

RTOM STUDENT PORTAL

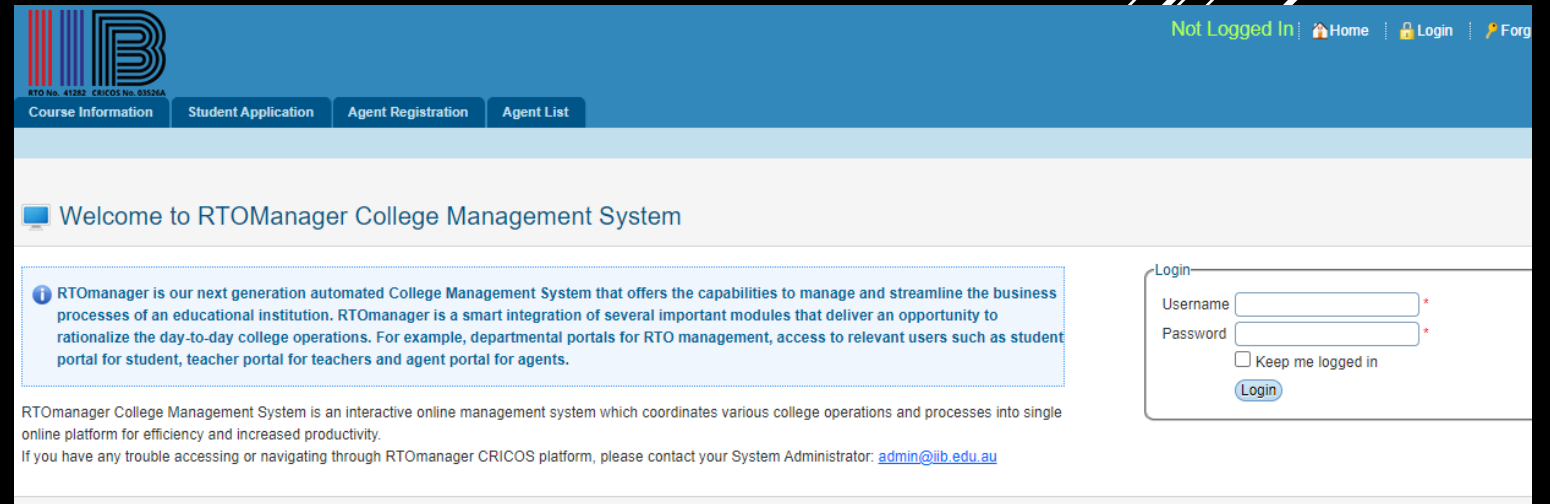
Guide Manual



INSTITUTE OF
INTELLECT BLENDING
RTO No. 41282 CRICOS No. 0352

Enter the URL of your RTOM software (<http://iib.rtomanager.com.au/>) in the address bar of your browser and hit enter. You will be prompted to enter your **username (Student ID Number: e.g., IIB210155)** and **password (DOB: e.g., 12111999)** to validate that you are the genuine user of the system

USER LOGIN



The screenshot shows the RTOManager College Management System login page. At the top left is the IIB logo with the text 'RTO No. 41282 CRICOS No. 03525A'. To the right of the logo is a navigation bar with links for 'Course Information', 'Student Application', 'Agent Registration', and 'Agent List'. In the top right corner, there is a 'Not Logged In' status and links for 'Home', 'Login', and 'Forg'. Below the navigation bar, the main content area features a welcome message: 'Welcome to RTOManager College Management System'. A blue-bordered box contains an information icon and text describing the system as a next-generation automated College Management System. To the right of this box is a login form with fields for 'Username' and 'Password', a 'Keep me logged in' checkbox, and a 'Login' button. Below the login form, there is a paragraph of text about the system's functionality and a contact email for the System Administrator: admin@iib.edu.au.

Not Logged In | Home | Login | Forg

Course Information | Student Application | Agent Registration | Agent List

Welcome to RTOManager College Management System

i RTOManager is our next generation automated College Management System that offers the capabilities to manage and streamline the business processes of an educational institution. RTOManager is a smart integration of several important modules that deliver an opportunity to rationalize the day-to-day college operations. For example, departmental portals for RTO management, access to relevant users such as student portal for student, teacher portal for teachers and agent portal for agents.

RTOManager College Management System is an interactive online management system which coordinates various college operations and processes into single online platform for efficiency and increased productivity.
If you have any trouble accessing or navigating through RTOManager CRICOS platform, please contact your System Administrator: admin@iib.edu.au

