



Student Support Branch (SSB)

HELP IT Application - User Guide

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Change Control

Version	Date	Summary of Changes
1.1	17 May 2013	First version published
1.2	07 Jun 2013	IAM guides added & format standardised.
1.3	11 Jun 2013	Updated 36 – only CEO & SAO can lodge an RFI
2.0	March 2014	<p>Addition of the new sections and screens shots for all sections.</p> <p>The following sections relate to requirements that providers are no longer required to perform or should not use</p> <ul style="list-style-type: none"> • 26 – Fee Schedule – adding a fee schedule • 31 – IAM – Accept/decline an invitation to join an organisation
3.0	July 2014	<p>Updated the following sections</p> <ul style="list-style-type: none"> • IAMPCS Administrators responsibilities to include instructions for new applicants and when IAMPCS officers change. <p>Added new sections</p> <ul style="list-style-type: none"> • IAMPCS – User - Create • IAMPCS – User - Inactivate • IAMPCS – User – Unlock Account • IAMPCS – User – Update details • IAMPCS – User Roles - Update
4.0	November 2014	<p>Updated the following sections</p> <ul style="list-style-type: none"> • Person of Influence (POI) – Adding a POI to clarify who can add/update details. • IAMPCS – User – Create. Update SAO User role as role can submit an application and an RFI • Documents – Additional notes. To advise that HITS will permit all users to upload a document against any category/sub category however once uploaded, the user may not be able to view the document if the category relates to a module in which they do not have access. • URL links to HITS and IAM. • Browser advice.

Contents

Introduction	6
Using this guide	6
Application – Application Status	7
Application – Organisation already exists in HITS.....	8
Application – Lodging an application	11
Application – New applicants	13
Application – Return to draft	15
Application – Summary screen	16
Application – Withdrawing your application	18
Bank account – Creating a bank account.....	21
Context selector	23
Contacts – Adding a contact	24
Contacts – Updating a contact.....	28
Course – Activating a course.....	30
Course – Inactivating a course	34
Documents – Additional notes.....	36
Documents – Archived	37
Document categories	39
Documents – Removing a document.....	40
Documents – Replacing a document	44
Documents – Uploading a document - applicant	48
Documents – Uploading a document – Approved Provider	52
Documents – Viewing a document	57
Estimate – Add and submit an estimate - HEP	59
Estimate – Add and submit an estimate - VET	68
Estimate – Add and submit a variation	82
Estimate – Checking estimate status	88
Fee Schedules	89
Financial Performance – Create a financial performance	90
Financial Performance – Updating and submitting	93
HITS – Logging in for First time users.....	95
HITS – Logging in	97
IAM – Accept/decline an invitation to join an organisation	101

IAM – Forgotten your password	101
IAM – HITS User roles	104
IAM – Logging into IAM.....	105
IAM – Manage my forgotten password	106
IAM – Password expired	107
IAM – Reset your password	110
IAMPCS – Administrators responsibilities.....	113
IAMPCS – Update your user role	114
IAMPCS – User – Create	118
IAMPCS – User – Inactivate.....	124
IAMPCS – User - Reset users password	127
IAMPCS – User – Unlock Account	131
IAMPCS – User – Update details	133
IAMPCS – User Roles – Update	136
Milestone – View/submit.....	139
Notifications.....	142
Organisation details – Update details.....	148
Organisation details – View details.....	150
Payments – Viewing payments	152
Person of Influence (POI) – Adding a POI	155
Person of Influence – Updating a POI	162
Publications – Creating a publication request	163
Publications – Withdrawing a publication request.....	165
Reports – Viewing reports	166
Request for further information (RFI) – Viewing an RFI	170
Request for further information – Lodging an RFI.....	172
Glossary.....	175
Information	176
Apple Mac Users	176
System for Higher Ed (HITS) URL.....	176
Tertiary Education Quality & Standards Agency (TEQSA).....	176
Training.Gov.Au (TGA)	176
Web Browsers	176
Attachments.....	177

Attachment A – System for Higher Ed (HITS) URL	177
Attachment B – Application status Diagram.....	180
Attachment C – User Security Declaration Form	181

Introduction

The HELP Information Technology System (HITS) is the IT application that organisations must use to lodge applications to become approved HELP providers. HITS also manages ongoing compliance with the VET FEE-HELP and FEE-HELP loan schemes.

HITS is accessed via the **System for Higher Ed** which is the Department of Education's portal for programs including the Higher Education Loan Program (HELP). HITS is currently the only application that is active within the **System for Higher Ed**.

To gain access to HITS you must first have user credentials created in the Identify and Access Management system (IAM). IAM is the IT application which manages all security for HITS including users, user roles, passwords etc. Your logon ID and password will enable you to access both IAM and HITS.

Using this guide

This user guide and the revised information on the Education [website](#) are intended to assist both Higher Education (HE) and Vocational Education and Training (VET) providers with using HITS to manage their applications and ongoing compliance requirements under the *Higher Education Support Act 2003 (HESA)*.

Click on the above link or type the link below into your web browser to access the Departments website:

<http://education.gov.au/help-and-other-information>

The user guide is set out in alphabetical order of the main components within HITS and IAM to make it easier to find the information.

Each section is structured so that the instructions are outlined first and then an example is displayed to provide a visual representation of the instructions.

As an example:

Instructions

1. To apply, select **Application, Create Application** and you will be navigated to the 'Create Application' screen.



Application – Application Status

On the home screen of HITS – click the Application tab then click the Application summary for the sector you have applied for to see the current status of your application. The Application summary screen lists the mandatory components that must be completed before an application can be submitted. Mandatory components are as follows:

Organisation

- Organisation details
- Contact details
- Person of Influence details

Courses

- Course details

For new applicants, the Requirements will initially default to incomplete by displaying an 'X' against each component however for previous applicants who re-apply; only the Course details will default to incomplete. This is because HITS does not delete any information previously added to an old application.

Supporting documentation may also need to be uploaded in HITS. To upload supporting documentation, either select **Navigate to Document list** link illustrated or select the **Document list** from the left navigation bar.

Application summary

Before lodging an application, please refer to the [Application Guide](#) to ensure all requirements are complete in accordance with the legislation and guidelines. Other requirements may include mandatory forms, financial information and student policies. Incomplete applications will not be accepted by the Department.

Please be advised that an application must be lodged in HITS before any assessment can be undertaken. Only a HITS CEO or SAO user role can lodge an application in HITS.

Current status	
Current status	Draft
Comments	

Requirements for VET application

The diagram shows two main categories: 'ORGANISATION' and 'COURSES'. Under 'ORGANISATION', there are four sub-items: 'Organisation details', 'Contact details', 'Persons of influence details', and 'Financial Performance'. Under 'COURSES', there is one sub-item: 'Course details'. Each sub-item has a red 'X' icon next to it. Red arrows point from each of these sub-items to a central box labeled 'Showing as incomplete'.

Note: Please complete and submit the [Financial Performance](#) in accordance with the [Financial Viability Instructions \(FVI\)](#), if applicable.

[<< Navigate to Document list](#) [Withdraw](#) [Lodge application for assessment](#)

Application – Organisation already exists in HITS

Organisations who have previously applied but where not approved, or are approved in a sector and wish to make an application in the other sector must log into their HITS record to make an application. If you are unsure whether you have an existing HITS record you can contact the Department via tsenquiries@education.gov.au.

HITS will only permit a new application in a sector where no application exists or the current application has one of following application status:

- Discarded;
- Withdrawn; or
- Revoked.

You can check to see the current status of any application by selecting 'Organisation – view Organisation Details' on the navigation bar, then scrolling to the bottom of the screen and selecting the drop down arrow to display 'Organisation Applications'.

In the example below, the current application has a status of 'Withdrawn' so the organisation can make another application in the Higher Education sector.

Organisation Applications					
Legal Entity Name	Sector	Application Status	Current	Status Date	
Demo - Halley's Training Institute	HE	Withdrawn	Yes	23/08/2010	
Demo - Halley's Training Institute	HE	Withdrawn	No	13/01/2009	

Instructions

1. To make an application, select **Application**, then **Create Application** and you will be navigated to the 'Create Application' screen.



2. Select the sector then add your TGA and/or TEQSA ID and click **Submit**.

Create Application

Sector selection

Please select the sector related to this application

Higher Education Sector

Organisation National Register code information

Higher Education Sector National Register: Please provide Tertiary Education Quality and Standards Agency (TEQSA) code for your Organisation

If you do not know the TEQSA code of your organisation, please contact the Department: tsequires@innovation.gov.au

Required

Cancel

Submit

A new application will be created with an application status of 'Draft'. You will be able to confirm this by selecting the application via the **Application – VET (or HE) Application summary** screen.


Application summary


Before lodging an application, please refer to the [Application Guide](#) to ensure all requirements are complete in accordance with the legislation and guidelines. Other requirements may include mandatory forms, financial information and student policies. Incomplete applications will not be accepted by the Department.


Please be advised that an application must be lodged in HITS before any assessment can be undertaken. Only a HITS CEO or SAO user role can lodge an application in HITS.


Current status	
Current status	Draft
Comments	


Requirements for Higher Education application


**ORGANISATION**

 [Organisation details](#)

 [Contact details](#)

 [Person of Influence details](#)

**COURSES**

 [Course details](#)

Note: Please complete and submit the [Financial Performance](#) in accordance with the [Financial Viability Instructions \(FVI\)](#), if applicable.

[<< Navigate to Document list](#)

Withdraw

Lodge application for assessment

Notes

1. HITS will automatically default to the sector of a new application where a current application exists in the other sector. In the example above, HITS has defaulted to the 'Higher Education Sector' as the organisation already has an application in the VET Sector.
2. If you are reapplying, any information you added to your previous application will be preserved. This includes contacts, persons of influence and all documents that you uploaded. You must check to confirm the information previously added is still current.
3. You will not be able to delete any documents submitted with a previous application however the Department can delete them on your behalf where they are out of date. You must contact the Department via tsenquiries@education.gov.au if you wish to have documents removed.

Application – Lodging an application

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to lodge an application
Provider Senior Officer	SAO	Full access to lodge an application
Provider Finance Officer	PFO	No access to lodge an application
Provider Editing Officer	PEO	No access to lodge an application
Provider View Officer	PVO	No access to lodge an application

You may only lodge an application that has all components showing as 'Complete' on the Application Summary screen. You must be a senior officer within your organisation and have a User role of SAO or CEO to be able to lodge an application.

Instructions

1. From the Navigation menu click on **Application**.
2. Click <<sector>>**Application summary**; the system will navigate you to the selected sector Application Summary screen. If all the Categories and sub categories displayed on the Application summary are checked with a tick, your application is ready to be lodged.
3. Click on **Lodge application for assessment** at the bottom of the screen; the system will generate a confirmation message box with the option of 'Yes' or 'No'.

YOU ARE HERE: [Home](#) > [Application summary](#)

Application summary

Before lodging an application, please refer to the [Application Guide](#) to ensure all requirements are complete in accordance with the legislation and guidelines. Other requirements may include mandatory forms, financial information and student policies. Incomplete applications will not be accepted by the Department.

Please be advised that an application must be lodged in HITS before any assessment can be undertaken. Only a HITS CEO or SAO user role can lodge an application in HITS.

Current status	
Current status	Draft
Comments	

Requirements for VET application

ORGANISATION

Organisation details

Contact details

Person of Influence details

COURSES

Course details

Both modules are showing as complete.

Note: Please complete and submit the [Financial Performance](#) in accordance with the [Financial Viability Information \(FVI\)](#), if applicable.

<< Navigate to Document list

Withdraw

Lodge application for assessment

4. Click **Yes** if you wish to submit your application. If you are not sure you have completed your application, click **NO** and you will be navigated back to the Application summary screen.
5. HITS will display a confirmation message on the top of the same screen and the application status will change from Draft to Initial Completeness Check.

Application summary

SUBMITTED SUCCESSFULLY

Before lodging an application, please refer to the [Application Guide](#) to ensure all requirements are complete in accordance with the legislation and guidelines. Other requirements may include mandatory forms, financial information and student policies. Incomplete applications will not be accepted by the Department.

Please be advised that an application must be lodged in HITS before any assessment can be undertaken. Only a HITS CEO or SAO user role can lodge an application in HITS.

Current status

Current status

Comments

Initial Completeness Check

Requirements for VET application

ORGANISATION

[Organisation details](#)

[Contact details](#)

[Person of Influence details](#)

COURSES

[Course details](#)

Note: Please complete and submit the [Financial Performance](#) in accordance with the [Financial Viability Instructions \(FVI\)](#), if applicable.

Notes

1. An application can only be lodged where the status of the application is in Draft.
2. You must ensure that you have uploaded all documents as requested in the FEE-HELP and VET FEE-HELP Provider Application Guide.
3. Each sector application will have its own **Lodge application for assessment** button.
4. A HITS notification message is generated – see Notifications section for details.
5. You will not be able to update your application once it has been submitted. This includes updating your Financial Performance or uploading any documents.
6. The CEO and SAO security roles are senior user roles which enable higher level tasks in HITS to be undertaken, such as submitting your organisations application, providing bank account details and declarations pertaining to provision of personal information. Only senior officers of the organisation,

HELP IT Application User Guide V 4.0 – Current

Page 12

such as the Chief Executive Officer, who have the requisite authority to bind the organisation, must be assigned to these two security roles.

Application – New applicants

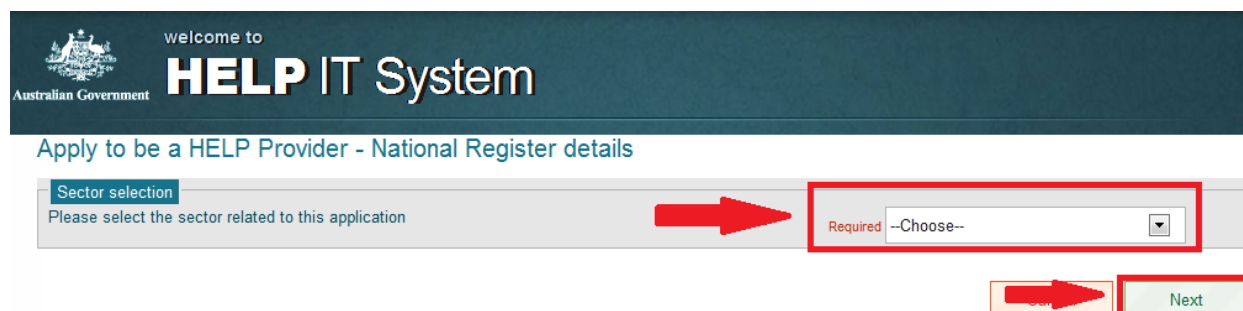
New applicants are considered to be organisations that do not have an existing record in HITS. New applicants will apply through a separate process to those organisations that do have an existing record in HITS. The reason for the separate process is that the initial registration includes setting up a direct link with the organisation TGA or TEQSA record and populating these details into HITS.

Instructions

1. To apply to become a HELP provider, the first step is to register your new application details in HITS. You can do this by clicking on [Register and Apply](#) or by typing the following URL into your web browser:

<https://extranet.education.gov.au/HESystemHits/Registration/Eligibility>

2. Select the sector (or sectors) and Click **Next**. Sector options are 'Dual Sector', 'Higher Education Sector' or 'VET Sector'.



welcome to
HELP IT System

Australian Government

Apply to be a HELP Provider - National Register details

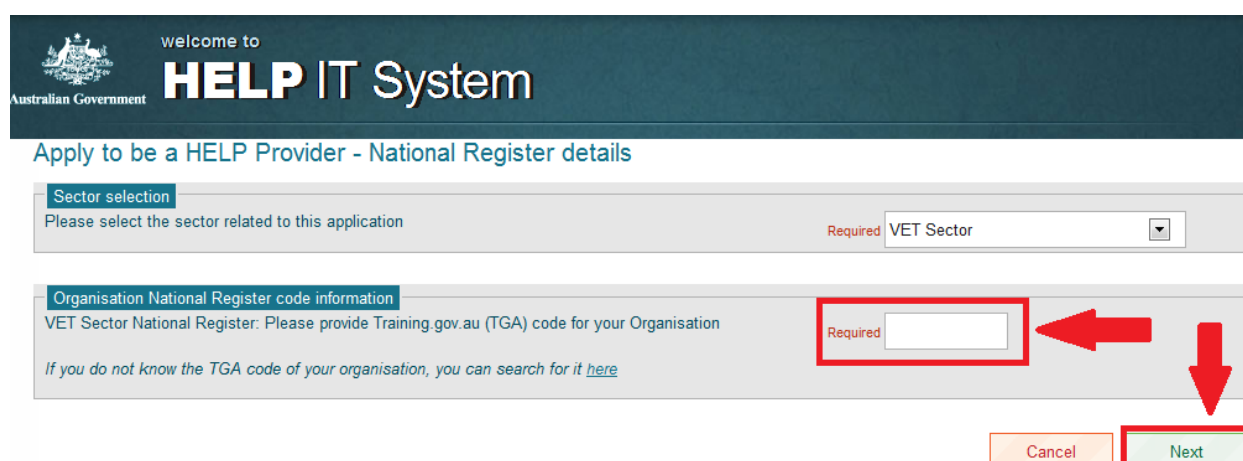
Sector selection
Please select the sector related to this application

Required --Choose--

Next

3. Enter your organisation's Training.gov.au (TGA) and/or Tertiary Education Quality and Standards Agency (TEQSA) code and click **Next**

Note: If you do not know your Organisation's TGA/TEQSA code, please contact the Department via tsenquiries@education.gov.au.



welcome to
HELP IT System

Australian Government

Apply to be a HELP Provider - National Register details

Sector selection
Please select the sector related to this application

Required VET Sector

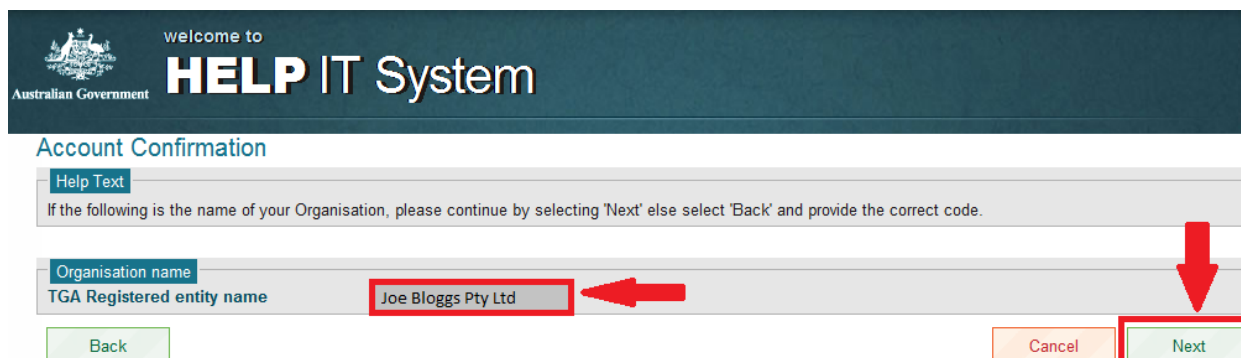
Organisation National Register code information
VET Sector National Register: Please provide Training.gov.au (TGA) code for your Organisation
If you do not know the TGA code of your organisation, you can search for it [here](#)

Required

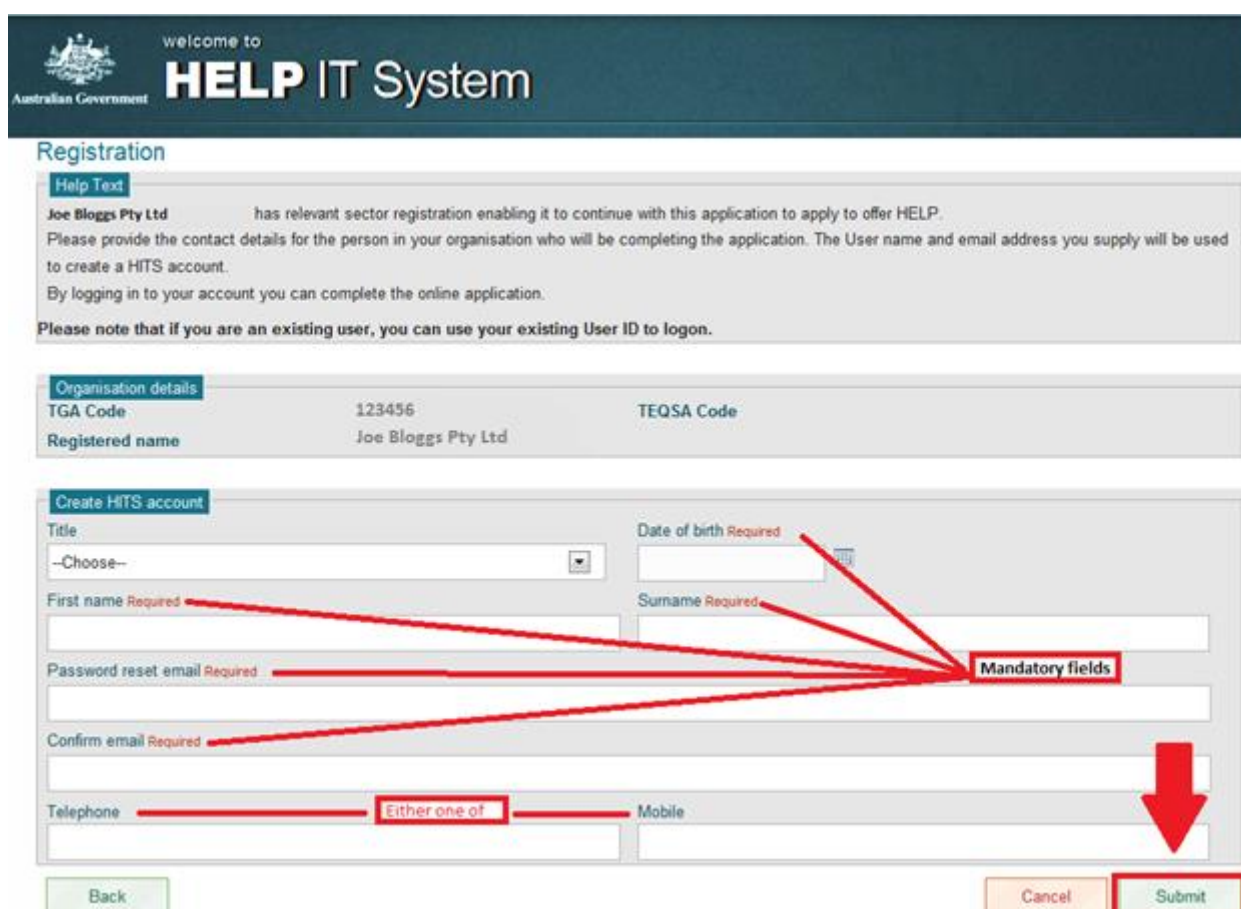
Cancel Next

4. Check and confirm that the TGA/TEQSA Registered entity name is the correct entity name of your organisation and click **Next**.

Note: If your registered entity name is not the correct entity name, click **Cancel** and contact the Department via tsenquiries@education.gov.au



5. Complete all required fields and click **Submit**.



6. Your new user ID and a temporary password will be sent to the email address you provided. You will automatically be assigned a Provider Edit Officer (PEO) role. You will also be contacted by the Department shortly after you have registered with information on how to register additional users.

Notes

1. It can take up to 15 minutes for the security application IAM to update the HITS system with your user credentials.

2. You will be contacted by the Department within a week of registering your new application in HITS to set up two IAM Provider Contract Security (IAMPCS) administrators for your organisation. Administrators will be responsible for managing all access to your HITS application including creating new users, assigning user roles, managing existing users, resetting passwords. You will not be able to complete your application if you do not have administrators assigned to your organisation. Please contact the Department via tsenquiries@education.gov.au if you have not been contacted within a week of your new application.
3. If you have an existing record, HITS will display the following error message.

Account Confirmation

Help Text

If the following is the name of your Organisation, please continue by selecting 'Next' else select 'Back' and provide the correct code.

There were errors found in the information you submitted:

- The Organisation details provided has a matching record in the system. Please contact your Organisation security administrator to access the application. Contact TSEnquiries@education.gov.au if you need further assistance.

Organisation name

TGA Registered entity name

Joe Bloggs Pty Ltd

Back

Cancel

Next

Application – Return to draft

The Department reserves the right to return a submitted application to draft where it is incomplete. Where an application is returned to a Draft status, the Application summary screen may include comments on why the application was returned. You must address any issues raised in the comments before you resubmit your application.

Application summary

Before lodging an application, please refer to the [Application Guide](#) to ensure all requirements are complete in accordance with the legislation and guidelines. Other requirements may include mandatory forms, financial information and student policies. Incomplete applications will not be accepted by the Department.

Please be advised that an application must be lodged in HITS before any assessment can be undertaken. Only a HITS CEO or SAO user role can lodge an application in HITS.

Current status	
Current status	Draft
Comments	Your application has not been accepted as it is substantially incomplete and an assessment cannot be undertaken. The Department's website at http://education.gov.au/applying-become-help-provider provides information on application requirements.

Application – Summary screen

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to view Application summary
Provider Senior Officer	SAO	Full access to view Application summary
Provider Finance Officer	PFO	Full access to view Application summary
Provider Editing Officer	PEO	Full access to view Application summary
Provider View Officer	PVO	Full access to view Application summary

If your organisation is applying to be a HELP provider, has an existing application or is an approved provider in HITS, you will be able to view the Application summary screen.

Instructions

1. From the Navigation menu click on **Application**.
2. Click '<<sector>>Application Summary'. The system will then navigate you to the selected sector 'Application summary' screen.



The Application summary screen has two parts, the 'Current status' and the Requirements for <sector> in which you have applied.

In the example below the current status of the application is Draft and the comments indicate that the application was returned to draft because the application was incomplete upon the initial submission.

The requirements for VET application section indicates that all mandatory fields have been completed. It is important to note that where you re-apply HITS will reset all courses to 'Details required' however HITS will not remove any information that you previously uploaded or edited. The Requirements will therefore usually only require course Tuition assurance arrangements to be upload however you should check the other modules and update where appropriate.


Application summary


Before lodging an application, please refer to the [Application Guide](#) to ensure all requirements are complete in accordance with the legislation and guidelines. Other requirements may include mandatory forms, financial information and student policies. Incomplete applications will not be accepted by the Department.


Please be advised that an applicant's application can only be lodged by a user role that is permitted to undertake an application. Only a HITS CEO or SAO user role can lodge an application.


Current status	Current status' is Draft and comments indicate that application has been returned to applicant as it was substantially incomplete when initially submitted and Requirements for VET application' which indicates that from all mandatory fields have been completed.
Current status	Draft
Comments	Your application has not been accepted as it is substantially incomplete and an assessment cannot be undertaken. The Department's website at http://education.gov.au/applying-become-help-provider provides information on application requirements.


Requirements for VET application


**ORGANISATION**

[Organisation details](#)

[Contact details](#)

[Person of Influence details](#)

**COURSES**

[Course details](#)

Note: Please complete and submit the [Financial Performance](#) in accordance with the [Financial Viability Instructions \(FVI\)](#), if applicable.

Notes

1. All the categories and sub categories in the requirements section are hyperlinked to the screen that requires actioning.
2. The availability of the **Lodge application for assessment** button, for selection, is dependent on the all items listed in the Requirements for VET application being ticked and your User Role.

Application – Withdrawing your application

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to withdraw an application
Provider Senior Officer	SAO	Full access to withdraw an application
Provider Finance Officer	PFO	No access to withdraw an application
Provider Editing Officer	PEO	No access to withdraw an application
Provider View Officer	PVO	No access to withdraw an application

Withdrawing your application

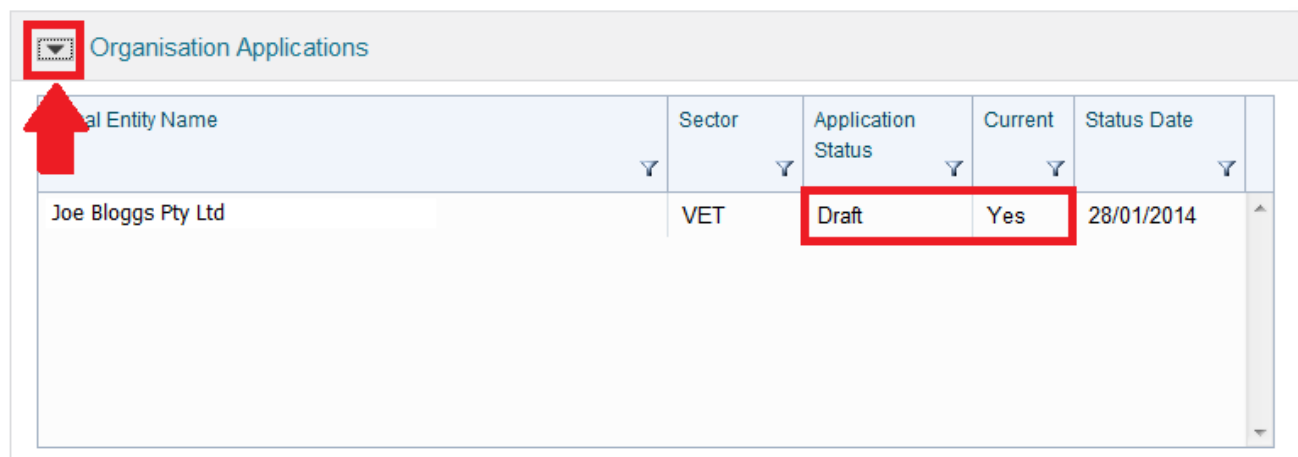
If your organisation has an application that is not approved, you will be able to withdraw it.

You will only be able to withdraw your application in a sector where the application has one of the following application statuses:

- Draft
- Initial Completeness Check
- To be assessed
- Awaiting Further Information
- Recommended Decision

You can check to see the current status of your application by selecting **Organisation – view Organisation Details** on the navigation bar, then scrolling to the bottom of the screen and selecting the drop down arrow to display **Organisation Applications**.

Note: The Current status of the application must be set at 'Yes'.



Organisation Applications					
Legal Entity Name	Sector	Application Status	Current	Status Date	
Joe Bloggs Pty Ltd	VET	Draft	Yes	28/01/2014	

Instructions

1. From the Navigation menu, click on **Application** to view all available sub menu options.



1. Click '<<sector>>Application summary' - the system will navigate you to the selected sector Application Summary screen.
2. Click on **Withdraw** at the bottom of the screen; the system will generate a confirmation message box with an option of 'Yes' or 'No'.

Application summary

Before lodging an application, please refer to the [Application Guide](#) to ensure all requirements are complete in accordance with the legislation and guidelines. Other requirements may include mandatory forms, financial information and student policies. Incomplete applications will not be accepted by the Department.

Please be advised that an application must be lodged in HITS before any assessment can be undertaken. Only a HITS CEO or SAO user role can lodge an application in HITS.

Current status
<div>Current status</div> <div>Draft</div> <div>Comments</div> <p>Your application has not been accepted as it is substantially incomplete and an assessment cannot be undertaken. The Department's website at http://education.gov.au/applying-become-help-provider provides information on application requirements.</p>

Requirements for VET application

ORGANISATION

Organisation details

Contact details

Person of Influence details

COURSES

Course details

Note: Please complete and submit the [Financial Performance](#) in accordance with the [Financial Viability Instructions \(FVI\)](#), if applicable.

[<< Navigate to Document list](#)

Withdraw

Lodge application for assessment

3. Click **Yes** to complete the process of withdrawing your application.
4. If successful, the system will display a confirmation message and the application status will change to Withdrawn.

Application summary

SUBMITTED SUCCESSFULLY

Before lodging an application, please refer to the [Application](#) to ensure all requirements are complete in accordance with the legislation and guidelines.

applications will not be ac

Please be advised that an user role can lodge an ap

Confirmation message that application has been withdrawn and status updated to 'Withdrawn' also.

ent can be undertaken. Only a HITS CEO or SAO

Current status

Current status

Comments

Withdrawn

Requirements for VET application



ORGANISATION



[Organisation details](#)



[Contact details](#)



[Person of Influence details](#)



COURSES



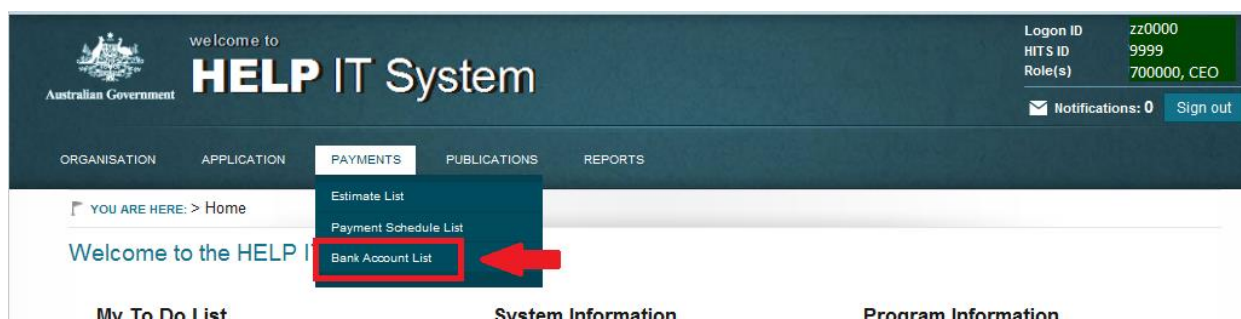
[Course details](#)

Bank account – Creating a bank account

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can create, view and submit a Bank Account
Provider Senior Officer	SAO	Can create, view and submit a Bank Account
Provider Financial Officer	PFO	Can create, view and submit a Bank Account
Provider Editing Officer	PEO	Cannot view bank account module
Provider View Only	PVO	Cannot view bank account module

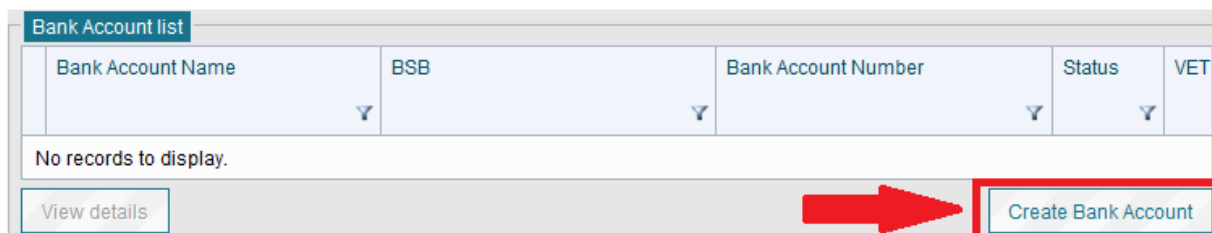
Instructions

1. Go to the Navigation menu and select **Payments** to display the sub menu items.
2. Select **Bank Account List**.



3. Click **Create Bank Account** and you will be navigated to the Create Bank Account screen.

Bank Account list



1. All fields on the screen which display the word 'Required' are mandatory and must be completed.
2. Once all the required information is completed, click **Submit**.

