

## How to submit an Online Application Form

### Before applying, schools must have already:

1. Submitted a School Agreement on the DEMS 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](#).

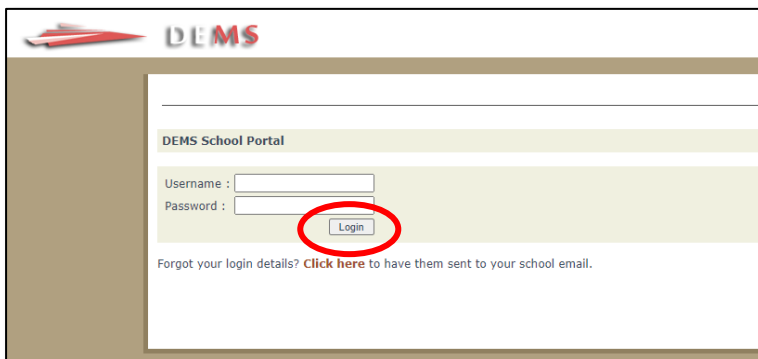
If your School Agreement has been approved, the online student enrolments option will be available in the DEMS Schools Portal. Please follow the steps below to submit an online enrolment application.

### Step 1: Access the Home School Portal

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

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

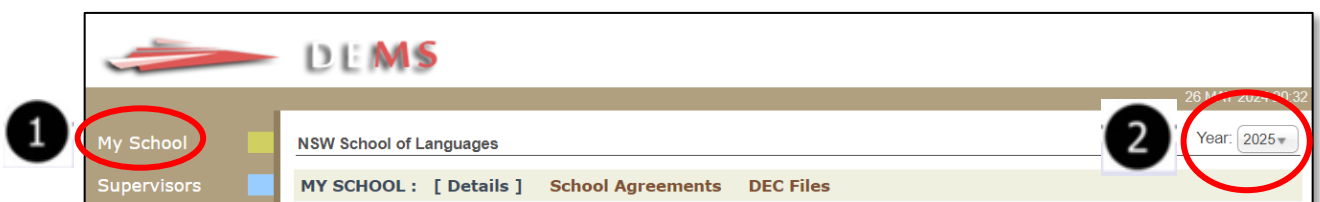
2. Log in with the **Username** and **Password** provided to your school by NSL.
3. Click on the **Login** button to access the Portal.



The screenshot shows the DEMS School Portal login interface. It features a header with the DEMS logo and a navigation bar. Below the header, there are input fields for 'Username' and 'Password', and a 'Login' button which is circled in red. A link for 'Forgot your login details?' is also visible.

### STEP 2: Access the My School section

1. Click on the **My School** heading on the left side menu and change your password, if required.
2. Ensure that the **Year** is set to the year you are applying for, e.g., **2025**.



The screenshot shows the DEMS Schools Portal dashboard. On the left side, there is a navigation menu with 'My School' circled in red and labeled with a '1'. The main content area shows the 'NSW School of Languages' header and a 'MY SCHOOL' section with links for '[ Details ]', 'School Agreements', and 'DEC Files'. On the right side, there is a 'Year: 2025' dropdown menu circled in red and labeled with a '2'. The date '26 Mar 2025 10:32' is visible in the top right corner.

### 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**.

The screenshot shows the DEMS system interface. On the left, a navigation menu has 'Enrolments' highlighted with a red box and a circled '1'. The main content area shows 'NSW School of Languages' with a 'Year: 2025' dropdown. Below this, there are three tabs: 'ACTIVE ENROLMENTS', 'ONLINE APPLICATIONS' (highlighted with a red box and a circled '2'), and 'PORTS'. Under the 'ONLINE APPLICATIONS' tab, the 'Add New Enrolment' button is highlighted with a red box and a circled '3'. Below the tabs is a search section for 'NSW School of Languages Online Enrolments' with input fields for 'First Name', 'Last Name', 'NESA-ID', and 'Grade', along with a 'Search' button. The top right corner shows the date '19 JUL 2024 19:23' and 'In Quota: 0'.

