



School Enrolment Portal Walkthrough

For a video guide please go to www.aurora.edu.au

To begin, login at: <https://agentportal.accelerate.com.au>

aXcelerate

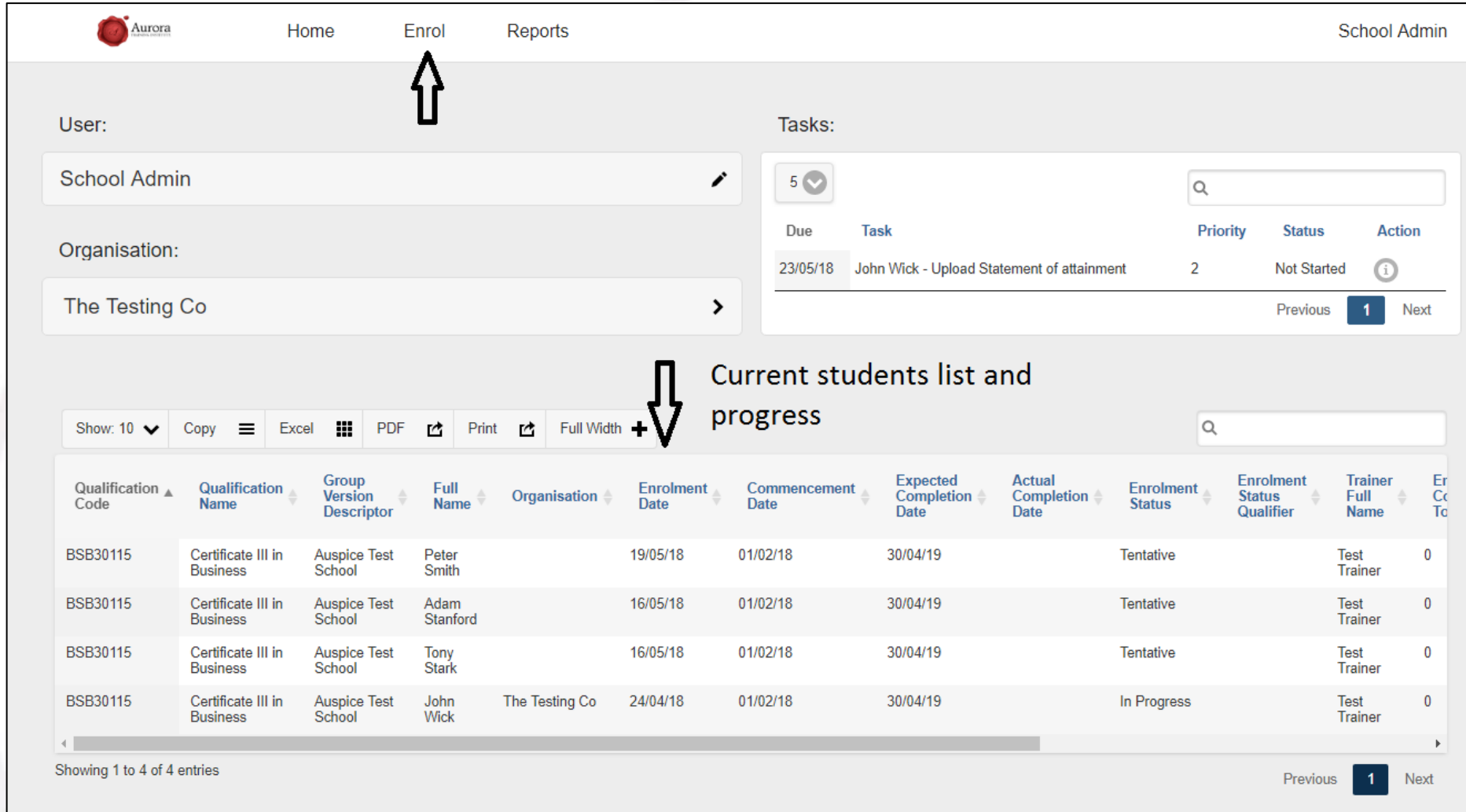
Username

Password

Login

Once logged in you will see the below screen which displays a list of your current students.

If you select 'Enrol', you can go to the enrol/update contact screen.