Create Bank Account

Bank Account details

Required ☒ Account used for VET?

Provider Legal name
Joe Bloggs Pty Ltd

Bank Account name Required

BSB Required

Account number Required

[<< Back to Bank Account list](#)

Cancel Submit

3. The Bank Account status will change to **Submitted**.

YOU ARE HERE: [Home](#) > [Organisation Details](#) > [Bank Account list](#)

Bank Account list

Bank Account list						
	Bank Account Name	BSB	Bank Account Number	Status	VET	HE
<input type="checkbox"/>	Joe Bloggs Pty Ltd	063244	012345678	Submitted	Yes	No
View details						

Notes

1. A bank account can only be submitted once the application is approved.
2. The Department must approve a bank account before payments can be processed into that account.
3. A Provider can only have one approved bank account per sector at any one time.
4. A new bank account must be approved in order to replace an existing approved bank account.
5. A HITS notification message is generated – see Notifications section for details.

Context selector

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can use the Context Selector
Provider Senior Officer	SAO	Can use the Context Selector
Provider Finance Officer	PFO	Can use the Context Selector
Provider Editing Officer	PEO	Can use the Context Selector
Provider View Only	PVO	Can use the Context Selector

The 'Context Selector' appears on most screens in HITS and enables you to navigate between frequently used modules that you have access to.

Instructions

1. Select a hyperlink from the Context Selector sub menu items. You will then be navigated to the selection screen in HITS.

Context Selector

Joe Bloggs Pty Ltd

- [Course List](#)
- [Bank Account List](#)
- [Estimate List](#)
- [Payment Schedule List](#)
- [Document List](#)
- [Upcoming Milestones](#)
- [Persons of Influence List](#)
- [Contact List](#)

View Organisation details

Contacts | **Persons of Influence** | Financial Performance

Organisation details

HITS ID	7280		
TGA Register Entity name	Joe Bloggs Pty Ltd		
Legal Entity name	Joe Bloggs Pty Ltd		
Registered Business name(s)	Job Bloggs Pty Ltd		
Preferred Business name			
Former Entity names	N/A		
3rd Party Arrangements / Partnerships	None		
Parent body			
Head Office address	Joe Corner Port William NSW 9999		
Australian Business Number	00000000000	Australian Company Number	
TGA ID	999999	TGA Registration expiry date	21/02/2014
TGA Registration status	Current	Year entity first began to operate as an RTO/HEI	2008
CRICOS Number (if applicable)			
Is the entity applying as a Trustee for a Trust?	No		
Organisation Entity type	Australian Company limited by Shares - registered with ASIC (the Australian Securities and Investments Commission)		

Contacts – Adding a contact

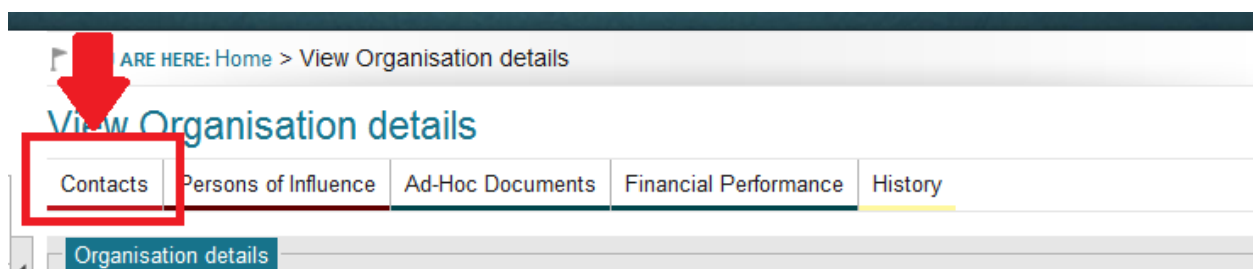
USER ROLES		ACCESS
Provider Finance Officer	PFO	Full access to add/view contacts
Provider Corporate Officer	CEO	Full access to add/view contacts
Provider Senior Officer	SAO	Full access to add/view contacts
Provider Editing Officer	PEO	Full access to add/view contacts
Provider View Only	PVO	Can only view contacts

The contacts screen is where you provide information to the Department on all key contacts within your organisation for each sector you have an active application.

For applicants, it is mandatory to have a minimum 5 contacts for a single sector application or 6 for a dual sector application.

Instructions

1. From the Navigation menu click **Organisation - Organisation details** to view the Organisation Details screen.
2. Select the **Contacts** tab to navigate to the Contact list screen.



3. For new applicants, the Mandatory Contact summary details will display until such time as all the mandatory contacts have been created. Once they have been created, the Mandatory Contact summary details will disappear. Click the **Add contact** button.

Contact list

Mandatory Contact summary

CEO/VC

Accountant

Primary Contact For - VET

Senior Authorised Officer

Auditor

Contacts

<input type="checkbox"/>	First Name	Surname	Type	Sector	Position Title	Edit
No records to display.						

The Mandatory Contact summary field will display until all contacts have been created

View details

Add contact

[<< Back to Organisation Details](#)

4. Complete all required contact information fields and click the **Save** button.

Add Contact details

The screenshot shows a web form titled 'Add Contact details'. The form is divided into two main sections: 'Contact details' and 'Physical address'. The 'Contact details' section contains several fields, some of which are marked as 'Required' in red text. Red boxes highlight the 'Contact type Required', 'Sector Required', and 'Title Required' fields. Red arrows point from a central text box to these three fields. The central text box contains the text: 'At a minimum, you must complete all fields marked 'Required''. The 'Physical address' section contains fields for 'Address line 1 Required', 'Address line 2', 'Address line 3 / City (if country not Australia)', 'Country Required', and 'Suburb or postcode search Required'. The 'Country Required' field is currently set to 'Australia'.

Contact details

Contact type **Required** --Choose--

Sector **Required** --Choose--

☐ Permission granted to contact for clarification of any queries regarding financial statements

Accounting company

Auditing company

Title **Required** --Choose--

First name **Required** Surname **Required**

Position title **Required** --Choose--

Description of role

Telephone Direct telephone

Mobile International telephone

Contact email address **Required**

Email confirmation **Required**

Physical address

Address line 1 **Required** 54 Orange Street

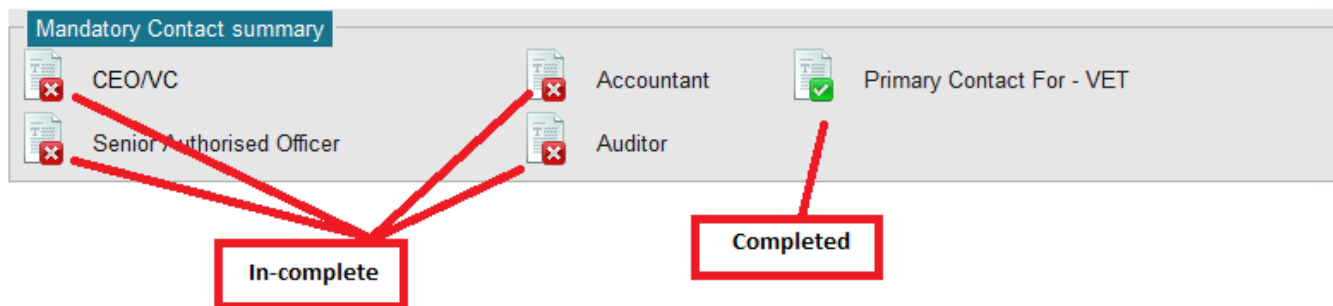
Address line 2

Address line 3 / City (if country not Australia)

Country **Required** Australia

Suburb or postcode search **Required** Aberdare NSW 2325

- When adding contacts for the first time, the Mandatory Contact Summary details will display above the contact list. The summary details will indicate which contact types have not been completed. Once all mandatory contacts have been completed, the Mandatory Contact summary details will stop displaying.



6. Once you select **Save** you will be navigated back to the Contact list screen.
7. Repeat above for all contacts.

Notes

1. For applicants, HITS will temporarily display all mandatory contact types. Once all the mandatory contacts have been created, the display will disappear.
2. Where a mandatory contact changes, you must create a new contact for the contact type before you can delete the old contact details.
3. There is no limit on the number of contacts for the same contact type being created however notification emails will only be sent to the earliest created contact.
4. At least one contact phone/mobile number is required, either a telephone OR mobile phone number.
5. If your contact details are in another country, you must include the city in which you live.

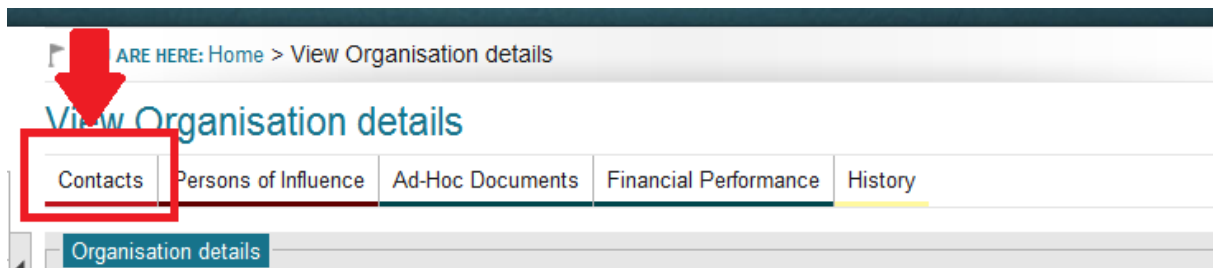
Contacts – Updating a contact

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to update contacts
Provider Senior Officer	SAO	Full access to update contacts
Provider Finance Officer	PFO	Full access to update contacts
Provider Editing Officer	PEO	Full access to update contacts
Provider View only	PVO	Can only view contacts

You should update contact details where appropriate however it is important to consider the order in which contacts with the same contact type are listed. This is due to HITS notifications and email notifications as where there is more than one contact with the same contact type; notifications/emails will be sent to the first listed contact.

Instructions

1. Click on **Organisation** then click on **Organisation details** to view the Organisation Details screen.
2. Select the **Contacts** tab to display the Contact list screen.



3. From the list of contacts, click on the **Edit** hyperlink for the record that you wish to update.

Contact list

Contacts						
<input type="checkbox"/>	First Name	Surname	Contact Type	Sector	Position Title	Edit
<input type="checkbox"/>	Bentley	Citizen	Accountant – internal	VET	Student administrative	Edit
<input type="checkbox"/>	Joe	Citizen	Senior Authorising Officer	VET	Student administrative manager	Edit
<input type="checkbox"/>	Parker	Citizen	CEO/VC	VET	Company Director	Edit
<input type="checkbox"/>	Piper	Citizen	Primary contact – VET	VET	Financial	Edit
<input type="checkbox"/>	Riley	Citizen	Auditor – internal	VET	Company Secretary	Edit

[View details](#)[Add contact](#)

[<< Back to Organisation Details](#)

1. Update the relevant fields and click on the **Save** button.
2. You will be navigated back to the Contact list. Repeat this action if you need to update any further contacts.

Notes

1. Required fields are indicated with the word 'required' in red next to the field name.
2. At least one phone number, either a telephone OR mobile phone number is required.

Course – Activating a course

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can view/update a Course
Provider Senior Officer	SAO	Can view/update a Course
Provider Finance Officer	PFO	Can view/update a Course
Provider Editing Officer	PEO	Can view/update a Course
Provider View Only	PVO	Can view a course but not update.

Activating a Course – VET

The Department sources all course data for VET applicants and providers from training.gov.au (TGA). If you are a new applicant, all active courses against your TGA scope will be added to your course scope in HITS and will have an initial course status of 'Details Required'. 'Details Required' refers to your Tuition Assurance arrangements and must be added for each course that you are offering VET FEE-HELP.

After initial registration, whenever a new course is added to your scope in TGA, it will automatically be downloaded to your scope in HITS with a status of 'Details Required'. You will receive a notification message to advise you that a new course has been added to your scope.

It is the responsibility for organisations to manage all courses added to their course scope in HITS as the Department will use your course list to update Study Assist website.

Updating a Course – HE

The Department receives each month from TEQSA a data file containing all public information on approved higher education sector providers.

All courses that are accredited by TEQSA will be uploaded to your course scope in HITS when you first apply. Thereafter, new courses will be added to your scope each month after TEQSA refreshes their data.

All courses added to an application or approved provider record will have their course status default to 'Details Required'. You will need to add your tuition assurance arrangements for every course that you intend to offer FEE-HELP unless you are exempt from tuition assurance arrangements.

It is your responsibility to manage your course list in HITS. This includes updating course status to 'Inactive' when a course becomes superseded or expires and is no longer offered.

Instructions

1. From the Context selector select **Course List** to navigate to the Course list. The Course list will display courses for each sector in which you have an application.

VET sector

VET Course list				
<input type="checkbox"/>	Course Code	Course Name	TAA Type	Course Status
<input type="checkbox"/>	CUS50109	Diploma of Music		Details Required
<input type="checkbox"/>	CHC80208	Vocational Graduate Diploma of Relationship Counselling		Details Required
<input type="checkbox"/>	CHC51712	Diploma of Counselling		Details Required
<input type="checkbox"/>	BSB60207	Advanced Diploma of Business		Details Required
<input type="checkbox"/>	91393NSW	Advanced Diploma of Ministry		Details Required
<input type="checkbox"/>	91395NSW	Advanced Diploma of Ministry		Details Required
<input type="checkbox"/>	10037NAT	Advanced Diploma of Ministry	Tuition Assurance Scheme	Active
<input type="checkbox"/>	10038NAT	Diploma of Ministry (Insert Stream)	Tuition Assurance	Active

Where you have an application in both sectors, all courses against your scope will be displayed for each sectors

View details Export to excel Add details

Higher Education sector

Higher Education Course list				
<input type="checkbox"/>	Course Code	Course Name	TAA Type	Course Status
<input type="checkbox"/>	CRS1200087	Bachelor of Applied Theology (Korean)		Details Required
<input type="checkbox"/>	CRS1200086	Master of Arts (Christian Studies)		Details Required
<input type="checkbox"/>	CRS1200085	Graduate Certificate in Christian Leadership		Details Required
<input type="checkbox"/>	CRS1200084	Graduate Diploma of Education (Primary)		Details Required
<input type="checkbox"/>	CRS1200083	Master of Teaching (Primary)		Details Required
<input type="checkbox"/>	CRS1200082	Bachelor of Contemporary Ministry		Details Required
<input type="checkbox"/>	CRS1200086	Master of Arts (Christian Studies)		Details Required
<input type="checkbox"/>	CRS1200087	Bachelor of Applied Theology (Korean)		Details Required
<input type="checkbox"/>	CRS1200085	Graduate Certificate in Christian Leadership		Details Required
<input type="checkbox"/>	CRS1200084	Graduate Diploma of Education (Primary)		Details Required

View details Export to excel Add details

2. Click on one or more courses that you wish to update from the displayed search results.

VET Course list

<input type="checkbox"/>	Course Code	Course Name	TAA Type	Course Status
<input checked="" type="checkbox"/>	BSB51107	Diploma of Management		Details Required
<input type="checkbox"/>	BSB50407	Diploma of Business Administration		Details Required
<input type="checkbox"/>	BSB50207	Diploma of Business		Details Required
<input type="checkbox"/>	SIT60307	Advanced Diploma of Hospitality		Details Required
<input checked="" type="checkbox"/>	SIT30307	Diploma of Hospitality		Details Required
<input checked="" type="checkbox"/>	SIT30107	Diploma of Tourism		Details Required
<input type="checkbox"/>	SIT60107	Advanced Diploma of Tourism		Details Required

View details Export to excel **Add details**

- Click the '**Add details**' button; the Add Course details screen will be displayed.

Add Course details

Course details

Course name: Diploma of Management
Course code: BSB51107 Course status: Details Required

Tuition Assurance Arrangements
Select a method of Tuition Assurance Arrangements students will be provided for this course: Required

--Select--

<< Back to Course list Cancel **Save**

First 1 of 3 Next Last

- There are two options for you to select (three if you are an applicant):
 - Tuition Assurance Scheme
 - Other
 - To be advised (for applicants only)
- Select the appropriate Tuition Assurance Arrangement and complete all mandatory fields. Once complete click the **Save** button and **confirmation** button.
- If you have selected more than one course, select **Next** to load the next course, otherwise navigate away from the screen.

Add Course details

SAVED SUCCESSFULLY

Confirmation

Course details

Course name	Diploma of Management	Course status	Active
Course code	BSB51107		

Tuition Assurance Arrangements

Select a method of Tuition Assurance Arrangements students will be provided for this course: **Required**

Tuition Assurance Scheme

Select the Tuition Assurance Scheme: **Required**

ACPET

Provide the details of the 'Other Approved Scheme'

<< Back to Course list

Cancel

Save

First 1 of 3 Next Last

Select **Next** to load next course to be updated

Notes

1. You must upload evidence of your tuition assurance arrangements for each course that has a course status of 'Active'. Please see Documents – Uploading a document (Applicant or Approved Provider) for details on how to upload documents.
2. Any new course added will have a course status of 'Details required'.
3. For applicants, you will not be able to submit an application until all courses have been updated from Details required.
4. The Department uses the VET course list in HITS to update the Study Assist website. Approved VET providers must keep their HITS course list up to date to ensure their Study Assist course list is also kept up to date.
5. If your organisation is exempt from tuition assurance arrangements, please contact the Department via tsenquiries@education.gov.au. The Department will update the course status for you to Ministerial Exemption.
6. If your tuition assurance arrangement is by an agreement or guarantee, the course status will be updated to Ready. You must forward details of the agreement/guarantee to the Department via tsenquiries@education.gov.au. The Department will then determine whether to agree to the arrangements and where they do, they will update the course status to 'Active'.
7. If you update a course status to 'Inactive', HITS will permit you to add tuition assurance arrangements where you wish to activate the course again.

Course – Inactivating a course

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to inactivate courses
Provider Senior Officer	SAO	Full access to inactivate courses
Provider Finance Officer	PFO	Full access to inactivate courses
Provider Editing Officer	PEO	Full access to inactivate courses
Provider View Only	PVO	Cannot inactive a course

Applicants and approved HELP providers can inactivate any course from their course scope in HITS where they no longer offer the course.

Instructions

1. From the Context selector click on **Course List** to view the Course List.

The screenshot displays the 'View Organisation details' page in the HITS application. On the left, the 'Context Selector' sidebar lists various options, with 'Course List' highlighted in red and a red arrow pointing to it. The main content area shows the details for the organization 'Demo - Halley's Training Institute (74599608295)'. The details are organized into sections: 'Organisation details' (HITS ID, TGA Register Entity name, Legal Entity name, Registered Business name(s), Preferred Business name, Parent body), 'Head Office address', 'Australian Business Number', 'TGA ID', 'TGA Registration status', 'CRICOS Number (if applicable)', 'Is the entity applying as a Trustee for a Trust?', 'Organisation Entity type', 'Australian Company Number', 'TGA Registration expiry date', and 'Year entity first began to operate as an RTO/HEI'. The 'System Audit Information' section is at the bottom.

2. Select one or more courses from the Course list by selecting the check box and then select the **View details** button.

VET Course list				
<input type="checkbox"/>	Course Code	Course Name	TAA Type	Course Status
<input checked="" type="checkbox"/>	BSB50407	Diploma of Business Administration		Details Required
<input type="checkbox"/>	BSB50207	Diploma of Business		Details Required
<input checked="" type="checkbox"/>	SIT50207	Advanced Diploma of Hospitality		Details Required
<input checked="" type="checkbox"/>	SIT50307	Diploma of Hospitality		Details Required
<input type="checkbox"/>	SIT50107	Diploma of Tourism		Details Required
<input checked="" type="checkbox"/>	SIT50107	Advanced Diploma of Tourism		Details Required
<input type="checkbox"/>	BSB51107	Diploma of Management	Tuition Assurance Scheme	Active

Select one or more course that you wish to in-activate

View details Export to excel Add details

- Click the **Inactivate** button at the bottom of the screen; system will prompt the confirmation message box with option of 'Yes' or 'No'.
- Click **Yes** then select the next course to be inactivated and then continue to until you have actioned all the courses.

View Course details

Course details			
Course name	Diploma of Business		
Course code	BSB50207	Course status	Active

Tuition Assurance Arrangements			
Method of Tuition Assurance Arrangements students will be provided for this course	Tuition Assurance Scheme		
Tuition Assurance Scheme	ACPET	Details of the 'Other Approved Scheme'	

<< Back to Course list

First 1 of 2 Next Last

Select 'Inactivate' confirm you wish to continue and then select the next course

Inactivate

Notes

- You can reactivate an inactive course by following instructions in section 12 - Course - Activating a course.

Documents – Additional notes

Ad Hoc document upload

Use the Ad Hoc document upload when you are **NOT** uploading documents against a Milestone. Using this method automatically submits the document to the Department.

Document List upload

Use the Document List upload function when you are uploading documents that are related to a Milestone. Using this method allows you to remove any document or change any information.

Locked documents

A locked document is a document that has been submitted to the Department. Locked documents can only be removed by the Department.

Unlocked documents

An unlocked document is a document that has been uploaded into HITS but has yet to be submitted. It can be removed from HITS at any time. Documents uploaded using the Document List or via a milestone are unlocked until a milestone is submitted. A submitted milestone will lock all unlocked documents against the provider.

Unlocked documents cannot be replaced by another document, they should be removed instead.

New Applicants to HITS

New applicants who have not registered in HITS previously will have no documents in their document list and whenever they upload a document, it will remain unlocked until such time as they submit their application. An unlocked document is a document which can be removed by the applicant.

Applicants with a previous application who re-apply

If your current application is inactive ie it is withdrawn and you reapply any documents that you uploaded previously will still appear in your document list. You should immediately review these documents and request the Department to remove any that are out of date.

Contact the Department via tsenquiries@education.gov.au

Document Size

Maximum size for any document is 15 Megabytes (15 MB). If your document is close to this size, it is recommended that you split your document into two sections and upload separately.

User roles

HITS will permit all users to upload a document against any category/sub category however once uploaded, you may not be able to view the document if the category relates to a module in which you do not have access. For example, a PEO user may upload financial documents however as they do not have access to Financial information, they will not be able to view the document ie the URL link to the document will be disabled.

Documents – Archived

The Department will archive documents that are no longer current, i.e. they have been replaced by a more up-to-date version or a newer version of the document has been uploaded.

Archived documents will not appear in your documents list however if you wish to view any archived document follow the instructions below.

Instructions

1. From the Navigation menu click on **Organisation – View organisation details** to navigate to the View Organisation details screen. Click on **Document List** to view the Document list screen.

YOU ARE HERE: Home > Organisation list > View Organisation details

View Organisation details

Contacts Persons of Influence Ad-Hoc Documents Fee Schedule Upcoming Milestones Financial Performance

Context Selector

Organisation (1)

Demo - Hubble Training Institute (745996082)

Demo - Hubble Training Institute (74599608)

Clear View

Course List

Provider Risk

Bank Account List

Estimate List

Payment Schedule List

Document List

Upcoming Milestones

Persons of Influence List

Contact List

Organisation details

HITS ID 15655

TGA Register Entity name Demo - Hubble Training Institute

Legal Entity name Demo - Hubble Training Institute

Registered Business name (s) Demo - Hubble Training Institute

Preferred Business name Demo - Hubble Training Institute

Former Entity names

3rd Party Arrangements / Partnerships

Parent body

Head Office address Demo - Hubble Training Institute St , BOX HILL VIC 3128

Australian Business Number 74599608295 Australian Company Number

TGA ID 87 TGA Registration expiry date 28/02/2015

TGA Registration status Current

CRICOS Number (if applicable)

Year entity first began to operate as an RTO/HEI

Is the entity applying as a Trustee for a Trust? No

Organisation Entity type Australian Company limited by Shares - registered with ASIC (the Australian Securities and Investments Commission)

System Audit Information

2. Check the box against 'Include Archived' statement and select **Filter**.

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	REP
<input type="checkbox"/>	VET	Persons of Influence Information	Details	test 1.docx	06/03/2014	
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		

To view Archived documents, check the 'Include Archived' check box and then click on the 'Filter' button.

- Document list with Archived documents included. Archived documents have a code of 'ARC'.

Document list

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	REP
<input type="checkbox"/>	VET	Persons of Influence Information	Details	test 1.docx	06/03/2014	
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		
<input type="checkbox"/>	VET	Persons of Influence Information	Details	DateAdd.docx	05/03/2014	ARC

Archived document displayed

Document categories

Each document uploaded into HITS must be attached to one of the following categories and their associated subcategories:

1. Organisational Information
 - (a) Establishing documentation
 - (b) Other
2. Persons of Influence Information
 - (a) Details
 - (b) Other
3. Course Requirements
 - (a) Tuition Assurance Requirements
 - (b) Statement of VET Tuition Assurance (SVTA)
 - (c) Fee Schedules
 - (d) Other
 - (e) Variation with Ministerial approval
4. Procedural Requirements
 - (a) Fair Treatment and Equal Opportunity Requirements
 - (b) FEE Requirements
 - (c) Grievance Requirements
 - (d) Student Refund and Student Review Requirements
 - (e) Personal Information / Privacy Requirements
 - (f) Other
5. Financial Requirements
 - (a) Financial Statements
 - (b) Business Plan
 - (c) Project Budgets
 - (d) Declaration, Certificates and other supplementary information
 - (e) Risk Mitigation Strategies including Deeds of Guarantee
 - (f) Deed of Undertaking
 - (g) Estimate of Advance payments - First Year Survey and Estimate declaration
 - (h) Strategic Plan
 - (i) Other
6. Administration
 - (a) Applicant/provider correspondence
 - (b) Statutory declaration
 - (c) Other

Documents – Removing a document

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to remove documents
Provider Senior Officer	SAO	Full access to remove documents
Provider Finance Officer	PFO	Full access to remove documents
Provider Editing Officer	PEO	Full access to remove documents
Provider View Only	PVO	Can only view documents

Removing a document effectively deletes it from HITS and should only be used when the document was uploaded incorrectly.

You can remove any document that has not been submitted ie there is no 'Submitted Date' (see example below).

Document list

Filters
Select category
--Select--
Filter

You can remove any document that is not submitted

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		
<input type="checkbox"/>	VET	Organisational Information	Establishing Documentation	test 1.docx		
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	

Only Departmental users can remove a submitted document

View details Export to excel

Help Text
If you are replacing a previously uploaded document, please ensure you select 'Replace' functionality on View Document screen

To remove a document, follow the instructions below.

Instructions

1. From the Navigation menu click on **Organisation** to navigate to the View Organisation details screen. Click on **Document List** to view the Document list screen.

View Organisation details

ContactsPersons of InfluenceFinancial Performance

Context Selector

Demo - Libra Training Institute

Course List

Bank Account List

Estimate List

Payment Schedule List

Document List

Upcoming Milestones

Persons of Influence List

Contact List

Organisation details

HITS ID16834

TGA Register Entity nameDemo - Libra Training Institute

Legal Entity nameDemo - Libra Training Institute

Registered Business name(s)Demo - Libra Training Institute

Preferred Business nameDemo - Libra Training Institute

Former Entity names

3rd Party Arrangements / Partnerships

Parent body

Head Office addressDemo - Libra Training Institute St , KURWONGBAH QLD 4503

Australian Business Number74599608295

Australian Company Number

TGA ID190

TGA Registration statusCurrent

TGA Registration expiry date22/03/2017

CRICOS Number (if applicable)

Year entity first began to operate as an RTO/HEI

Is the entity applying as a Trustee for a Trust?

Organisation Entity typeOther type of Entity

If the Applicant / approved provider is not a company registered with ASIC; please provide the following information

Name of the State/Territory Act or Regulation

State/Territory jurisdiction

Identification number

System Audit Information

2. From the list of available documents, select the check box beside the document you want to remove and click on the **View details** button.

Document list

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		
<input checked="" type="checkbox"/>		Organisational Information	Establishing Documentation	test 1.docx		
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	

View details

Export to excel

- The document details will be displayed for you to review. If you want to remove this document, click on the **Remove** button.

View Document details

Document details

Document name

Category

Sub category

Description

Replacement document

Replaced date

Archived

[test 1.docx](#)

Organisational Information

Establishing Documentation

NO

Review details to ensure it is the document you wish to remove

Replaced by

Remove

<< Back to Document list

- You will be navigated back to the Document list screen and a confirmation message will display confirming that the document was successfully removed.

Document list

DOCUMENT TEST 1.DOCX WAS REMOVED SUCCESSFULLY

Filters

Select category

Confirmation that document removed from the Document list

--Select--

▼

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	

View details

Export to excel

Notes

1. A document can be removed if your application status is 'Draft' or you uploaded the document when your application was in a status of 'Awaiting Further Information'. Once the Application or an RFI is submitted the document cannot be removed by you, you must request the Department to remove it for you where the document is not required for assessment purposes.
2. All documents uploaded but not submitted will be submitted with the milestone.
3. If you require a document to be removed and you do not have the functionality to remove it, please send a request to tsenquiries@education.gov.au providing all the necessary information. The Department will remove the document for you.

Documents – Replacing a document

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Access to replace documents
Provider Senior Officer	SAO	Access to replace documents
Provider Finance Officer	PFO	Access to replace documents
Provider Editing Officer	PEO	Access to replace documents
Provider View Only	PVO	Cannot replace documents

Over time, documents that have been previously submitted by your organisation and assessed by the Department may become out of date. HITS will allow you to replace any document that has been submitted.

Replacing a document does not remove (or delete) the replaced document instead it links one or more replaced documents with the current version.

Please note that this functionality is only available to approved providers.

Instructions

1. From the Navigation menu click on **Organisation** to navigate to the View Organisation details screen. Click on **Document List** to view the Document list screen.

YOU ARE HERE: Home > View Organisation details

View Organisation details

Contacts | Persons of Influence | Ad-Hoc Documents | Upcoming Milestones | Financial Performance

Context Selector

Demo - Aquarius Training Institute

- Course List
- Bank Account List
- Estimate List
- Payment Schedule List
- Document List**
- Upcoming Milestones
- Persons of Influence List
- Contact List

Organisation details

HITS ID 16882

TGA Register Entity name Demo - Aquarius Training Institute

Legal Entity name Demo - Aquarius Training Institute

Registered Business name (s) Demo - Aquarius Training Institute

Preferred Business name Demo - Aquarius Training Institute

Former Entity names

3rd Party Arrangements / Partnerships

Parent body

Head Office address Demo - Aquarius Training Institute St , SAMFORD VILLAGE QLD 4520

Australian Business Number 74599608295 Australian Company Number

TGA ID 199 TGA Registration expiry date 22/02/2017

TGA Registration status Current

CRICOS Number (if applicable) Year entity first began to operate as an RTO/HEI

Is the entity applying as a Trustee for a Trust? Yes

Organisation Entity type Australian Company limited by Guarantee - registered with ASIC (the Australian Securities and Investments Commission)

System Audit Information

2. From the list of available document, select the check box beside the document you wish to replace and click on the **View details** button.

Document list

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		
<input checked="" type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	

You can only replace a document that has been submitted

View details

Export to excel

- The View Document details screen will be displayed for you to review. If you wish to replace a document, click on the **Select** button to upload your new document.

View Document details

Document details

Document name

Category

Sub category

Description

Replacement document

Replaced date

Archived

[Test archive document no3 for UAT 90003.docx](#)
 Persons of Influence Information
 Details

NO

Replaced by

Remove

Replacement details

Select...

Maximum allowed file size: 15 MB

Confirm document is correct then select the 'Replacement details' button to upload new document

Replace

[<< Back to Document list](#)

1 of 1

4. Choose the file to upload and click the **Open** button.
5. The filename will be displayed in the Replacement details section, click on the **Replace** button to confirm to save your replacement document in HITS.

View Document details

The screenshot shows a web interface for viewing document details. It is divided into two main sections: 'Document details' and 'Replacement details'.

Document details section:

- Document name:** [Test archive document no3 for UAT 90003.docx](#) (highlighted with a red box)
- Category:** Persons of Influence Information
- Sub category:** Details
- Description:**
- Replacement document:**
- Replaced date:**
- Archived:** NO

Below this section is a 'Remove' button.

