# Step 1:

Go to SIBT website:
www.sibt.nsw.edu.au
and click on **Student Portal** under **Current Student**
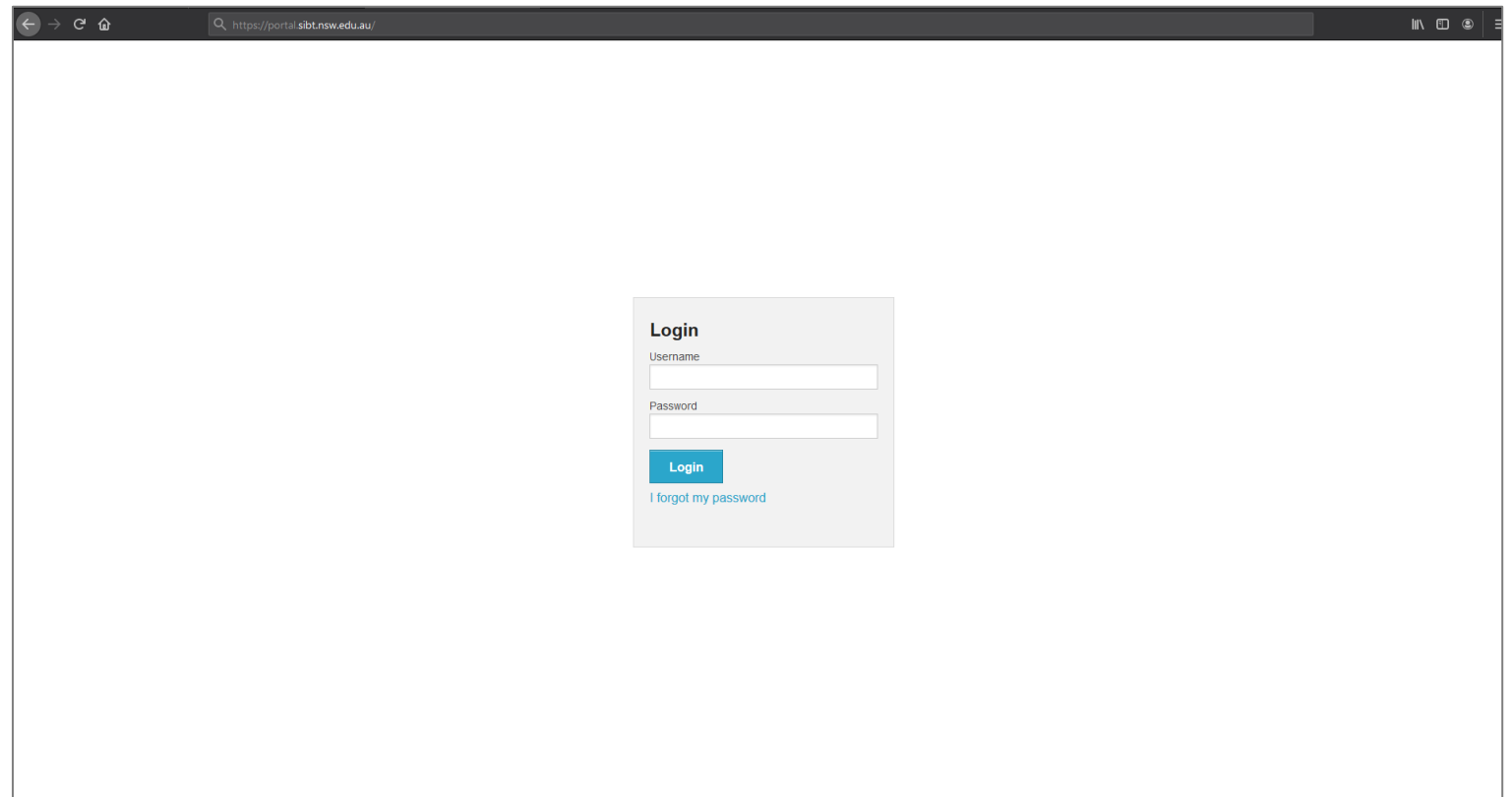
# Step 2:

**Username** is your Student ID (numbers only)

**Password** is your date of birth in the format: yyyymmdd
so 25 January 2001 becomes 20010125

https://portal.sibt.nsw.edu.au/

**Login**

Username

Password

**Login**

I forgot my password

# Step 3:

You will see the following screen asking you to update your current details, you will have to go to each tab, click edit and enter the required fields (red asterisk *) and hit save.

