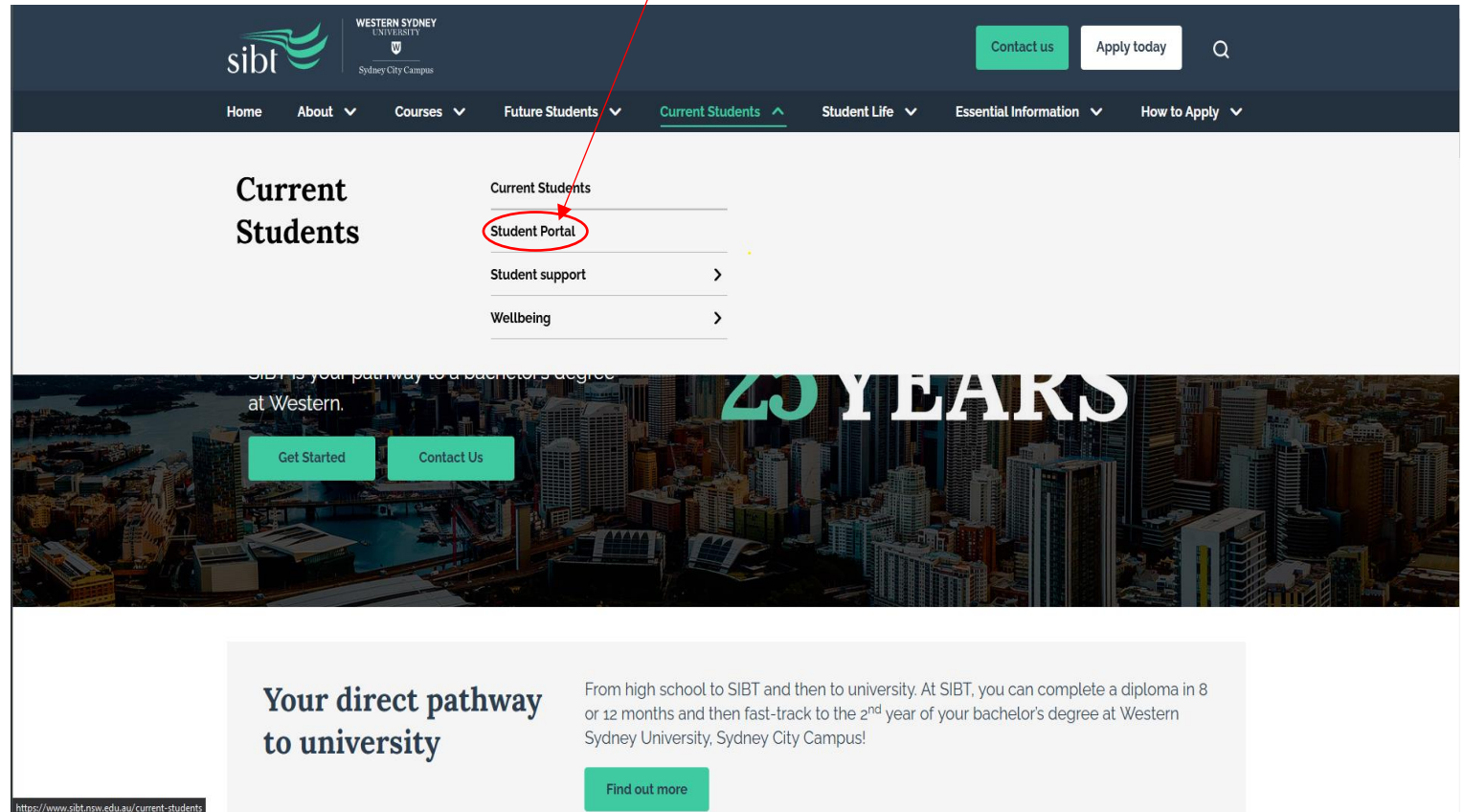


Step 1:

Go to SIBT website:
www.sibt.nsw.edu.au
and click on **Student Portal** under **Current Student**



