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.

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 *Register* screen is displayed. • Enter the requested personal details. • In the field marked *Type the code shown* 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:
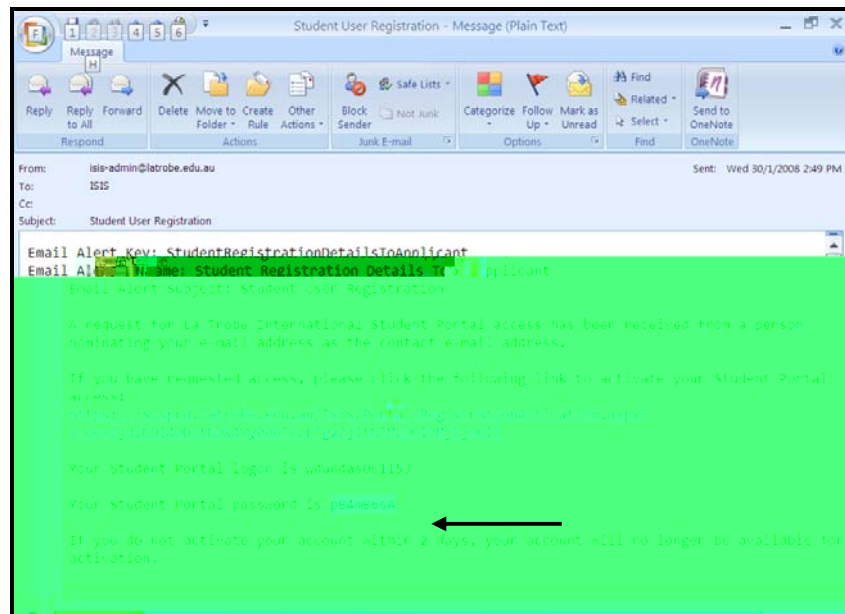
Changing your Password

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.

The University Regulations on "Use of University Computer Facilities"

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.
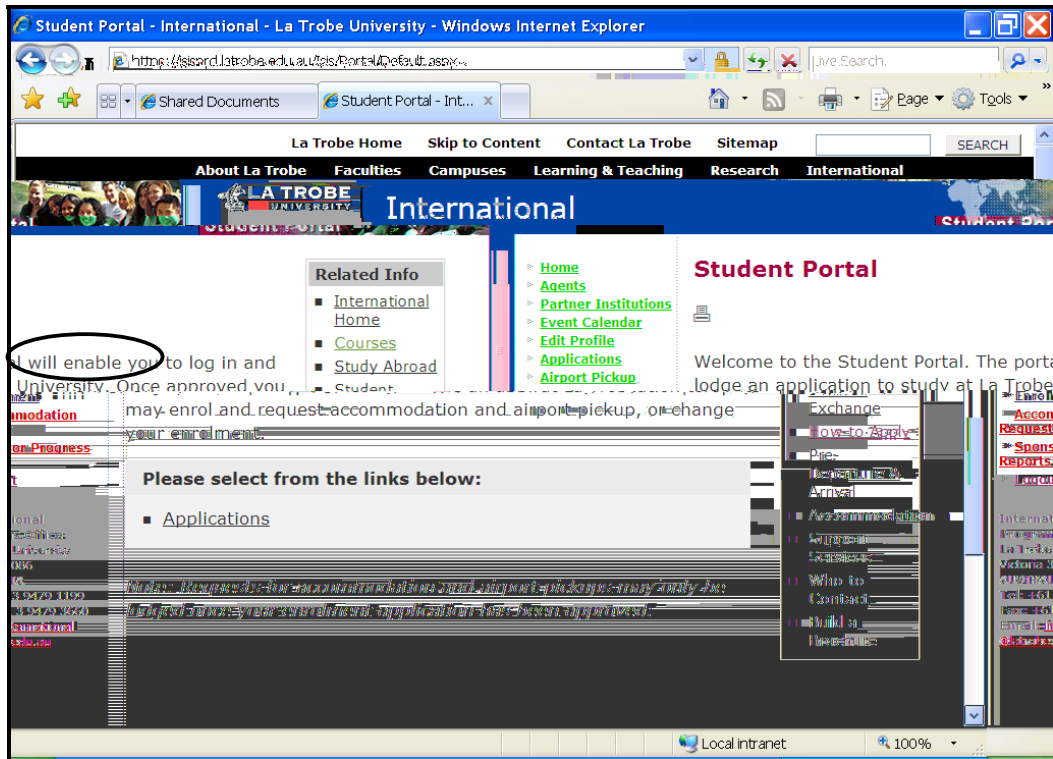
Applicants Overview

