Follow the steps below to Enrol online using our WYNDHAMCEC Website:

1. Open Google Chrome or any other browser

2. Type *wyndhamcec.org.au* on the top address bar, like the below image

3. Press **Enter key** on your keyboard

4. This will open our WYNDHAMCEC website

5. Click on the SHORT COURSES link, like the below image (red circle)
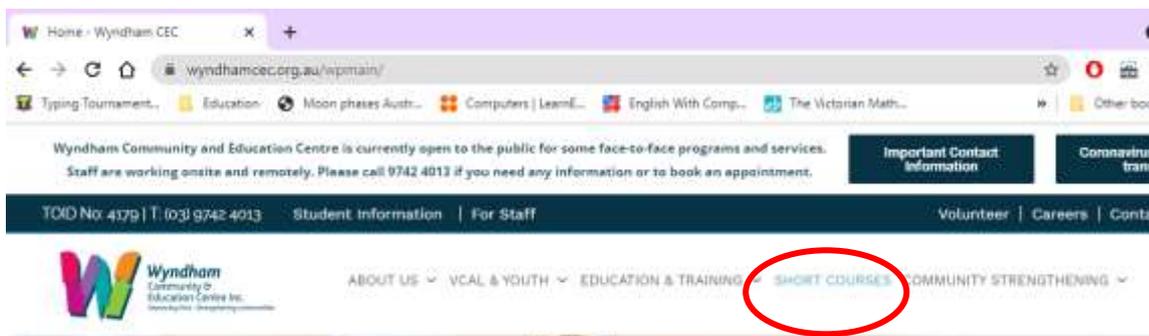
6. You will find all our short courses are listed on this page, scroll down to see all the short courses listed on this page.

7. Click on Find out more button to know the details about the course and enrol into that course, see the image below.

You will find the details about the course here and the enrolment options, ie. Date, time and location etc. at the end.

8. Click on the Enquire button to fill out an online course enquiry form. Click on the Enrol button to enrol online for that course.

9. After you click on the Enrol button to enrol online, online form page will appear on the screen, you need to fill out the details for each section by following the prompts on the page for each section on the left side. See the images below.

Start the form by filling out the Login Section, like below image.

1. Now complete the **Personal details** section, see below image.

Click on the Save button after filling out the boxes with your correct info.

2. Now complete the **Contact details** section, see below image.

Click on the Save button after filling out the boxes with your correct info to continue.

3. Now complete the **Address section**, see the below image.

Address !	Building/Property Name:
Emergency & Third Party Contacts !	Flat/Unit Details:
Nationality !	
Schooling !	One of these is required
Additional Details !	Postal delivery information (PO box):
Study Reasons !	
Portfolio !	
Declaration & Privacy Notice !	Street or Lot Number: 20
Review Details	Street Name: Synnot Street
Billing	

Suburb, Locality or Town: *   Werrbee

Postcode: *   3030

State/Territory: *   VIC   ✕ ⌄

Country: *   Australia   ✕ ⌄

Click on the Copy Street Address to Postal

Postal Address:

Copy Street Address to Postal

4. Click on the Save button to continue

5. Now complete the **Emergency Contact Details section,** see the below image.

6. Now complete the **Nationality section,** see the below image.

7. Now complete the **Schooling section,** see the below image.

8. Now complete the **Additional Details section,** see the below image.

9. Now complete the **Study Reasons section,** see the below image.

10.   In this section you are required to upload your Medicare card, by clicking on the **Upload button**, see the below image.

11.   Complete this **Declaration section,** by selecting the option, and then draw your

signature on the Student Signature box, see the below image.

12.   Click on Continue and review your details, then click on **Continue Enrolment** Button

13.   This is the final step to receive the invoice, Click on the <mark>Enrol and send Invoice</mark> button. see the below image.

> (i) If a third party is paying for your studies please select the "Enrol with invoice" option. You will still be sent an invoice with your booking confirmation. However, we will contact your third-party provider regarding your enrolment. If we cannot contact them or they do not provide payment, we will advise you. You will then need to pay the invoice within 14 days.

Quantity	Code	Description	Item Price
1	CSADV30	Short Course Booking for Rubina Parvez Computer Skills - Advanced (12 July - 13 September 2021)	$30.00
		Total:	$30.00

Click on the Enrol and Send Invoice button to receive the Invoice by email.

Rubina Parvez

$30.00

Enrol and Send Invoice

Complete the Enrolment process by paying the invoice amount within 14 days.

NOTE: As of 1/9/21 you can pay via debit/credit card. Invoices should be reserved for students who have a third party paying their fees.