

VSL- Parent Enrolment Guide

Intended Audience:

This document is for anyone attempting to enrol a student at VSL.

We recommend this process is completed in **Google Chrome** however, it can be completed in any browser.

Please read these instructions !!! DO NOT choose more than one preference for a class. If you choose “other preferences” in the drop-down box, your application processing may be delayed.

There are three stages to requesting an enrolment :

1. **Accessing or creating your VSL Compass account (different process for existing and new families)**

Families who had students at VSL in 2024- access your account You would have received an e-mail with your existing account username and a temporary password. Many parents will not have opened this account and you will be asked to set up a new password before you can proceed. This VSL Compass account is different to any other school Compass accounts that you may have for other schools and you will need to complete this step.

New enrolments – no student at VSL in 2024 – register for an account. You will be directed to the VSL website from this document and will be invited register for an account. Please follow the instructions in this guide starting at page 6.

2. **Setting up the Student Profile for the student you wish to enrol** (you will need to provide family and medical information and proof of identity in this section)
3. **Requesting enrolment for the student/s you have set up in the profile.** This first stage does not guarantee a place in a class however you will be asked to make the Parent Contribution of \$90 for students in F-10 and \$110 for VCE students. All families will receive notification when a student has been allocated to a class.

Should you have difficulties enrolling, please contact us via the dedicated enrolment help: enrolhelp@vsl.vic.edu.au

Step 1– AccessingYour Account

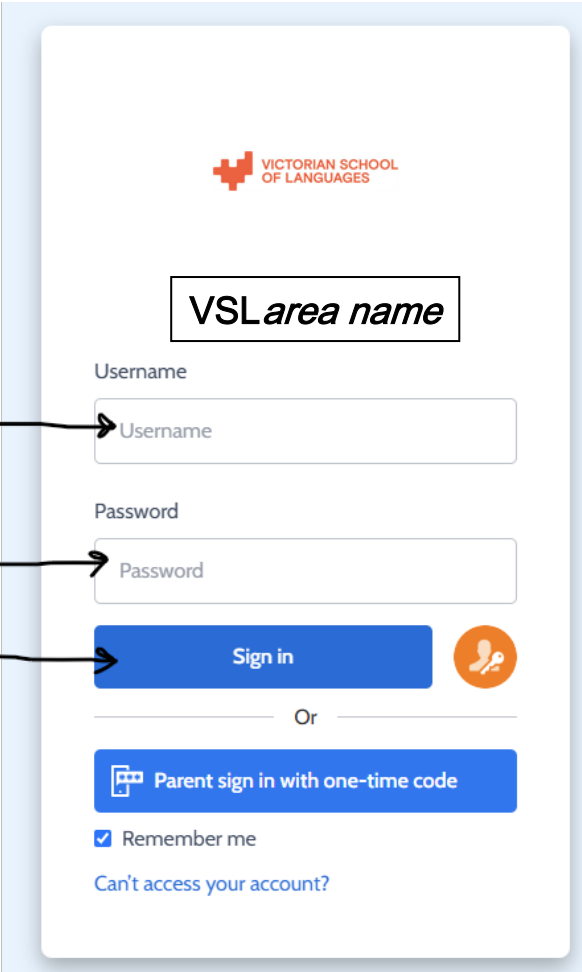
New Enrolments – no student at VSL in 20 24 start on page 6

Families who have students at VSL in 2024start here

Go to the VSL Website <https://web.vsl.vic.edu.au/language-finder/> and choose the language and centre closest to you. Click the button for **Returning Student**

You must complete this step even if you have a Compass account at another school. Use the login details sent to you by Compass.

