

INSTITUTE OF INTELLECT BLENDING

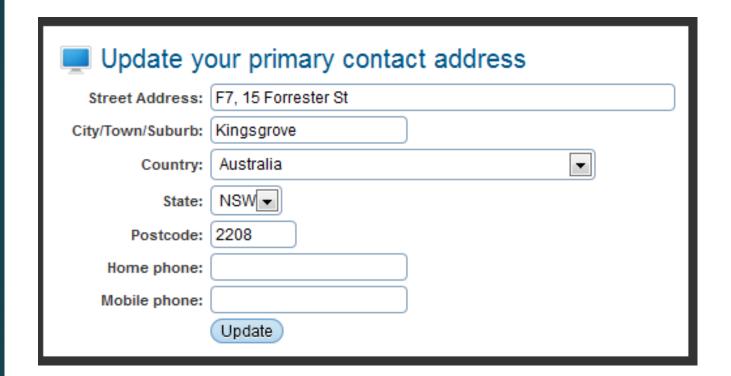
RTO No. 41282 CRICOS No. 0352

RTOM Student Portal

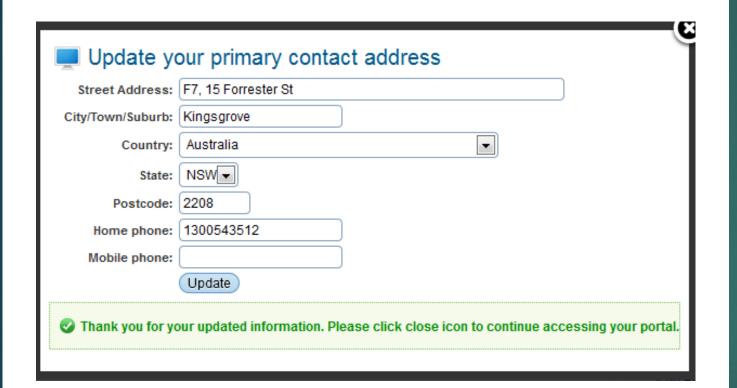
GUIDE MANUAL



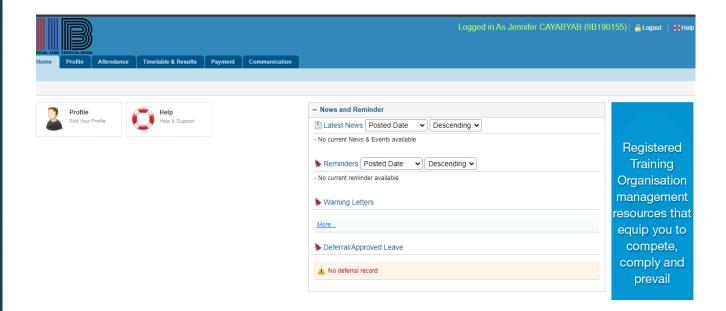
ENTER THE URL OF YOUR RTOM SOFTWARE (<u>HTTP://IIB.RTOMANAGER.COM.AU/</u>) IN THE ADDRESS BAR OF YOUR BROWSER AND HIT ENTER. YOU WILL BE PROMPTED TO ENTER YOUR **USERNAME (STUDENT ID NUMBER: E.G., IIB210155)** AND **PASSWORD (DOB: E.G., 12111999)** TO VALIDATE THAT YOU ARE THE GENUINE USER OF THE SYSTEM



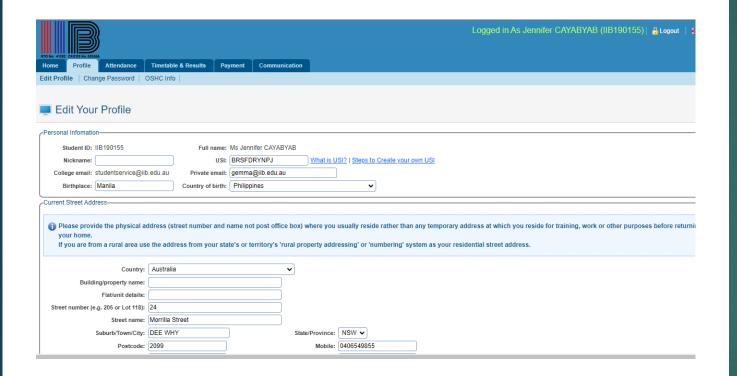
CLICK "LOGIN" YOU WILL ARRIVE AT THE HOME PAGE AS SHOWN BELOW. IF YOU ARE LOGGED IN FOR THE FIRST TIME, THE SYSTEM WILL ASK YOU TO CONFIRM THE ADDRESS AND CONTACT DETAILS ON THE NEXT SCREEN.



