




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

RTOM Student Portal

GUIDE MANUAL



RTO No. 41282 CRICOS No. 01526A

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

User Login

ENTER THE URL OF YOUR RTOM SOFTWARE ([HTTP://IIB.RTOMANAGER.COM.AU/](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



Update your primary contact address

Street Address:

City/Town/Suburb:

Country:

State:


Postcode:


Home phone:

Mobile phone:

User 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.



 **Update your primary contact address**

Street Address:

City/Town/Suburb:

Country:

State:

Postcode:

Home phone:


Mobile phone:

Update

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

User Login


ONCE YOU UPDATE THE DETAILS
THE SYSTEM WILL SHOW THE
BELOW MESSAGE.




IB
IBDP, IB Diploma
IB Career, IB Career Diploma

Logged in As Jennifer CAYABYAB (IB190155) | Logout | Help

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Profile
Edit Your Profile



Help
Help & Support

News and Reminder

Latest News

Posted Date

Descending

- No current News & Events available

Reminders

Posted Date

Descending

- No current reminder available

Warning Letters

More...

Deferral/Approved Leave

No deferral record

Registered Training Organisation management resources that equip you to compete, comply and prevail

User Login

AFTER THEN THE HOME PAGE
WILL BE SHOWN AS BELOW.

KTO No. 41282

CRCOS No. 03526A

Logged in As Jennifer CAYABYAB (IIB190155) | [Logout](#)

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Communication

[Edit Profile](#) | [Change Password](#) | [OSHC Info](#)

Edit Your Profile

Personal Information

Student ID: IIB190155

Full name: Ms Jennifer CAYABYAB

Nickname:

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

College email: studentservice@iib.edu.au

Private email:

Birthplace:

Country of birth:

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:

Building/property name:

Flat/unit details:

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

Street name:

Suburb/Town/City:


State/Province:

Postcode:

Mobile:

Edit Profile

ONCE YOU HAVE LOGGED IN
TO RTOM, CLICK
PROFILE>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

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:

Postcode:

Home phone:

State/Province:

Work phone:

Mobile:


☐ Postal Address ☐ Overseas/Permanent Address

Update

Edit Profile

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.

 RTO No. 41282 CRICOS No. 93526A

Logged in As Jennifer CAYABYA

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[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](#)

Changing Password

ONCE YOU HAVE LOGGED IN TO RTOM, CLICK **PROFILE>CHANGE PASSWORD**

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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](#)

Changing Password

ONCE YOU HAVE LOGGED IN TO RTOM, CLICK **PROFILE>CHANGE PASSWORD**



Change Password

Success


Change Password Complete

Your password has been changed!

Continue

Changing Password

- 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.

 RTO No. 41282 CRICOS No. 93526A

Logged in As Jennifer CAYABYA

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:

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.

ONCE YOU HAVE LOGGED IN TO RTOM,
CLICK **PROFILE>CHANGE PASSWORD** AS SHOWN IN
FIGURE 1. YOU WILL GO

Change Password

Change Password

Password:

New Password:

Confirm New Password:

Change Password

Cancel

Reset Security Question & Answer

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

Current password:

Security question:

Security answer:


Update

Security Question & Answer has been reset successfully.

Changing Password

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

 RTO No. 41282 CRICOS No. 03526A

Logged in As Jennifer

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

Name	Email	Status
--Unassigned--	support@websutra.com.au	
Winnie Diloklab	winnie.ppnapat@outlook.com	

Teacher:


Topic:

Paragraph Font Size Color Highlight Bold Italic Underline ABC Symbols



Insert Html

Communications

- 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 "






RTIO No. 41232
CXC/001 No. 51025A

Logged in As Jennifer CAYABYAB (JIB190155) |  Logout |  Help

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Edit Profile


 View Attendance (Weekly Summary)

 Weekly
 Total

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


Attendance

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

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.


RTOM No. 41282 CBICOS No. 85326A


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[View Current Timetable](#)

Select course: 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: BSBUS511: 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: BSBUS511: Develop workplace policies and procedures for sustainability Batch: O_ADV Teacher: Y LIU Room: Classroom Date: 13/01/2022 Time: 08:00 - 16:30		NC Subject: BSBUS511: 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

Timetable

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.




VIEW YOUR TIMETABLE, FOLLOW THE


RTOM No. 41282 CRICOS No. 93526A

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[View Academic Final Results](#)

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

[View Course Results](#)

Select semester: All

View Academic Final Results (total rows: 8 rows)

Enrolment Details		Subject Results	Unit Results	Assessment Details					
Semester: ADV T4 2021	Term: 1 Batch: O_ADV	Grade: C	Unit: BSBFIN601 C	Competency: C	Duration: 01/11/2021 - 05/12/2021	Assessment: A1	Competency: C	Teacher: Ms Winnie Diloklab	Unit Associated: BSBFIN601
Semester: ADV T4 2021	Term: 1 Batch: O_ADV	Grade: C	Unit: BSBSUS511 C	Competency: C	Duration: 06/12/2021 - 30/01/2022	No assessment			
Semester: ADV T3 2021	Term: 1 Batch: O_ADV	Grade: C	Unit: BSBHRM614 C	Competency: C	Duration: 06/09/2021 -	Assessment: A1	Competency: C	Teacher:	Unit Associated:

Results

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.

M THIS MENU YOU CAN VIEW YOUR S ONLINE AS PER

RTOM No. 41282 CRICOS No. 01026A

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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	

Study Plan

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

[View Study Plan](#)

Timetable Results Study Plan Assessment

Student Details

Student ID: BERT0120015 Name: Mr Josh Dugan

Select report: [View Study Plan](#)

[View Study Plan](#) (rows: 1 rows)

Course Name	Start Date	Finish Date	Course Attempt	Status	Course Fee
BSS40007 - Certificate IV in Frontline Management	11/02/2013	11/08/2013	1	Active Student	2500



Study Plan

CLICK" EXCEL " ICON TO EXPORT THE STUDY PLAN TO EXCEL FILE.

- 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

Payment

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.

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, CourseID: 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, CourseID: BSB40807

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

Payment

NOW TO VIEW TUITION FEE
SELECT "TUITION FEE PAYMENT".
YOUR TUITION FEE PAYMENT
INFORMATION WILL APPEAR AS
SHOWN


 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.

Payment

SIMILARLY, TO VIEW MISCELLANEOUS PAYMENTS LIKE ENROLMENT FEE, SELECT "MISCELLANEOUS ". YOUR MISCELLANEOUS PAYMENT INFORMATION WILL BE DISPLAYED AS SHOWN .



INSTITUTE OF
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Thank you

FOR ANY FURTHER QUERIES ,PLEASE EMAIL
STUDENT SERVICES AT:
STUDENTENGAGEMENT@IIB.EDU.AU