

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' and follow the steps below or contact studentservices@bbi.catholic.edu.au



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Sign In

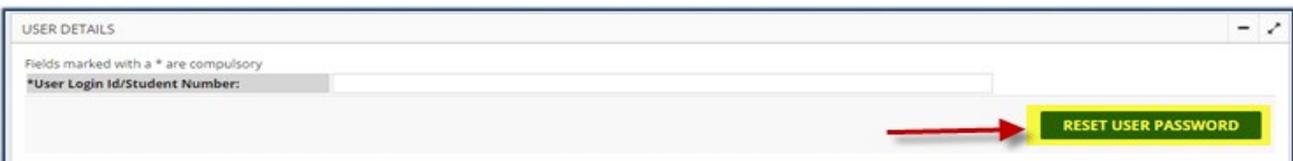
Username

Password

Forgot password?

LOGIN NOW

It will take you to the following page:



USER DETAILS

Fields marked with a * are compulsory

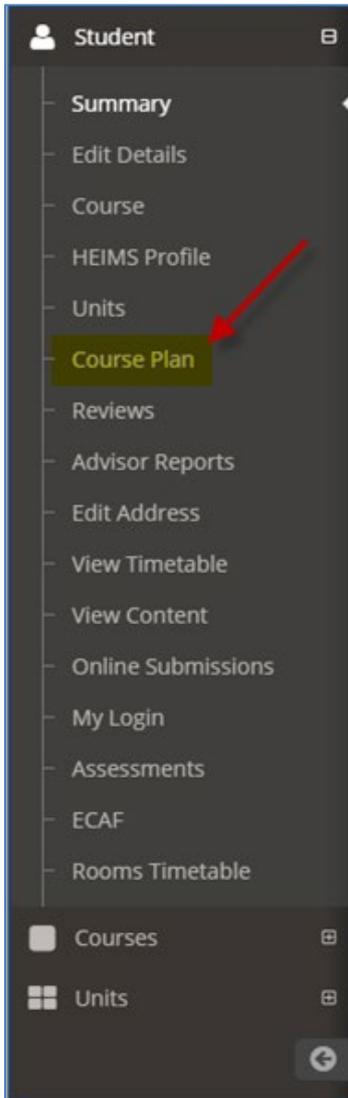
*User Login id/Student Number:

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: To Enrol in a unit:

You will see this menu on the left:



1. Click on 'Course Plan'
2. Scroll down to view 'My Course Plan' as shown below
3. The available units will be in a **white** cell with a tick box.
4. 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"/>  |

5. Click on **'Enrol'**



6. Click on the button under **'Select Unit'** and the box **'Select Unit'**

DATES FOR UNIT: LEAD903 - THE LEADER AS EXPLORER, GUIDE AND MEANING MAKER

| Start Date | Unit Code | Unit Name | Institution: | Teacher | Mode Of Delivery | Class | Select Unit |
|------------|-----------|---|--------------|---------|------------------|-------|----------------------------------|
| 04/07/2022 | LEAD903 | The Leader as Explorer, Guide and Meaning Maker | BBI | | Online | | <input checked="" type="radio"/> |

CHANGE UNITS SELECT UNIT

7. Click on **'Enrol Now'**.

DATES FOR UNIT: LEAD903 - THE LEADER AS EXPLORER, GUIDE AND MEANING MAKER

| Start Date | Code | Name | Institution: | Teacher | Mode Of Delivery | Class | Select Unit |
|------------|---------|---|--------------|---------|------------------|-------|----------------------------------|
| 04/07/2022 | LEAD903 | The Leader as Explorer, Guide and Meaning Maker | BBI | | Online | | <input checked="" type="radio"/> |

Leave Student Services a message

TERMS AND CONDITIONS OF ENROLMENT

Send Email Confirmation

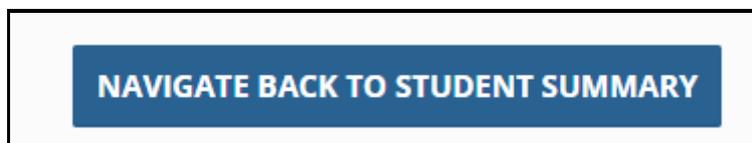
ENROL NOW

CHANGE UNIT SELECTIONS

You should see this Success message below:



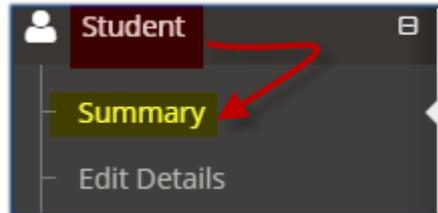
8. Click on **'Navigate back to student summary'** - it will now display your enrolled units.



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**’
