

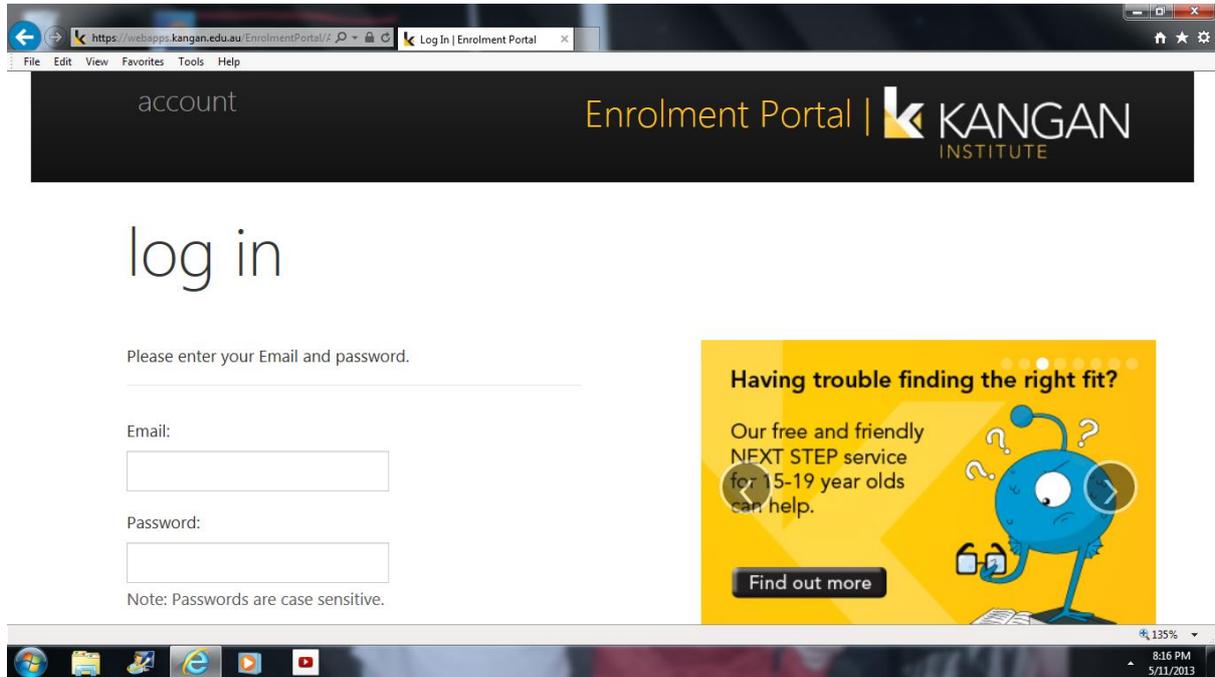
Kangan Application & Enrolment Portal – Direct Input Instructions

Screen One

Login via: <https://webapps.kangan.edu.au/EnrolmentPortal/>

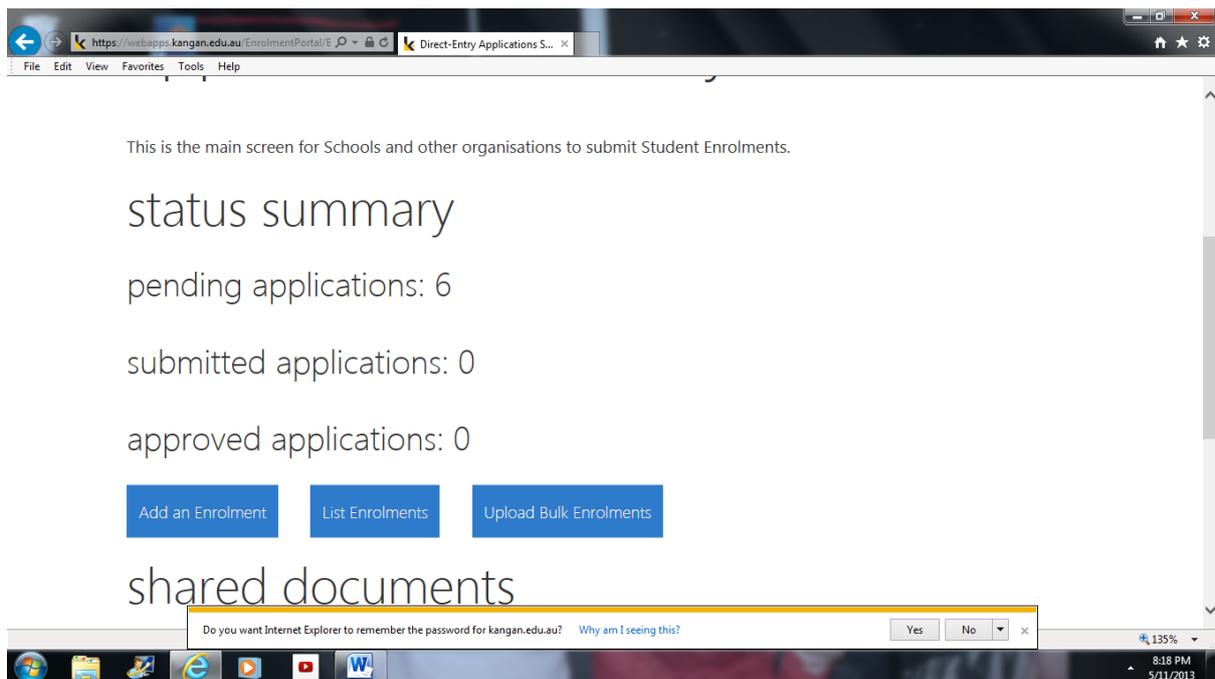
Using the username and password provided by Kangan Institute.

