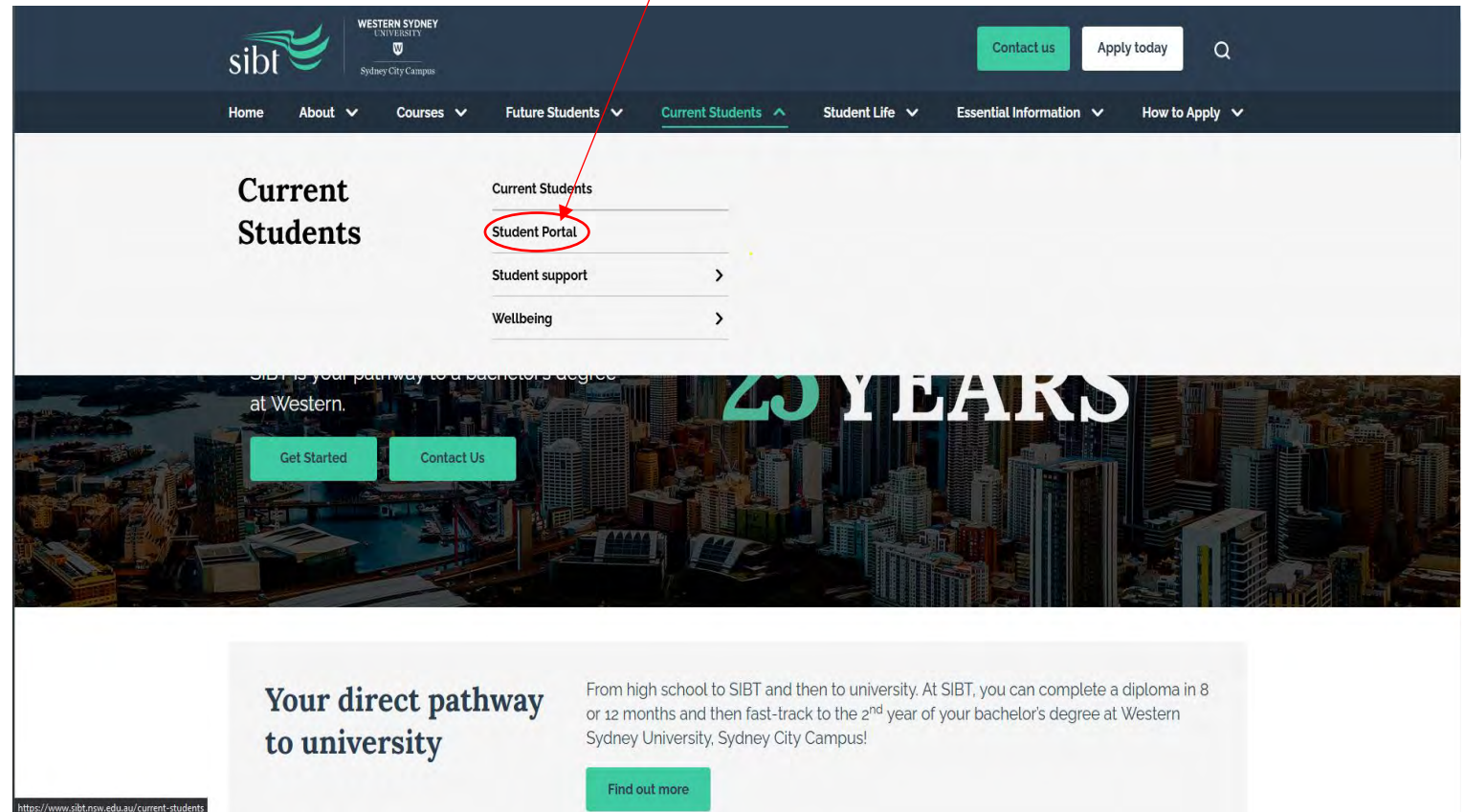


## Step 1:

Go to SIBT website:  
[www.sibt.nsw.edu.au](http://www.sibt.nsw.edu.au)  
and click on **Student Portal** under **Current Student**