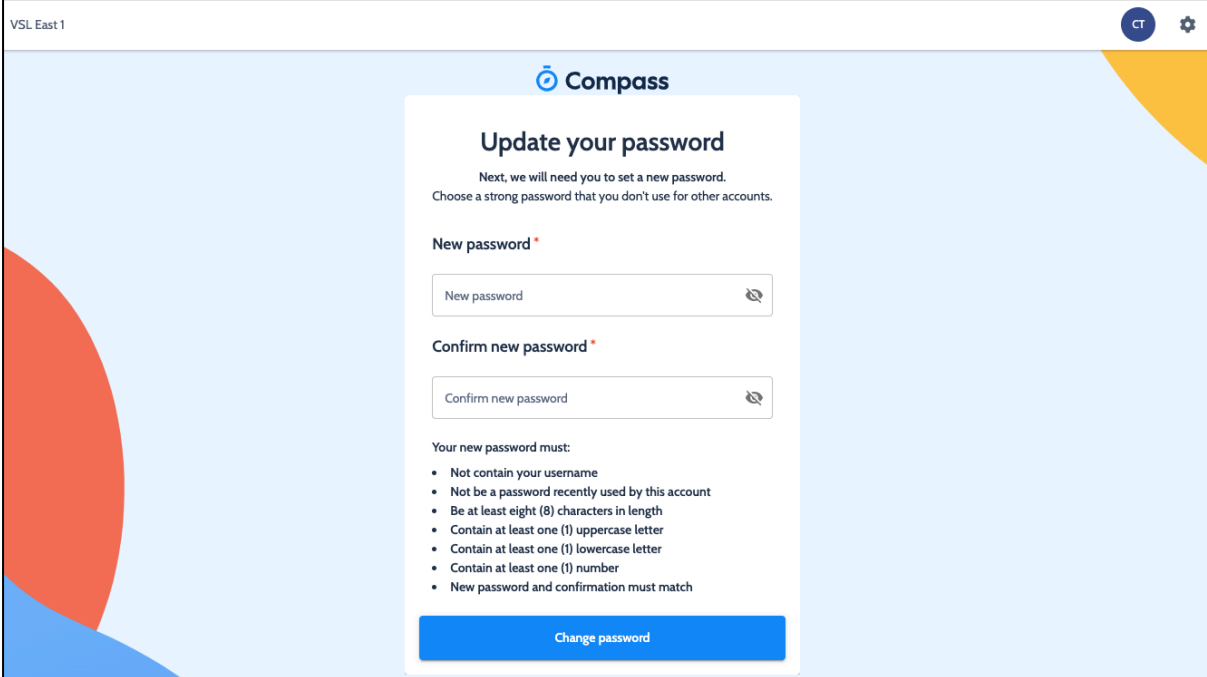
When you receive your Compass account login details enter them and click on the Sign In



The screenshot shows the login interface for the Victorian School of Languages (VSL). At the top, the VSL logo is displayed. Below it, a box contains the text "VSL area name". The login form includes a "Username" field with a placeholder "Username", a "Password" field with a placeholder "Password", and a blue "Sign in" button. To the right of the "Sign in" button is a circular icon with a person silhouette. Below the "Sign in" button is a horizontal line with the word "Or" in the center. Underneath is a blue button labeled "Parent sign in with one-time code". At the bottom, there is a checked checkbox labeled "Remember me" and a link that says "Can't access your account?". Three black arrows point to the "Username" field, the "Password" field, and the "Sign in" button.

VSL parents will not have used this account before and will be asked to set up a new password before the enrolment process can proceed.

Create your new password



VSL East 1

Compass

Update your password

Next, we will need you to set a new password.
Choose a strong password that you don't use for other accounts.


