

STEP HUB USER GUIDE Schools and Students



www.southbank.edu.au/stephub

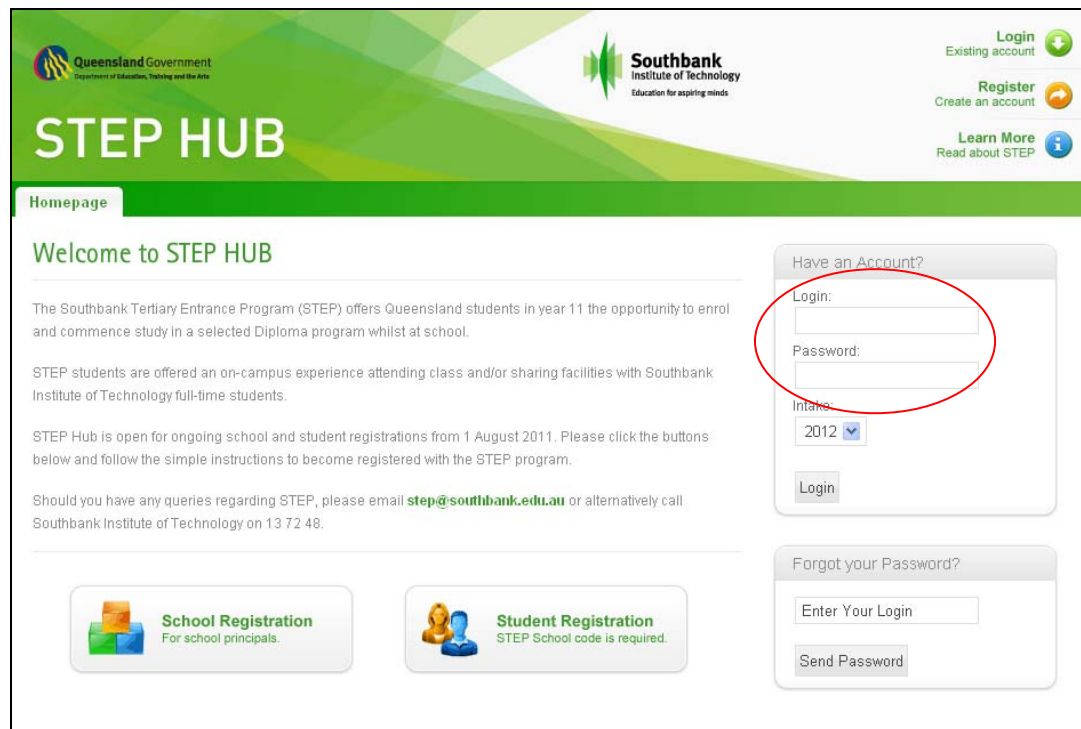
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REGISTRATIONS

1. *Logging In*

Once a login & password has been set - STEPHUB can be accessed from the homepage by Principal, STEP Coordinator and Student.





The screenshot displays the STEPHUB homepage. At the top, there are logos for Queensland Government and Southbank Institute of Technology. The main heading is "STEP HUB". On the right side, there are three buttons: "Login Existing account", "Register Create an account", and "Learn More Read about STEP". Below the heading, there is a "Homepage" tab and a "Welcome to STEP HUB" section. The welcome section contains three paragraphs of text. To the right of the welcome text is a "Have an Account?" login form with fields for "Login:", "Password:", and "Intake:" (set to 2012), and a "Login" button. Below the login form is a "Forgot your Password?" section with an "Enter Your Login" field and a "Send Password" button. At the bottom, there are two registration buttons: "School Registration For school principals." and "Student Registration STEP School code is required."


2. School Registration


The Principal will:


- Complete school details
- Nominate a STEP Coordinator who will manage student participation in STEP on behalf of the school
- Agree to 'Conditions of Registration'





Login Existing account 

Register Create an account 

Learn More Read about STEP 

STEP HUB

Homepage

SchoolRegistration

Create Your Account

Choose your login (username) and password

Login: Password: Password Confirm:

School Details

Principal Name: School Name: School Type:

School Address

Address:

City / Suburb: State: Postcode:

Contact Information

Email Address: Confirm Email Address:

Contact email address: Confirm email address:

The email address given must be your direct address and not a generic email address for the school.

Phone Number: Fax Number:

STEP Coordinator Details

Your STEP Coordinator's responsibilities will include:

- Accepting the appointment by the Principal
- Assisting students wishing to register with STEP HUB and providing ongoing support to your students during their STEP studies
- Recommending students wishing to take part in STEP to the Principal for final submission to Southbank Institute of Technology
- Coordinating, from your school's perspective, all students who are enrolled in STEP
- Receiving all STEP communications and completing all necessary administrative requirements in a timely manner
- Acting as the main liaison between your school and Southbank Institute of Technology
- Acting as the central liaison between parents and Southbank Institute of Technology, contacting Southbank Institute of Technology when necessary

STEP Coordinator (Name): Position:

Email Address: Confirm Email Address:

Phone Number: Fax Number:

Emergency Contact Details

Please indicate the person that Southbank Institute of Technology should contact in the case of an emergency involving one of your students. Please note, the student's parent or guardian will also be contacted by Southbank Institute of Technology in an emergency situation.

Emergency Contact: Position:

Phone Number: Secondary Phone:

Conditions of Registration

students under STEP:

"ENROLMENT PERIOD" means -

a. For the 2010 intake - the period from and including 21st October 2009 to a later date that SBIT will notify on STEP HUB, and

b. For subsequent intakes - the periods SBIT will notify on STEP HUB.

