

How to submit an Online Application Form

Before applying, schools must have already:

1. Submitted a School Agreement on the DEMS School Portal for the related year.
2. Received approval for the School Agreement by NSL.

If your school has **not** completed the School Agreement, please read the information relating to Agreements [here](#).

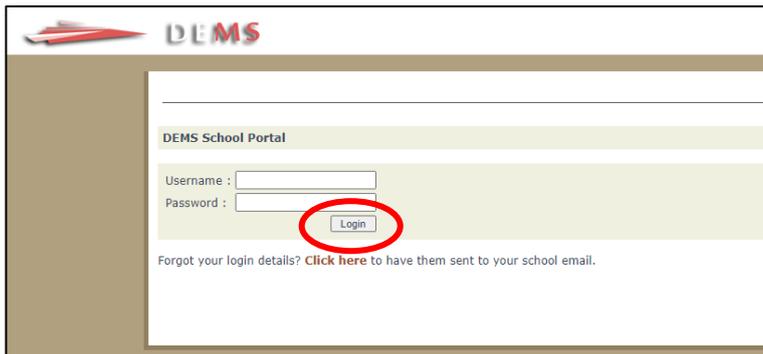
If your School Agreement has been approved, the online student enrolments option will be available in the DEMS Schools Portal. Please follow the steps below to submit an online enrolment application.

Step 1: Access the DEMS School Portal

1. Go to the Distance Education Management System (DEMS) School Portal website:

<https://de.millenniumschoools.net.au/school/>

2. Log in with the **Username** and **Password** provided to your school.
3. Click on the **Login** button to access the Portal.



The screenshot shows the DEMS School Portal login interface. At the top left is the DEMS logo. Below it, the text 'DEMS School Portal' is displayed. The login form consists of two input fields: 'Username :' and 'Password :'. Below these fields is a 'Login' button, which is circled in red. At the bottom of the form, there is a link that says 'Forgot your login details? Click here to have them sent to your school email.'

STEP 2: Set the year

1. Click on the **My School** heading on the left side menu.
2. Ensure that the **Year** is set to the year you are applying for, e.g., **2026**.

DEMS

My School

NSW School of Languages

MY SCHOOL : [Details] School Agreements DEC Files

Name : NSW School of Languages

Address : 35 West St

City : PETERSHAM

State : NSW Postcode : 2049

Phone : 0293814800 Fax : 0293814950

PO Address : Locked Bag 88

City : STRAWBERRY HILLS

State : NSW Postcode : 2012

Login : nsl

Password : password

Email : NSWSchoolLang.school@det.nsw.edu.au

Secondary Students : 2500 Quota: 6

Year : 2026 (Select Year to administrate)

Update My School

Step 3: Access the Online Applications section

1. Click on the **Enrolments** heading on the left side menu.
2. Click on **ONLINE APPLICATIONS**.
3. Click on **Add New Enrolment**.

DEMS

1 My School

Supervisors

2 ONLINE APPLICATIONS

3 Add New Enrolment

Enrolments

Continuing Withdraw

Log Out

NSW School of Languages

ACTIVE ENROLMENTS ONLINE APPLICATIONS PORTS

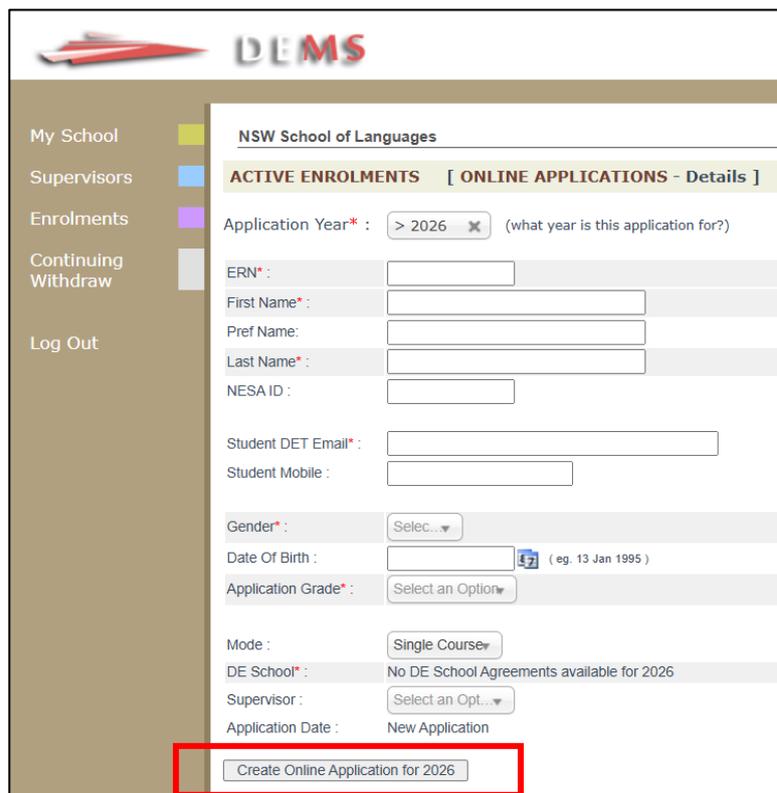
Search for NSW School of Languages Online Enrolments

