

First Semester 2009

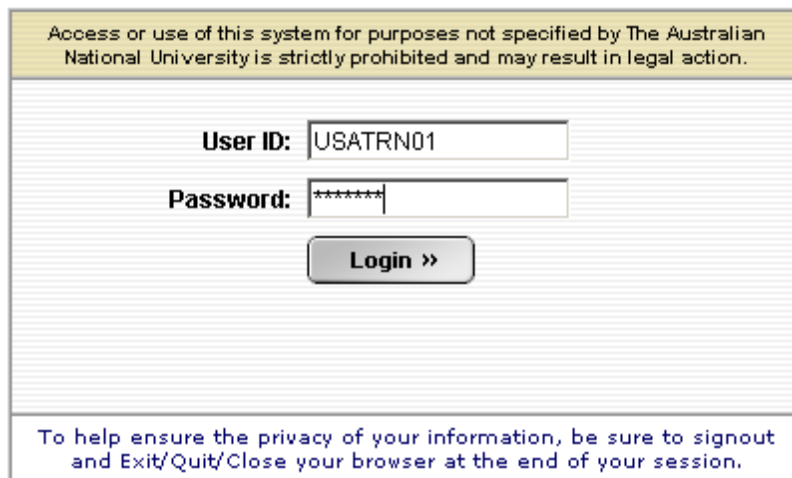
Step 1 – Accessing ISIS

How to log in

To log in to ISIS, you will need access to the internet. Open your internet browser (eg. Internet Explorer, Firefox) and type the following url into the address bar:

<http://isis.anu.edu.au>

You will be prompted to enter your login details:



Access or use of this system for purposes not specified by The Australian National University is strictly prohibited and may result in legal action.

User ID:

Password:

To help ensure the privacy of your information, be sure to signout and Exit/Quit/Close your browser at the end of your session.

Enter your User ID and Password as provided to you. Note that your User ID is your Student ID number.

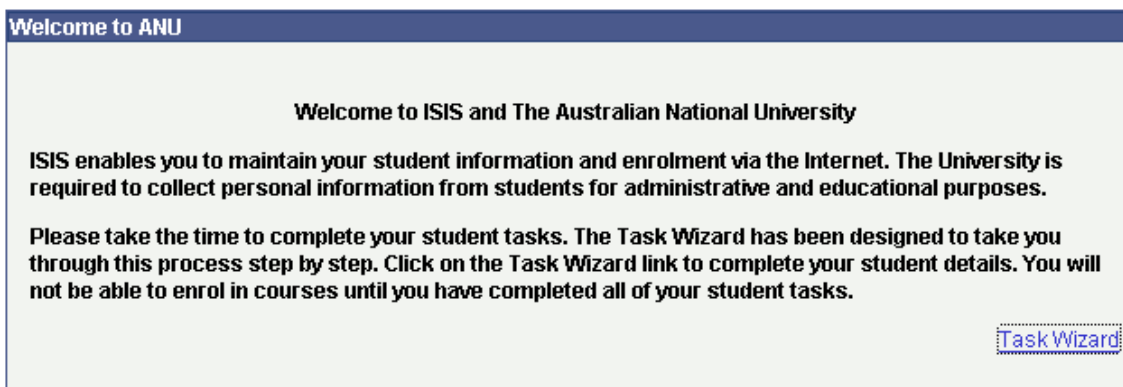
If you have difficulty logging in to ISIS, please contact the SBS Helpdesk on 02 6125 5467.

Step 2 – Completing the Task Wizard

Entering/Updating your details

Once you have successfully logged in to ISIS you will be prompted to complete the Task Wizard.

The Task Wizard will instruct you to check and enter/amend your details such as addresses and phone numbers, emergency contacts as well as offering you Student Union membership and compulsory statistical information.



Welcome to ANU

Welcome to ISIS and The Australian National University

ISIS enables you to maintain your student information and enrolment via the Internet. The University is required to collect personal information from students for administrative and educational purposes.

Please take the time to complete your student tasks. The Task Wizard has been designed to take you through this process step by step. Click on the Task Wizard link to complete your student details. You will not be able to enrol in courses until you have completed all of your student tasks.

[Task Wizard](#)

Please follow the onscreen instructions to complete the Task Wizard, note that outstanding Student Tasks are identified at the top, right of screen. If you encounter any difficulties, please contact the SBS Helpdesk on 02 6125 5467.

Step 3 – Enrolment

Adding your course enrolment

Upon completing the Task Wizard, you will be prompted to read a number of statements regarding the rules and procedures of the University. You will need to tick that you have read the statements and click the continue link before you will be able to enrol. Clicking 'continue' will take you to the Student Home Page.

The screenshot shows the Student Home page with the following sections:

- Menu:** A list of navigation links including Personal Details, Academic Records, Account Details, Enrolment, Timetables, Graduation, Training, and Who Am I?.
- Student Home:** A central area with a notice about enrolment requirements for undergraduate students and a link for Program Leave. Below this is a table of Current Enrolments.
- Account Payments Due:** A summary of payments, showing two amounts of \$1,232.40 and \$1,259.20, both marked as OVERDUE.
- ISIS Tasks:** A list of links for checking/updates, address details, telephone numbers, contact details, statistics, and union membership.