"EOI Package" means the following documents through which the Principal notifies SBIT of a Student's expression of interest (EOI) in enrolling in a Diploma -

a. student registration form (available on request via STEP HUB),

b. additional documents (if any) prescribed or requested by SBIT for consideration for entry to the relevant Diploma,

I have read and accepted the STEP Conditions of Registration.

[View Printable Version](#)

STEPHUB will automatically issue an email to the Principal's email address as confirmation of the registration. Once the school is registered this account will remain registered for future years.

STEP HUB



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SCHOOL REGISTRATION REQUEST

Dear Terry Toowoomba

Thank you for your interest in the Southbank Tertiary Entrance Program (STEP).

Your request for an account has been sent to the STEP Team. We will endeavour to respond to your request via email in the next 48 hours.

Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
Web <http://www.southbank.edu.au/site/schools/STEP>
Phone 13 72 48
Fax 07 3244 6448




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3. **STEP Coordinator Registration**

Once the School Registration is approved by the STEP team, the nominated STEP Coordinator will receive an email requesting them to register a login and password.

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SCHOOL REGISTRATION REQUEST: STEP COORDINATOR ACCOUNT

Dear Theresa Toowoomba

Your school has registered for the Southbank Tertiary Entrance Program (STEP) and your principal has nominated you as your school's STEP Coordinator.

As a STEP Coordinator you are the primary contact at your school for all student and program related matters.

Your responsibilities include:

- Accepting the appointment by the Principal
- Assisting students wishing to register with STEP HUB and providing ongoing support to your students during their STEP studies
- Recommending students wishing to take part in STEP to the Principal for final submission to Southbank Institute of Technology
- Coordinating, from your school's perspective, all students who are enrolled in STEP
- Receiving all STEP communications and completing all necessary administrative requirements in a timely manner
- Acting as the main liason between your school and Southbank Institute of Technology
- Acting as the central liason between parents and Southbank Institute of Technology, contacting Southbank Institute of Technology when necessary

To register your STEP Coordinator's account please click on the link below and follow the prompts.


[Register your STEP Coordinator Account](#)

Please note that we are unable to further your schools participation in the STEP Program until your account has been finalised.

Please refer to your [STEP HUB User Guide](#)

Regards

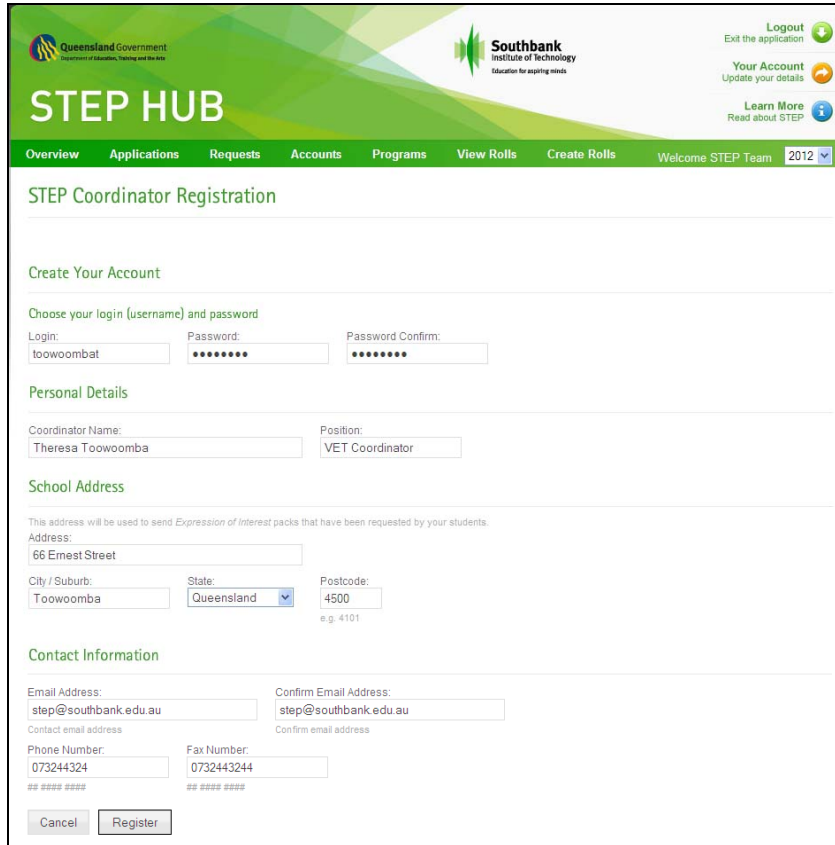
STEP Team
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Email step@southbank.edu.au
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STEP Coordinators will be linked to the following page to complete. The STEP team will use the contact details for all day to day management of enrolled students and key program information throughout the year.



STEP HUB

Overview Applications Requests Accounts Programs View Rolls Create Rolls Welcome STEP Team 2012

STEP Coordinator Registration

Create Your Account

Choose your login (username) and password

Login: Password: Password Confirm:

Personal Details

Coordinator Name: Position:

School Address

This address will be used to send Expression of Interest packs that have been requested by your students.