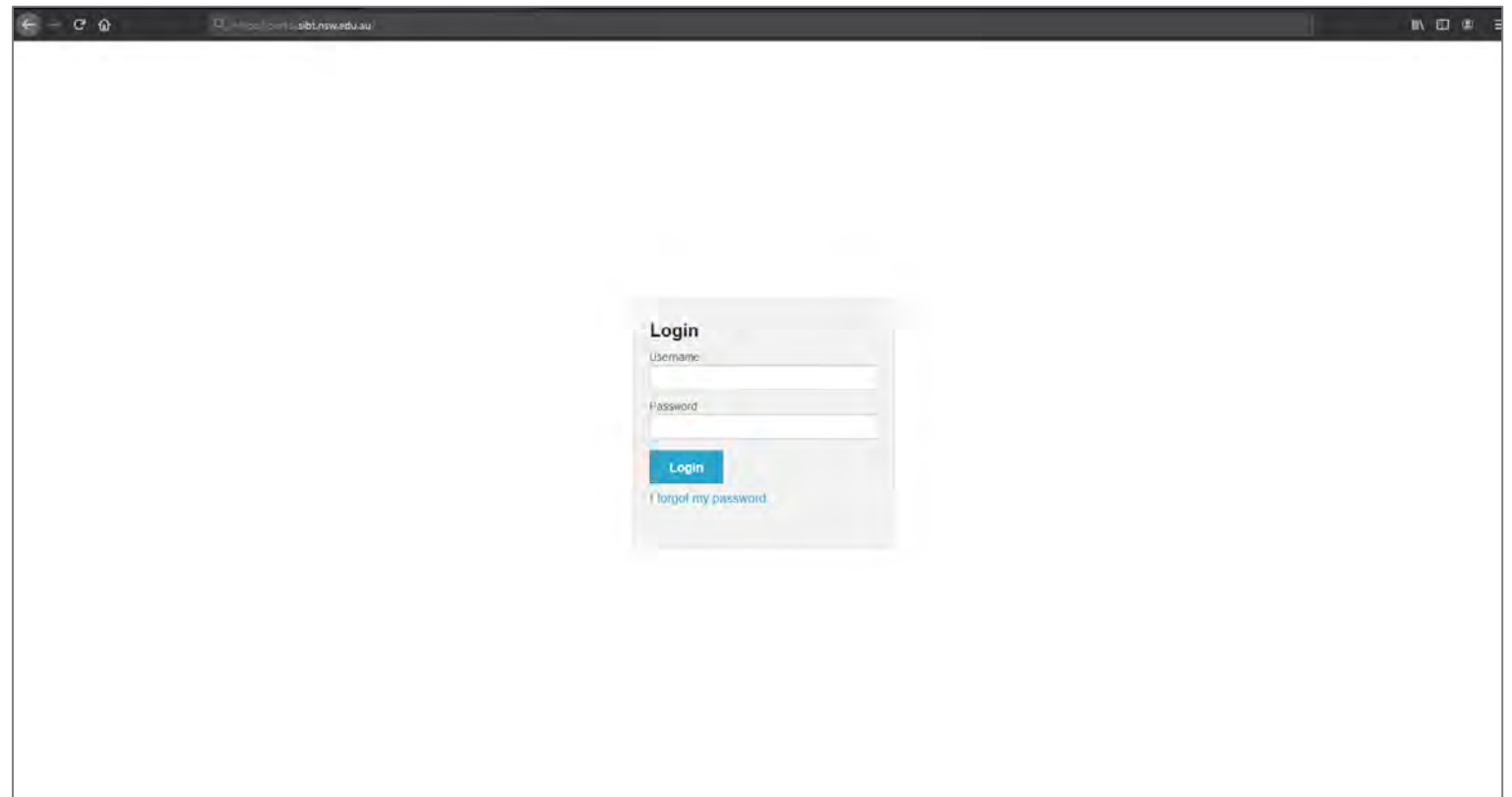
The screenshot shows the SIBT website interface. At the top, there is a dark blue header with the SIBT logo and Western Sydney University Sydney City Campus branding. Navigation links include Home, About, Courses, Future Students, Current Students (highlighted), Student Life, Essential Information, and How to Apply. There are also buttons for 'Contact us' and 'Apply today' and a search icon. Below the header, the 'Current Students' section is displayed, featuring a list of links: 'Current Students', 'Student Portal' (circled in red), 'Student support', and 'Wellbeing'. A red arrow points from the top of the page down to the 'Student Portal' link. Below this section is a banner image of a city skyline with the text '25 YEARS' and buttons for 'Get Started' and 'Contact Us'. At the bottom, there is a section titled 'Your direct pathway to university' with a 'Find out more' button.

