

# How do I apply via TISCOOnline?

If you already have a User ID (your 2018 WACE candidate number) and a default password

1. Go straight to step 3

If you have no User ID

2. **Register** on TISCOOnline and receive User ID. Set own password. Don't register if you have User ID but have forgotten what it is – email [info@tisc.edu.au](mailto:info@tisc.edu.au) for assistance.

Now you've reached step 3, complete all steps through to 11

3. **Thoroughly check** information on [www.tisc.edu.au](http://www.tisc.edu.au)

4. **Login** to online application system on [www.tisc.edu.au](http://www.tisc.edu.au), using User ID and password and **start application**, following prompts

5. Choose **at least one preference** (university course)

6. Provide details of previous and current **studies/qualifications**

7. **Declare** application (accept application conditions)

8. **Choose** payment option:

- Online with credit card
- By mail
- In person at TISC

9. Print **coversheet** and read it carefully

10. **Pay** application fee

11. **Upload** to your TISC application all **supporting documentation** requested on coversheet

**Remember:** You can stop part-way through your online application at any stage, save what you've done, and complete it another time, subject to closing dates.

**Until the fee's paid, TISC won't activate your application.**

**Also, until the fee's paid, you can't access (or even see) a number of online menu items (including change of preferences).**

**Note:** You'll need to log in to your application to access/see some online menu items.