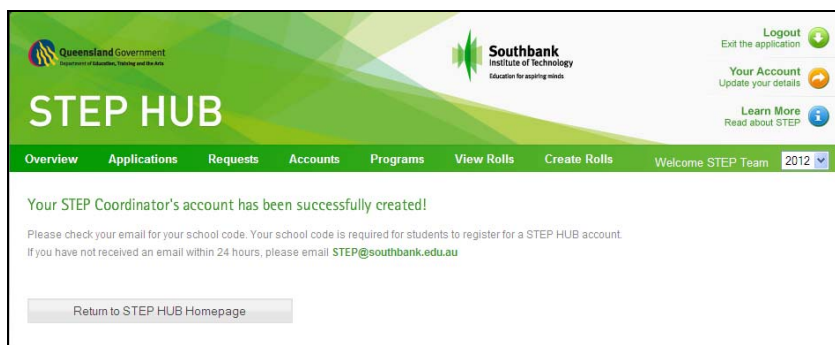
Address:

City / Suburb: State: Postcode:
e.g. 4101

Contact Information

Email Address: Confirm Email Address:
Contact email address Confirm email address

Phone Number: Fax Number:
**** * Confirm email address



STEP HUB


Overview Applications Requests Accounts Programs View Rolls Create Rolls Welcome STEP Team 2012

Your STEP Coordinator's account has been successfully created!

Please check your email for your school code. Your school code is required for students to register for a STEP HUB account. If you have not received an email within 24 hours, please email STEP@southbank.edu.au

STEP Coordinator accounts are confirmed via email. STEP Coordinators need to keep a record of the school code for all future student applications regardless of year.

STEP HUB



STEP COORDINATOR ACCOUNT: CREATED

Dear Theresa Toowoomba

Your new STEP Coordinator's account has been created.

Please find below your personal login details for STEP HUB. Please keep this information in a safe place for future referral.

Login: **toowoombat**
Password: **password**


Students wishing to register their interest in STEP, must under your supervision, create their own STEP HUB account. You will be required to enter the individual Student LUI number and the following school code when prompted.

School Code: **TS-168914**

Please refer to your [STEP HUB User Guide](#)

Regards

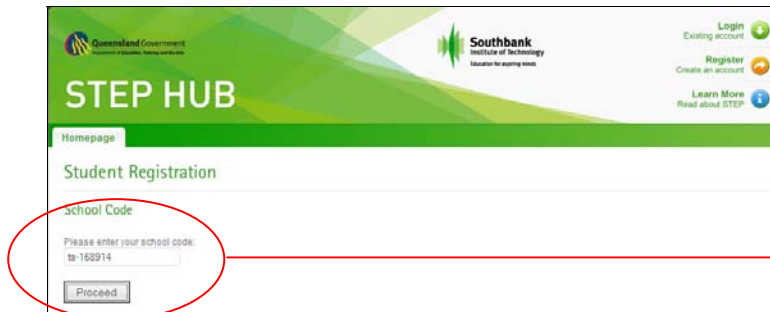
STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
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4. Student Application

Students registering for the Program should do this with the support of their school STEP Coordinator.



