QUICK REFERENCE GUIDE
How to Enrol in an ‘Enrol Now’ Course

Step 1
• Log into TAFE Illawarra at [www.illawarra.tafensw.edu.au](http://www.illawarra.tafensw.edu.au)

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

Step 3
• The course and locations where the course is being offered will display.
• 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.
• You will be taken to another screen displaying relevant course information.
• Click on the 'Enrol Now' button at the bottom of the page.

Step 5
• You will be asked if you are a previous student of TAFE NSW: if you are a previous student and know your DEC username and password, select 'yes' and enter your DEC 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’ including validating your address and accepting the validation. If your postal and residential address is the same, select ‘same as residential address’ 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
• You will be taken to the ‘Summary Confirmation’ page. This allows you to confirm your details and if correct, click ‘continue’.

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

Step 11
• The last screen is the ‘Payment’ screen, displaying the various options available for payment to finalise your enrolment. You must select a payment option.
• 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 then need to attend your local Campus Customer Service Centre for processing and finalising your enrolment.
• Please note: Your enrolment in the course is not complete until you have finalised your TAFE NSW fees. You cannot attend classes until your enrolment is finalised.
• If a third party is paying your TAFE NSW fees, you will need to select the ‘Pay at college location’ option and attend your local Campus Customer Service Centre for processing.