



ISIS – Student Portal User Guide



This guide contains the following Sections:

Section 1 – ISIS Basics

Objectives	At the completion of this section, you will be able to:				
	Request an ISIS user id and password				
	Change your user id and password				
	Navigate within ISIS - menu structure				
	Applicant overview – understanding your application progression				

Section 2 – Incoming Exchange Application

Objectives	At the completion of this section, you will be able to:				
	Enter an incoming exchange application				
	Accept the offer				
	Defer the offer				
	Decline the offer				

Section 3 – Help using ISIS Student Portal

Objectives	At the completion of this section, you will be able to:			
	How to get Help			
	User Guide			
	LTU ICT Services Desk			
	Out of Hours support			

ISIS Overview

ISIS (International Student Information System) is a Web based Student Management System, developed specifically to cater for the needs of international students applying to study at La Trobe University.

User Id's and Password Information

Obtaining an ISIS User Id and Password

Before you begin to use the ISIS Student Portal for the first time, you must apply for and obtain an ISIS User Id and Password. This can be obtained from the ISIS Student Portal itself. Further details are included in the following pages.

Security

You can only view details of applications, airport pickup requests and accommodation requests that relate to you. You cannot see any other student's details.

For your protection, all communications with La Trobe University using ISIS are protected by Secure Sockets Layer security encryption.

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Requesting an ISIS User id and Password

STEP	ACTION
1.	Follow the link to ISIS from the La Trobe University International web pages or open Internet Explorer and enter the following URL:
	https://isisprd.latrobe.edu.au/ISIS/Portal/Login.aspx?ReturnUrl=%2fisis%2fportal%2fDefault.aspx
2.	Create a Desktop shortcut or an Internet Explorer Favourite .
3.	Click the Click here to register link on the Login screen.
	The <i>Register</i> screen is displayed.
	Enter the requested personal details.
	 In the field marked <i>Type the code shown</i> enter the letters and numbers displayed in the cryptogram.
	Submit
	Click submit
	Your User Name and password will be emailed to your nominated email address:
	For example:
	Image: Student User Registration - Message (Plain Text) Image: Student User Registration - Message (Plain Text) Message Message Message Image: Student User Registration - Message (Plain Text) Reply Reply Forward Delete More to Create Other Folder - Not Junk E-mail Reply Delete Message Image: Student User Registration From: Isis-admin@latrobe.edu.au To: ISIS Cc: Student User Registration

Email Alert Key: StudentRegistrationDetailsToAcolicant Email Alert Mere: Student Registration Details To

Changing your Password

Your ISIS password protects confidential data against unauthorised access and must be changed every 90 days. This ensures that the sensitive data remains confidential and cannot be read or changed by anyone, unless they are authorised to do so.

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The University Regulations on "Use of University Computer Facilities"

	Portal/EditProfile.aspx?mi=9	ge ▼ ◎ T <u>o</u> ols ▼ ^{°°}
 Applicant Fax:		
Email:	Please enter student's email address (not that of a La Trobe University representative) Isis@latrobe.edu.au	
Address for Notif	cation of Application	
	Please enter student's address (not that of a La Trobe University representative)	
Address 1:	2/5 Casuarina Drive	
Address 2:		
Address 3:	CHERRYBROOK NSW	
Postcode:	2126	
Country:	Australia	
Visa Details		
	Applicant is a permanent resident of Australia	
Student Portal Ac	count Details	
Username:	aprdundas	
Password:		
Confirm Password		
		~ _s
	×	

Changing your Password, continued

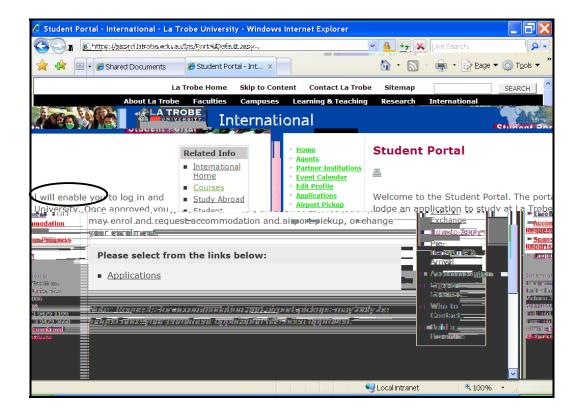
STEP

ACTION

- 3. **Password (Optional):** Enter the new password.
- 4. Confirm Password: Re-enter the new password.
- 5. Click SUBMIT to confirm the password change.

Menu Structure

The left-hand menu is used to navigate within various sections of the ISIS Student Portal. For example, selecting **Applications** will take you to the Browse Applications page, where you can view your existing applications or begin to create a new application.



Applicants Overview

Using the Student Portal applicants can enter an applications, view the status of their application and edit certain details.