The screenshot shows the Aurora Training Institute web application interface. At the top, there is a navigation bar with 'Home', 'Enrol', and 'Reports' menus. The 'Enrol' menu is highlighted with an upward-pointing arrow. The user is logged in as 'School Admin' and the organisation is 'The Testing Co'. Below the navigation bar, there is a 'Tasks' section showing a task due on 23/05/18: 'John Wick - Upload Statement of attainment'. Below the tasks section, there is a section titled 'Current students list and progress' with a downward-pointing arrow. This section contains a table with columns for Qualification Code, Qualification Name, Group Version Descriptor, Full Name, Organisation, Enrolment Date, Commencement Date, Expected Completion Date, Actual Completion Date, Enrolment Status, Enrolment Status Qualifier, Trainer Full Name, and Enrolment Cost. The table displays four entries for the qualification 'Certificate III in Business' from 'Auspice Test School' and one entry from 'The Testing Co'. The table is paginated to show 1 to 4 of 4 entries.

Navigation: Home **Enrol** Reports School Admin

User: School Admin

Organisation: The Testing Co

Tasks:

Due	Task	Priority	Status	Action
23/05/18	John Wick - Upload Statement of attainment	2	Not Started	i

Previous **1** Next

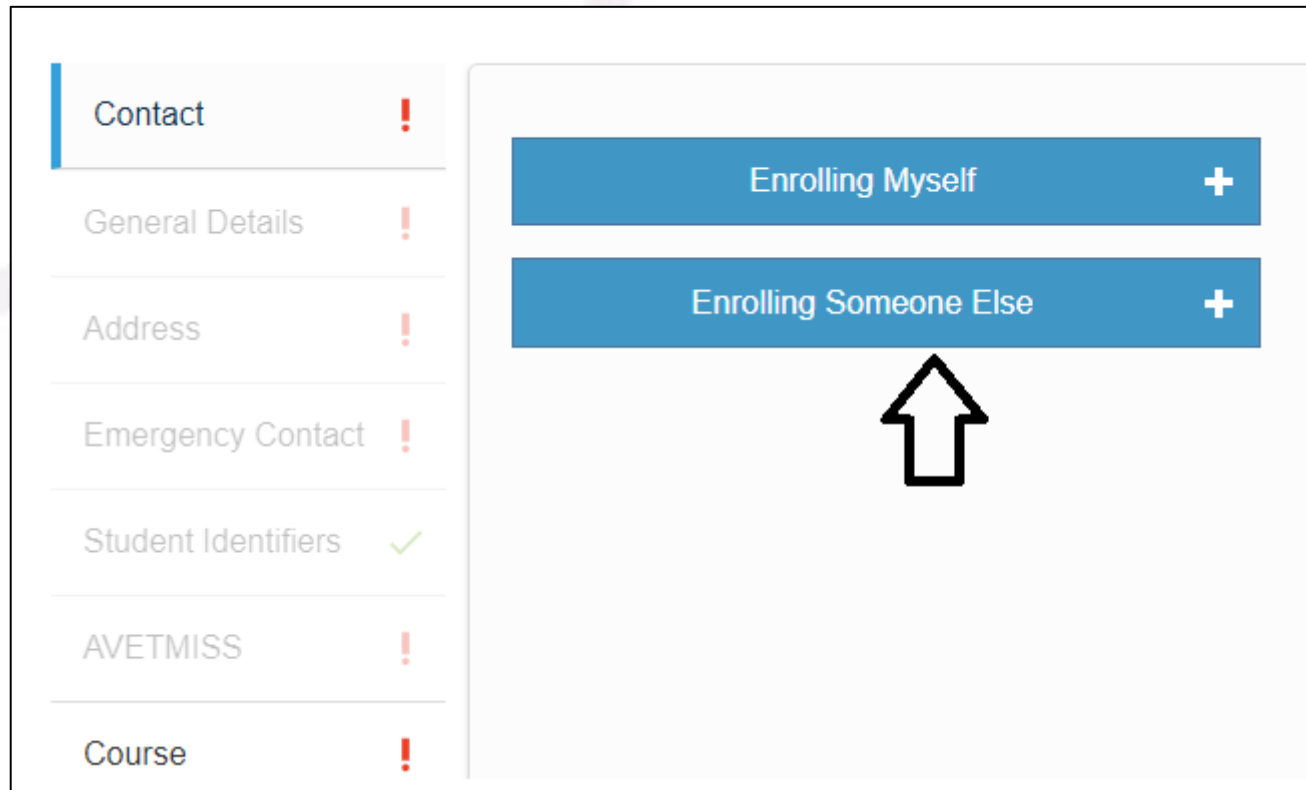
Current students list and progress

