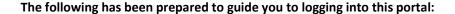# Welcome to LUNA

Holmes Institute
Education Management System

This is the first step for providing students with access to course information, fee details, results and enrolment via an online environment.

The following has been prepared to guide you to logging into this portal:

1. Log on at **https://luna.holmes.edu.au**

2. Enter your Login details

   > Username – Student Number (in capitals) e.g. PDT3477
   > Password – Date of Birth in this format DD/MM/YYYY e.g. 01/01/1989
   > (Please do not forget either the '0's and '/')

3. As a first time user you will now need to complete the 'Student Details' section to ensure we have the most up to date contact information for you.

4. **'Summary'-** This is a summary of your personal information, course enrolment and academic history. Please check this information is correct and advise us if you believe anything needs to be changed.

5. **'Confirm Details'-** This is where you can update your contact details and emergency information. Please remember that this is a condition of your enrolment (Student Visa).

6. Selecting your units via Luna:

   Select "Course Plan" - This is where you can select units to enrol for this semester. The Course Plan has a helpful legend to assist you to see what units are available for enrolment.

   Selecting "Units" – You must select a normal study load - which is **4 units**. Once you have selected your units, confirm your choice by selecting "Proceed with enrolment in selected units".

   The next screen is where you can select unit classes and times. As classes for Trimester 3 are online, you do not need to pick your classes based on a timetable. Simply enrol in to the subject itself. Please note: Blackboard will not reflect your units immediately. Continue to check your Blackboard and your units should show up within 24 hours of your enrolment via LUNA.

   This next page will provide a summary of your unit selections. If you are happy with your unit choice, please confirm the conditions of enrolment and select "Enrol Now". Your unit selection for Trimester 3 2020 is now confirmed.

Deleting Units - At any stage in the unit selection you can modify your units – however please note that by selecting this option:

- **ALL your unit enrolments will be removed.**
- You must complete the ENTIRE process again.
- You will not have an active enrolment until this is complete.

7. **'Fees' – This shows our current tuition fee balance for this semester. Please note that administrative fees such as enrolment or instalment charges are not shown here.**

8. **'View Units – This screen will display the information relating to units you have completed or are enrolled in.**

9. **'View timetable' – Currently not relevant given that classes are online.**

10. **'Change Log in' – This is your opportunity to enter your personalised password. We recommend that you do this when your first log in. Please note usernames and passwords are case sensitive.**

11. **If you believe any of the details in your portal are incorrect, please do not hesitate to contact Student Services: HISS@holmes.edu.au**