Courses are only associated with one program type. You cannot choose a Postgraduate Research course when filling in an Undergraduate application.

Applicants' Status Histories

The screen/form displayed on ISIS is determined by the program type (ie. Incoming Exchange) originally entered by the applicant.

Data entry can be done by any ISIS user, with the required permissions, to partially complete an application. It can then be saved and retrieved for future data entry, when more information is available.

When the data entry is complete, ISIS automatically changes the status to **With Admission Officer**, depending on the application status.

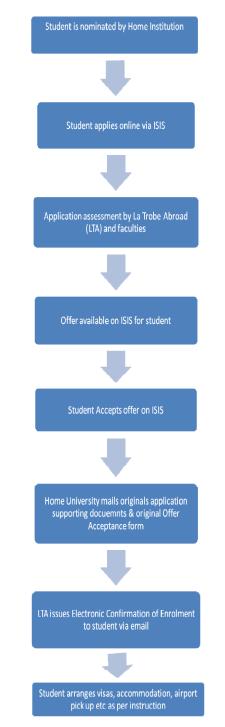
Application Status History			
Changed On	Changed By	From	TO
04-May-2007	Carmen SICA - IPO Staff		Data Entry

The example below, demonstrates the different status levels an application can go through.

Applicant A	<u>Reg.</u>	Agent	Prog.	<u>Pkg./</u> Prov.	<u>Fac.</u>	Course Date	Status	Offer Made		
DUNDAS, Warwick Rex	AUSNZ		UG			27-Feb-2006	With Admission Officer		DIT ●	
FRANKS, Rusty	N-AMER	Excelsior Education Services (USA)	UG			27-Feb-2006	Offer Accepted	18-Sep-2006	DIT ●	
KAHLER, David	N-EUR		UG			27-Feb-2006	Student Acceptance	01-May-2007	DIT ●	
KAHLER, David	N-EUR		PGRES				Pre-App Data Entry		DIT EDIT	X DELETE
MCGAW, Steve	N-EUR		UG		L&M	27-Feb-2006	With Faculty Advisor	/	DIT ■	
MERRYMAN, Jordan	N-AMER	Friendly Agent (USA)	UG	D		24-Jul-200	Offer Accepted	18-Sep-2006	DIT EDIT	
STITT, Carol	SE-ASIA		PGCW				Data Entry		➡ EDIT	X DELETE

Clicking the EDIT icon beside a specific application displays the full application, allowing further processing to occur.

Section 2 – Incoming Exchange Application



Incoming Exchange Application Life Cycle

Refer to the following pages for instructions on 'How To Apply'

Entering an Application



Once you have logged into the Student Portal, you can then create, search/view and edit the application details by clicking **Applications**.

https://isisprd.latrobe.edu.au/ISIS/Portal/Login.aspx?ReturnUrl=%2fisis%2fportal %2fDefault.aspx

STEP	ACTION				
1.	The <i>Browse Applications</i> screen is displayed.				
2.	Choose an existing application from the list displayed, or select the button to create a new application.				
3.	Program Type: Use the drop-down list and select Incoming Exchange	e			
4.	Country of Application: Select the country of your home institution.				
5.	OffShore Institution:				
	• Select the SELECT button.				
	• Select the country of your home institution, click SEARCH.				
	 Select your home institution from the list provided by clicking SELECT 				
	 Click SUBMIT. Details of your home institution will appear 				
	*Sponsorship – <i>if requested</i> tick 'No Sponsor'				
6.	The <i>Edit LTI Application</i> screen appears – scroll down to the <i>Current</i> section	t Studies			
	raniariosoni minismi aragunari is Tools Help				
	trobe.edu.au/Isis/Portal/Applications/EditApplication.aspx?id=533	10			
	nce must be attached. Documents not in English must be accompanied by Completion of this section is compulsory. Du	cumentary evide			
	a certified translation. Home Institution Country: UNITED STATES	OF AMERICA			
	Home Institution Name: Alaska Anchorag				
	Current University Degree or Highest Qualification: Please Select				
	Year Commenced:				
	Major (if known): Expected Completion: 21 V Sep V	2010 🗸 🚟			
	on your transport	at do pot appear			

7. Current Studies:

on your transcript:

 For Current University Degree or Highest Qualification: Select Other Award and type in your current degree – ie. Undergraduate or postgraduate

Current Units:

Current units that do not appear

• Enter the Year Commenced, Major, Expected Completion; Current units (Enter current units only if they are NOT listed on your

Section 2

academic transcript)

- 8. **Exchange Type:** Tick the checkbox if applicable.
- 9. English Proficiency: Check the appropriate box.
- 10. VOS5:75(e)et/7threadiplomatic post where you will apply for your student visa.