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



AFTER THEN THE HOME PAGE WILL BE SHOWN AS BELOW.



Edit Profile

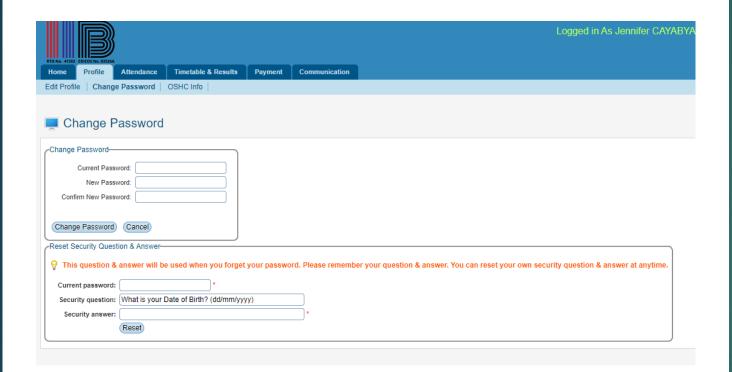
ONCE YOU HAVE LOGGED IN TO RTOM, CLICK PROFILE>EDIT PROFILE.

ersonal Infomation				
Student ID: 061STU20100010	Full name:	Mr John Citizen		
Nickname:	USI:	Place your valid USI here	What is USI?	
College email: None	Private email:	info@rtomanager.com.au).	
urrent Street Address				
 Please provide the physical addresses before returning your home. If you are from a rural area use t 				
before returning your home.				
before returning your home.				
before returning your home.		state's or territory's 'rural p		
before returning your home. If you are from a rural area use t	he address from your s	state's or territory's 'rural p	roperty address	
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before returning your home. If you are from a rural area use t Country: Building/property name:	he address from your s	state's or territory's 'rural p	roperty address	
before returning your home. If you are from a rural area use t Country: Building/property name: Flat/unit details:	Australia	state's or territory's 'rural p	roperty address	
before returning your home. If you are from a rural area use t Country: Building/property name: Flat/unit details: Street number (e.g. 205 or Lot 118): Street name:	Australia	state's or territory's 'rural p	roperty address	
before returning your home. If you are from a rural area use t Country: Building/property name: Flat/unit details: Street number (e.g. 205 or Lot 118): Street name:	Australia 15 John SYDNEY	state's or territory's 'rural p	roperty address	sing' or 'numbering' syste

Edit Profile

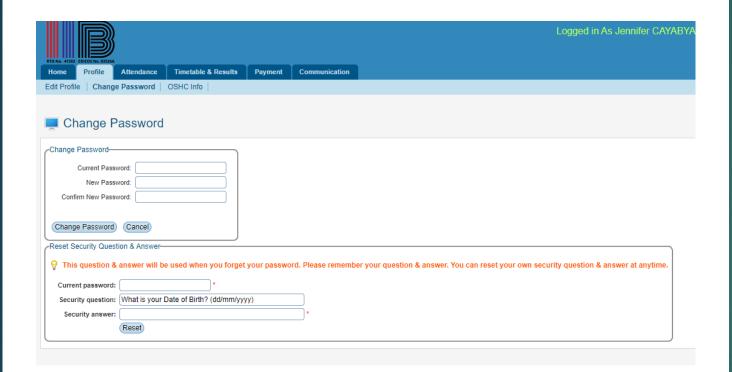
PLEASE NOTE THAT YOU CANNOT CHANGE THE NAME, STUDENT ID, YOUR NAME

FINALLY CLICK "UPDATE "TO SAVE THE CHANGES YOU HAVE MADE. YOU WILL RECEIVE A CONFIRMATION MESSAGE.