New password *

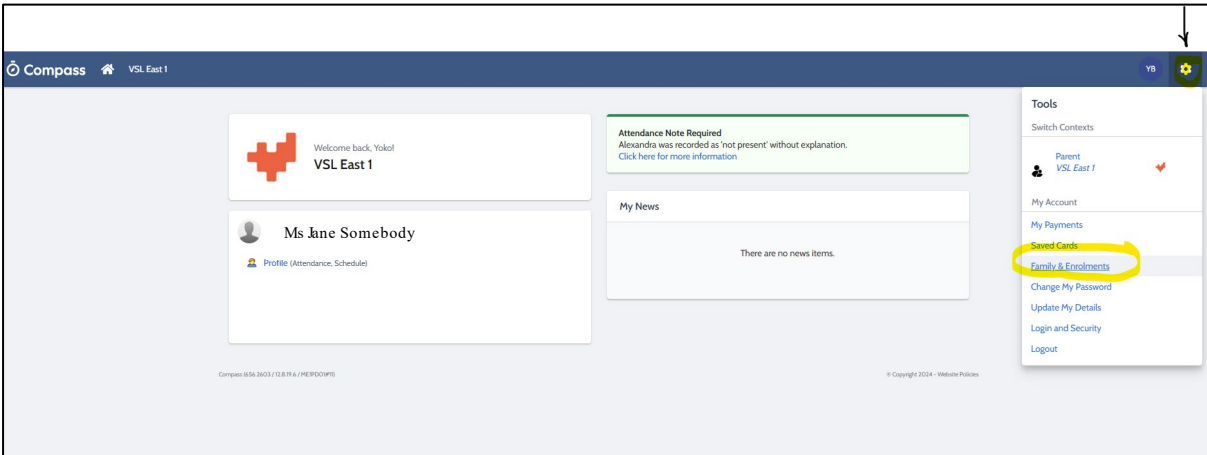
Confirm new password *

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be at least eight (8) characters in length
- Contain at least one (1) uppercase letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number
- New password and confirmation must match

[Change password](#)

Once you have changed the password and landed at your home page, go to the cog wheel  to access **Family and Enrolments** the link



Compass VSL East 1

Welcome back, Yoloz!
VSL East 1

Ms Jane Somebody
Profile (Attendance, Schedule)

Attendance Note Required
Alexandra was recorded as 'not present' without explanation.
[Click here for more information](#)

My News
There are no news items.

Tools

- Switch Contexts
- Parent VSL East 1
- My Account
- My Payments
- Saved Cards
- Family & Enrolments**
- Change My Password
- Update My Details
- Login and Security
- Logout

Compass (656,3003,112,8,79,6) (HEP000P00)

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Go to Page 8 for your next step

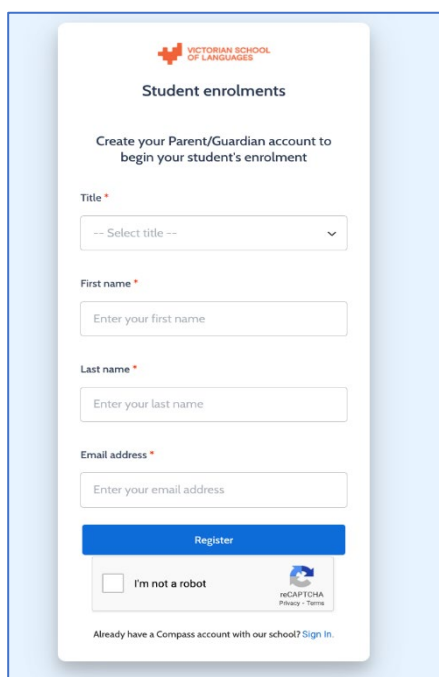
New enrolments – no student at VSL in 2024

Start here!

Go to the VSL Website <https://web.vsl.vic.edu.au/language-finder/> and choose the language and centre closest to you. Click the button for **New Enrolments** and follow the enrolment process to your Self Registration link:

Once you have found the Self Registration link:

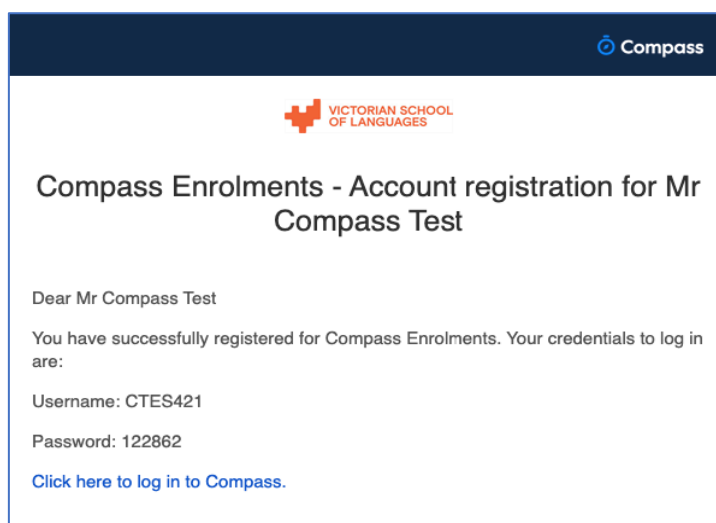
1. Fill out all of the applicable information including
 - a. Title
 - b. First name
 - c. Last name
 - d. Email address



