

D2C Plus Online Enrolment Instructions for Students

- If you have already enrolled online for D2C (Cert. 1) you will need to update your details to show that you are a D2C Plus (Cert. 3) student.
- It is recommended that students use a PC or tablet to perform enrolment tasks.

Go to the webpage www.citb.org.au

- Then click the 'Renew Training Card' from menu on the left.
- Then click the orange button 'Click Here to Renew Training Card'.

This will take you to the Update/Renew CITB ID Card page where you can update your enrolment status to D2C Plus.

Personal Details (you will need your mobile phone handy)

- Check your personal details are up-to-date and enter any changes.
If you do not have a drivers license leave the field blank.
- Make sure you have a valid mobile number and email then click the Validate button.
- You will receive a code in an SMS or email depending on whether your entered a mobile number or email.
- Enter the code you received in the Confirmation code field and click to continue your application. Continue to check and update your residential and postal address details.



Employment Details

Go to the question *Are you a student in a program?*

- In the dropdown list next to this question it should read D2C.
- Click the down arrow and select D2C Plus.
- Then go to the next question *Your educational institution.*
- In the dropdown list next to this question it should read Please Select.
- Click the down arrow and select the name of the school where you will attend D2C Plus.

Other Information

Ignore the *trade license number* field. If you belong to any of the listed groups click in the applicable box.

Declaration

To download a copy of the CITB Terms & Conditions and/or Privacy Statement please click on the highlighted text. Otherwise click in the Terms & Conditions box and the Privacy Statement box and double check the information you have provided is correct. Click the Update button to submit your application. Any mandatory fields not filled in will need to be completed before your application is successfully submitted.

CITB Training Card Information

You will receive an SMS or email to confirm that CITB has received your updated details. A copy of your enrolment number will be sent to your Doorways teacher. Your CITB Training Card will still be valid and if you need a replacement card please send an email with your full name and date of birth to citb@citb.org.au or call 8172 9500.