Qualification Code	Qualification Name	Group Version Descriptor	Full Name	Organisation	Enrolment Date	Commencement Date	Expected Completion Date	Actual Completion Date	Enrolment Status	Enrolment Status Qualifier	Trainer Full Name	Enrolment Cost
BSB30115	Certificate III in Business	Auspice Test School	Peter Smith		19/05/18	01/02/18	30/04/19		Tentative		Test Trainer	0
BSB30115	Certificate III in Business	Auspice Test School	Adam Stanford		16/05/18	01/02/18	30/04/19		Tentative		Test Trainer	0
BSB30115	Certificate III in Business	Auspice Test School	Tony Stark		16/05/18	01/02/18	30/04/19		Tentative		Test Trainer	0
BSB30115	Certificate III in Business	Auspice Test School	John Wick	The Testing Co	24/04/18	01/02/18	30/04/19		In Progress		Test Trainer	0

Showing 1 to 4 of 4 entries

Previous **1** Next

Select the 'Enrolling Someone Else' button shown below.



The image shows a user interface with a sidebar menu on the left and a main content area on the right. The sidebar menu contains the following items:

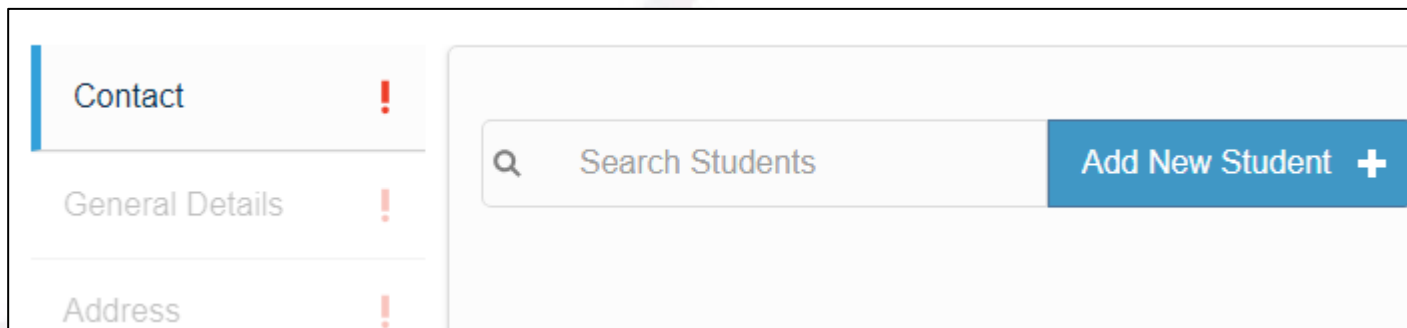
- Contact !
- General Details !
- Address !
- Emergency Contact !
- Student Identifiers ✓
- AVETMISS !
- Course !

The main content area contains two blue buttons with white text and a white plus sign on the right:

- Enrolling Myself +
- Enrolling Someone Else +

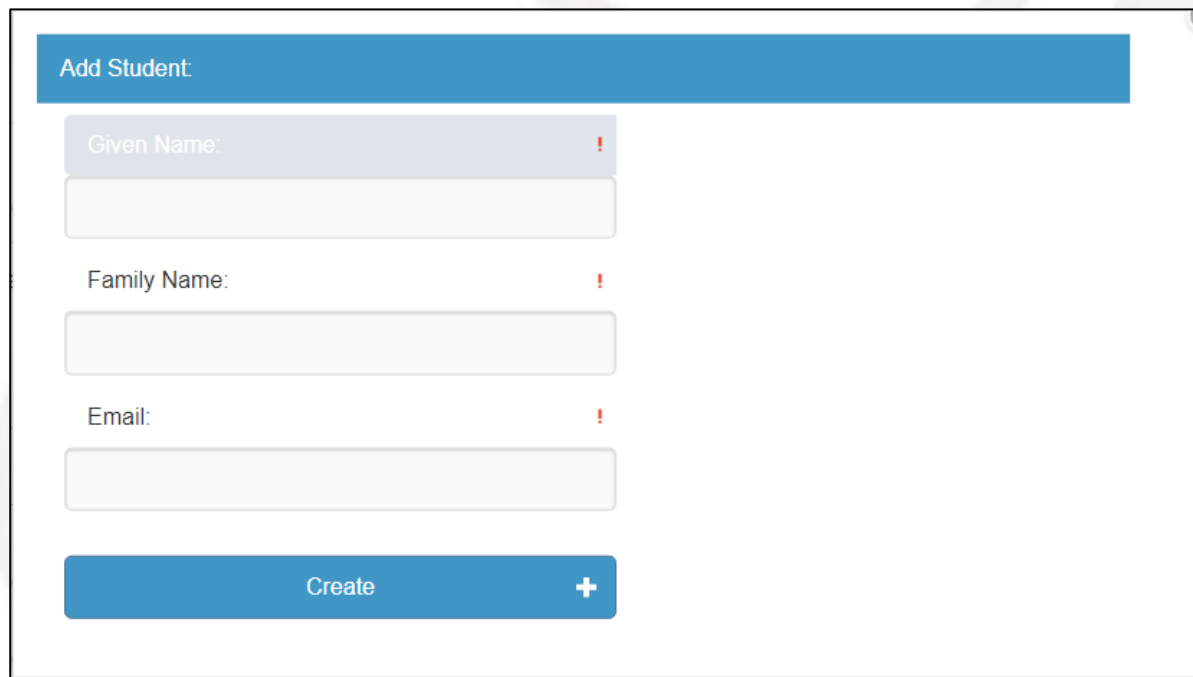
A black arrow points to the 'Enrolling Someone Else' button.

