

## Swinburne Commons

### Transcript

Title: Accept your offer

Author: Student Administration and Library Services

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Audio/video available from: <http://commons.swinburne.edu.au>



[MUSIC PLAYING]

PRESENTER: First, open the attached offer letter. Once you have gathered all the required information from Step 1 of your offer letter, move to Step 2. It's time to accept your offer. If you have forgotten your password, or this is the first time you are logging in to the student portal use this hyperlink to get yourself set up first. Then click the 'Log in to My Offer' hyperlink.

You will be directed to the student portal. Enter your student ID. Enter your password. Click 'Log in'.

If this is the first time you are logging into your Swinburne account you will be prompted to change your password. Once completed, click 'Save Changes'.

Go to the 'Offers' tab. If there are multiple offers displayed, look in the 'Title' and 'Description' columns to find the course you want to accept. The 'Offer Status' column indicates if you have responded to the offer. The 'Offer Lapse Date' column indicates the last date you can accept your offer. Please also note the 'Conditions' column. If this column displays a 'Yes', refer to your offer letter for details of these conditions. You will still be able to accept your offer, and once the conditions of the offer have been met, you can start enrolling in units.

Once you have found the desired course, click 'Respond to offer'. Review the details of your offer. Then click 'Accept'. The green box will display that you have successfully accepted your offer.

If there were conditions attached to your offer you will need to fulfil these conditions before you can start enrolling. If there were no conditions attached to your offer, you are ready to go to the 'My Enrolments' tab and accept the Swinburne terms and conditions.

[MUSIC PLAYING]