Replacement details section:

- A 'Select...' button is present.
- A file named 'test 1.docx' is listed (highlighted with a red box). To its right is a 'Remove' button with a red 'X' icon.
- Below the file list, it states 'Maximum allowed file size: 15 MB'.
- A large red arrow points down to a 'Replace' button (highlighted with a red box) located at the bottom right of this section.

At the bottom of the interface, there is a link: [<< Back to Document list](#).

Below the screenshot, the text '1 of 1' is displayed.

6. Once you have replaced the document, you will receive a confirmation message. It is important to note that replacing a document does not change the Category or Sub category of the replaced document.

View Document details

SAVED SUCCESSFULLY

Document details

Document name	Test archive document no3 for UAT 90003.docx
Category	Persons of Influence Information
Sub category	Details
Description	
Replacement document	test 1.docx
Replaced date	6/03/2014
Archived	NO

Remove

[<< Back to Document list](#)

Confirmation message that document 'Test archive document no3 for UAT 90003.docx' has been replaced by 'test 1.docx'. It is important to note that the category and subcategory has not changed

1 of 1

- The replaced document name and link will be displayed under the Document details section.

Document list

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Persons of Influence Information	Details	<div style="border: 1px solid #ccc; padding: 2px;">Replaced document</div> <div style="border: 1px solid #ccc; padding: 2px; margin-left: 10px;"> Test archive document no3 for UAT 90003.docx </div>	26/02/2014	REP
<input type="checkbox"/>	VET	Persons of Influence Information	Details	<div style="border: 1px solid #ccc; padding: 2px;">New document</div> <div style="border: 1px solid #ccc; padding: 2px; margin-left: 10px;"> test 1.docx </div>	06/03/2014	
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		

View details

Export to excel

- If you need to replace another document, click on the **Back to Document list** link and repeat.

Notes

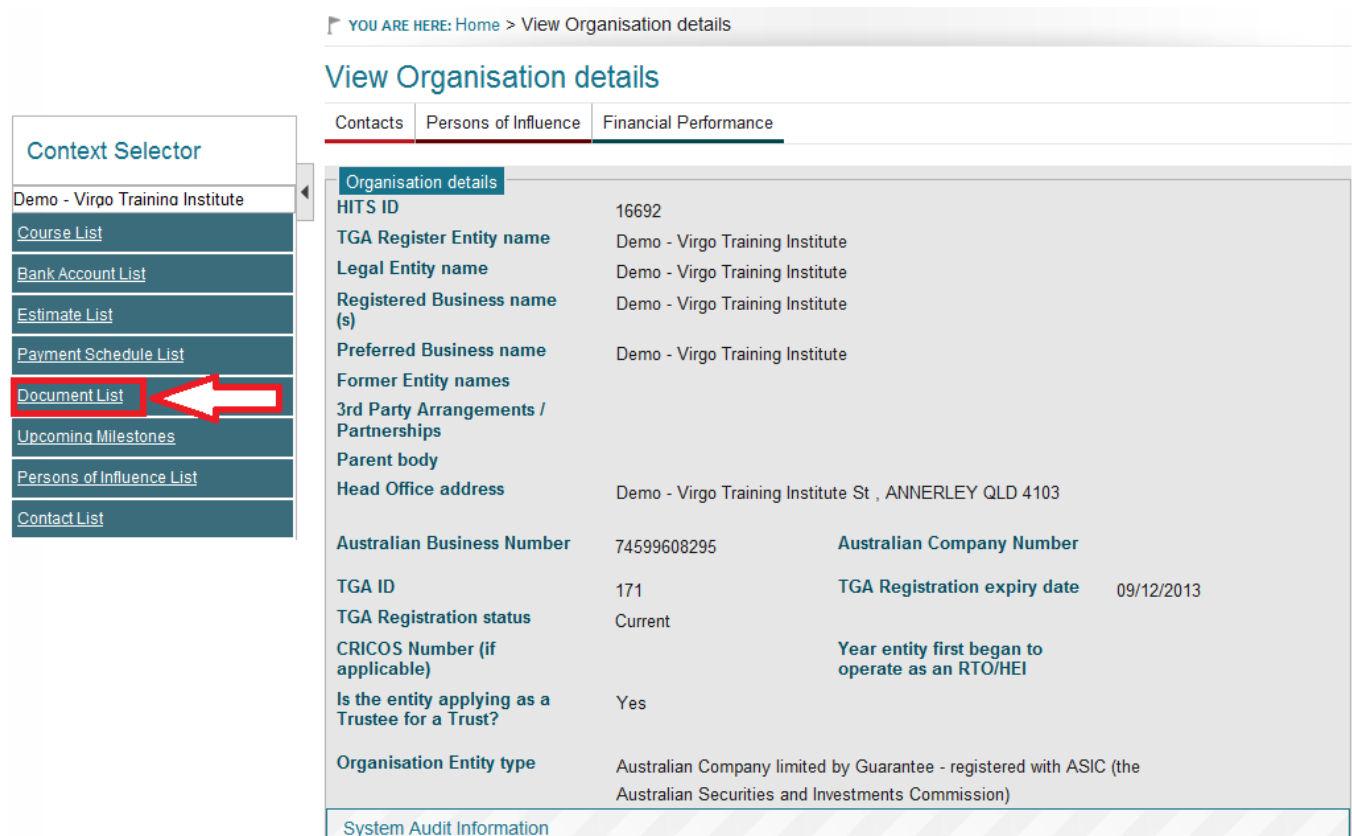
1. Maximum size for any document is 15 Megabytes (15 MB). If your document is close to this size, it is recommended that you split your document into two sections and upload separately.
2. A document can only be replaced when it has been submitted.
3. The new document is automatically submitted when uploaded.

Documents – Uploading a document - applicant

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Access to upload documents
Provider Senior Officer	SAO	Access to upload documents
Provider Finance Officer	PFO	Access to upload documents
Provider Editing Officer	PEO	Access to upload documents
Provider View Only	PVO	Cannot upload documents

Instructions

1. From the Navigation menu click on **Organisation** to view the Context Selector. Click on **Document List** to view the Document list screen.



YOU ARE HERE: Home > View Organisation details

View Organisation details

Contacts | **Persons of Influence** | Financial Performance

Context Selector

- Demo - Virgo Training Institute
- Course List
- Bank Account List
- Estimate List
- Payment Schedule List
- Document List**
- Upcoming Milestones
- Persons of Influence List
- Contact List

Organisation details

HITS ID 16692

TGA Register Entity name Demo - Virgo Training Institute

Legal Entity name Demo - Virgo Training Institute

Registered Business name (s) Demo - Virgo Training Institute

Preferred Business name Demo - Virgo Training Institute

Former Entity names

3rd Party Arrangements / Partnerships

Parent body

Head Office address Demo - Virgo Training Institute St , ANNERLEY QLD 4103

Australian Business Number 74599608295 Australian Company Number

TGA ID 171 TGA Registration expiry date 09/12/2013

TGA Registration status Current

CRICOS Number (if applicable) Year entity first began to operate as an RTO/HEI

Is the entity applying as a Trustee for a Trust? Yes

Organisation Entity type Australian Company limited by Guarantee - registered with ASIC (the Australian Securities and Investments Commission)

System Audit Information

2. From the Upload Document section, select the relevant category for the document to be stored under and click on **Select** button.

Document list

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
No records to display.						

View details

Export to excel

Help Text

If you are replacing a previously uploaded document, please ensure you select 'Replace' functionality on View Document screen

Upload Document

Select category **Required**

--Select--

--Select--

Organisational Information

Persons of Influence Information

Course Requirements

Procedural Requirements

Financial Requirements

Administration

Choose a category then click on the Select button

Select

Feedback Disclaimer Privacy Skills System Security Policy Accessibility

Copyright © 2014 Commonwealth of Australia

Local intranet | Protected Mode: Off

100%

- The Upload Documents screen will be displayed. All required fields must be completed.

YOU ARE HERE: Home > Organisation Details > Document list > Upload Documents

Upload Documents

Context Selector

Demo - Virgo Training Institute

Course List

Document List

Upcoming Milestones

Contact List

Help Text

'On successful submission, the document will be successfully submitted to the department'

Course Requirements

Sub Category	Document Name	Date Uploaded	Replacement Document	Replaced By Date
No records to display.				

Attachment details

Sector Required

--Choose--

Sub category Required

--Select--

Upload attachment Required

Select...

Maximum allowed file size: 15 MB

<< Back to Document list

Cancel

Submit

- Select an appropriate Sector and Sub category for your document.
- Choose the file to be uploaded by clicking on the **Select** button.
- Once you have located the file, click on the **Open** button of the File Download popup window, the name will be displayed below the **Select** button.
- If you need to upload more documents for the same category and sub category, repeat the above steps.

Attachment details

Sector Required

--Choose--

Sub category Required

--Select--

Upload attachment Required

Select...

- LAFHA Process2.doc Remove
- Training Contract Search and List... Remove
- CodeClaimTypes.xls Remove

Maximum allowed file size: 15 MB

<< Back to Document list

Cancel

Submit

- Review the documents that you have uploaded. You can remove any document that is not appropriate by selecting the Remove button appropriate for the document.
- Once you are satisfied you have uploaded all the documents for that category, click on the Submit button. You will receive a 'Saved Successfully' confirmation message if documents have been uploaded successfully.

10. If you need to upload more documents to a different category or sub category, from the HITS Upload Document screen click on the **Back to Document list** link and repeat above instructions.



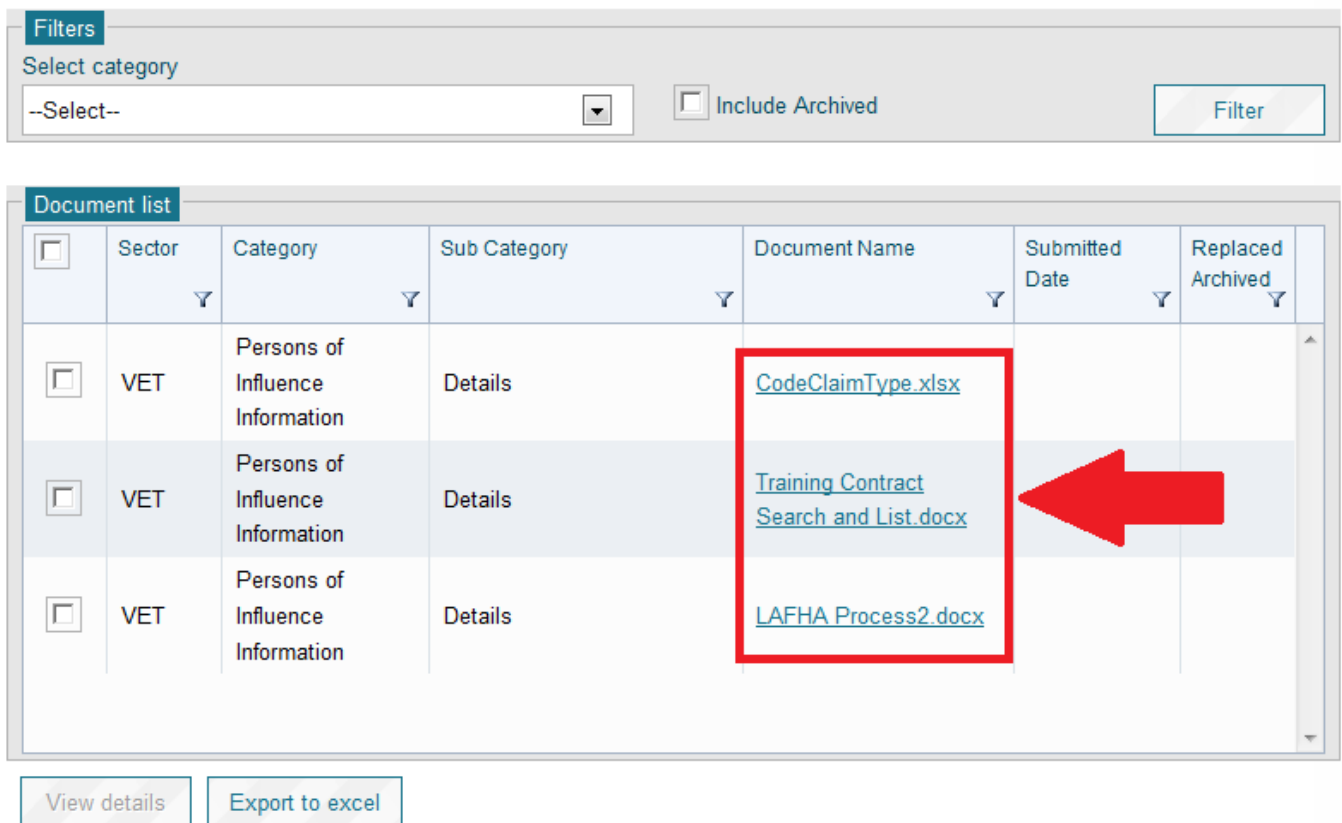
The form is titled "Attachment details" and contains the following fields:

- Sector Required:** A dropdown menu with "--Choose--" selected.
- Sub category Required:** A dropdown menu with "--Select--" selected.
- Upload attachment Required:** A button labeled "Select..."
- Maximum allowed file size:** 15 MB

At the bottom of the form, there is a link "[Back to Document list](\"#\")" which is highlighted with a red box and a red arrow pointing to it. To the right of the link are two buttons: "Cancel" (orange) and "Submit" (green).

11. Your documents have been uploaded and will now appear in your document list.

Document list



The "Document list" interface includes a "Filters" section at the top with a "Select category" dropdown (set to "--Select--") and an "Include Archived" checkbox. A "Filter" button is located to the right. Below the filters is a table with the following columns: "Sector", "Category", "Sub Category", "Document Name", "Submitted Date", and "Replaced Archived".

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Persons of Influence Information	Details	CodeClaimType.xlsx		
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Training Contract Search and List.docx		
<input type="checkbox"/>	VET	Persons of Influence Information	Details	LAFHA Process2.docx		

At the bottom of the table, there are two buttons: "View details" and "Export to excel". A red box highlights the document names in the table, and a red arrow points to the "Training Contract Search and List.docx" link.

Notes

1. Maximum size for any document is 15 Megabytes (15 MB). If your document is close to this size, it is recommended that you split your document into two sections and upload separately.
2. You must ensure document names are no more than 100 characters in length. If they are too long, you will get the following error message similar to "An application error occurred and has been logged. Please advise your administrator and provide them with this error code: ada3827c-fc25-446a-bc49-c7a20".
3. All documents uploaded during the preparation of your application will be submitted to the Department at the same time that you submit your application.

Documents – Uploading a document – Approved Provider

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Access to upload documents
Provider Senior Officer	SAO	Access to upload documents
Provider Finance Officer	PFO	Access to upload documents
Provider Editing Officer	PEO	Access to upload documents
Provider View Only	PVO	Cannot upload documents

There are two ways in which documents can be uploaded into HITS

Document List: Upload documents via the documents list when your documents relate to a milestone. Using the document list upload will not submit the document and should you decide a document is not relevant, you can remove it.

Ad-Hoc documents: Upload documents via the Ad-Hoc document upload when you are not uploading documents associated with a milestone. Documents upload via Ad-Hoc upload will automatically be submitted to the Department.

Instructions

1. From the Navigation menu click on **Organisation** to view all available sub menu options. Click on **Document List** to view the Document list screen.

View Organisation details

Contacts | Persons of Influence | **Ad-Hoc Documents** | Upcoming Milestones | Financial Performance

Context Selector

Demo - Libra Training Institute

- Course List
- Bank Account List
- Estimate List
- Payment Schedule List
- Document List**
- Upcoming Milestones
- Persons of Influence List
- Contact List

Organisation details

HITS ID 1683

TGA Register Entity name Demo - Libra Training Institute

Legal Entity name Demo - Libra Training Institute

Registered Business name (s) Demo - Libra Training Institute

Preferred Business name Demo - Libra Training Institute

Former Entity names Demo - Libra Training Institute

Partnerships

Parent body

Head Office address Demo - Libra Training Institute St , KURWONGBAH QLD 4503

Australian Business Number 74599608295 Australian Company Number

TGA ID 190 TGA Registration expiry date 22/03/2017

TGA Registration status Current

CRICOS Number (if applicable)

Year entity first began to operate as an RTO/HEI

Is the entity applying as a Trustee for a Trust? No

Organisation Entity type Australian Company limited by Shares - registered with ASIC (the Australian Securities and Investments Commission)

System Audit Information

Approved providers can upload documents via Ad-Hoc or via the Document list.

2. From the Upload Document section, select the relevant category for the document is to be uploaded to and click on **Select** button.

From Document List

Document list

Context Selector

Demo - Virgo Training Institute

[Course List](#)

[Bank Account List](#)

[Estimate List](#)

[Payment Schedule List](#)

[Document List](#)

[Upcoming Milestones](#)

[Persons of Influence List](#)

[Contact List](#)

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	REP
<input type="checkbox"/>	VET	Persons of Influence Information	Details	test 1.docx	06/03/2014	
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		

[View details](#) [Export to excel](#)

Help Text

If you are replacing a previously uploaded document, please ensure you select 'Replace' functionality on View Document screen

Upload Document

Select upload type **Required**

--Choose--

--Choose--

Ad-Hoc upload

Milestone upload

Select the appropriate upload type ie Ad-Hoc if you want your document to be submitted straight away or Milestone if you have a number of documents to upload and are subject to a Milestone

--Select--

Select

From Ad-Hoc Documents

Ad-Hoc documents

Context Selector

Demo - Virgo Training Institute

[Course List](#)

[Document List](#)

[Upcoming Milestones](#)

[Contact List](#)

Upload Document

Select category **Required**

--Select--

--Select--

Organisational Information

Persons of Influence Information

Course Requirements

Procedural Requirements

Financial Requirements

Administration

Select

- The Upload Documents screen will be displayed. All required fields must be completed before you can select the **Submit** button.

YOU ARE HERE: Home > Organisation Details > Document list > Upload Documents

Upload Documents

Context Selector

Demo - Virgo Training Institute

Course List

Document List

Upcoming Milestones

Contact List

Help Text

'On successful submission, the document will be successfully submitted to the department'

Course Requirements

Sub Category	Document Name	Date Uploaded	Replacement Document	Replaced By Date
No records to display.				

Attachment details

Sector Required

--Choose--

Sub category Required

--Select--

Upload attachment Required

Select...

Maximum allowed file size: 15 MB

<< Back to Document list

Cancel Submit

- Select the Sector(s) and sub category.
- Search for the file to be uploaded by clicking on the **Select** button.
- Once you have located the file, click on the **Open** button of the File Download popup window, the name will be displayed below the **Select** button.

Attachment details

Sector Required

--Choose--

Sub category Required

--Select--

Upload attachment Required

Select...

- LAFHA Process2.doc ✕ Remove
- Training Contract Search and List... ✕ Remove
- CodeClaimTypes.xls ✕ Remove

Maximum allowed file size: 15 MB

<< Back to Document list

Cancel Submit

- If you need to upload more files to a different category or sub category, from the HITS Upload Document screen click on the **Back to Document list** link and repeat.

Attachment details

Sector Required

--Choose--

Sub category Required

--Select--

Upload attachment Required

Select...

Maximum allowed file size: 15 MB

<< Back to Document list

Cancel

Submit

8. Submitted documents will have the date the document was submitted in the 'Submitted Date' field.

Document list

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Persons of Influence Information	Details	Test archive document no3 for UAT 90003.docx	26/02/2014	REP
<input type="checkbox"/>	VET	Persons of Influence Information	Details	test 1.docx	06/03/2014	
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 3.docx		

View details

Export to excel

Help Text

If you are replacing a previously uploaded document, please ensure you select 'Replace' functionality on View Document screen

Upload Document

Select upload type Required

--Choose--

Select category Required

--Select--

Select

Notes

4. The Ad-Hoc function is only enabled once an application has been approved. If your organisation has never registered in HITS previously and lodges a new application, you will only be able to upload documents via the Document List.
5. If you upload a document via the Document list and you are not subject to a milestone, you will need to remove the document and then upload it via the Ad-Hoc function. If you leave the document unsubmitted, it will only be submitted when you are next subject to a milestone.

Documents – Viewing a document

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Access to view documents
Provider Senior Officer	SAO	Access to view documents
Provider Finance Officer	PFO	Access to view documents
Provider Editing Officer	PEO	Access to view documents
Provider View Only	PVO	Access to view most documents

Instructions

1. From the Navigation menu click on **Organisation**, this will navigate you to the screen which will display all the sub menu options available under the Organisation menu. In the context selector click on **Document List** to view the Document list screen.
2. From the list of available documents, select the check box beside the document you wish to view and click on the **View details** button.

Document list

Filters

Select category

--Select--

☐ Include Archived

Filter

Document list

<input type="checkbox"/>	Sector	Category	Sub Category	Document Name	Submitted Date	Replaced Archived
<input type="checkbox"/>	VET	Procedural Requirements	Grievance Requirements	test 2.docx	19/03/2014	
<input checked="" type="checkbox"/>	VET	Procedural Requirements	FEE Requirements	test 3.docx	19/03/2014	
<input type="checkbox"/>	VET	Organisational Information	Establishing Documentation	test 1.docx	19/03/2014	

View details

3. The document details will be displayed for you to review, click on the filename link. You will be asked whether you wish to Open or Save the document.

View Document details

Document details	
Document name	test 3.docx
Category	Procedural Requirements
Sub category	FEE Requirements
Description	
Replacement document	
Replaced date	Replaced by
Archived	NO

[Remove](#)

Replacement details	
Select...	
Maximum allowed file size: 15 MB	
Replace	

[<< Back to Document list](#)

1 of 1

- Click the **Open** button on the File Download popup window.
- If you need to access more documents, from the HITS View Document details screen, click on the **Back to Document list** link and repeat above steps.

View Document details

Document details	
Document name	test 3.docx
Category	Procedural Requirements
Sub category	FEE Requirements
Description	
Replacement document	
Replaced date	Replaced by
Archived	NO

[Remove](#)

Replacement details	
Select...	
Maximum allowed file size: 15 MB	
Replace	

[<< Back to Document list](#)

1 of 1

Estimate – Add and submit an estimate - HEP

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can create and submit an Estimate
Provider Senior Officer	SAO	Can create an Estimate
Provider Finance Officer	PFO	Can create an Estimate
Provider Editing Officer	PEO	User role cannot view this module
Provider View Only	PVO	User role cannot view this module

Important note: Higher Education provider estimates are not to be completed in HITS at this time. Please do not add a Higher Education Provider estimate in HITS unless you have been advised formally by the Department of Education.

HITS will display estimates at the time of approval for both the current calendar year and the following calendar year. Estimates will also be created for each sector in which there is an active application. The estimates will not contain any other information and where appropriate, you will have to edit the estimate before it can be submitted to the Department.

For existing approved Providers, HITS will automatically create the following calendar years estimate at the start of the current calendar year. You must not submit the following calendar years estimate until October.

Please note that you must have a user role of PFO, SAO or CEO to edit an Estimate and CEO to submit an Estimate.

Instructions

1. Select **Organisation – View Organisation** details from the Navigation menu to display the Context Selector
2. Select **Estimate list** from the sub menu items.

View Organisation details

Context Selector

Organisation (1)

Demo - Capricorn Training Institute (7459960)

Demo - Capricorn Training Institute (7459960)

[Clear](#) [View](#)

[Course List](#)

[Provider Risk](#)

[Bank Account List](#)

[Estimate List](#)

[Payment Schedule List](#)

[Document List](#)

[Upcoming Milestones](#)

[Persons of Influence List](#)

[Contact List](#)

[Contacts](#)
[Persons of Influence](#)
[Ad-Hoc Documents](#)
[Fee Schedule](#)
[Upcoming Milestones](#)
[Financial Performance](#)

Organisation details

HITS ID: 16799

TGA Register Entity name: Demo - Capricorn Training Institute

Legal Entity name: Demo - Capricorn Training Institute

Registered Business name (s): Demo - Capricorn Training Institute

Preferred Business name: Demo - Capricorn Training Institute

Former Entity names:

3rd Party Arrangements / Partnerships:

Parent body:

Head Office address: Demo - Capricorn Training Institute St , BILINGA QLD 4225

Australian Business Number: 74599608295 Australian Company Number:

TGA ID: 186 TGA Registration expiry date: 18/08/2015

TGA Registration status: Current

CRICOS Number (if applicable): Year entity first began to operate as an RTO/HEI: 1999

Is the entity applying as a Trustee for a Trust?: No

Organisation Entity type: Australian Company limited by Shares - registered with ASIC (the Australian Securities and Investments Commission)

System Audit Information

- Click the 'Edit' link on the desired record noting the sector and calendar year. This will navigate you to the 'Estimate of Advance Payments'.

Estimate list

Estimate list						
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit	
<input type="checkbox"/>	2015	HE	Draft	\$0.00	Edit	
<input type="checkbox"/>	2013	HE	Closed	\$0.00	Edit	
<input type="checkbox"/>	2014	HE	Draft	\$0.00	Edit	

[View details](#)

Estimate of Advance Payments

Estimate items

Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
No records to display.							

View details

Add/Delete estimate item

☐ More than 50 active courses?

Delete estimate item

Add estimate item

- Complete all required fields and **Save** to navigate to 'Estimate of Advance Payments' screen.

Add Estimate item

Estimate details

Calendar year

2014

Sector

HE

[<< Link to instructions to fill in your estimate](#)

Estimate item details

Earliest census date Required

Undergraduate / Postgraduate Required

Undergraduate

--Choose--

Postgraduate

Undergraduate

Eligible students

Number of eligible students by proportion of

100% study load

75% study load

66% study load

50% study load

33% study load

25% study load

*Please fill in at least one eligible student study load field.

EFTSL

0.0

Average annual course cost Required

Expected total tuition income

\$0.00

Proportion (%) of tuition fees expected to be paid through HELP Required

Estimated advance

\$0.00

Complete all appropriate fields then select **Save**

[<< Back to Estimate](#)

Cancel

Save

- Repeat above steps to add additional estimate line items to your estimate.

You must check and confirm that all line items are correct before you continue. You can either edit or delete any line item on the Edit Estimate of Advance Payments screen.

- To delete a line item check the Delete checkbox against the line item (or items). This will enable the **Delete estimate item** button.

Edit Estimate of Advance Payments

Estimate items

	Estimate item description	Earliest census date	EFTSL	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Undergraduate	16/07/2014	124.0	92.0	\$969,680.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Postgraduate	16/07/2014	59.3	87.0	\$515,736.00	Edit	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Postgraduate	14/05/2014	177.0	88.0	\$311,520.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Undergraduate	14/05/2014	75.2	91.0	\$342,251.00	Edit	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Postgraduate	12/03/2014	15.0	92.0	\$138,000.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Undergraduate	12/03/2014	386.6	67.0	\$2,071,908.00	Edit	<input type="checkbox"/>

View details

Add/Delete estimate item

Delete estimate item

Add estimate item

When you check the Delete box against one or more line items the 'Delete estimate item' button becomes enabled.

A confirmation message will display and if you click on the **Yes** button a 'Deleted Successfully' confirmation message will display on Edit Estimate of Advance Payments screen.

Edit Estimate of Advance Payments

DELETED SUCCESSFULLY

Estimate items

	Estimate item description	Earliest census date	EFTSL	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Undergraduate	16/07/2014	124.0	92.0	\$969,680.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Postgraduate	14/05/2014	177.0	88.0	\$311,520.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Postgraduate	12/03/2014	15.0	92.0	\$138,000.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Undergraduate	12/03/2014	386.6	67.0	\$2,071,908.00	Edit	<input type="checkbox"/>

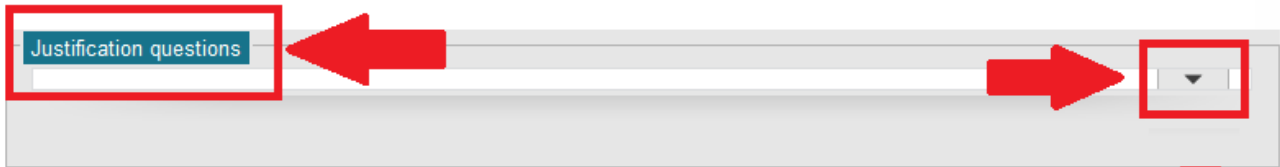
Deleted successfully confirmation message displayed and both line items removed from the list.

HELP IT Application User Guide V 4.0 – Current

Page 63

Once you are satisfied with the Estimate of Advance Payment line items, you are then required to consider the justification questions and provide justification for your advance where appropriate. Note this is not a mandatory question.

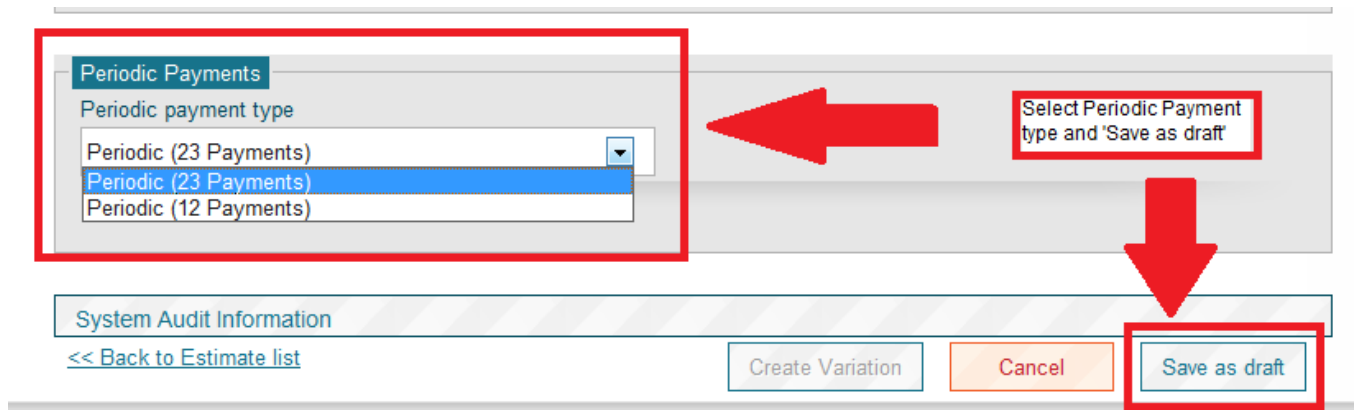
7. Select the **down** arrow to expand the Justification questions.



8. Add comments where applicable.
9. Click **Save as draft**.

The last requirement is to advise the frequency that you would like to receive advance payments from the Department.

10. Select Periodic payment type



11. Click **Save as draft** button.

Submitting an Estimate - Provider Corporate Officer (CEO) only

1. From the **View Organisation details** page, select **Estimate List** from the Context Selector List.
2. Click the **Edit** link on the desired record noting the sector and calendar year. This will navigate you to the **Estimate of Advance Payments** screen.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Draft	\$0.00	Edit

3. Select the **Estimate items** box to see a summary of all records in the **Estimate items** list. You should check all line items to ensure they are accurate before proceeding.

Edit Estimate of Advance Payments

Estimate items								
	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	21794VIC	12/05/2014	71.4	\$1,142,264.00	84.0	\$959,501.76	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC60308	10/06/2014	131.9	\$593,741.25	91.0	\$540,304.53	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC50113	12/05/2014	36.2	\$216,964.20	78.0	\$169,232.07	Edit	<input type="checkbox"/>
<input type="checkbox"/>	BSB50207	29/03/2014	49.5	\$247,296.00	78.0	\$192,890.88	Edit	<input type="checkbox"/>

[View details](#)

Add/Delete estimate item

☐ More than 50 active courses?

[Delete estimate item](#)

[Add estimate item](#)

Edit Estimate of Advance Payments

Estimate items							
	Estimate item description	Earliest census date	EFTSL	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Undergraduate	16/07/2014	124.0	92.0	\$969,680.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Postgraduate	16/07/2014	59.3	87.0	\$515,736.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Postgraduate	14/05/2014	177.0	88.0	\$311,520.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Undergraduate	14/05/2014	75.2	91.0	\$342,251.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Postgraduate	12/03/2014	15.0	92.0	\$138,000.00	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Undergraduate	12/03/2014	386.6	67.0	\$2,071,908.00	Edit	<input type="checkbox"/>

[View details](#)

Add/Delete estimate item
<div> Delete estimate item Add estimate item </div>

- Where you are satisfied that the Estimate of Advance Payment is complete, check the **Declaration** tick box and click **Submit**.

Declaration

☐ I declare that the information provided in this Estimate of Advance Payments is to the best of my knowledge, true, complete and correct. I undertake to inform the Department immediately if I become aware of information that means that this Estimate of Advance Payments is no longer a reasonable and genuine estimate of the amount of HELP which is expected to become payable for the period covered by the Estimate. I acknowledge that giving false or misleading information to the Commonwealth or omitting any matter without which the information is misleading, is a serious offence under section 137 of the *Criminal Code Act 1995* (Cth). I declare that all advance payments received from the Department based on the information I provided on this form will be used only for purposes for which they are given under the *Higher Education Support Act 2013* and the applicable Guidelines. I undertake to return any funds not used for that permitted purpose if the Department so requests.

You must 'check' the declaration before you can submit your Estimate of Advance Payments

System Audit Information

Create Variation Cancel Save as draft Submit

'Save as draft' or 'Submit'

- The Estimate status will change to 'Submitted' and a notification will be sent to the Department notifying them that a new estimate has been submitted by your organisation.