If you have forgotten your details then click on forgotten password and use your school email address as the username/email.



Screen Two

TO UPLOAD INDIVIDUAL STUDENTS - Click on Add an Enrolment for an individual student.



Screen Three

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Complete all details then click Next.

If students do not have a Kangan ID number then please leave blank. Student ID can be any letter/number combination.

The screenshot shows a web browser window with the URL <https://webapps.kangan.edu.au/EnrolmentPortal/>. The page title is "online enrolment" and the user is logged in as "gargent@kangan.edu.au". The breadcrumb trail is "Your Details >> Course Details >> Eligibility Check >> Attach Files >> Review and Submit". The form is divided into several sections: "Personal Details" (School Student Code, Title, Given Names, Surname, Date of Birth, Gender, KID Number, National Student Number), "Address Details" (Number and Street, Suburb, State, Country, Postcode), "Contact Details" (Mobile Phone, Home Phone, Web Phone, Email Address), and "Other Details" (Language spoken at home, English speaking background, Born in Australia, Australian citizen/resident, Disability support options). Navigation buttons for "Previous" and "Next" are visible at the bottom of the form.

Screen Four

Select appropriate course and session with each day/timeslot listed separately.

The screenshot shows the "Course and Session Selection" step of the enrolment process. The breadcrumb trail is "Your Details >> Course Details >> Eligibility Check >> Attach Files >> Review and Submit". The section title is "Course and Session Selection" and a note states "These Sessions have been specifically set up for VET in Schools applicants." The "Course" dropdown is set to "22216VC - CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY) PR" and the "Session" dropdown is set to "W-87BVE1S1W - 1st Year, Wed - All Day (64 places available)". Below the dropdowns, "Session Details" are listed: "Broadmeadows", "Campus: Broadmeadows", "Enrolments Open: 21/10/2013", "Enrolments Close: 01/12/2013", "Session Starts: 12/02/2014", "Session Ends: 06/11/2014", and "Remaining Places: 64". Navigation buttons for "Previous" and "Next" are visible at the bottom of the form.

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Screen Five

Complete all details then click Next

The screenshot shows a web browser window with the URL <https://webapps.kangan.edu.au/EnrolmentPortal/C...> and the page title "Online Enrolment". The navigation bar includes "home", "enrolments*", and "account*", along with the "Enrolment Portal | KANGAN INSTITUTE" logo. The user is logged in as "gargent@kangan.edu.au" from "Kangan Institute Primary School".

The main content area is titled "online enrolment" with a reference number "OA-30472-A2013". A progress bar shows the following steps: "Your Details >> Course Details >> Eligibility Check >> Attach Files >> Review and Submit".

The "Eligibility Check" section contains the following form fields:

- Question: "What is the Highest Level you have Successfully COMPLETED at Secondary School in Australia?"
Dropdown menu: "Year 10"
- Question: "In which year did you complete that school level?"
Text input: "2013"
- Question: "Which of the following best describes your Employment Status?"
Dropdown menu: "Unemployed - not seeking employment"

Navigation buttons: "Previous" (left arrow) and "Next" (right arrow).

Screen Six

This screen can be skipped, no details need to be uploaded. Click next.

The screenshot shows the "Attach Documents" screen in the Kangan Enrolment Portal. The browser window title is "Online Enrolment | Enrolme...". The navigation bar and user information are the same as in Screen Five.

The main content area is titled "online enrolment" with the same reference number. The progress bar shows: "Your Details >> Course Details >> Eligibility Check >> Attach Files >> Review and Submit".

The "Attach Documents" section includes:

- Text: "You can attach some of the required documents if you have them on hand to help speed up the Enrolment process."
- Note: "You must still bring these documents with you (for visual sighting) when finalising your enrolment."
- Form fields:
 - File: [] [Browse...]
 - Text: "Please do not exceed approximately 4MB per attachment."
 - Document Type: "Proof of Identity" (dropdown menu)
 - [Upload]

Navigation buttons: "Previous" (left arrow) and "Next" (right arrow).

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Screen Seven

Check that all details are correct and then click the acknowledgment box. Press submit.