Changing Password

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



Changing Password

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



Change Password

Success

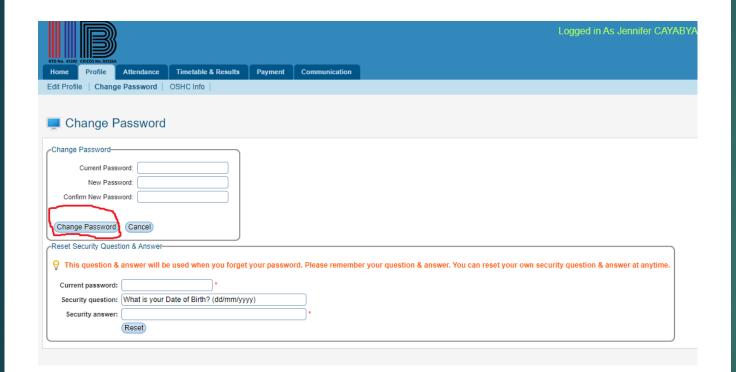
Change Password Complete

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.



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.

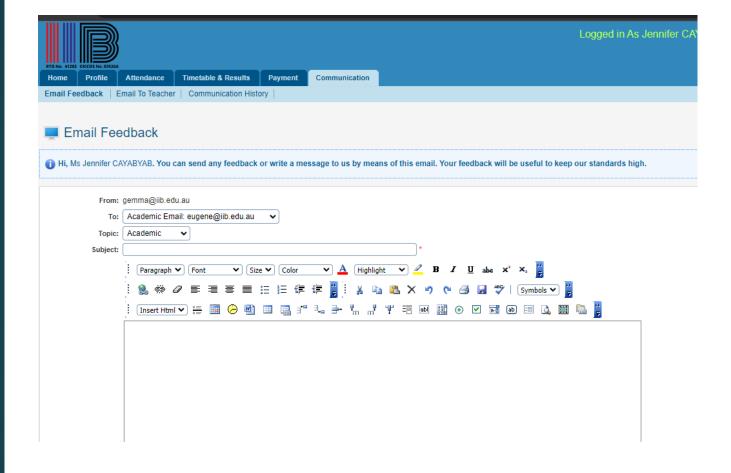
ONCE YOU HAVE LOGGED IN TO RTOM, CLICK **PROFILE>CHANGE PASSWORD** AS SHOWN IN FIGURE 1. YOU WILL GO



Changing Password

ENTER YOUR CURRENT PASSWORD, SECURITY QUESTION AND SECURITY ANSWER AS MARKED BY RED CIRCLE IN FIGURE BELOW

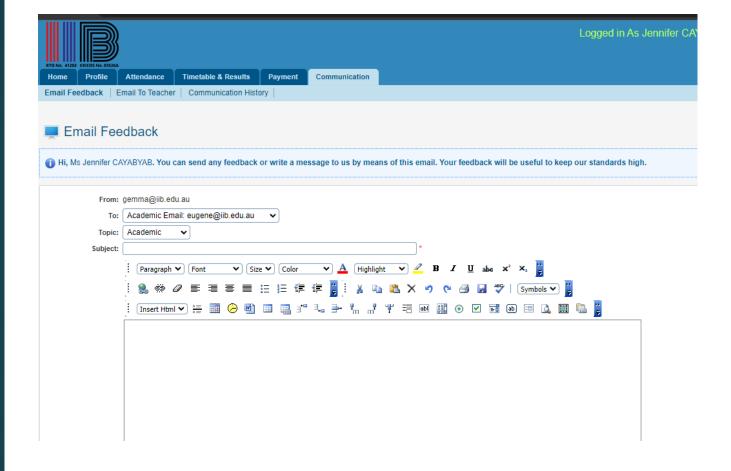
FINALLY CLICK "UPDATE '.SECURITY QUESTION AND ANSWER WILL BE RESET, AND THE CONFIRMATION MESSAGE IS DISPLAYED IN GREEN TO CONFIRM THE CHANGE AS SHOWN BELOW



Communications

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.



