and confirmed the changes. Upon finishing this process you will be given a receipt number.

**BE SURE TO RECORD YOUR RECEIPT NUMBER**

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**Need Help?? Did you get a breach?**

### Contact the Student Centre:

**Location** Student Centre Enquiry Counter, IB150  
**Phone** 1300 301 727  
**Fax** +61-2 6201 2112  
**Email** [student.centre@canberra.edu.au](mailto:student.centre@canberra.edu.au)

### Or the Student Affairs Office in your Division:

#### Health Design and Science

Location: 3B2  
Phone: (1300 301 727 (dial 9))  
Email: [hds.student.info@canberra.edu.au](mailto:hds.student.info@canberra.edu.au)

#### Communication & Education

Location: 1C150  
Phone: 1300 301 727 (dial 8)  
Email: [cesao@comedu.canberra.edu.au](mailto:cesao@comedu.canberra.edu.au)

#### Business, Law and Information Sciences

Location: 6B1  
Phone: 1300 301 727 (dial 7)