<https://www.sibt.nsw.edu.au/current-students>

Step 2:

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

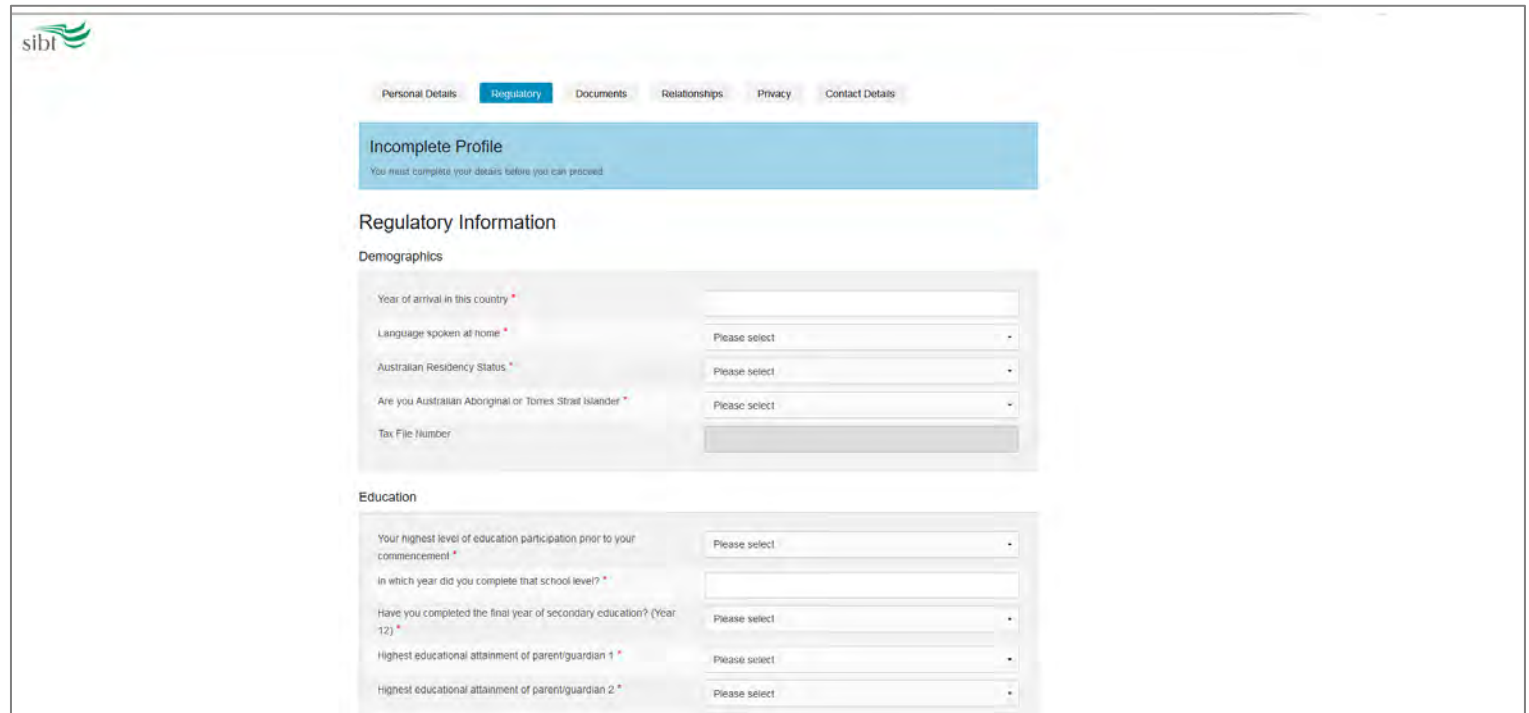
**Password** is your date of  
birth in the format:  
yyyymmdd  
so 25 January 2001  
becomes 20010125



The image shows a screenshot of a web browser window. The address bar at the top displays the URL "http://www.sibtnsw.edu.au". The main content area of the browser is white and contains a centered login form. The form is titled "Login" and has two input fields: "Username:" and "Password:". Below the password field is a blue "Login" button. At the bottom of the form, there is a link that says "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.



The screenshot displays the sibt website interface. At the top left is the sibt logo. A navigation bar contains tabs for Personal Details, Regulatory (highlighted), Documents, Relationships, Privacy, and Contact Details. A blue banner reads "Incomplete Profile" with the message "You must complete your details before you can proceed". Below this is the "Regulatory Information" section, divided into "Demographics" and "Education".