Login

Username *

Password *

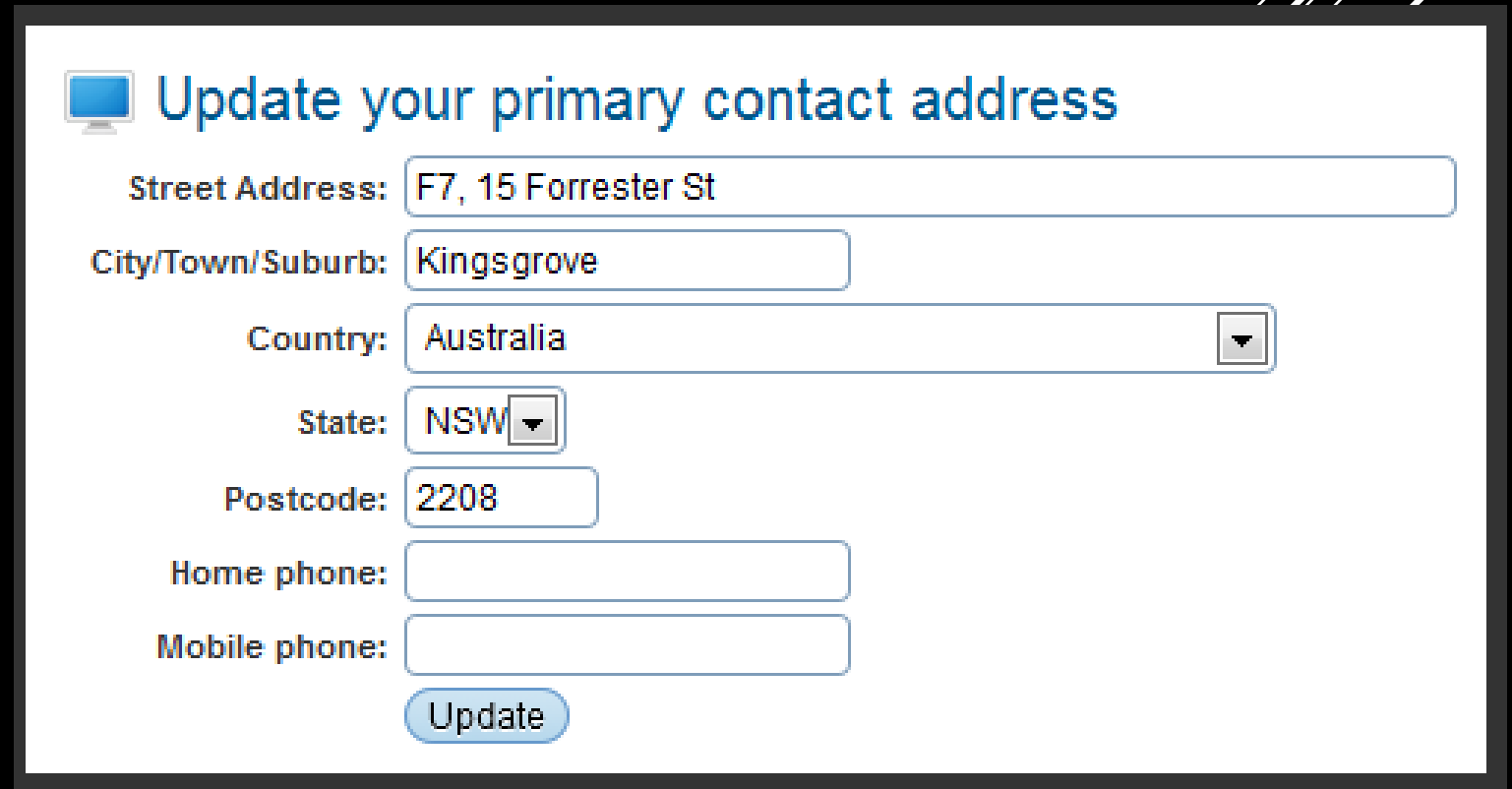
Keep me logged in

Login

Click "LOGIN" You will arrive at the Home Page as shown below.

If you are logged in for the first time, the system will ask you to confirm the address and contact details on the next screen.

USER LOGIN



The screenshot shows a web form with the following fields and values:

- Street Address:** F7, 15 Forrester St
- City/Town/Suburb:** Kingsgrove
- Country:** Australia
- State:** NSW
- Postcode:** 2208
- Home phone:** (empty)
- Mobile phone:** (empty)

An "Update" button is located at the bottom of the form.

Once you update the details the system will show the below message.

USER LOGIN

Update your primary contact address

Street Address:

City/Town/Suburb:


Country:

State:

Postcode:

Home phone:

Mobile phone:

 Thank you for your updated information. Please click close icon to continue accessing your portal.

After then the home page will be shown as below.

USER LOGIN

The screenshot displays a user dashboard with a blue header. The header includes a logo on the left, the text "Logged in As Jennifer CAYABYAB (IIB190155)", and links for "Logout" and "Help". Below the header is a navigation bar with tabs for "Home", "Profile", "Attendance", "Timetable & Results", "Payment", and "Communication".

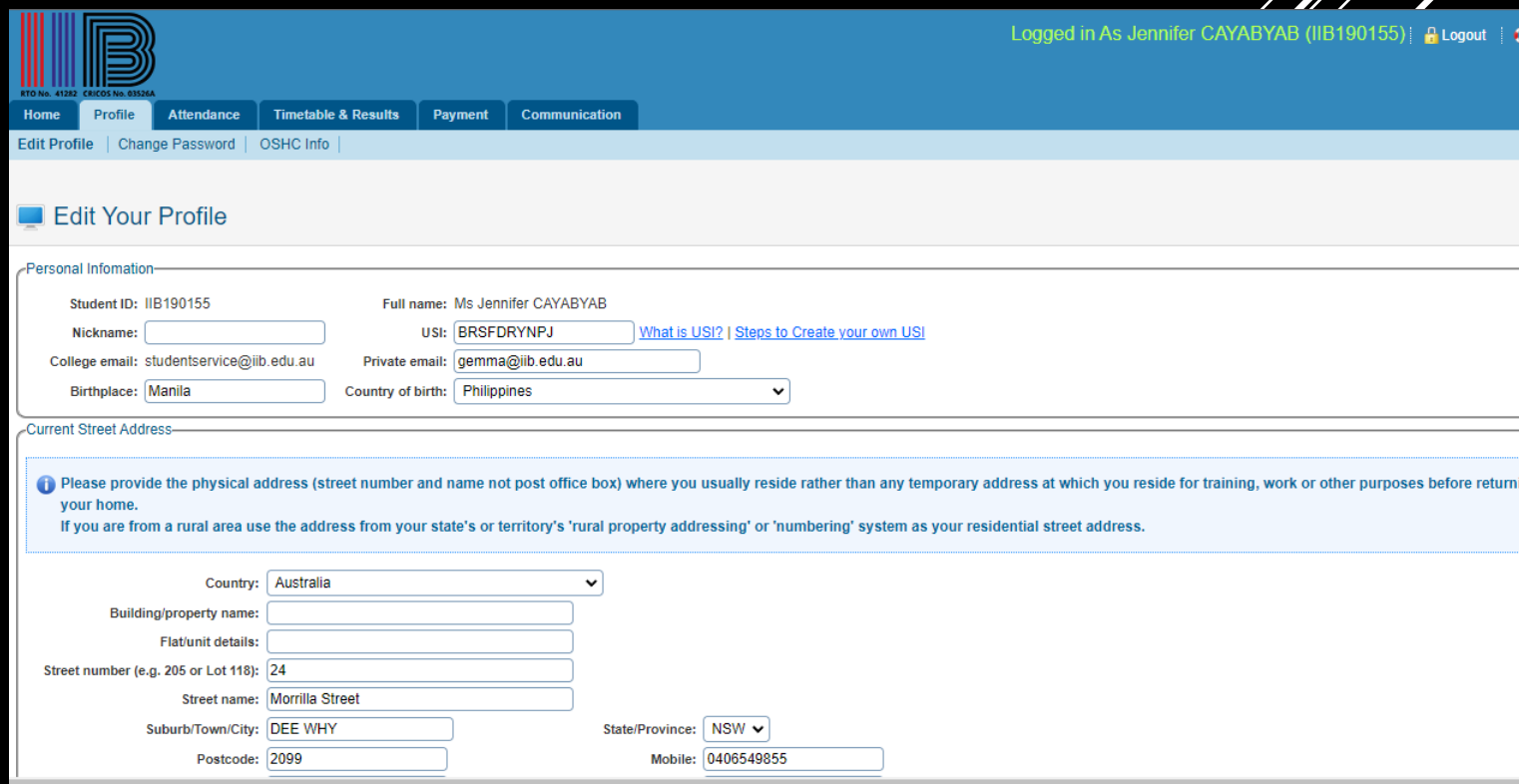
The main content area is divided into several sections:

- Profile:** A link to "Profile" with the subtext "Edit Your Profile" and a user icon.
- Help:** A link to "Help" with the subtext "Help & Support" and a lifebuoy icon.
- News and Reminder:** A section with a title "News and Reminder" and a "Latest News" link. It includes two dropdown menus for "Posted Date" and "Descending". Below this, it states "No current News & Events available".
- Reminders:** A section with a "Reminders" link and two dropdown menus for "Posted Date" and "Descending". It states "No current reminder available".
- Warning Letters:** A section with a "Warning Letters" link.
- Deferral/Approved Leave:** A section with a "Deferral/Approved Leave" link. Below this, there is a yellow warning box that says "No deferral record".