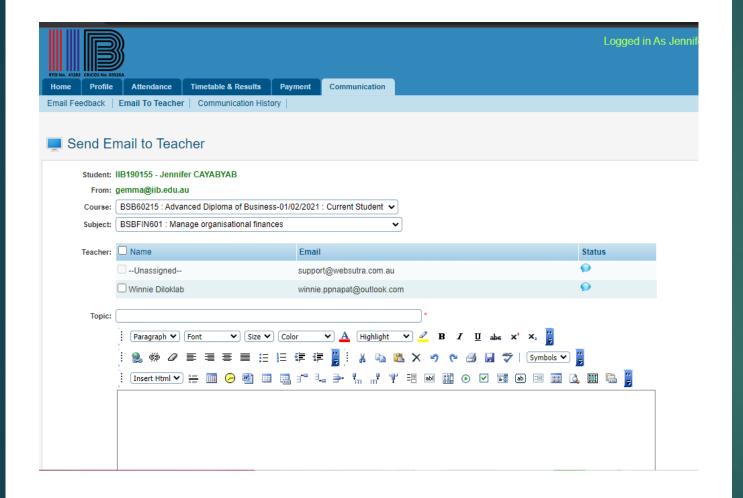
Communications

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.

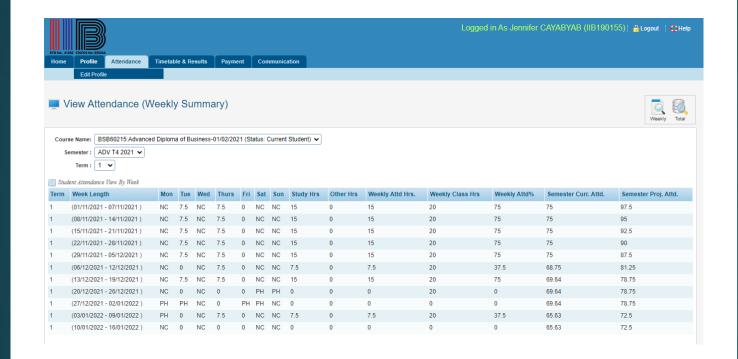
TYPE YOUR FEEDBACK/MESSAGE.

FINALLY CLICK "SEND EMAIL" . YOUR EMAIL WILL BE SENT, AND YOU WILL RECEIVE A MESSAGE .



Communications

- 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 "



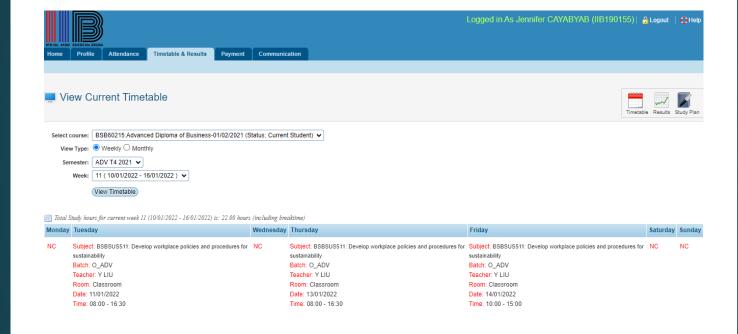
Attendance

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.