Here you will see the option to search for an existing enrolment as well as the button 'Add New Student'.



The screenshot shows a user interface with a sidebar on the left containing three menu items: 'Contact', 'General Details', and 'Address'. Each menu item has a red exclamation mark icon to its right. The 'Contact' item is currently selected, indicated by a blue vertical bar on its left. To the right of the sidebar is a search bar with a magnifying glass icon and the text 'Search Students'. To the right of the search bar is a blue button with the text 'Add New Student' and a white plus sign icon.

Selecting Add New Student prompts you for some initial information to create a profile for them.



The screenshot shows a form titled 'Add Student' with a blue header bar. Below the header are three input fields, each with a red exclamation mark icon to its right. The first field is labeled 'Given Name:', the second is labeled 'Family Name:', and the third is labeled 'Email:'. Below the input fields is a blue button with the text 'Create' and a white plus sign icon.

Once created, the left side will show the steps of the enrolment.

This includes what has been completed, and what is still required to be completed.

A green tick means it has been completed.

A red exclamation mark indicates further data is required.

Email: !
<input type="text" value="cpttest@g1mail.com"/> ⓘ
Gender: !
Gender ▼
Date Of Birth: !
<input type="text" value="dd/mm/yyyy"/>
Mobile: !
<input type="text"/>

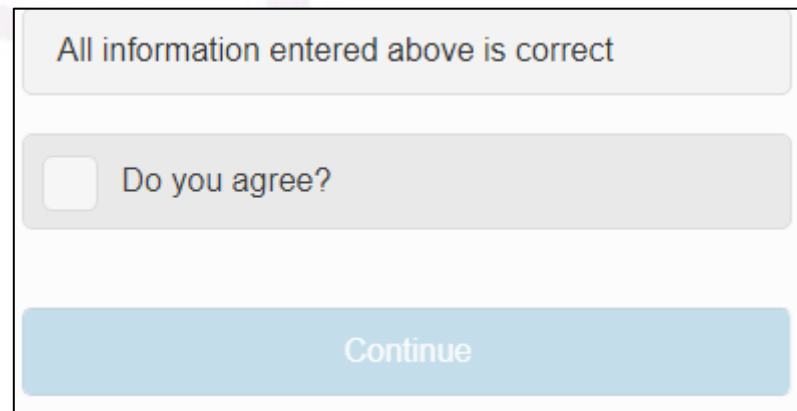
Ensure to complete all the steps outlined in this portal.

Contact	✓
General Details	!
Address	!
Emergency Contact	!
Student Identifiers	✓
AVETMISS	!
Course	!
Credit Transfer	!
Document Upload	!
Enrolment Details	!
Review Courses	
Review Details	!
Billing	

As you complete each section and hit the “Save” button at the end, it will update in our system. Therefore, if you do not have all the information for an enrolment, you can resume where you left off later.

Some tabs have an agreement at the end which must be selected before continuing.