**Demographics**

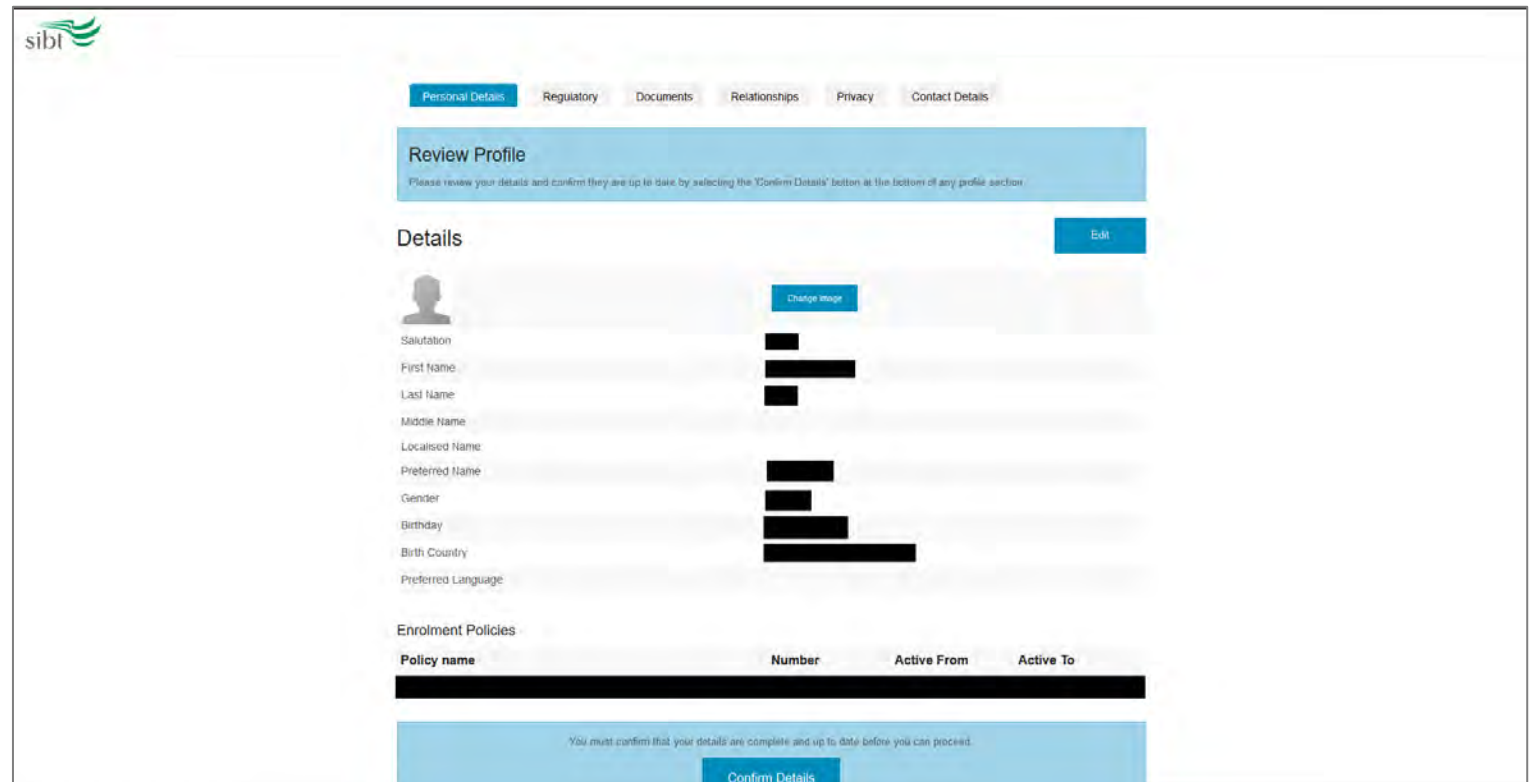
- Year of arrival in this country \*
- Language spoken at home \* (Please select)
- Australian Residency Status \* (Please select)
- Are you Australian Aboriginal or Torres Strait Islander \* (Please select)
- Tax File Number