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STEP HUB

Homepage

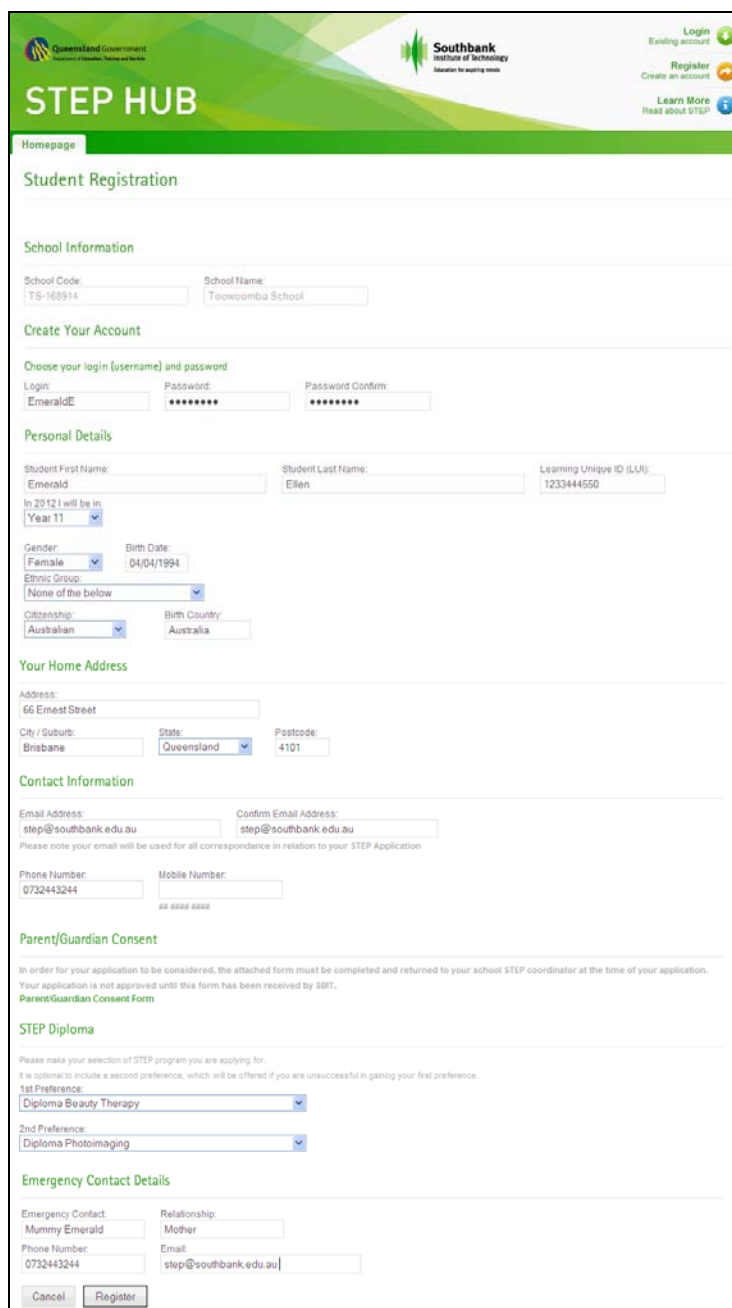
Student Registration

School Code

Please enter your school code:
ts-168914

Proceed

The School Code will be provided by the school STEP Coordinator to students that are both eligible and suitable for the Program.



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Homepage

Student Registration

School Information

School Code: TS-168914 School Name: Toowoomba School

Create Your Account

Choose your login (username) and password

Login: EmeraldE Password: Password Confirm:

Personal Details

Student First Name: Emerald Student Last Name: Ellen Learning Unique ID (LUR): 1233444550

In 2012 I will be in Year 11

Gender: Female Birth Date: 04/04/1994

Ethnic Group: None of the below

Citizenship: Australian Birth Country: Australia

Your Home Address

Address: 66 Ernest Street

City / Suburb: Brisbane State: Queensland Postcode: 4101

Contact Information

Email Address: step@southbank.edu.au Confirm Email Address: step@southbank.edu.au

Please note your email will be used for all correspondence in relation to your STEP Application

Phone Number: 0732443244 Mobile Number: 00 0000 0000

Parent/Guardian Consent

In order for your application to be considered, the attached form must be completed and returned to your school STEP coordinator at the time of your application. Your application is not approved until this form has been received by SBIT.

Parent/Guardian Consent Form

STEP Diploma

Please make your selection of STEP program you are applying for.

It is optional to include a second preference, which will be offered if you are unsuccessful in gaining your first preference.

1st Preference: Diploma Beauty Therapy

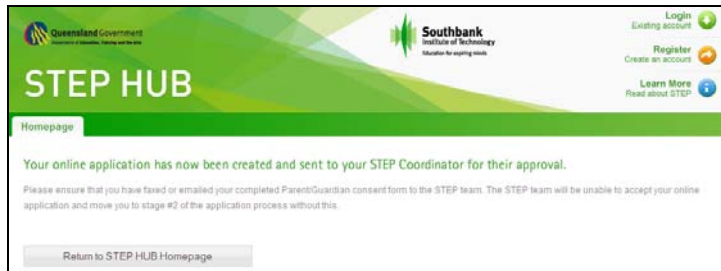
2nd Preference: Diploma Photoimaging

Emergency Contact Details

Emergency Contact: Mummy Emerald Relationship: Mother

Phone Number: 0732443244 Email: step@southbank.edu.au

Cancel Register



All details provided in Student Registration are used by the STEP team to communicate with students during and beyond applications. Both the student and emergency contact details will be used for student enrolment pack information.

Preferences are included in the event that a student is unsuccessful in their first preference. This is not a mandatory requirement.

Once a student registers, confirmation is sent to the student email listed.

STUDENT APPLICATION

Dear Rudy Red

Thank you for taking the first step in applying for the 2012 STEP Program

As part of the application process you have been given the opportunity to nominate your first and second preference of study. Your online application has now been sent to your School STEP Coordinator for approval.

In order for your application to be considered, the [Parent/Guardian Consent Form](#) must be completed and returned to your school STEP coordinator at the time of your application. Your application is not approved until this form has been received by SBIT. Once received, Southbank Institute of Technology (SBIT) will advise both yourself and your school STEP Coordinator that you have been approved and arrange your participation in an ACER online analysis to be held on campus at the Southbank Institute of Technology. Details of your participation will be sent directly to you and your School STEP Coordinator via email.

For further information regarding STEP please visit our website at www.southbank.edu.au/schools


You will be able to access information in relation to:

- 2012 timetables
- The ACER analysis process
- Course brochures outlining expected outcomes
- Questions and Answers

We wish you the best with your application and look forward to seeing you on campus soon.

Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
Web <http://www.southbank.edu.au/site/schools/STEP>
Phone 13 72 48
Fax 07 3244 6448

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A student's application will be flagged with the school STEP Coordinator via an email which requests the review of all applications.

STUDENT APPLICATION: SCHOOL APPROVAL REQUIRED

Dear Theresa Toowoomba

Rudy Red has taken the first step in applying for the 2012 STEP Program.

Rudy Red has nominated the following programs as their preferences

1st Preference	Diploma Graphic Design
2nd Preference	Diploma Graphic Design

Rudy Red application will be approved by the STEP Team upon receipt of their [Parent/Guardian Consent Form](#)

Rudy Red has been advised to return the consent form to you immediately so you can approve their application. Please then forward to the STEP team via email to step@southbank.edu.au or fax to 3244 6448.

To assist the STEP team in managing on-site bookings for ACER Analysis, please ensure all consent forms are received by Monday 29 August 2011.

Please click on the link below to approve or reject this student application.

[Login to STEP HUB and Review Application](#)

Please refer to your [STEP HUB User Guide](#)

Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
Web <http://www.southbank.edu.au/site/schools/STEP>
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APPLICATION MANAGEMENT

All students applying for STEP will move through the following stages:



Upon logging in as the STEP Coordinator, all students attached to a school and applying for STEP will appear.