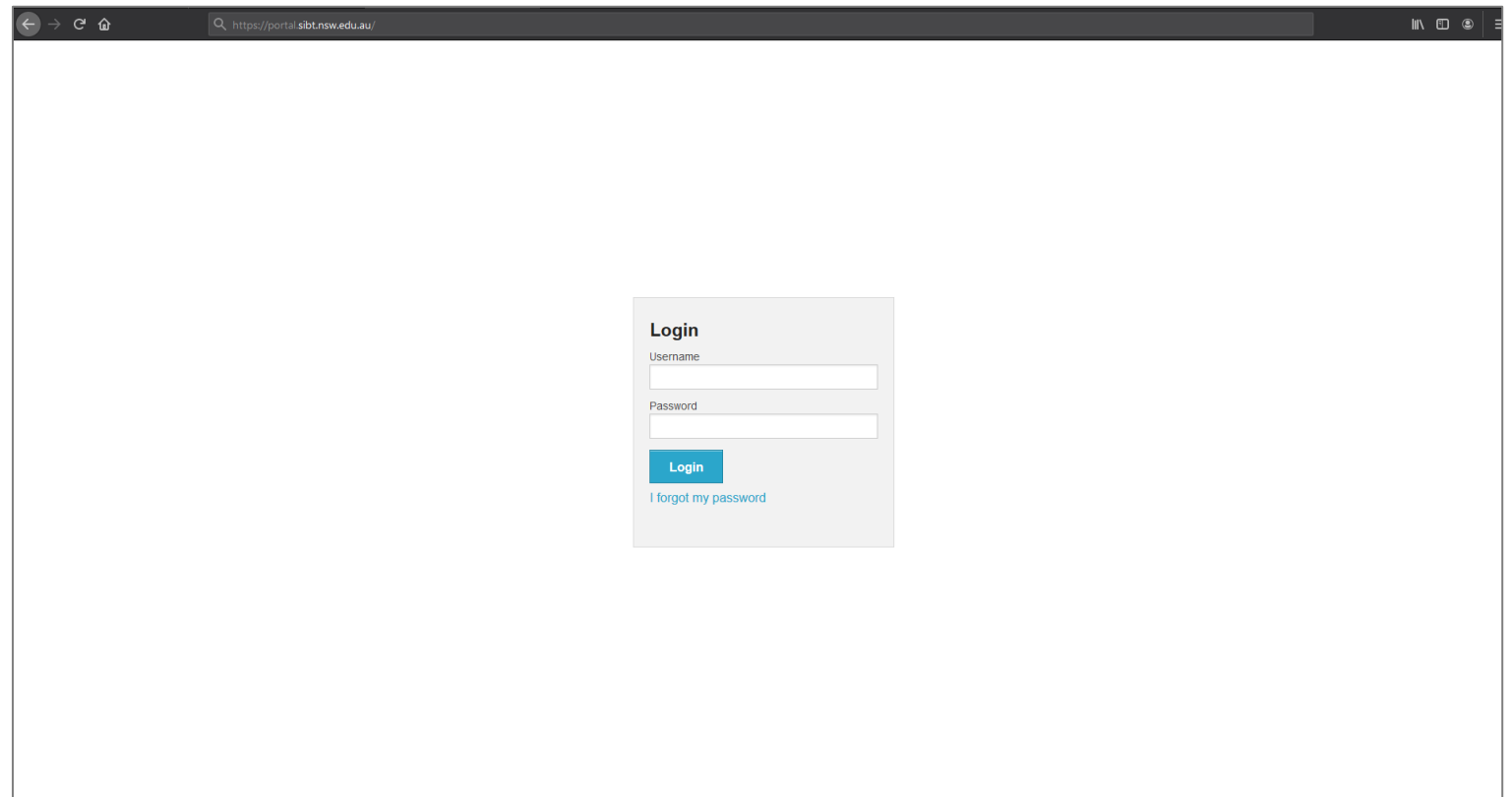
The screenshot shows the SIBT website interface. At the top, there is a dark blue header with the SIBT logo and the Western Sydney University Sydney City Campus logo. To the right of the logo are buttons for 'Contact us' and 'Apply today', and a search icon. Below the header is a navigation menu with links for 'Home', 'About', 'Courses', 'Future Students', 'Current Students' (which is highlighted with a green underline), 'Student Life', 'Essential Information', and 'How to Apply'. Below the navigation menu, the 'Current Students' section is displayed. It features a large heading 'Current Students' on the left and a list of links on the right: 'Current Students', 'Student Portal' (circled in red), 'Student support', and 'Wellbeing'. A red arrow points from the top of the page down to the 'Student Portal' link. Below this section is a banner image of a city skyline with the text '25 YEARS' and 'SIBT is your pathway to a bachelor's degree at Western.' and buttons for 'Get Started' and 'Contact Us'. At the bottom, there is a section titled 'Your direct pathway to university' with a description and a 'Find out more' button.