**Education**

- Your highest level of education participation prior to your commencement \* (Please select)
- In which year did you complete that school level? \*
- Have you completed the final year of secondary education? (Year 12) \* (Please select)
- Highest educational attainment of parent/guardian 1 \* (Please select)
- Highest educational attainment of parent/guardian 2 \* (Please select)

## 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](mailto:admin@sibt.nsw.edu.au)



The screenshot shows the SIBT user profile review page. At the top left is the SIBT logo. A navigation bar contains tabs for Personal Details, Regulatory, Documents, Relationships, Privacy, and Contact Details. The 'Personal Details' tab is active. Below the navigation bar is a 'Review Profile' section with a blue header and a message: 'Please review your details and confirm they are up to date by selecting the 'Confirm Details' button at the bottom of any profile section.' Below this is a 'Details' section with an 'Edit' button. The details section includes a profile picture placeholder with a 'Change image' button, and a list of fields: Salutation, First Name, Last Name, Middle Name, Localised Name, Preferred Name, Gender, Birthday, Birth Country, and Preferred Language. Below the details section is an 'Enrolment Policies' section with a table. The table has columns for Policy name, Number, Active From, and Active To. A blue bar at the bottom of the page contains the message: 'You must confirm that your details are complete and up to date before you can proceed.' and a 'Confirm Details' button.

**Personal Details** Regulatory Documents Relationships Privacy Contact Details

### Review Profile

Please review your details and confirm they are up to date by selecting the 'Confirm Details' button at the bottom of any profile section.

#### Details

Edit

Change image

Salutation

First Name

Last Name

Middle Name

Localised Name

Preferred Name

Gender

Birthday

Birth Country

Preferred Language

#### Enrolment Policies

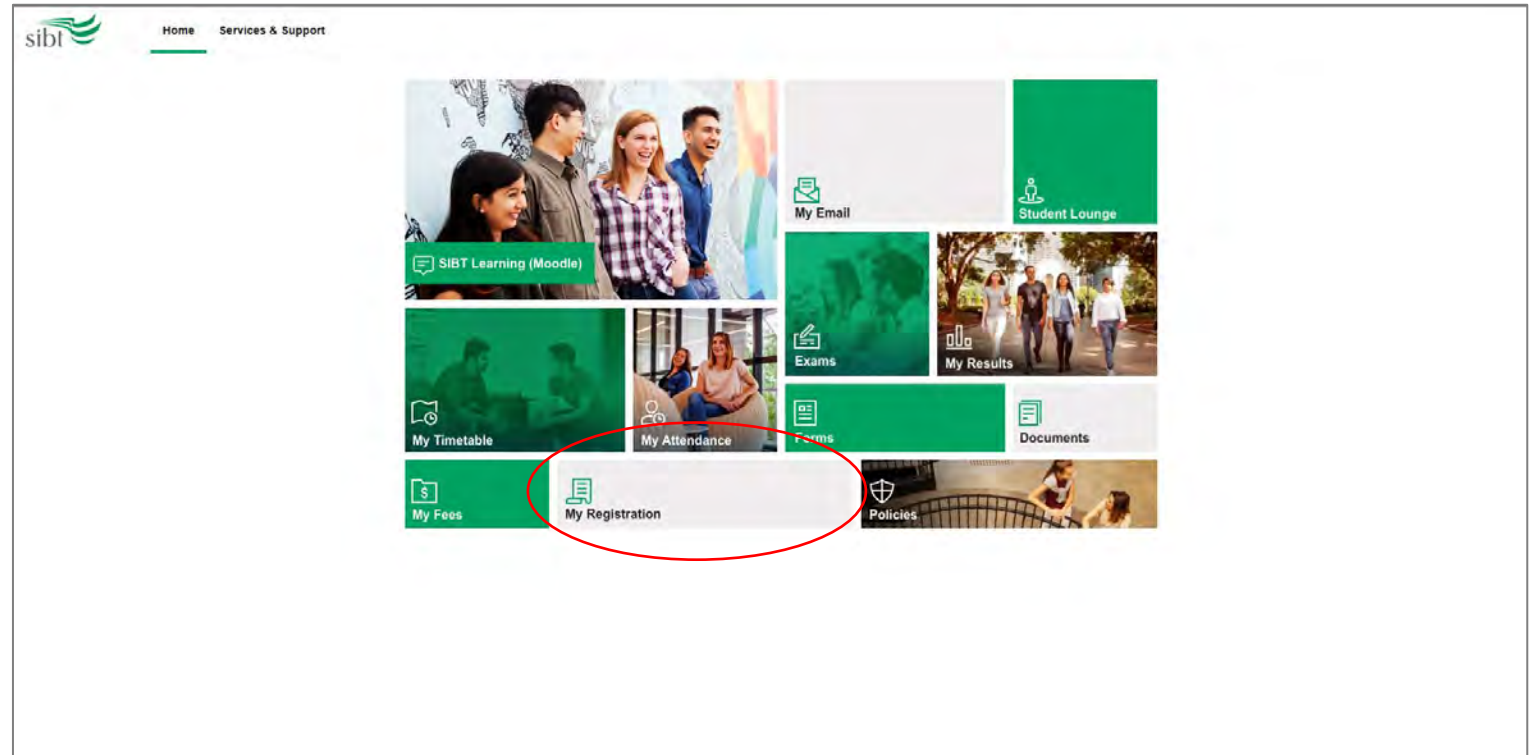
Policy name	Number	Active From	Active To

