

Paradigm, LMS, Student Email

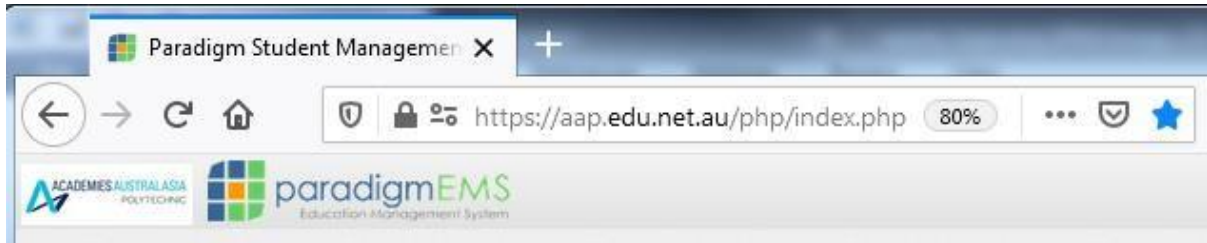
User Manual

Mid Term

This user manual provides a step by step guide for subject enrolments in Paradigm, accessing LMS, and student email.

How to enrol in Paradigm

1. Open a browser → Internet Explorer, Firefox, or Google Chrome



Type in the following URL: <https://aap.edu.net.au/>

2. Type in your **Username** and **Password**

Username: Student ID Number (e.g. 2021000000)

Password: YYYYMMDD

- a. Year of birth, month, day
- b. Sample: date of birth: 31/01/1999

Password: 19990131

Click on Login Now



3. Fill out all the information and click 'I confirm my details above'

✓ **SUCCESS:** Student loaded. X

INSTRUCTIONS

Please provide your personal information and current contact details


STUDENT DETAILS

AAPoly Student No:

Title:

Preferred Name:

Family Name:


DOB: 

Gender:


Status:


Citizenship:

Passport Number:

Passport Expiry: 


VISA Number:

Visa Expiry: 

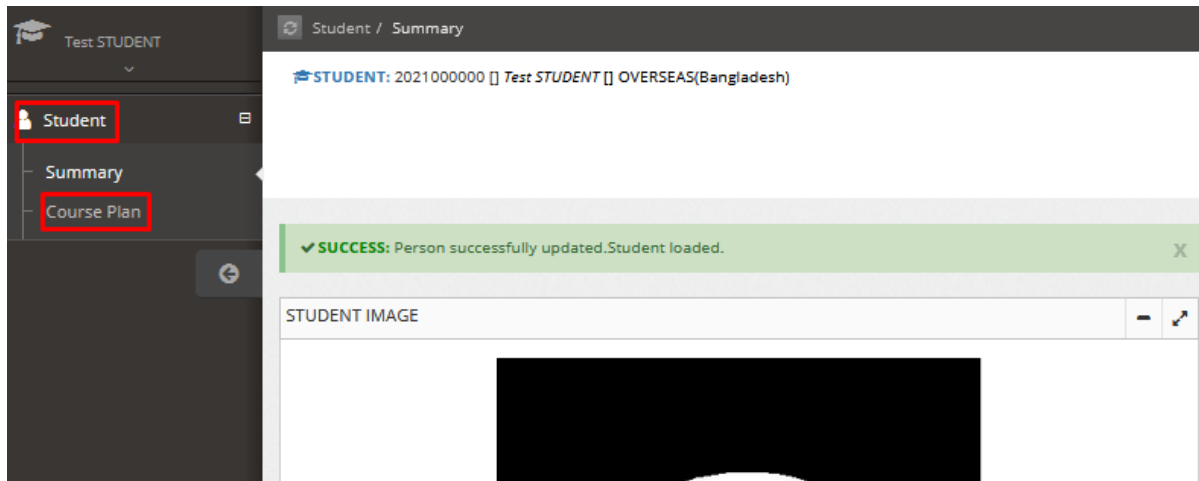
VISA Type: 