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

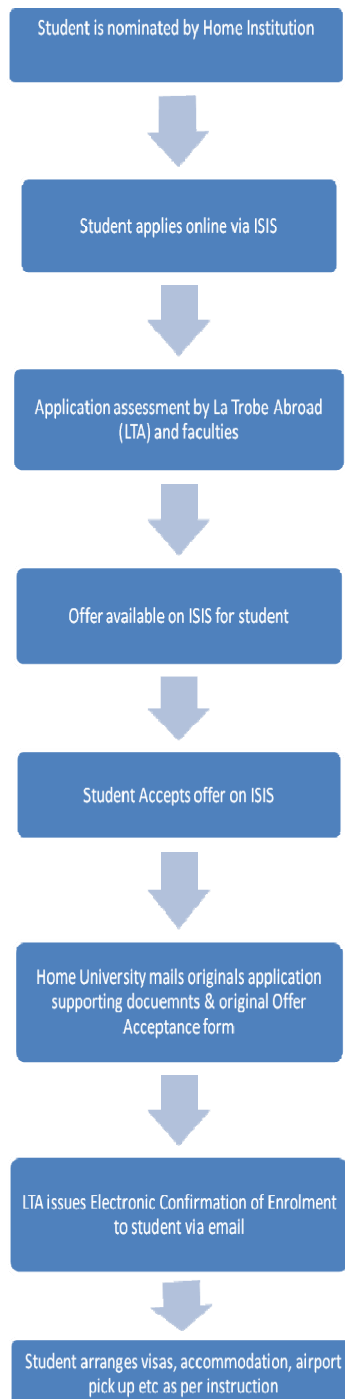The example below, demonstrates the different status levels an application can go through.

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

Student is nominated by Home Institution

↓

Student applies online via ISIS

↓

Application assessment by La Trobe Abroad (LTA) and faculties

↓

Offer available on ISIS for student

↓

Student Accepts offer on ISIS

↓

Home University mails originals application supporting docuemnts & original Offer Acceptance form

↓

LTA issues Electronic Confirmation of Enrolment to student via email

↓

Student arranges visas, accommodation, airport pick up etc as per instruction

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 *Browse Applications* screen is displayed.
2.	Choose an existing application from the list displayed, or select the ➕ ADD button to create a new application.
3.	**Program Type:** Use the drop-down list and select **Incoming Exchange**
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 – *if requested* tick 'No Sponsor'

| 6. | The *Edit LTI Application* screen appears – scroll down to the *Current Studies* section |

| 7. | **Current Studies:** |

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

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

academic transcript)

8.   **Exchange Type:** Tick the checkbox if applicable.

9.   **English Proficiency:** Check the appropriate box.

10.   **Visa:** Select the diplomatic 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*

      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 ![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 ![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**.

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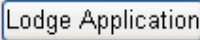
Supporting documents are:

- 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.**


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

The following screen will be displayed.
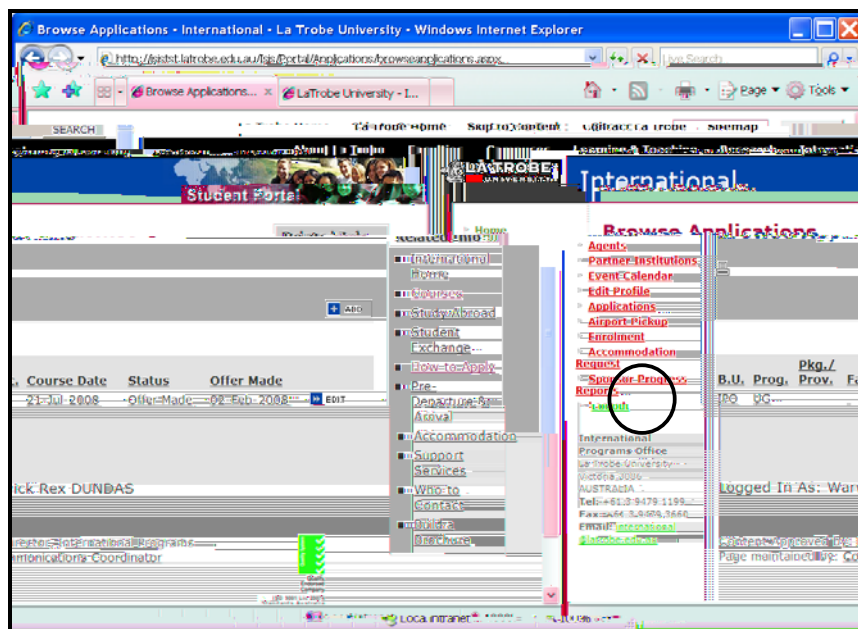
Click ▶▶ EDIT for the application you wish to accept. The application details appear.