You must confirm that your details are complete and up to date before you can proceed.

Confirm Details

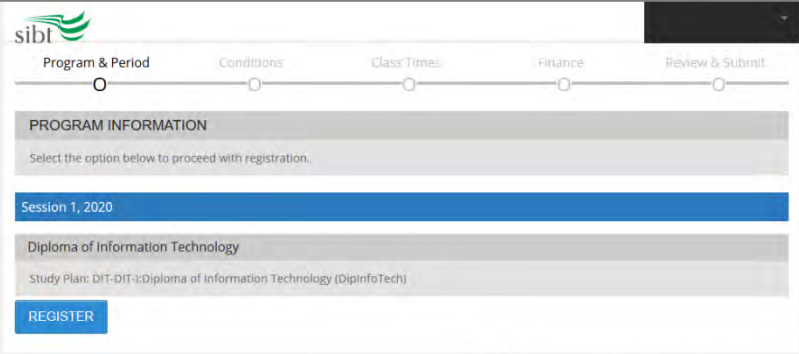
## Step 5:

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 on 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 then hit **Register**.



The screenshot shows a registration interface for sibi. At the top, there is a progress bar with five steps: Program & Period, Conditions, Class Times, Finance, and Review & Submit. The 'Program & Period' step is currently active. Below the progress bar, the 'PROGRAM INFORMATION' section is displayed. It includes a heading 'PROGRAM INFORMATION', a sub-heading 'Select the option below to proceed with registration.', and a list of options. The first option, 'Session 1, 2020', is highlighted in blue. Below this, the program details are shown: 'Diploma of Information Technology' and 'Study Plan: DIT-DIT-i-Diploma of Information Technology (DipInfoTech)'. A blue 'REGISTER' button is located at the bottom of the form.

sibi

Program & Period Conditions Class Times Finance Review & Submit

PROGRAM INFORMATION

Select the option below to proceed with registration.

Session 1, 2020

Diploma of Information Technology

Study Plan: DIT-DIT-i-Diploma of Information Technology (DipInfoTech)

REGISTER

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## 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

The screenshot displays the SIBT student portal interface for a 'Diploma of Information Technology' program. The navigation bar includes 'Program & Period', 'Conditions', 'Class Times', 'Finance', and 'Review & Submit'. The 'Conditions' tab is active, showing a progress indicator of 7/10. The program details section lists completed modules: 0 out of 6 Core Modules, 0 out of 2 Elective Modules, and 0 Optional Modules. A purple box highlights the required modules: COMM103 Writing and Research for Science and Engineering, ITEC101 Principles of Business Information Systems, and ITEC102 Introduction to Programming. Below this, there are three tables: 'Core Modules', 'Elective Modules', and 'Optional Modules'. The 'Core Modules' table lists available modules with their load and charge, and a 'show' link for unavailable modules. The 'Elective Modules' table lists available modules with their load and charge, and a 'show' link for unavailable modules. The 'Optional Modules' table lists available modules with their load and charge, and a 'show' link for unavailable modules. On the right side, there are buttons for 'BACK' and 'NEXT', a warning section with three red error messages, a 'Study Load' section with a progress bar, and a 'Finances' section with a table of balances.

