HOWTO: Enrol into a Course

SUMMARY

This document describes how users can enrol into a course.

INSTRUCTIONS

1. When you have found the course you want to enrol in, click on the Click here to see Booking Details link.

2. Additional information fields appear.

3. To enrol, click on the Enrol button.

4. A confirmation pop up box appears. By selecting OK, you are confirming that you have approval by the Principal/Manager to enrol into the course.

5. Click OK to enrol, click on Cancel if you need to seek approval first.

6. A summary of the course information will then appear and the enrolment process is complete.
MORE INFORMATION

If you require any further assistance, please do not hesitate in contacting the Service Desk on 07 3033 7777 or via email at help@bne.catholic.edu.au

REFERENCES

All iLearn Users