


## Student Subject Enrolment via Paradigm

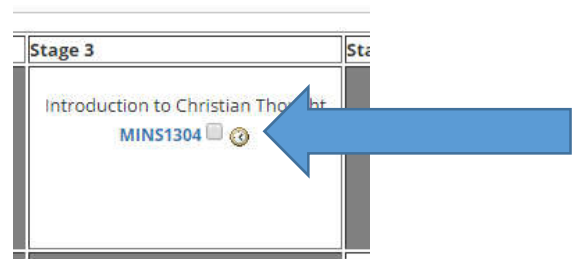
Please view the timetable for your home campus prior enrolling.

1. Go to the ACD website and Click on the button on the front page called Student Management System Login.

A blue rectangular button with white text that reads "Student Management System - Login".

2. Login into the System with your Username and Password. Your Username is your Student number and your password is: First Letter of Surname capitalised and date of birth in 01012018 format unless you have changed it. If you have and can't remember it please contact ACD student services to reset it.
3. On the left hand side is the menu, please click the button labelled Course Plan
4. A list of all of the courses you are enrolled in will be displayed at the top of the screen, please click the view

button  next to the Course you wish to enrol into units for.



5. Click on the tick boxes for all of the units you wish to enrol into.
6. Scroll to the bottom of the screen and click the Proceed with Enrolment in selected Units Button
7. Click on the select unit button / Circle next to the class you wish to be enrolled into for each unit you have selected. One class must be selected for each option even if there is only one option.

Mode of Delivery	Class	Class Times	Select Unit
On Campus	UCLT - On Campus	<a href="#">SHOW TIMES</a>	<input type="radio"/>
Online	UCLT - Online	<a href="#">SHOW TIMES</a>	<input type="radio"/>

8. Scroll to the bottom and click on the Check class times button. If you make a mistake and want to start again click the Change Units Button
9. Click the Check Box marked I understand the following requirements to enrol in the subject(s) and the Check box marked Send Email
10. **Please note:** If you are enrolling into a Guided Study please indicate the focus area or unit to be studied in the Box marked Use this box to send a message regarding this enrolment to Student Administration.
11. Click the Send Message Button.

**Your Enrolment is now completed. A Confirmation email has been sent to you, please check this to ensure you are in the units you expected to be in. Your units will take about an hour to appear in ACD online\*.**

**Units will not be available to Students until the Lecturer has made them available.**

**\*Guided Study units are the exception to this rule.**