View your RMIT enrolment details online

All students can view their enrolment details using the Enrolment Online application, either via the Academic History menu or the Enrolment page. For more information about using the Academic History menu, refer to the “Results” guide available on the website at: www.rmit.edu.au/academic-registrar/enrolment_online

The following steps will allow students in designated Enrolment Online programs* to view and print a statement of enrolment, as displayed on the Enrolment page.

1. Visit the Enrolment Online website at: https://enrol.rmit.edu.au

2. Type your Username and Password into the Login box and click the Login button

   Username - This is your student number with an “S” added to the start and any letters removed from the end
   Password - Your initial NDS password is your date of birth in the format: YYYYMMDD

3. Click the Enrolment menu option on the left hand side of the screen.

   This will take you to the Enrolment page, which displays the program/s and terms/semesters in which you are currently enrolled.
4. On the Enrolment page, click the Continue button next to each program name and term/semester. This will take you to the Enrolment tab, with details of your current enrolment, listed by course.

![Enrolment tab with course details]

5. Use the Print button at the top of the screen to open a printer-friendly statement of your enrolment details. Use the print function in your browser (e.g. Internet Explorer) to print this page.

Repeat the process above to view and print a statement of enrolment for all terms/semesters.

Students are advised to keep a printed copy of their enrolment details for their records. If required, you may obtain an official Confirmation of Enrolment (CoE) statement by clicking the Request CoE button on the Enrolment tab in Enrolment Online. A hard-copy CoE will then be sent to your mailing address. However, students may only request one official CoE per enrolment period using the online function. If extra copies are required, e.g. for Centrelink purposes, contact the Hub on campus.

**Note:** Not all students will have access to every function in the Enrolment Online application. You will be notified when these options become available.

* The majority of RMIT programs are designated Enrolment Online programs, but some programs still require students to enrol on campus. To check if your program is included in Enrolment Online, please check your Program Summary at: [www.rmit.edu.au/academic-registrar/enrolment_online](http://www.rmit.edu.au/academic-registrar/enrolment_online) or contact your school.