Semester / Session	Academic Program	Enrolment Type	Census Date
Second Semester, 2008			
ARTV2003 - Major 3		Undergraduate	31/08/2008
ARTV2022 - Complementary Studies 2		Undergraduate	31/08/2008
Spring Session, 2008			
SCNC3104 - Advanced Studies 8		Undergraduate	24/10/2008
LAWS2266 - Int Arb & Neg Moot Comp, Japan		Undergraduate	28/11/2008
First Semester, 2009			
No Enrolments			

Click on the "Enrolment" link in the left hand menu to begin the enrolment process. You will be presented with a screen similar to the following*:

The Enrolment page includes a note and a table of Postgraduate enrolment options:

Note: As you can only vary your enrolment for current and future years, prior information is not available through the Enrolment page. Please use the 'Academic History' page if you wish to view information for prior years.

Semester / Session	Academic Program	Enrolment Details
Summer Session, 2008	7300 - Master of Laws	Enrolment Details
First Semester, 2008	7300 - Master of Laws	Enrolment Details
Autumn Session, 2008	7300 - Master of Laws	Enrolment Details
Winter Session, 2008	7300 - Master of Laws	Enrolment Details
Second Semester, 2008	7300 - Master of Laws	Enrolment Details
Spring Session, 2008	7300 - Master of Laws	Enrolment Details

Select the *Enrolment Details* button to enrol in the corresponding program for the semester/session.

*Please note that if you are eligible to defer you are a Commonwealth Supported student or are eligible to defer your fees through FEE HELP you will be prompted to complete a eCAF. You will need to do this before enrolling.

This screen will display all available semesters/sessions for all programs in which you are eligible to enrol. If your program or semester/session is not visible, contact the Enrolments Office on 02 6125 3339 – option 1.

Click on the **Enrolment Details** button for the appropriate semester/session and program in which you are enrolling. You will be presented with an Enrolment Class List screen:

The Enrolment Class List screen displays the following information:

Should you wish to add or change your enrolment for another Semester/Session or Program, Select the *Enrolment* option from the menu on the left.

Class Number	Course	Census Date	Units Taken	Enrolment Status	Swap	Drop
12525	LAWS8172 - Media and Communications Law	14/11/2008	6.00	Enrolled	Swap	Drop
12594	LAWS8132 - Advocacy	10/10/2008	6.00	Enrolled	Swap	Drop

Add

Any courses in which you are already enrolled will be displayed. If you are yet to enrol in any courses, no course information will be displayed. To add a course click the **Add** button.

Add Class

Adding classes to your enrolment is a two step process.
You must complete both steps to add the classes.

Postgraduate, 7300 - Master of Laws, Spring Session, 2008

Enter a class number in the field below, or click *Search* to search for the appropriate class.
Repeat for each class you wish to add. When you have selected all of the classes in which you wish to enrol, click *Continue*.

Class Number:

Add Class

Search

ADD

You have not completed your enrolment until you have completed the next step of the process.
You must click the *Continue* button to proceed to the second step and complete your enrolment.

Continue

Cancel

To add a course to your enrolment, type the class number into the "Class Number" field and press the **Add Class** button.

Note: the class number is a 4 or 5 digit number and is not the same as the catalogue code (eg INTR8001). If you don't know the class number, click the search button. You will be taken to a screen that will allow you to search for the class number.

Once you click the "Add Class" button, the course details will display. Repeat the step above for any other courses that need to be added for the semester/session. Once all your courses for the semester/session are listed, click the **Continue** button

Add Class

Adding classes to your enrolment is a two step process.
You must complete both steps to add the classes.

Postgraduate, 7300 - Master of Laws, Spring Session, 2008

Enter a class number in the field below, or click *Search* to search for the appropriate class.
Repeat for each class you wish to add. When you have selected all of the classes in which you wish to enrol, click *Continue*.

Class Number:

Add Class

Search

Class Number	Course	Start Date	End Date	
12549	LAWS2266 - Int Arb & Neg Moot Comp, Japan	24/11/2008	20/12/2008	

You have not completed your enrolment until you have completed the next step of the process.
You must click the *Continue* button to proceed to the second step and complete your enrolment.

Continue

Cancel

Once you click continue you will be prompted to confirm your choice and enter a permission number (if necessary).

Add Class

Postgraduate, 7300 - Master of Laws, Spring Session, 2008

Please check that the classes listed below are those you wish to add to your enrolment. Permission numbers should be entered here **ONLY IF REQUIRED**. If you do not know whether or not you need a permission number, leave it blank.

For more information on permission numbers check the HELP or see your Course Authority.

Class Number	Course	Permission Number
12549	LAWS2266 - Int Arb & Neg Moot Comp, Japan	<input type="text" value="334849"/>

Save

Cancel

Note: Some courses require permission numbers for enrolment, most courses don't. If ISIS informs you that you require a permission number to enrol in a course, and you haven't received one, you will need to contact your academic area for advice.

Confirm that your course selection is correct and if so, click the **Save** button.

