Student User Guide to RTO-Manager

Student Login

In order to login to the RTO, please find the login link “RTO Manager” at www.rgit.edu.au Home page, top (uppermost menu).

In the Login page, enter your login details provided to you by RGIT College.

Home

The home section provides students with an overview of the most crucial things that a student needs to know that includes important reminders, warning letters that have been issued, deferral and approval of leave letters etc.
Figure 1: Home screen – RTO manager

Profile

Figure 2: Edit Profile page
The profile page allows students to edit their personal details as shown in figure 2. Students are provided a default password when they first login to the RTO manager. Please be sure to change your password after your first login.

View Documents
Material

Students can view all the materials relating to their courses in this section. As illustrated in figure 4, students can view the material based on either “Subject” or “Course”.

[Diagram of course material page]

Attendance

The attendance section of the RTO manager, lists students attendance details. The attendance can be viewed based on the course, semester and term.

[Diagram of attendance page]

Figure 4: Course material page

Figure 5: Attendance page
Timetable & Results
In this section students can view the timetable for their course, their results and their study plan.

Figure 6: Timetable and Results page
Payments
The payments section displays the payment details of students for a particular course. Miscellaneous payments can also be viewed (if applicable) by selecting the associated radio button as shown in Figure 7.

Figure 7: Payment page
Warning Log

Students can view all the warning letters issued to them in this section.

![Warning Log Page](image)

**Figure 8: Warning log page**

Communication

Students can send any queries or feedback relating to their course or the college as a whole from this section. The default email provided by the students will be used as the sender email. Students can specify who they want to send to by selecting the appropriate email from the dropdown box in the ‘To’ field.

![Communication Page](image)
Figure 9: Communication page