On the right side of the dashboard, there is a blue vertical banner with the text: "Registered Training Organisation management resources that equip you to compete, comply and prevail".

Once you have logged in to RTOM, click Profile>Edit Profile.

EDIT PROFILE



Logged in As Jennifer CAYABYAB (IIB190155) | Logout

Home Profile Attendance Timetable & Results Payment Communication

Edit Profile Change Password OSHC Info

Edit Your Profile

Personal Information

Student ID: IIB190155 Full name: Ms Jennifer CAYABYAB

Nickname: USI: BRSFDRYNPJ [What is USI?](#) | [Steps to Create your own USI](#)

College email: studentservice@iib.edu.au Private email: gemma@iib.edu.au

Birthplace: Manila Country of birth: Philippines

Current Street Address

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning home.
If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Country: Australia

Building/property name:

Flat/unit details:

Street number (e.g. 205 or Lot 118): 24

Street name: Morrilla Street

Suburb/Town/City: DEE WHY State/Province: NSW

Postcode: 2099 Mobile: 0406549855

Please note that you cannot change the name, Student ID, your name

Finally click "Update" to save the changes you have made. You will receive a confirmation message.

EDIT PROFILE

Edit Your Profile

Personal Information

Student ID: 061STU20100010 Full name: Mr John Citizen

Nickname: USI: [What is USI?](#)

College email: None Private email:

Current Street Address

i Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address before returning your home.
If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as appropriate.

Country:

Building/property name:

Flat/unit details:

Street number (e.g. 205 or Lot 118):

Street name:

Suburb/Town/City: State/Province:

Postcode: Work phone:

Home phone: Mobile:

Postal Address Overseas/Permanent Address

Once you have logged in to RTOM,
click **Profile**>**Change Password**

CHANGING PASSWORD

The screenshot displays the RTOM user interface. At the top right, it shows 'Logged in As Jennifer CAYABYA'. The navigation menu includes 'Home', 'Profile', 'Attendance', 'Timetable & Results', 'Payment', and 'Communication'. Below the menu, there are links for 'Edit Profile', 'Change Password', and 'OSHC Info'. The main content area is titled 'Change Password' and contains a form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields are 'Change Password' and 'Cancel' buttons. The second section is 'Reset Security Question & Answer', which includes a warning message: 'This question & answer will be used when you forget your password. Please remember your question & answer. You can reset your own security question & answer at anytime.' This section has three input fields: 'Current password', 'Security question' (with the example 'What is your Date of Birth? (dd/mm/yyyy)'), and 'Security answer'. A 'Reset' button is located at the bottom of this section.

RTOM No. 41282 CRICOS No. 03126A

Home Profile Attendance Timetable & Results Payment Communication

Edit Profile | Change Password | OSHC Info |

Change Password

Change Password

Current Password:

New Password:

Confirm New Password:

Reset Security Question & Answer

This question & answer will be used when you forget your password. Please remember your question & answer. You can reset your own security question & answer at anytime.

Current password: *

Security question:

Security answer: *

Once you have logged in to RTOM,
click **Profile**>**Change Password**

CHANGING PASSWORD

The screenshot displays the RTOM user interface. At the top right, it shows 'Logged in As Jennifer CAYABYA'. The navigation menu includes 'Home', 'Profile', 'Attendance', 'Timetable & Results', 'Payment', and 'Communication'. Below the menu, there are links for 'Edit Profile', 'Change Password', and 'OSHC Info'. The main content area is titled 'Change Password' and contains a form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields are 'Change Password' and 'Cancel' buttons. The second section is 'Reset Security Question & Answer', which includes a warning message: 'This question & answer will be used when you forget your password. Please remember your question & answer. You can reset your own security question & answer at anytime.' This section has three input fields: 'Current password', 'Security question' (with the example 'What is your Date of Birth? (dd/mm/yyyy)'), and 'Security answer'. A 'Reset' button is located at the bottom of this section.

RTOM No. 41282 CRICOS No. 03126A

Home Profile Attendance Timetable & Results Payment Communication

Edit Profile | Change Password | OSHC Info |

Change Password

Change Password

Current Password:

New Password:

Confirm New Password:

Change Password Cancel

Reset Security Question & Answer

This question & answer will be used when you forget your password. Please remember your question & answer. You can reset your own security question & answer at anytime.

Current password: *

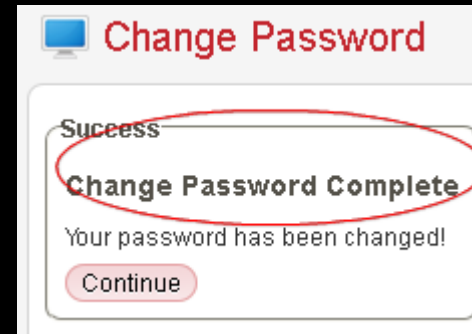
Security question:

Security answer: *

Reset

- Enter your old password, your **New Password** and Confirm your **new password**
- Finally click "change password". You will receive a confirmation message
- You should keep in mind that new password and confirm new password must be the same.

CHANGING PASSWORD



Security question and answer will help you to recover/remember your password in case you forget your password. It is important to keep your security question and answer safe, secure, and simple. To reset your security question and answer, follow the instructions below.

CHANGING PASSWORD

Logged in As Jennifer CAYABYA

KTO No. 41282 CRICOS No. 03526A

Home Profile Attendance Timetable & Results Payment Communication

Edit Profile | Change Password | OSHC Info |

Change Password

Change Password

Current Password:

New Password:

Confirm New Password:

Reset Security Question & Answer

This question & answer will be used when you forget your password. Please remember your question & answer. You can reset your own security question & answer at anytime.