First Name : Last Name :

NESA-ID : Grade : Select an ... Search

STEP 4: Fill in the student's details

1. Fill in the fields on the details page. **Note:** The fields with an * are required fields. The **ERN*** field will not appear for students enrolled in other educational provider schools.
2. In the **DE School*** field, select **NSW School of Languages** from the drop-down list. If the school does not appear, please ensure you have uploaded your School Agreement, and it has been approved by NSL.
3. In the **Supervisor** field, select an existing supervisor listed in DEMS. If the supervisor is not on the list, the application can still be uploaded. However, please contact NSL to add the supervisor.
4. Once the required information has been entered, click on the **Create Online Application for 2026** button.



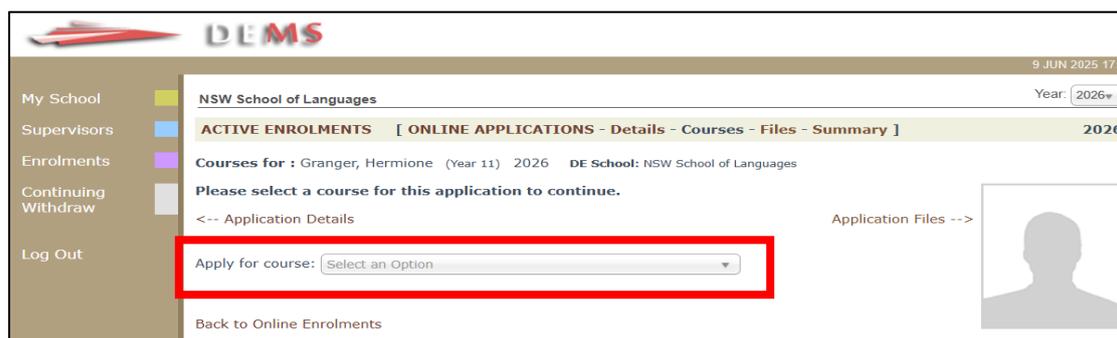
The screenshot shows the DEMS web interface for creating an online application for 2026. The left sidebar contains navigation options: My School, Supervisors, Enrolments, Continuing Withdraw, and Log Out. The main content area is titled 'NSW School of Languages' and 'ACTIVE ENROLMENTS [ONLINE APPLICATIONS - Details]'. The form includes the following fields:

- Application Year*: > 2026 (with a dropdown arrow and a note: (what year is this application for?))
- ERN*: (empty text box)
- First Name*: (empty text box)
- Pref Name: (empty text box)
- Last Name*: (empty text box)
- NESA ID: (empty text box)
- Student DET Email*: (empty text box)
- Student Mobile: (empty text box)
- Gender*: (dropdown menu with 'Select...' option)
- Date Of Birth: (calendar icon and text box with '17' and '(eg. 13 Jan 1995)')
- Application Grade*: (dropdown menu with 'Select an Option' option)
- Mode: (dropdown menu with 'Single Course' option)
- DE School*: No DE School Agreements available for 2026
- Supervisor: (dropdown menu with 'Select an Opt...' option)
- Application Date: New Application

A red box highlights the 'Create Online Application for 2026' button at the bottom of the form.