<https://www.sibt.nsw.edu.au/current-students>

Step 2:

Username is your
Student ID (numbers
only)

Password is your date of
birth in the format:
yyyymmdd
so 25 January 2001
becomes 20010125



The screenshot shows a web browser window with the address bar displaying "https://portal.sibt.nsw.edu.au/". The main content area is white and contains a centered login form. The form has a title "Login" in bold. Below the title are two input fields: "Username" and "Password". The "Username" field is a simple white box with a light gray border. The "Password" field is a white box with a light gray border and a small eye icon on the right side. Below the password field is a blue button with the text "Login" in white. Underneath the button is a link that says "I forgot my password" in blue text.

Step 3:

You will see the following screen asking you to update your current details, you will have to go to each tab, click edit and enter the required fields (red asterisk *****) and hit save.

The screenshot shows the sibt website interface. At the top left is the sibt logo. A navigation bar contains tabs: Personal Details, Regulatory (highlighted), Documents, Relationships, Privacy, and Contact Details. A blue banner reads "Incomplete Profile" with the subtext "You must complete your details before you can proceed." Below this is the "Regulatory Information" section, divided into "Demographics" and "Education".

Demographics

Year of arrival in this country *	<input type="text"/>
Language spoken at home *	Please select -
Australian Residency Status *	Please select -
Are you Australian Aboriginal or Torres Strait Islander *	Please select -
Tax File Number	<input type="text"/>

Education

Your highest level of education participation prior to your commencement *	Please select -
In which year did you complete that school level? *	<input type="text"/>
Have you completed the final year of secondary education? (Year 12) *	Please select -
Highest educational attainment of parent/guardian 1 *	Please select -
Highest educational attainment of parent/guardian 2 *	Please select -

Step 4:

Once all field are completed you will see the following screen, hit **Confirm Details** (as long as the information is correct). If not, do not click confirm but let us know at: admin@sibt.nsw.edu.au

sibt

Personal Details Regulatory Documents Relationships Privacy Contact Details

Review Profile

Please review your details and confirm they are up to date by selecting the 'Confirm Details' button at the bottom of any profile section.