Current password: *

Security question:

Security answer: *

Enter your current password, security question and security answer as marked by red circle in figure below

Finally click " update ". Security question and answer will be reset, and the confirmation message is displayed in green to confirm the change as shown below

CHANGING PASSWORD

Change Password

Change Password

Password: *

New Password: *

Confirm New Password: *

Reset Security Question & Answer

This question & answer will be used when you forget your password and wa

Current password:

Security question:

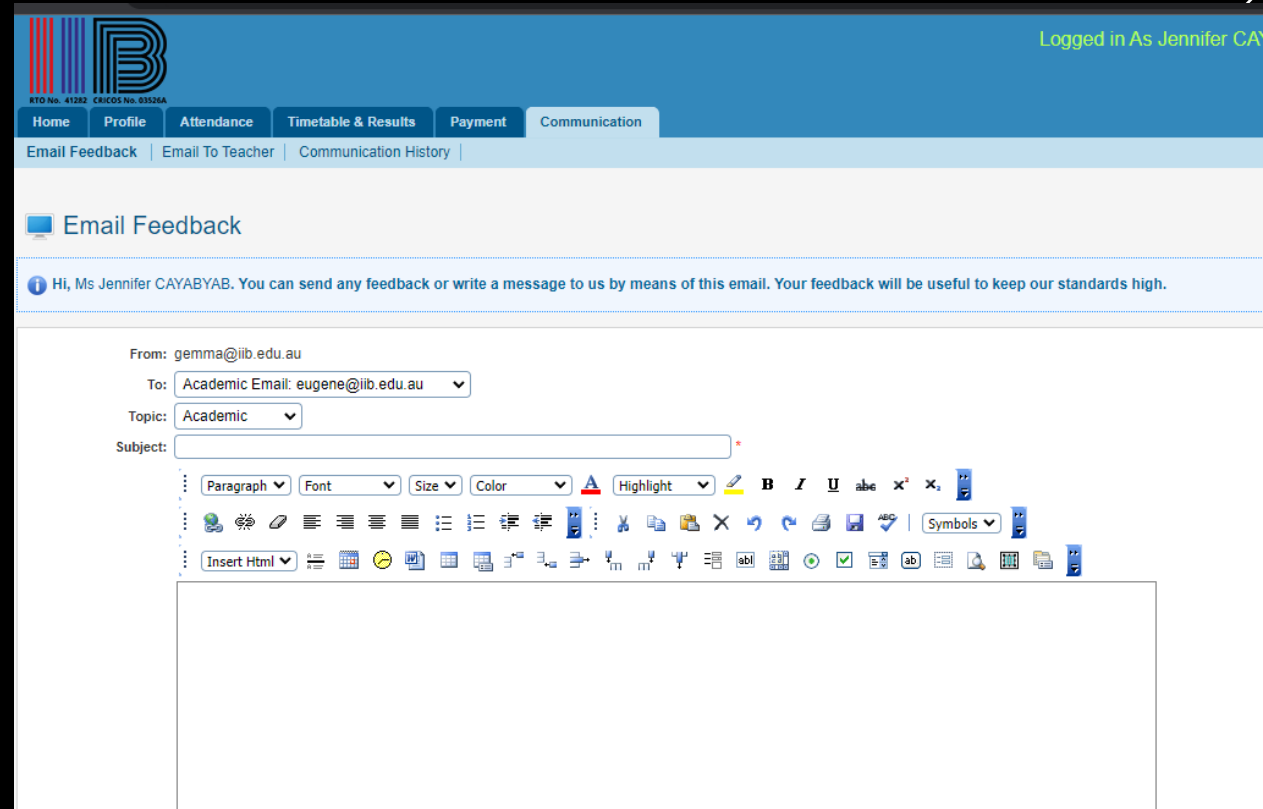
Security answer:

Security Question & Answer has been reset successfully.

From this menu student can send their feedback/complaints directly to the administration department which will help the college to improve their service delivery. To send feedback, follow the instructions below:

Once you have logged in to RTOM, click **Communication** on the main menu. You will go to **Feedback** page as shown in figure 1.

COMMUNICATIONS



The screenshot displays the RTOM (Real Time Online Monitoring) interface. At the top, the logo of the institution is visible, along with the text "RTO No. 41282" and "CRICOS No. 03526A". The user is logged in as "Jennifer CA". The main navigation menu includes "Home", "Profile", "Attendance", "Timetable & Results", "Payment", and "Communication". The "Communication" menu is currently selected, and the sub-menu "Email Feedback" is active. A message reads: "Hi, Ms Jennifer CAYABYAB. You can send any feedback or write a message to us by means of this email. Your feedback will be useful to keep our standards high." Below this, the "Email Feedback" form is shown. The form fields are: "From: gemma@iib.edu.au", "To: Academic Email: eugene@iib.edu.au", "Topic: Academic", and "Subject:". The form includes a rich text editor with various formatting options such as Paragraph, Font, Size, Color, Highlight, Bold, Italic, Underline, and a large text area for entering the feedback message.

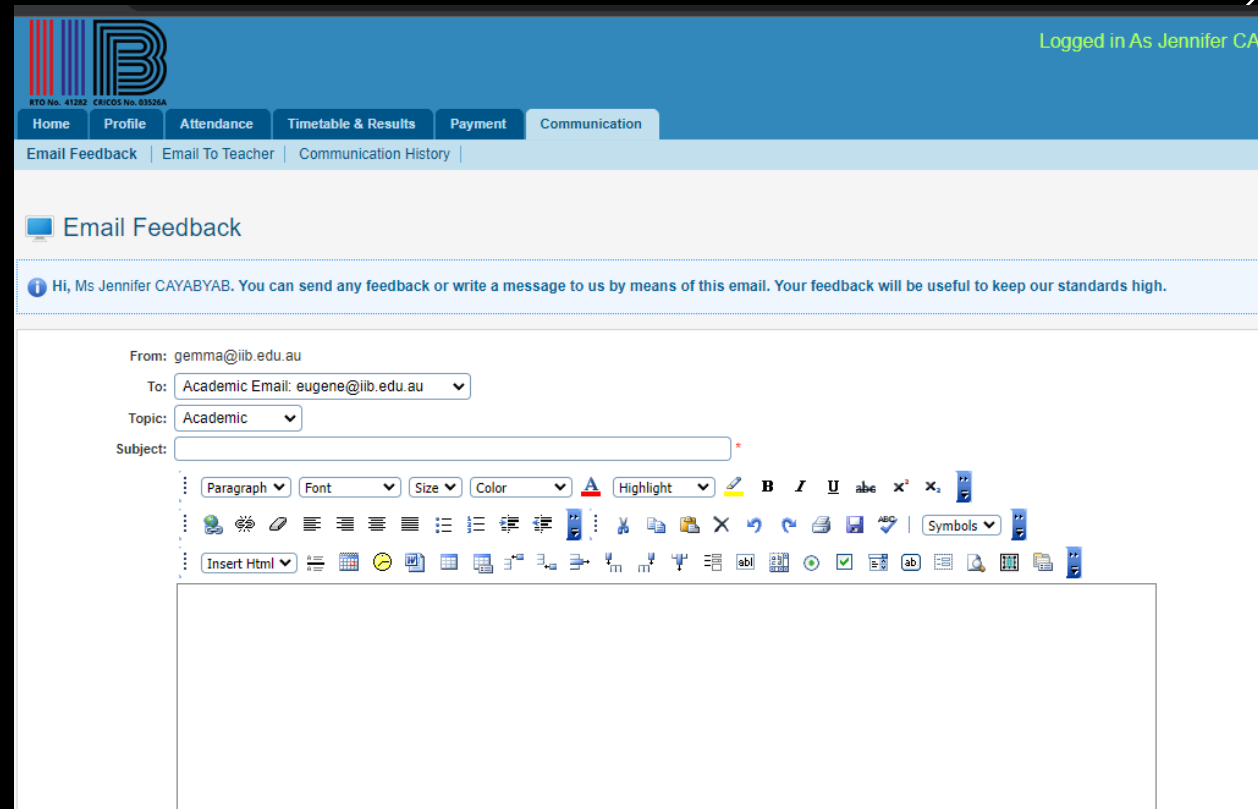
Select the topic of your feedback from the drop-down menu for e.g., **Academic** as shown in figure below.