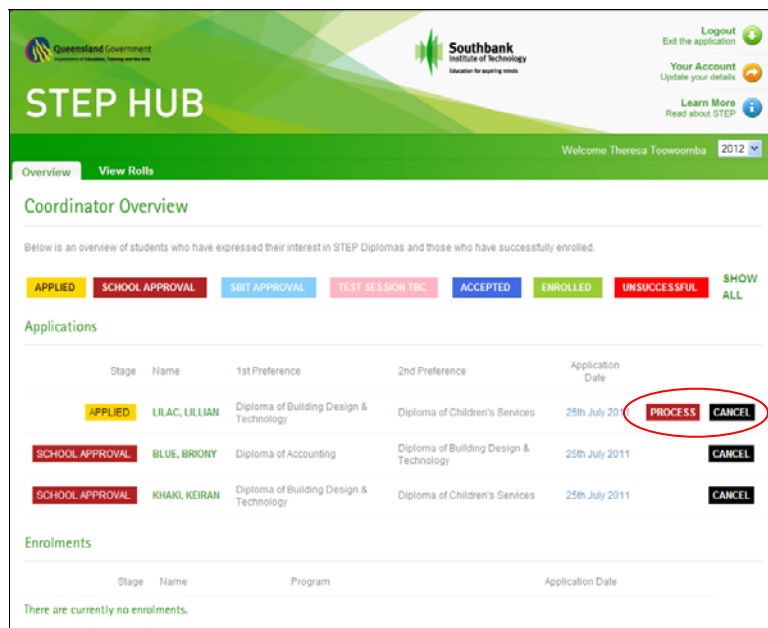
Students can be filtered by each stage to track the progress of student applications.

1. School Approval

SCHOOL APPROVAL

The STEP Coordinator can approve or deny applications by using the Process or Cancel buttons next to each individual.

To process an application a STEP Coordinator must have received the Parent/Guardian consent form and returned this to SBIT.



Coordinator Overview

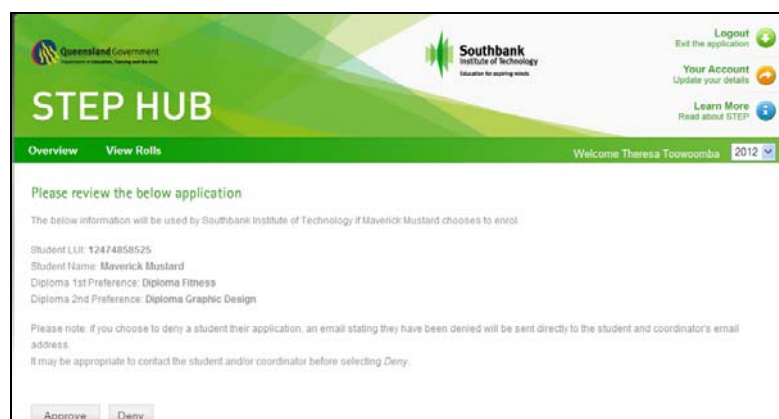
Below is an overview of students who have expressed their interest in STEP Diplomas and those who have successfully enrolled.

APPLIED SCHOOL APPROVAL SBIT APPROVAL TEST SESSION TBC ACCEPTED ENROLLED UNSUCCESSFUL SHOW ALL

Stage	Name	1st Preference	2nd Preference	Application Date	
APPLIED	LILAC, LILLIAN	Diploma of Building Design & Technology	Diploma of Children's Services	25th July 2011	PROCESS CANCEL
SCHOOL APPROVAL	BLUE, BRIONY	Diploma of Accounting	Diploma of Building Design & Technology	25th July 2011	CANCEL
SCHOOL APPROVAL	KHAKI, KEIRAN	Diploma of Building Design & Technology	Diploma of Children's Services	25th July 2011	CANCEL

Enrolments

There are currently no enrolments.



Please review the below application

The below information will be used by Southbank Institute of Technology if Maverick Mustard chooses to enrol.

Student LUI: 12474858525
 Student Name: Maverick Mustard
 Diploma 1st Preference: Diploma Fitness
 Diploma 2nd Preference: Diploma Graphic Design

Please note: if you choose to deny a student their application, an email stating they have been denied will be sent directly to the student and coordinator's email address.
 It may be appropriate to contact the student and/or coordinator before selecting Deny.

Approve Deny

If an application is denied by the school STEP Coordinator an email will be sent to both the student and STEP Coordinator confirming this decision.

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STUDENT APPLICATION

Dear Rudy Red

Unfortunately your School STEP Coordinator has not approved your application to participate in the Southbank Institute of Technology 2012 STEP Program.

Please contact them for further information.

We wish you all the best for your future studies.

Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
Web <http://www.southbank.edu.au/site/schools/STEP>
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STEP HUB



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STUDENT APPLICATION

Dear Theresa Toowoomba

Please accept this email as confirmation of the denied/rejected STEP application for Rudy Red

Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
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2. **SBIT Approval**


SBIT APPROVAL

If a student application is approved by the STEP Coordinator the STEP team will receive the application for processing.

SBIT will only approve applications following receipt of the [Parent/Guardian consent form](#).

Following SBIT approval a confirmation email will be sent to the student and STEP Coordinator.