Estimate list

SUBMITTED SUCCESSFULLY						
Estimate list						
	Calendar Year	Sector	Estimate successfully submitted	Decided total annual estimate amount	Edit	
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit	
<input type="checkbox"/>	2014	VET	Submitted	\$0.00	Edit	

Estimate – Add and submit an estimate - VET

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can add and submit an Estimate
Provider Senior Officer	SAO	Can add an Estimate
Provider Finance Officer	PFO	Can add an Estimate
Provider Editing Officer	PEO	Not applicable
Provider View Only	PVO	Not applicable

HITS will automatically create two 'draft' estimates at the time of approval for both the current calendar year and the next calendar year. The estimates will not have any other information and providers will have to edit the estimate before it can be submitted to the Department.

For existing approved Providers, HITS will automatically create the next calendar years estimate at the start of the current calendar year ie 2015 estimate is created on 1/1/2014. Providers must not submit their next calendar years estimate until October.

Please note that you must have a user role of PFO, SAO or CEO to edit an Estimate and CEO to submit an Estimate.

Instructions

1. Select **Organisation – View Organisation** details from the Navigation menu to display the Context Selector
2. Select **Estimate list** from the sub menu items.

View Organisation details

Context Selector

Organisation (1)

Demo - Capricorn Training Institute (7459960)

Demo - Capricorn Training Institute (7459960)

[Clear](#) [View](#)

[Course List](#)

[Provider Risk](#)

[Bank Account List](#)

[Estimate List](#)

[Payment Schedule List](#)

[Document List](#)

[Upcoming Milestones](#)

[Persons of Influence List](#)

[Contact List](#)

[Contacts](#)
[Persons of Influence](#)
[Ad-Hoc Documents](#)
[Fee Schedule](#)
[Upcoming Milestones](#)
[Financial Performance](#)

Organisation details

HITS ID	16799		
TGA Register Entity name	Demo - Capricorn Training Institute		
Legal Entity name	Demo - Capricorn Training Institute		
Registered Business name (s)	Demo - Capricorn Training Institute		
Preferred Business name	Demo - Capricorn Training Institute		
Former Entity names			
3rd Party Arrangements / Partnerships			
Parent body			
Head Office address	Demo - Capricorn Training Institute St , BILINGA QLD 4225		
Australian Business Number	74599608295	Australian Company Number	
TGA ID	186	TGA Registration expiry date	18/08/2015
TGA Registration status	Current	Year entity first began to operate as an RTO/HEI	1999
CRICOS Number (if applicable)			
Is the entity applying as a Trustee for a Trust?	No		
Organisation Entity type	Australian Company limited by Shares - registered with ASIC (the Australian Securities and Investments Commission)		

System Audit Information

- Click the 'Edit' link on the desired record noting the sector and calendar year. This will navigate you to the 'Estimate of Advance Payments'.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Draft	\$0.00	Edit

You have two choices on how to enter your estimate, either at course level or if you have more than 50 courses, you may choose to select to enter by field of study. It is important that you only select field of study if you are offering VET FEE-HELP to more than 50 courses otherwise the Department reserves the right to return your estimate to draft status.

If an estimate is returned to draft status and you have to change from Field of Study to Course, HITS will delete all existing estimate line items and you will have to start your estimate again.

Edit Estimate of Advance Payments

Estimate items

	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
No records to display.								
<div>If you have more than 50 active courses you may select 'More than 50 active courses?' check box. Otherwise, select the 'Add estimate item' button.</div>								

View details

Add/Delete estimate item

☐ More than 50 active courses?

OR

You must complete all the following steps before you Estimate can be submitted to the Department:

- Add one or more estimate items;
- Complete Justification questions; and
- Acknowledge the declaration.

Entering Estimate details by Course

4. Click **Add estimate item** to navigate to the 'Add Estimate item' screen.

Estimate of Advance Payments

Estimate items

Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
No records to display.							

View details

Add/Delete estimate item

☐ More than 50 active courses?

Delete estimate item

Add estimate item

- Complete all required fields and **Save** to navigate to 'Estimate of Advance Payments' screen.

Add Estimate item

Estimate details

Calendar year

2014

Sector

VET

[<< Link to instructions to fill in your estimate](#)

Estimate item details

Earliest census date Required

Estimate type

Course

Course Required

Eligible students

Number of eligible students by proportion of full time study load for the calendar year

*Please fill in at least one eligible student study load field.

100% study load

75% study load

66% study load

50% study load

33% study load

25% study load

Approximate EFTSL

% EFTSL expected to withdraw prior to the last census date Required

Average annual course cost Required

Proportion (%) of tuition fees expected to be paid through HELP Required

Revised EFTSL

0.0

Expected total tuition income

\$0.00

Estimated advance

\$0.00

[<< Back to Estimate](#)

Cancel

Save

You must complete all required fields before saving

- Repeat above steps to add additional estimate line items to your estimate. You must check and confirm that all line items are correct before you continue.

Edit Estimate of Advance Payments

Estimate items

	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	21794VIC	12/05/2014	71.4	\$1,142,264.00	84.0	\$959,501.76	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC60308	10/06/2014	131.9	\$593,741.25	91.0	\$540,304.53	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC50113	12/05/2014	36.2	\$216,964.20	78.0	\$169,232.07	Edit	<input type="checkbox"/>
<input type="checkbox"/>	BSB50207	29/03/2014	49.5	\$247,296.00	78.0	\$192,890.88	Edit	<input type="checkbox"/>

View details

Add/Delete estimate item

☐ More than 50 active courses?

Delete estimate item

Add estimate item

You must check and confirm that all line items are correct before you continue. You can either edit or delete any line item on the Edit Estimate of Advance Payments screen.

- To delete a line item check the Delete checkbox against the line item (or items). This will enable the **Delete estimate item** button.

Edit Estimate of Advance Payments

Estimate items								
	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	21794VIC	12/05/2014	71.4	\$1,142,264.00	84.0	\$959,501.76	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC60308	10/06/2014	131.9	\$593,741.25	91.0	\$540,304.53	Edit	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHC50113	12/05/2014	36.2	\$216,964.20	78.0	\$169,232.07	Edit	<input type="checkbox"/>
<input type="checkbox"/>	BSB50207	29/03/2014	49.5	\$247,296.00	78.0	\$192,890.88	Edit	<input type="checkbox"/>

When you check the Delete box against one or more line items the **Delete estimate item** button becomes enabled

[View details](#)

☐ More than 50 active courses?

[Delete estimate item](#) [Add estimate item](#)

A confirmation message will display and if you click on the **Yes** button a 'Deleted Successfully' confirmation message will display on Edit Estimate of Advance Payments screen.

Edit Estimate of Advance Payments

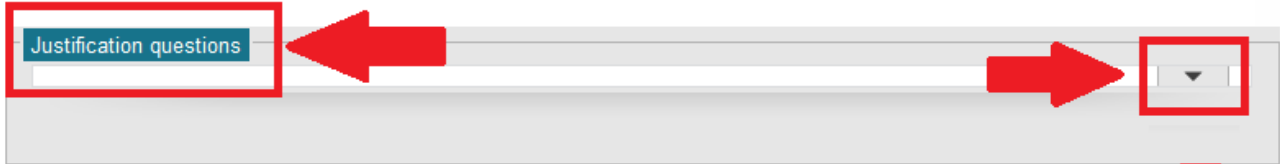
DELETED SUCCESSFULLY

Estimate items								
	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	21794VIC	12/05/2014	71.4	\$1,142,264.00	84.0	\$959,501.76	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC50113	12/05/2014	36.2	\$216,964.20	78.0	\$169,232.07	Edit	<input type="checkbox"/>
<input type="checkbox"/>	BSB50207	29/03/2014	49.5	\$247,296.00	78.0	\$192,890.88	Edit	<input type="checkbox"/>

Deleted successfully confirmation message displayed and line item is removed from the list

Once you are satisfied with the Estimate of Advance Payment line items, you are then required to consider the justification questions and provide justification for your advance where appropriate. Note this is not a mandatory question.

8. Select the **down** arrow to expand the Justification questions.



9. Add comments where applicable.
10. Click **Save as draft**.

Entering Estimate details by Field of Study

1. Select the check box for 'More than 50 active courses?' A new check box will then display titled 'Enter by Field of Study'. Check this box also and then select **Add estimate item** which will navigate you to the 'Add Estimate item' screen.

Estimate of Advance Payments

The screenshot shows a web application interface. At the top is a table titled 'Estimate items'. The table has columns: 'Estimate item description', 'Earliest census date', 'Revised EFTSL', 'Expected total tuition income', 'Take up rate', 'Estimated advance', 'Edit', and 'Delete'. Below the table, it says 'No records to display.' Below the table is a 'View details' button. Below this is a red arrow pointing down to a form titled 'Add/Delete estimate item'. The form has two checkboxes: 'More than 50 active courses?' and 'Enter by Field of Study?'. Both checkboxes are checked. To the right of these checkboxes are two buttons: 'Delete estimate item' and 'Add estimate item'. A red box highlights the two checkboxes, and another red box highlights the 'Add estimate item' button. A second red arrow points down from the 'Add estimate item' button in the table area to the 'Add estimate item' button in the form area.

Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
No records to display.							

View details

☒ More than 50 active courses? ☒ Enter by Field of Study?

Delete estimate item Add estimate item

2. Fill in all required fields and click '**Save**' this will navigate you to the 'Estimate of Advance Payments' screen.
3. Repeat until you have added all the line items to your estimate.

You must check and confirm that the details entered are correct before you continue.

Edit Estimate of Advance Payments

SUCCESSFULLY CREATED

Estimate items

	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Education	19/05/2014	154.0	\$900,943.29	91.0	\$819,858.39	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Food, Hospitality and Personal Services	25/02/2014	112.4	\$255,875.00	89.0	\$227,728.75	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Agriculture, Environmental and Related Studies	09/08/2014	44.8	\$223,824.00	83.0	\$185,773.92	Edit	<input type="checkbox"/>

Each time you create and save a line item, you will be navigated back to the Edit Estimate of Advance Payments screen and a 'Successfully created' message will display to confirm that the latest line item has been created.

View details

You must check and confirm that all line items are correct before you continue. You can either edit or delete any line item on the Edit Estimate of Advance Payments screen.

- To delete a line item check the Delete checkbox against the line item (or items). This will enable the **Delete estimate item** button.

Edit Estimate of Advance Payments

Estimate items

	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Natural and Physical Sciences	12/05/2014	82.6	\$826,454.00	89.0	\$735,544.06	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Education	19/05/2014	154.0	\$900,943.29	91.0	\$819,858.39	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Food, Hospitality and Personal Services	25/02/2014	102.4	\$255,875.00	89.0	\$227,728.75	Edit	<input checked="" type="checkbox"/>

View details

When you check the **Delete** box against one or more line items, the **Delete estimate item** button becomes enabled

Delete estimate item

Add estimate item

A confirmation message will display and if you click on the **Yes** button a 'Deleted Successfully' confirmation message will display on Edit Estimate of Advance Payments screen.

Edit Estimate of Advance Payments

DELETED SUCCESSFULLY

Estimate items								
	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Natural and Physical Sciences	12/05/2014	82.6	\$826,454.00	89.0	\$735,544.06	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Education	19/05/2014	154.0	\$900,943.29	91.0	\$819,858.39	Edit	<input type="checkbox"/>

Deleted successfully confirmation message displayed and line item is removed from the list.

Once you are satisfied with the Estimate of Advance Payment line items, you are then required to consider the justification questions and provide justification for your advance where appropriate. Note this is not a mandatory question.

5. Select the **down** arrow to expand the Justification questions.

Justification questions

▼

6. Add comments where applicable.
7. Click **Save as draft**.

Submitting an Estimate - Provider Corporate Officer (CEO) only

6. From the **View Organisation details** page, select **Estimate List** from the Context Selector List.
7. Click the **Edit** link on the desired record noting the sector and calendar year. This will navigate you to the **Estimate of Advance Payments** screen.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Draft	\$0.00	Edit

View details

8. Select the **Estimate items** box to see a summary of all records in the **Estimate items** list. You should check all line items to ensure they are accurate before proceeding.

Edit Estimate of Advance Payments

Estimate items								
	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	21794VIC	12/05/2014	71.4	\$1,142,264.00	84.0	\$959,501.76	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC60308	10/06/2014	131.9	\$593,741.25	91.0	\$540,304.53	Edit	<input type="checkbox"/>
<input type="checkbox"/>	CHC50113	12/05/2014	36.2	\$216,964.20	78.0	\$169,232.07	Edit	<input type="checkbox"/>
<input type="checkbox"/>	BSB50207	29/03/2014	49.5	\$247,296.00	78.0	\$192,890.88	Edit	<input type="checkbox"/>

[View details](#)

Add/Delete estimate item

☐ More than 50 active courses?

[Delete estimate item](#) [Add estimate item](#)

9. Where you are satisfied that the Estimate of Advance Payment is complete, check the **Declaration** tick box and click **Submit**.

Declaration

☐ I declare that the information provided in this Estimate of Advance Payments is to the best of my knowledge, true, complete and correct. I undertake to inform the Department immediately if I become aware of information that means that this Estimate of Advance Payments is no longer a reasonable and genuine estimate of the amount of HELP which is expected to become payable for the period covered by the Estimate. I acknowledge that giving false or misleading information to the Commonwealth or omitting any matter without which the information is misleading, is a serious offence under section 137 of the *Criminal Code Act 1995* (Cth). I declare that all advance payments received from the Department based on the information I provided on this form will be used only for purposes for which they are given under the *Higher Education Support Act 2013* and the applicable Guidelines. I undertake to return any funds not used for that permitted purpose if the Department so requests.

You must 'check' the declaration before you can submit your Estimate of Advance Payments

System Audit Information

[Create Variation](#) [Cancel](#) [Save as draft](#) [Submit](#)

'Save as draft' or 'Submit'

10. The Estimate status will change to 'Submitted' and a notification will be sent to the Department notifying them that a new estimate has been submitted by your organisation.

Estimate – Add and submit a variation

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can create and submit a variation.
Provider Senior Officer	SAO	Can create a variation.
Provider Finance Officer	PFO	Can create a variation.
Provider Editing Officer	PEO	No access to this module
Provider View Only	PVO	No access to this module

You can only create a variation where your current estimate has been submitted and has a status of 'Finalised'.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Finalised	\$1,554,657.00	Edit

You can only add a variation to a finalised estimate

Instructions

1. Select **Organisation – View Organisation details** from the Navigation menu to display the Context Selector.
2. Select **Estimate list** from the sub menu items.
3. Click the **Edit** link on the desired record noting the sector and calendar year. This will navigate you to the 'Estimate of Advance Payments'.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Finalised	\$1,554,657.00	Edit

4. Scroll to the bottom of the page and select **Create Variation**.

System Audit Information

[<< Back to Estimate list](#)

Create Variation Cancel Save as draft Submit

You will receive a confirmation message that the variation has been created successfully.

Edit Estimate of Advance Payments

SUCCESSFULLY CREATED

Estimate items

	Estimate item description	Earliest census date	Revised EF/SL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Natural and Physical Sciences	12/05/2014	82.6	\$826,454.00	89.0	\$735,544.06	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Education	19/05/2014	154.0	\$900,943.29	91.0	\$819,858.39	Edit	<input type="checkbox"/>

Confirmation message that Estimate variation has been created successfully.

[View details](#)

5. The status of the Estimate will also be updated to 'Draft Variation'.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Draft Variation	\$1,554,657.00	Edit

Estimate's status has been updated to 'Draft Variation'

6. To edit existing rows click on the 'Edit' link in the Estimate items list or select the 'Add estimate item' link if you wish to add a new line item. This will navigate you to the 'Edit Estimate item' or 'Add Estimate item' screen. Make the required updates then click **Save**.

Edit Estimate of Advance Payments

Estimate items								
	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Natural and Physical Sciences	12/05/2014	82.6	\$826,454.00	89.0	\$735,544.06	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Education	19/05/2014	154.0	\$900,943.29	91.0	\$819,858.39	Edit	<input type="checkbox"/>

View details

Add/Delete estimate item

☒ More than 50 active courses? ☒ Enter by Field of Study?

[Delete estimate item](#) [Add estimate item](#)

7. To delete an estimate item, tick the **Delete** tick box and click **Delete estimate item**.

Edit Estimate of Advance Payments

Estimate items

	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Natural and Physical Sciences	12/05/2014	82.6	\$826,454.00	89.0	\$735,544.06	Edit	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Education	19/05/2014	154.0	\$900,943.29	91.0	\$819,858.39	Edit	<input type="checkbox"/>

View details

Add/Delete estimate item

☒ More than 50 active courses?
 ☒ Enter by Field of Study?

Delete estimate item

Add estimate item

When you check the Delete box against one or more line items, the **Delete estimate item** button becomes enabled.

- Repeat above steps until the Estimate items summary box displays the desired estimate amounts to submit for the whole calendar year.
- Complete the 'Justification questions' where appropriate.
- Click **Save as draft** to save the information on screen or **Submit** if you have finished.

Estimate list

SUBMITTED SUCCESSFULLY

Estimate list

	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2015	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Submitted	\$1,554,657.00	Edit

Confirmation message that estimate variation has been submitted successfully and status also updated to 'Submitted'.

Submitting a Variation - Provider Corporate Officer (CEO) only)

1. From the **View Organisation details** page, select **Estimate List** from the Context Selector List.
2. Click the 'Edit' link on the desired record noting the sector and calendar year. This will navigate you to the **Estimate of Advance Payments** screen.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input type="checkbox"/>	2013	VET	Draft	\$0.00	Edit
<input type="checkbox"/>	2014	VET	Draft	\$0.00	Edit

3. View the 'Estimate items' box to see a summary of all records in the 'Estimate items' list. You should check all line items to ensure they are accurate before proceeding.

Estimate of Advance Payments

Estimate items								
	Estimate item description	Earliest census date	Revised EFTSL	Expected total tuition income	Take up rate	Estimated advance	Edit	Delete
<input type="checkbox"/>	Agriculture, Environmental and Related Studies	09/08/2013	46.6	\$233,135.50	82.0	\$191,171.11	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Food, Hospitality and Personal Services	30/08/2013	70.6	\$529,576.50	93.0	\$492,506.14	Edit	<input type="checkbox"/>
<input type="checkbox"/>	Education	04/09/2013	173.1	\$1,904,061.50	73.0	\$1,389,964.89	Edit	<input type="checkbox"/>

[View details](#)

Add/Delete estimate item

☒ More than 50 active courses?
 ☒ Enter by Field of Study?
 [Delete estimate item](#)
[Add estimate item](#)

4. Where you wish to review the estimate, select **Save as draft** or where you are satisfied that the Estimate is complete, check the **Declaration** tick box and click on the **Submit** button.

Declaration

☐

I declare that the information provided in this Estimate of Advance Payments is to the best of my knowledge, true, complete and correct. I undertake to inform the Department immediately if I become aware of information that means that this Estimate of Advance Payments is no longer a reasonable and genuine estimate of the amount of HELP which is expected to become payable for the period covered by the Estimate. I acknowledge that giving false or misleading information to the Commonwealth or omitting any matter without which the information is misleading, is a serious offence under section 137 of the *Criminal Code Act 1995* (Cth). I declare that all advance payments received from the Department based on the information I provided on this form will be used only for purposes for which they are given under the *Higher Education Support Act 2013* and the applicable Guidelines. I undertake to return any funds not used for that permitted purpose if the Department so requests.

You must 'check' the declaration before you can submit your Estimate of Advance Payments

System Audit Information

Create Variation Cancel Save as draft Submit

'Save as draft' or 'Submit'

5. The Estimate status will change to 'Submitted' and a notification will be sent to the Department notifying them that a new estimate has been submitted by your organisation.

Notes

1. The attached payment schedule will continue to process payments associated with the old Estimate until such time as the Variation is submitted to and is approved ie 'Finalised', by the Department.

Estimate – Checking estimate status

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can view an estimate
Provider Senior Officer	SAO	Can view an estimate
Provider Finance Officer	PFO	Can view an estimate
Provider Editing Officer	PEO	Not able to access this module
Provider View Only	PVO	Not able to access this module

Estimates that have been submitted to the Department will have an initial status of submitted. The Department may approve the estimate or return the estimate to draft status where it requires changes.

Instructions

1. Select **Organisation – View Organisation details** from the Navigation menu to display the Context Selector.
2. Select **Estimate list** from the sub menu items.
3. View the status on the desired record noting the sector and calendar year. If the status is 'Finalised', the Department has finalised the estimate.

Estimate list

Estimate list				
	Calendar Year	Sector	Status	Decided total annual estimate amount
<input type="checkbox"/>	2013	VET	Finalised	\$244,500.00
<input type="checkbox"/>	2014	VET	Draft	\$0.00

View details

4. To view the Decided estimate amounts: select the check box for the desired record and click **View details**.

Estimate list

Estimate list					
	Calendar Year	Sector	Status	Decided total annual estimate amount	Edit
<input checked="" type="checkbox"/>	2013	VET	Finalised	\$244,500.00	Edit
<input type="checkbox"/>	2014	VET	Draft	\$0.00	Edit

[View details](#)

5. View the 'Estimate details' box.

Estimate details	
Calendar year	2013
Reported HELP student loan	\$8,065,246.00
Decided average take rate (%)	100.00
Decided total annual estimate amount	\$12,444,607.00
Internal notes	
Sector	VET
Latest census date reported to HEIMS	02/04/2013
Decided average annual course cost	\$16,789.81
Total annual estimate amount	\$12,444,607.00
Status	Finalised

Notes

1. Estimates can only be finalised by the Department.

Fee Schedules

This functionality has been removed for providers.

Financial Performance – Create a financial performance

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can create a Financial Performance
Provider Senior Officer	SAO	Can create a Financial Performance
Provider Finance Officer	PFO	Can create a Financial Performance
Provider Editing Officer	PEO	Not able to view this module
Provider View Only	PVO	Not able to view this module

Instructions

From the Navigation menu select **Organisation, View Organisation details** from the Sub menu items to display the **Organisation Details** screen. Then click on the **Financial Performance** tab to display the **Financial Performance list** screen.

1. Click **Create** to navigate to the **Create Financial Performance**.

Financial Performance list

Select Legal name Financial Reporting Period End Status Edit

No records to display.


View details

<< Back to Organisation Details

Create

2. Input the information in the fields marked **required**.
3. You must enter a value or '0' in all of the 75 fields of the Financial Performance.

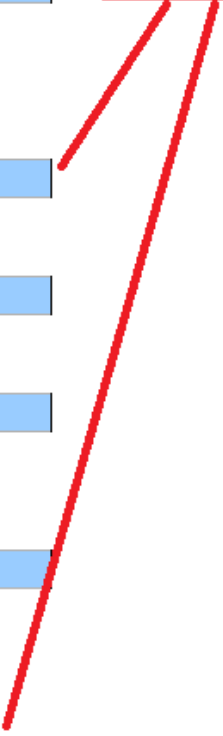
Edit Financial Performance

Legal Name Required	
Joe Bloggs Pty Ltd	
ABN Required	ACN
74 599 608 295	
Reporting Period End Date Required	Status
31/12/2013  (DD/MM/YYYY)	Draft

All questions are mandatory and require whole numbers or zero

Ref	Description	31/12/2013
Revenue		
Full Fee Overseas Student Income		
1	Overseas Student Fee Income (revenue received for vocational or higher education courses delivered 'on-shore' to students who are NOT (i) Australian Citizens; (ii) Permanent Residents; or (iii) humanitarian Visa holders)	0
Full Fee Domestic Student Income		
2	Domestic Student Fee Income (HECS-HELP) (HECS-HELP revenue received from the department for higher education courses only; do not include any vocational education revenue on this line)	0
3	Domestic Student Fee Income (FEE-HELP) (FEE-HELP revenue received from the department for higher education courses; do not include any vocational education revenue on this line)	0
4	Domestic Student Fee Income (VET FEE-HELP) from "Direct" Training Delivery (VET FEE-HELP revenue received from the department for vocational education courses delivered directly to students by the RTO; do not include any higher education revenue on this line)	0
5	Domestic Student Fee Income (VET FEE-HELP) from "3rd Party" Training Delivery (VET FEE-HELP revenue received from the department for vocational education courses not delivered directly to students by the RTO (eg. provided through 3rd party arrangements); do not include any higher education revenue on this line)	0
6	Domestic Student Fee Income - excluding above. (often the largest part of 'fees')	1,253,524

You must complete all fields by entering a value or '0'



- It is recommended that you regularly click the **Save** button to ensure you are not timed out of HITS. When you are satisfied that you have uploaded all information, select **Submit** to lodge your Financial Performance.

	Net Assets	63,644
	Equity	
70	Parent entity interest	0
71	Contributed Equity	0
72	Revaluation Reserves	0
73	Other Reserves	0
74	Accumulated profit/(losses) (insert negative values for losses)	63,644
75	Other Equity Interests	0
	Total Equity (MUST equal Net Assets)	63,644

Save as you go and Submit when all fields have been completed



[<< Back to Financial Performance list](#)

Cancel

Save

Submit

5. You will be navigated back to the Financial Performance List and your Financial Performance will have a status of **Submitted**.

Financial Performance list



Select	Legal name	Financial Reporting Period End	Status	Edit
<input type="checkbox"/>	Joe Bloggs Pty Ltd	30/06/2013	Submitted	Edit

View details

[<< Back to Organisation Details](#)

Create

Notes

- Once a FP has been submitted, it is locked for editing purposes. You must contact the Department via tsenquiries@education.gov.au and request the FP be returned to draft, where the FP requires updating.
- To edit a financial performance, your application must be in a status of Draft, Approved or RFI.
- Where you are a Dual Sector organisation and one of your sector applications is approved, you will be able to edit all your financial performance. Should you wish to update a financial performance that is associated with your application, you must notify the Department first to gain their approval before updating your financial performance.

Financial Performance – Updating and submitting

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can update and submit a Financial Performance
Provider Senior Officer	SAO	Can update and submit a Financial Performance
Provider Finance Officer	PFO	Can update and submit a Financial Performance
Provider Editing Officer	PEO	Not able to access this module
Provider View Only	PVO	Not able to access this module

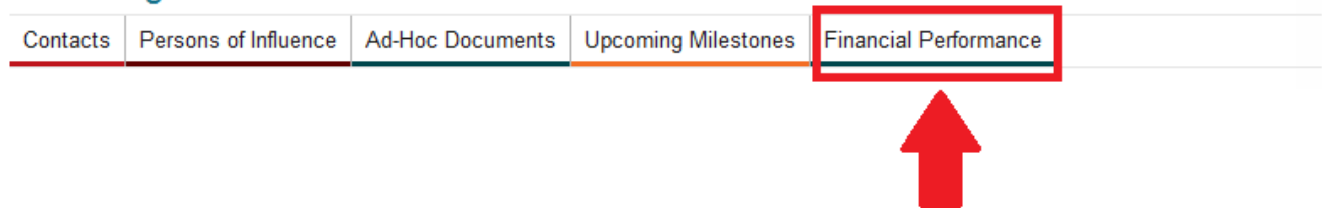
How to Update Financial Performance

A Financial Performance record can only be updated if it has a status of **Draft**. You can view the status of your Financial Performance from the Financial Performance list.

Instructions

1. From the Navigation menu select **Organisation, Organisation Details** from the Sub menu items to display the Organisation Details screen. Then select the **Financial Performance** tab to display the Financial Performance list screen.

View Organisation details



2. Click the **Edit** button for the selected Financial Performance, the Edit Financial Performance screen will be displayed.

Financial Performance list

SAVED SUCCESSFULLY

Select	Legal name	Financial Reporting Period End	Status	Edit
<input type="checkbox"/>	Joe Bloggs Pty Ltd	30/06/2013	Submitted	Edit
<input type="checkbox"/>	Joe Bloggs Pty Ltd	31/12/2012	Draft	Edit

[View details](#)

[<< Back to Organisation Details](#)

[Create](#)

3. Update any information in the Financial Performance.
4. Click **Submit**.
5. The updates made to the Financial Performance will be saved, the Financial Performance will have a status of 'Submitted' and the Financial Performance list screen is displayed.

Notes

1. You will no longer be able to edit your Financial Performance once it has been submitted.

HITS – Logging in for First time users

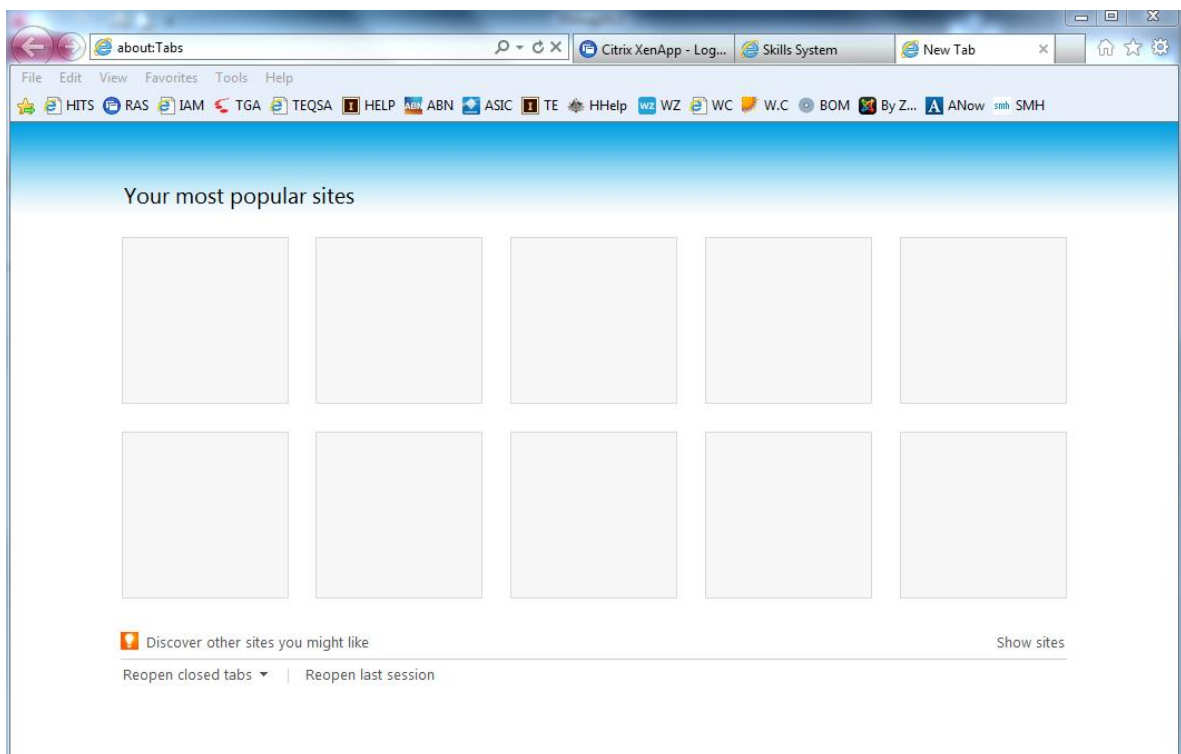
The HITS URL has an embedded anti-phishing rule that times the URL out for 30 minutes after it is first used. The link must always be refreshed otherwise a user may experience an error or have to enter their password several times before they can log in.

Please note: You must use one of the following web browsers to access both HITS and IAM

- Internet Explorer 11; or
- Firefox.

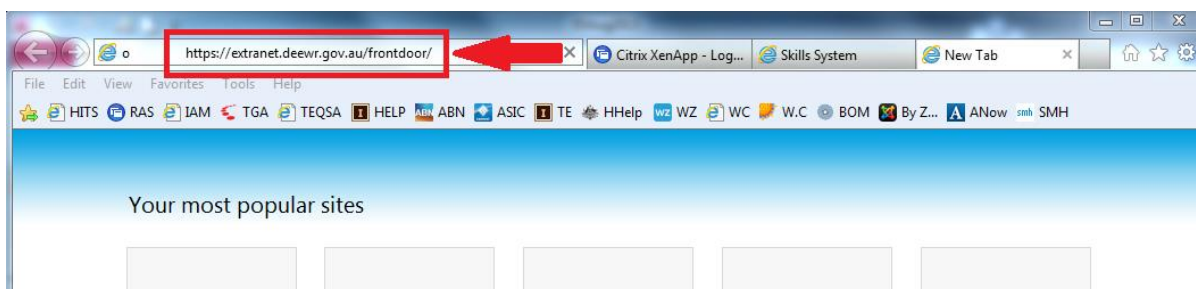
To ensure that you do not experience an error when attempting to log into HITS please follow the steps below:

1. Open your web browser



2. Type or copy the URL link below into your web browser

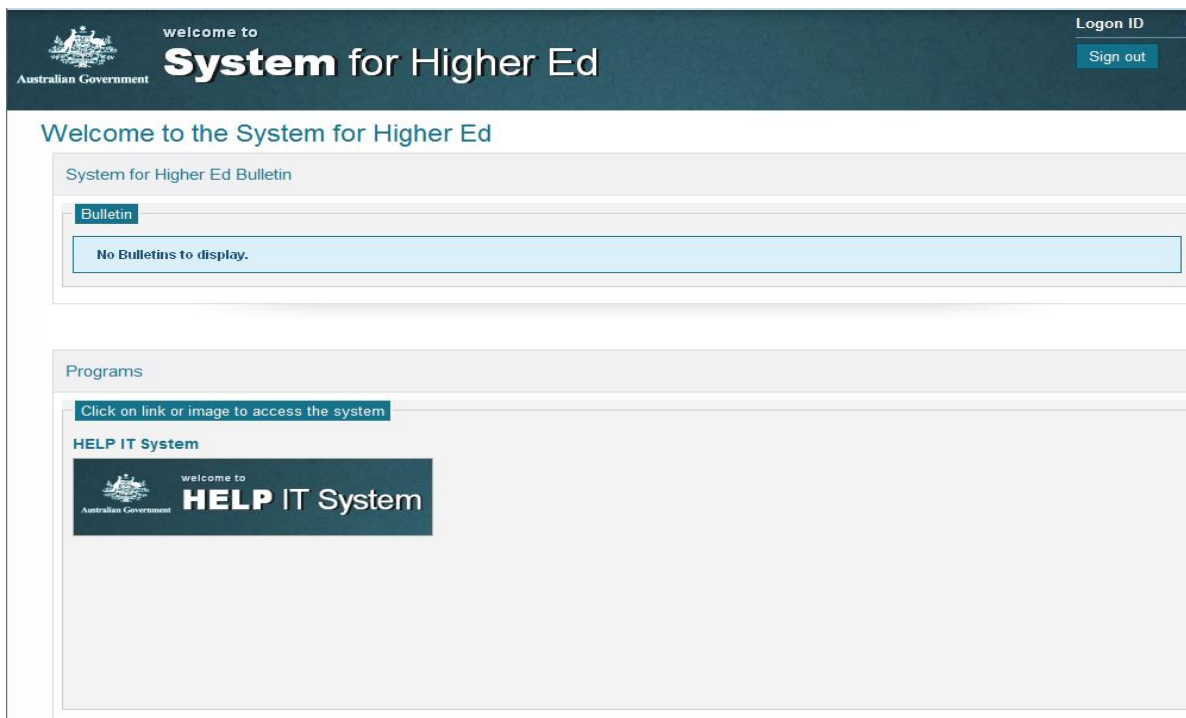
- o <https://extranet.deewr.gov.au/frontdoor/>



3. Enter your **Username** and **Password** then **Sign In**. You will be navigated to the **System for Higher Ed** welcome page.