Details Edit

Change Image

Salutation

First Name

Last Name

Middle Name

Localised Name

Preferred Name

Gender

Birthday

Birth Country

Preferred Language

Enrolment Policies

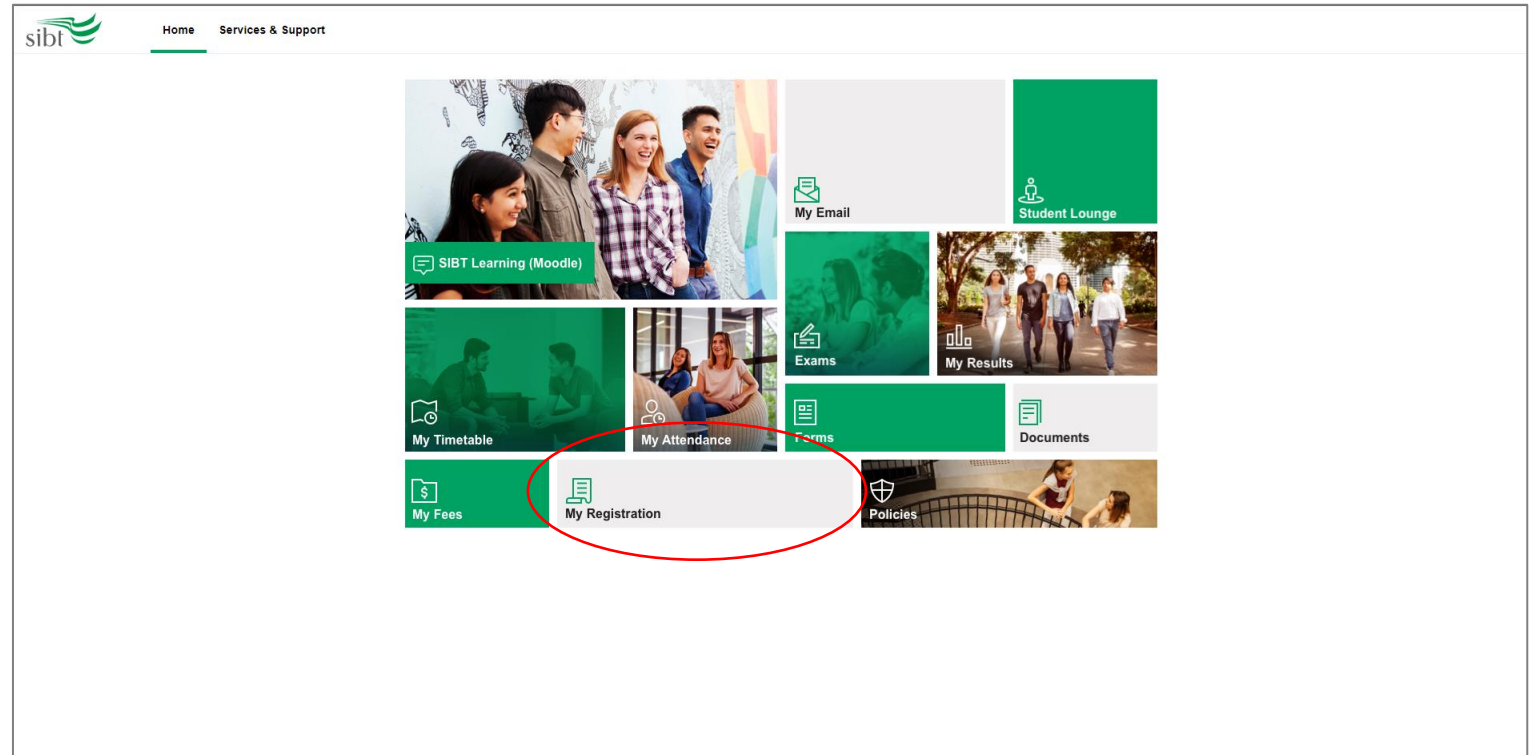
Policy name	Number	Active From	Active To

You must confirm that your details are complete and up to date before you can proceed.

Confirm Details

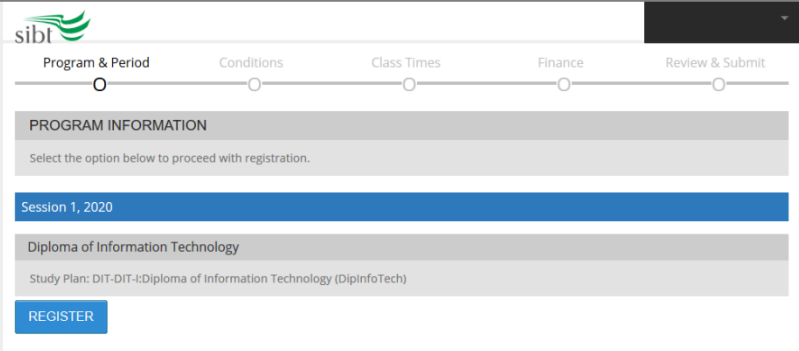
Step 5:

You will see the screen on the right.
To register for your module(s) go to **My Registration**



Step 6:

You will see the screen on the right.
Please **ensure** that the Program Name is correct, if that is not the case then let us know asap.
If the program is correct the hit **Register**.



