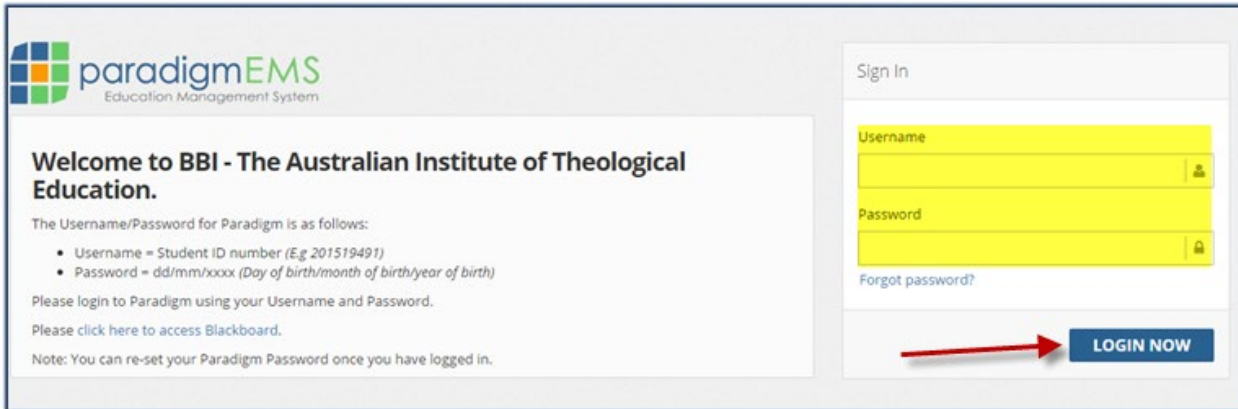


Unit Enrolment Guide

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



paradigmEMS
Education Management System

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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Username

Password

Forgot password?

LOGIN NOW

It will take you to the following page:



USER DETAILS

Fields marked with a * are compulsory

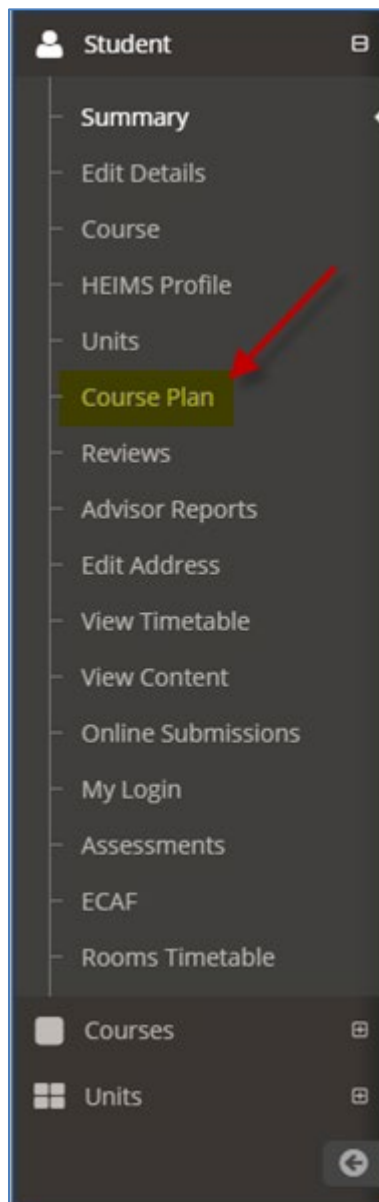
*User Login Id/Student Number:

[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:

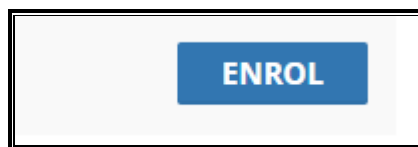
You will see this menu on the left:



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 on **'Enrol'**



7. Click on **'Select Unit'** and then **'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	<input checked="" type="checkbox"/>

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

Leave Student Services a message

[CHANGE UNITS](#) [CHECK CLASS TIMES](#)

8. Click on **'Enrol Now'**.

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?

CHANGE UNIT SELECTIONS
ENROL NOW

You should see this Success message below:

Success Unit Enrolment successful.The fee was obtained matching on 1 criteria. Unit Enrolment successfully loaded.

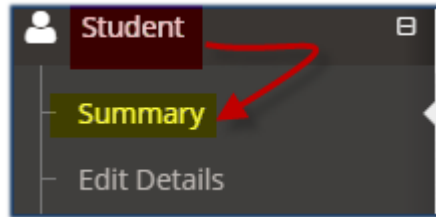
9. Click on **'Navigate back to student summary'** - it will now display your enrolled units.

NAVIGATE BACK TO STUDENT SUMMARY

If you are unable to enrol in a unit please contact studentservices@bbi.catholic.edu.au

Step 4: How to retrieve your Statement of Fees by email

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



2. Click on ‘Actions’

Student Number:
Name:
DOB:
Age:
Gender:
Phone:
Permanent Address:
Email:
Citizenship:
Emergency Contact Details:
ACTIONS
View Details
Email Enrolment Summary
Email CAN
Email Tax Invoice

3. Select ‘Email Tax Invoice’
