



Hallam
PRIMARY SCHOOL

VicStudents Online User Guide

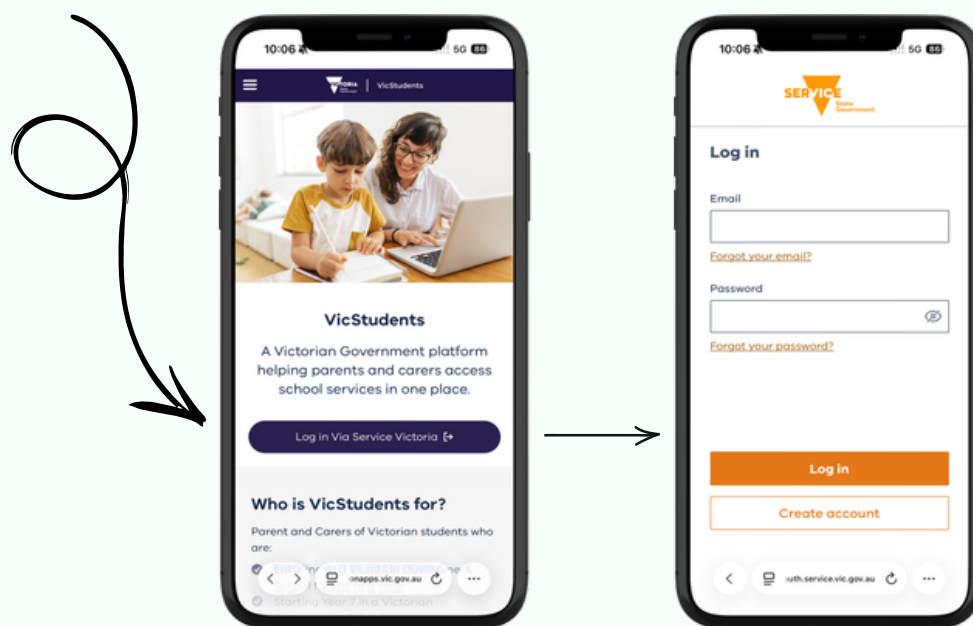
Prep students, along with students who have not previously attended a Victorian Government school, are encouraged to submit their applications through the VicStudents online portal.

Scan the QR Code to begin:



STEP 1

Visit students.educationapps.vic.gov.au on your mobile device or desktop and select **“Log in Via Service Victoria”**



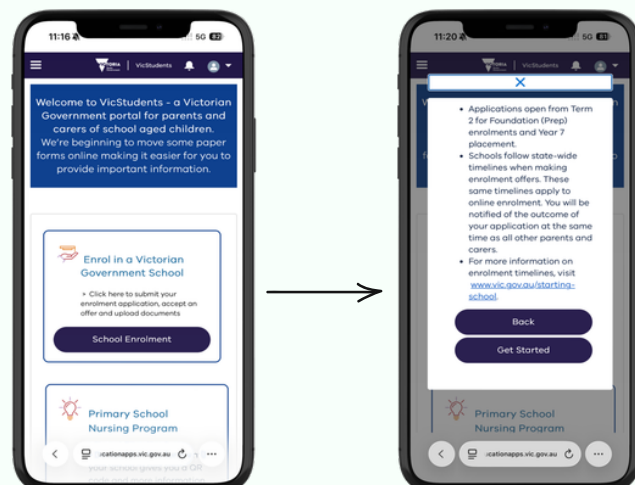
STEP 2

- **If you already have a Service Victoria account:** Sign in using your existing account details.
 - **If you do not have a Service Victoria account:** Follow the prompts to create one.
- Once your account is set up, return to the VicStudents portal and sign in using your Service Victoria account details.
- **If you have previously used the VicStudents portal:** You must now sign in using a Service Victoria account, as previous login methods are no longer supported.

If you experience any difficulties accessing your account, follow the available Service Victoria account recovery steps.

STEP 3

Once logged in, select **“School Enrolment”**. Read the **“Before you start”** information to check eligibility, scroll down and select **“Get Started”**



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STEP 4

Start a new application

Select **“Apply”** – Select **“New Student”** – Use the drop down box and select correct year level.

Please note: VicStudents can only be used for students enrolling in Prep or if the student has never been in a Victorian Government School.

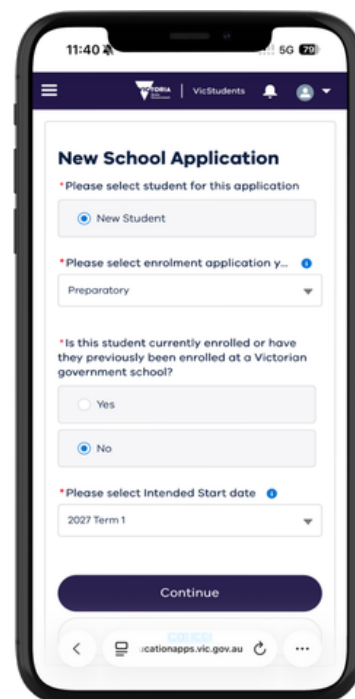
Answer all mandatory questions related to your student (all questions with a red asterisk *****) and select **“Continue”**

Read the **“Privacy Notice”** and select **“Continue”**

Complete all details for your student:

- **Student Details**
- **Address Details**
- **School Details**
- **Family Details**

Select one to three school preferences and click **“I Understand”** to acknowledge that only one school offer can be accepted



STEP 5

Upload relevant requested documents:

- **Birth certificate, passport or ImmiCard**
- **Proof of Address**
- **Medicare immunisation statement**
- **Visa papers (if applicable)**

STEP 6

Read **“Review and Declaration”** and check all details are complete and correct. If complete/correct, tick the acknowledgement boxes.

Select **“Submit”**

Please note: Once enrolment application has been submitted, details cannot be changed.

Read the **“Review Confirmation”** and select **“Proceed with Submission”**

Select **“Close”** in the **“Application Submission”** screen to return to the VicStudents homepage.