# Step 4:

Once all field are completed you will see the following screen, hit **Confirm Details** (as long as the information is correct). If not, do not click confirm but let us know at:
admin@sibt.nsw.edu.au

# Step 5:

You will see the screen on the right.
To register for your module(s) go to
My Registration
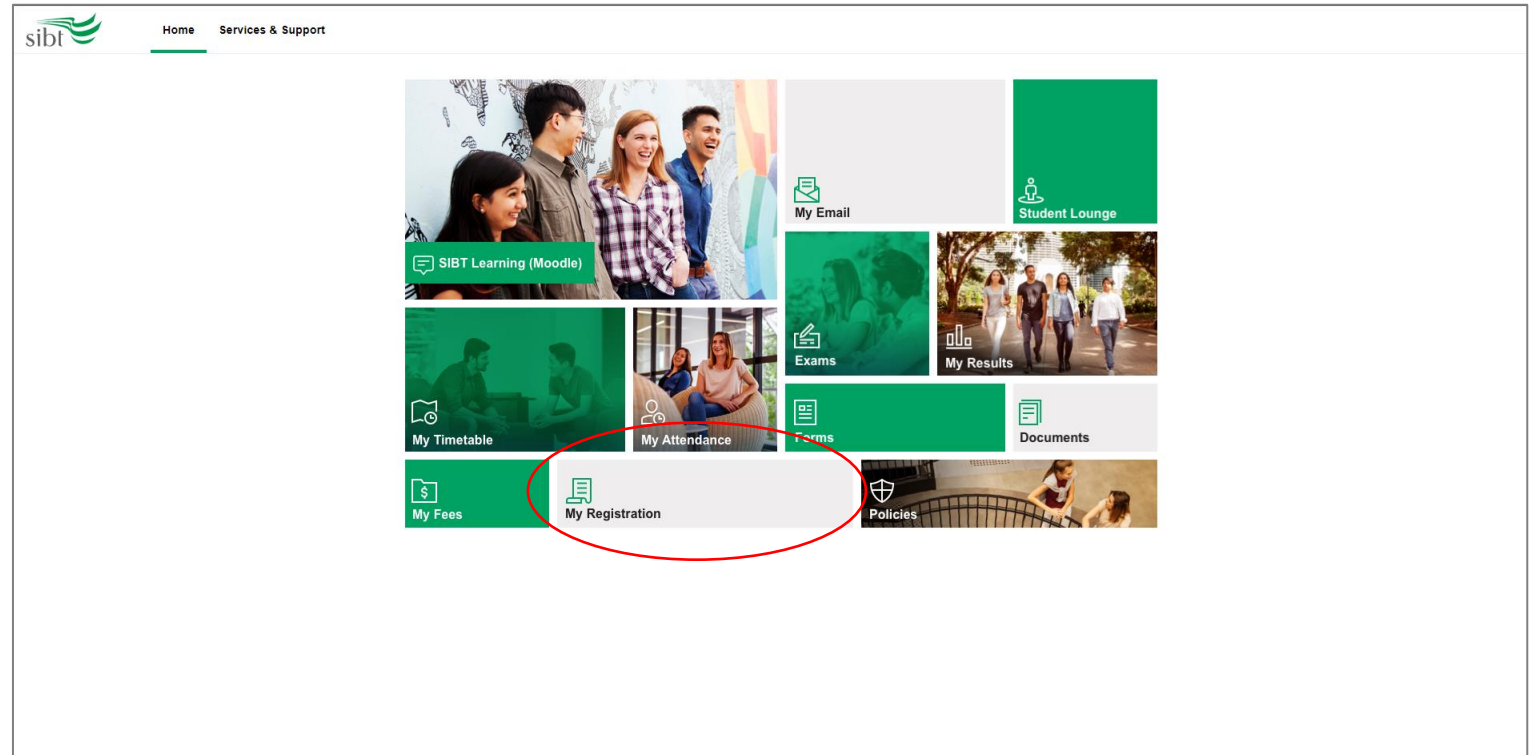
# Step 6:

You will see the screen o the right.
Please **ensure** that the Program Name is correct, if that is not the case then let us know asap.
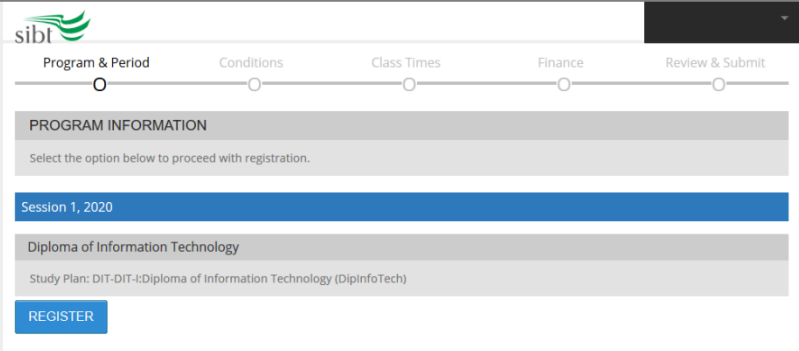If the program is correct the hit <span style="color:red">Register</span>.