For example, the ‘AVETMISS’ tab has one that looks like this:

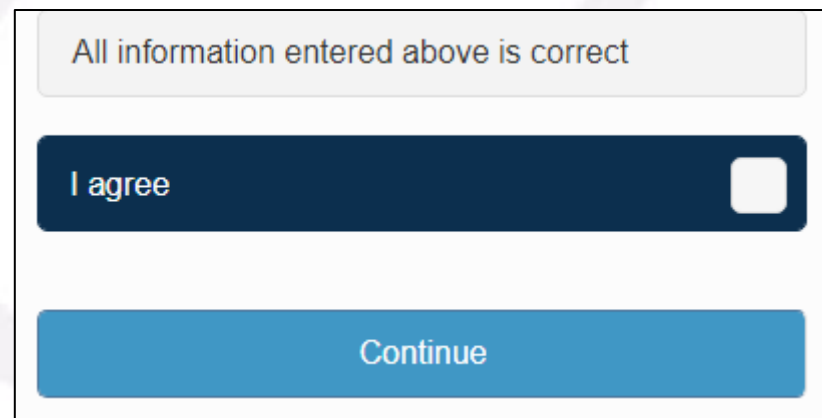


All information entered above is correct

Do you agree?

Continue

Once selected, it will look like this and allow you to continue:



All information entered above is correct

I agree

Continue

When you get down to the course selection screen you will see this:

Advanced Options:

Advanced

Code	Course	Course Instance	Fee	Select
BSB30115	Certificate III in Business	Auspice Test School	\$250.00	Select >

Showing 1 to 1 of 1 entries

Previous **1** Next

You will only see courses that have been configured to your agreement, so in many cases you might only see one.

The price will be listed per student, click the 'Select' button to continue.

Once a course is selected, you will need to let us know if there are any credit transfers.

If a student does have credit transfers you must upload supporting evidence in the next step.

Credit Transfer: !

Credit Transfer



If you select Yes, please upload a statement of attainment in the next step. If there is no Statement of Attainment we cannot credit transfer any units.

Do you agree?

Save

The document upload tab is broken up into 2 sections:

- Enrolment Documents; and
- Statement of Attainment

To upload a document, please select “choose file” and navigate to the file location on your computer.

Once you have selected the file, please select “Upload or Update” and it should look like the picture on the right.

! You are required to upload 1 points of documentation / evidence.
You currently have 0/1

[Continue](#)

Enrolment Documents

Point Value:
1

Details:

Attach File:
 Seal Only.jpg

[Upload or Update](#)

Statement of Attainment

✓ You are required to upload 1 points of documentation / evidence.
You currently have 1/1

[Continue](#)

Enrolment Documents

Point Value:
1

Details:

Current Files:
File Name
Seal Only.jpg

Attach File:
 No file chosen

Once all documents have been uploaded, select the 'continue' button to go to the next menu.

Here you will have 3 fields to select, in most cases we will remove the options that are not applicable to your agreement.

So, you may only see one option for each selection:

Study Reason National: !

Study Reason National ▼ ⓘ

National Funding Source:

National Funding Source ▼

Funding Source State: !

Funding Source State ▼

Save

Select 'Save' to continue.

In the final Steps you can view the course outline and payment details.

Please be sure to assign the school as the payer for invoice creation:

Course: Certificate III in Business

Course Outline

Course Outline

Enrolment Details

Course Instance:

Auspice Test School

Student:

Captain Test

Payer:

School Admin ▼ i

Or Add New Payer i

Date(s):

01/02/18 - 30/04/19

There is also our agreement at the bottom of the page.

I am aware of the material and equipment that I must have/provide to complete this qualification. I am aware that the course usually takes 6 – 12 months, 2 – 4 terms or 1-2 semesters to complete.

I am aware that in the event that Aurora Training Institute cancels a course, I will be offered either equal course, equal qualification or a refund. I am aware that the Student Handbook is located at www.aurora.edu.au which includes:

- Student support services
- Complaints and appeals
- Access and equity issues
- Refunds
- Privacy policy

I acknowledge that TEST High School has consent to enrol this student in this course and are acting on the parent/caregiver's behalf

