

Descriptive Transcript



Title: Completing Mandatory Tasks
Creator: Swinburne University of Technology
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Audio/video for this transcript available from: <https://commons.swinburne.edu.au>

[Background music: White title screen with text “Completing Mandatory Tasks”]

In this video, we'll show you how to complete any mandatory tasks that appear in your My Tasks tile on your My Swinburne homepage.

[Screen-capture view of Enrolment Summary page. There is a message in a red box across the centre which reads ‘You have tasks that need to be completed before you can enrol’]

You may not be able to enrol into units until all mandatory tasks have been completed.

[Screen-capture view of My Swinburne Homepage]

Depending on whether these tasks have been completed previously, you may see some of the following tasks **[My Tasks tile is highlighted. A number 3 in red circle is showing in the header]** in your My Tasks tile: agreeing to Swinburne’s Terms and Conditions, providing your Unique Student Identifier (also known as USI), completing the details about your educational or cultural background or your HECS-Help form.

If you’re studying a VET course, you may also be asked to register into a block group and enrol.

If you don't see any of the tasks available, don't worry! This just means you've already completed these mandatory tasks. Simply proceed with the next steps of your enrolment.

To complete the tasks, go to the My Tasks tile. **[My Tasks tile is highlighted and the header is clicked. A Complete My Tasks page opens. It has a list of steps on the left – step 1 is in red. On the right is a list of 2 tasks within Step 1]** You will be guided to complete all mandatory tasks step by step.

In this example, the first step is to complete the Terms and Conditions task. To respond to the task, click on ‘Respond’. **[Red ‘Respond’ button on the right of the task is highlighted and clicked. A Terms and Conditions pop-up window appears. It has a red ‘Agree’ button in the top right and a link to download the terms as a PDF]**

Ensure that you read the terms and conditions carefully, then click on the Agree button in the top right corner. **[Red 'Agree' button is highlighted and clicked]**

[Complete My Tasks page displays. The Terms and Conditions task reappears and is highlighted in a red box]

You'll see the Terms and Conditions task reappear in your My Tasks tile twice a year. You will need to agree each time it does.

[The Terms and Conditions task disappears. Only one task remains in Step 1. It has a red 'Respond' button on the right] You'll need to complete all tasks on the page, before clicking next.

In this example, you'll need to provide your Unique Student Identifier or USI number.

[White screen with text "Please visit: www.usi.gov.au"]

If you don't have a USI or are not sure if you do have one, please visit www.usi.gov.au for more information.

[Complete My Tasks page displays. A pink box contains the task 'Provide your unique Student Identifier (USI)'. Within the task response there are 3 fields under the heading 'Alternate Identification Details': Alternative ID Type (already set to USI), Alternate ID and Year]

Once you have your USI number, please enter it in the alternate ID field, **[a series of letters and number are typed in and the red 'Save' button in the top right is clicked]** then click Save.

And that's it!

[Complete My Tasks page displays. It now shows 'No records found' under Step 1]

Once there are no more Tasks displayed in your My Tasks tile, you're ready to proceed with the next step of your enrolment - Submitting Government Assistance Forms. **[Step 2 is highlighted on the left side. It reads "Confirm Related Compliance items"]**

[White screen with text "Contact StudentHQ on 1300 794 628 (Option 1) for assistance"]

Remember, if you have any questions, don't hesitate to reach out to StudentHQ on 1300 794 628.

[Background music: White screen. Swinburne logo swipes up]

[END OF TRANSCRIPT]