The screenshot shows a registration interface for sibt. At the top, there is a progress bar with five steps: Program & Period, Conditions, Class Times, Finance, and Review & Submit. The first step, Program & Period, is currently active. Below the progress bar, the page is titled "PROGRAM INFORMATION" and contains the instruction "Select the option below to proceed with registration." There are two main options: "Session 1, 2020" (highlighted in blue) and "Diploma of Information Technology". Under the "Diploma of Information Technology" option, the "Study Plan" is listed as "DIT-DIT-I: Diploma of Information Technology (DipInfoTech)". A blue "REGISTER" button is located at the bottom left of the form area.

axis © Navitas - Axis 2020 All rights reserved.

Step 7:

The screen on right will vary depending on the Program and any condition that you may have.

The information in purple boxes signifies the required module(s) you must register.

If class time is clashing or is full then you will need to contact timetabling team at:

academicsupport@
sibt.nsw.edu.au

The screenshot displays the SIBT registration interface for a 'Diploma of Information Technology' program. The progress bar indicates that the 'Program & Period' and 'Conditions' steps are complete, while 'Class Times', 'Finance', and 'Review & Submit' are pending. The program details show that 0 out of 6 Core Modules, 0 out of 2 Elective Modules, and 0 Optional Modules have been completed. A purple box highlights the required modules: COMM103 Writing and Research for Science and Engineering, ITEC101 Principles of Business Information Systems, and ITEC102 Introduction to Programming. The 'Core Modules' table lists these three modules with a 25.0% load and a charge of \$3,370.00 each. The 'Elective Modules' table lists two modules: ENGN100 Fundamentals of Digital Technology and Design, and MATH102 Introduction to Statistics, both with a 25.0% load and a charge of \$3,370.00. The 'Optional Modules' table is currently empty. The 'Study Load' section shows a minimum of 75% and a maximum of 100%, with a progress bar at 0%. The 'Finances' section shows an opening balance of \$16,870.00, selected modules of \$0.00, and a due now amount of \$0.00. Error messages indicate that the user must register in COMM103, ITEC101, and ITEC102 before proceeding.

Program & Period **Conditions** **Class Times** **Finance** **Review & Submit**

Diploma of Information Technology
Study Plan: DIT-DIT-I:Diploma of Information Technology (DiplInfoTech)

You have completed

- 0 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

This is the list of modules that you are required to take:

- COMM103 Writing and Research for Science and Engineering
- ITEC101 Principles of Business Information Systems
- ITEC102 Introduction to Programming

Core Modules **HIDE**

Available modules	Load	Charge	HIDE
COMM103 Writing and Research for Science and Engineering	25.0%	\$3,370.00	+
ITEC101 Principles of Business Information Systems	25.0%	\$3,370.00	+
ITEC102 Introduction to Programming	25.0%	\$3,370.00	+
COMM108 Digital Media Principles	25.0%	\$3,370.00	+
Unavailable Modules	Load	Charge	SHOW

Elective Modules **HIDE**

Available modules	Load	Charge	HIDE
ENGN100 Fundamentals of Digital Technology and Design	25.0%	\$3,370.00	+
MATH102 Introduction to Statistics	25.0%	\$3,370.00	+
Unavailable Modules	Load	Charge	SHOW

Optional Modules **HIDE**

Available modules	Load	Charge	HIDE
-------------------	------	--------	------

Study Load

Minimum	75%
Maximum	100%
	0%

Finances

Opening Balance	\$16,870.00
Selected Modules	\$0.00
Due Now	\$0.00

BACK **NEXT**

The following issues must be resolved before you can proceed:

- ✖ You must register in COMM103 before you can continue.
- ✖ You must register in ITEC101 before you can continue.
- ✖ You must register in ITEC102 before you can continue.

THINGS TO NOTE

The information in **orange** box tells you the core and elected modules for your program (the numbers will vary). You will have to complete the required number of modules to graduate.