**Program & Period**   **Conditions**   **Class Times**   **Finance**   **Review & Submit**

**Diploma of Information Technology**  
Study Plan: DIT-DIT-I: Diploma of Information Technology (DiplInfoTech)

You have completed

- 0 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

This is the list of modules that you are required to take:

- COMM103 Writing and Research for Science and Engineering
- ITEC101 Principles of Business Information Systems
- ITEC102 Introduction to Programming

**Core Modules**   **HIDE**

Available modules	Load	Charge	HIDE
COMM103 Writing and Research for Science and Engineering	25.0%	\$3,370.00	
ITEC101 Principles of Business Information Systems	25.0%	\$3,370.00	
ITEC102 Introduction to Programming	25.0%	\$3,370.00	
COMM108 Digital Media Principles	25.0%	\$3,370.00	
Unavailable Modules	Load	Charge	show

**Elective Modules**   **HIDE**

Available modules	Load	Charge	HIDE
ENGN100 Fundamentals of Digital Technology and Design	25.0%	\$3,370.00	
MATH102 Introduction to Statistics	25.0%	\$3,370.00	
Unavailable Modules	Load	Charge	show

**Optional Modules**   **HIDE**

Available modules	Load	Charge	HIDE
Unavailable Modules	Load	Charge	show

**BACK**   **NEXT**

The following issues must be resolved before you can proceed:

- ✘ You must register in COMM103 before you can continue.
- ✘ You must register in ITEC101 before you can continue.
- ✘ You must register in ITEC102 before you can continue.

**Study Load**

**Minimum**   75%

**Maximum**   100%

0%

**Finances**

<b>Opening Balance</b>	\$16,870.00
<b>Selected Modules</b>	\$0.00
<b>Due Now</b>	\$0.00

## 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%

The screenshot shows the SIBT registration system interface for the Diploma of Information Technology program. The progress bar indicates that the 'Program & Period' and 'Conditions' steps are completed, while 'Class Times', 'Finance', and 'Review & Submit' are not. The main content area displays the program details and a summary of completed modules. An orange box highlights the 'You have completed' section, which lists: 3 out of 6 Core Modules, 0 out of 2 Elective Modules, and 0 Optional Modules. Below this, there are sections for 'Core Modules' and 'Elective Modules', each with a table of available modules. The 'Core Modules' table lists two modules: COMM108 Digital Media Principles (25.0% load, \$3,370.00 charge) and ITEC103 Introduction to Software Design (25.0% load, \$3,370.00 charge). The 'Elective Modules' section is currently empty. On the right side, there are 'BACK' and 'NEXT' buttons. Below these, a message states: 'The following issues must be resolved before you can proceed:'. Three issues are listed: 'COMM103: Registration for this module has not been completed.', 'ITEC101: Registration for this module has not been completed.', and 'ITEC102: Registration for this module has not been completed.'. At the bottom right, a 'Study Load' section is highlighted with a purple box, showing a progress bar at 0% and a table with 'Minimum' at 75% and 'Maximum' at 100%.

**Diploma of Information Technology**  
Study Plan: DIT-DIT-I:Diploma of Information Technology (DiplInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

**Core Modules** HIDE

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles	25.0%	\$3,370.00	
ITEC103 Introduction to Software Design	25.0%	\$3,370.00	

**Completed Modules** Load Charge SHOW

**Elective Modules** HIDE

Available modules	Load	Charge	HIDE
-------------------	------	--------	------

**Study Load**

Minimum	75%
Maximum	100%
	0%

BACK NEXT

The following issues must be resolved before you can proceed:

- ✘ COMM103: Registration for this module has not been completed.
- ✘ ITEC101: Registration for this module has not been completed.
- ✘ ITEC102: Registration for this module has not been completed.



## 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)

Register Your Classes		
FNDH023 Essential Mathematics		
Select a class: Lecture		
Teacher	Room & Times	
Krishnamurthy RAMANATHAN	Class 2 - Room 2.13 (CITY) Mon 1:30pm to 3:30pm	-
Select a class: Tutorial		
Teacher	Room & Times	
Krishnamurthy RAMANATHAN	Class 2 - Room 2.13 (CITY) Mon 3:30pm to 5:30pm	✓

**Registration Completed**

You have completed registration for this module.