If you are applying online select the post which you will apply through.

11. Exchange Program:

- Select the Study Duration, Commencing Study Period, Commencing year. Please note that Term-based selection is for postgraduate studies at the Graduate School of Management only
- Click
 CREATE STUDY PLAN

12. The Study Plan – Semester, Year screen will appear

be.edu.au/Isis/Portal/Applications/EditApplication.aspx?id=53310		
Commencing Year: 2011		
st Term-based selections are for students taking the P	ostgraduate Business Incoming Exchange	e Program. 🗧 CLEAR STUDY PLAN
Study Plan - Semester 1, 2011		
List, in order of preference, the units you would like to	study at La Trobe.	
Choose units from one campus only.		
List more units than you require per semester or term	(at least 60 credit points, 45 for research car	ndidates).
Mark any units your home institution requires you to ta	ake at La Trobe University.	
Students may nominate units for assessment outside t	he faculty of their chosen course preference.	
Campus: Please Select 💌		🛨 ADD
Pref. Unit Code Unit Name Faculty		d. By Home itution Status

Select the **Campus** you wish to study at while on exchange – **Bendigo** or **Melbourne (Bundoora)**. All other campuses listed are NOT available for Exchange students

- I. Select **E** ADD to bring up the **Subject search function**
- II. Select the **faculty** and click SEARCH to bring up a list of all available subjects from the particular faculty

a. OR

- III. Enter the La Trobe subject code *if known* in the **Search** field and click ✓ search
- IV. Click **T** SELECT to select subject
 - Repeat steps I IV to select other subjects
 - Check the box **Reqd. By Home Institution** if this is a compulsory subject & must be completed while on Exchange to La Trobe.
- 13. Research Incoming Exchange only: Complete only if you are coming on exchange to undertake Research .f10.1452 0 0 11.2898 450.84 632.4 Tm60341 Tc-.0Tj-32.2972 -2.1471 800

Declaration and Agreement	
 I certify that the information supplied I acknowledge that La Trobe reserv I have read the information in the bring I understand that the tuition fee doe I understand that the University, as Indigenous Affairs (DIMIA). 	e O S
🗹 I agree	

16. Attachments and Supporting Information Upload all required supporting documents for your exchange application by clicking **ADD**.

Supporting documents are:

- 1 x Academic Reference
- 1x Non Academic Reference (Family members & Friends will NOT be accepted)
- Personal statement 1 page about why you wish to study on Exchange at La Trobe University
- Office academic transcript from your home University
- Evidence of English proficiency

Please clearly NAME the documents in the **comment** field when uploading the document.

Please submit the original or original certified copies of all these documents to your Home institution exchange coordinator – to send to us via mail

17. Messages: Enter message details if required.

Send email notification to: Check the box if you wish an email to be sent to the admission officer displaying the message details.

18. When all details have been entered, click Lodge Application. The system will display error messages if you have left out any mandatory data.

Go back to these fields, enter the details and click **Lodge Application** again when completed.

19. The **Application Status History** has been updated from Data Entry to: **With Admission Officer.**

Application Status History			
Changed On	Changed By	From	То
17-Oct-2008	Applicant	Data Entry	With Admission Officer
17-Oct-2008	Applicant		Data Entry

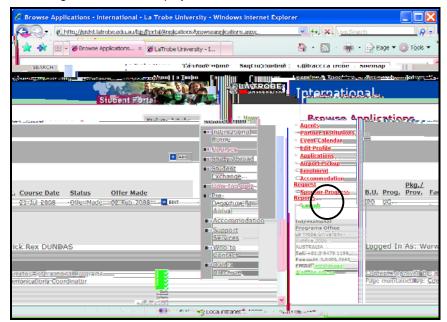
Assessment of your application can take 4-6 weeks as all applications sent to the relevant faculties for subject approvals. Once an offer has been made, you will receive an automated email informing you to login to retrieve & accept your offer.

Student Accepts Offer

STEP	ACTION
4	Lag into the Student Portal and aliak Annliastions on the Student Portal home

 Log into the Student Portal and click Applications on the Student Portal home page.

The following screen will be displayed.



Click EDIT for the application you wish to accept. The application details appear.

2. Scroll down to the Accepting area and check the box.

Note that a completed and signed offer acceptance form <u>must</u> be received by La Trobe University before any enrolment can be finalised.			
Accepting	ID	Offer	
		Offer ID: #218 Offer Status: Offer made	
	218	Course: LHB - Bachelor of Business with Honours	
		Commencing: 25-Feb-2008 at Bundoora (Melbourne)	
\frown		Offer Letter for Undergraduate Program	
		Comment File	
\sim		Offer Letter OfferLetter.pdf (32 kB)	
		Pre-Populated Acceptance Form: 📴 VIEW PDF	

3. Print out the Offer Letter and the Pre-populated Acceptance form. Complete the details required on the Acceptance form and return it to La Trobe University.