Type your topic for e.g., **Inadequate Computer** as shown in figure below.

Type your Feedback/Message .

Finally click "send email" . Your email will be sent, and you will receive a message .

COMMUNICATIONS



The screenshot shows a web interface for sending feedback. At the top, there is a navigation bar with a logo on the left and the text 'Logged in As Jennifer CA' on the right. Below the navigation bar are tabs for 'Home', 'Profile', 'Attendance', 'Timetable & Results', 'Payment', and 'Communication'. Under the 'Communication' tab, there are links for 'Email Feedback', 'Email To Teacher', and 'Communication History'. The main heading is 'Email Feedback'. Below this is a message: 'Hi, Ms Jennifer CAYABYAB. You can send any feedback or write a message to us by means of this email. Your feedback will be useful to keep our standards high.' The form fields are: 'From: gemma@iib.edu.au', 'To: Academic Email: eugene@iib.edu.au' (with a dropdown arrow), 'Topic: Academic' (with a dropdown arrow), and 'Subject:'. Below the subject field is a rich text editor with a toolbar containing options like Paragraph, Font, Size, Color, Highlight, Bold, Italic, Underline, and various alignment and list tools. The text area below the toolbar is currently empty.

- Here you can also email to your trainer as per the unit they are teaching. To do this Click on Email to Trainer.
- Select the course, unit and check the Trainer to send email to
- Enter Topic and email content
- Enter file attachment (if applicable)
- Click “ send email “

COMMUNICATIONS

Logged in As Jennifer

RTO No. 41282 CRICOS No. 03526A

Home Profile Attendance Timetable & Results Payment Communication

Email Feedback | Email To Teacher | Communication History

Send Email to Teacher

Student: **IIB190155 - Jennifer CAYABYAB**

From: **gemma@iib.edu.au**

Course: BSB60215 : Advanced Diploma of Business-01/02/2021 : Current Student

Subject: BSBFIN601 : Manage organisational finances

Teacher:	Name	Email	Status
<input type="checkbox"/>	--Unassigned--	support@websutra.com.au	
<input type="checkbox"/>	Winnie Diloklab	winnie.ppnapat@outlook.com	

Topic:

Rich text editor toolbar includes: Paragraph, Font, Size, Color, Highlight, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Print, Save, Symbols, Insert HTML, Insert link, Insert image, Insert table, Insert video, Insert audio, Insert calendar, Insert clock, Insert location, Insert document, Insert link, Insert image, Insert table, Insert video, Insert audio, Insert calendar, Insert clock, Insert location, Insert document.

To view your attendance details, follow the instructions below:

Once you have logged in to RTOM, click **Attendance** menu and your current course summary attendance along with Subject attendance will appear as figure below.

ATTENDANCE

Logged in As Jennifer CAYABYAB (IIB190155) | Logout | Help

Home Profile Attendance Timetable & Results Payment Communication

View Attendance (Weekly Summary)

Course Name: BSB60215 Advanced Diploma of Business-01/02/2021 (Status: Current Student)

Semester: ADV T4 2021

Term: 1

Student Attendance View By Week

Term	Week Length	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Study Hrs	Other Hrs	Weekly Attd Hrs.	Weekly Class Hrs	Weekly Attd%	Semester Curr. Attd.	Semester Proj. Attd.
1	(01/11/2021 - 07/11/2021)	NC	7.5	NC	7.5	0	NC	NC	15	0	15	20	75	75	97.5
1	(08/11/2021 - 14/11/2021)	NC	7.5	NC	7.5	0	NC	NC	15	0	15	20	75	75	95
1	(15/11/2021 - 21/11/2021)	NC	7.5	NC	7.5	0	NC	NC	15	0	15	20	75	75	92.5
1	(22/11/2021 - 28/11/2021)	NC	7.5	NC	7.5	0	NC	NC	15	0	15	20	75	75	90
1	(29/11/2021 - 05/12/2021)	NC	7.5	NC	7.5	0	NC	NC	15	0	15	20	75	75	87.5
1	(06/12/2021 - 12/12/2021)	NC	0	NC	7.5	0	NC	NC	7.5	0	7.5	20	37.5	68.75	81.25
1	(13/12/2021 - 19/12/2021)	NC	7.5	NC	7.5	0	NC	NC	15	0	15	20	75	69.64	78.75
1	(20/12/2021 - 26/12/2021)	NC	0	NC	0	0	PH	PH	0	0	0	20	0	69.64	78.75
1	(27/12/2021 - 02/01/2022)	PH	PH	NC	0	PH	PH	NC	0	0	0	0	0	69.64	78.75
1	(03/01/2022 - 09/01/2022)	PH	0	NC	7.5	0	NC	NC	7.5	0	7.5	20	37.5	65.63	72.5
1	(10/01/2022 - 16/01/2022)	NC	0	NC	0	0	NC	NC	0	0	0	0	0	65.63	72.5

To view your timetable, follow the instructions below:

Once you have logged in to RTOM, click **Timetables & Results** as shown. By default, your timetable for the current month will appear as in figure below.

TIMETABLE

The screenshot shows the RTOM (Results and Timetable Online Module) interface. The user is logged in as Jennifer CAYABYAB (IIB190155). The navigation menu includes Home, Profile, Attendance, Timetable & Results, Payment, and Communication. The main heading is "View Current Timetable".

