

Unit Enrolment Guide

Please follow the procedure below to enrol in your units.

Step 1: Go to https://bbi.edu.net.au/php/user_login_edit.php?edit_student_login=1



Welcome to BBI - The Australian Institute of Theological Education.

The Username/Password for Paradigm is as follows:

- Username = Student ID number (E.g 201519491)
- Password = dd/mm/yyyy (Day of birth/month of birth/year of birth)

Please login to Paradigm using your Username and Password.
Please click here to access Blackboard.

Note: You can re-set your Paradigm Password once you have logged in.

Sign In

Username

Password

Forgot password?

LOGIN NOW

Step 2: **Log in to Paradigm using your Username and Password:**

The Username/Password for Paradigm is as follows:

Username = Student ID number (E.g 201519491)

Password = dd/mm/yyyy (Day of birth/month of birth/year of birth)

Note: You can re-set your Paradigm Password once you have logged in.

If your password does not work:

Press 'forgot password'.



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It will take you to the following page:



USER DETAILS

Fields marked with a * are compulsory

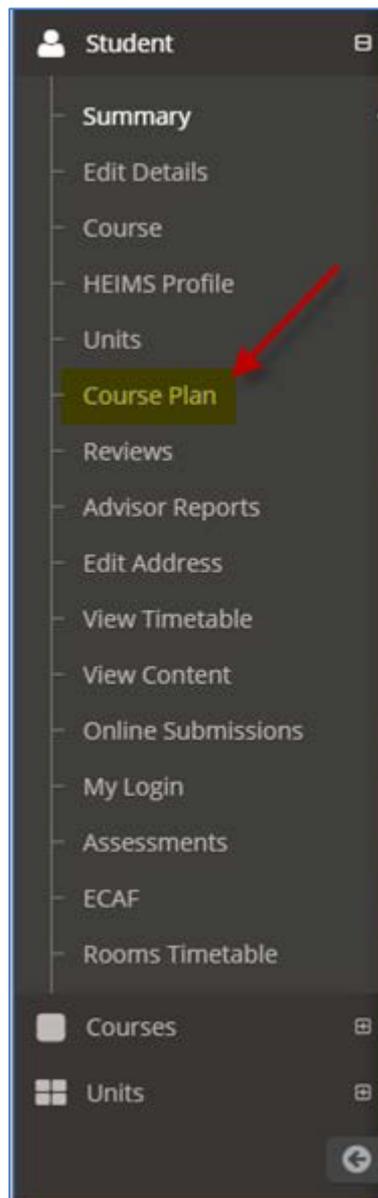
*User Login Id/Student Number:

[RESET USER PASSWORD](#)

Enter your student number and click on 'Reset User Password.' The system will then send you a new password which you can use to access your account.

Step 3: Enrol into a unit:

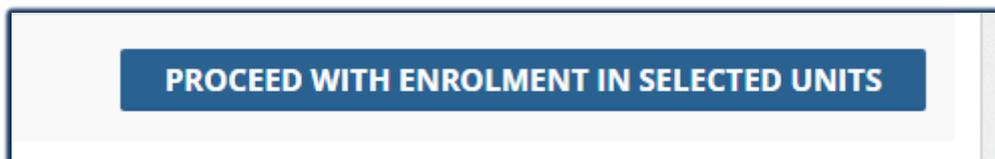
You will see this menu on the left:



1. Click on 'Course Plan'
2. Scroll down to view 'My Course Plan'
3. The available units will be in a white cell
4. Hover your mouse over the unit code to see availability and if it is a core unit..
5. To enrol, tick the box as shown below for LEAD800:

MY COURSE PLAN		
MLT	Stage 1	Stage 2
	Foundations for Theological Studies THEO800	Leadership: Scriptural and Theological Foundations LEAD800 <input checked="" type="checkbox"/> 

6. Click here



7. Select Unit, then Click on 'Check Class Times'

DATES FOR UNIT: REDU913 - Key Thinkers in Religious Education										
Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit	
27/02/2017	REDU913	Key Thinkers in Religious Education	1000	BBI		Online		SHOW TIMES		
Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select Class		
No Class Times Found										
Leave Student Services a message <input type="text"/>										
							CHANGE UNITS	CHECK CLASS TIMES		

DATES FOR UNIT: THEO800 - Foundations for Theological Studies

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
27/02/2017	THEO800	Foundations for Theological Studies	998	BBI		Online		SHOW TIMES	<input type="radio"/>

Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select Class
No Class Times Found								

Leave Student Services a message

Send Email?

[ENROL NOW](#)

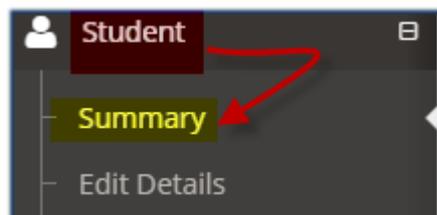
[CHANGE UNIT SELECTIONS](#)

8. Click on 'Enrol Now'.

9. When you return to your main student homepage it will now display your enrolled units.

Step 4: How to retrieve your Statement of Fees

1. Go to your main student home page – (you should be in the 'summary' section shown in the picture below)



2. Click on 'Actions'

COURSE ENROLLED BY STUDENT

Start Year	Enrolled Course	End Date	Enrolment Status	Institution	
27/02/2017	MLT	23/06/2017	Enrolled	BBI	ACTIONS

3. Select '**Print Invoice**', right click and 'save as' or print invoice.
