Allocate+ Student Instructions

Allocate+ is the software used by the University of Notre Dame Australia to allow you to select activities from the units in which you are enrolled, so that you can build your timetable for a semester or term. The following instructions should help you in making your selections. If, at any point, you need further help please contact your School Administration or the IT Help Desk.

Login

1. To log into Allocate+ go to https://allocate.nd.edu.au/signup/apstudent. It is highly recommended that you bookmark this link for quick and easy access, for this application is no longer accessible via our website.
2. Log in using your username (student ID number) and password. Your password is the same password used when logging into a workstation (e.g. Campus Library computer) or Blackboard or accessing email via the MyND Portal. If you are a new student to the University logging in for the first time and/or you have not changed your password yet, your password will be Nd followed by your date of birth. Your date of birth must be 8 characters with no slashes or dots between; for example, if your birthday were 21st January 1984 then the password would be Nd21011984.

The Welcome Screen

Upon login you will see the following:

1. Your current enrolment details are shown along the left-hand side of the screen. The units are displayed in the following format: semester – unit code – campus. For example, if you are enrolled in Ethics (ET100) for semester 1 on the Fremantle campus, the following will be displayed: S1-ET100-F.
2. Below each unit you will see a list of one or more activity groups (lectures, tutorials, labs, etc):

![Image of activity groups for S1-ED3819-F]

Principles of Primary Religious Education 2
- Lecture (READ ONLY)
- Tutorial (READ ONLY)

3. At any time a unit will have one of the following status:
   i. Change (or add) your selections (SELECT/ADJUST);
   ii. View your current selections (READ ONLY);
   iii. Subject is not available for selection.

Making Your Selection(s)
1. By clicking on one of the activity groups for a subject you will be able to see a list of the activities belonging to that group. For example, clicking on the Lecture activity group for S1-ET100-F results in the following display:

![Image of activity selection screen]

This screen will tell you if you are currently allocated to an activity and the status of the subject (please see above for an explanation of the various statuses).

2. To assign yourself to an activity click on the ‘Select’ icon.
3. If your selection conflicts with another activity you have already been allocated to, the activity will have a ‘Clash’ icon against it.
4. If you select a unit where a clash occurs you will receive the following message, along with a note indicating the unit and activity where the conflict occurs:

![Image of clash message]

Otherwise you will receive a message indicating a successful selection:

![Image of successful selection message]

5. The same process should be repeated for all activity groups for all units.