# Step 7:

The screen on right will vary depending on the Program and any condition that you may have.

The information in purple boxes signifies the required module(s) you must register.

If class time is clashing or is full then you will need to contact timetabling team at: academicsupport@ sibt.nsw.edu.au

# THINGS TO NOTE

The information in orange box tells you the core and elected modules for your program (the numbers will vary). You will have to complete the required number of modules to graduate.

The information in purple box tells you how many maximum and minimum modules you need to register. 1 module = 25%

# Step 8:

Please do note that each module will have more than 1 activity type that you will need to be selected, if the **Hide** column turns blue (top picture) then you will need to click on that module and select all activities, ensuring each activity has one green row (bottom image). Once all activities are selected you will get a **message** (bottom image)

# THINGS TO NOTE

If an activity's time is clashing with another activity, it will be shows as a **triangle** with exclamation mark. If the other group is available, then you can select that (red circle).
If the group is full then you will see a red cross, for this choose another group if available.

## Register Your Classes

### COMM108 Digital Media Principles

#### Select a class: Lecture

| Teacher | Room & Times | |
|---------|--------------|---|
| Tracy MILES | Class 1 - Room 4.05 (CITY)<br>Tue 2:30pm to 4:30pm | ⚠ |
| Clash with Module COMM103 Tutorial Class 1 | | CLOSE |
| Tracy MILES | Class 2 - Room 2.21 (CITY)<br>Wed 4:30pm to 6:30pm | + |

#### Select a class: Workshop

| Teacher | Room & Times | |
|---------|--------------|---|
| Tracy MILES | Class 1 - Room 4.05 (CITY)<br>Tue 4:30pm to 6:30pm | ✖ |
| Workshop is full, please choose another or try again later. | | CLOSE |
| Tracy MILES | Class 2 - Room 2.21 (CITY)<br>Wed 6:30pm to 8:30pm | + |

If class time is clashing or is full then you will need to contact timetabling team at:
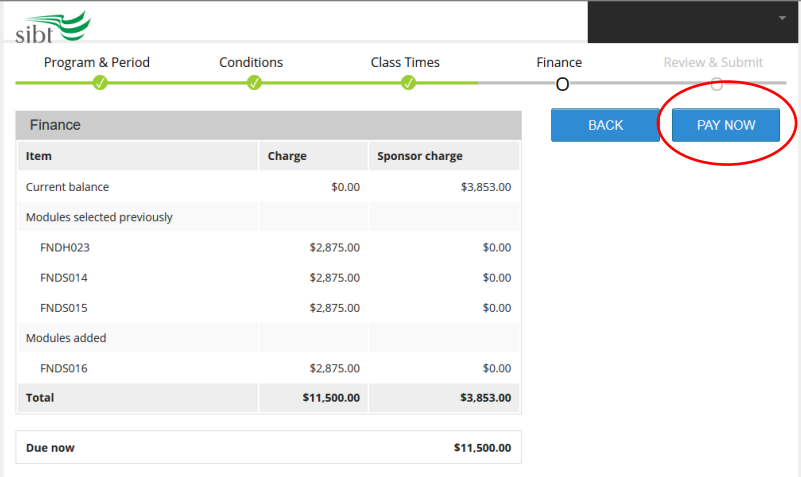academicsupport@sibt.nsw.edu.au

## Step 9:

Once you have selected your module(s) click **Next** and follow the prompts until you complete your registration.
If you need to pay additional fee, this can be paid during this step by clicking **Pay Now** after clicking **Next** above.
Currently we only accept Visa and MasterCard.
Once payment has gone through click **Finalise** and then **Exit**.

# HOW TO
# UPDATE CURRENT
# REGISTERED
# MODULE'S TIME

To update your timetable,
follow steps 1, 2, 5 & 6.
The click on the module
you want to update, the
Edit class times (bottom
image).
Once you have selected
the new time, click next
and then Finalise.

# HOW TO CANCEL AND CHOOSE ANOTHER MODULE

To cancel a current register module and choose a new one, follow steps 1, 2, 5 & 6.
The click on the module you want to cancel, the Unenrol module (bottom image). After this choose the module you want to register for (ensure all activities are selected).
Then click Next and then Finalise.