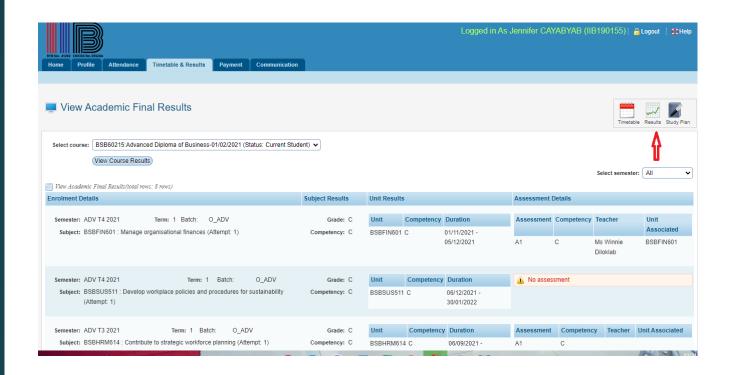


Timetable

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

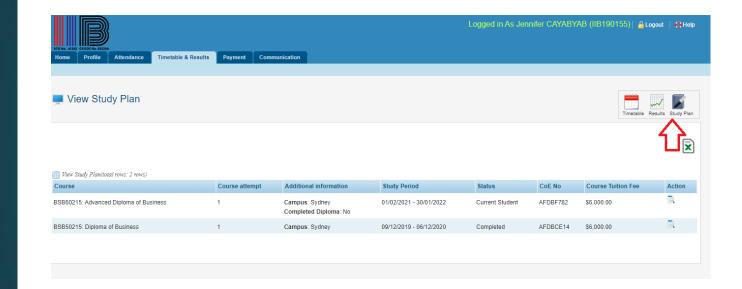


Results

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



Study Plan

ONCE YOU HAVE LOGGED IN TO RTOM CLICK **TIMETABLE & RESULTS** AS IN FIGURE BELOW.

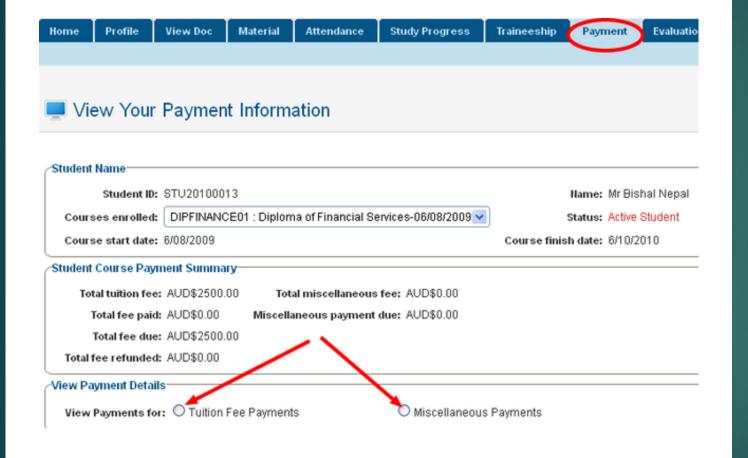
<u>CLI</u>CK "STUDY PLAN". YOU WILL GO TO THE **VIEW STUDY PLAN** PAGE AS SHOWN BELOW

IT GIVES THE INFORMATION OF THE COURSE NAME, START DATE, FINISH DATE, COURSE ATTEMPT, AND STATUS AND COURSE FEE



Study Plan

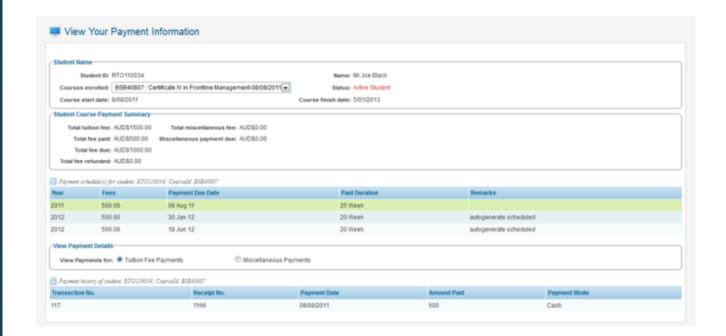
CLICK" EXCEL " ICON TO EXPORT THE STUDY PLAN TO EXCEL FILE.



Payment

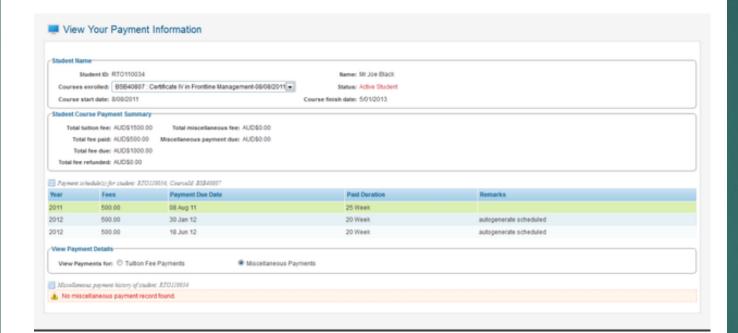
FROM THIS MENU, YOU CAN VIEW YOUR PAYMENTS MADE FOR ENROLLED COURSES. TO DO THIS, FOLLOW THE INSTRUCTIONS BELOW:

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.



Payment

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



Payment

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



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RTO No. 41282 CRICOS No. 0352

Thank you

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