Follow the steps below to complete enrolment in iManage:

**Step 1:** Log in to iManage

**Step 2:** Check/Update Personal Details

**Step 3:** Enrol into Unit/s

**Step 4:** Select Unit (one at a time)

**Step 5:** Select Event Series

**Step 6:** Read & Accept Terms & Conditions

**Step 7:** Confirmation of Enrolment

**Step 8:** Check Enrolment

**Step 9:** View Timetable (Option 1 & 2)

- Additional Information – How to check exam location
- Self-Enrolment (iManage) Completed – What’s next?
Step 1: Log in to iManage

- Go to MAFC Student Site to access **iManage** under **Essential Services**

- If you have any issues with your login, please contact
  studentsupport@mafc.mq.edu.au

**Tip:** You can always return to the homepage by clicking on **Dashboard** on the side menu
Step 2: Check/update your personal details

- Select **My Details**

- Check all details are current, if not click on the **Edit** icon (pen & paper) on the top left corner and update where necessary

- Your primary email is locked as your MQ student email address. This cannot be changed as all correspondence must go to this email address.

  Consideration will not be given in any instance if you have missed information sent from the Applied Finance Centre because you have not logged into and checked your MQ student email account.

**NOTE:** If you select Yes to the ‘Disability’ question, please refer to Campus Wellbeing (http://students.mq.edu.au/campus_life/) for further information (i.e. registration)
Step 3: Enrol into Unit/s

• Go back to Dashboard

• In the Courses box, click on Enrol onto another unit

Re-admitted applicants: Enrolment option should be available for your re-admitted intake only.
Step 4: Select Unit

- Enrolment can only be done one unit at a time (must repeat the steps to enrol in another unit)
- If you are not sure which unit(s) you need to enrol in your first term with us, please contact our office.

NOTE: Part-Time study load is 1 advanced core unit (or 1 gateway unit) per term
Step 5: Select Event Series

- To view detailed timetable information, click on **Show** in the Events column.

- **Double check** your selection before proceeding to the next page:
  - Centre
  - Group (note: FT is Full-Time)
  - Location
Step 6: Read and accept Terms & Conditions

- Read the Terms and Conditions of enrolment at Macquarie University
- You must accept to proceed to the next page
Step 7: Confirmation of Enrolment

- You should now see a screen to indicate that you have successfully enrolled into the unit.
- To enrol in another unit, click on Enrol onto a unit and repeat step 4 to 6.
Step 8: Check your enrolment

- Once you have enrolled in your units, check your enrolment by going to My Courses.

- You will see the unit/s you have just enrolled in with Start Date, this date is also the CENSUS DATE.

- If you have incorrectly enrolled in any units, select Discontinue from a unit and follow the steps to remove your enrolment.

IMPORTANT: Census date is the last date that you can withdraw from a unit without incurring a financial and academic penalty.
Step 9: View Timetable (Option 1)

- Go to Timetable (default view is set on current week). This can be changed to Day view or Month view.

- To view your complete timetable, click on the All tab.

  - Displays 10 entries (future events only) per page.
Step 9: View Timetable (Option 2)

- Alternatively, your timetable information also appears in the Upcoming Events box on Dashboard

- To view all future event series, select Show all upcoming events
Additional Information – How to check exam location

- Click on the **Event Series** for exams (Mid-Semester Exam or Final Exam)
- If there is additional information for the exam location, it will be under **Description**
Self-Enrolment Completed

What happens next?

• Your enrolment in iManage will be transferred to the main University system in the next 48 hours.

• You will need to complete the rest of the Pre-orientation Steps