4. You will be navigated to the **System for Higher Ed** welcome page. Save the address for this page as either a bookmark or favourite. Saving this web address as your favourite/bookmark will refresh the anti-phishing rule and will ensure that you don't experience any errors when you log in.



5. Notes
To check which version you are using in internet explorer, click on 'Help' in the tool bar, then 'About Internet Explorer'. A window will then open advising you on which version you have installed.

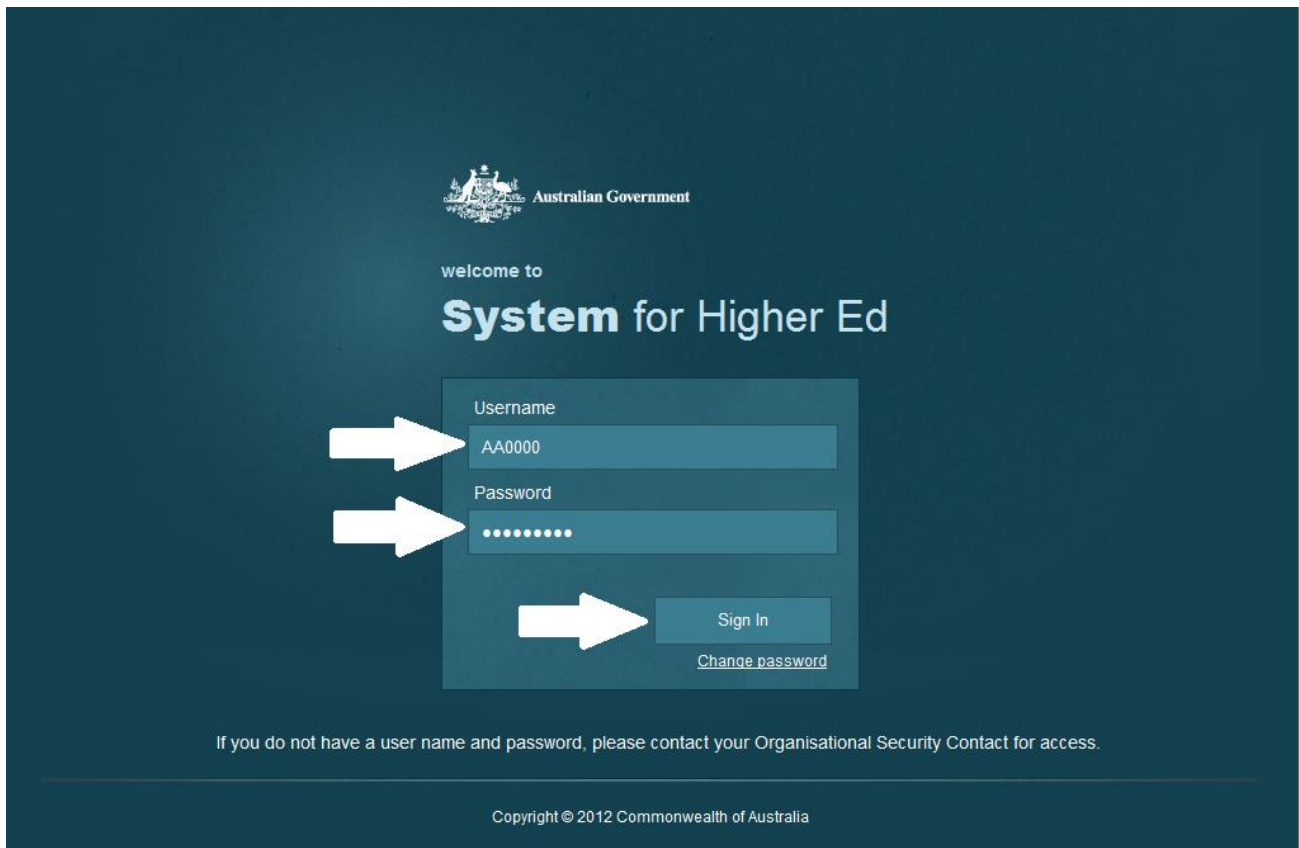
6. Once you have saved the bulletin page as a favourite/bookmark, click on the HELP IT system logo to log into HITS.

HITS – Logging in

You should always log into HITS using your saved favourite or bookmark to avoid experiencing errors (see previous section to set up your favourite/bookmark).

Instructions

1. Enter your **Username** and **Password** and select **Sign In** and you will be navigated to the **System for Higher Ed** welcome page.



2. The **System for Higher Ed** welcome page provides the following information.
 - a. In the top right hand corner your **Logon Id** and **Sign out** button.
 - b. The **Bulletin** section which provides information relating to the **System for Higher Ed** and HITS availability.
 - c. **System for Higher Ed** Programs section which displays the **HELP IT System** logo which is used to sign into HITS.

Welcome to the System for Higher Ed

System for Higher Ed Bulletin

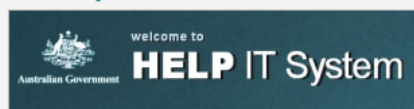
Bulletin

No Bulletins to display.

Programs

Click on link or image to access the system

HELP IT System



3. To log into HITS, select the **HELP IT System** logo and you will be navigated to the HITS Home page where the following information or links are displayed.
 - a. In the top right hand corner:
 - i. Your Logon Id – zz0000
 - ii. HITS ID – this is your organisations HITS/HEP ID – 9999
 - iii. Roles(s) – Displays your IAM Organisation ID and your current role(s) – 700000, CEO; and
 - iv. Notifications - displays the total number of notifications
 - b. Under the HELP IT System banner, different options will be available based on your organisations status and by which user role you have. For example, the options below are:
 - i. Organisation;
 - ii. Application;
 - iii. Payments;
 - iv. Publications; and
 - v. Reports.
 - c. **My To Do List** – navigates you to the Notification Centre.
 - d. **System Information** – links to User Guides and Quick Reference guides.
 - e. **Program Information** – links to the Departments Education Provider information website.



welcome to
HELP IT System

Logon ID: zz0000
 HITS ID: 9999
 Role(s): 700000 ,CEO
 Notifications: 1 [Sign out](#)

ORGANISATION APPLICATION PAYMENTS PUBLICATIONS REPORTS

YOU ARE HERE: > Home

Welcome to the HELP IT System

My To Do List


Notification Centre
 Program: All [Quick view](#) [Add to Favorites](#)
 (4) Action Notifications. There are 22 Action items that require attention.

Category	Sub-category	Details	Message	Time elapsed
Activity	New Activity	C19127 2011-12 MROSP	Request for information	21 days
		Program's Test Prog	Request for information	
Activity	New Activity	C19127 2011-12 MROSP	Request for information	21 days
		Program's Test Prog	Request for information	
Activity	New Activity	C19128 2011-12 MROSP	Request for information	20 days
		Program's Test Prog	Request for information	

System Information


User Guides

 Quick Reference

Program Information


[VET FEE HELP program information](#)
[FEE-HELP program information](#)

Note:

- The modules displayed in the banner are dependent upon the status of your application and the user role you have been assigned to.

IAM – Accept/decline an invitation to join an organisation

Do not use this functionality

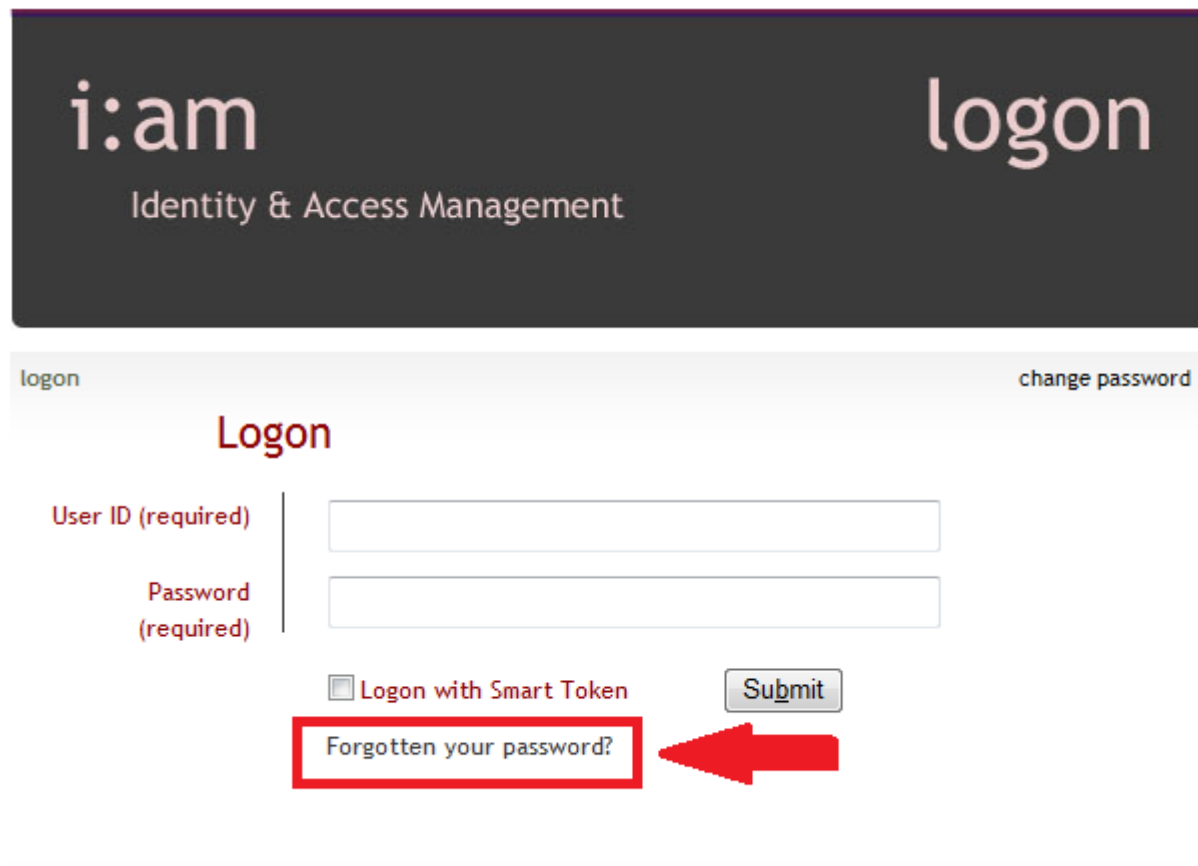
If you have used this function, please contact the HITS Help Desk at tsenquiries@education.gov.au to remove any links.

IAM – Forgotten your password

If you have set up your 'Forgotten my password' account questions, you can reset your own password following the instructions below.

Instructions

1. [Log into IAM](#) or type <https://www.deewr.gov.au/IAM/pages/applicationlist.aspx> into your browser.
To navigate to the IAM log in screen
2. Click on **Forgotten your password?**



The screenshot shows the IAM login interface. At the top, there's a dark header with 'i:am' and 'logon' text. Below this is a light gray section titled 'Logon' with a 'change password' link. The main area contains two input fields: 'User ID (required)' and 'Password (required)'. Below these fields are two options: 'Logon with Smart Token' (with a checkbox) and 'Submit' (a button). A red box highlights the 'Forgotten your password?' link, with a red arrow pointing to it from the right.

3. Enter your User Id and Email address and select **Continue**

Forgotten Password Step 1 Initiate Process

User Id	<input type="text" value="AA0000"/>
e-Mail Address	<input type="text" value="Joe@com.au"/>

Initiate Instructions:

- You must enter both your user id and email address.
- You must previously have registered your questions and answers to use this facility.

4. Answer all 3 questions and click **Continue****Forgotten Password Step 2** Challenge Question Responses

Q.	What is your favourite song?	<input type="text" value="angie"/>
A.		
Q.	Who is your favourite author?	<input type="text" value="tolkein"/>
A.		
Q.	What is your favourite movie?	<input type="text" value="alien"/>
A.		

Your answers must be identical to the answers you provided when you set up your account

If you answered all questions correctly, you will be directed to the 'set your password' screen. If you did not answer your questions correctly, you may attempt to answer them again or contact one of your IAMPCS officers to reset your password for you.

5. Enter a new password and confirm password then select **Submit**



home → initiate process → challenge question responses → set your password

Forgotten Password Step 3 Set Your Password

Password

Confirm Password

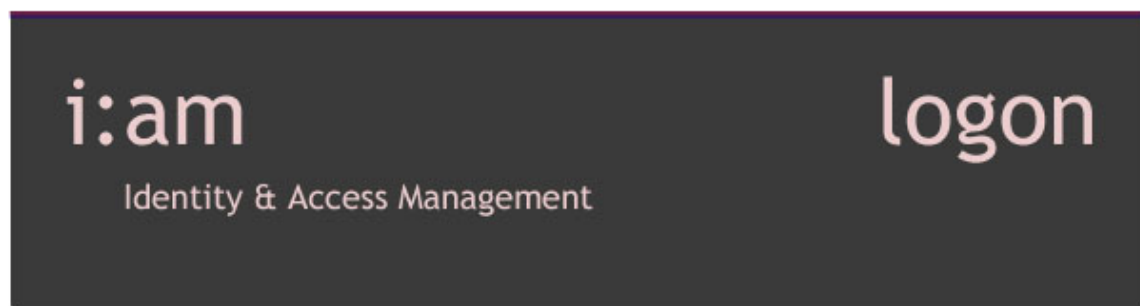
You password must not be similar to any of the previous 20 passwords that you have used and must follow the rules set out below.

Submit

For security reasons your password must follow these rules:

- Have a minimum of nine (9) characters
- Must not contain your UserID, Given Name or Surname
- Contain characters from three of the following four categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Numeric (0 - 9)
 - Non-alphanumeric (eg: !, \$, #, or %)

You will receive a confirmation message that your password has been changed.



logon

change password

Logon

Password successfully changed please login

User ID (required)

AA0000

Password (required)

☐ Logon with Smart Token

Submit

Forgotten your password?

IAM – HITS User roles

IAM is directly linked with HITS in that all user credentials and user roles are created in IAM and the role determines what a user can view and/or update in HITS.

The following table includes all existing user roles that an IAMPCS administrator can allocate to each users credentials. It is important for IAMPCS administrators to consider the role of each user as HITS notifications are assigned to user roles – see Notifications for further details.

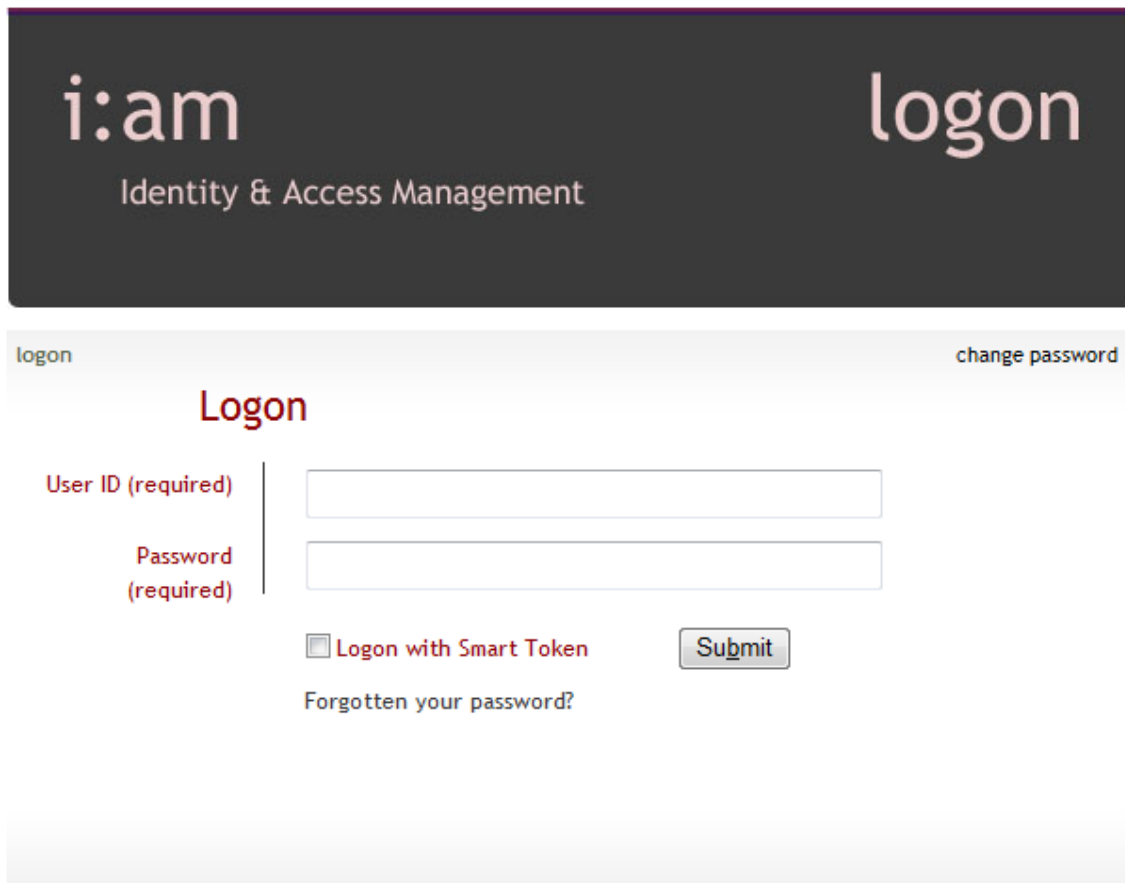
USER ROLES		ACCESS
Provider View Only	PVO	Can view but not edit all modules in HITS except Persons Of Influence (POI), Estimates and Payments.
Provider Editing Officer	PEO	As per PVO and can also edit modules.
Provider Finance Officer	PFO	As per PEO with the addition of being able to view/edit bank account, Estimates and payments.
Provider Senior Officer	SAO	As per PFO with the addition of being able to edit/view POI and submit application, request for further information and bank account to the Department.
Provider Corporate Office	CEO	As per SAO with the addition of being able to submit an estimates to the Department.

IAM – Logging into IAM

Log into IAM [here](https://www.deewr.gov.au/IAM/pages/applicationlist.aspx) or type the following into your address bar of your web browser

- <https://www.deewr.gov.au/IAM/pages/applicationlist.aspx>

You will be directed to the IAM logon page. You must have an active User ID and Password before you can log into IAM.



The screenshot shows the i:am Identity & Access Management logon page. The header features the 'i:am' logo and the text 'Identity & Access Management' on the left, and the word 'logon' on the right. Below the header, there is a 'logon' link on the left and a 'change password' link on the right. The main content area is titled 'Logon' in red. It contains two input fields: 'User ID (required)' and 'Password (required)'. Below these fields, there is a checkbox labeled 'Logon with Smart Token' and a 'Submit' button. At the bottom, there is a link for 'Forgotten your password?'.

i:am Identity & Access Management

logon

logon change password

Logon

User ID (required)

Password (required)

☐ Logon with Smart Token

Submit

Forgotten your password?

IAM – Manage my forgotten password

If you wish to self-manage forgotten passwords, you simply need to complete the 3 questions in I:AM under 'Manage my account – Manage my forgotten password'. Once you have set up your Forgotten Password account, you will no longer need to contact the department regarding forgotten passwords.

Instructions

1. [Log into IAM](#) or type <https://www.deewr.gov.au/IAM/pages/applicationlist.aspx> into your browser. To navigate to the IAM log in screen
2. Click on **Manage My Account**.

The screenshot shows the IAM home page. On the left, there's a 'Welcome' section with 'Your Access Level' and 'Your Tasks'. In the center, there's a user profile section with 'm,m', 'No Role', 'Action Items', and 'Manage My Account'. A red arrow points to the 'Manage My Account' link. On the right, there's a 'Learn About Identity & Access Management' section with links to 'Security Policy for External Users', 'Security Declaration', and 'Providers Guide'. A 'Logout' link is in the top right corner.

3. Select **Manage My Forgotten Password**

The screenshot shows the 'Manage My Account' page. On the left, there's a 'My Tasks' section with links to 'Change My Password', 'Manage My Details', 'Manage My Forgotten Password', and 'Reset My Password'. A red arrow points to the 'Manage My Forgotten Password' link. In the center, there's a 'My Account' section with 'IAM Role', 'Organisation', 'Role', and 'Training Role'. On the right, there's a user profile section with 'M,M', 'None', '6000002 - Joe Bloggs Pty Ltd', 'CEO', and 'None'. A 'Logout' link is in the top right corner.

4. Complete all 3 questions. If you do not like any of the questions you can change them by clicking on the **Change** button. After you are satisfied with your answers, click on the **Submit** button.

The screenshot shows the 'My Security Questions' page. It has three questions with 'Change' buttons and answer fields. The first question is 'If you could choose another profession what would it be?' with the answer 'boxer'. The second question is 'Who is your favourite singer or band?' with the answer 'meatloaf'. The third question is 'What is your favourite movie quote?' with the answer 'mayhap'. A red arrow points to the 'Submit' button. A red box highlights the 'Change' button and a note that says 'If you don't like the question, select the Change button to refresh the question'. A red box also highlights a note that says 'It is recommended that your answers are all in lower case and one word as you need to match the answers exactly to be able to change your password.' A 'Password Self Service Information' box on the right contains three bullet points: 'All three questions must be answered.', 'Questions have been randomly selected.', and 'If you do not have an answer for one of the questions click on the Change button for that question to select another.'

5. You will receive a confirmation message that your questions have been completed.

IAM – Password expired

Your password will expire after 42 days and you will be advised via the **System for Higher Ed** login page when you attempt to log in with an expired password. Please follow the instructions below to reset your expired password.

Instructions

1. Select the **Change Password** link which is below the Sign In button. The Identity & Access Management - Change Password screen will then be displayed.




The screenshot shows the login interface for the Australian Government System for Higher Ed. At the top, the Australian Government crest and logo are visible. Below this, the text 'welcome to' is followed by 'System for Higher Ed' in a large, bold font. The login form contains two input fields: 'Username' with the value 'AA0000' and 'Password' which is empty. Below the password field, a message box displays the error: 'Logon failure: the specified account password has expired. Please Change Password'. A large white arrow points from the left towards this message box. Below the message box are two buttons: 'Sign In' and 'Change password'. The 'Change password' button is highlighted with a white border, and a white arrow points from the right towards it. At the bottom of the page, there is a footer with the text: 'If you do not have a user name and password, please contact your Organisational Security Contact for access.' and 'Copyright © 2012 Commonwealth of Australia'.

2. Populate the following fields, you current 'expired' Password, New Password and Confirm New Password (the new password must comply with password rules listed on the change password screen).

i:am
Identity & Access Management

TEST 0.0.5067.29566 15/11/2013 4:25:32 PM



login → change password

Change Password

The users password must be changed before logging on the first time

UserID	<input type="text" value="AA0000"/>
Current Password	<input type="password" value="....."/>
New Password	<input type="password" value="....."/>
Confirm New Password	<input type="password" value="....."/>

For security reasons your password must follow these rules:

- Have a minimum of nine (9) characters
- Must not contain your UserID, Given Name or Surname
- Users can not change their password for forty-eight hours immediately following their last change of password
- It must not be one of the last twenty (20) passwords used
- Contain characters from three of the following four categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Numeric (0 - 9)
 - Non-alphanumeric (eg: !, \$, #, or %)

3. Click **Submit**.
 - a. A confirmation message will be displayed stating that your password has successfully been changed and you will be navigated back to the IAM login screen

i:am Identity & Access Management

logon

logon change password

Logon

Password successfully changed please login

User ID (required) AA0000

Password (required)

☐ Logon with Smart Token

Submit

[Forgotten your password?](#)

Notes

1. If the new password that you enter does not meet the password rules the system will return an error.
2. If you have not done so already, you should log into IAM and set up your 'Manage Your Forgotten Password' questions so that you can reset your own password.

IAM – Reset your password

Instructions

1. Select the **Change Password** link which is below the Sign In button. The Identity & Access Management - Change Password screen will then be displayed.



Australian Government

welcome to

System for Higher Ed

Username

Password

Sign In

[Change password](#)


If you do not have a user name and password, please contact your Organisational Security Contact for access.

Copyright © 2012 Commonwealth of Australia

2. Populate the following fields Current Password, New Password and Confirm New Password (the new password must comply with password rules listed on the change password screen).

i:am
Identity & Access Management

TEST 0.0.5067.29566 15/11/2013 4:25:32 PM



logon → change password

Change Password

The users password must be changed before logging on the first time

UserID	<input type="text" value="AA0000"/>
Current Password	<input type="password" value="....."/>
New Password	<input type="password" value="....."/>
Confirm New Password	<input type="password" value="....."/>

For security reasons your password must follow these rules:

- Have a minimum of nine (9) characters
- Must not contain your UserID, Given Name or Surname
- Users can not change their password for forty-eight hours immediately following their last change of password
- It must not be one of the last twenty (20) passwords used
- Contain characters from three of the following four categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Numeric (0 - 9)
 - Non-alphanumeric (eg: !, \$, #, or %)

3. Click **Submit**.
 - a. A confirmation message will be displayed stating that your password has successfully been changed and you will be navigated back to the IAM login screen

i:am Identity & Access Management

logon

change password

Logon

User ID (required)

AA0000

Password (required)

☐ Logon with Smart Token

Submit

Forgotten your password?

Password successfully changed please login

Notes

1. If the new password that you enter does not meet the password rules the system will return an error.
2. You should log into IAM and set up your 'Manage Your Forgotten Password' questions so that you can reset your own password.

IAMPCS – Administrators responsibilities

HITS has a devolved IT user security arrangement whereby each organisation will manage their own staff's access to HITS through two nominated IAM Provider Contact Security Officer (IAMPCS) administrators. IAMPCS administrators will be responsible for managing all access to HITS including;

- Creating new users;
- Resetting passwords for existing users;
- Updating user roles; and
- Terminating access for users who no longer require access to HITS

Organisations may have up to two IAMPCS administrators at any one time and for new applicants, these must be created as soon as possible after registering a new application in HITS as they will not be able to complete all the components without assigning appropriate user roles.

Senior User Roles

The CEO and SAO security roles are senior user roles which enable higher level tasks in HITS to be undertaken, such as providing bank account details and declarations pertaining to provision of personal information. Only senior officers of the organisation, such as the Chief Executive Officer, who have the requisite authority to bind the organisation, must be assigned to these two security roles.

New Applicants

If you are a new applicant, during the registration and apply process in HITS you will have nominated a primary contact officer. This officer will automatically be created as a user in HITS with a default user role of Provider Edit Officer (PEO) and will receive an email with their new User ID and temporary password. The Department will contact this officer via email shortly after you register your application in HITS to arrange the completion of the following forms that will enable IAMPCS officers to be created.

- **System for Higher Ed IAM** – Initial Access Request (IAR) form; and
- Skills User Security Declaration (USD) form.

The IAR form and a USD form for each IAMPCS officer must be scanned and returned to the Department to enable the users to be created in the IAM system. The Department will send a confirmation email including their User ID, temporary password and additional information to assist them with their role as IAMPCS officers.

Please note that whenever an organisation changes their IAMPCS officers, a new IAR form and USD form for a new user must be completed and forwarded to the Department via tsenquiries@education.gov.au

Change in IAMPCS officers

You may update your IAMPCS officers at any time by completing a new Initial Access Request (IAR) form including the details of the two officers you wish to have this administration role. Before you send in your new IAR, you must create user credentials for any IAMPCS officer who does not have existing user credentials in IAM. The Department will then allocate the IAMPCS role to the new user. If you are changing both IAMPCS users, you must send in a new IAR form and a scanned copy of both User Security Declaration forms to the Department via tsenquiries@education.gov.au. You can request an IAR form from the Department.

IAMPCS – Update your user role

USER ROLES		ACCESS
Provider View Only	PVO	Can view all screens excluding POI, Financials, Estimates/Payments).
Provider Editing Officer	PEO	Provider Edit Officer as per PVO and including edit on screens they can view.
Provider Finance Officer	PFO	Provider Financial Officer as per PEO with the addition of being able to view/edit Estimates.
Provider Senior Officer	SAO	Provider Senior Officer as per PFO with the addition of being able to edit/view POI, lodge an application or RFI and submit bank account.
Provider Corporate Office	CEO	Provider Corporate Officer as per SAO with the addition of being able to submit an estimate to dept.

Updating your role

There are two roles allocated to IAM Provider Contract Security officers, an IAM system administration role which will enable you to manage all other users for your organisation and a HITS User role which determines what you can view and/or update in HITS.

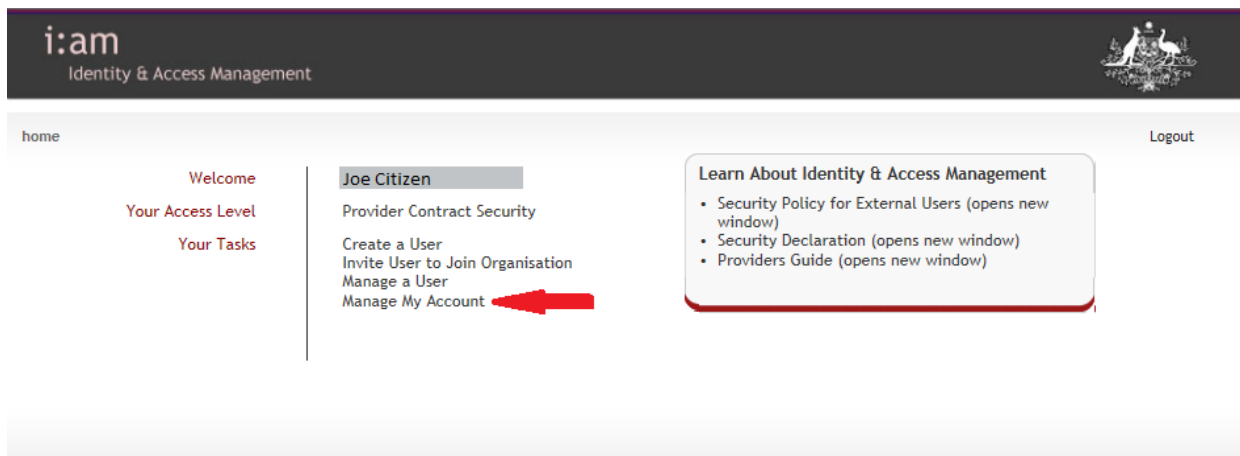
My Account Citizen, Joe	
IAM Role	Provider Contract Security
Organisation	Joe Blogs Pty Ltd
HITS Role	SAO
Training Role	None

Your IAMPCS administration role is created by the Department and where you do not have an existing username or password, your initial access to HITS will also be created. As the Department does not know what your role within your organisation is, you will be assigned the lowest editing role of Provider Editing Officer (PEO). IAMPCS officers may update their HITS user role from PEO by following the steps below.

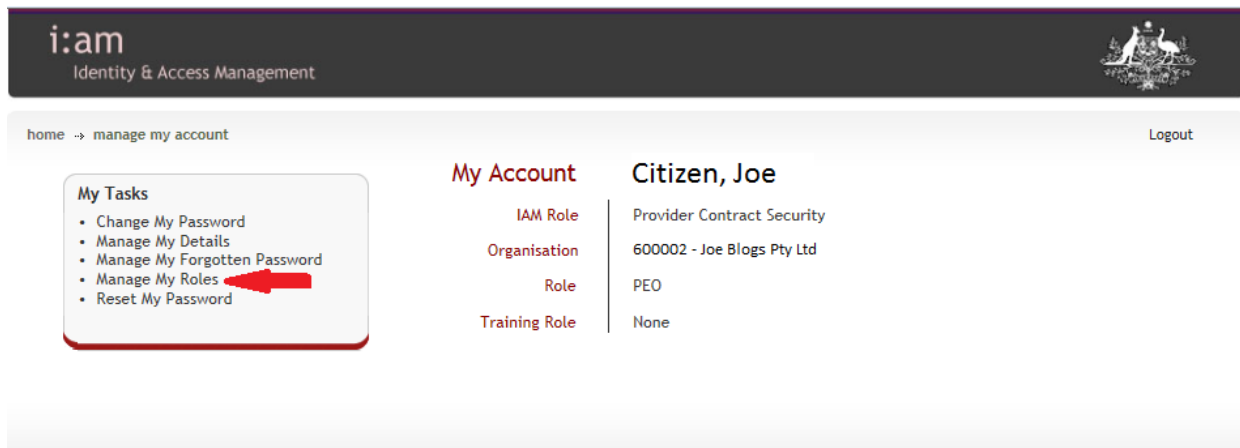
Instructions

1. [Log into IAM](#) using your user ID and password, this will display the IAM Home screen.

