QUICK REFERENCE GUIDE

How to Enrol in an ‘Enrol Now’ Course

Step 1
• Log into TAFE Illawarra at www.illawarra.tafensw.edu.au

Step 2
• Enter either a course name or number in the ‘Find a course’ field and select 'search'

Step 3
• The course and locations where it is offered will appear: click on the location where you wish to study

Step 4
• An 'Enrol Now' button will display below the class start date: click on the ‘Enrol Now’ button

Step 5
• You will be asked if you are a previous student of TAFE: if you are a previous student and know your username and password, select 'yes' and enter your username and password and click 'continue' otherwise select 'no' from the dropdown menu and click 'continue'
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Step 6
• Complete your 'Personal Details' providing an email address and contact number if possible

Step 7
• Complete all 'Key Questions' including the declaration and click 'continue'

Step 8
• Complete the 'Statistic Details' and click 'continue'

Step 9
• The 'Summary Confirmation' page allows you to confirm your details and if correct, click 'continue'

Step 10
• The 'Acknowledgement' screen will display your DEC username and password, and will also be emailed to you providing you supplied an email address. You should make note of your username and password for future reference at this time

Step 11
• The last screen is the 'Payment' screen, displaying the various options for payment to finalise your enrolment. **NOTE:** if you wish to apply for an Exemption/Concession you will need to select the 'I wish to apply for an exemption or concession fee' option and a pop-up message will display; select 'ok'. You will need to present to your local Campus Customer Service Centre for processing.
• If you wish to apply for a third party to pay your TAFE NSW fees, you will need to select the 'Pay at college location' option and present to your local Campus Customer Service Centre for processing.