Course selection: BSB60215 Advanced Diploma of Business-01/02/2021 (Status: Current Student)

View Type: Weekly Monthly

Semester: ADV T4 2021

Week: 11 (10/01/2022 - 16/01/2022)

[View Timetable](#)

Total Study hours for current week 11 (10/01/2022 - 16/01/2022) is: 22.00 hours (including breaktime)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
NC	Subject: BSBSUS511: Develop workplace policies and procedures for sustainability Batch: O_ADV Teacher: Y LIU Room: Classroom Date: 11/01/2022 Time: 08:00 - 16:30	NC	Subject: BSBSUS511: Develop workplace policies and procedures for sustainability Batch: O_ADV Teacher: Y LIU Room: Classroom Date: 13/01/2022 Time: 08:00 - 16:30	Subject: BSBSUS511: Develop workplace policies and procedures for sustainability Batch: O_ADV Teacher: Y LIU Room: Classroom Date: 14/01/2022 Time: 10:00 - 15:00	NC	NC

From this menu you can view your results. To do this, follow the instructions below:

Once you have logged in to RTOM, click Timetable & results menu as in figure below.

RESULTS

The screenshot displays the RTOM user interface. At the top right, it shows the user is logged in as Jennifer CAYABYAB (IIB190155) with links for Logout and Help. A navigation menu includes Home, Profile, Attendance, Timetable & Results (highlighted), Payment, and Communication. The main heading is 'View Academic Final Results'. Below this, there is a 'Select course:' dropdown menu set to 'BSB60215: Advanced Diploma of Business-01/02/2021 (Status: Current Student)' and a 'View Course Results' button. To the right, there are icons for Timetable, Results (highlighted with a red arrow), and Study Plan, along with a 'Select semester:' dropdown set to 'All'. The main content area shows a table of results with columns for Enrolment Details, Subject Results, Unit Results, and Assessment Details. The table lists three units: BSBFIN601 (Grade C, Competency C), BSBSUS511 (Grade C, Competency C, No assessment), and BSBHRM614 (Grade C, Competency C).

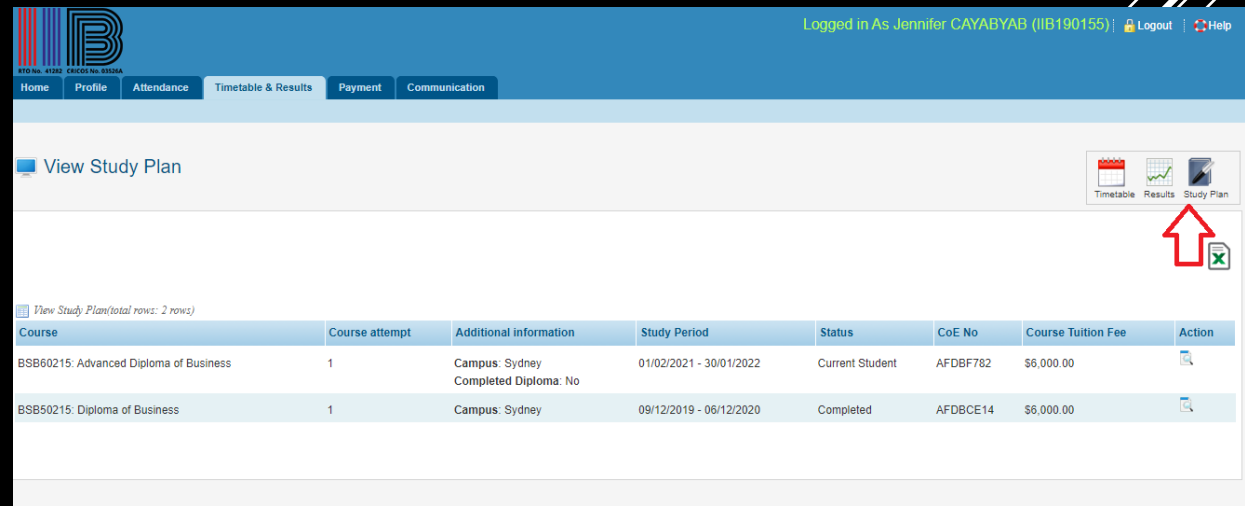
Enrolment Details		Subject Results	Unit Results	Assessment Details									
Semester: ADV T4 2021	Term: 1 Batch: O_ADV	Grade: C	<table border="1"><thead><tr><th>Unit</th><th>Competency</th><th>Duration</th></tr></thead><tbody><tr><td>BSBFIN601</td><td>C</td><td>01/11/2021 - 05/12/2021</td></tr></tbody></table>	Unit	Competency	Duration	BSBFIN601	C	01/11/2021 - 05/12/2021	Assessment	Competency	Teacher	Unit Associated
Unit	Competency	Duration											
BSBFIN601	C	01/11/2021 - 05/12/2021											
Subject: BSBFIN601 : Manage organisational finances (Attempt: 1)	Competency: C			A1	C	Ms Winnie Diloklab	BSBFIN601						
Semester: ADV T4 2021	Term: 1 Batch: O_ADV	Grade: C	<table border="1"><thead><tr><th>Unit</th><th>Competency</th><th>Duration</th></tr></thead><tbody><tr><td>BSBSUS511</td><td>C</td><td>06/12/2021 - 30/01/2022</td></tr></tbody></table>	Unit	Competency	Duration	BSBSUS511	C	06/12/2021 - 30/01/2022	⚠ No assessment			
Unit	Competency	Duration											
BSBSUS511	C	06/12/2021 - 30/01/2022											
Subject: BSBSUS511 : Develop workplace policies and procedures for sustainability (Attempt: 1)	Competency: C												
Semester: ADV T3 2021	Term: 1 Batch: O_ADV	Grade: C	<table border="1"><thead><tr><th>Unit</th><th>Competency</th><th>Duration</th></tr></thead><tbody><tr><td>BSBHRM614</td><td>C</td><td>06/09/2021 -</td></tr></tbody></table>	Unit	Competency	Duration	BSBHRM614	C	06/09/2021 -	Assessment	Competency	Teacher	Unit Associated
Unit	Competency	Duration											
BSBHRM614	C	06/09/2021 -											
Subject: BSBHRM614 : Contribute to strategic workforce planning (Attempt: 1)	Competency: C			A1	C								

Once you have logged in to RTOM
click **Timetable & results** as in figure below.