2. From the home screen click **Manage My Account** to navigate to the Manage My Account screen.




3. From the My Account screen, select Manage My Roles.



4. The Manage My Roles screen displays your current Role and you may update the role by checking any other role.

Before Update

i:am
Identity & Access Management



home → manage my account → manage my rolesLogout

Manage My Roles Select Roles

Contracted Org | Submit

+

Org

Display Name	Description
<input checked="" type="radio"/> 600002	Joe Citizen Pty Ltd


+

Role

Display Name	Description
<input type="checkbox"/> CEO	Chief Executive Officer
<input checked="" type="checkbox"/> PEO	Provider Editing Officer
<input type="checkbox"/> PFO	Provider Finance Officer
<input type="checkbox"/> PVO	Provider View Only
<input type="checkbox"/> SAO	Provider Senior Officer

After Update

i:am
Identity & Access Management



home → manage my account → manage my roles

Logout

Manage My Roles Select Roles

Contracted Org | 600002 - Joe Citizen Pty Ltd

Submit

+ Org

Display Name	Description
<input checked="" type="radio"/> 600002	Joe Citizen Pty Ltd

+ Role

Display Name	Description
<input type="checkbox"/> CEO	Chief Executive Officer
<input type="checkbox"/> PEO	Provider Editing Officer
<input type="checkbox"/> PFO	Provider Finance Officer
<input type="checkbox"/> PVO	Provider View Only
<input checked="" type="checkbox"/> SAO	Provider Senior Officer

Successful

Detailed Message

Orgs successfully added.
Roles successfully added.

Notes

1. The HITS role above is NOT connected to the Contacts list in HITS. If you are a CEO and have added your contact details in HITS, you must also have CEO role assigned to you in IAM.

IAMPCS – User – Create

USER ROLES		ACCESS
Provider Corporate Office	CEO	Provider Corporate Officer as per SAO with the addition of being able to submit an estimate.
Provider Senior Officer	SAO	Provider Senior Officer as per PFO with the addition of being able to edit/view POI, submit bank account, application and an RFI.
Provider Finance Officer	PFO	Provider Financial Officer as per PEO with the addition of being able to view/edit Estimates.
Provider Editing Officer	PEO	Provider Edit Officer as per PVO and including edit on screens they can view.
Provider View Only	PVO	Can view all screens excluding POI and Financials (including Estimates/Payments).

You should consider what HITS notifications and/or emails that are available when assigning user roles. You can assign multiple user roles to a user's account.

Potential existing matches

Before you create a new user in IAM you should always perform a search against your Organisation Id to see if the user you wish to create exists or not. If you perform a search and the user does not exist against your organisation, but a possible existing match is displayed when you create a new user, you must ignore the possible match and continue with creating the new user credentials against your organisation.

There are two likely reasons for a potential existing match

1. IAM performs a match on like surname/first name and will return a match if they are similar; and
2. The user may have one or more accounts with different organisations

As a rule of thumb, if a duplicate is identified and you know that the person does not have a user account attached to your organisation, you must create the user credentials and ignore the possible duplicate.

Instructions


1. From the home screen click on **Manage a User**

The screenshot shows the i:am Identity & Access Management interface. At the top, there's a header with the i:am logo, the text 'Identity & Access Management', and a version string 'TEST 0.0.5067.29567'. Below the header, there's a navigation bar with 'home' on the left and 'Logout' on the right. The main content area is divided into three sections. The left section has a 'Welcome' message, 'Your Access Level', and 'Your Tasks'. The middle section, under the user name 'Joe Citizen', lists several actions: 'Provider Contract Security', 'Action Items', 'Create a User', 'Invite User to Join Organisation', 'Manage a User' (which is highlighted with a red arrow), and 'Manage My Account'. The right section is titled 'Learn About Identity & Access Management' and contains three bullet points: 'Security Policy for External Users (opens new window)', 'Security Declaration (opens new window)', and 'Providers Guide (opens new window)'.

2. Perform a search using Organisation as the 'Search by' field and your Organisation Id as your 'Search Text' and select **Search**

i:am
 Identity & Access Management

TEST 0.0.5067.29567



home → manage a user
Logout

Manage A User

Search by: organisation

Search Type: begins with

Sort Order: user id

Search Text: 602681

Display as Single Page: ☐

Select 'Organisation' as your 'Search by' field

You can obtain your Organisation Id via **Home - Manage My Account**

Total Search Results: 7


	User ID	Display Name	Org	Contracted Org	IAM Role	Is Active
<input type="radio"/>	NC2715	CEO,Nawaz	602681	602681		True
<input type="radio"/>	NP2629	PFO,Nawaz	602681	602681		True
<input type="radio"/>	NP2630	PVO,Nawaz	602681	602681		True
<input type="radio"/>	NP2672	SAO,Rosina	602681	602681		True
<input type="radio"/>	NS2751	SAO,Nawaz	602681	602681		True
<input type="radio"/>	PS2778	PEO,Peter	602681	602681		True
<input type="radio"/>	SA0123	SA0123,Nawaz	602681	602681		True

Returned results of all users against your organisation Id

- If the new user does not appear in your list, you may proceed with creating the user. Click on **Home** and then on **Create a User**. This will take you to the Enter User Details screen, from here you are required to enter the new user's details.

i:am
 Identity & Access Management

TEST 0.0.4861.24732



home
Logout

Welcome

Your Access Level

Your Tasks

Provider Contract Security

Create a User

Invite User to Join Organisation

Manage a User

Manage My Account

Learn About Identity & Access Management

- Security Policy for External Users (opens new window)
- Security Declaration (opens new window)
- Providers Guide (opens new window)

- You must enter details in all required fields;
 - Given Name,**
 - Surname,**
 - Email;** and
 - DOB,**

You may enter details in the remaining optional fields.



Create User Step 1 Enter User Details

* You must complete all field marked with an asterisk

Given Name	Joe *
Surname	Citizen *
E-Mail	joe.citizen@com.au *
DoB	1 / 1 / 1960 *
AGS Number	Departmental use only - do not use
Codeword	Used to identify the caller
Telephone	Acceptable formats are (02) 2222 2222 or 13 22 22 or 1300 222 222
Fax	Acceptable formats as per Telephone
Mobile	Acceptable format is 2222 222 222

These four fields are mandatory

These fields are not madatory

Continue

- Click **Continue** to display the Set Password screen.
- In the **Password** field enter a password that matches all password rules displayed on the screen, re-enter the password in the **Confirm Password** field and click **Continue**. This will display the Select Roles screen.

Note: The **Continue** button will only display once both Password & Confirm Password fields have been entered and are identical.



Create User Step 2 Set Password

Password	<input type="password"/>
Confirm Password	<input type="password"/>

☒ User must change password at next login

Continue

For security reasons the password must follow these rules:

- Have a minimum of eight (9) characters
- Must not contain the users UserID, Given Name or Surname
- Contain characters from three of the following four categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Numeric (0 - 9)
 - Non-alphanumeric (eg: !, \$, #, or %)

- Check the box against your organisations to display all available user roles.

Create User Step 3 Select Roles

Contracted Org | 600002 - Joe Bloggs Pty Ltd

Org

Display Name	Description
<input checked="" type="checkbox"/>	Check the box to display all available User roles

Role

Display Name	Description
<input type="checkbox"/> CEO	Chief Executive Officer
<input type="checkbox"/> PEO	Provider Editing Officer
<input type="checkbox"/> PFO	Provider Finance Officer
<input type="checkbox"/> PVO	Provider View Only
<input type="checkbox"/> SAO	Provider Senior Officer

8. Select the check box of the user security role(s) that you wish to allocate to the user then click **Continue**.

Create User Step 3 Select Roles

Contracted Org | 600002 - Joe Bloggs Pty Ltd

Continue

Org

Display Name	Description
<input checked="" type="checkbox"/> 600002	Joe Bloggs Pty Ltd

Role


Display Name	Description
<input type="checkbox"/> CEO	Chief Executive Officer
<input checked="" type="checkbox"/> PEO	Provider Editing Officer
<input checked="" type="checkbox"/> PFO	Provider Finance Officer
<input type="checkbox"/> PVO	Provider View Only
<input type="checkbox"/> SAO	Provider Senior Officer

You may allocate multiple user roles.

9. This will display the Verify Details screen. Once you have verified the details are correct, click on the **Submit** button to create the user.

i:am
Identity & Access Management

TEST 0.0.5067.29567



home → enter user details → set password → select roles → verify details

Create User Summary Verify Details


UserID	
Contracted Org	600002 - Joe Bloggs Pty Ltd
Org	600002
Roles	PEO PFO
Given Name	Joe
Surname	Citizen
E-Mail	Joe@com.au
Codeword	
Telephone	
Fax	
Mobile	

Submit

- a. A 'Successful' confirmation message and details of the new users Logon Id and organisation the user has been created against will also display.

i:am
Identity & Access Management

TEST 0.0.5067.29567



home → enter user details → verify details

Create User Summary Verify Details

UserID	
Contracted Org	600002 - Joe Bloggs Pty Ltd
Org	600002
Roles	PEO PFO
Given Name	Joe
Surname	Citizen
E-Mail	Joe@com.au
Codeword	
Telephone	
Fax	
Mobile	

Note: IAM will not send an email to the new user. You must notify the user via email of their User Id and temporary password.

Successful

Detailed Message

User 'JC0001' created with Contracted Org and Org set to '600002 - Joe Bloggs Pty Ltd' --> '600002'

Notes

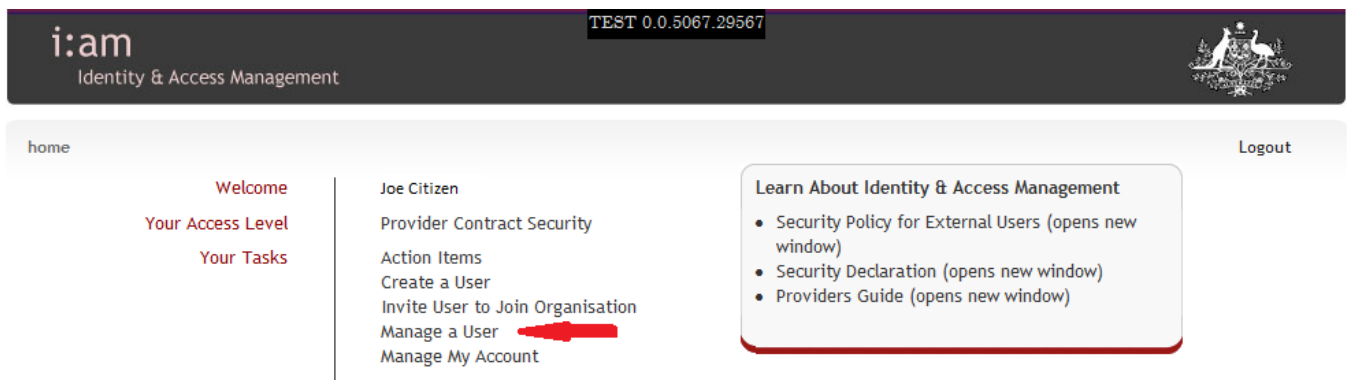
1. You must obtain a signed User Security Declaration Form before you create any user in IAM (see attachment C).
2. IAM does not send out an email confirmation when you create credentials for a new user. It is your responsibility to notify the person of their new Logon ID and Password and provide them with the URL links to IAM and HITS. You must also advise the new user that they must change their password before they attempt to log into HITS.
3. Do not create duplicate accounts for the same person. You should assign multiple user roles to the same record. Where a duplicate record is created, it should be immediately deleted.
4. It is the responsibility of the IAM Provider Contract Security (IAMPCS) administrator to manage all user access for their organisation. This also includes removing the access from staff who no longer require access to HITS.

IAMPCS – User – Inactivate

Whenever a user no longer requires access to HITS either through cessation of employment or movement in your organisation, you should inactivate the persons account. Inactivating an account ensures the person no longer has access to HITS or IAM but also ensures that if in the future they require access, you can enable their account again.

Instructions

1. [Log into IAM](#) using your user ID and password, this will display the IAM Home screen.
2. Click on **Manage a User**




You may search for the user using one of the following 6 options

- a. User id
 - b. Given name
 - c. Surname
 - d. E-mail address
 - e. Admin role; or
 - f. Organisation
3. Select the appropriate search mode and select enter to display the user's details. Click on **User's Account Status**


i:am
Identity & Access Management

TEST 0.0.5067.29567



home → manage a user → user details
Logout

Your Tasks

- Delete User
- Manage User's Details
- Manage User's Roles
- Reset Password
- Unlock User's Account
- User's Account Status 

User Details

CITIZEN,Eddie

Organisation

601834 - Demo - Libra Training Institute

Roles

PEO PFO

Training Role

None

Codeword

Telephone

E-Mail

Eddie.Citizen@dev.construction.enet

i:am Access Level

None

i:am Last Logon

Created

31/03/2014 2:00:00 PM

Token Serial


Account Status

☐ Account Disabled
☐ Account Locked

4. Check the **Disable Account** checkbox to enable the '**Reason for Disable**' selection. Select one of the three available reasons below the select **Submit**.
 - a. Security Intervention
 - b. Temporary Absence
 - c. No Longer Employed

i:am
Identity & Access Management

TEST 0.0.5067.29567



home → manage a user → user details → user account status
Logout

User Account Status
CITIZEN,Eddie

Account is

Enabled

☒ Disable Account

Reason for Disable


<Select a Reason>

<Select a Reason>

Security Intervention

Temporary Absence


No Longer Employed



Select a Reason for disabling the account. This will enable the **Submit** button

Log Entry

Submit



5. You will receive a confirmation message if the update was successful.

HELP IT Application User Guide V 4.0 – Current

Page 125



User Account Status CITIZEN,Eddie

Account is	Enabled
	<input checked="" type="checkbox"/> Disable Account
Reason for Disable	<div>No Longer Employed</div>
Comments	
Log Entry	<div>Disable Reason: No Longer Employed Disabled By: UA2510 Time: 31/03/2014 4:27:49 PM</div>
	<div>Submit</div>

Successful

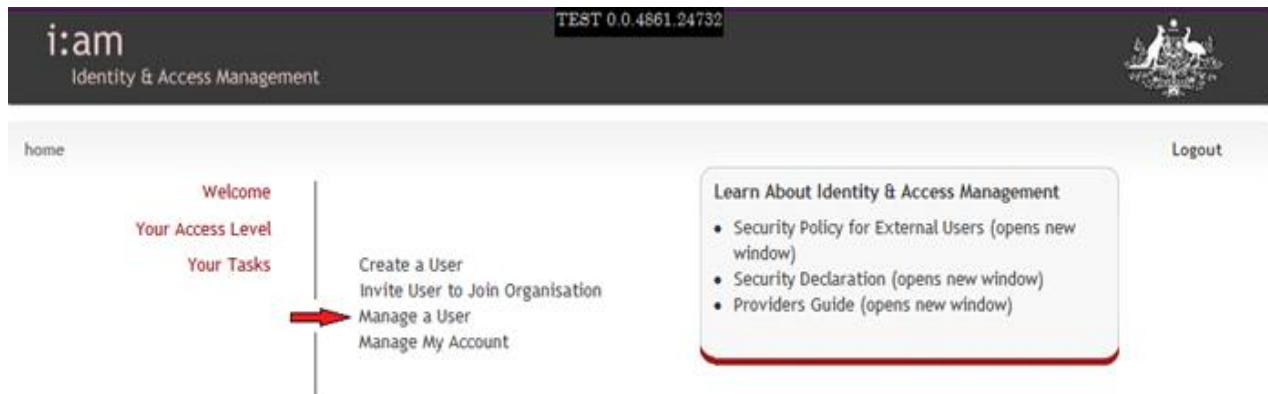
Detailed Message

Note: This will take up to 10 minutes to complete the deactivation process.

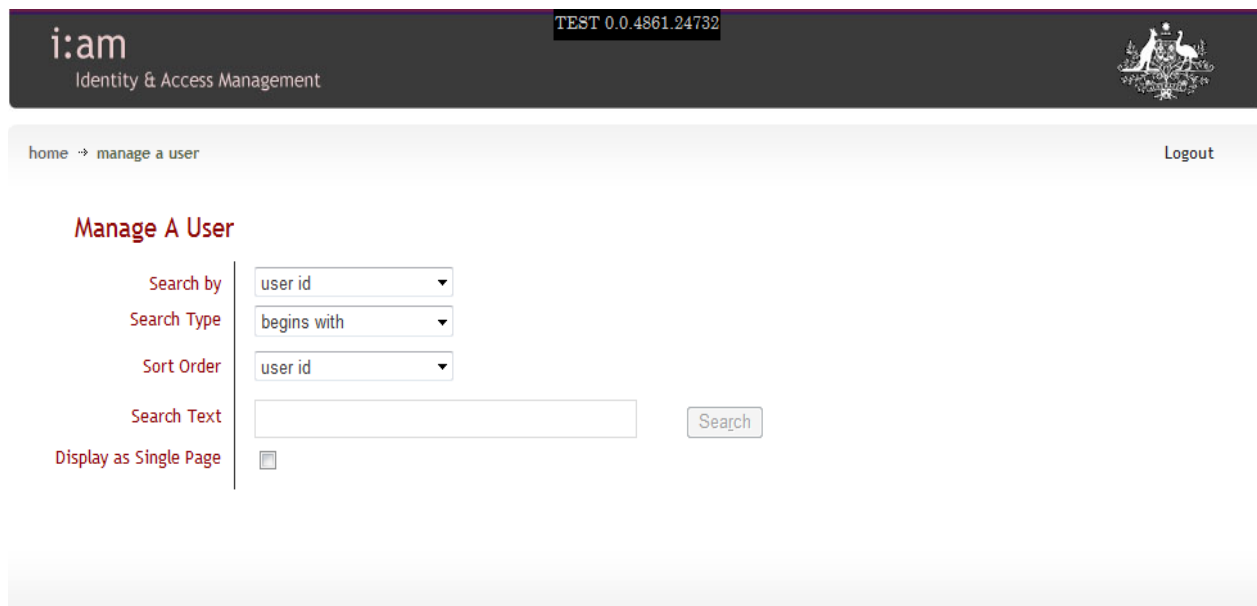
IAMPCS – User - Reset users password

Instructions

1. [Log into IAM](#) using your User ID and password, this will display the IAM Home screen.
2. Click the **Manage a User** link to display the Manage a User screen.




3. Search by User ID and enter the User ID of the user whose password you wish to reset in the **Search Text**.



4. Click **Search** to return a list of all users that match your search criteria.
5. Click the **radio** button of the User ID whose password you wish to reset; this will display the User Details screen for the selected user.

i:am
Identity & Access Management

TEST 0.0.4861.24732



home → manage a user
Logout

Manage A User

Search by

Search Type

Sort Order

Search Text

Display as Single Page

user id

begins with

user id

Search


Total Search Results: 1

User ID	Display Name	Org	Contracted Org	IAM Role	Token	Is Active

- From the Your Tasks list on the left hand side of the screen select **Reset Password**; this will display the Reset Password screen.

i:am
Identity & Access Management

TEST 0.0.4861.24732



home → manage a user → user details
Logout

Your Tasks

- Manage User's Details
- Manage User's Roles
- Reset Password
- Unlock User's Account
- User's Account Status

User Details

Organisation

Roles

Training Role

Codeword

Telephone

E-Mail

i:am Access Level

i:am Last Logon

Created

Token Serial

Account Status

Account Disabled

Account Locked

- Enter the new password in the **Password** field, confirm the new password in the **Confirm Password** field (the password entered must meet the password security rules stated on the screen) and select **Submit**.



Reset Password

Password	<input type="password"/>	<input type="button" value="Submit"/>
Confirm Password	<input type="password"/>	
<input checked="" type="checkbox"/> User must change password at next logon		

For security reasons your password must follow these rules:

- Have a minimum of nine (9) characters
- Must not contain your UserID, Given Name or Surname
- Users can not change their password for forty-eight hours immediately following their last change of password
- It must not be one of the last twenty (20) passwords used
- Contain characters from three of the following four categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Numeric (0 - 9)
 - Non-alphanumeric (eg: !, \$, #, or %)

8. The system will notify you that the change has been successful.
9. Email the user their temporary password and advise them that they must change their password via the 'Change password' link on the **System for Higher Ed** sign in page.



Australian Government

welcome to

System for Higher Ed

Username

Password

Sign In

[Change password](#)



If you do not have a user name and password, please contact your Organisational Security Contact for access.

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Notes

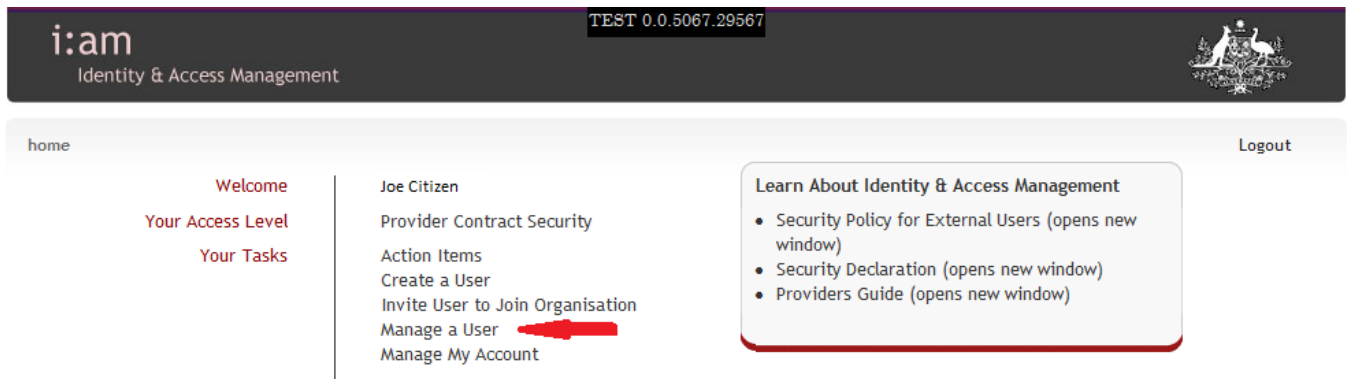
1. You can also search for a user by selecting any of the following:
 - a. User ID
 - b. Given name
 - c. Surname
 - d. E-mail address
 - e. Admin role
 - f. Organisation
2. If the new password entered does not meet the password security requirements an error message will be returned.
3. IAM access is linked to HITS, you should be able to Log into HITS Using the same username and password.
4. Sharing your password is a breach of ICT systems policy as you are responsible for maintaining the integrity of HITS by not sharing your user ID and password with any other person.

IAMPCS – User – Unlock Account

A user's account will automatically be locked by IAM whenever they attempt to log in using an incorrect password more than 3 times.

Instructions

1. [Log into IAM](#) using your user ID and password, this will display the IAM Home screen.
2. Click on **Manage a User**




3. Search for the user using one of the following 6 options and click on the **Select** button.
 - a. User id
 - b. Given name
 - c. Surname
 - d. E-mail address
 - e. Admin role; or
 - f. Organisation

If the users account is locked, you will see confirmation under Account Status

i:am
Identity & Access Management

TEST 0.0.5067.29567



home → manage a user → user details
Logout

Your Tasks

- Delete User
- Manage User's Details
- Manage User's Roles
- Reset Password
- Unlock User's Account**
- User's Account Status

User Details

CITIZEN,Eddie

Organisation

601834 - Demo - Libra Training Institute

Roles

PEO PFO

Training Role

None

Codeword

Telephone

E-Mail

Eddie.Citizen@dev.construction.enet

i:am Access Level

None

i:am Last Logon

Created

31/03/2014 2:00:00 PM

Token Serial

Account Status


☐ Account Disabled
☒ **Account Locked**

- Click on **Unlock User's Account** and check the **Unlock Account** (which will enable the **Submit** button), then click on the **Submit** button to unlock the users account.

Note: IAM will not notify a user that their account has been unlocked. You must advise the user via email.

i:am
Identity & Access Management

TEST 0.0.5067.29567



home → manage a user → user details → unlock user's account
Logout

Unlock User Account
CITIZEN,Eddie

Account is

Locked

☒ Unlock Account

Successful

Detailed Message
Update to FIM passed.

You will receive a confirmation message that the account has been unlocked.

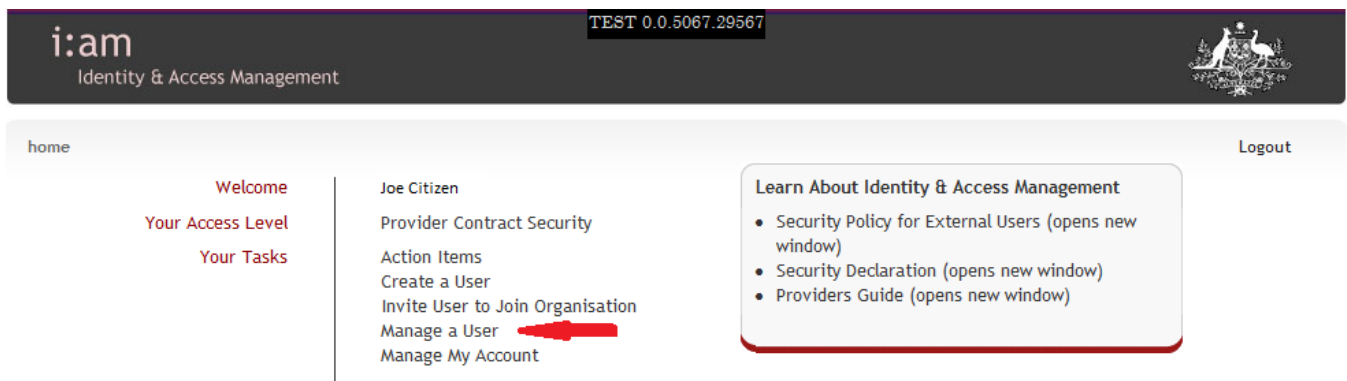
IAMPCS – User – Update details

You may update the following details about a user;

- Given Name
- Surname
- Codeword
- Telephone
- Fax
- Mobile
- Alternative Names; and
- E-Mail

Instructions

1. [Log into IAM](#) using your user ID and password, this will display the IAM Home screen.
2. Click on **Manage a User**



3. Search for the user using one of the following 6 options and click on the **Select** button.
 - a. User id
 - b. Given name
 - c. Surname
 - d. E-mail address
 - e. Admin role; or
 - f. Organisation
4. When the User Details screen is displayed, click on **Manage User's Details** to navigate to Manage User Details Screen



home → manage a user → user details

Logout

Your Tasks

- Delete User
- Manage User's Details
- Manage User's Roles
- Reset Password
- Unlock User's Account
- User's Account Status

User Details

CITIZEN,Eddie

Organisation	601834 - Demo - Libra Training Institute
Roles	PEO PFO
Training Role	None
Codeword	
Telephone	
E-Mail	Eddie.Citizen@dev.construction.enet
i:am Access Level	None
i:am Last Logon	
Created	31/03/2014 2:00:00 PM
Token Serial	
Account Status	<input type="radio"/> Account Disabled <input type="radio"/> Account Locked

5. You can update any details on this screen. See IAMPCS – User – Create for details on acceptable field formats. When you have finished updating, click on the **Submit** button. You will receive a confirmation message and details of what field(s) were changed.

**Manage User Details** CITIZEN, Eddie

Organisation | 601834 - Demo - Libra Training Institute

* You must complete all fields marked with an asterisk

Given Name | Eddie *

Surname | Citizen *

Codeword | bloke

Telephone |

Fax |

Mobile |

Alternative Names |

Updated Codeword

E-Mail | E. Citizen@dev.construction.enet *

Comments |

Successful

Detailed Message

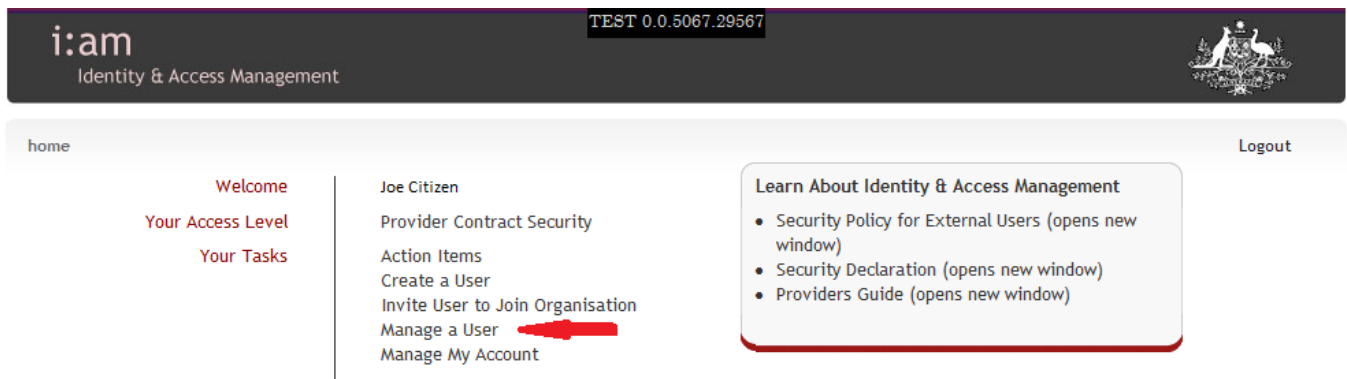
- 'Codeword' changed from '' --> 'bloke'.

IAMPCS – User Roles – Update

A user's role is assigned when the user's credentials were initially created however you may update their user role at any time.

Instructions

1. [Log into IAM](#) using your user ID and password, this will display the IAM Home screen.
2. Click on **Manage a User**




You may search for the user using one of the following 6 options

- a. User id
 - b. Given name
 - c. Surname
 - d. E-mail address
 - e. Admin role; or
 - f. Organisation
3. Select the appropriate search mode and select enter to display the user's details. Click on **Manage User's Roles**


i:am
Identity & Access Management

TEST 0.0.5067.29567



home → manage a user → user details
Logout

Your Tasks

- Delete User
- Manage User's Details
- Manage User's Roles 
- Reset Password
- Unlock User's Account
- User's Account Status

User Details

Organisation

Roles

Training Role

Codeword

Telephone

E-Mail

i:am Access Level

i:am Last Logon

Created

Token Serial

Account Status

CITIZEN,Eddie

601834 - Demo - Libra Training Institute

PEO

None

citizen@com.au

None


31/03/2014 2:00:00 PM

☐ Account Disabled
☐ Account Locked

- Check one or more boxes against the roles you would like to add to the users profile and then click on the **Submit** button.

i:am
Identity & Access Management

TEST 0.0.5067.29567




home → manage a user → user details → manage user roles
Logout

Manage User Roles
CITIZEN,Eddie

Contracted Org

601834 - Demo - Libra Training Institute




Submit

+ Org

Display Name	Description
<input checked="" type="radio"/> 601834	Demo - Libra Training Institute

+ Role

Display Name	Description
<input type="checkbox"/> CEO	Chief Executive Officer
<input checked="" type="checkbox"/> PEO	Provider Editing Officer
<input checked="" type="checkbox"/> PFO	Provider Finance Officer
<input type="checkbox"/> PVO	Provider View Only
<input type="checkbox"/> SAO	Provider Senior Officer



Added PFO - Provider Finance Officer to the users profile

- You will receive a confirmation message to advise that the roles have been successfully added.

[home](#) → [manage a user](#) → [user details](#) → [manage user roles](#)[Logout](#)**Manage User Roles** CITIZEN,Eddie

Contracted Org

601834 - Demo - Libra Training Institute

[Submit](#)**+** Org

Display Name	Description
<input checked="" type="radio"/> 601834	Demo - Libra Training Institute

+ Role

Display Name	Description
<input type="checkbox"/> CEO	Chief Executive Officer
<input checked="" type="checkbox"/> PEO	Provider Editing Officer
<input checked="" type="checkbox"/> PFO	Provider Finance Officer
<input type="checkbox"/> PVO	Provider View Only
<input type="checkbox"/> SAO	Provider Senior Officer

Successful**Detailed Message**

Orgs successfully added.
Roles successfully added.



Milestone – View/submit

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can View/update and submit a milestone
Provider Senior Officer	SAO	Can View/update and submit a milestone
Provider Finance Officer	PFO	Can View/update and submit a milestone
Provider Editing Officer	PEO	Can View/update and submit a milestone
Provider View Only	PVO	Can view a milestone only

There are two types of milestones that are generated by the Department:

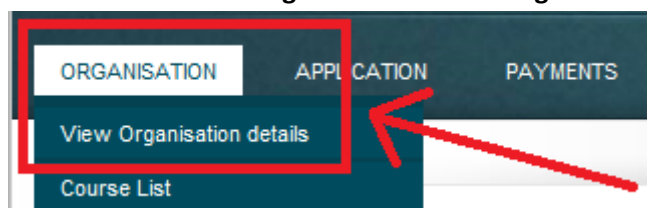
- Recurring Milestone; and
- A one off Milestone.