STEP HUB



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STUDENT APPLICATION: SBIT APPROVED

Dear Maverick Mustard

Congratulations, your online application has been approved by your school and Southbank Institute of Technology.


We will arrange for your participation in an online analysis which is to be held on campus at the Southbank Institute of Technology. You will receive confirmation of your booking to your nominated email address prior to Monday 5 September 2011.

The Vocational testing will be held over two weeks from 12-23 September. It is important to discuss your availability with your school STEP Coordinator.

We look forward to meeting you on campus.

Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
Web <http://www.southbank.edu.au/site/schools/STEP>
Phone 13 72 48
Fax 07 3244 6448



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Department of Education, Training and the Arts

CRICOS Provider No: 03020E

STEP HUB



STUDENT APPLICATION: SBIT APPROVED

Dear Theresa Toowoomba

Please be advised that the STEP application for Maverick Mustard has been approved by SBIT.

We will advise both the student and yourself of the details of their online analysis prior to Monday 5 September 2011.

All testing will occur between Monday 12 September 2011 and Friday 23 September 2011. We will endeavour to book all your students into similar sessions. **As one of these weeks of testing falls during school holidays, please ensure you notify our team immediately of any individual's scheduling requirements, which we will to the best of our abilities accommodate.**

An email will be sent to Maverick Mustard and yourself in due course.

Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
Web <http://www.southbank.edu.au/site/schools/STEP>
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Fax 07 3244 6448

3. **Test Session TBC**

TEST SESSION TBC

Following close of applications the STEP team will schedule all ACER Vocational Indicator Test sessions for applicants. Session details will not be communicated until all bookings are finalised.


As tentative bookings are made students will move to this status, which will indicate to schools that a position has been allocated and will be confirmed by an email to students and their schools.

4. Accepted

ACCEPTED

Following ACER Vocational Testing students will be selected by SBIT. Successful students will move to Accepted and attached to their successful program and grouping.

Emails will be sent to both the student and STEP Coordinator advising of the outcome.



STUDENT APPLICATION: ACCEPTED

Dear Emerald Ellen

Congratulations, you have successfully completed the Vocational Indicator testing for the Southbank Institute of Technology 2012 STEP.

We are happy to offer you a place in the STEP Diploma Beauty Therapy - Group A for 2012.

In the coming weeks you will be sent an electronic enrolment pack via email. To confirm your place in the Diploma Beauty Therapy - Group A it is imperative you action your online enrolment prior to Sunday 6 November 2011.

Congratulations again, and welcome to STEP.



Regards

STEP Team
Southbank Institute of Technology
South Brisbane, QLD, 4101
Email step@southbank.edu.au
Web <http://www.southbank.edu.au/site/schools/STEP>
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Department of Education, Training and the Arts

CRICOS Provider No. 03020E



STUDENT APPLICATION: ACCEPTED

Dear Theresa Toowoomba

Please be advised that **Emerald Ellen** has successfully completed the Vocational Indicator testing and has therefore been accepted into the STEP Diploma Beauty Therapy - Group A for 2012.

In the coming weeks, **Emerald Ellen** will be sent an electronic enrolment pack via email. **Emerald Ellen** will be required to enrol prior to the deadline of Sunday 6 November 2011.


Included in this pack will be:

- Welcome letter
- Campus map
- Class timetable
- Online enrolment instructions

In the meantime should you have any outstanding issues please contact us at step@southbank.edu.au

Regards

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Department of Education, Training and the Arts



CRICOS Provider No. 03020E

5. *Unsuccessful*

UNSUCCESSFUL

Following the ACER Vocational Indicator testing, if any student has been unsuccessful in gaining a position (due to quotas or result) they will be moved to this status in STEPHUB.

An email will be generated to both the student and STEP Coordinator. Following the enrolment deadline of Sunday 6 November, any remaining STEP positions will be communicated to schools, and unsuccessful students may be eligible for consideration.



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STUDENT APPLICATION: UNSUCCESSFUL TESTING

Dear Benny Beige


Unfortunately you have not been successful in gaining a position in one of your nominated preferences within the STEP. We are therefore unable to offer you a place at this time.

To discuss alternative options please contact your school STEP Coordinator who will be happy to assist you.

We wish you all the best for your future studies.



Regards

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CRCOS Provider No: 03020E



STEP HUB

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STUDENT APPLICATION: UNSUCCESSFUL TESTING

Dear Theresa Toowoomba


Unfortunately Benny Beige has not been successful in gaining a position in one of their nominated preferences within the STEP.

We are therefore unable to offer them a place at this time.

Following the enrolment deadline of Sunday 6 November 2011, we will reassess any available positions and communicate these to all our STEP registered schools.

Regards

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6. Enrolled

ENROLLED

Student positions in STEP will not be guaranteed or 'Enrolled' until the student has enrolled through Student Self Service and paid their fees. This enrolment must be completed by the enrolment deadline.

Following the deadline (Sunday 6 November) the STEP team will check all enrolments and will confirm those students who have enrolled, by changing their status.

Emails will be generated to both the student and STEP Coordinator.

STEP HUB



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Enrolment Confirmed

Dear Gabby Green

Your enrolment has been confirmed. We will be scheduling orientations for the week beginning 16 January 2012. You will receive an invitation to your email address prior to this date.

Congratulations and we look forward to welcoming you on campus in 2012.

Regards


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STEP HUB



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Enrolment Confirmed

Dear Theresa Toowoomba

The enrolment for Gabby Green has been confirmed. All new STEP students will be scheduled for an orientation in the week beginning 16 January 2012, and will receive an invitation to their email address prior to this date.