STEP 5: Select the course and upload application file(s)

1. Choose the student's **course** from the drop-down list.



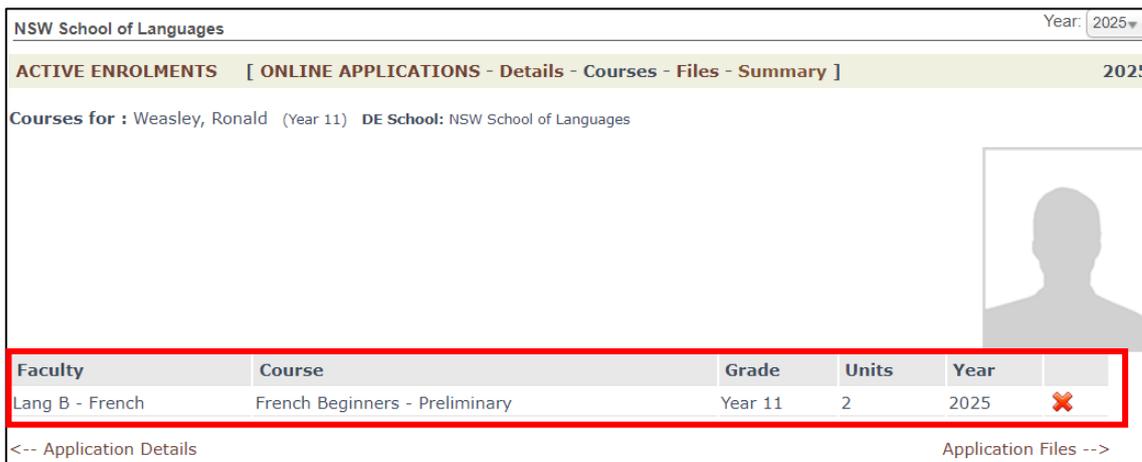
The screenshot shows the DEMS web interface for selecting a course. The left sidebar is the same as in Step 4. The main content area is titled 'NSW School of Languages' and 'ACTIVE ENROLMENTS [ONLINE APPLICATIONS - Details - Courses - Files - Summary]'. The page displays the following information:

- Year: 2026
- Courses for: Granger, Hermione (Year 11) 2026 DE School: NSW School of Languages
- Please select a course for this application to continue.
- <-- Application Details
- Apply for course: (dropdown menu with 'Select an Option' option)
- Application Files --> (with a placeholder image for a profile picture)
- Back to Online Enrolments

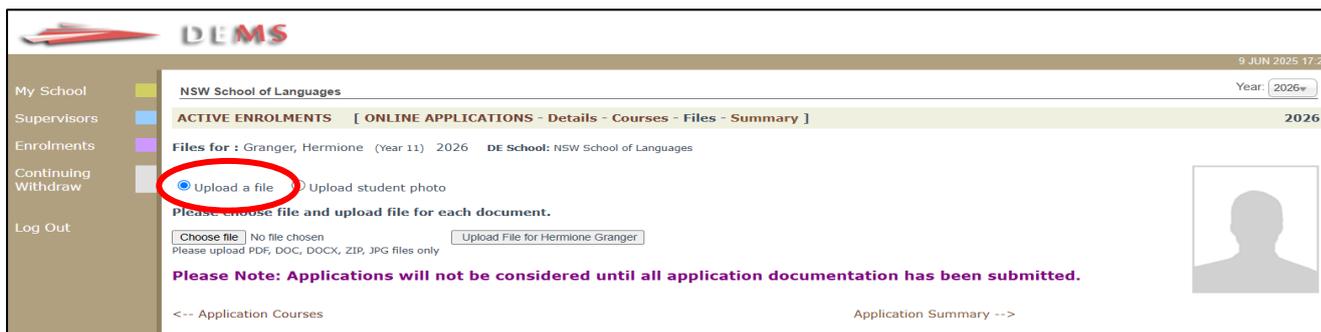
A red box highlights the 'Apply for course' dropdown menu.

- The course will appear listed on the screen. If the incorrect course was selected, delete it by clicking on the **X** and then choosing the correct course from the same list.

Now, click on the **Application Files** heading underneath the **X** in the snapshot below.