LOCAL ADDRESS

Postal Box:


I CONFIRM MY DETAILS ABOVE 

4. Now, click on Student>Course Plan on the left hand side of the screen



5. Click on View button (notebook icon) next to the course you're doing. Then Scroll down to see 'My Course Plan'

MY COURSE ENROLMENTS

Enrolled Course	Start Date	Enrolment Status	Provider	
094237A - SIT30816 Certificate III in Commercial Cookery	31/10/2022	Not Started / Applied	AAPoly	

MY COURSE REQUIREMENTS

LEGEND

- Previously Completed
- Currently Enrolled
- Allowed to Enrol
- Disallowed by Prerequisite / Not Required
- Unit Not Scheduled

MY COURSE PLAN

Scroll down to see "My Course Plan"

094237A	Subject 1	Subject 2	Subject 3
Stage 1	Participate in environmentally sustainable work practices BSBSUS201	Clean kitchen premises and equipment SITHKOP001	Work effectively with others BSBWOR203

6. Get the right timetable for the current term and enrol into the subjects as per your timetable. Select the subjects as per your timetable then click 'Enrol'

Stage 3	Plan and cost basic menus SITHKOP002 Produce desserts SITHPAT006 Produce and serve food for buffets SITHCCC015	Prepare food to meet special dietary requirements SITHCCC018 Develop menus for special dietary requirements SITHKOP004	Prepare seafood dishes SITHCCC013 Produce cakes, pastries and breads SITHCCC019
Stage 4	Work effectively as a cook (SITHCCC020) SIT30816-WEC		
VET Mid Term Intake	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> VET Mid Term Intake VMTI <input checked="" type="checkbox"/> </div>		

ENROL

Note: Tick the boxes next to the subjects according to your timetable.

7. Tick the button under 'Select Unit'; this will display the session information of the unit. Click 'Check Class Times'

DATES FOR UNIT: VMTI - VET MID TERM INTAKE

Start Date	Unit Code	Unit Name	Institution	Teacher	Mode Of Delivery	Class	Class Times	Select Unit
31/10/2022	VMTI	VET Mid Term Intake	AAPoly		Online	2022 MT4	SHOW TIMES	<input checked="" type="checkbox"/>

Date	Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select Group	Places
02/11/2022	Wednesday	01:30pm	05:30pm	CLASS	The Work Environment in Australia					Must Attend Related Classes
02/11/2022	Wednesday	09:00am	01:00pm	CLASS	Technology in the Workplace					Must Attend Related Classes
31/10/2022	Monday	01:30pm	05:30pm	CLASS	Communication in the Workplace					Must Attend Related Classes
31/10/2022	Monday	09:00am	01:00pm	CLASS	Assessment Preparation and Presentation					Must Attend Related Classes

[CHANGE UNITS](#) [CHECK CLASS TIMES](#)

8. Once you click on 'Check Class Times', the following message will pop up. You must agree to the terms of enrolment by ticking on the box provided. Tick on Send Email Confirmation. Now, click 'Enrol Now'

Start Date	Code	Name	Institution	Teacher	Mode Of Delivery	Class	Class Times	Select Unit
31/10/2022	VMTI	VET Mid Term Intake	AAPoly		Online	2022 MT4	SHOW TIMES	<input checked="" type="radio"/>

Date	Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select Class	Places
02/11/2022	Wednesday	01:30pm	05:30pm	CLASS	The Work Environment in Australia					Must Attend Related Classes
02/11/2022	Wednesday	09:00am	01:00pm	CLASS	Technology in the Workplace					Must Attend Related Classes
31/10/2022	Monday	01:30pm	05:30pm	CLASS	Communication in the Workplace					Must Attend Related Classes
31/10/2022	Monday	09:00am	01:00pm	CLASS	Assessment Preparation and Presentation					Must Attend Related Classes

TERMS AND CONDITIONS OF ENROLMENT - ↗

I understand the following requirements to enrol in the unit/subject:

- I acknowledge AAPoly's Student Policies, particularly policies on academic misconduct, code of conduct and student progress monitoring;
- I will ensure that my contact details (phone and email address) are updated, to receive notifications from AAPoly about my studies;
- I will attend classes regularly and keep up to date with the unit/subject's lessons, lectures and tutorials;
- I must attempt all assessment tasks, submit them on or before the due dates, according to the unit/subject's requirements, to pass the unit/subject;
- Late submission of assessments will not be accepted unless I had special permission to submit late;
- I must submit my own original work and I understand the consequences of academic misconduct;
- I must maintain satisfactory course progress, as required by my student visa conditions;
- If I have outstanding and overdue fees
 - my access to learning resources will be blocked;
 - I will not be eligible for any services or academic transcripts;
 - my COE may be cancelled.

Send Email Confirmation

I agree to the terms for enrolment

[ENROL NOW](#)

9. To ensure you have successfully enrolled, it should say **SUCCESS** under the enrolment status of each subject. Click on 'Navigate Back to Student Summary' to see all your enrolled subjects for the current term.

Start Date	Code	Name	Institution	Teacher	Mode Of Delivery	Class	Status	Message(S)
31/10/2022	VMTI	VET Mid Term Intake	AAPoly		Online	2022 MT4	Success	Unit Enrolment successful. The fee was obtained matching on 2 criteria. Unit Enrolment successfully loaded.

Date	Session Start Day	Start Time	End Time	Session	Subject	Teacher	Class	Enrolment Status	Enrolment Message
02/11/2022	Wednesday	01:30pm	05:30pm	CLASS	The Work Environment in Australia				
02/11/2022	Wednesday	09:00am	01:00pm	CLASS	Technology in the Workplace				
31/10/2022	Monday	01:30pm	05:30pm	CLASS	Communication in the Workplace				
31/10/2022	Monday	09:00am	01:00pm	CLASS	Assessment Preparation and Presentation				

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 - o I will not be eligible for any services or academic transcripts;
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NAVIGATE BACK TO STUDENT SUMMARY

Unit Code	Title	Course	Provider	Start Date	Grade	Status
VMTI	VET Mid Term Intake	094237A	AAPoly	31/10/2022		Enrolled
L5OM20	Operational Management (BSBOPS502)	BSB50420-4T	AAPoly	27/09/2021	C	Completed

Showing 1 to 2 of 2 entries

Previous **1** Next

Login to LMS

01

AAPOLY WEBSITE LINK

Go to the [AAPoly](#) website. Scroll to the bottom and click the [AAPoly LMS](#) link.

Or type studentlms.aapoly.edu.net.au on a browser

LOGIN LINKS

Paradigm

AAPoly LMS

02

LMS/MOODLE LOGIN

Below are the default login information:

Username: **4XXXXX** or **201XXXXX** (Student ID)

Password: **YYYYMMDD** (Date of Birth)

Log in

Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser 

03

CHANGE YOUR PASSWORD

Enter your new password and click Save changes.

You must change your password to proceed.

Change password

Username

The password must have at least 8 characters, at least 1 digit

Current password

New password

New password (again)

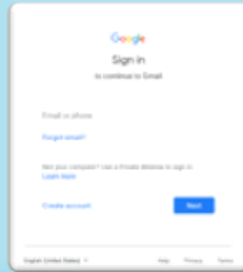
There are required fields in this form marked *

Save changes

LOG IN TO AAPOLY EMAIL



**Go to
Gmail.com**

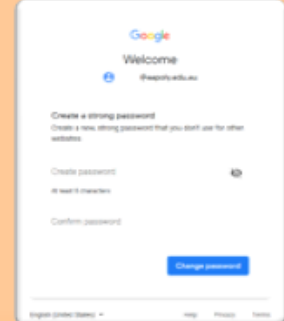


**Log in using the
following:**

Username:

202XXXXXX@aapoly.edu.au
4XXXXX@aapoly.edu.au

Password: YYYYMMDD
(Date of Birth)



**Change
your
password**