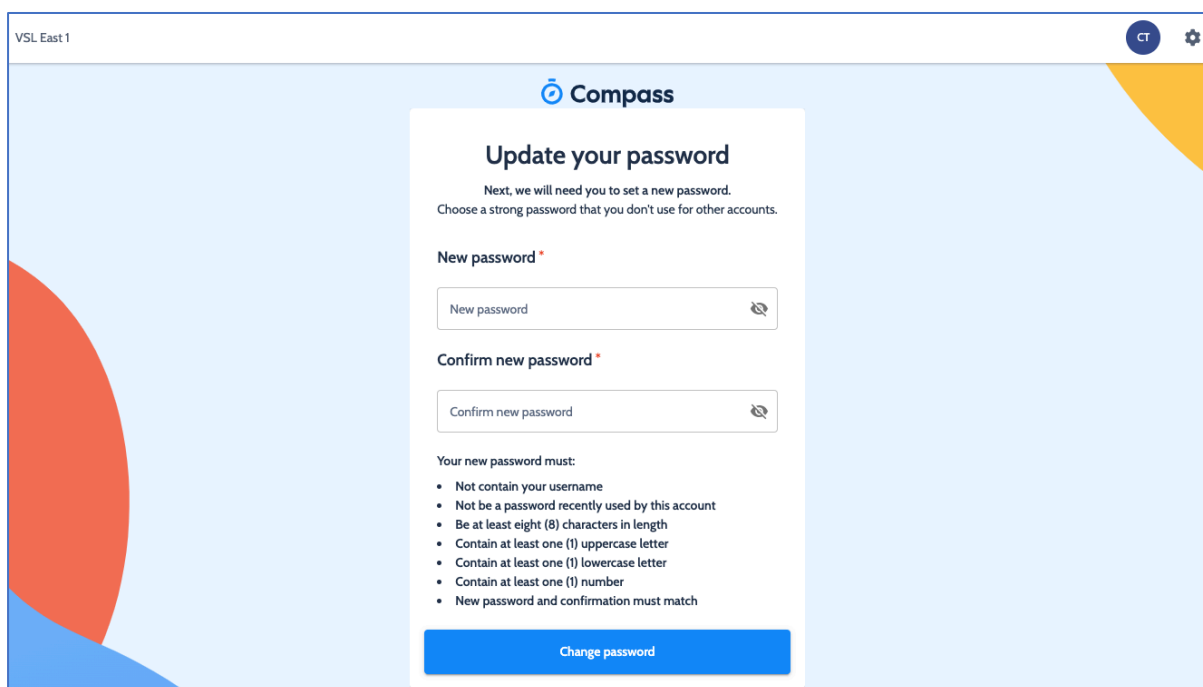
The screenshot shows a registration form titled "Student enrolments" from the Victorian School of Languages. The form prompts the user to "Create your Parent/Guardian account to begin your student's enrolment". It includes the following fields: "Title" (a dropdown menu with "-- Select title --"), "First name" (text input), "Last name" (text input), and "Email address" (text input). Below the fields is a blue "Register" button. At the bottom, there is a checkbox for "I'm not a robot" next to a reCAPTCHA logo and text. A link at the very bottom says "Already have a Compass account with our school? Sign In."

Please make sure you check the reCAPTCHA – I am not a robot.

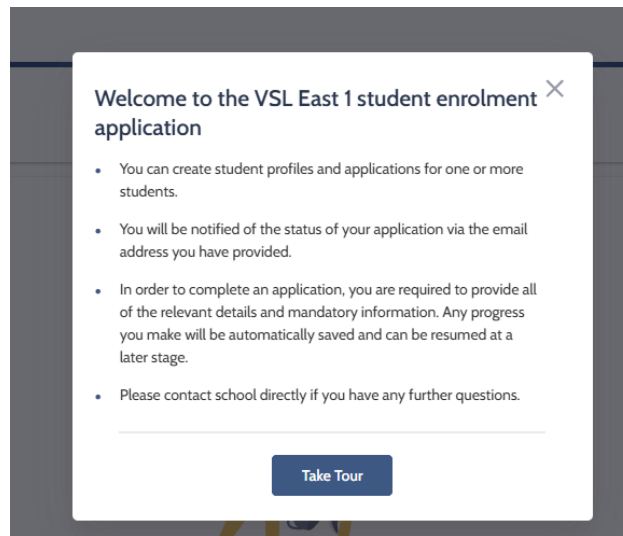
2. Once you have filled out this registration form, wait for the email with your login details to begin the enrolment process.