An example of a **recurring milestone** would be submission of audited financial statements either ending 30 June or 31 December of each year. A **one off milestone** example would be the completion of the Requirements Pack for newly approved providers.

Applicants/Providers can action any milestones up to 3 months prior to the due date.

Instructions

1. Click on **Organisation – View Organisation details** to view the Organisation Details screen.



2. Click on the **Upcoming Milestones** tab to view the **Upcoming Milestones** screen.

View Organisation details



3. The Upcoming Milestones page has two sections, **Upcoming Milestones** and **Milestones**. The **Upcoming Milestones** section will display any milestone that requires action. The following fields are on this page:
 - a. Due Date
 - i. Is the date that the milestone must be actioned by
 - ii. You can action this milestone up to 3 months before the due date
 - b. Milestone Status
 - i. Action Required – Action is outstanding on this milestone

- ii. Once you have actioned a milestone by submitting the milestone, the milestone will be removed from the Upcoming Milestones page. Please note that if the milestone is a recurring milestone, a new milestone will be added with a future date which is on the anniversary of the latest submitted milestone
- c. Milestone Type
 - i. Administration
 - ii. Course
 - iii. Financial
 - iv. Organisational
 - v. Personnel
 - vi. Procedural
- d. Milestone description
 - i. A description of the milestone

Upcoming Milestones

Upcoming Milestones				
	Due Date	Milestone Status	Milestone Type	Milestone Description
<input type="checkbox"/>	23/12/2013	Action Required	Administration	Requirements Pack

This milestone has a status of 'Action Required' and has a due date of 23/12/2013. You may action this milestone up to 3 months prior to the due date

View details Export to excel

4. To action a milestone click on the **check box** against the milestone you wish to action and select **View details** to view the **Milestone details** screen.

Upcoming Milestones

Upcoming Milestones				
	Due Date	Milestone Status	Milestone Type	Milestone Description
<input checked="" type="checkbox"/>	23/12/2013	Action Required	Administration	Requirements Pack

View details Export to excel

5. The **Milestone details** screen will display a short description and details on what is required to complete the milestone and also a link to upload documents via **Upload document**. It also displays the current status of the Milestone and in the example below, the status is **Action Required**.

YOU ARE HERE: [Home](#) > [Organisation Details](#) > [Upcoming Milestones](#) > [Complete Milestone declaration](#)

Complete Milestone declaration

Milestone details

Milestone description

Milestone details

Milestone status

One off milestone

Due date

☐ The information requested has been provided.


Requirements Pack


Requirements Pack due shortly.

Action Required

☐

23/12/2013





Confirm

Upload document

[<< Back to Upcoming Milestones](#)

6. Once you have completed all the requirements of the Milestone, you must check the box against the statement “*The information requested has been provided*”. Once the statement has been checked, the **Confirm** button will be enabled for you to select to submit the milestone back to the Department.

YOU ARE HERE: [Home](#) > [Organisation Details](#) > [Upcoming Milestones](#) > [Complete Milestone declaration](#)

Complete Milestone declaration

Milestone details

Milestone description

Milestone details

Milestone status

One off milestone

Due date

☒ The information requested has been provided.


Requirements Pack


Requirements Pack due shortly.

Action Required

☒

23/12/2013





Confirm

Upload document

[<< Back to Upcoming Milestones](#)

Notes

1. Any documents uploaded against your organisation via a Milestone will not be submitted to the Department until the Milestone has been submitted.
2. You can only action a milestone where the Due date is within 3 months of today's date.

Notifications

Notifications are used in HITS to notify certain user roles whenever an action is required or where an action has occurred. Notifications can either be in the form of a systems notification, email or can be a combination of the two.

There are three types of notifications

- Program Notifications;
- Action notifications; and
- Information notifications.

1. Program Notifications

Program Notifications are generated by the Department and are used to advise users of any issues that may impact on the HELP program, the **System for Higher Ed**, IAM or HITS.

2. Action Notifications

Action notifications are notifications that require the organisation to undertake an action in HITS. The notification will specify what action is required.

3. Information Notifications

Information notifications are used to confirm an action has occurred.

The following table contains all notification messages that are issued in HITS and the User role that is able to view the notification. If you wish to view notifications assigned to more than one user role, you will need to have each role assigned to you in IAM.

What action causes this notification to be sent	Notification text ¹	Type	Sent ² to	Email
When the application status is changed to 'To be FRLI registered' for 'VET' sector	You have been approved as a VET FEE-HELP provider. Approval documentation will be sent to your designated contact person soon. Approved VET FEE-HELP provider responsibilities are detailed in the VET Administrative Information for Providers.	Info	CEO, SAO, PFO	No
When the application status is changed to 'To be FRLI registered' for 'HE' sector	You have been approved as a FEE-HELP provider. Approval documentation will be sent to your designated contact person soon. Approved FEE-HELP provider responsibilities are detailed in the HE Administrative Information for Providers.	Info	CEO, SAO, PFO	No

When a payment schedule is approved with an associated payment type of either 'Reconciliation' or 'Miscellaneous' being approved as part of the schedule	<p>HITS Notification A reconciliation/miscellaneous payment has been approved for your organisation. Please see your Payment Schedule for more information.</p> <p>Email Notification Trigger: When a payment schedule is approved with reconciliation or recovery To: CEO/VC and SAO contact CC: None From: HITS system email Subject: <sector> approval of Payment Schedule for <calendar year> with Reconciliation or Recovery (Miscellaneous) Body text: This email is to inform you that payment schedule <payment schedule number> for [insert legal entity name of Provider] has been approved for <\$\$\$> for <calendar year> advance payments.</p> <p>Please log on to HITS for further information.</p> <p>Note: This email was automatically generated. If you have any questions, please contact the Payments team should the funds not be received within this timeframe.</p>	Info	CEO, SAO CEO/VC, SAO	Yes
When a payment changes to the status of 'Bank Rejected'	A payment to the nominated Bank Account for your organisation [Provider legal name] ([Provider HITS ID]) has not been processed because the Bank Account details are incorrect. Please update your BSB details for the payment to be processed.	Info	CEO, SAO, PFO	No
When a bank account is 'Submitted'	The Department has received changes in bank details for [Provider legal name] ([Provider HITS ID]).	Info	CEO, SAO, PFO	No
Initial submission of a new application by legal entity	This message is to inform you that on [DD MM YYYY], a formal application by [legal entity name of Applicant] to become a [VET provider/Higher Education Provider] under the <i>Higher Education Support Act 2003</i> was received and is being considered by Department.	Info	CEO, SAO	No

Three days before Request for Further Information (RFI) deadline.	<p>System Notification Message This message is to inform you that on [deadline date] [legal entity name of Applicant] will be subject to withdrawal unless it has responded to the Notice dated [DD MM YYYY].</p> <p>Email Notification Message Trigger: Three (3) days prior to Applicant Deadline date.</p> <p>From: HITS System Message Subject: HITS Request for Information (RFI) Body Text: A Notice requiring the provision of further information (RFI) in relation to your organisation's application to become a <sector> provider was issued on [RFI issue date DD MM YYYY].</p> <p>The information is to be provided to the Department by uploading the required documents in the HELP IT System (HITS) and lodging the RFI by 5 pm on [deadline date]. An RFI may only be lodged by persons within your organisation designated a SAO or CEO role.</p> <p>If the RFI is not lodged by the deadline date your organisation's application will be subject to withdrawal.</p> <p>Please log on to HITS to view the Notice and respond.</p> <p>Note: This email was automatically generated. If you have any questions, please contact the tsenquiries inbox</p>	Action	CEO, SAO, PFO, PEO CEO/VC, SAO, Primary Contact Officer	Yes
TGA Register Entity name on View Organisation details screen is updated by TGA	TGA has updated the legal name of the Organisation [Legal entity name]	Info	CEO, SAO, PEO	No
Any user updates the Legal Entity name on View Organisation details screen	The Legal entity name of [Registered entity name] has been modified.	Info	CEO, SAO, PEO	No
When a Persons of Influence is added/updated,	Personnel information for [POI first/last name] of [Organisation legal entity type] has been [{modified/added}]	Info	CEO, SAO	No

Milestone due date reminder	<provider name> has a milestone requiring action. All the requirements of this milestone must be met by <due date of milestone>. Please contact the Department as soon as possible if you have any questions about this milestone event. <line break> (new line) <short description of milestone>	Info	CEO, SAO, PFO, PEO	No
Milestone overdue	<p>System Notification Message</p> <p>Milestone OVERDUE <provider name> has not confirmed that the requirements of an outstanding milestone have been met by the due date. The due date for this milestone was <due date>. The requirements of this milestone must be met immediately. Please contact the Department immediately to explain why this milestone has not been met by the due date if you have not already done so. <line break> (new line:) <short description of milestone></p> <p>Email notification message</p> <p>From: HITS System Message Subject: Overdue <sector> provider milestone Body Text: This email is to inform you that a milestone for [insert legal entity name of Applicant] was due on [date of milestone due date] and it requires your urgent attention.</p> <p>To action this milestone, please login to HITS from the link provided below and select 'Organisation View' then 'Upcoming Milestone' to read and complete this milestone. If you do not have access to HITS, please request the appropriate person from your organisation with HITS access to action this milestone, or contact your organisation's IAMPCS Officer to arrange access. It is important to note that only certain user roles (CEO, SAO and PFO) are able to action and declare that a milestone has been completed.</p> <p>Please log on to HITS for further information.</p> <p>Note: This email was automatically generated. If you have any questions, please contact the HELP team enquiries inbox</p>	Info	CEO, SAO, PFO, PEO CEO/VC, SAO, Primary Contact Officer	Yes

	inbox			
When the RFI status is 'Issued'	<p>From: HITS System Message Subject: HITS Request for Information (RFI) Body Text: A Notice requiring the provision of further information, pursuant to the Higher Education Support Act 2003, in relation to your organisation's application to become an approved <sector> provider has been issued in the HELP IT System (HITS).</p> <p>A response is to be provided to the Department by uploading the required documents in HITS and lodging the RFI by 5 pm on the deadline date stipulated in the RFI Notice. Failure to respond by the deadline may result in withdrawal of the application. It is important to note that only certain user roles (CEO and SAO) are able to lodge an RFI.</p> <p>Please log on to HITS to view the Notice and respond.</p> <p>Note: This email was automatically generated. If you have any questions, please contact the HELP team enquiries inbox</p>	Action	CEO, SAO, Primary Contact Officer	Yes
Publication request 'Approved'	Your publication request has been approved	Info	PEO	No
Publication request 'Rejected'	Your publication request has been rejected	Info	PEO	No

1. Where there are brackets in a notification such as [Registered entity name] – the brackets will display the current information in the field.
2. Email notifications are sent to recipient drawn from the contacts list. If there are more than one of any email contact ie CEO/VC, then only the first listed CEO/VC will receive the email.

Organisation details – Update details

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to update organisation details
Provider Senior Officer	SAO	Full access to update organisation details
Provider Finance Officer	PFO	Full access to update organisation details
Provider Editing Officer	PEO	Full access to update organisation details
Provider View Only	PVO	Cannot update organisation details

Instructions

1. From the Navigation menu click on **Organisation – View Organisation details**, this will navigate you to the View Organisation details screen.
2. Scroll to the bottom of the screen and click on **Edit** button

Organisation Entity type Other type of Entity

If the Applicant / approved provider is not a company registered with ASIC; please provide the following information

Name of the State/Territory Act or Regulation


State/Territory jurisdiction

Identification number

System Audit Information

▼ VET sector FRLI details

▼ Organisation Applications



Edit

3. You can update any field that is not 'greyed' out.

Edit Organisation details

Contacts Persons of Influence Financial Performance

Organisation details

HITS ID Required

16834

TGA Register Entity name

Demo - Libra Training Institute

Legal Entity name Required

Demo - Libra Training Institute

Registered Business name(s)

Demo - Libra Training Institute

Preferred Business name

Demo - Libra Training Institute

Former Entity names

3rd Party Arrangements / Partnerships

Parent body

You can edit any field that is not 'greyed' out

4. When validating your Head Office address, HITS will return the closest match. If this match is not your correct address, you can check the 'Confirm this address is correct' box to update your details with the details that you input.

Head Office address

Demo - Libra Training Institute St , KURWONGBAH QLD 4503

Modify Head Office address (Do not include post office boxes)

Building Information/ Level number / Shop number /Room number

Unit number Street number Street name

28 Richie Street

Suburb/Postcode search

Forrest ACT 2603

☐ Confirm this address is correct

If you know the address you entered is correct, check this box to

Validate Address

HUGHES ACT 2605
KINGSTON ACT 2604
NARRABUNDAH ACT 2604
O'MALLEY ACT 2606

5. After all details have been added/updated select the **Save** button.

Organisation details – View details

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to view organisation details
Provider Senior Officer	SAO	Full access to view organisation details
Provider Finance Officer	PFO	Full access to view organisation details
Provider Editing Officer	PEO	Full access to view organisation details
Provider View Only	PVO	Full access to view organisation details

View of Organisational Details

Once your organisation is registered and available in HITS you will be able to view your organisation's details.

Instructions

1. From the Navigation menu click on **Organisation**, this will navigate you to the screen which will display all the sub menu options available under the Organisation menu.
2. Click on **Organisation details** to view the Organisation Details screen.

Notes

1. The main part of the screen displays your organisation information, TGA and/or TEQSA details and information about the type of organisation that you have provided.

YOU ARE HERE: Home > View Organisation details

View Organisation details

Contacts | Persons of Influence | Financial Performance

Context Selector

Demo - Libra Training Institute

[Course List](#)

[Bank Account List](#)

[Estimate List](#)

[Payment Schedule List](#)

[Document List](#)

[Upcoming Milestones](#)

[Persons of Influence List](#)

[Contact List](#)

Organisation details

HITS ID 16834

TGA Register Entity name Demo - Libra Training Institute

Legal Entity name Demo - Libra Training Institute

Registered Business name Demo - Libra Training Institute

Preferred Business name Demo - Libra Training Institute

Former Entity names

3rd Party Arrangements / Partnerships

Parent body Demo - Libra Training Institute St , KURWONGBAH QLD 4503

Australian Business Number 74599608295

Australian Company Number

TGA ID 190

TGA Registration status Current

TGA Registration expiry date 22/03/2017

CRICOS Number (if applicable)

Year entity first began to operate as an RTO/HEI

Is the entity applying as a Trustee for a Trust?

Organisation Entity type Other type of Entity

If the Applicant / approved provider is not a company registered with ASIC, please provide the following information

Name of the State/Territory Act or Regulation

State/Territory jurisdiction

Identification number

System Audit Information

CEO, SAO & PEO can view these modules

CEO & SAO can view this module

- The panels towards the bottom of the screen display Federal Register of Legislated Instruments (FRLI) details and a list of applications that has been submitted by your organisation and their current status.

VET Federal Register of Legislative Instrument

VET sector FRLI details			
Approval reference number	F2010L999999	Approval reference date	19/08/2010
Disallowance date		Approval date	20/08/2010
Revocation number		Revocation date	

HE Federal Register of Legislative Instruments

Higher Education sector FRLI details			
Approval reference number	F2006L999999	Approval reference date	09/03/2006
Disallowance date		Approval date	10/03/2006
Revocation number	F2013L000000	Revocation date	22/03/2013

Organisation Application History

Organisation Applications					
Legal Entity Name	Sector	Application Status	Current	Status Date	
Demo - Halley's Training Institute	VET	Approved	Yes	23/08/2010	
Demo - Halley's Training Institute	VET	Withdrawn	No	13/01/2009	

- Panels within the organisation details screen can be opened and closed by clicking on the arrow symbol.

Payments – Viewing payments

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can view a Payment Schedule
Provider Senior Officer	SAO	Can view a Payment Schedule
Provider Finance Officer	PFO	Can view a Payment Schedule
Provider Editing Officer	PEO	Cannot view a Payment Schedule
Provider View Only	PVO	Cannot view a Payment Schedule

Viewing VET Sector Payments

You can check the status of a payment at any time:

1. Select **Payment Schedule List** from the Context Selector to view the Payment Schedule List.

Payment Schedule list

Payment Schedule list						
	Payment Schedule ID	Calendar Year	Sector	Schedule Status	Status Date	Updated By
<input checked="" type="checkbox"/>	245	2013	VET	Approved	16/04/2013	Migration
<input type="checkbox"/>	244	2013	VET	Replaced	19/12/2012	Migration
<input type="checkbox"/>	243	2012	VET	Approved	15/05/2013	Migration

[View details](#)

2. Tick the row of the Payment Schedule you wish to check and click **View Details**.

Payment Schedule details

Schedule details		
Payment Schedule ID	Calendar Year	Schedule status
245	2013	Approved
Total schedule amount (no GST)	Amount paid to date	Amount pending
\$244,500.00	\$142,625.00	\$101,875.00

Payment list					
	Due date	Payment type	Amount (no GST)	Status	Status date
<input type="checkbox"/>	15/01/2013	Monthly	\$20,375.00	Paid	16/01/2013
<input type="checkbox"/>	15/02/2013	Monthly	\$20,375.00	Paid	16/02/2013
<input type="checkbox"/>	15/03/2013	Monthly	\$20,375.00	Paid	16/03/2013
<input checked="" type="checkbox"/>	15/04/2013	Monthly	\$20,375.00	Paid	17/04/2013
<input type="checkbox"/>	6/05/2013	Monthly	\$20,375.00	Paid	07/05/2013
<input type="checkbox"/>	15/06/2013	Monthly	\$20,375.00	Paid	16/04/2013
<input type="checkbox"/>	15/07/2013	Monthly	\$20,375.00	Paid	16/04/2013
<input type="checkbox"/>	15/08/2013	Monthly	\$20,375.00	Approved	16/04/2013
<input type="checkbox"/>	15/09/2013	Monthly	\$20,375.00	Approved	16/04/2013
<input type="checkbox"/>	15/10/2013	Monthly	\$20,375.00	Approved	16/04/2013
<input type="checkbox"/>	15/11/2013	Monthly	\$20,375.00	Approved	16/04/2013
<div>View details</div>					

- View the 'Payment list' box, if the status of the payment is 'Paid' then the payment has been cleared by the Reserve Bank of Australia.

4.

Payment details

Payment status			
Date	Status	Amount (no GST)	SAP ID
15/05/2013	Paid	\$20,375.00	6900011039

Payment details		
Payment / Recovery type	Due date	Payment / Recovery
Monthly	15/04/2013	Payment
Amount (no GST)	Status/ Action	
\$20,375.00	Paid	

Notes

1. If the status is Bank Rejected then you will need to update your bank account details.
2. A Payment record status will change in HITS when the finance system processes the payment and sends HITS an update for that payment record.
3. You will also receive a notification message after each monthly payment is processed.

Person of Influence (POI) – Adding a POI

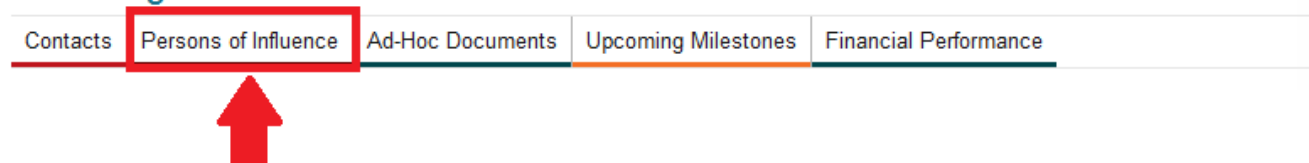
USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to add persons of influence information
Provider Senior Officer	SAO	Full access to add persons of influence information
Provider Finance Officer	PFO	No access to this module
Provider Editing Officer	PEO	No access to this module
Provider View Only	PVO	No access to this module

Information that is required to be input into this component is considered sensitive. To add/update or view the information you must have a senior user role of SAO or CEO. You must also be a senior officer within your organisation such as a Chief Executive Officer or Company Secretary as you have legal obligations under the Privacy and Criminal acts that you cannot delegate to another person.

Instructions

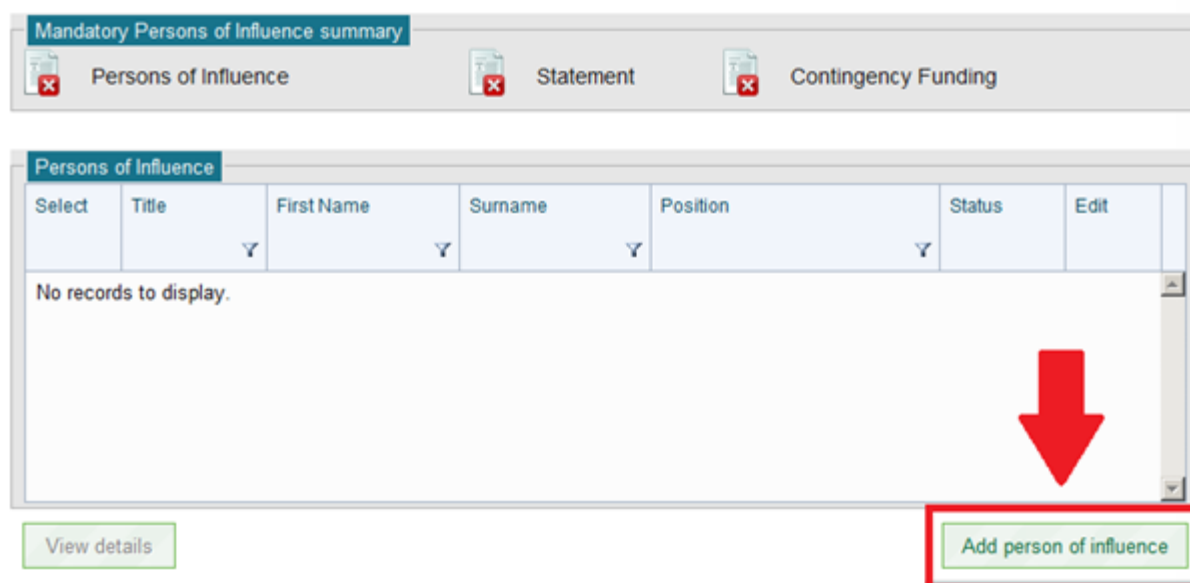
1. From the Navigation menu, click on **Organisation**, this will navigate you to the screen which will display all the sub menu options available under the Organisation menu. Click on **Organisation details** to view the Organisation Details screen.

View Organisation details



2. Go to the **Persons of Influence** tab and click; the Person of Influence list screen will be displayed.
3. Click the **Add persons of influence** button.

Persons of Influence List



4. There are 4 parts to the POI that you must complete before you can save the update.

a. Part 1 – Personnel Information

Personnel Information

Position title **Required**
--Choose--

Description of role

Title **Required**
--Choose--

First name **Required**

Surname **Required**

Date of birth **Required**

Middle name(s)

Telephone

Place of birth **Required**

Driver's licence number

Driver licence state
--Choose--

Driver licence expires

Number of years you have been a person of influence with the organisation **Required**
0

Date no longer a person of influence

Please complete all required fields. It is important that a current drivers licence be provided.

You should not complete this field when you first create a POI. This field should be completed after the persons details have been submitted to the Department and they are no longer a POI

b. Part 2 – Residential address

Residential address

Address line 1 **Required**

Address line 2

Address line 3 / City (if country not Australia)

Country **Required**
Australia

Suburb or postcode search **Required**

Where the Country is NOT Australia, you must add the city in which the person lives in Address line 3

c. Part 3 – Postal address

The screenshot shows the 'Postal address' section of a form. It includes a 'Same as above' checkbox, three address line input fields, a 'Country' dropdown menu, and a 'Suburb or postcode search' field. Red boxes and arrows highlight specific instructions: one box points to the 'Same as above' checkbox with the text 'If the person postal address is the same as their residential, click 'Same as above''. Another box points to the 'Country' dropdown with the text 'When the County is NOT Australia, you must add the city in which the person lives in Address line 3'.

Postal address

☐ Same as above

If the person postal address is the same as their residential, click 'Same as above'.

Address line 1 Required

Address line 2

Address line 3 / City (if country not Australia)

Country Required

--Select--

When the County is NOT Australia, you must add the city in which the person lives in Address line 3

Suburb or postcode search

- d. Part 4 – Declaration. This section can only be completed by a senior person within your organisation who has been assigned SAO or CEO user role. It **MUST NOT** be completed by a junior officer who has been assigned SAO role. Once you have completed all fields, select the **SAVE** button.

The screenshot shows the 'Declaration' section of a form. It contains a statement 'I warrant and declare that:' followed by three checkboxes with corresponding text. A red box highlights the top checkbox with the text 'This declaration must be completed by a senior officer such as CEO / Senior Authorised officer / Company Secretary etc'. At the bottom, there are links for '<< Back to Persons Of Influence list', 'Cancel', and 'Save'.

Declaration

I warrant and declare that:

☐ the above named has been issued with a copy of the Privacy Notice available [here](#).

☐ the above named has consented to the Department of Education collecting their personal information (including sensitive information such as information about their criminal record) from my organisation, and other bodies or persons listed in the abovementioned Privacy Notice, for the purposes of determining whether they and my organisation are each fit and proper persons for the purposes of the *Higher Education Support Act 2003*.

☐ I am aware, and have made the above named aware, that giving false or misleading information is a serious offence under section 137.1 of the Schedule to the *Criminal Code Act 1995*.

This declaration must be completed by a senior officer such as CEO / Senior Authorised officer / Company Secretary etc

[<< Back to Persons Of Influence list](#)

Cancel Save

5. You will be navigated back to the Persons of Influence list screen where a notification message will be displayed to confirm the person was created successfully.

Persons of Influence List

SAVED SUCCESSFULLY

Persons of Influence						
Select	Title	First Name	Surname	Position	Status	Edit
<input type="checkbox"/>	Matron	Citizen	Brenda	Company Secretary	Active	Edit
<input type="checkbox"/>	Mrs	Audrey	Citizen	Accountant	Active	Edit
<input type="checkbox"/>	Mr	Joe	Bloggs	Chief Executive Officer	Active	Edit

[View details](#)

[Add person of influence](#)

6. A check will also appear against POI requirement to acknowledge that the minimum requirement of one POI has been added successfully. If you need to add more POIs repeat above steps.

Persons of Influence List

SAVED SUCCESSFULLY

Mandatory Persons of Influence summary

Persons of Influence

Statement

Contingency Funding

Persons of Influence

Select	Title	First Name	Surname	Position	Status	Edit
<input type="checkbox"/>	Mr	Eddie	Boothe	Senior Authorised Officer (director/secretary of company)	Active	Edit

View details

Add person of influence

Please provide details of ALL RELEVANT people directly involved with the organisation. Relevant people are people with the potential to exert significant influence over the management and operation of the organisation and the use and recording of funds. Examples of relevant people would be KEY members of the governing body (ALL directors, office holders, presidents, council members, the chief executive officer and the chief financial officer).

Statement

Cancel

Save

7. After you have added all persons of influence, you must complete the statement, upload all relevant documents, enter comments if required and click **Save**.

Statement

The following questions must be completed once all Persons of Influence have been added.

For the purposes of determining the entity's ability to comply with the VET and higher education quality and accountability requirements under the Act, and for ensuring fit and proper person requirements are met, please respond to each of the following questions and, if applicable, provide details of all such events relevant to the Entity over the following period:

The past 10 years (for Entities that are applying for approval), or the previous twelve months (for current approved providers). If 'yes' is answered, relevant information must be uploaded.

Q1. Is there any matter referred to in paragraphs 6.1(a) to 6.1(h) of the [Fit and Proper Person Specified Matters](#) 2012 instrument relevant to the entity?

Q2. Is there any matter referred to in paragraphs 6.1(i) to 6.1(o) of the [Fit and Proper Person Specified Matters](#) 2012 instrument relevant to any person of influence?

Q3. Has there been any matters, including past, current, pending or finalised litigation against the entity or relevant persons, that is relevant to the entity's business dealings or the honesty, knowledge and ability of the relevant persons?

Q4. Has any person of influence been involved in or with a business that is or has been in voluntary administration, receivership or wound up?

Q5. Has any contract to which the entity was a party been terminated for cause, including non performance of the contract by the entity?

Q6. Has there been any financial recovery action on behalf of creditors of the entity or of relevant persons of influence?

Required

☐ Yes
☒ No

Required

☐ Yes
☒ No

Required

☐ Yes
☒ No

Required

☐ Yes
☒ No

Required

☐ Yes
☒ No

Required

☐ Yes
☒ No

Statement comments

Comment log

Enter comment and save to add to the comment log.

8. Enter details regarding Contingency Funding and then select **Save**

Contingency Funding

Q1. Does the Entity have any other contingent liability, not reported in the financial statements, that are likely to impact on the financial position of the Entity (This would include recent legal cases against the Entity and the likely outcome)?
Required
☐ Yes
☐ No

Please provide details and supporting documents/evidence

Q2. If the Entity were to have an unexpected shortfall in funds please indicate what resources or contingency funding not disclosed in the Entity's financial statements might be available to address this issue.

Cancel
Save

9. Once you have completed all the fields, the Mandatory Persons of Influence Summary screen will no longer display.

Notes

1. If you are an applicant and you create a CEO or SAO contact, HITS will automatically create a POI record using some of the information from the Contacts screen. You must update these POI records further information is required.
2. Required fields are indicated with the word **required** in red text next to the field name.
3. Completing the field "Date no longer a person of influence" will inactivate that record.
4. The Statement and Contingency Funding panels on the Persons of Influence list screen must reviewed and updated where appropriate after adding new POI record(s).

Person of Influence – Updating a POI

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Full access to update persons of influence information
Provider Senior Officer	SAO	Full access to update persons of influence information

Updating a Person of Influence

From time to time you may be required to update existing persons of influence (POI) information for your Organisation. To update existing information please follow the steps outlined below.

Instructions

1. Log into HITS with your assigned User ID and personal password. From the Navigation menu, click on **Organisation**, this will navigate you to the screen which will display all the sub menu options available under the Organisation menu. Click on **Organisation details** to view the Organisation Details screen.
2. Go to the **Persons of Influence** tab and click; the Persons of Influence list screen will be displayed.
3. From the list of Persons of Influence, find the one you would like to update and click the **Edit** hyperlink.

Select	Title	First Name	Surname	Position	Status	Edit
<input type="checkbox"/>	Mr	Eddie	Boothe	Senior Authorised Officer (director/secretary of company)	Active	Edit

[View details](#) [Add person of influence](#)

4. Update the relevant fields and click **Save**.
5. You will be navigated back to the Persons of Influence list. If there is more than one existing Persons of Influence whose details need to be updated repeat above steps.

Notes

1. Required fields are indicated with the word **required** in red next to the field name.
2. Completing the field "Date no longer a person of influence" will inactivate that record.
3. The Statement and Contingency Funding panels on the Persons of Influence list screen may need to be reviewed or updated after editing a POI record.
4. Panels within the Persons of Influence list screen can be opened and closed by clicking the arrow symbol.

Publications – Creating a publication request

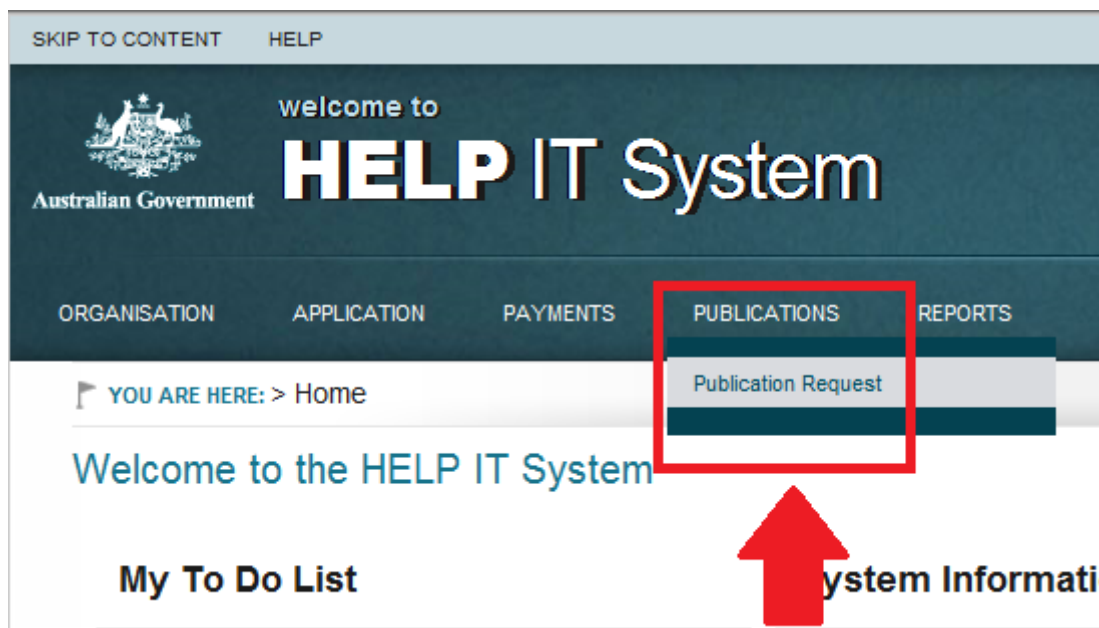
USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can create Provider Publication requests
Provider Senior Officer	SAO	Can create Provider Publication requests
Provider Finance Officer	PFO	Can create Provider Publication requests
Provider Editing Officer	PEO	Can create Provider Publication requests
Provider View Only	PVO	Cannot create Provider Publication requests

Creating a Publication Request

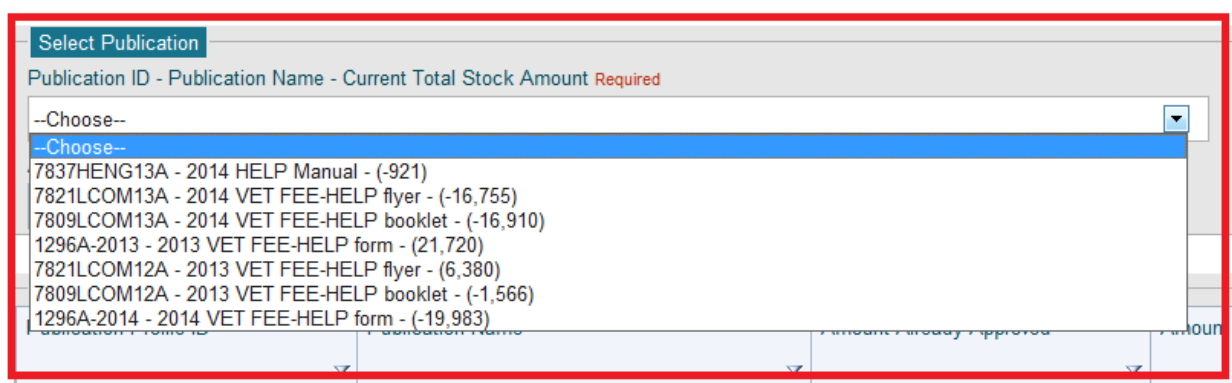
To create a HELP Publication Request for your Organisation log into HITS with your assigned User ID and personal password.