Student Accepts Offer, continued

STEP	ACTION		
4.	Click Student Accepts Offer. This indicates the applicant formally intends to accept the Offer.		
	Forward the Offer Acceptance forms to La Trobe University via mail, fax or email.		
-	The Application Otatus History has been undeted to Otudant Assertance		

5. The Application Status History has been updated to: Student Acceptance.

Application Status History				
Changed On	Changed By	From	То	
09-May-2007	Carmen SICA - IPO Staff	Offer Made	Student Acceptance	
09-May-2007	Carmen SICA - IPO Staff	Approved	Office Mindee	
08-May-2007	Carmen SICA - IPO Staff	With Admission Officer	Approved	
D12-Ma9-200-7	* garmeñ St∈K≣ IPØ Staff	Waiting For App Fee Payment	With Admission Officer	
07-May-2007	Carmen SICA - IPO Staff	Data Entry	Waiting For App Fee Payment	
[(07+Ma9-2007	Çarmen SICA - IPO Staff		Data Entry	

STEP

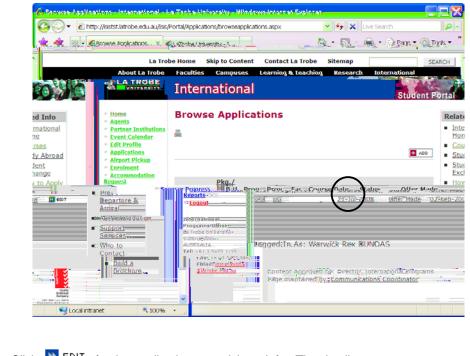
Deferring your Offer

If you wish to defer your offer, La Trobe Abroad must be notified by your home institution prior to you completing the below

ACTION

1. If the application to be processed is not already displayed on your screen, click **Applications** on the Student Portal home page.

The following screen will be displayed:



Click EDIT for the application you wish to defer. The details appear.

2. Click Defer Offer to indicate the application has been formally deferred.

3. The Application Status History has been updated to: Offer Deferred.

Application Status History			
Changed On	Changed By	From	То
09-May-2007	Carmen SICA - IPO Staff	Student Acceptance	Offer Deferred
09-May-2007	Carmen SICA - IPO Staff	Offer Made	Student Acceptance
09-May-2007	Carmen SICA - IPO Staff	Approved	Offer Made
09-May-2007	Carmen SICA - IPO Staff	With Admission Officer	Approved
08-May-2007	Carmen SICA - IPO Staff	Waiting For App Fee Payment	With Admission Officer
08-May-2007	Carmen SICA - IPO Staff	Data Entry	Waiting For App Fee Payment
08-May-2007	Carmen SICA - IPO Staff		Data Entry

Decline Offer

Indicates that you have withdrawn from the Exchange Program. La Trobe Abroad must be notified by your home institution prior to completing the below.

STEP

ACTION

1. If the application to be processed is not already displayed on your screen, click **Applications** on the Student Portal home page.

The following screen will be displayed.

Brows	Applications - International - La	Trobe University - Windows Internet Explorer	
P - Q	🗲 💭 🔻 🔊 http://sistst.latrobe.edu.	au/Isis/Portal/Applications/browseapplications.aspx	🖌 🍫 🗙 Live Search
* *	📩 🚸 😨 - 😤 Parema, tradications	The Controlled Conversity - Tank	A · A · A · Bearra
ж	La	Trobe Home Skip to Content Contact La Iro	ube Siteman
	About La Trobe		ing Research International
	Agents Padema Institutions	Applications	Related Info
Arrival	e Airport Pickup Enfolment Accommodation	Pkg.1	Status Offer Made
• Suppo		Content of the second of	d In As: Warwick Rex DUNDAS
		Succal intranet	

Click For the application you wish to decline.

2. Click Decline / Withdraw Offer to indicate you have declined the Offer.

3. The Application Status History has now been updated to: Offer Declined/Withdrawn.

Application Status History			
Changed On	Changed By	From	То
23-May-2007	Carmen SICA - IPO Staff	Provisional Acceptance	Offer Declined / Withdrawn
23-May-2007	Carmen SICA - IPO Staff	Student Acceptance	Provisional Acceptance
23-May-2007	Carmen SICA - IPO Staff	Offer Made	Student Acceptance
23-May-2007	Carmen SICA - IPO Staff	Approved	Offer Made

Section 3 – Help in using the ISIS Student Portal

How to get help

There are three ways of getting help to use the ISIS Student Portal:

- 1. This user guide
- 2. The La Trobe University ICT Service Desk
- 3.