### STEP 4: Fill in the student's details

1. Fill in the fields on the details page below. **Please note:** The fields with an \* are required fields. The ERN\* field will not appear for students enrolled in non-government 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 is entered, click on the **Create Online Application** button.

The screenshot shows the 'Add New Enrolment' form in the DEMS system. The left navigation menu has 'Enrolments' highlighted. The main content area shows the 'ONLINE APPLICATIONS - Details' page for 'NSW School of Languages' with a 'Year: 2025' dropdown. The form contains the following fields: 'ERN\*' (disabled), 'First Name\*', 'Pref Name', 'Last Name\*', 'NESA ID', 'Student DET Email\*', 'Student Mobile', 'Gender\*' (dropdown), 'Date Of Birth' (calendar icon, example: 13 Jan 1995), 'School Year\*' (dropdown, example: in 2025), 'Mode' (dropdown, example: Single Course), 'DE School\*' (dropdown), 'Supervisor' (dropdown), and 'Application Date' (dropdown, example: New Application). The 'Create Online Application' button at the bottom is circled in red. The top right corner shows the date '19 JUL 2024 19:29'.

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

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

The screenshot shows the DEMS interface for the NSW School of Languages. The user is logged in as Ronald Weasley (Year 11). The page title is 'ACTIVE ENROLMENTS [ ONLINE APPLICATIONS - Details - Courses - Files - Summary ]' for the year 2025. A dropdown menu labeled 'Apply for course:' is highlighted with a red box and a circled '1'. The dropdown currently shows 'Select an Option'. To the right of the dropdown is a 'Back to Online Enrolments' link and a placeholder for a student photo.

2. The course will appear listed on the screen as per the snapshot below. If the incorrect course was selected, you can 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.

The screenshot shows the 'Courses for : Weasley, Ronald (Year 11) DE School: NSW School of Languages' page. A table of available courses is displayed, with the first row highlighted by a red box and a circled '2'. The table has columns for Faculty, Course, Grade, Units, and Year. A red 'X' icon is visible in the bottom right corner of the table row.

Faculty	Course	Grade	Units	Year
Lang B - French	French Beginners - Preliminary	Year 11	2	2025

3. Select the button **Upload a file** to upload the student's application form and any accompanying documents.

The screenshot shows the 'Files for : Weasley, Ronald (Year 11) DE School: NSW School of Languages' page. The 'Upload a file' radio button is selected and highlighted with a red box. Below it is a 'Choose file' button, a 'No file chosen' status, and a 'Please upload PDF, DOC, DOCX, ZIP, JPG files only' instruction. To the right is an 'Upload File for Ronald Weasley' button. The page also shows 'Application Courses' and 'Application Summary' links, and a student photo placeholder.

- If the **upload student photo option is available**, please upload a photo (please note the *photo file type and size restrictions*). If the **upload student photo option is not available**, photos can only be uploaded once an enrolment is 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 on the portal.

19 JUL 2024 20:10

My School: NSW School of Languages Year: 2025

Supervisors: ACTIVE ENROLMENTS [ ONLINE APPLICATIONS - Details - Courses - Files - Summary ] 2025

Enrolments: Files for : Weasley, Ronald (Year 11) DE School: NSW School of Languages

Continuing:  Upload a file  Upload student photo

Log Out: Choose file No file chosen Please upload PDF, DOC, DOCX, ZIP, JPG files only Upload File for Ronald Weasley

File	Size	Uploaded	
NSL_Rons_Application_form_2025.pdf	1934.2kb	19 JUL 2024 20:10	✘
photo.jpg	2.9kb	19 JUL 2024 20:11	✘

<-- Application Courses

Application Summary -->

Here is a sample application summary of all the information that has been uploaded. Click on the **Back to Online Applications** at the bottom of the page to go back to the main page.

