

# AGENT SIS MANUAL

## APPLY FOR ADMISSION

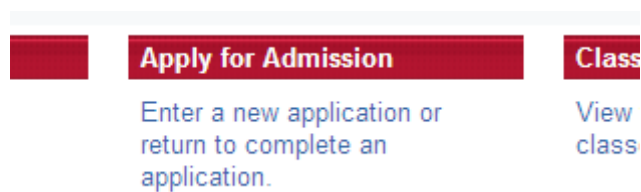
SIS Link:

[http://adlsdss1.tafesa.edu.au:9040/STRNG/twbkwbis.P\\_GenMenu?name=homepage](http://adlsdss1.tafesa.edu.au:9040/STRNG/twbkwbis.P_GenMenu?name=homepage)

### 1. APPLICATION FOR ADMISSION'S Opening Screen:



### 2. Click on **APPLY FOR ADMISSIONS**:



### 3. Click on **FIRST TIME USER ACCOUNT CREATION**

Home

If you are a returning user enter your Login ID and PIN and then select Login.

**Login ID:**

**PIN:**

**Login**

[First time user account creation](#)  
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### 4. Create your **LOGIN** and **PASSWORD** and make a record for your next log in

Home

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

**Create a Login ID:**

**Create a PIN:**

**Verify PIN:**

**Login**


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5. Choose the **TYPE** of APPLICATION



Home

 To Apply for Admissions, first select the Application Type you want to complete.

**Application Type:**  

[Continue](#)

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6. Select the chosen **SEMESTER** of study



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Select an Admission Term and enter your name.

\* - indicates a required field.

Application Type: Full Fee Paying Award Courses

Admission Term:\*

First Name:\*

Middle Name:

Last Name:\*

[Return to Application Menu](#)

7. Complete each section of the application. A checklist is provided to help you complete each section. You can complete the application in order you wish. Select **“Application is Complete”** when you have completed the application. Select **“Finish Later”** if you would like to save and finish your application later.



Home

Please Note: The information provided by you may be used by or on behalf of the State or Commonwealth Governments for statistical purposes or for conducting surveys or for enrolment, student services, educational and strategic planning purposes. All sections must be completed by every student.

A checklist is provided to help you complete each section. You can complete the application in any order you wish. Select "Application is Complete" when you have completed the application. Select "Finish Later" if you would like to save and finish your application later.

|  |  |
|--|--|
| <input type="checkbox"/> Is this application for me? | <input type="checkbox"/> Personal Information    |
| <input type="checkbox"/> Name                        | <input type="checkbox"/> Planned Course of Study |
| <input type="checkbox"/> Mailing Address             | <input type="checkbox"/> Program Search          |
| <input type="checkbox"/> Residential Address         |  |

8. You can **refer** to your **applications** in process from this screen at any time

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**Applications in Progress**

| Admission Term  | Application Type              | Application Preference | Field of Study | Date Created | Last Section Updated |
|-----------------|-------------------------------|------------------------|----------------|--------------|----------------------|
| Semester 2 2011 | Full Fee Paying Award Courses | Not entered            |                | 16 May, 2011 |                      |

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Please **contact us** if you have any questions at [international.tafe@sa.gov.au](mailto:international.tafe@sa.gov.au)