Click "study plan". You will go to the **View Study Plan** page as shown below

It gives the information of the
course **Name**, **Start Date**, **Finish Date**, **Course Attempt**,
and **Status** and **Course Fee**

STUDY PLAN





Logged in As Jennifer CAYABYAB (IIB190155) | Logout | Help

Home Profile Attendance Timetable & Results Payment Communication

View Study Plan

Timetable Results Study Plan

View Study Plan (total rows: 2 rows)

Course	Course attempt	Additional information	Study Period	Status	CoE No	Course Tuition Fee	Action
BSB60215: Advanced Diploma of Business	1	Campus: Sydney Completed Diploma: No	01/02/2021 - 30/01/2022	Current Student	AFDBF782	\$6,000.00	
BSB50215: Diploma of Business	1	Campus: Sydney	09/12/2019 - 06/12/2020	Completed	AFDBCE14	\$6,000.00	

Click "Excel" icon to export the study plan to excel file.

STUDY PLAN



view Study Plan

Student Details
Student ID: B8RT0120015 Name: Mr Josh Dugan

Select report: [View Study Plan](#)

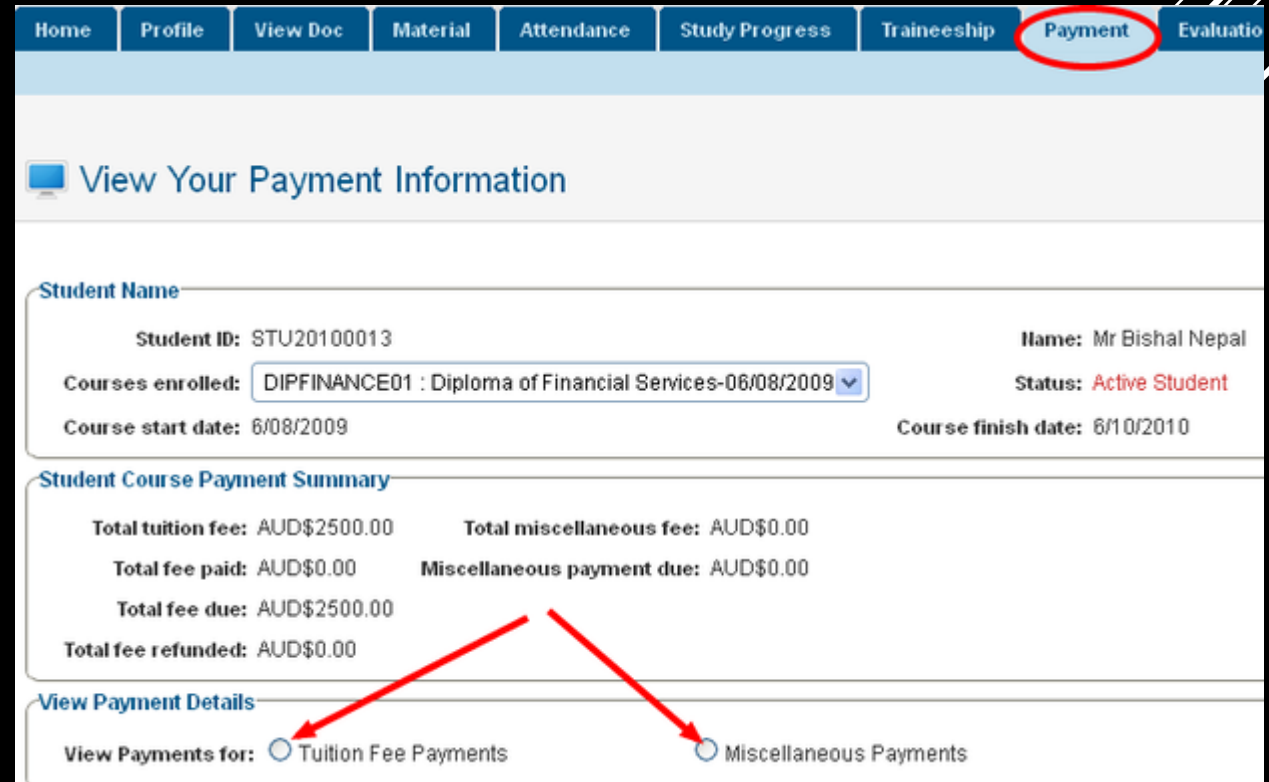
View Study Plan (total rows: 1 row)

Course Name	Start Date	Finish Date	Course/Attempt	Status	Course Fee
B8B40807 - Certificate IV in Frontline Management	11/02/2013	11/08/2013	1	Active Student	2500

From this menu, you can view your payments made for enrolled courses. To do this, follow the instructions below:

Once you have logged in to RTOM, click **Payment** as shown below. You will go to the page as shown in the figure below. Select the course for which you want to view payment from the drop-down menu as shown in figure 1. Your payment summary information will be displayed as shown in figure below.

PAYMENT



The screenshot displays the 'Payment' section of the RTOM interface. At the top, a navigation menu includes 'Home', 'Profile', 'View Doc', 'Material', 'Attendance', 'Study Progress', 'Traineeship', 'Payment' (highlighted with a red circle), and 'Evaluation'. Below the menu is a header 'View Your Payment Information'. The main content area is divided into three sections: 'Student Name', 'Student Course Payment Summary', and 'View Payment Details'. The 'Student Name' section shows 'Student ID: STU20100013', 'Name: Mr Bishal Nepal', 'Courses enrolled: DIPFINANCE01 : Diploma of Financial Services-06/08/2009', 'Status: Active Student', 'Course start date: 6/08/2009', and 'Course finish date: 6/10/2010'. The 'Student Course Payment Summary' section displays financial data: 'Total tuition fee: AUD\$2500.00', 'Total miscellaneous fee: AUD\$0.00', 'Total fee paid: AUD\$0.00', 'Miscellaneous payment due: AUD\$0.00', 'Total fee due: AUD\$2500.00', and 'Total fee refunded: AUD\$0.00'. The 'View Payment Details' section has a 'View Payments for:' label with two radio buttons: 'Tuition Fee Payments' (selected) and 'Miscellaneous Payments'. Two red arrows point from the 'Total fee due' and 'Total miscellaneous fee' values in the summary section to their respective radio buttons in the details section.