Instructions

From the Navigation menu go to **Publications** and select **Publication Request** from the sub menu items;



1. Input the information in the fields marked **required**.
2. Go to **Select Publication** and choose the HELP Publication from the drop down list.



3. Enter the **Amount Requested** and select **Add/Update**. Your requested publication will appear in the **Publications Request list**.

Select Publication

Publication ID - Publication Name - Current Total Stock Amount Required

7809LCOM13A - 2014 VET FEE-HELP booklet - (-16,910)

Amount Requested Required

2000

Add/Update

4. If you are requesting multiple HELP Publications, complete actions ii and iii above and add to your list.
5. When all the publications for the Provider Request appear in the **Publication Requests list** click the **Submit**. The Publication Request is now complete.

Comments

Comments

Submit

Notes

1. Only one active publication request can be submitted to the Department and must be approved/rejected by the Department before another publication request can be submitted.
2. If you wish to split a publication request over two campuses, please make sure you provide details in the delivery details section.
3. If your organisation has multiple campuses and you wish to make multiple publications requests at the same time, you must contact the Department via tsenquiries@education.gov.au providing all the details as per the online publication request. The Department will then create individual publication requests on your behalf.
4. Your organisation name and ID will be prepopulated on entry to the screen.
5. A Notification message appears when an application is submitted to the Department:

Publications – Withdrawing a publication request

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can withdraw a Provider Publication requests
Provider Senior Officer	SAO	Can withdraw a Provider Publication requests
Provider Finance Officer	PFO	Can withdraw a Provider Publication requests
Provider Editing Officer	PEO	Can withdraw a Provider Publication requests
Provider View Only	PVO	Cannot withdraw a Provider Publication requests

Withdrawing a Publication Request

If a HELP Publication Request has been submitted to the Department but has not been approved or rejected, you may withdraw the publication.

From the Navigation menu go to **Publications** and select **Request Publications** from the sub menu items; this will display the Publications Request screen.

Instructions

1. The publication request you previously submitted is displayed.
2. Click **Withdraw**.

The screenshot displays the 'Publication Requests List' interface. It features a table with four columns: 'Publication Profile ID', 'Publication Name', 'Amount Already Approved', and 'Amount Requested'. The table contains three rows of data. Below the table is a 'Comments' section with a text input area. At the bottom right of the interface, there is a red arrow pointing to a green 'Withdraw' button, which is highlighted with a red rectangular box.

Publication Profile ID	Publication Name	Amount Already Approved	Amount Requested
7800HENG13A	2014 FEE-HELP flyer	0	500
7810HENG13A	2014 FEE-HELP booklet	0	2000
1292A-2014	2014 FEE-HELP form - commencing students	0	2000

Comments

Withdraw

3. A confirmation message will be displayed.

Reports – Viewing reports

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can view following reports <ul style="list-style-type: none"> • Provider Cash flow • Payment Reconciliation; and • Provider Payment Schedule
Provider Senior Officer	SAO	Can view following reports <ul style="list-style-type: none"> • Provider Cash flow • Payment Reconciliation; and • Provider Payment Schedule
Provider Finance Officer	PFO	Can view following reports <ul style="list-style-type: none"> • Provider Cash flow • Payment Reconciliation; and • Provider Payment Schedule
Provider Editing Officer	PEO	Cannot view Reports
Provider View Only	PVO	Cannot view Reports

Available Reports

There are currently three reports available in HITS for approved providers.

Provider Cash flow

Displays all finalised payments and recoveries by date.

Payment Reconciliation Report

This report compares data from the Higher Education Internet Management System (HEIMS) and HITS Advance payments in order to reconcile advance payments with actual student load liability reported by you.

Provider Payment Schedule Report

This report displays financial information regarding the current payment schedule for calendar year that payments have been made to your organisation.

Viewing Reports

From the Navigation menu go to **Reports**, you will be navigated to the Reports screen which will display a list of Report Categories.



The reports you can view in HITS are based on your user role and can be selected by clicking on the Hyperlink under each Category.

Instructions

1. Select the required report from the list of available reports.

Financial

[Payment Reconciliation](#)

This report will compare data from HEIMS and HITS Payment Schedule in order to reconcile Payment Schedules.

[Provider Cashflow](#)

This report lists all finalised payments or recoveries with a due date in a specified date range

[Provider Payment Schedule](#)

This report will display information about the current Payment Schedule for a calendar year

2. For the Payment Reconciliation report, you will be able to select the Sector and Calendar Year to view all payments including offsets, adjustments and overpayment recoveries processed in that year. You can also export the report to the following:
 - a. XML file with report data
 - b. CSV (comma delimited)
 - c. Acrobat (PDF) file
 - d. MHTML (web archive)
 - e. Excel
 - f. TIFF file
 - g. Word.

[Back to Report page](#)

Sector Code: Calendar Year:

1 of 1 100% Find

HELP IT System Payment Reconciliation
Reporting Year 2013

Reconciliation data as at 17-Dec-2013

Provider Legal Name	Sector	Decided EFTSL	Decided Count	Total amount	Latest Census Date	EFTSL	HEIN
Joe Blogs Pty Ltd	VET	2.0	2,995.00	100	5,990.00	30-Aug-2013	1.1

Printed by : pe2523 Printed on : 17-Dec-2013 11:01

XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word

- For the **Provider Payment Report** you will be able to select the final payment schedule for each calendar year in which you received a payment.

[Back to Report page](#)

Provider: Payment Schedule:

2013 - VET
2012 - VET
2011 - VET
2010 - VET
2009 - VET

- The report will display all payments processed and any advance payments left in the Calendar year that are yet to be paid.

Provider: Payment Schedule:

1 of 1 100% Find | Next

HELP IT System Provider Payment Schedule Report

HITS ID : 9999 Legal Name : Joe Bloggs Pty Ltd
Sector : VET Calendar Year : 2013
Payment Schedule ID: 999
Payment Schedule Status: Approved

Amount Paid to date: \$59,550,216.83
Amount Pending: \$7,095,896.87
Total Schedule Amount (No GST): \$66,646,112.70

Payment Schedule as at 17-Dec-2013 11:49

Payment ID	Due Date	Payment Type	Payment Status	Payment Status Date	Amount (No GST)
2989	15/01/2013	Monthly	Paid	16/01/2013	\$5,245,432.00
2990	15/02/2013	Monthly	Paid	16/02/2013	\$5,245,432.00
2991	15/03/2013	Monthly	Paid	16/03/2013	\$5,245,432.00
2992	15/04/2013	Monthly	Paid	19/04/2013	\$5,245,432.00
3001	06/05/2013	Monthly	Paid	07/05/2013	\$5,245,432.00
3243	15/06/2013	Monthly	Paid	19/06/2013	\$5,245,432.00
3244	15/07/2013	Monthly	Paid	16/07/2013	\$5,245,432.00
3245	15/08/2013	Monthly	Paid	16/08/2013	\$5,245,432.00
3246	15/09/2013	Monthly	Paid	17/09/2013	\$5,245,432.00
3247	15/10/2013	Monthly	Paid	16/10/2013	\$5,245,432.00
3248	15/11/2013	Monthly	Paid	16/11/2013	\$7,095,896.83
3249	15/12/2013	Monthly	Lodged	17/12/2013	\$7,095,896.87

Printed by : pe0014 Printed on : 17-Dec-2013 11:49 Page 1 of 1

5. You can also export the report to the following:
 - a. XML file with report data
 - b. CSV (comma delimited)
 - c. Acrobat (PDF) file
 - d. MHTML (web archive)
 - e. Excel
 - f. TIFF file
 - g. Word.

Notes

1. Only reports viewable by your access level will be visible to you.

Request for further information (RFI) – Viewing an RFI

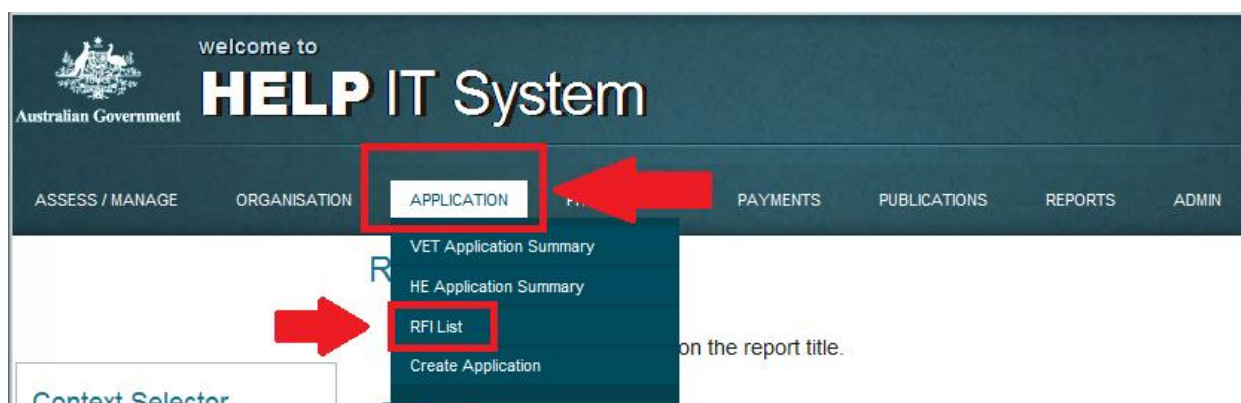
USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can View an RFI
Provider Senior Officer	SAO	Can View an RFI
Provider Finance Officer	PFO	Can View an RFI
Provider Editing Officer	PEO	Can View an RFI
Provider View Only	PVO	Can View an RFI

Viewing a Request for Further Information

If your organisation has an RFI in the status of 'Issued' or 'Lodged' in HITS, you will be able to view an RFI for your organisation.

Instructions

1. From the Navigation menu click on **Application**, this will navigate you to the screen which will display all the sub menu options available under the Application menu. Click on **RFI List** to view the RFI list screen.



2. On the RFI list screen, you will see a table, which will list all the current or past RFIs against the current sector application for your organisation. You are now ready to view an RFI.

Request For Information (RFI) list

VET RFI list

Select	RFI Name	RFI Status	RFI Status Date	Current Applicant Deadline Date	Edit
<input type="checkbox"/>	1st Notice	Lodged	20/09/2013	23/09/2013	Edit
<input type="checkbox"/>	2nd Notice	Issued	18/11/2013	13/12/2013	Edit

View details

Raise VET RFI

Select template Required

--Select--

Create

- Go to the <sector> RFI list.
- Select the RFI record from the list by selecting the check box against the record and the **View details** button will be enabled.
- Click on **View details** and the system will navigate you to the **View RFI details** screen.

Request For Information (RFI) list

VET RFI list

Select	RFI Name	RFI Status	RFI Status Date	Current Applicant Deadline Date	Edit
<input type="checkbox"/>	1st Notice	Lodged	20/09/2013	23/09/2013	Edit
<input checked="" type="checkbox"/>	2nd Notice	Issued	18/11/2013	13/12/2013	Edit

View details

Raise VET RFI

Select template Required

--Select--

Create

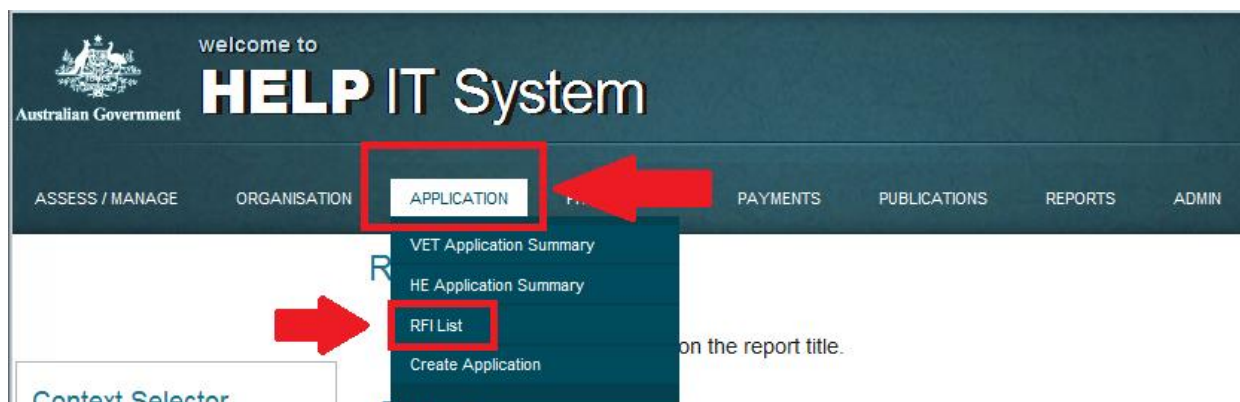
Request for further information – Lodging an RFI

USER ROLES		ACCESS
Provider Corporate Officer	CEO	Can Lodge an RFI
Provider Senior Officer	SAO	Can Lodge an RFI
Provider Finance Officer	PFO	Cannot lodge an RFI
Provider Editing Officer	PEO	Cannot lodge an RFI
Provider View Only	PVO	Cannot lodge an RFI

If your organisation has an application in the status of 'Awaiting Further Information' and an RFI in the status of 'Issued', in HITS you will be able to lodge an RFI for your organisation.

Instructions

1. From the Navigation menu click on **Application**, this will navigate you to the screen which will display all the sub menu options available under the Application menu. Click on **RFI List** to view the RFI list screen.



2. On the RFI list screen, you will see a table, which will list all the current or past RFIs created, raised or lodged against the current sector application for your Organisation. You are now ready to lodge an RFI.
3. Go to the <sector> RFI list.
4. Select the RFI with the status of '**Issued**' by selecting the check box against the record and the **View details** button will be enabled.

Request For Information (RFI) list

VET RFI list

Select	RFI Name	RFI Status	RFI Status Date	Current Applicant Deadline Date	Edit
<input type="checkbox"/>	1st Notice	Lodged	20/09/2013	23/09/2013	Edit
<input checked="" type="checkbox"/>	2nd Notice	Issued	18/11/2013	13/12/2013	Edit

View details

Raise VET RFI

Select template Required

--Select--

- Click **View details** to navigate to the **View RFI details** screen.
- Scroll to the bottom of the screen; System displays the **Upload Document** button.
- Click **Upload Document** to upload the requested documentation as part of an RFI.

View RFI details

RFI name and Deadline date details

RFI name	2nd Notice	RFI status	Issued
Applicant Deadline date	09/12/2013	Revised Applicant Deadline date	13/12/2013

RFI description

[Printable version of RFI Document \(PDF\)](#)

It appears you don't have a PDF plugin for this browser. You can [click here to download the PDF file](#).

User is required to respond appropriately, which may include uploading relevant documents. To upload, click 'Upload document' button.

Upload document

☐ I confirm that the requested information for this RFI has been provided

[<< Back to RFI list](#)

8. Once the documents have been uploaded successfully, navigate back to **View RFI details screen** by following the steps 1 to 3.
9. Scroll to the bottom of the screen; System displays the confirmation check box '**I confirm that the requested information for the RFI has been provided**'.
10. Select the check box; system will enable the **Lodge** button at the bottom right of the screen.

YOU ARE HERE: Home > Organisation Details > Request For Information notification (RFI) list > View RFI details

View RFI details

RFI name and Deadline date details			
RFI name	2nd Notice	RFI status	Issued
Applicant Deadline date	09/12/2013	Revised Applicant Deadline date	13/12/2013

RFI description
Printable version of RFI Document (PDF) It appears you don't have a PDF plugin for this browser. You can click here to download the PDF file .

User is required to respond appropriately, which may include uploading relevant documents. To upload, click 'Upload document' button.

☐ Upload document

☒ I confirm that the requested information for this RFI has been provided

[<< Back to RFI list](#)

11. Click **Lodge**. The system will then generate a confirmation message box with an option of 'Yes' or 'No'.
12. Click **Yes** to lodge the RFI.
13. If successful, the system will navigate you to the **RFI list** screen and display a confirmation message that the RFI has been successfully lodged.

Notes

1. The confirmation check box needs to be ticked before the RFI can be lodged.
2. On successful lodgement, status of the application will change to '**To be assessed**'.
3. On successful lodgement, status of the RFI will change to '**Lodged**'.
4. A Notification message will display 3 days prior to the date your RFI is due:

Message Title	Sent to	Action
This message is to inform you that on [deadline date] [legal entity name or organisation] will be subject to withdrawal unless it has responded to the Notice dated [DD MM YYYY].	CEO SAO PFO PEO	Refer to the RFI Submission immediately.

Glossary

CEO – Provider Corporate Officer

HITS – HELP Information Technology System

IAMPCS – IAM Provider Contact Security

PEO – Provider Edit Officer

PFO – Provider Financial Officer

PVO – Provider View Only

RFI – Request for Further Information

SAO – Provider Senior Officer

SSB – Student Support Branch

TGA – Training.gov.au

TEQSA – Tertiary Education Quality and Standards Agency

Information

Apple Mac Users

The Department does not support Apple Mac. All applicants/providers must use Microsoft Windows.

System for Higher Ed (HITS) URL

The **System for Higher Ed** URL contains an embedded anti-phishing rule that prevents hackers from 'following' your login to HITS that times out the URL once it has been used to log into the **System for Higher Ed**. The anti-phishing rule times the URL link out for 30 minutes which means that if used within that time, you will either receive an error message or you will be required to enter your password a number of times before you can log in. Please follow the directions in Attachment A to set up the URL link as a favourite.

Tertiary Education Quality & Standards Agency (TEQSA)

The Department sources organisation details and course information from TEQSA similar to what is sourced from TGA. TEQSA data is updated in HITS once per month.

Training.Gov.Au (TGA)

HITS has a web services interface with TGA and sources all organisation and course information for VET applicants.

Web Browsers

We recommend using Internet Explorer 11 or Firefox as your web browser. Please do not use Internet Explorer 10, or Google Chrome to access HITS or IAM as you will experience errors including not being able to change your password or HITS not recognising date formats.

Attachments

Attachment A – System for Higher Ed (HITS) URL

THE HITS URL as an embedded anti-phishing rule that times the URL out after it is first used. If you have already used the URL to log into HITS, you cannot use the URL again otherwise you will receive the following error.

If you do use the URL without it being refreshed, you may receive one of the following errors.

Error

www.deewr.gov.au

There was a problem accessing the site. Try to browse to the site again.

If the problem persists, contact the administrator of this site and provide the reference number to identify the problem.

MSIS7001: The passive protocol context was not found or not valid. If the context was stored in cookies, the cookies that were presented by the client were not valid. Ensure that the client browser is configured to accept cookies from this website and retry this request.

Reference number: 0b4a9196-6477-4ec0-ab36-bc9a81e2db76

The page cannot be displayed

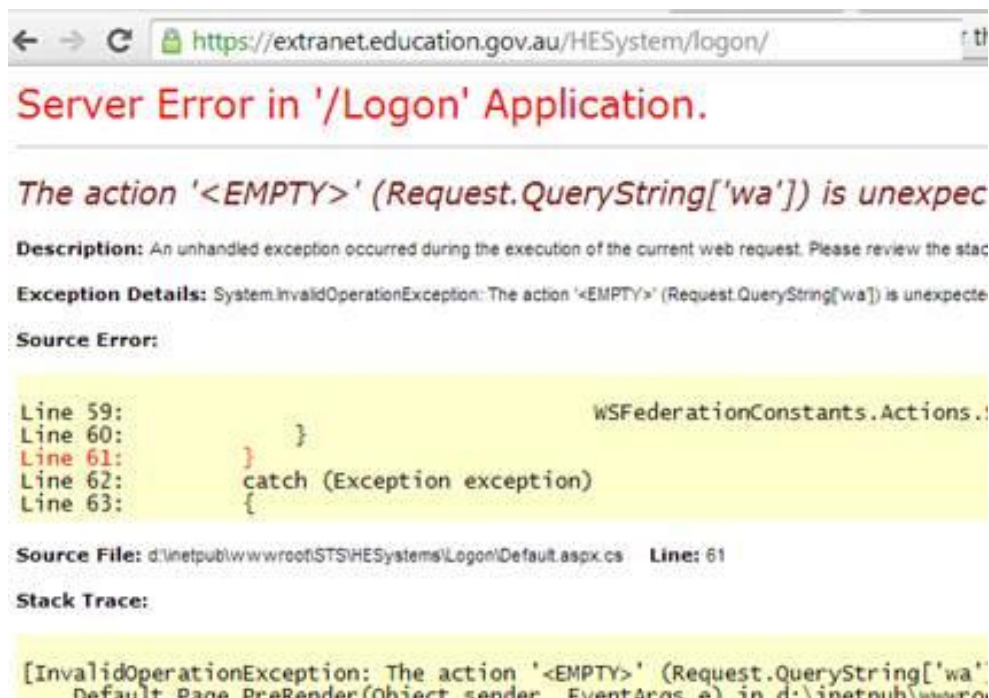
Explanation: There is a problem with the page you are trying to reach and it cannot be displayed.

Try the following:

- **Refresh page:** Search for the page again by clicking the Refresh button. The timeout may have occurred due to Internet congestion.
- **Check spelling:** Check that you typed the Web page address correctly. The address may have been mistyped.
- **Access from a link:** If there is a link to the page you are looking for, try accessing the page from that link.

Technical Information (for support personnel)

- Error Code: 403 Forbidden. The server denied the specified Uniform Resource Locator (URL). Contact the server administrator. (12202)



To avoid receiving any of the above errors, please follow the steps below:

Step 1: Open your web browser – please note that you must use only Internet Explorer 11 or Firefox as your web browser to access HITS or IAM as other browsers are not compatible.

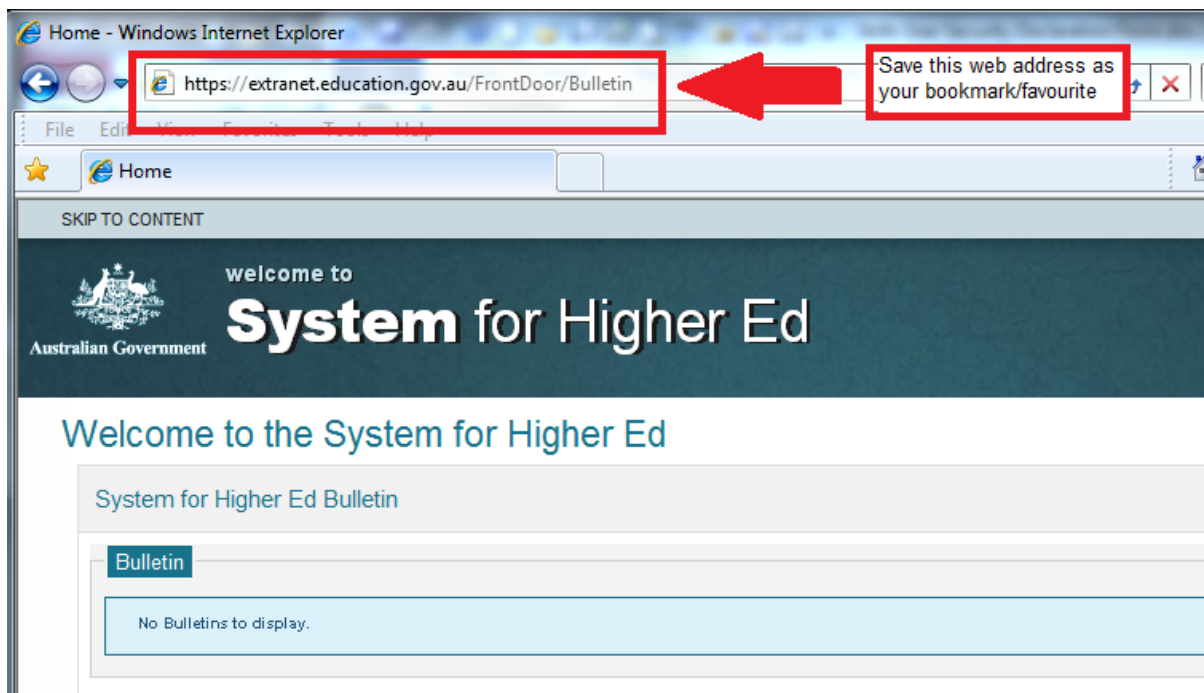
Step 2: Copy the URL link below and paste it into your web browser – do not double click on the URL link to open it

<https://extranet.education.gov.au/frontdoor/>

Step 3: Once the System for Higher Ed log in page is displayed, enter your Username and Password and then select the 'Sign In' button.

You will be navigated to the 'Welcome to the System for Higher Ed' page and

<https://extranet.education.gov.au/FrontDoor/Bulletin> will display in your address bar.



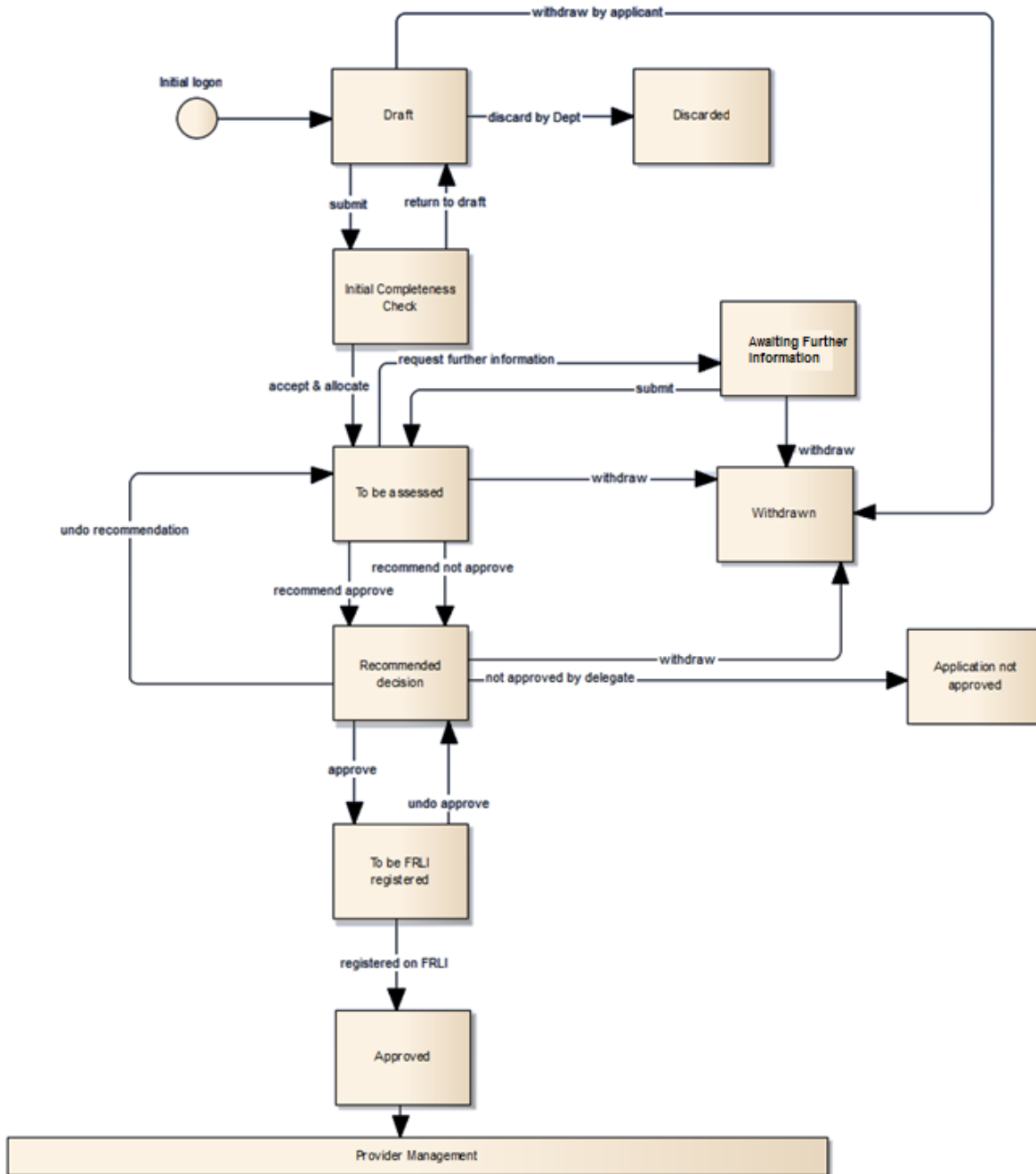
Step 4: Save this URL address as your bookmark/favourite and whenever you wish to log into HITS, open a new web browser and use your bookmark/favourite to log in.

Note: If you still experience an error, you should clear your browsing history, close your web browser then commence the above steps again.

Attachment B – Application status Diagram

The following diagram details how an application progresses through each application status from 'Draft' through to 'Approved'/not approved.

HITS - Application Status Diagram



Attachment C – User Security Declaration Form

[Dept use only]

User Security Declaration Form

I,
[insert full first name/s and surname]

of
[insert full home address]

born on
[insert DOB]

acknowledge that I have been provided access to the Department of Education (the Department) Information, Communications and Technology (ICT) Systems for the purpose of administering Australian Government programs and have the following obligations:

- I will only access the Department's ICT Systems for which I have authorisation and for purposes which are relevant to my work.
- I am solely responsible for all action taken on the Department's ICT Systems under my User ID.
- I will maintain the integrity of access to these Systems including, but not limited to:
 - (a) not sharing my User ID, nor using another person's User ID; and
 - (b) ensuring the safekeeping and confidentiality of my personal identification number/s (PIN) / passwords.
- I will not illegally access the Department's ICT Systems, download or distribute inappropriate, undesirable or offensive material.
- I will not use the Department's ICT systems to violate copyright or infringe the intellectual property of software and the integrity of systems configurations and software.
- I will identify and avoid **conflicts of interest**. Where there is a perceived or actual conflict of interest I will notify my supervisor or manager and follow appropriate advice before accessing the Department's ICT Systems.

I understand that:

- The Department will use my personal information to monitor my use of the Department's ICT Systems as part of managing and administering the ICT systems, protecting against unauthorised access, verifying security problems and ensuring compliance with policies.
- I may be required to consent to a criminal history check conducted by the Australian Federal Police.
- I must report all suspected breaches of the Department's ICT Systems to the Department's IT Security at tsenquiries@education.gov.au
- My access may be suspended **immediately** without notice where it is suspected or alleged that there has been inappropriate usage of data, records and information and/or where the obligations outlined above have not been met. The Department reserves the right to deny future requests for access to the Department's ICT systems.
- It is a criminal offence to provide false or misleading information, or to access or modify

restricted data¹. This includes unauthorised access to, or modification of, restricted data by a person, which is an offence under section 478.1 of the *Criminal Code Act 1995* and punishable by 2 years imprisonment. Unauthorised access to the Department's ICT systems or providing false or misleading information may result in criminal and/or civil action being taken against me.

- It is a criminal offence for a Commonwealth officer to publish or communicate information obtained from the Department's ICT systems. Disclosure of information by Commonwealth officers is an offence under section 70 of the Crimes Act 1914 and is punishable by 2 years imprisonment. Disclosure of information obtained from the Department's ICT systems may result in a criminal or civil action being taken against me.

Conflict of Interest

The onus is on you to be alert and identify any actual or potential conflict of interest, financial or otherwise.

A conflict of interest is defined as a situation where a staff member has, or could be perceived as having, a personal interest in a matter that is the subject of a decision or duty of the staff member.

A personal interest includes, but is not limited to, a direct or indirect, past, current or planned future financial, management, organisational membership or any other interest by the staff member or by a business associate, family member or friend of the staff member.

Your employer should refer you to an internal policy in relation to responding to conflict of interest situations.

Privacy Notice

The Department is collecting this information for the purposes of verifying your identity to determine whether access is provided to the Department's ICT systems.

The Department may use this information for the purposes of managing and administering ICT systems, protecting against unauthorised access, verifying security problems and ensuring compliance with policy.

The Department will not disclose this information unless it is required or authorised by or under law. Alternatively the Department may seek your consent to disclose this information.

I have read and understood my obligations outlined in this Declaration.

I am not currently before the Court charged nor have I been found guilty with any fraud related or unauthorised access offences.

Signature

Date

Witness Signature & Date

Workplace [insert place of employment]

¹ This includes all data on the Department's systems that you are not authorised to access or modify.