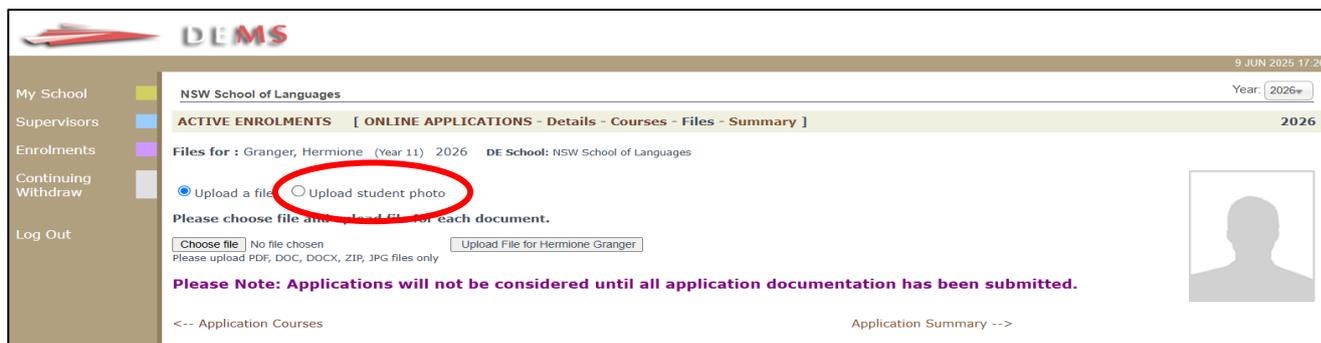


- Click on the **Upload a file** button to upload the student's application form and any accompanying documents.



- For NSW public school students, please **upload the student photo** (note the photo file type and size restrictions).

For other educational provider school students, please upload the photo once the enrolment has been finalised. Please do not use the upload a file option to upload a photo.



STEP 6: View the Application Summary

The student's application form file(s) (and photo, if **upload photo** option available) should now appear. Click on the **Application Summary** to view the student's details that you have provided.

DEMS

9 JUN 2025 17:32

My School: **NSW School of Languages** Year: 2026

Supervisors: **ACTIVE ENROLMENTS [ONLINE APPLICATIONS - Details - Courses - Files - Summary]** 2026

Enrolments: Files for : Granger, Hermione (Year 11) 2026 DE School: NSW School of Languages

Continuing Withdraw: Upload a file Upload student photo

Log Out: Please choose file and upload file for each document.

Choose file No file chosen Upload File for Hermione Granger

Please upload PDF, DOC, DOCX, ZIP, JPG files only

File	Size	Uploaded	
NSL_Enrolment_Form_Hermione_2026_2026.pdf	69.5kb	9 JUN 2025 17:32	✘
photo.jpg	3.2kb	9 JUN 2025 17:32	✘

Please Note: Applications will not be considered until all application documentation has been submitted.

<-- Application Courses Application Summary -->

The summary now appears. Click on **Back to Online Applications** to check the status of the online enrolment.

NSW School of Languages Year: 2026

ACTIVE ENROLMENTS [ONLINE APPLICATIONS - Details - Courses - Files - Summary] 2026

ERN* : 123456783

First Name* : Hermione

Pref Name:

Last Name* : Granger

NESA ID :

Student DET Email : hermione.granger@education.nsw.gov.au

Student Mobile :

Gender* : Female

Date Of Birth : 1 JAN 2009

Application Year* : Year 11 in 2026

Mode : Single Course

DE School* : NSW School of Languages

Supervisor : Assaad, Jannan

Application Date : 9 JUN 2025 17:21

Faculty	Courses	Grade	Units	Year
Lang B - French	French Beginners - Preliminary	Year 11	2	0

Files	Size	Uploaded
NSL_Enrolment_Form_Hermione_2026_2026.pdf	69.5kb	9 JUN 2025 17:32
photo.jpg	3.2kb	9 JUN 2025 17:32

Please Note: Applications will not be considered until all application documentation has been submitted.

Application Status: Pending

<-- Enrolment Applications

Back to Online Applications

The **status** set for your online application has been set to **Lodged**. You may click on the paper and pencil icon to amend details, change the course(s), upload files and review the application summary in this status.

You can also delete the application in Lodged status by clicking on the **X**.