19 JUL 2024 20:16

My School: NSW School of Languages Year: 2025

Supervisors: ACTIVE ENROLMENTS [ ONLINE APPLICATIONS - Details - Courses - Files - Summary ] 2025

Enrolments: ERN\* : 122334455

Continuing: First Name\* : Ronald  
Pref Name: Ron  
Last Name\* : Weasley  
NESA ID :

Student DET Email : ron.weasley@det.nsw.edu  
Student Mobile : 0401111111

Gender\* : Male  
Date Of Birth : 1 MAR 2008  
School Year\* : Year 11 in 2025

Mode : Single Course  
DE School\* : NSW School of Languages  
Supervisor : Assaad, Jannan  
Application Date : 19 JUL 2024 19:54

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

Files	Size	Uploaded
NSL_Rons_Application_form_2025.pdf	1934.2kb	19 JUL 2024 20:10
photo.jpg	2.9kb	19 JUL 2024 20:11

Application Status: Pending

<-- Enrolment Applications

Back to Online Applications

By completing these steps, the student has been added to the Online Application list in the year of application, with the status 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**.

ACTIVE ENROLMENTS [ ONLINE APPLICATIONS ] REPORTS							2025
Add New Enrolment S T [W]							In Quota: 0
Search for Training Test School Online Enrolments							
First Name :	<input type="text"/>	Last Name :	<input type="text"/>				
NESA-ID :	<input type="text"/>	Grade :	Select an ...▼	Search			
[ W ] Found 1 Enrolments...							Search: <input type="text"/>
ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status
	Weasley, Ronald		Year 11	NSW School of Languages	19 SEP 2024	19 SEP 2024 14:29	Lodged

## 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**, we have begun processing your application.

ACTIVE ENROLMENTS [ ONLINE APPLICATIONS ] REPORTS							2025
Add New Enrolment S T [W]							In Quota: 0
Search for Training Test School Online Enrolments							
First Name :	<input type="text"/>	Last Name :	<input type="text"/>				
NESA-ID :	<input type="text"/>	Grade :	Select an ...▼	Search			
[ W ] Found 1 Enrolments...							Search: <input type="text"/>
ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status
	Weasley, Ronald		Year 11	NSW School of Languages	19 SEP 2024	19 SEP 2024 14:47	Pending

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

ACTIVE ENROLMENTS [ ONLINE APPLICATIONS ] REPORTS							2025
Add New Enrolment S T [W]							In Quota: 0
Search for Training Test School Online Enrolments							
First Name :	<input type="text"/>	Last Name :	<input type="text"/>				
NESA-ID :	<input type="text"/>	Grade :	Select an ...▼	Search			
[ W ] Found 1 Enrolments...							Search: <input type="text"/>
ERN	Student	NESA-ID	Grade	DE School	Applied	Updated	Status
	Weasley, Ronald		Year 11	NSW School of Languages	19 SEP 2024	19 SEP 2024 14:47	Pending

3. Find the reference number which should appear in the **Application Notes** section.

The screenshot shows the 'ACTIVE ENROLMENTS' page for the year 2025. It displays student information for Ronald Weasley, including his NESA ID (122334455), date of birth (1 MAR 2008), and school year (Year 11 in 2025). A table lists the enrolled course: French Beginners - Preliminary. Below this, a 'Files' table shows two uploads: 'NSL\_Rons\_Application\_form\_2025.pdf' and 'photo.jpg'. A red box highlights the 'Application Notes: 2000' and 'Application Status: Pending' text. A yellow arrow points to this text with the label 'Reference Number (e.g. 2000)'.

Please quote this reference number when contacting and enquiring about the application.

**If, after 15 working days, the reference number has not been added to the application notes, please contact us.**

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.

The screenshot shows the 'REPORTS' section of the online applications interface. It features a search form and a table of enrolments. The table has columns for ERN, Student, NESA-ID, Grade, DE School, Applied, Updated, and Status. The first row shows an enrolment for Ronald Weasley (NESA-ID: 122334455) in Year 11 at the NSW School of Languages, applied on 19 JUL 2024 and updated on 19 JUL 2024. The 'Status' column for this enrolment is circled in red and labeled 'Approved'.

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

*We thank you for your supervision of our students!*

**IMPORTANT NOTICE:** The DEMS Home 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.