AUSTRALIAN COLLEGE OF
BUSINESS AND ACCOUNTING

New Learner Enrolment

1. View the website of the desired college– eg: www.acoba.com.au
   1.1. View the courses available under the Courses drop-down menu
      1.1.1.1. This section displays all course information including upfront payment for the course

2. Select which course you wish to undertake and select View More
   2.1. This section allows you to chose either upfront payment or payment plan option
   2.2. Scroll down the page to find detailed information regarding the course:
      2.2.1. Course Description
      2.2.2. Industry Requirements
      2.2.3. Course units – Core & Electives

3. Select which payment option you wish to make and select the Enrol Now/Sign Up Now button to make payment for the course.

4. You will be directed to the Selected Courses page where you can update their cart or Proceed to Checkout

5. When you select Proceed to Checkout you will complete payment fields:
   5.1. Student Details
      5.1.1. You must be Australian Citizen, Permanent Resident or have unrestricted study rights
      5.1.2. You must complete all fields with a red *
   5.2. Your Order
      5.2.1. Check course details and amounts to pay
   5.3. Payment
      5.3.1. Input credit card details – if not under your name you must download Authorisation form
   5.4. Click on Sign Up Now to finalise payment
   5.5. Receipt of payment will be forwarded to your email address

6. You will be directed to a new page once payment is complete and click on the Proceed to Enrolment button to complete the Enrolment Forms
   6.1. Input the relevant information under each section of enrolment form:
       6.1.1. Student Identification
       6.1.2. Enrolment Part 1, 2, 3
       6.1.3. LLN – Literacy, Language and Numeracy
       6.1.4. Enrolment Agreement & Privacy
   6.2. Once all sections are complete the learn will select Submit
   6.3. You will be directed to a Thank You page on completion

7. Once your information has been processed:
   7.1. Emails will be sent to you, if more information is required to complete processing stage
   7.2. The enrolment team will send you a Welcome email
   7.3. You will receive your Login Details

8. Use the Login Details email to login to the appropriate LMS
   8.1. Your username and password are within the email

9. If your is studying via distance mode, you will receive the distance email providing information regarding their workbooks

10. Once you have completed the theory assessments, you will be issued units as required