The screenshot shows a web browser window with the URL <https://webapps.kangan.edu.au/EnrolmentPortal/C>. The page title is "online enrolment" with a reference number OA-30472-A2013. The user is logged in as gargent@kangan.edu.au. A breadcrumb trail shows: Your Details >> Course Details >> Eligibility Check >> Attach Files >> Review and Submit. The "enrolment summary" section contains the following details: Reference Number: OA-30472-A2013; Name: Mr ARGENT, Garry; Date of Birth: 26/07/1972; Course: CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY) PRE- APPRENTICESHIP - 22216VIC; Session: V-8TPVETISLW - 12-Feb-2014 to 06-Nov-2014, Broadmeadows Campus; Address: Pearceade Parade, Broadmeadows VIC 3340; Contact: gargent@kangan.edu.au, 0400000000 (M), 97400000 (H); Home Language: English. Below this is a "representative declaration" section with a text box containing: "I declare that I am the authorised representative of the school/business and have sought permission from the listed applicants to upload their application information to this portal. I have also sought parental/guardian permission for applicants under the age of 18." There are two checkboxes: one checked for "I acknowledge and agree to the terms and conditions above." and one unchecked for "I would like to hear from Kangan Institute and its partners about products and services." At the bottom, there are "Previous" and "Submit" buttons with navigation icons. The Windows taskbar at the bottom shows the time as 8:24 PM on 5/11/2013.

Screen 1

TO BULK UPLOAD STUDENTS: Click on the “Upload Bulk Enrolments” tab.

The screenshot shows a web browser window with the URL <https://webapps.kangan.edu.au/EnrolmentPortal/E>. The page title is "Direct-Entry Applications Summary". The main content area displays: "This is the main screen for Schools and other organisations to submit Student Enrolments." followed by "status summary". Below this, the following statistics are shown: pending applications: 6, submitted applications: 0, and approved applications: 0. There are three blue buttons: "Add an Enrolment", "List Enrolments", and "Upload Bulk Enrolments". Below the buttons is the heading "shared documents". A small dialog box at the bottom asks: "Do you want Internet Explorer to remember the password for kangan.edu.au? Why am I seeing this?" with "Yes", "No", and "x" buttons. The Windows taskbar at the bottom shows the time as 8:18 PM on 5/11/2013.

Screen 2

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Select a course and session using the drop down arrows. Upload your pre populated excel file by selecting the browse button. Select the Go button. Each field on the spreadsheet MUST be completed correctly to avoid any error messages.

Please check if there are any error messages which will be displayed under the Go button. Amend the original file and individual data records in the excel spread sheet to remove suggested errors and repeat the bulk upload process. Records with errors may appear. Please check pending enrolments. To see all records, please refresh your screen. (Top tool bar)

The screenshot shows the 'enrolment upload' page. At the top, there is a 'Course / Session Selection' section with two dropdown menus for 'Course' and 'Session', both currently showing 'Please select a Course' and 'Please select a Session' respectively. Below this is a timestamp '2016/08/17 03:47:39' and 'Session Details'. The 'File Upload' section contains an 'Upload Enrolments:' label, a file selection area with a 'Browse...' button, and a note 'Approximate upper file size limit: 4.0 mb'. A prominent blue 'Go' button is located below the file selection area. At the bottom of the form are two buttons: 'Return to Summary' and 'List Enrolments'.

Screen Eight

Once the file has been uploaded you will need to click on 'List Enrolments' this will show what has been uploaded for your school. A student's name will be shown under 'Pending'. You then need to TICK the "I declare.." box and press 'submit' for each application. The students will then be in the 'submitted' area meaning the application has been successfully accepted.

Once approved by Kangan Institute the students will then appear as 'approved applications'.

The screenshot shows a web browser window displaying the 'direct-entry applications summary' page on the Kangan Institute Enrolment Portal. The browser's address bar shows the URL 'https://webapps.kangan.edu.au/EnrolmentPortal/E...'. The page header includes navigation links for 'home', 'enrolments', and 'account', along with the 'Enrolment Portal' and 'KANGAN INSTITUTE' logos. The user is logged in as 'gargent@kangan.edu.au' from 'Kangan Institute Primary School'. The main content area displays the following statistics: 'status summary', 'pending applications: 6', 'submitted applications: 1', and 'approved applications: 0'. Below these statistics are three buttons: 'Add an Enrolment', 'List Enrolments', and 'Upload Bulk Enrolments'. The page also features a 'shared documents' section with a link to 'VETIS Instructions V1' and a note about basic instructions and a last modified date of '23/10/2013 10:46AM'. The Windows taskbar at the bottom shows the system clock as 8:25 PM on 5/11/2013.

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pending

Before submitting applications, you need to indicate your acknowledgement and agreement with the terms and conditions by ticking the box below:

representative declaration

I declare that I am the authorised representative of the school/business and have sought permission from the listed applicants to upload their application information to this portal. I have also sought parental/guardian permission for applicants under the age of 18.

	Reference No.	Session Information	Student Code	Given Names	Surname	KI Stud. Number	Created On
Edit Submit Delete	OA-55397-R2014	V-AHVET1AM - 1st Year, Wed - AM	AAA1110	John	Doe		28/10/2014

If you have any questions, don't hesitate to contact the VETIS office on 9249 2429 or vetinschools@kangan.edu.au