The information in **purple** box tells you how many maximum and minimum modules you need to register. 1 module = 25%

The screenshot shows the SIBT registration system interface for the Diploma of Information Technology program. The progress bar indicates that the 'Program & Period' and 'Conditions' steps are completed, while 'Class Times', 'Finance', and 'Review & Submit' are not. The main content area displays the program details and a list of modules. An orange box highlights the completion status of modules, and a purple box highlights the study load requirements.

Diploma of Information Technology
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Core Modules				HIDE
Available modules	Load	Charge		HIDE
COMM108 Digital Media Principles	25.0%	\$3,370.00	+	
ITEC103 Introduction to Software Design	25.0%	\$3,370.00	▲	
Completed Modules				SHOW

Elective Modules		HIDE	
Available modules	Load	Charge	HIDE

The following issues must be resolved before you can proceed:

- ✘ COMM103: Registration for this module has not been completed.
- ✘ ITEC101: Registration for this module has not been completed.
- ✘ ITEC102: Registration for this module has not been completed.

Study Load	
Minimum	75%
Maximum	100%
	0%

Step 8:

Please do note that each module will have more than 1 activity type that you will need to be selected, if the **Hide** column turns blue (top picture) then you will need to click on that module and select all activities, ensuring each activity has one green row (bottom image). Once all activities are selected you will get a **message** (bottom image)

The screenshot shows the 'SIBT Foundation Program - Standard' registration page. The progress bar indicates that the 'Program & Period' and 'Conditions' steps are complete, while 'Class Times', 'Finance', and 'Review & Submit' are not. A warning message states: 'The following issues must be resolved before you can proceed: * FNDH023: Registration for this module has not been completed.' Below this, the 'Study Load' section shows a progress bar at 75%. The 'Finances' section shows an opening balance of \$0.00 and selected modules of \$0.00.

The screenshot shows the 'Register Your Classes' interface for 'FNDH023 Essential Mathematics'. It displays two class options: 'Lecture' and 'Tutorial'. Each class has a table with columns for 'Teacher' and 'Room & Times'. The 'Lecture' class is currently selected, and its 'Hide' column is blue. The 'Tutorial' class is also selected, and its 'Hide' column is blue. A confirmation message is displayed at the bottom, stating: 'Registration Completed. You have completed registration for this module.' The message is circled in red.

Register Your Classes	
FNDH023 Essential Mathematics	
Select a class: Lecture	
Teacher	Room & Times
Krishnamurthy RAMANATHAN	Class 2 - Room 2.13 (CITY) Mon 1:30pm to 3:30pm
Select a class: Tutorial	
Teacher	Room & Times
Krishnamurthy RAMANATHAN	Class 2 - Room 2.13 (CITY) Mon 3:30pm to 5:30pm

THINGS TO NOTE

If an activity's time is clashing with another activity, it will be shown as a **triangle** with an exclamation mark. If the other group is available, then you can select that (red circle).

If the group is full then you will see a red cross, for this choose another group if available.

Register Your Classes	
COMM108 Digital Media Principles	
Select a class: Lecture	
Teacher	Room & Times
Tracy MILES	Class 1 - Room 4.05 (CITY) Tue 2:30pm to 4:30pm
Clash with Module COMM103 Tutorial Class 1	
CLOSE	
Tracy MILES	Class 2 - Room 2.21 (CITY) Wed 4:30pm to 6:30pm
Select a class: Workshop	
Teacher	Room & Times
Tracy MILES	Class 1 - Room 4.05 (CITY) Tue 4:30pm to 6:30pm
Workshop is full, please choose another or try again later.	
CLOSE	
Tracy MILES	Class 2 - Room 2.21 (CITY) Wed 6:30pm to 8:30pm

If class time is clashing or is full then you will need to contact timetabling team at:
academicsupport@sibt.nsw.edu.au