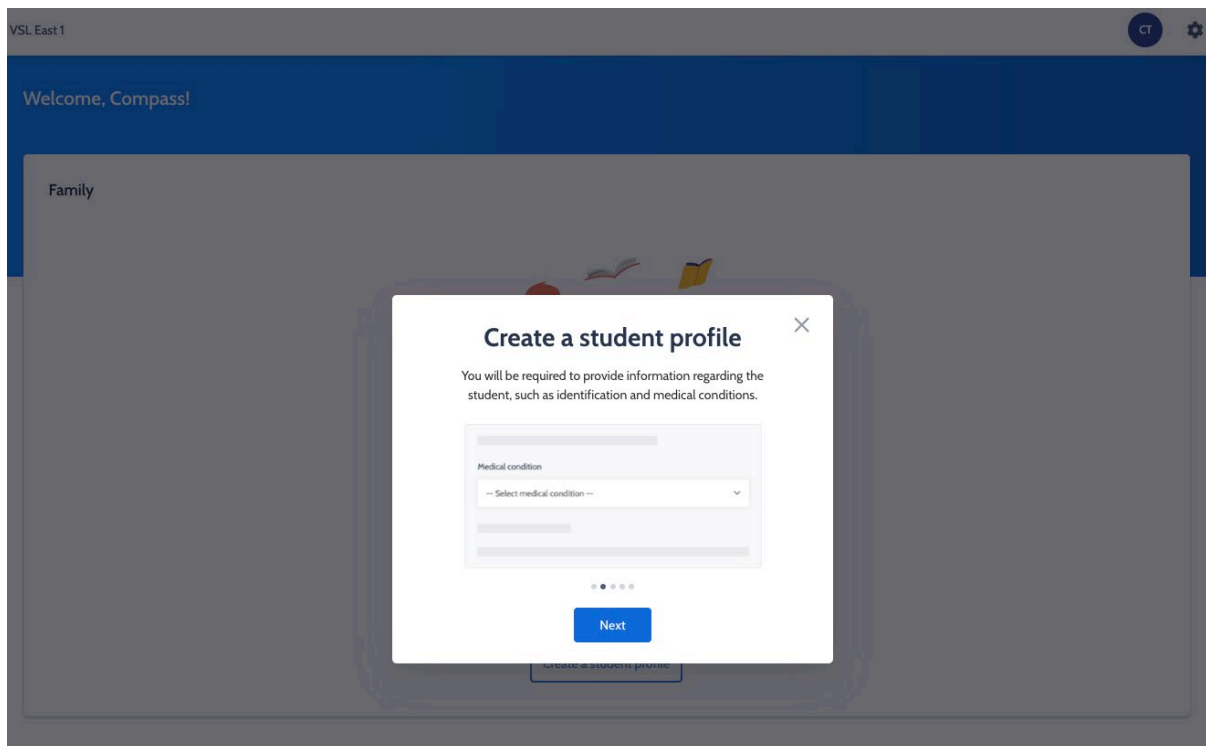
3. Once you login to Compass you will be asked to reset your password:



4. Once you have logged in to Compass you will be on the following page



1. Select take tour to see a display of how the enrolments process works:



STEP 2 Setting up your Student Profile

Click on 'Create a student profile' for the student you wish to enrol. You can add additional students later. For the first student you will be asked to provide family and medical information. Family information will carry forward to any additional students that you add but can be modified if details vary for each student. You can modify any details during the process or at the end during the Review process.

STUDENT 1

Student Name – enter the student's first name and last name. Other name fields are optional

Gender – enter as per the student's birth certificate

Date of Birth

Student Primary Address – type in the address where the student mostly resides. As you type the address should appear in the box, click to select and enter.