OK

## THINGS TO NOTE

If an activity's time is clashing with another activity, it will be shown as a **triangle** with an 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) Tue 2:30pm to 4:30pm	⚠
Clash with Module COMM103 Tutorial Class 1		CLOSE
Tracy MILES	Class 2 - Room 2.21 (CITY) Wed 4:30pm to 6:30pm	+

Select a class: Workshop

Teacher	Room & Times	
Tracy MILES	Class 1 - Room 4.05 (CITY) 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) 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](mailto:academicsupport@sibt.nsw.edu.au)

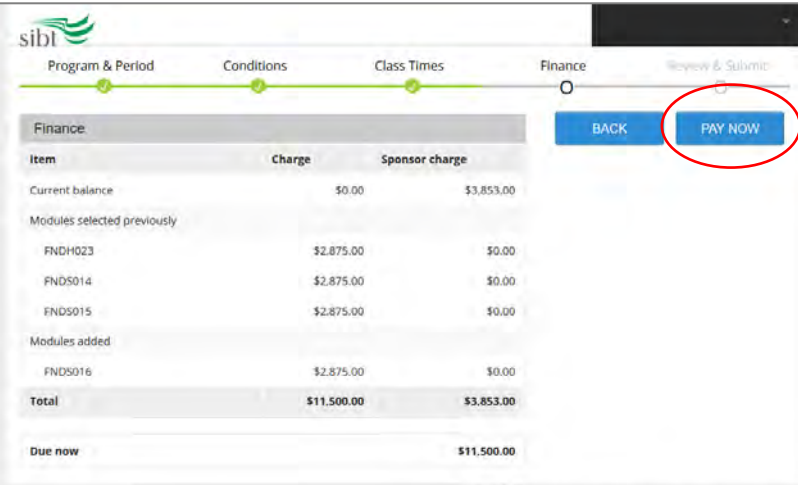
## Step 9:

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**.



The screenshot shows the 'Finance' section of a registration process. At the top, there is a progress bar with five steps: 'Program & Period', 'Conditions', 'Class Times', 'Finance', and 'Review & Submit'. The 'Finance' step is currently active. Below the progress bar, there is a table with the following data:

Item	Charge	Sponsor charge
Current balance	\$0.00	\$3,853.00
Modules selected previously		
FNDH023	\$2,875.00	\$0.00
FND5014	\$2,875.00	\$0.00
FND5015	\$2,875.00	\$0.00
Modules added		
FND5016	\$2,875.00	\$0.00
<b>Total</b>	<b>\$11,500.00</b>	<b>\$3,853.00</b>
<b>Due now</b>		<b>\$11,500.00</b>

Below the table, there are two buttons: 'BACK' and 'PAY NOW'. The 'PAY NOW' button is circled in red. At the bottom right, there is the 'axis' logo and the text '© Navitas - Axis 2020 All rights reserved.'

# 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.

**Diploma of Information Technology**  
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles	25.0%	\$3,370.00	+
<b>ITEC103 Introduction to Software Design</b>	25.0%	\$3,370.00	-

Unavailable Modules

Unavailable Modules	Load	Charge	SHOW
---------------------	------	--------	------

Completed Modules

Completed Modules	Load	Charge	SHOW
-------------------	------	--------	------

**Diploma of Information Technology**  
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles			
<b>ITEC103 Introduction to Software Design</b>			

Unavailable Modules

Unavailable Modules	Load	Charge	SHOW
---------------------	------	--------	------

Completed Modules

Completed Modules	Load	Charge	SHOW
-------------------	------	--------	------

**ITEC103**

What would you like to do?

Unenrol module Edit class times

# 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.

**sibt**

Program & Period ✓ Conditions ✓ Class Times ○

**Diploma of Information Technology**  
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles	25.0%	\$3,370.00	+
<b>ITEC103 Introduction to Software Design</b>	25.0%	\$3,370.00	-
Unavailable Modules	Load	Charge	SHOW
Completed Modules	Load	Charge	SHOW

**sibt**

Program & Period ✓ Conditions ✓ Class Times ○

**Diploma of Information Technology**  
Study Plan: DIT-DIT-I:Diploma of Information Technology (DipInfoTech)

You have completed

- 3 out of 6 Core Modules
- 0 out of 2 Elective Modules
- 0 Optional Modules

Available modules	Load	Charge	HIDE
COMM108 Digital Media Principles			
<b>ITEC103 Introduction to Software Design</b>			
Unavailable Modules			
Completed Modules			

**ITEC103**

What would you like to do?

**Unenrol module** Edit class times