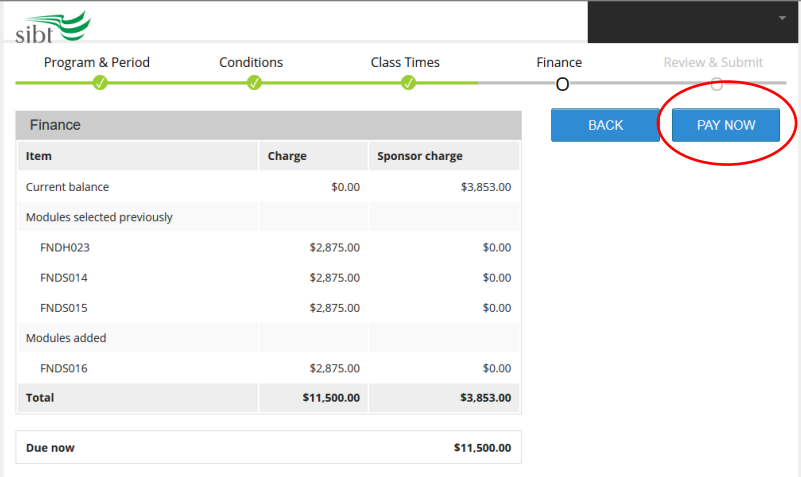
Step 9:

Once you have selected your module(s) click **Next** and follow the prompts until you complete your registration.

If you need to pay additional fee, this can be paid during this step by clicking **Pay Now** after clicking **Next** above.

Currently we only accept Visa and MasterCard.

Once payment has gone through click **Finalise** and then **Exit**.



The screenshot shows the 'Finance' step of a registration process. At the top, there is a progress bar with five steps: 'Program & Period', 'Conditions', 'Class Times', 'Finance', and 'Review & Submit'. The 'Finance' step is currently active. Below the progress bar, there is a table with the following data:

Item	Charge	Sponsor charge
Current balance	\$0.00	\$3,853.00
Modules selected previously		
FNDH023	\$2,875.00	\$0.00
FND5014	\$2,875.00	\$0.00
FND5015	\$2,875.00	\$0.00
Modules added		
FND5016	\$2,875.00	\$0.00
Total	\$11,500.00	\$3,853.00
Due now		\$11,500.00

At the bottom of the table, there is a 'Due now' row showing a total of \$11,500.00. To the right of the table, there are two buttons: 'BACK' and 'PAY NOW'. The 'PAY NOW' button is circled in red. At the bottom of the page, there is a logo for 'axis' and the text '© Navitas - Axis 2020 All rights reserved.'

HOW TO UPDATE CURRENT REGISTERED MODULE'S TIME

To update your timetable, follow steps 1, 2, 5 & 6. The click on the module you want to update, the Edit class times (bottom image).

Once you have selected the new time, click next and then Finalise.

sibt

Program & Period Conditions **Class Times**

Diploma of Information Technology
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Core Modules HIDE

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles	25.0%	\$3,370.00	+
ITEC103 Introduction to Software Design	25.0%	\$3,370.00	-

Unavailable Modules Load Charge SHOW

Completed Modules Load Charge SHOW

sibt

Program & Period Conditions **Class Times**

Diploma of Information Technology
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Core Modules HIDE

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles			
ITEC103 Introduction to Software Design			

Unavailable Modules Load Charge SHOW

Completed Modules Load Charge SHOW

ITEC103 ✕

What would you like to do?

Unenrol module **Edit class times**

HOW TO CANCEL AND CHOOSE ANOTHER MODULE

To cancel a current register module and choose a new one, follow steps 1, 2, 5 & 6. The click on the module you want to cancel, the Unenrol module (bottom image). After this choose the module you want to register for (ensure all activities are selected). Then click Next and then Finalise.

sibt

Program & Period ✓ Conditions ✓ Class Times ○

Diploma of Information Technology
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Core Modules HIDE

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles	25.0%	\$3,370.00	+
ITEC103 Introduction to Software Design	25.0%	\$3,370.00	-

Unavailable Modules Load Charge SHOW

Completed Modules Load Charge SHOW

sibt

Program & Period ✓ Conditions ✓ Class Times ○

Diploma of Information Technology
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Core Modules HIDE

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles			
ITEC103 Introduction to Software Design			

Unavailable Modules Load Charge SHOW

Completed Modules Load Charge SHOW

ITEC103 What would you like to do?

Unenrol module Edit class times