Living Amount - Select the 'Living Amount' for this student at this address – e.g. 'Always' if the student only lives in one household.

Secondary Address You can add a **secondary address** if the student lives in more than one household. You would select the living amount between the primary and secondary address.

Mailing Address– you can tick to select the home address as the mailing address or you can add a mailing address for the student if that is different to any of the addresses that you have previously added.

Mailing Address– you may wish to add a mailing address that is different to the residential address. If you wish to add a PO Box as the mailing address – select “can’t find your address” and then type the details as the auto-populate software is not working on this field.

You add the parents/guardians of this student.

Parents / Guardians– you should now add the parents or guardians of the student you are adding.

Relationship– select the relationship that you have to this student, e.g. mother, father, guardian etc.

Primary Address, Mailing Address and Phone numbersthese details are of the parent you are adding. **The first time you entered addresses and phone details was for the student 1**. These details are often/usually the same however e applicant is usually one of the parents and details should be added here refers to the parent whom you are adding. **Phone numbers**– add at least one phone number. The same number can be added to all fields if you wish.

Additional Information – country of parent/guardian’s birth, highest school education (optional), highest qualification (optional).

Add a second or more parents/guardians if needed

Add siblings of this student. You may wish to enrol this student and their siblings. If siblings are not of school age their profile will remain on your account for future enrolments.

STUDENT 1 continued

Demographic Information (of the student)– enter details for this student in the required fields, e.g. country of birth, residency status, living arrangements, languages spoken etc

Additional Information

School History– begin to enter the name of the student’s CURRENT school and select the details that populate this field.

Start date– enter 1/2/and the year the student enrolled at their CURRENT school.

Finish Date– enter 20/12/2024

Student History (optional)– you may wish to inform the school of any behavioural problems the student experiences to assist teachers and supervisors in delivering the best educational outcomes for your child.

Medical Information - If your student has any medical conditions or medical restrictions, please add them below. It is essential that you inform the principal before they start school if the student has any allergies, including ANAPHYLAXIS or an allergy to nuts, penicillin, ~~be~~stings, etc., or other medical conditions (e.g. asthma, diabetes, epilepsy etc.). You must also advise the school as soon as you are aware of any new allergies or other medical conditions

Emergency Contacts Emergency contacts are called if school staff cannot reach the parents/guardians in an emergency. Please provide the details for at least one emergency contact that is not a parent/guardian of this student

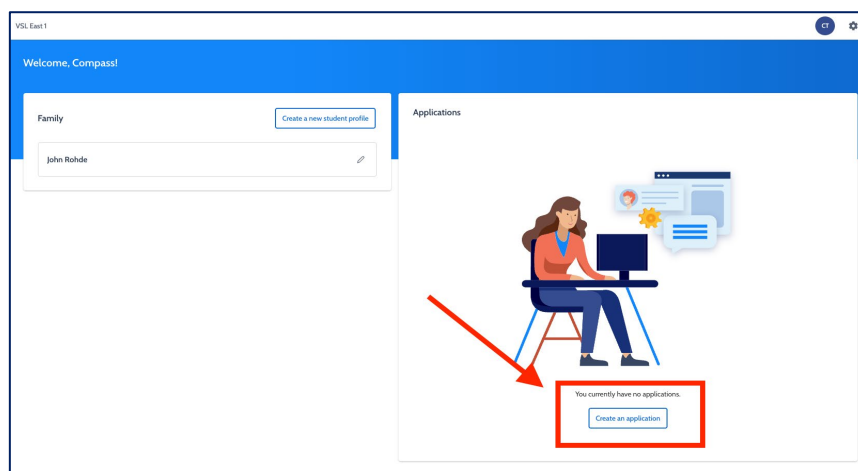
Learning needs Learning Needs refer to conditions that affect learning abilities but do not first classify as Medical Conditions. A vision impairment, for example, is both a Medical Condition and a Learning Need, but it only need be included in Medical Conditions.