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

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

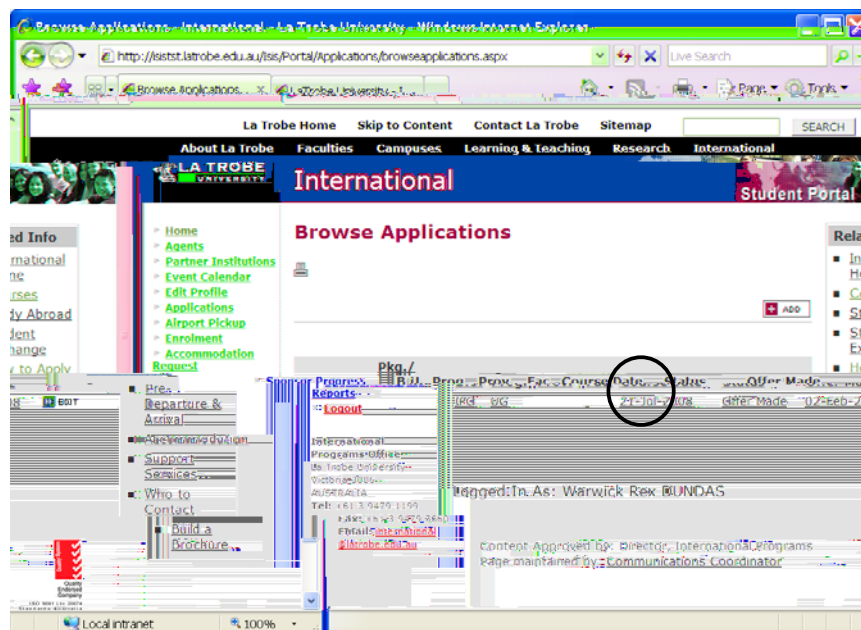| Application Status History			
Changed On	**Changed By**	**From**	**To**
09-May-2007	Carmen SICA - IPO Staff	Offer Made	Student Acceptance
09-May-2007	Carmen SICA - IPO Staff	Approved	Offer Made
08-May-2007	Carmen SICA - IPO Staff	With Admission Officer	Approved
07-May-2007	Carmen SICA - IPO Staff	Waiting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

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

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: 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**.

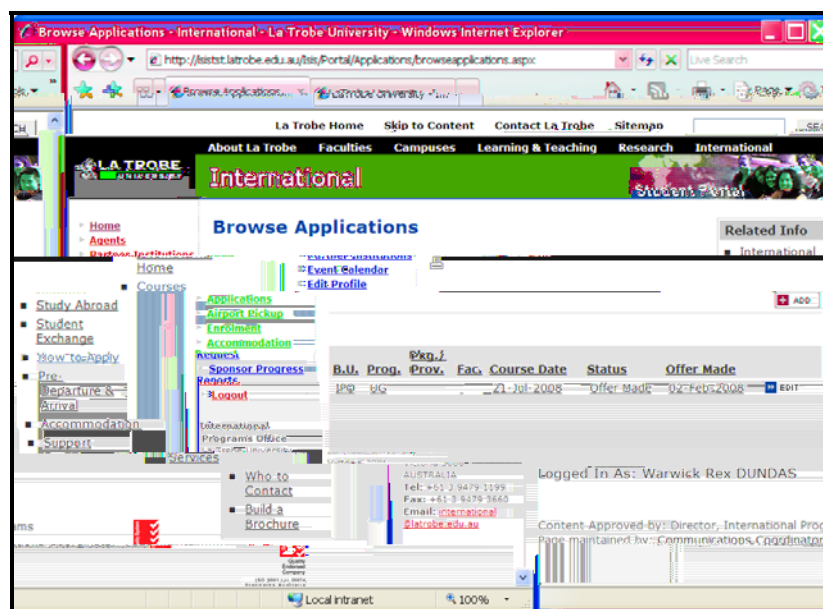| Application Status History			
Changed On	**Changed By**	**From**	**To**
09-May-2007	Carmen SICA - IPO Staff	Student Acceptance	Offer Deferred
09-May-2007	Carmen SICA - IPO Staff	Offer Made	Student Acceptance
09-May-2007	Carmen SICA - IPO Staff	Approved	Offer Made
09-May-2007	Carmen SICA - IPO Staff	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.

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**	**To**
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.