Home Profile View Doc Material Attendance Study Progress Traineeship **Payment** Evaluation

View Your Payment Information

Student Name

Student ID: STU20100013 Name: Mr Bishal Nepal
Courses enrolled: DIPFINANCE01 : Diploma of Financial Services-06/08/2009 Status: Active Student
Course start date: 6/08/2009 Course finish date: 6/10/2010

Student Course Payment Summary

Total tuition fee: AUD\$2500.00	Total miscellaneous fee: AUD\$0.00
Total fee paid: AUD\$0.00	Miscellaneous payment due: AUD\$0.00
Total fee due: AUD\$2500.00	
Total fee refunded: AUD\$0.00	

View Payment Details

View Payments for: Tuition Fee Payments Miscellaneous Payments

Now to view Tuition fee select "tuition fee payment". Your tuition fee payment information will appear as shown

PAYMENT

View Your Payment Information

Student Name
Student ID: RTO110034 Name: Mr Joe Black
Courses enrolled: BSB40807 - Certificate IV in Frontline Management-08/08/2011 Status: **Active Student**
Course start date: 8/08/2011 Course finish date: 5/01/2013

Student Course Payment Summary
Total tuition fee: AUD\$1500.00 Total miscellaneous fee: AUD\$0.00
Total fee paid: AUD\$500.00 Miscellaneous payment due: AUD\$0.00
Total fee due: AUD\$1000.00
Total fee refunded: AUD\$0.00

Payment schedule(s) for student: RTO110034, Course(s): BSB40807

Year	Fees	Payment Due Date	Paid Duration	Remarks
2011	500.00	08 Aug 11	25 Week	
2012	500.00	30 Jan 12	20 Week	autogenerate scheduled
2012	500.00	18 Jun 12	20 Week	autogenerate scheduled

View Payment Details
View Payments for: Tuition Fee Payments Miscellaneous Payments

Payment history of student: RTO110034, Course(s): BSB40807

Transaction No.	Receipt No.	Payment Date	Amount Paid	Payment Mode
117	1166	08/08/2011	500	Cash

Similarly, to view miscellaneous payments like enrolment fee, select "miscellaneous". Your miscellaneous payment information will be displayed as shown.

PAYMENT

View Your Payment Information

Student Name

Student ID: RTO110034 Name: Mr Joe Black
Courses enrolled: BSB40807 - Certificate IV in Frontline Management-08/08/2011 Status: **Active Student**
Course start date: 8/08/2011 Course finish date: 5/01/2013

Student Course Payment Summary

Total tuition fee: AUD\$1500.00 Total miscellaneous fee: AUD\$0.00
Total fee paid: AUD\$500.00 Miscellaneous payment due: AUD\$0.00
Total fee due: AUD\$1000.00
Total fee refunded: AUD\$0.00

Payment schedule(s) for student: RTO110034, Course(s): BSB40807

Year	Fees	Payment Due Date	Paid Duration	Remarks
2011	500.00	08 Aug 11	25 Week	
2012	500.00	30 Jan 12	20 Week	autogenerate scheduled
2012	500.00	18 Jun 12	20 Week	autogenerate scheduled

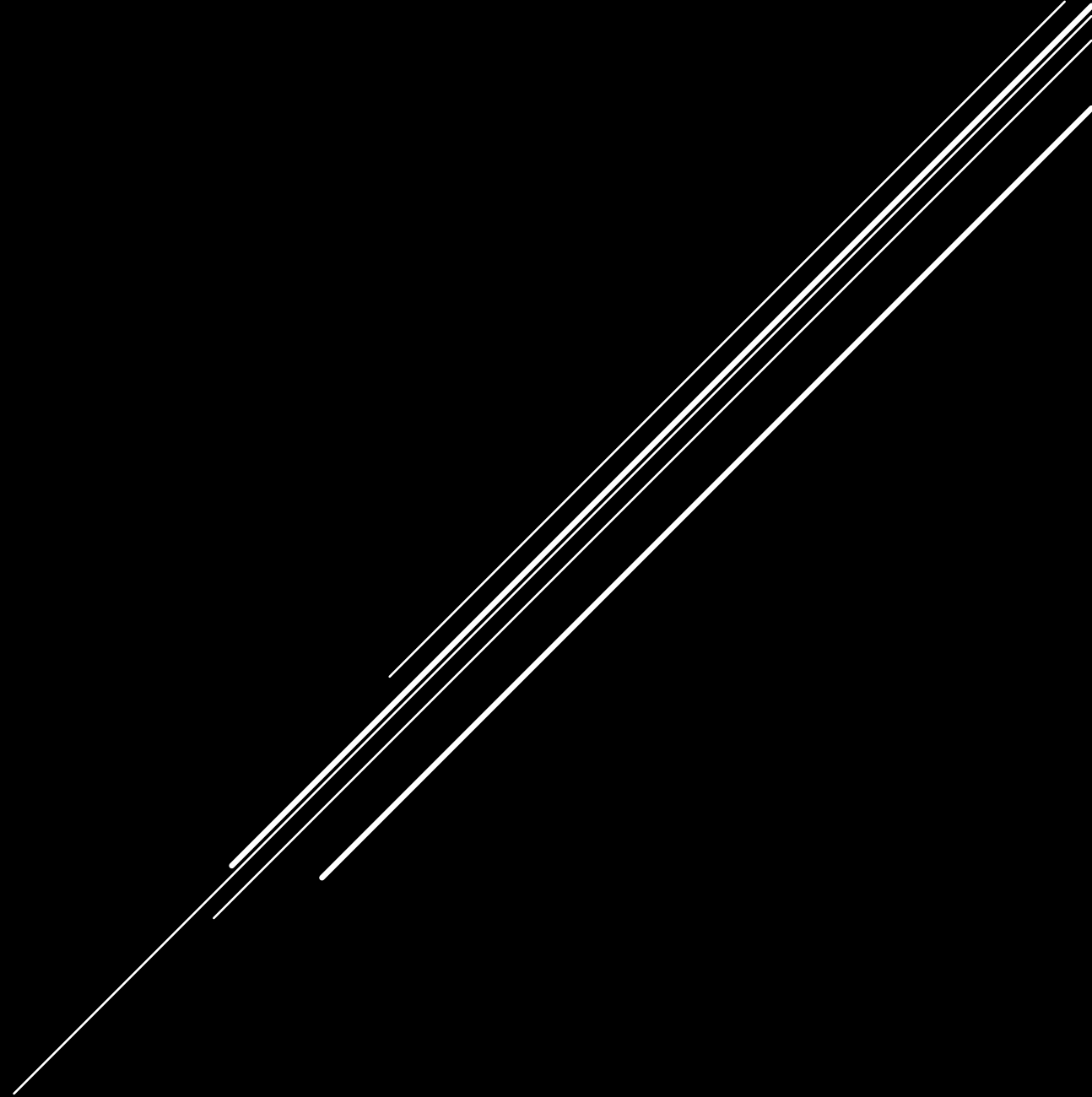
View Payment Details

View Payments for: Tuition Fee Payments Miscellaneous Payments

Miscellaneous payment history of student: RTO110034

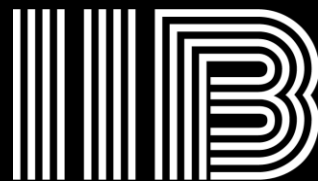
No miscellaneous payment record found.

Scan the QR code below to
download the
***RTOM Student Portal Guide
Manual.***



For any further queries ,please email student services at: studentservice@iib.edu.au

THANK YOU



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