Identification - Jurisdictional Codes– enter your student’s VSN (Victorian Student Number) if known. Details of what the VSN is can be found at this link [About the VSN](#)

Supporting Documentation – Attachments – upload a copy of the student’s birth certificate and / or their passport

Confirm Details– you can now choose to review and edit any of the details. When finished reviewing select **Complete Student Profile**

STEP 3– Create an Application for your student - Once your student profile is completed, you then need to create the application for your VSL Enrolment in a Language at a Centre



Select Create Application

- **Student** - Select the student you wish to make the application for.
- **Year Level**– Select the year level that the student will be in at their HOME school in 2025
- **Application year and term** – Year – select **2025** Term – Select **Term 1** only – this will enrol for the whole year. If you wish to study a second language offered during weekdays, make another application for this student and use Term 2.
- **Study Load**– select 'Part-Time' only

NOTE: Please ensure you have **ONLY ONE PREFERENCE** set as only your first preference will be considered for your application- See next page

VSL East 1

Schools

Return to dashboard

Recommended schools

Select from recommended schools that are nearby to you or use the dropdown box below to add a school of your choosing to your School Preferences. Once a school is selected, it can be reordered in your Preferences using the settings icon to the right of each school.

If you are applying to a primary school you are required to select at least 1 preference, if you are applying to a secondary school you are required to select at least 2 preferences.

VSL Central 1
Foundation - Year 12 -

+ Add to preferences

VSL Country 1
Prep - Year 12 -

+ Add to preferences

VSL Country 2
Prep - Year 12 -

+ Add to preferences

VSL East 2
Prep - Year 12 -

+ Add to preferences

VSL North
Prep - Year 12 -

+ Add to preferences

VSL North West
Prep - Year 12 -

+ Add to preferences

DO NOT Add any preferences in this area. If you select a preference here, your application will be invalid and you will need to start the whole process again!!

Preferences

Your preferences will appear here. If you would like to add a specific school to your preferences that is not appearing under our recommendations, please search for it below.

VSL area name

2.Select your VSL area name

my VSL area name

1.Type your VSL area name

Your one and only preference should match what is appearing in the top corner of the page.

your VSL area name

Schools

Return to dashboard

VSL Central 1
Foundation - Year 12 -

+ Add to preferences

VSL Country 1
Prep - Year 12 -

+ Add to preferences

VSL Country 2
Prep - Year 12 -

+ Add to preferences

VSL East 2
Prep - Year 12 -

+ Add to preferences

VSL North
Prep - Year 12 -

+ Add to preferences

VSL North West
Prep - Year 12 -

+ Add to preferences

Preferences

Your preferences will appear here. If you would like to add a specific school to your preferences that is not appearing under our recommendations, please search for it below.

Search schools

-- Start typing to search for a school --

your VSL area name

VSL East 1 - Term 1 2025

You are nearly there! Only a few more questions and some agreements to read and confirm.

Language– Select the language your child would like to study?

Centre– Tick the Centre (school location) that you are applying to.

Agreement 1-Media Consent– select to agree to the media and publications consent OR to Opt Out

Additional Questions:

- **Applicant Source of Enrolment**– select which type of school your child is studying at in 2025
- **Is the student already studying the language in their home school or at another school in 2025?** Y/N

Last Steps!

- **Agreement 2– Student Study and Safe Use of Technology Agreement**
- **Acknowledgement that you are aware of Victorian School of Languages Policies**
- **Part 1 Contribution**– This first stage does not guarantee a place in a class however you will be asked to make the Part 1 Contribution of \$90 (\$110 for VCE students). All families will receive notification when a student has been allocated to a class.

Finalise Return to dashboard

Application summary
Magic High School
Mark Linner

Itemised fees	
Application fee	\$10.00
TOTAL	\$10.00

Select payment method

[+ Add card](#)

Terms and conditions

I promise that all the details I have provided with regards to payments are true and correct.

I have read and agree to the terms and conditions.

[Finalise & pay \\$10.00](#)

Your Application is finished!!

Once completed you will see your 'SUBMITTED' application awaiting VSL's decision please note you will receive email communication once this application has been reviewed and a decision has been made.

VSL East 1 CT Settings

Welcome, Compass!

Family Create a new student profile

John Rohde

Applications Create an application

All applications All academic years

John Rohde
Term 1, 2025
Submitted

VSL East 1