NSW School of Languages Year: 2026

ACTIVE ENROLMENTS [ONLINE APPLICATIONS] REPORTS 2026

Add New Enrolment G In Quota: 0

Search for NSW School of Languages Online Enrolments

First Name : Last Name :
 NESA-ID : Grade : Select an ... Search

[Recently Updated] Found 1 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status	Files
123456783	Granger, Hermione		Year 11	NSW School of Languages	9 JUN 2025	9 JUN 2025 17:21	Lodged	1

Showing 1 to 1 of 1 entries

STEP 7: Viewing your enrolment reference number and status

After you have uploaded your application and within **15 working days**:

1. Check your online applications in the DEMS School Portal. If the status has changed to **Pending**, this means we have begun processing your application.

ONLINE APPLICATIONS

Lodged - Pending - Approved - Denied - G

Search for NSW School of Languages Online Applications

First Name : Last Name : School :
 NESA-ID : Grade : Select an Op... Search

[Pending Status] Found 1 Enrolments...

Copy CSV Excel Print

ERN	Student	NESA-ID	Grade	School	Quota	Courses	Applied	Updated	Status
123456783	Granger, Hermione		Year 11	NSW School of Languages	0/6	French Beginners - Preliminary	9 JUN 2025 17:21	9 JUN 2025 18:14	Pending

Showing 1 to 1 of 1 entries

2. Click on the **notepad icon** next to the status (circled below). This icon indicates that we have assigned the application a reference number.

ACTIVE ENROLMENTS [ONLINE APPLICATIONS] REPORTS 2026

Add New Enrolment G In Quota: 0

Search for NSW School of Languages Online Enrolments

First Name : Last Name :
 NESA-ID : Grade : Select an ... Search

[Recently Updated] Found 1 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status	Files
123456783	Granger, Hermione		Year 11	NSW School of Languages	9 JUN 2025	9 JUN 2025 18:14	Pending	1

Showing 1 to 1 of 1 entries

- Find the reference number which should appear in the **Application Notes** section. Please quote this reference number when contacting and enquiring about the application.

NSW School of Languages Year: 2026

ACTIVE ENROLMENTS [**ONLINE APPLICATIONS - Summary - Files**] 2026

ERN* : 123456783
 First Name* : Hermione
 Pref Name:
 Last Name* : Granger
 NESA ID : 

Student DET Email : hermione.granger@education.nsw.gov.au
 Student Mobile :

Gender* : Female
 Date Of Birth : 1 JAN 2009
 Application Year* : Year 11 in 2026

Mode : Single Course
 DE School* : NSW School of Languages
 Supervisor : Assaad, Jannan
 Application Date : 9 JUN 2025 17:21

Faculty	Courses	Grade	Units	Year
Lang B - French	French Beginners - Preliminary	Year 11	2	0

Files	Size	Uploaded
NSL_Enrolment_Form_Hermione_2026_2026.pdf	69.5kb	9 JUN 2025 17:32
photo.jpg	3.2kb	9 JUN 2025 17:32

Please Note: Applications will not be considered until all application documentation has been submitted.

Application Notes: 2000 ←

[Back to Online Applications](#)

- Once the enrolment is finalised and approved by NSL, the status will be changed to **Approved**. An automatic email will be sent to the home school email address.

NSW School of Languages Year: 2026

ACTIVE ENROLMENTS [**ONLINE APPLICATIONS**] **REPORTS** 2026

Add New Enrolment In Quota: 0

Search for NSW School of Languages Online Enrolments

First Name : Last Name :
 NESA-ID : Grade :

[Recently Updated] Found 1 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status	Files
 123456783	Granger, Hermione		Year 11	NSW School of Languages	9 JUN 2025	9 JUN 2025 18:31	Approved	1

Showing 1 to 1 of 1 entries PreviousNext

If you have queries about completing and uploading an online enrolment application to the DEMS School Portal, please email us: enrolments.nswsol@det.nsw.edu.au

We thank you for your supervision of our students!

IMPORTANT NOTICE:

The DEMS School Portal is a password protected online resource for schools. It is, therefore, of extreme importance that the password is **NOT** shared or disclosed to any third-party persons or groups. The password is to be used to access the Portal by the school Principal and Supervisor(s) of the Distance Education student(s) at your school. Distance Education schools reserve the right to deactivate/suspend a school's access to the Portal following any disclosure of passwords and/or access to third party persons or groups.