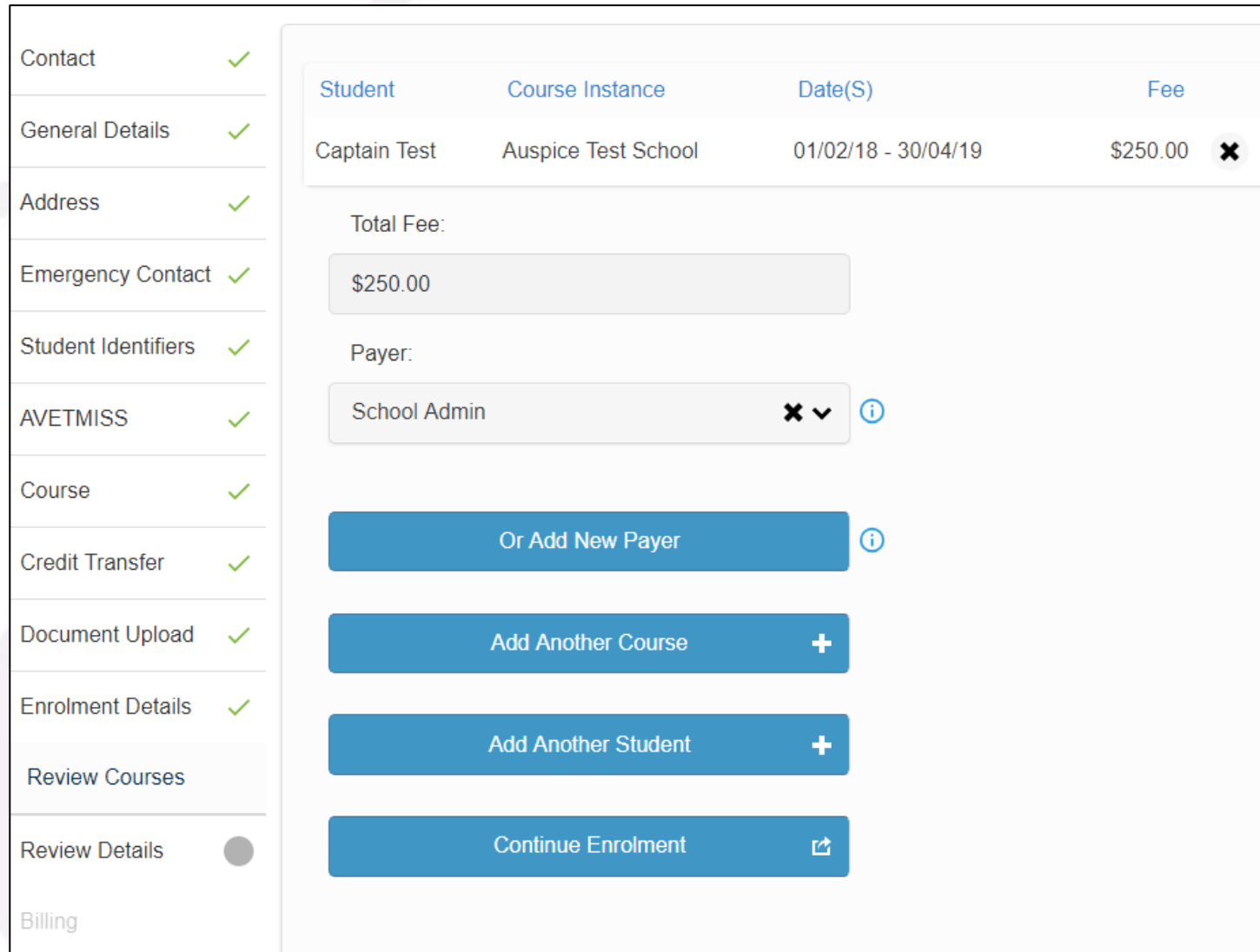
Do you agree?

Continue Enrolment



You will then be able to see an overview of the enrolment and payment details before completing the enrolment process.

Please make sure all tabs have green ticks next to them and select 'Continue Enrolment'



Student	Course Instance	Date(S)	Fee
Captain Test	Auspice Test School	01/02/18 - 30/04/19	\$250.00 ✕

Total Fee:
\$250.00

Payer:
School Admin ✕ ⓘ

Or Add New Payer ⓘ

Add Another Course +

Add Another Student +

Continue Enrolment ↗

Agree to the final step and select 'Enrol Tentatively'.

Contact ✓

General Details ✓

Address ✓

Emergency Contact ✓

Student Identifiers ✓

AVETMISS ✓

Course ✓

Credit Transfer ✓

Document Upload ✓

Enrolment Details ✓

Review Courses

Review Details ●

Billing

i Please double check student name and agree to below terms.

Payer:

School Admin

Fee:

\$250.00

I agree to the listed price to be invoiced to us.

I agree

Enrol Tentatively

The enrolment will now go through to our Admissions Team to finalise.