Regards

STEP Team
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CRCOS Provider No: 03020E

SBIT will make available any further positions that have not been confirmed, or quotas that have not been filled. Advice regarding available positions will be communicated to STEP Coordinators at such time. Students who are not enrolled will be cancelled.

ATTENDANCE TRACKING

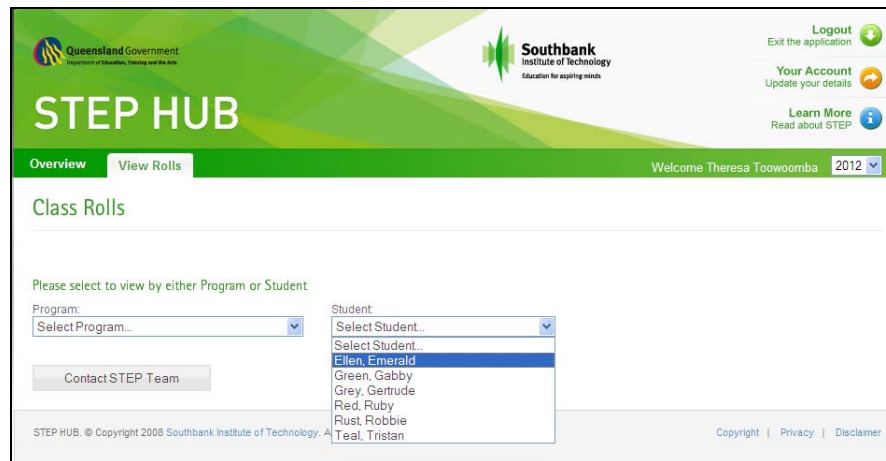
SBIT tracks all student attendance for STEP classes and reports this to schools through STEPHUB.

After logging in STEP Coordinators can access attendance for any student's enrolled in STEP by accessing the 'View Rolls' tab.

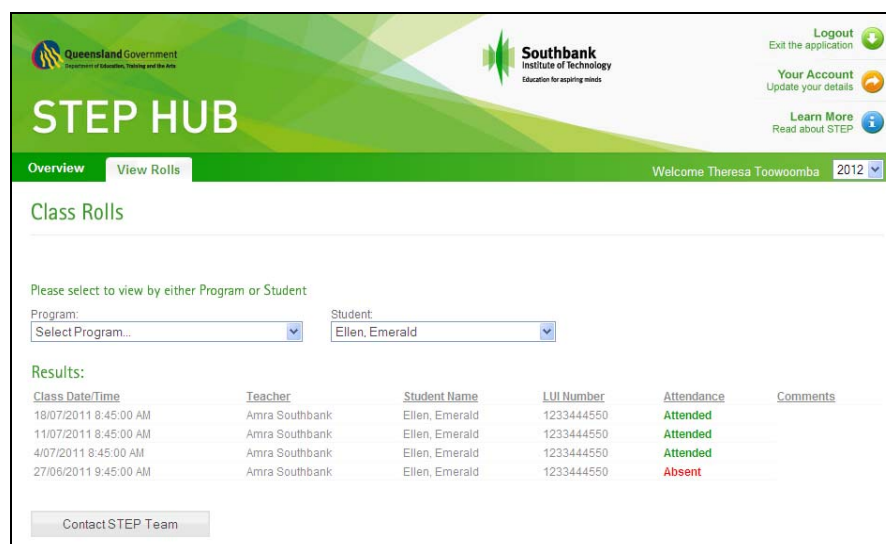
Attendance can be tracked by:

1. **Student**

Filtering by individual student will populate all attendance entered for the student over consecutive weeks, for as long as they are enrolled.



The screenshot shows the STEPHUB interface. At the top, there are logos for Queensland Government and Southbank Institute of Technology. The main header says 'STEP HUB'. Below this, there are navigation tabs for 'Overview' and 'View Rolls', and a user greeting 'Welcome Theresa Toowoomba' with a year selector set to '2012'. On the right, there are links for 'Logout', 'Your Account', and 'Learn More'. The main content area is titled 'Class Rolls' and contains a form with two dropdown menus: 'Program:' and 'Student:'. The 'Student:' dropdown is open, showing a list of student names: 'Ellen, Emerald', 'Green, Gabby', 'Grey, Gertrude', 'Red, Ruby', 'Rust, Robbie', and 'Teal, Tristan'. A 'Contact STEP Team' button is visible below the form.



The screenshot shows the STEPHUB interface with the 'View Rolls' tab selected. The 'Student:' dropdown menu is now populated with 'Ellen, Emerald'. Below the form, there is a table titled 'Results:' showing attendance data for the selected student. The table has columns for 'Class Date/Time', 'Teacher', 'Student Name', 'LUI Number', 'Attendance', and 'Comments'. The data rows are as follows:

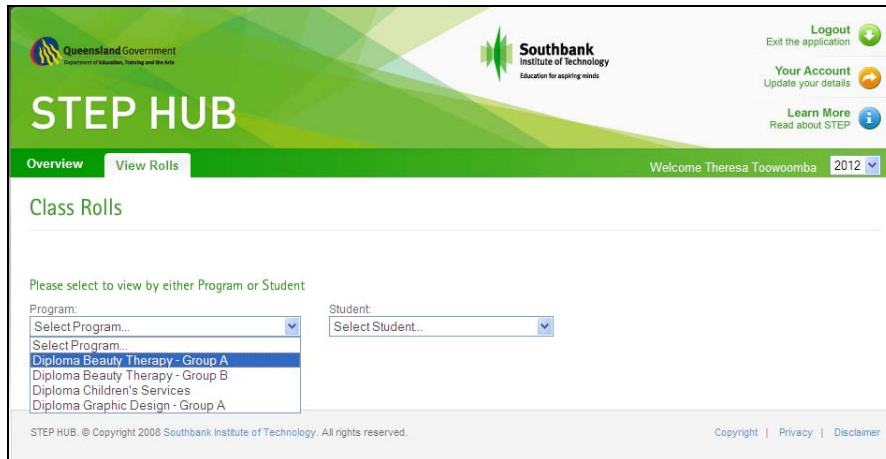
Class Date/Time	Teacher	Student Name	LUI Number	Attendance	Comments
18/07/2011 8:45:00 AM	Amra Southbank	Ellen, Emerald	1233444550	Attended	
11/07/2011 8:45:00 AM	Amra Southbank	Ellen, Emerald	1233444550	Attended	
4/07/2011 8:45:00 AM	Amra Southbank	Ellen, Emerald	1233444550	Attended	
27/06/2011 9:45:00 AM	Amra Southbank	Ellen, Emerald	1233444550	Absent	

A 'Contact STEP Team' button is located below the table.

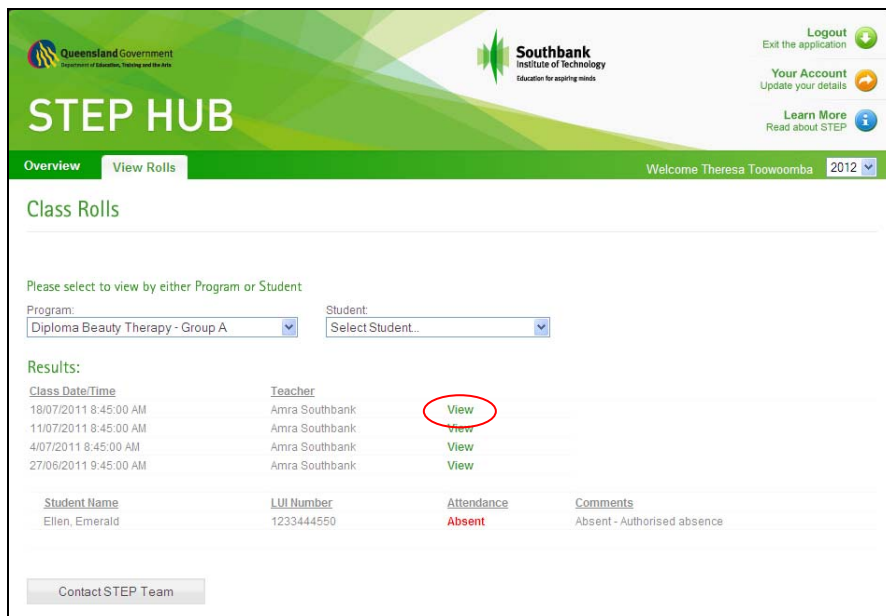
2. Program

If multiple students are enrolled in the same program and group, all students can be viewed together by filtering in the 'Program' drop down.

Records of student attendance or comments in relation to individual students can be accessed through class dates.



The screenshot shows the 'STEP HUB' interface. At the top, there are logos for Queensland Government and Southbank Institute of Technology. The main header area contains the text 'STEP HUB' and navigation links: 'Logout', 'Your Account', and 'Learn More'. Below the header, there are tabs for 'Overview' and 'View Rolls', and a user greeting 'Welcome Theresa Toowoomba' with a year selector set to '2012'. The main content area is titled 'Class Rolls' and contains a prompt: 'Please select to view by either Program or Student'. There are two dropdown menus: 'Program:' and 'Student:'. The 'Program:' dropdown is open, showing a list of options: 'Select Program...', 'Diploma Beauty Therapy - Group A', 'Diploma Beauty Therapy - Group B', 'Diploma Children's Services', and 'Diploma Graphic Design - Group A'. The 'Student:' dropdown is currently empty. At the bottom of the page, there is a copyright notice: 'STEP HUB. © Copyright 2008 Southbank Institute of Technology. All rights reserved.' and links for 'Copyright', 'Privacy', and 'Disclaimer'.



The screenshot shows the 'STEP HUB' interface with the 'Class Rolls' section. The 'Program:' dropdown is now set to 'Diploma Beauty Therapy - Group A'. Below the dropdowns, there is a 'Results:' section with a table. The table has columns for 'Class Date/Time', 'Teacher', and 'View'. The 'View' column contains three 'View' links, with the top one circled in red. Below the table, there is another table with columns for 'Student Name', 'LUI Number', 'Attendance', and 'Comments'. The 'Attendance' column shows 'Absent' in red text. At the bottom of the page, there is a 'Contact STEP Team' button.

Class Date/Time	Teacher	View
18/07/2011 8:45:00 AM	Amra Southbank	View
11/07/2011 8:45:00 AM	Amra Southbank	View
4/07/2011 8:45:00 AM	Amra Southbank	View
27/06/2011 9:45:00 AM	Amra Southbank	View

Student Name	LUI Number	Attendance	Comments
Ellen, Emerald	1233444550	Absent	Absent - Authorised absence