If you wish to change your selection, click the **Cancel** button and amend your course selection.

Check that all courses receive the "Successfully Added" message as depicted below. If you receive a different message please contact your academic area for advice.

Add Class

Postgraduate, 7300 - Master of Laws, Spring Session, 2008

Please check that the classes listed below are those you wish to add to your enrolment. Permission numbers should be entered here **ONLY IF REQUIRED**. If you do not know whether or not you need a permission number, leave it blank.

For more information on permission numbers check the HELP or see your Course Authority.

Class Number	Course	Status
12549	LAWS2266 - Int Arb & Neg Moot Comp, Japan	Successfully Added!

Return

To add a course for another semester/session, click on the "Enrolment" link in the left hand menu and repeat the steps above.

Step 4 – Confirm Enrolment

Confirming that you are enrolled

Once you have enrolled in your courses, it is important to confirm that you are enrolled correctly.

Click on "Academic Records" in the left hand menu then click on "Academic History"

Menu

Search:

- ▶ ISIS
 - ▶ Personal Details
 - ▶ Academic Records
 - Academic History
 - Statement of Results
 - ▶ Account Details
 - ▶ Enrolment
 - ▶ Timetables
 - ▶ Graduation
 - ▶ Research
 - ▶ HORUS
 - ▶ Training
 - ▶ ANU Utilities
 - Who Am I?

Main Menu > ISIS >

Academic Records

View Information about your Academic Record

Academic History

View information about your Academic History

Statement of Results

The Statement of Results report will detail all Programs and Courses undertaken at ANU.

A list of semesters/sessions will be displayed.

Career	Academic Program	Admitted Term	Status	Details
Undergraduate	4203 - B Economics/B Laws	First Semester, 2008	Active	🔍
Undergraduate	4102 - B Arts/ B Economics	Second Semester, 2007	Inactive	🔍

A list of all current and previous academic programs will be displayed. Click on the 🔍 button for the appropriate program.

Your complete academic history for the selected program will be displayed including current enrolment. If your enrolment is not correct, repeat Step 3. If you are still experiencing problems, contact the Enrolments Office at Enrolments@anu.edu.au or on 6125 3339 – option 1.

Semester / Session	Course Code	Course Title	Grade	Mark	Unit Value	View Details
Second Semester, 2008	LAWS1202	Lawyers Justice & Ethics	CR	68	6.00	▶
Second Semester, 2008	LAWS1204	Contracts	HD	80	6.00	▶
First Semester, 2008	LAWS1201	Foundations of Aust Law	D	78	6.00	▶
First Semester, 2008	STAT1008	Quant Research Methods	CR	60	6.00	▶
First Semester, 2008	LAWS1203	Torts	D	70	6.00	▶
First Semester, 2008	ECON1101	Microeconomics 1	P	53	6.00	▶

Step 5 – Review Timetable

Accessing timetable information

Once you are satisfied that your enrolment is complete you can review the timetable information for your courses.

Click on the "Timetables" link in the left hand menu.

Timetables

Please note that some classes are not shown on timetables - Please contact the relevant college or school for details.

Undergraduate

Semester / Session		
Second Semester, 2008		View
Spring Session, 2008		View

Select the *View* button to view details of the corresponding Career, Semester/Session combination.

Click the [View](#) button for the appropriate Semester/Session to view timetable information

Timetable					
Second Semester, 2008					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM	ENGN1221 Electromechanical Technologies Lecture A [see web notes] - 01:00 hour(s) Room: MCC T2	ENGN1221 Electromechanical Technologies Lecture B [see web notes] - 01:00 hour(s) Room: MCC T2 Possible Clash MATH1014 Mathematics and Applications 2 Tutorial Group 6 - 02:00 hour(s) Room: MORAN 1012	ENGN1221 Electromechanical Technologies Computer Laboratory Group 5 [see web notes] - 02:00 hour(s) Room: BoZo 112 Possible Clash ENGN1221 Electromechanical Technologies Practical Group 6 [see web notes] - 02:00 hour(s) Room: Ian Ross R104 (First Yr and Electronics Lab)	ENGN1221 Electromechanical Technologies Computer Laboratory Group 7 [see web notes] - 02:00 hour(s) Room: BoZo 112 Possible Clash ENGN1221 Electromechanical Technologies Practical Group 7 [see web notes] - 02:00 hour(s) Room: Ian Ross R104 (First Yr and Electronics Lab) Possible Clash MATH1014 Mathematics and Applications 2 Tutorial Group 4 - 02:00 hour(s) Room: MORAN 1012	ENGN1215 Introduction to Materials Practical 5 [see web notes] - 03:00 hour(s) Room: ENGN E101 (Materials Teaching); ENGN E102 (Manufacturing) Possible Clash ENGN1221 Electromechanical Technologies Tutorial Group 8 - 01:00 hour(s) Room: CHEM G51A Possible Clash MATH1014 Mathematics and Applications 2 Tutorial Group 11 - 02:00 hour(s) Room: MORAN 1012

Please note that not all course timetables are available through the timetabling system.

If you have any difficulties enrolling, please contact the Enrolments Office at Enrolments@anu.edu.au or on 02 6125 3339.